

CITY OF MORENO VALLEY
Subrecipient Payment Request

Exhibit D

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.
- Indirect costs, other than the de minimis 10%, requested for reimbursement should be supported by a Federal negotiated indirect cost rate submitted in advance to the City.
- For additional information on source documentation please refer to Playing by the Rules, Chapter 2 Financial Management, found at the following HUD website:
<https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/> (Subject to the current Federal regulations as may be amended.)

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)

Check circle o for each Category that applies to Invoice

- **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. Vacation and sick time is not reimbursable for staff who do not work full-time on CDBG program activity.

Payroll includes the back-up documentations such as:

- 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,
- Proof of payment, such as copy of employee paycheck or electronic payment to payroll service, **AND**
- Copies of checks or electronic payment to support payment was made for fringe benefits (i.e. Health Insurance provider).

Timesheet requirements:

- Must reflect actual hours charged to the CDBG activity of each employee. **No percentage allocations are allowed.** See Exhibit H-Activity Log for sample format.
- Must account for the total activity for which each employee is compensated,
- 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.

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Office/Supplies/Equipment/Printing

- Vendor invoices and receipts (which have been signed off by the subrecipient to indicate goods were received),
- Proof of payment (e.g. copy of cancelled check, bank or credit card statement page or screen shot from bank website showing payment),
- 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
- Proof of payment (e.g. copy of cancelled check, bank or credit card statement page or screen shot from bank website showing payment).

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
- Proof of payment (e.g. copy of cancelled check, bank or credit card statement page or screen shot from bank website showing payment).

○ Insurance/Utilities/Telephone

- Monthly invoices/statements/bills including summary pages with detailed expenses outlined, and
- Proof of payment (e.g. copy of cancelled check, bank or credit card statement page or screen shot from bank website showing payment).

○ Travel and Mileage

- Copy of internal expense voucher signed by employee claiming reimbursement and by the supervisor.

○

Exhibit D

- 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.

- **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
 - Copy of cancelled check or other proof demonstrating payment was made (e.g. copy of bank statement page or screen shot from bank website showing payment).

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 grantsadmin@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 '**Subrecipient 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 Subrecipient Payment Request Form (Invoice Packet) and submitted to the City no later than the 15th after the end of the previous month.