

ITEMIZATION FORM

Homeless Prevention & Rapid Re-Housing Program (HPRP)

This form must be submitted with your monthly draw requests. All requests must be received by SDHDA on or before the 15th of the month to be processed within that month. When listing your expenses on the Itemization Form, please list all expenses by category first then under these categories please list the expenses by date (earliest date first). All supporting documentation should follow the same order as the items on this form. All invoices/statements must show the agency name, date of service and the breakdown of charges.

Category	Payee	Client Name/ Description	Date Incurred	Homeless Prevention \$ Amount	Homeless Assistance \$ Amount
Rental Asst.					
	ABC Apartments	1 month rental asst	11/1/09	\$300.00	
	XYZ Apartments	3 month rental arrears	9/10-12/10/09	\$600.00	
Total				\$900.00	\$0
Security Dep.					
	John Smith	Apartment security dep	10/6/09		\$250.00
	ABC Apartments	Apartment security dep	11/1/09		\$300.00
Total				\$0	\$550.00
Utility Dep/Pymnt					
	MDU	Utility deposit	10/6/09		\$100.00
	City of Pierre	2 months utility asst.	9/1/09 – 11/1/09	\$256.00	
Total				\$256.00	\$100.00
Moving Cost Asst					
	Big Movers	Move client to new apt	9/10/09		\$150.00
	Big Movers	Moving truck rental	9/27/09		\$200.00
Total				\$0	\$350.00
Motel/Hotel Asst					
	Big City Motel	3 night client stay	9/5/09-9/8/09		\$125.50
Total				\$0	\$125.50
Case Mgmt					
	Your facility	Client: J. Doe	9/14/09		\$20.00
Total				\$0	\$20.00
Housing Search					
	Your facility	Client: B. Smith	9/20/09		\$30.00
	Your facility	Spoke to local landlords	9/22/09		\$40.00
Total				\$0	\$70.00
Legal Services					
	Local Law Firm	Client: J. Smith	9/4/09	\$125.50	
Total				\$125.50	\$0
Credit Repair					
	All Credit Counselors	Client: B. Johnson	9/28/09		\$50.00
Total				\$0	\$50.00

TOTAL REQUEST: \$1,281.50 \$1,265.50