2009/2010 CDBG REQUEST FOR PAYMENTS
REQUIRED SUPPORTING DOCUMENTATION

1) Requests for reimbursement of expenses starting from July 1, 2009 can be submitted on a monthly or quarterly basis. Only items listed on your budget will be considered for reimbursement. Please complete both **Request for Payment Form A** and **Reimbursement Request Form B** and **submit with appropriate back-up documentation** to prevent any payment delays.

2) Requests for Payment of personnel expenses must include TWO of the three following back-up documentations for ALL employees in which you are claiming reimbursement:

    1. Copy of payroll register
    2. Copies of timesheets **(MUST be signed by the employee <u>and</u> the Supervisor)**
    - and/or -
    3. Copies of pay checks

    The completed and signed timesheet should clearly indicate the hours AND the percentage of time spent working on the CDBG funded project. If more than one employee's wages are being reimbursed, list each employee by name, title, and amount of reimbursement requested (indicate exact percentage for each employee, if applicable).

3) Requests for Payment of paid invoices must include a copy of the invoice AND a copy of the check showing the invoice has been paid by the subrecipient. If an invoice was paid electronically, please submit a copy of your bank statement reflecting the electronic payment. If the invoice has been paid through more than one source of funding, clearly indicate the amount of City of Riverside CDBG funds applied to that expense on the invoice.

4) Complete and sign Request for Payment Form A and Reimbursement Request Form B, and submit with all required documentation to:

City of Riverside, Development Department
Attn: CDBG Program
3900 Main Street, 2nd Floor
Riverside, CA 92522

5) The first payment request will be processed only after we have an executed Subrecipient Agreement and a Purchase Order in place.

6) Quarterly Compliance Reports must be current in order to receive reimbursement payments.

7) All reimbursement requests will be reviewed by staff for accuracy, completeness, and compliance with program guidelines. You may be contacted with questions or for requests for additional documentation if needed. **Requests for payment that are complete, accurate and in compliance will be processed and paid within 30 days of submission via Electronic Funds Transfers (EFT). RUSH PAYMENTS OR PAPER CHECKS WILL NOT BE ISSUED.**

8) If you have questions regarding how to complete the Request for Payment form or what required documentation is needed, please contact the Housing and Neighborhoods Division at 826-5879. We will do our best to assist you with the process.