



1. Log into [ZoomGrants Click Here](#)
2. Select the approved program/application for the reimbursement request
3. Click on the Request for Reimbursement Tab
 - a. Click on Create new invoice
 - b. Include Invoice Number with Naming Format: Resolution Strategies: Name of Agency Grant Month/Year Total requested

Line Item	Description	Budget Approved by RTFH <i>(includes other Budget Approved by RTFH)</i>	Requested (Subrecipient enters amount)	Approved Funding RTFH Approved amount
Flex Funds - Year 1	Flex Funds - Year 1	\$199,990.00	This line should not be used except if there's an eligible expense that's not listed in the line items	\$ <input type="text"/>
Security Deposit		\$1.00	\$6490.00	\$ <input type="text" value="6490"/>
Application Fees	Application Fees	\$1.00		\$ <input type="text"/>
Rental Assistance		\$1.00	\$5823.00	\$ <input type="text" value="5823"/>
Interim Hotel	Interim Hotel	\$1.00		\$ <input type="text"/>
Moving Expenses	Moving Expenses	\$1.00		\$ <input type="text"/>
Vehicle Repairs	Vehicle Repairs	\$1.00		\$ <input type="text"/>
DMV	DMV	\$1.00		\$ <input type="text"/>
Bus Pass/Gas Card	Bus Pass/Gas Card	\$1.00		\$ <input type="text"/>
Storage Unit	Storage Unit	\$1.00		\$ <input type="text"/>
Work Related	Work Related	\$1.00		\$ <input type="text"/>
			\$12,313.00	\$12,313.00

4. Enter the amount requested for the invoice.
5. Enter your HMIS # (unique Clarity I.D.): this is specific to the client served and entered into HMIS. This is needed to reimburse expenses. If submitting for more than one client, separate it with a comma.



6. Upload Financial Reports documenting individual incurred line-item expenses (General Ledger showing Flex Spending expenses).
 - a. Required Financial Report Documents
 - i. Upload the General ledger
 - b. Upload an Expenditure Sheet per client served
 - i. Upload documents into the “documents requested” section, at the bottom of the invoice.
 - ii. Label the forms: “Expenditure Sheet_HMIS ID

<p>Examples of Eligible Uses:</p> <ul style="list-style-type: none"> • Transportation fees/vehicle repair costs including smog cost and certificate. Department of Motor Vehicle (DMV) fees such as car registration, citations, CA license fee. • Rental application fees, background, credit checks, utility deposits/arrears • Interim hotel/motel stay waiting for PH placement. • Deposit, double deposit/first month’s rent or holding deposit for permanent rental unit • Moving costs: Moving truck, storage fees, household food and supplies. May include gas/relocation assistance to permanent housing location. • Work related supplies, clothing, shoes, tools, etc.
<p>Examples of Ineligible Uses:</p> <ul style="list-style-type: none"> • Emergency relief materials items that can be accessed through community resources (clothes, shoes, snacks, hygiene products) • Transportation costs to attend emergency shelter or ongoing transportation fees. • Fees on entry to transitional housing. • Motel stays without a permanent housing exit plan in place. • Ongoing rental assistance. • Payments for assistance on clients who are currently housed and are at risk of homelessness. • Financial assistance to help clients get income or barriers to employment (if unemployed).