



## **Vendor Invoice Packet**

### **Required Items for Reimbursement**

#### **Foreword**

When submitting an invoice for reimbursement from the City of Detroit for ARPA project expenditures, it is important to keep in mind that, at the most fundamental level, the City needs to see where the money for ARPA funded projects is going.

ARPA is a federal grant and requires compliance with 2 CFR 200. The vendor's responsibility is to give all the necessary information to demonstrate to the City that funds are being used for ARPA funded projects, so that reimbursements can happen in a timely manner. To show this, all expenses (payroll/direct costs) need proof of payment (i.e. general ledger, bank statement, cancelled checks, etc.)

By detailing what the invoice is for, what the amount necessary is, and where the pertinent info can be found on the packet, the vendor can ensure that the departmental reviewer is able to find all the necessary information in a timely manner.

If there is something that you are unaware of or unsure of (e.g. CO number), please reach out to the City departmental contact that is responsible for your project.

## Invoice Packet Requirements

Some of the items that should be included in a vendor invoice packet are listed below. Note that this is not an exhaustive list:

### 1. Cover letter

- If possible, the cover letter should be on organizational letterhead. If not, please write a letter with identifying information about the organization.
- Letter should be dated
- The letter should contain details of the amount that is being submitted to be reimbursed by the City (CO number, invoice number, amount being requested for reimbursement, etc.)

For example, the text could read:

Dear (name of contact in City),

Please find enclosed invoice # (invoice number) in the amount of (amount being requested for reimbursement) for the period (time period the invoice pertains to) for administrative charges and direct expenses, representing ARPA eligible expenses incurred by the (Organization Name followed by EIN#) in connection with (contract number). This total consists of (amount) in personnel costs and (amount) in direct costs. Direct program costs are detailed on (what pages the details can be found) of the PDF, while personnel costs are detailed in pages (what pages the details can be found). (For organizations with participant program costs and contractual services, please include that information also).

Supporting documentation is on file per the agreement.

There are no indirect costs associated with this project. There have been no advances and no program income earned. (This sentence would be modified according to the way the funds have been arranged for the respective vendor).

Please contact me at (phone number and/or email address) if you have any questions. Thank you for your prompt processing of this invoice.

Sincerely,  
(Signature)  
Name  
Title

## 2. ARPA Cost Invoice Reimbursement Breakdown

The template for this document will be provided by the City. It should include the following items:

- ARPA Project Name
- CO Number
- PO Number
- Invoice Number
- Invoice Date
- Dates of Services (the time period for which the reimbursement is being requested)
- Organization name, address, email, phone number
- Breakdown of Costs
  - Description of Work
  - Total Expected/Scheduled Value of Work
  - How much vendor has received in city funds to date (From Previous Invoice)
  - How much being requested this time period
  - Total Completed to Date (Sum of Previous Invoice and Invoice this Period)
  - % Complete (of total project)
  - Balance left to be paid over course of project

See the table below as an example:

Item #	Description of Work	Scheduled Value	From Previous Invoice (subrecipient to update)	Invoice this Period (subrecipient to update)	Total Completed to Date	% Complete	Balance to finish
<b>Program Management</b>							
<b>Program Management Costs</b>							
	Staff Personnel	\$ 2,529,800.00	\$ 1,035,131.23	\$ 94,565.84	\$ 1,129,697.07	45%	\$ 1,400,102.93
<b>Direct Costs/Indirect Costs</b>							
	Compliance/Legal	\$ 250,000.00	\$ 47,127.26	\$ 2,813.88	\$ 49,941.14	20%	\$ 200,058.86
	Web Service Provider	\$ 100,000.00	\$ 2,514.01	\$ 7,472.75	\$ 9,986.76	10%	\$ 90,013.24
	Events & Marketing	\$ 120,200.00	\$ 48,099.55	\$ 6,729.88	\$ 54,829.41	46%	\$ 65,370.59
	<b>Total Program Management</b>	<b>\$ 3,000,000.00</b>	<b>\$ 1,132,872.05</b>	<b>\$ 111,582.33</b>	<b>\$ 1,244,454.38</b>	<b>41%</b>	<b>\$ 1,755,545.62</b>
<b>Small Business Awards - Beneficiaries</b>							
	Technical Assistance	\$ 2,000,000.00	\$ 106,514.75	\$ 65,507.75	\$ 172,022.50	9%	\$ 1,827,977.50
	Improvement Grants	\$ 2,000,000.00	\$ 143,166.98	\$ 36,865.03	\$ 180,032.01	9%	\$ 1,819,967.99
	Cash Grants	\$ 8,000,000.00	\$ 1,017,302.99	\$ 254,910.13	\$ 1,272,213.12	16%	\$ 6,727,786.88
	<b>Total Small Business Awards</b>	<b>\$ 12,000,000.00</b>	<b>\$ 1,266,984.72</b>	<b>\$ 357,282.91</b>	<b>\$ 1,624,267.63</b>	<b>14%</b>	<b>\$ 10,375,732.37</b>
<b>TOTAL CONTRACT TO DATE</b>		<b>\$ 15,000,000.00</b>	<b>\$ 2,399,856.77</b>	<b>\$ 468,865.24</b>	<b>\$ 2,868,722.01</b>	<b>19%</b>	<b>\$ 12,131,277.99</b>
				<b>Total Completed To Date:</b>	<b>\$ 2,868,722.01</b>		
				<b>Previously Invoiced:</b>	<b>\$ 2,399,856.77</b>		
				<b>Total Due this Invoice:</b>	<b>\$ 468,865.24</b>		

### **3. Reconciliation to PO for invoices**

List of all invoices (w/ invoice number) with respective amounts, along with total PO balance remaining.

### **4. Current details of finances**

General Ledger, which shows all expenditures by the vendor, of which only some relate to the project/grant.

### **5. Employee Details Breakdown**

Payroll info for those working on city funded ARPA projects. This should include:

- Labor Distribution Report, with separated salary amounts and fringe allocation
- Employee roster with number of hours worked (including payroll period start date, end date, pay date, and hours worked on ARPA projects)
- Job Descriptions for Employees – submitted first month of new team member being added
- Insurance invoices, accompanied with employee names
- Rate(s) for employee roster to be submitted outside of monthly invoice but provided on an annual basis
- Subtotal of salary to be paid by ARPA funds based on project hours worked and total hours worked. (Bonuses paid should be accompanied by supporting documentation.)
- Your agreement with the City will specify whether or not administrative salaries and fringe should be excluded from the total reimbursement requested
- Grand totals

## 6. Cost Allocation Report

This report will list all Direct Costs to the Organization for ARPA Projects.

Note that if the invoice on the report contains services for both ARPA and non-ARPA projects, it must be clearly noted on the invoice which items are for ARPA projects and the portion of the payment that is to be reimbursed

- Vendor Invoice or a detailed receipt, which lists the details of good(s) or service(s) provided, and not just a summary total. Screenshots of billing software do not constitute a Vendor Invoice. It must be apparent that the invoice is being billed to the organization
- Req Number, Cost Description, & Date the cost was incurred
- Check Number (Check Register)
- Itemized amount of each cost/invoice
- Subtotal of all direct costs
- For projects that pay participants a stipend or wage, a separate spreadsheet is required with participant names, program track/milestone, monthly stipend/wage, and monthly hours worked.

## 7. Bank statements

- Shows check numbers and amount
- Debit card purchases
- Lines highlighted showing proofs of payment

## 8. Proofs of Payment

Proofs of payment include (but are not limited to):

- Receipts for purchases for City funded ARPA projects
- Pictures of checks (You can provide the image from bank statements)
- Credit card statements. Please highlight lines showing ARPA related incurred costs specifically.

## 9. Grant info

If the vendor is providing grants with ARPA funds from the city, then the following information should be provided

- Grant recipient
- Grant amount and how it was paid out
- ARPA related expenditures of grant recipient

An example document is provided below:

## Grant Status

Awardee Name:

Grant Amount:

## Check Request #1

Date	Vendor	Description	Amount
<b>Total</b>			

## Check Request #2

Date	Vendor	Description	Amount
<b>Total</b>			

## Check Request #3

Date	Vendor	Description	Amount
<b>Total</b>			

Requests Total: \$

Grant Amount Remaining: \$

**Grant info cont.**

- Grant contract between vendor and grant recipient. This document should specify who the contract parties are, and the amount being awarded to grant recipient
- Proof of expenditures from grant recipient
  - Invoices
  - Proof of payment
  - Proof of grant money awarded to grant recipient from vendor
  - Proof of grant being paid out to grant recipient

**Conclusion**

The items listed here should serve as a general guideline. Please note, this is not an exhaustive list of things that may be required for your invoice to be accepted and reimbursed by the City. Please include any other items that you find relevant to your particular invoice/project.

After submission of your invoice, the City may ask for any missing documentation. Please provide the requested documents within 3 business days.

For any questions, please reach out to the City departmental contact that is responsible for the vendor's project.