

Texas Department of Housing and Community Affairs  
Colonia Self Help Center Program



**Administrative Draw Checklist**

County: \_\_\_\_\_ Contract Number: \_\_\_\_\_

**Salaries**

Only actual hours worked directly on the Colonia Self Help Center Program are eligible for reimbursement and must be documented. Support documentation must include timesheet(s) signed by the supervisor and employee, breakdown of hours worked for the work week, and hourly rate of pay.

*Attach Forms A203/204 and 20 (21 as applicable) and all required documentation*

**Travel and Training**

Only actual travel and training directly related to the Colonia Self Help Center Program are eligible for reimbursement and must be documented. Support documentation must include all travel indicating mileage, purpose of travel, location, itinerary, and travel vouchers. For mileage reimbursement, submit point to point odometer mileage log, activity/purpose, person conducting the activity and mileage certification in accordance to State Comptroller Travel Allowance Guide (<http://www.cpa.state.tx.us/comptrol/texastra.html>). Use guide for per diem, hotel and car rental guidelines)

*Attach Forms a203/204 and 29 and all required documentation*

**Supplies and Other Administrative Costs**

Only actual costs directly related to the Colonia Self Help Center Program are eligible for reimbursement and must be documented. Support documentation must include copies of invoices from vendors/suppliers, purchase orders, phone bills, inspections, procurement records, and/or receipts. If multiple programs operate out of the center, only a portion of the billing for utilities, copiers etc. are eligible for reimbursement. A cost allocation plan must be included in these instances.

*Attach Forms a203/204 and 30 and all required documentation*

**Consultants and Professional Fees**

Only actual costs directly related to the Colonia Self Help Center Program are eligible for reimbursement and must be documented. Support documentation must include detailed invoices, description of service performed, dates of service, and rate of pay.

*Attach Forms a203/204 and all required documentation*

**Affirmative Marketing, Outreach, Colonia Meetings, etc.**

Only actual costs directly related to the Colonia Self Help Center Program are eligible for reimbursement and must be documented. Support documentation must include detailed invoices for printing costs, copies of brochures and publications, sign in sheets, logs, etc.

*Attach Forms a203/204 and all required documentation*

**The Texas Department of Housing and Community Affairs reserves the right to request additional documentation as deemed necessary.**

**Refer to the Activity File Documentation Checklist (Form 2) for documentation that is to be maintained by the county.**

All required documentation has been reviewed, approved and submitted.

County Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Representative Printed Name: \_\_\_\_\_

All required documentation has been reviewed, approved and submitted, and ORACLE has been updated.

OCI Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.**