

CDBG- Social Service Invoicing Checklist

Important Invoicing Information

A contract between the City of Waltham and your agency allows for you to be reimbursed for eligible expenses. To assist you in properly invoicing the City for your Block Grant funds please follow checklist below:

1. Grantee must provide services to clients as stated in Schedule "B" of contract.
2. Quarterly progress reports must be submitted prior to invoicing see Schedule "C"
3. Submit an original Invoice on *letterhead signed and dated by Executive Officer* addressed to CDBG administrator see schedule "D"
4. Provide dated back up documentation accurately supporting invoiced amount. If you supply documentation for more than the grant amount please clarify what specifically is being paid for.
5. Examples of back up documentation:
 - Payroll records - (copy of payroll check/timesheets and description of services rendered)
 - Copy of invoices and cancelled checks for utilities, rent payment, insurance etc.
 - Dated Receipts for supplies purchased to run the program
6. Grantee must fulfill contract by serving and reporting the total number of clients contracted for prior to submitting final requisition. See Schedule "B" target output
7. Final requisition should be submitted no later than June 1, 2014.

I have read and understand the above requirements

Signature

Date