

**CITY OF MORENO VALLEY
CDBG Payment Request**

Documentation Required for Reimbursement Checklist

- DO NOT SEND ORIGINAL DOCUMENTS. Please send copies and keep originals for auditing purposes.
- Only items on your approved budget will be considered for reimbursement.
- For additional information on source documentation please refer to Playing by the Rules, Chapter 2 Financial Management, found at the following HUD website: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17104.pdf

Costs Incurred

Required Documentation

(All source documentation must explain the basis of the costs incurred as well as show the actual dates and amount of expenditures)

○ **Salaries/ Fringe Benefits**
(Personnel Costs)

For staff time charged to the CDBG program activity, time and attendance records along with payroll backup are to be included as part of the invoice packet.

Payroll backup must include ALL of the following:

- Timesheets noting the hours spent on the CDBG Project for each staff/employee for which reimbursement is being requested,
- Payroll detail registers by each staff/employee for which reimbursement is being requested,
- Copies of canceled employee pay checks to show salaries were paid, **AND**
- Copies of checks to support payment was made for fringe benefits (i.e. Health Insurance provider).

Timesheets must meet the following requirements:

- Must reflect an after-the-fact distribution of the actual activity of each employee,
- Must account for the total activity for which each employee is compensated,
- Must be prepared at least monthly and must coincide with one or more pay periods, and
- Must be signed by the employee and the employee's supervisor.

○ **Office/Supplies/Equipment/Printing**

- Vendor invoices and receipts (which have been signed off by the subrecipient to indicate goods were received),
- Canceled checks from the vendors demonstrating payment was made,
- Information regarding where the supplies are being stored, and
- Information regarding what objective the purchase was made for (how the item(s) will be used and or distributed).
- Note: For equipment purchased, you must include a validation of equipment memo, which can be requested from the City if necessary.

Please note: While not required for submittal with the pay request, the subrecipient must have a written procurement policy that meets the minimum standards of 24 CFR Part 84.41 through 84.48.

○ **Rent/Lease**

- A copy of the rental/lease agreement should be submitted with the first invoice, and any updated agreements should be submitted thereafter, and
- Copies of canceled rent checks to support payments were made.

Please note: Rental costs under leases are allowable only up to the amount that is considered reasonable given the rental costs of comparable property.

○ **Mortgage**

- A copy of the monthly mortgage statement, and
- Copies of canceled checks to support payments were made.

- **Insurance/Utilities/Telephone**
 - Monthly invoices/statements/bills including summary pages with detailed expenses outlined, and
 - Copies of canceled checks or receipts to support payments were made.

- **Travel and Mileage**
 - Copy of internal expense voucher signed by employee claiming reimbursement and by the supervisor.
 - At a minimum, the voucher shall include the origin and destination of the trip, the date and time of the trip, and the purpose of the trip.
 - Statement should include current mileage rate the agency is using for use of personal vehicles.

- **Audit/Professional Services/Consultants**
 - Copy of third-party contract/agreement,
 - Invoice from the service provider that shows fees directly related to CDBG-funded program, and
 - Canceled checks or receipts to support payments were made.

Please note: While not required for submittal with the pay request, the subrecipient must have a written procurement policy that meets the minimum standards of 24 CFR Part 84.41 through 84.48.

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- **Other Costs**
 - Vendor invoices/receipts, or other documentation showing proof of purchase.
 - Please be sure to document the cost being requested for reimbursement including:
 - Description of the item(s),services, etc.,
 - The use/purpose as it relates to the CDBG Project, and
 - Canceled checks to support payments were made.

If you have any questions regarding how to complete the Request for Payment form or what required documentation is needed, please refer to instructions below and/or contact the Financial Operations Division at 951.413.3450 or PattyM@moval.org.

City of Moreno Valley
CDBG Program
Instructions for the 'Documentation Required for Reimbursement Checklist'

This form is intended to be used as a guidance document and in conjunction with the '**Subgrantee Payment Request**' form.

If an Agency so chooses they may submit the form along with a payment request as part of the back-up documentation to a payment request. If you elect to use this form:

1. Consider the costs incurred and being requested within the reimbursement request.
2. Check off the category in which it falls.
3. Review the Required Documentation for that category.
4. Ensure the Required Documentation as listed are attached to the Subgrantee Payment Request Form (Invoice Packet) and submitted to the City no later than the 15th after the end of the previous month.