

HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM ADMINISTRATION FEE REIMBURSEMENT FORM

(Administrative costs may be used for 1) accounting for the use of grant funds; 2) preparing reports for submission to HUD; 3) obtaining program audits; 4) costs related to administering the grant after the award; 5) staff salaries associated with these administrative costs; and 6) HPRP training costs)

ONLY UP TO 3% OF ADMIN MAY BE REQUESTED PER REIMBURSEMENT

Employee Name: _____ Coverage Date: _____ to _____

1) Accounting for the use grant funds	Hours: _____ X \$ _____ /hour	Total: _____	
	Hours: _____ X \$ _____ /hour	Total: _____	
2) Preparing reports for SDHDA/HUD	Hours: _____ X \$ _____ /hour	Total: _____	
	Hours: _____ X \$ _____ /hour	Total: _____	
3) Obtaining program audits	Hours: _____ X \$ _____ /hour	Total: _____	
	Hours: _____ X \$ _____ /hour	Total: _____	
4) Costs related to Admin	Hours: _____ X \$ _____ /hour	Total: _____	
	Hours: _____ X \$ _____ /hour	Total: _____	
5) Staff Salaries	Hours: _____ X \$ _____ /hour	Total: _____	
	Hours: _____ X \$ _____ /hour	Total: _____	
6) Training	Hours: _____ X \$ _____ /hour	Total: _____	
	Hours: _____ X \$ _____ /hour	Total: _____	

(Please include travel costs, agenda from meeting/conference)

TOTAL ADMIN REQUESTED: **TOTAL: \$** _____

Description of Admin Requested: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____