

Continuum of Care Match: Submitting Requests for Reimbursement



Basics

All COC Match funds are distributed by Housing New Mexico on a reimbursement basis.

Agencies must submit a Request for Reimbursement **once a quarter month**. Even if no program funds were expended, agencies must still report client data in the County Report.

Reimbursement requests are **due on the 10th of the month** following the end of the reporting quarter.

Q1 = 7/1 – 9/30 (due by 10/10)
Q2 = 10/1 – 12/31 (due by 1/10)
Q3 = 1/1 – 3/31 (due by 4/10)
Q4 = 4/1 – 6/30 (due mid-June)

Reimbursements are submitted via the Online Invoicing System at:
<https://local.housingnm.org/OnlineInvoice/Login.aspx>

Only approved users may access OIS. Contact the COC Match Program Manager if new users need to be added.

Resources

[Continuum of Care CFR](#)

[HUD COC Virtual Binders](#)

[HUD COC FAQs](#)

[HUD Grants Financial Management Refresher Training \(PDF\)](#)

[Housing New Mexico COC page](#)

(Includes link to COC Program Manual)

Documentation Requirements

General ledger for the grant

- Must match what is being billed to the grant and show details on every expense
- Information on eligible COC expenses can be found in the CFR under [Program Components and Eligible Costs](#)

Backup documentation to support all expenses billed

- Invoices or receipts for items/services purchased
 - Packing slips or agency-generated invoices are not acceptable
 - Must include line-item detail
 - For any purchase where Housing New Mexico is only being billed part of the expense, backup documentation should show the specific amount billed to the grant
- Timesheets and Personnel Activity Reports (PARs) for all employee time billed
- All backup documentation should be combined into a single file (PDF)

Match report: Documents all match contributions required at least once a quarter. Must show where matching funds came from and what they were expended on

Client data reports

- County Report Template (available on the COC program page)
 - Agencies that use OSNIUM as their client database will submit an SF10 report instead of the County Report Template
- APR (HUD-mandated report that is built into HMIS/OSNIUM)