

# **Relocation Assistance Program Reimbursement Request Checklist**

The following checklist outlines the required items for submitting requests for reimbursement to the Department of Community Affairs for relocation costs incurred in conjunction with approved Workable Relocation Assistance Plans under the Relocation Assistance Program. A reimbursement request consists of the following:

## **1. State Payment Voucher**

- The name and address of the municipality is indicated at Section D
- The payment voucher contains the original signature of the Chief Financial Officer at “Payee Signature”
- The payment voucher is dated on the line “Billing Date”
- The total amount being requested is indicated
- The project name and the displacement period are listed at Section G in the section “Payee Reference”

## **2. Written Explanation**

The written explanation of the reimbursement information being submitted to the Department for consideration should include the following:

- A list of the displacees for which reimbursement is being requested and the costs being requested
- Information on any previous reimbursements filed for an individual
- Information on whether the individuals receive subsidies from any other government program
- A description of any unusual circumstances pertaining to the benefits paid to the displacees

## **3. Reimbursement Forms and Invoices or Records of Municipal Payment**

- The costs being submitted for reimbursement must be eligible costs under the Relocation Assistance Program

Residents

- Fixed moving

- Actual moving
- Rental assistance
- Fee for licensed real estate agent
- Down payment assistance
- Replacement housing payment

#### Businesses

- Actual moving
- Payment in lieu of moving
- Actual loss of tangible property
- Payment for searching for a replacement business
- Professional fees

#### **Reimbursement Forms**

- The names of the displacees and their previous and current addresses are included on the reimbursement forms
- Costs are reported in the appropriate sections on the reimbursement forms
- Copies of bills for services provided to eligible displacees and evidence, such as copies of corresponding checks or comparable records of municipal payment, of payment for specific services. (Note: The Department shall reimburse 50 percent of eligible relocation costs up to the caps specified in the rules)

#### **Invoices**

- Each invoice submitted lists the appropriate individual, family, business, non profit, or farm operation displaced and clearly outlines the relocation benefit provided
- Dates of invoices correspond with the dates of the corresponding checks or comparable records of municipal payment