

Acceptable Financial Back-Up Documentation for Eligible Costs for CDBG-I Projects

Activity	Acceptable Justification
Any Services from a Vendor	<p>Minimum acceptable information for ALL invoices:</p> <ul style="list-style-type: none"> • Vendor's Name • Name of the Grant Recipient • CDBG-I Grant Contract # • Invoice date • Invoice number • Service delivery dates (from and to) • Detailed description of goods or services which includes unit price and quantity • Include quantity and/or percentage complete • Previously invoiced total • Current amount due • Approval/Signatures – applicable when approval is indicated on invoice
<p>Services provided by Professional Services Contracts</p> <p><i>(i.e., Engineering Services, Land Surveying Services, and Testing Services Contracts.)</i></p> <p><i>Note: procured by qualifications</i></p>	<p>Billings or invoices from professional service providers and administration service providers, which agree with the payment provisions of the contract.</p> <p>Costs must be explained in terms of specific activities or accomplishments.</p>
<p>Professional / Administrative Services Contracts</p> <p><i>(i.e., Grant Administration Consultants, Environmental Review, etc.).</i></p> <p><i>Note: procured by proposals</i></p>	<p>Billings or invoices from professional service providers and administration service providers, which agree with the payment provisions of the contract.</p> <p>Costs must be explained in terms of specific activities or accomplishments.</p>
<p>Other Professional / Administrative Costs <i>(i.e., attorney, etc.).</i></p> <p><i>Note: procured by micro- and/or small purchase procedures</i></p>	<p>Billings/invoices from service providers, which agree with the payment provisions of the contract.</p> <p>Costs must be explained in terms of specific activities or accomplishments.</p>
<p>Local / Other Administrative Costs</p> <p><i>(i.e., publication costs for required newspaper notices and mailing costs for contract documentation).</i></p>	<p>Billings/invoices for each item and copies of publications, when applicable. Statements alone are not acceptable.</p>

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<p>Professional Services and Administration Services provided by local staff (force account) for engineering and general administration tasks</p>	<ul style="list-style-type: none"> • Name of Grant Recipient • CDBG-I Grant Contract # • Description of task performed (<i>performing inspection or utility locating, etc.</i>) • Name of employee • Rate of pay per employee • Dates duties were performed with hours worked • Total dollars per date • Authorized signatory/date • Total request amount
<p>Construction Through Bid/Contract</p> <p>Note: procured through sealed bids/small purchase procedures</p>	<p>Billings/invoices from construction contractor and/or progress payment schedule with signed approval by engineer. <u>Actual quantities installed or purchased during the payment period</u>, unit costs, cumulative totals, and engineer's signature must be evident on the pay estimate.</p>
<p>Construction Material/Supplies</p>	<p>Billing/invoices for materials which include item(s) description, quantity, and unit price.</p> <p>Contractor Sale Tax Report (even if no sales tax report that period)</p> <p>Statements alone are not acceptable.</p>
<p>Construction – Connections</p>	<ul style="list-style-type: none"> • List of addresses where connections occurred • Individual invoices for each address with eligible connection or separate breakdown of final connection costs • Proof of connection (picture with address) • List of connections per submitted invoice noting LMI or Non-LMI (if additional funds are included in the project).
<p>Construction Through Force Account Labor</p>	<p>Name of Grant Recipient CDBG-I Grant Contract # Description of task performed (performing inspection or utility locating) Name of employee Rate of pay per employee Dates duties were performed with hours worked Total dollars per date Authorized signatory/date Total request amount</p>