

INSTRUCTIONS FOR COMPLETING THE VOUCHER REQUEST FORM

The Voucher Request Form is used to request CDBG/HOME funds. **Only** CDBG/HOME-funded budget items should be included. For record-keeping purposes it is important that you submit a separate voucher request for each project. Do not request reimbursement for two different CDBG/HOME-funded projects on one Voucher Request form. Provide all data requested. Fill in the ending date for which the reimbursement is being requested. Attached bills or invoices must coincide with the dates cited. To control the costs of processing Voucher Request and transferring funds from the U.S. Treasury, the minimum Voucher Request amount must exceed \$250 unless it is the final Voucher Request.

Listed below is a description of the information by item numbers needed to complete the form:

- (1) Indicate current CDBG/HOME budget summary breakdown by category;
- (2) Provide amount of CDBG/HOME funds expended during reporting period. If attaching invoices, clearly label them with the line to which they are being;
- (3) Complete the total CDBG/HOME amount expended to date;
- (4) Calculate the amount of remaining CDBG/HOME funds available;
- (5) Include the total voucher amount requested.

The certification should be signed by the authorized individual preparing it.

Send one original voucher request form to the County with documentation of the costs you are charging to the CDBG/HOME program (i.e. invoices, payroll timesheets, etc.) Retain one copy for your records.

After Voucher Requests are received by the Community Housing and Development (CHAD) program, allow four days of review time by CHAD staff. The CHAD staff will then forward approved voucher requests to the Department of Community Services Accounting Department. Upon approval, checks will be ready 15 days from the date the voucher is received by Accounting.

Attach Bills, Invoices and Other Documentation

Attach all bills, invoices, and other documentation showing the payment for reimbursement amount requested.

Work performed by appraisers, architects, engineers, or consultants must include a statement of the work completed that justifies the requested billing. A spreadsheet of the bid items and units completed for the pay period provided by the Engineer or Architect can be attached. This should include the Request for Payment signed by the owner, contractor, and architect or engineer. Evidence that the city or agency has authorized and paid the billing should be attached.

For Direct Services Projects: If a project involves a direct service, describe the type of unit provided; the number of persons for whom service will be provided upon completion; the total number of persons served in this reporting period; and the cumulative total.

If further clarification or help is needed in completing any or all of the items on the required forms, please contact the Community Housing and Development program at 360-397-2130.