

Baseline standards for the City of Loveland's Human Services Grants drawdown process.

Your agency is entering into a cost-reimbursement contract. A payment term for a program whereby payments are based on actual allowable costs incurred in the performance of the work up to an agreed maximum amount per the scope of the contract. In addition, reimbursements cannot have occurred prior to the contract executed date listed on page 1. Reimbursements are based on actual work performed not budgeted. Documentation must be complete and understandable to an independent third party without additional information or explanation.

Each drawdown transaction must include an acceptable invoice summary as supporting documentation.

Payroll Drawdown Requirements –

- Excel document provided by the City of Loveland "HSG Activity Log Template".

City of Loveland Community Partnership Office							
Human Services Grant Award Tracking for (period of service)							
AGENCY NAME							
Employee Name	Title	Program	Dates of Service	Total compensation	Eligible Compensation on HSG Grant	Remaining Compensation on HSG	Description of Activities/Duties
John Doe	Case Manager	Empowering Youth Progra	5/1/2020-5/15/2020	\$ 1,520.00	\$ 304.00		21 of 80 hours in services period at 20% of total

- Individual timesheets, statement of hours, or time summary signed (electronic signature acceptable) by employee and supervisor are required. Any employee funded by the Human Services Grant must document the time they spend working on the grant and documentation must reflect actual time spent on the grant.
- Paycheck stubs are required.
- Justification must be provided for any request for reimbursement of personnel overtime. This should include, but not limited to:
 - Proof of attendance at meetings, training, etc.
 - Written documentation of tasks performed during the overtime period
 - Proof of program allowability
 - Supervisor approval
 - All other required documentation for salary reimbursement.

Rent Drawdown Requirements–

- The lease must be included with the first drawdown. A lease must include the following:
 - Names of the landlord and lessee
 - Dates and signatures of both parties
 - Length of lease
 - When lease payments are due
 - Lease amount
 - Agreement regarding utilities and maintenance responsibilities
 - Address of leased property
- Property management invoice (if provided)
- Proof of payment

Vendor Services Drawdown Requirements–

- An invoice summary from the vendor must include the specific information and elements listed below:
 - Vendor Name (i.e. Consultant, Contractor, etc.)
 - Itemized Description of Service or Expense (e.g. design services)
 - Invoice Number
 - Invoice Date
 - Invoice Unit Price and Final Amount
 - Date Service Performed
 - Proof of payment
 - Quotes, bids, proposals, and pre-paid invoices are not acceptable for reimbursement or advance payments.

Calculations

Any calculations such as proration, percentages, cost allocations, etc. should be clearly identified and understandable to a third party. All calculations must be identified on the appropriate supporting documentation (i.e. calculator tape, or legibly handwritten notes demonstrating the calculation used). Handwritten notations must be initialed and dated.

All reimbursement requests must include proof of payment, and a copy of a legible receipt or invoice, and all other necessary support documentation.

Invoices and receipts must be itemized. Credit card receipts are not itemized and therefore are not acceptable as a standalone receipt. Improper or inadequate (non-itemized, illegible, partial, etc.) documentation will be rejected and returned. Late fees of any kind, such as those contained in utility bills, are not eligible for reimbursement. When travel involves multiple personnel, reimbursement documentation must be for individual expenditures. An exception is group lodging of four (4) or more rooms that were paid as one (1) bill (lodging folios must be in each individual's name). Meal receipts must be individual unless there is a clear and noted separation of charges for each person or a clear statement of the number of guests (a notation must be made as to which individuals are part of the total). Only charges for allowable travelers can be combined. If combining personal travel with business travel, a statement must be provided that states no personal expenses have been included in the request for reimbursement, and travel time reflects only what was required for the program purpose.