

## **Invoice Payment Procedures**

The City will reimburse Subrecipient for expenditures for the program and in accordance with the line-item budget set forth in Exhibit B – Program Budget in the subrecipient agreement. Subrecipient shall submit all invoices and supporting documentation to the City's Department of Planning, Neighborhoods, and Development on a monthly basis. Subrecipient shall comply with the following requirements for the submission of requests for reimbursement:

### ***Disclaimer's:***

- ***Expenses accrued before a notice to proceed letter & executed agreement is received WILL NOT be reimbursed.***
- ***Expenses are on a reimbursement basis no upfront funding will be provided to subrecipients.***
- ***Additional documentation for invoice submittal maybe required based on the type of project and funding source.***

### **A. Invoice Information**

Subrecipient's invoice shall contain the following:

1. City Contract Number (Example: CT23-7789)
2. Invoice Number
3. Period Covered (MM/DD/YYYY - MM/DD/YYYY)
4. Total Amount Requested
5. Agreement Funding Balance
6. Work Done/Accomplishments Summary, etc.
7. Written documentation verifying that weekly payroll reports were reviewed and comply with approved wage determination. (If applicable)
8. List of Enclosed Documents
9. Other information Subrecipient desires to communicate to the City's Project Coordinator
10. Signature of Subrecipient's Chief Financial Officer

### **B. Supporting Documentation (Includes but is not limited to)**

Subrecipient shall collect, maintain, and submit the following documentation and information with invoices for payment.

#### **For personnel invoicing**

- The Subrecipient will include the number of hours worked on the program/project funded, and a detailed summary of work performed by the employee during the time for which payment was made. The detailed summary should include a description of each activity/action performed by the personnel as well as a total of the amount of invoiced time spent working on that activity/action. At a minimum, invoicing for personnel charges must include the level of detail and information provided in the agreement under Exhibit E – CDBG Sample Timesheet and Activity Log.

**For supplies and materials invoicing**

- The documentation and information shall include an invoice from the vendor or company detailing the item(s)/services purchased and a copy of the Subrecipient's check showing that the Subrecipient paid the vendor for the invoiced goods/services. Monthly invoicing documentation should include a copy of the required Monthly Report as enumerated in Exhibit D.

Unless disputed or the City determines that there is insufficient documentation to substantiate the invoice, the City will tender payment to Subrecipient in a timely manner.

For questions regarding invoice submittal please contact your project manager.