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 (VARY 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