



**OAKLAND COUNTY NEIGHBORHOOD & HOUSING DEVELOPMENT HOME
IMPROVEMENT PROGRAM
CDBG – Procedure for CVT Reimbursement Requests**

To be reimbursed for CDBG activities, the CVT must prepare and submit a request for reimbursement. The following is a checklist to help ensure documents are complete and the reimbursement package contains all needed items for timely reimbursements.

- ☐ Community Reimbursement Request letter is complete.
 - ☐ On official letterhead
 - ☐ Community abbreviation, date, and total funds requested at the top
 - ☐ Body of letter includes the total amount of reimbursement requested (this number matches the number on top of the form)
 - ☐ Table is complete and accurate with the following with each fund, account, and program year on a separate line:
 - ☐ Program Year for funds expended
 - ☐ Account name
 - ☐ Account number
 - ☐ Total amount expended for PY account
 - ☐ Total amount of funds remaining as a result of the request
 - ☐ Checks payable portion is complete, accurate, and includes the address the check should be sent to
 - ☐ Signature on bottom of letter
 - ☐ Language at bottom of form verifying truth of document
- ☐ A complete reimbursement package shall include the following:
 - ☐ Community reimbursement request letter (see above)
 - ☐ Activities must have occurred after the release of funds date for the program year expending
 - ☐ Invoice(s) from vendor or contractor (must be dated before the check)
 - ☐ Contract amounts over \$10,000 must include a completed bid tab form, listing vendor as lowest bidder.
 - ☐ Detailed invoice should match amount paid and contractor listed on check and bid tab
 - ☐ Copy of the check(s) copy paid to vendor (must be dated after the invoice from vendor)
 - ☐ Additional supporting information:
 - ☐ Public service activities:
 - ☐ Direct Benefit Activity (DBA) form (two pages) providing demographic data on the client(s) served

- ☐ Public Service Contract between the community and the agency/vendor/contractor that is signed and covers the date(s) the service was rendered.
- ☐ Contract Extension when needed.
 - ☐ Extension must be signed.
 - ☐ Extension dates must begin immediately after the contract expired and have a defined end date.
- ☐ Davis Bacon projects need all documents submitted according to the pre-construction checklist (see attached also found on our website at <https://www.oakgov.com/community/neighborhood-housing-development/grants-funding/community-development-block-grants-cdbg-contractors>).