



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**Office of Sustainable Housing and Communities**  
WASHINGTON, DC 20410-0050

<b>Program Policy Guidance OSHC-2011-04</b>	
<b>Date:</b>	April 8, 2011
<b>Subject:</b>	Documentation to Submit with Reimbursement Requests and Leveraged Resources Reporting
<b>Status:</b>	Current
<b>Applicability:</b>	All OSHC Grantees
<b>Related Guidance:</b>	
<b>Comments:</b>	This guidance was amended on February 15, 2012

Dear Sustainable Communities Regional or Community Challenge Grantee:

This guidance document includes the documentation each grantee should submit with each request for reimbursement. Grantees should submit this information into LOCCS *and* send it via email to their Government Technical Representative (GTR).

**Documentation to Submit with all Reimbursement Requests**

Grantees need to provide the following information when submitting a reimbursement request:

1. HUD-27053 (LOCCS Payment Voucher)
2. HUD-OSHC Grant Reimbursement Request Form (Part 3) (Financial Breakdown)
3. Supporting documentation for expenditures
  - a. Personnel and Fringe = payroll report
  - b. Contractor, consultants, and other = copy of invoices
  - c. Other direct costs = receipts
4. A short narrative detailing what the reimbursement covers. This can be just several sentences long for a small request or several paragraphs for a larger request and can be included in the email that you use to transmit the request. Ensure that your GTR will be able to assess your accomplishments during the period reflected in your request; consequently, a larger request should include more information about what you accomplished.

Please note: In certain situations, a GTR may require additional documentation.