

## **INSTRUCTIONS FOR COMPLETING DETAILED ITEMIZATION FORM RENT**

- All items must be completed in order to ensure prompt processing.
- One copy of each Detailed Itemization Form must be submitted with an original signature.
- All expenditures must be allowable as per Appendix B of your contract.
- Reported expenditures must fall within contract period.
- Reported expenses must have been incurred and paid for.
- Reported expenses must not have been claimed on any other grant since duplicate billing is not appropriate.
- All expenses for this grant must have an appropriate and reasonable basis for allocation to this project. The basis for such allocation must be maintained by the grantee for audit purposes.

### ***Section 1 - Grantee Information***

Item 1, 2, 6 & 7 - Obtain the information from the grant award and enter it on the appropriate line.

Item 3 - Enter the reporting period month(s) and year for which the expenditures are submitted. This period must fall within the current contract period.

Item 5 - Current contract period. These are the dates of the current grant award period. If, however, an extension has been granted, then the most recently approved ending date must be entered.

Item 4 - This number is the same as the Fiscal Cost Report number.

### ***Section 2 - Expenditure Information***

Item 8a Check No. - Enter the check number for each payment made. The same check number may be used for separate items where appropriate.

Item 8b Payee - Enter the actual name of the payee as it appears on each check listed for Item 8a.

Item 8c Property Address - Enter the address as it appears on the grantee's lease agreement.

Item 8d Period of Time - Enter the period for which the expenditures are being claimed. These dates must fall within the contract period as noted on the detailed itemization form.

Item 8e Date Agreement Submitted – A copy of the executed rental agreement must be submitted to DHSES with the first voucher requesting reimbursement for expenses.

Item 8f Amount Charged to Federal/State - Amount charged to either Federal/State for the line item.

Item 8g Amount Charged to Match - Amount charged to Match for the line item.

Item 8h Total - Sum of individual Federal/State and Match columns as indicated above. These totals will be carried forward to Category G, Column C of the Fiscal Cost Report.

### ***Section 3 – Certification of Form***

Item 9 Signature – This form must be signed by an authorized individual for the grant who is responsible for its accuracy. Signatures must be original. Individual signing should also print their name legibly and include telephone number.