



**REQUEST FOR REIMBURSEMENT
REQUIRED SUPPORTING DOCUMENTATION**

In order to ensure that the Office of Housing and Urban Improvement (OHUI) has in place proper procedures and documentation that support funded program eligible activities, the following procedures are to be followed by all subrecipients of federally funded programs administered by the OHUI to receive payment for submitted invoices.

- 1) Requests for reimbursement of expenses **starting from October 1, 2016** can be submitted on a monthly or quarterly basis. Only items listed on your budget will be considered for reimbursement. Please complete the **Request for Reimbursement Form with appropriate backup documentation** to prevent any payment delays.
- 2) Requests for Reimbursement of personnel expenses must include TWO of three following backup 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 and the supervisor**) and/or –
 3. Copies of paychecks

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 Reimbursement of paid invoices must include a copy of the invoice **AND** a copy of the check showing that the invoice has been paid by the subrecipient. If the invoice has been paid through more than one source of funding, clearly indicate the amount of City of Pompano Beach CDBG funds applied to that expense on the invoice.
- 4) Complete and sign the Request for Reimbursement Form, and submit it with all required documentation to:

**City of Pompano Beach
Office of Housing and Urban Improvement
100 W. Atlantic Blvd., Suite 220
P.O. Box 1300
Pompano Beach, FL 33061**

- 5) The first payment request will be processed only after we have an executed Subrecipient Agreement and a Purchase Order in place.
- 6) Quarterly Progress 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 10 days of submission. RUSH PAYMENTS WILL NOT BE ISSUED.**
- 8) If you have questions regarding how to complete the Request for Reimbursement Form or what required documentation is needed, please contact the Office of Housing and Urban Improvement at 954-786-4659. We will do our best to assist you.

Eligible Activities

All programs and activities funded by CDBG and HOME dollars must meet the criteria of being an eligible activity as defined by HUD. For the CDBG program, the funded programs must meet one of the three national objectives as well as the specific eligible activities to be carried out to meet the objective. Within this context, the OHUI policy on HUD-funded programs will be to focus on funding activities that are without question eligible activities under the HUD regulations.

The OHUI will not fund activities that are questionable and will pose a potential audit finding or sanction for it. Activities such as entertainment activities; travel for trips, holiday dinners, awards, etc.

In short, CDBG can be used to pay labor costs, supplies, and materials needed to provide a service. Activities such as the entertainment type as listed above should be supported with other internal/external budget funds or by outside support/sponsorship, donation or partnership with other community organizations or programs. When subrecipients purchase equipment using CDBG or HOME funds, they are required to keep an inventory log of the purchased items, which should be open to inspection at any given time.

In an effort to ensure that OHUI can meet this policy objective, the OHUI will advise subrecipients whether their activities are eligible through ongoing discussions, meetings, training sessions and onsite monitoring visits.