

HOUSING STABILITY REIMBURSEMENT CHECKLIST

1) ZOOMGRANTS:

- Update Primary Contact as relevant staff
- Budget line items have the relevant "Requested Funding" field filled out
- Budget line items without a request are left blank, **NOT** entered as "\$0"

2) HS COVERSHEET:

- All fields are properly filled out
- Supervisor Signature
- HUD Waiver (24 CFR §200.415) included

3) SUBRECIPIENT INVOICE:

- Invoice amounts align with ZoomGrants amounts
- Requests align with budget line items
- Any addresses are located in an eligible geographic area
- Billing dates fall within the eligible period

4) SUPPORTING DOCUMENTATION (VARIES BY REQUEST):

Salary | Timesheets

- Employee approves each timesheet (e.g., signature, check box, statement, etc.)
- NOTE: Supervisor signatures are optional if the HS coversheet is signed
- Position funded matches contract
- Timecard activities align with budget line items
- Timesheet dates fall within the eligible period
- No unreasonable disparity in salaries & benefits

Supplies | Receipts

- Every item has a receipt
- Items funded by the grant are marked (if the receipt contains items from multiple funding streams)
- Does not include sales tax
- Items align with budget line items
- Receipt dates fall within the eligible period

Utility Assistance | Utility Bills

- Payments align with budget line items
- Address is located in an eligible geographic area
- Billing date falls within the eligible period

Rental Assistance | Landlord Check Copies AND Landlord Business Licenses

- Check date falls within the eligible period
- Business license address is located in an eligible geographic area
- Business license is not expired at time of payment

Mortgage Assistance | Lender Check Copies AND Household Address/Income Verification

- Check date falls within the eligible period
- Address is located in an eligible geographic area
- Income falls within an eligible AMI bracket

Staff Signature: _____

Date: _____

Updated: 12-5-2022