



Certified Local Government Program

CLG Grant Program

Procedures for Submitting Reimbursement Invoices and Supporting Documentation for Project Grants

In order to be reimbursed for Certified Local Government (CLG) grant supported projects, grantees must provide the Pennsylvania State Historic Preservation Office (PA SHPO) with careful and complete financial documentation.

Overview

- Grantees are encouraged to submit reimbursement invoices periodically throughout the course of the project, as project-related expenses are incurred, and deliverables are produced.
- Reimbursement requests must be accompanied by the deliverables specified in the project Workplan and Budget.
- CLG grants are reimbursable, meaning the grantee must first pay the vendor and then submit proof of payment along with the original invoice and accompanying deliverables with the reimbursement request.
- Reimbursement requests will generally include the following:
 - A completed General Invoice emailed to the Office of Comptroller Operations at 69183@pa.gov
 - A completed General Invoice along with the following information uploaded via a files sharing location or emailed to the PA SHPO at RA-PHCLG@pa.gov
 - Supporting documentation, including vendor invoices, timesheets, travel logs, or other information to verify project-related expenses
 - Deliverables and work products

General Invoice

The **Certified Local Government – General Invoice** form is an itemized list of all project-related expenses for which you are seeking reimbursement.

- This invoice must be filled out completely and signed and dated by the project director prior to submission.
- This form is available as a PDF that includes formulas to assist with calculations.
- The total reflected on the invoice must be accompanied by the appropriate supporting documentation to justify each expense.
- Each invoice must be submitted to two different places:
 - One copy of the invoice only (no supporting documentation) must be submitted to the Office of Comptroller Operations via email to 69183@pa.gov.
 - One copy of the invoice (with supporting documentation) must be submitted to the PA SHPO via email to RA-PHCLG@pa.gov or files sharing system as directed by PA SHPO staff.

Supporting Documentation

Documentation that verifies the project-related expenses you are seeking reimbursement for must be submitted to PA SHPO with each General Invoice. This documentation may include but is not limited to vendor invoice(s) with associated cancelled check(s), receipt(s), purchase orders, in-house expenses, timesheet(s), etc.

Invoices

- Consultant and vendor invoices must be itemized.
- Invoices must accompany a clear photocopy(s) of both sides of the cancelled check used to pay the invoice, or a receipt or proof of payment by the consultant/vendor. One-sided bank-issued “mini check” copies are also acceptable with bank verification of payment. Please identify the amount of the check that applies to the grant



Certified Local Government Program

CLG Grant Program

project if the check amount contains payment for other items purchased by grantee that are not applicable to the grant project.

- If applicable, submit a copy of the purchase order with payment processing date, check number and date of check.

Receipt(s)

- Copy of commercial bills of sale (invoices) containing item name, price, marked “paid” by vendor.
- Please identify those items on the receipt/invoice that apply to the grant project if the receipt/invoice contains other items purchased by grantee that are not applicable to the grant project.

In-House Expenses

- In-house expenses may include photocopying, metered postage, and other itemized administrative services.
- Submit a list of these in-house expenses broken-down by item type and cost per item. For example: Color photocopies - 10 copies x 20¢ per copy = \$2.00. Postage - 10 letters metered @ 50¢ each = \$5.00.

Timesheets

- Timesheets are required if grant funds have been approved to pay for the professional services of existing or new staff to work on the project. Timesheets are not required to substantiate the costs allocated to Administration.
- Timesheets for each employee must include total hours worked and hourly pay rate.
- All project personnel must complete weekly time sheets. Eligible hours represent the hours actually spent on the grant project (if a staff person is working on other projects besides the grant project, the only those hours spent on the grant project are eligible).

Submission Instructions

- All grantees must submit backup documentation or payment will not be made. If cancelled checks are not available at the time of submission of the General Invoice, the reimbursement request will be processed only if all other forms have been completed correctly.
- The outstanding required cancelled check(s) or back-up documentation must be submitted to PA SHPO, before the next reimbursement grant invoice can be processed. When submitting late back-up documentation, please reference information to corresponding reports and expense categories.
- General Invoices and supporting documentation should be submitted electronically to RA-PHCLG@pa.gov.
- Information submitted electronically should be in PDF format, if possible.

Questions? Problems?

If you have any questions, concerns or need assistance in completing the reimbursement invoice form and/or supporting documentation, please contact your PA SHPO Community Preservation Coordinator.