INSTRUCTIONS FOR MONTHY DRAW REQUEST
Homeless Prevention and Rapid Re-Housing Program (HPRP)

- Monthly draw requests **must be received by SDHDA on or before the 15th of the month** to be processed in that month. If your request is received after the 15th of the month it will be processed the following month. Monthly draw requests will not be accepted by fax or email.

- Please remember that only incurred expenses are eligible for reimbursement. Expenses that were incurred prior to the contract date of September 30, 2009 are not eligible. A complete draw request must be received for processing.

- A complete draw request must include the following items: Completed Itemization Form, Completed SDHDA form coordinating to the expense and Supporting documentation for each expense. All invoices/statements must be complete and include the agency name, date of service and a breakdown of charges. Stubs of invoices will not be accepted.

The following is a list of the required documentation for each expense category:

Financial Services

- Short Term/Long Term Rental Assistance: Completed Financial Assistance Form; Copy of the rental agreement (first draw request only); Receipt of payment signed & dated by landlord/property manager; Copy of your check showing payment has been made to the appropriate entity. *Note: The Housing Habitability Standards Inspection Checklist and/or HQS must be completed prior to giving the assistance & should be retained in your files.*
- Security Deposit (ONE TIME ONLY assistance): Completed Financial Assistance Form; Copy of the rental agreement; Receipt of payment signed & dated by the landlord/property manager; Copy of your check showing payment has been made to the appropriate entity. *Note: The Housing Habitability Standards Inspection Checklist and/or HQS must be completed prior to giving the assistance & should be retained in your files.*
- Utility Deposit (ONE TIME ONLY assistance): Completed Financial Assistance Form; Copy of letter and receipt from utility company; Copy of your check showing payment has been made to the appropriate entity.
- Utility Payment Assistance: Completed Financial Assistance Form; Copy of utility bills; Copy of your check showing payment has been made to the appropriate entity.
- Moving Cost Assistance: Completed Financial Assistance Form; Copy of statement/invoice from truck rental company, moving company or storage facility; Copy of your check showing payment has been made to the appropriate entity.
- Motel/Hotel Vouchers: Completed Financial Assistance Form; Copy of statement/invoice from the hotel/motel showing the dates of stay and charge; Copy of your check showing payment has been made to the appropriate entity.

Housing Relocation & Stabilization Services

- Case Management: Completed Housing Relocation & Stabilization Services Form; Copy of statement/invoice that shows the breakdown of charges and dates of service. If the provider is staff of the sub-grantee a copy of their timesheet should be sent, if the provider is a separate entity a copy of the check showing payment should be sent.
- Housing Search & Placement: Completed Housing Relocation & Stabilization Services Form; Copy of statement/invoice that shows the breakdown of charges and dates of service. If the provider is staff of the sub-grantee a copy of their timesheet should be sent, if the provider is a separate entity a copy of the check showing payment should be sent.

- Legal Services: Completed Housing Relocation & Stabilization Services Form; Copy of statement/invoice that shows the provider, breakdown of charges and dates of service; Copy of your check showing payment has been made to the appropriate entity.
- Credit Repair: Completed Housing Relocation & Stabilization Services Form; Copy of statement/invoice that shows the provider, breakdown of charges and dates of service; Copy of your check showing payment has been made to the appropriate entity.

❖ **Administration Fees** – 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. A form, Administration Fee Reimbursement Form, has been included to track eligible administrative expenses.
How to submit for reimbursement: The request should be listed on the Itemization Form under "Admin" category with a description of the service, date range and the dollar amount requested. The completed Administration Fee Reimbursement Form should be attached to the Itemization Form along with a copy of the staff timesheet as supporting documentation of the expense.

❖ **Data Collection** – Allows reimbursement for reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds. Eligible costs include: (1) purchase of HMIS software and/or user licenses; (2) leasing or purchasing needed computer equipment for providers and the central server; (3) costs associated with data collection, entry and analysis; and (4) staffing associated with the operation of the HMIS, including training.
How to submit for reimbursement: Each expense must be listed on the Itemization Form under the category "Data Collection" with a date of the purchase/service, brief description of the purchase/service and the amount being requested for reimbursement. Supporting documentation must include copies of the invoices/statements of purchases/leases, proof of payment and copy of the timesheet explaining staff costs associated with the eligible items listed above. The supporting documentation must be attached to the Itemization Form.

Note: **Domestic Violence Shelters** are prohibited from entering information into HMIS. Your monthly draw requests must include a copy of each intake form along with all the information above. The copy of the Intake Form must include the client's date of birth, the last four digits of their social security number and a unique ID #. This ID # should be used for one client only and be posted on all the client's paperwork throughout the program.