

**SAMPLE CoC Rapid Re-housing Personnel Activity Log**

| <b>Staff Name</b> | <b>Staff Title</b> | <b>Activity Date</b> | <b>Eligible Activity</b> | <b>Brief Description</b>          |
|-------------------|--------------------|----------------------|--------------------------|-----------------------------------|
| EXAMPLE: Jane Doe | Case Manager       | 4/10/2017            | rental assistance        | HQS Inspection                    |
| EXAMPLE: Jane Doe | Case Manager       | 4/10/2017            | supportive services      | Apartment search                  |
| EXAMPLE: Jane Doe | Case Manager       | 4/11/2017            | administrative           | HUD Environmental Review Training |
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By signing below, I hereby certify that the tasks described in this log have been completed on behalf of eligible participants in the **INSERT PROJECT NAME** rapid re-housing project.

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|------------------|-------|
| Staff Signature: | Date: |
|------------------|-------|

|                       |       |
|-----------------------|-------|
| Supervisor Signature: | Date: |
|-----------------------|-------|

*NOTE: Agencies should customize this log to reflect the Eligible Activities included in their specific CoC project budget and those on which they match funds. Providing staff with a pre-set pick list of eligible activities and brief descriptions from which they can choose will help to ensure that ineligible activities are not reflected.*

| <b>Hours</b>   |     |
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