



Community Development Division

Guidance on Reimbursement Packet Submission

To facilitate an efficient review and expedite reimbursement, subrecipients/awardees should ensure that reimbursement packets are complete and organized. This document provides guidance on what should be included in reimbursement packets, organization of the packet, and the supporting documentation required.

Reimbursement Packets

Subrecipients/awardees should include:

- 1) Subrecipient Reimbursement Request Form
- 2) General Ledger
- 3) Receipts and Supporting Documentation

The Subrecipient Reimbursement Request Form must include the submission date, a unique reimbursement request number similar to an invoice number, and be signed by an authorized official. Copies/scans of documents should be clear and, when possible, in portrait orientation.

Organization of the Packet

Supporting receipts and back up documentation should be organized in the order they appear in the General Ledger. Numbering the pages of the supporting documentation and including the corresponding page number(s) next to the expense on the General Ledger will also aide in a more efficient review.

If a receipt or supporting documentation contains multiple charges or purchases, highlight the line items applicable to the program grant agreement with the City of Fresno.

AGENCY NAME.	DATE.				
PROJECT TITLE:	INVOICE NO.:				
PREPARER'S NAME:					
EMAIL:	PHONE:				
APPROVED CDBG AGREEMENT AMOUNT	\$				
CDBG REIMBURSEMENTS TO DATE	\$				
PENDING REIMBURSEMENTS TO DATE	\$				
REMAINING CDBG BALANCE			\$		
CDBG Budget Line Item	Budget Amount	Previous Requests	Current Amount	Remaining	
Per Agreement			Requested for	Budget Balance	
(List individual line item costs			Reimbursement		
per approved budget, Exhibit B)					
	\$	\$	\$	\$	
				 	
TOTAL: (line item costs)	\$	\$	\$	\$	
TOTAL PAYMENT REQUESTED THIS INVOICE: \$					
NOTE: Corresponding back-up source documentation must be attached.					
As the authorised agent of (certify that the use of CDBS Program Funds is for eligible costs of the Project as detailed in the CDBS Superdipient Agreement, dated (Eligible costs are those reacted to the project for which CDBS Funds may be used as specified in 34 CPR 370.000 and not designed by 34 CPR 370.000 million for the control form of the costs and the costs of the project for the costs, and in the event the requested CDBS Funds indeed growing the costs, and in the event the requested CDBS Funds lose eligibility subsequent to this request, Subrecipient shall immediately return sum CDBS Funds to the CPty of Firence, scattered for the Agreement.					
Subredigient representation and warranties continue to be true and accurate and are in compliance with all obligations/ covenants specified in this Agreement to the extent that such colligations/covenants are required to have been carried out or are applicable at the time of the request of this payment request.					
Signature of Preparer:Name/Title		Date:			
Authorized Signor:Name/Title			Date:	_	

CDBG SUBRECIPIENT REIMBURSEMENT REQUEST FORM

Supporting Documentation Required

Subrecipients/awardees should include source documentation that supports the expense (i.e. invoice) and proof of payment (i.e. receipt). The type of supporting documentation required will depend on the activity that is being funded and the type of expenses incurred for those activities. Below are examples of common expenses and examples of acceptable supporting documentation.

Please note that not all of the expenses below may be applicable to a given grant/activity and are presented as examples only.

PAYROLL EXPENSES

For payroll expenses submit copies of paystubs or payroll expense records to support the total expense.

If supporting documentation includes multiple staff members, highlight staff members billed to the program grant agreement.



Submit copies of full tour of duty timesheet(s) signed by employee and supervisor.

Full tours of duty timesheets account for all hours worked and identify the hours worked on the City funded program.

Employee NAME:		John Deaux				123		
Department:					Pay Period:	4/12/2021-	4/25/2021	
Supervisor:		Jane Smyth						
	D	ect 1		roject 2	Down!	ect 3	Totals	Notes
DATE		Job ID		Job ID		Job ID	Totals	Notes
4/12/2021		City of Fresno		General admin		State project	8	
4/12/2021		City of Fresno		General admin		State project	8	
4/13/2021		City of Fresno		General admin		State project	8	
4/15/2021		City of Fresno		General admin		State project	8	
4/15/2021		City of Fresno		General admin		State project	8	
4/17/2021		City of Fresho		General aumin	1	state project	۰	
4/17/2021								
4/19/2021		City of Fresno	,	General admin	2	State project	8	
4/20/2021		City of Fresno		General admin		State project	8	
4/20/2021		City of Fresno		General admin		State project	8	
4/22/2021		City of Fresno		General admin		State project	8	
4/23/2021		City of Fresno		General admin		State project	8	
4/24/2021		City of Fresho		General admin		State project	, a	
4/25/2021								
4/25/2022						TOTAL:	80	
		I				TOTAL.	80	
		City of Fresno	40	I				
		General Admir		1				
		State Project	15	+				
		TOTAL	80	1				
		TOTAL	- 00	ļ.				
	SIGNATURES							
	EMPLOYEE:				Date:			
	SUPERVISOR:				Date:			

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If staff work on more than one activity, cost objective, or program (i.e. they do not spend 100% of their time working on the City funded program), include a notation to show what portion of the expense is allocated to the program grant agreement. This can be included as a note on the documentation or as an attached allocation chart. Please note that the portion of the expense allocated to the program must be supported by the signed timesheets. For example, if an individual's time sheet shows that they worked 20 of the 40 hour week on the City funded program, the portion of the expense allocated to the program grant agreement must not exceed 50%.

Employee NAME:	John Deaux	Employee ID:	12345
Department:		Pay Period:	4/12/2021-4/25/2021
Supervisor:	Jane Smyth		

	Proj	ect 1	Pi	roject 2	Proje	ect 3	Totals	Notes
DATE	Hours	Job ID	Hours	Job ID	Hours	Job ID		
4/12/2021	4	City of Fresno	2	General admin	2	State project	8	
4/13/2021	2	City of Fresno	4	General admin	2	State project	8	
4/14/2021	6	City of Fresno	2	General admin	0	State project	8	
4/15/2021	2	City of Fresno	5	General admin	1	State project	8	
4/16/2021	5	City of Fresno	2	General admin	1	State project	8	
4/17/2021								
4/18/2021								
4/19/2021	4	City of Fresno	2	General admin	2	State project	8	
4/20/2021	6	City of Fresno	1	General admin	1	State project	8	
4/21/2021	4	City of Fresno	4	General admin	0	State project	8	
4/22/2021	5	City of Fresno	3	General admin	0	State project	8	
4/23/2021	2	City of Fresno	0	General admin	6	State project	8	
4/24/2021								
4/25/2021								
						TOTAL:	80	

City of Fresno	40
General Admin	25
State Project	15
TOTAL	80

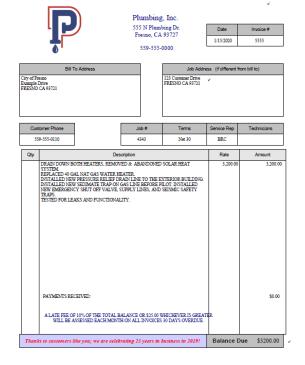
50% allocated to City of Fresno

SIGNATURES	
EMPLOYEE:	Date:
SUPERVISOR:	Date:

SUPPLIES

For costs of supplies submit an invoice (when applicable) with a receipt of payment. Receipts detailing the items purchased and proof of payment will also be accepted.





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If a portion of a bill will be allocated to the program grant agreement, include a notation to show how the allocation was calculated. The method of the allocation must also be documented and provided with your reimbursement request.



INVOICE

Date: 1/1/2021 INVOICE# 1234

Bill to:

Name Compay Name Street Address City, St Zip Code

Salesperson	Payment Terms	Due Date	
Bob	Due on receipt	1/15/2021	

Description	Amount
Paper	\$ 80.00
Printer ink	\$ 40.00
	Total: \$ 120.00

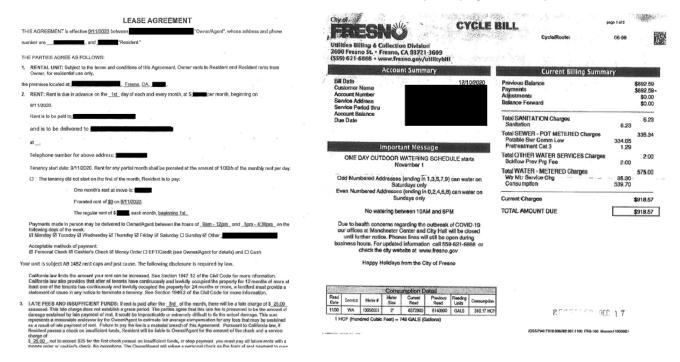
Total invoice amount: \$120 50% allocated to City of Fresno program 120.00x.5 = \$60.00

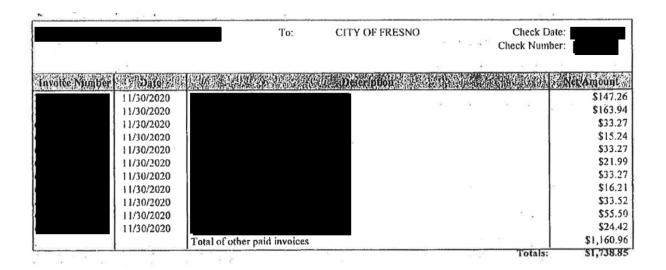
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RENT/UTILITIES

For rent the first reimbursement request must include the rental agreement stating the monthly rental amount. Also required is the rental bill and a receipt of payment.

For utilities, the bill or invoice must be included with a receipt of payment or proof of check.





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OTHER IMPORTANT NOTES

Copies of supporting documents must be clear and legible.

All costs must be allowable according to 2 CFR 200 and all other applicable federal rules and regulations. Any expenses included that are not allowable will be deducted from the amount reimbursable.

Expenses included in the general ledger or reimbursement request form that do not have supporting documentation will be deducted from the amount reimbursable.