

# CITY OF CHICAGO

## Guidance on Acceptable Supporting Documentation for CDBG Voucher Reimbursement Requests

Updated April 15, 2014

ITEM	SUB-CATEGORY	SUPPORTING DOCUMENTATION REQUIREMENTS			
		*Cash	Check	Bank Statement	Credit
<b>Personnel</b>					
	Salaries	Not acceptable for this cost.	Time sheets (including some indication of time and effort), Cancelled Checks, Payroll Register	Time Sheets (including some indication of time and effort tracking), and copy of Bank Statement	Not acceptable for this cost.
	Payroll Taxes	Not acceptable for this cost.	Cancelled checks, Payroll registry	Copy of Bank Statement	Not acceptable for this cost.
<b>Benefits</b>		Not acceptable for this cost.	Cancelled checks	Copy of Bank Statement	Not acceptable for this cost.
<b>Operating/ Technical Costs</b>					
	Property Rent	Lease and receipt of payment	Lease and cancelled check	Lease and copy of bank statement	Lease and Credit Card statement reflecting that the value of the rent has been paid
	Property Maintenance	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value of the maintenance has been paid
	Utilities	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value of the utilities has been paid
	Equipment Rental	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid

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	Equipment Repair/ Maintenance	Maintenance agreement, invoice and receipt of payment	Maintenance agreement, invoice and cancelled check	Maintenance agreement, invoice and copy of bank statement	Maintenance agreement, invoice, receipt and credit card statement reflecting that the value has been paid
	Equipment Purchase Less Than \$5000	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
	Equipment Purchase More Than \$5000 (with useful life of at least one year)	Proof of City approval, invoice and receipt of payment	Proof of City approval, invoice and cancelled check	Proof of City approval, invoice and copy of bank statement	Proof of City approval, invoice, receipt and credit card statement reflecting that the value has been paid
	Telephone	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
	Postage & Shipping	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
	Advertising	Vendor agreement, invoice and receipt of payment	Vendor agreement, invoice and cancelled check	Vendor agreement, invoice and copy of bank statement	Vendor agreement, invoice, receipt and credit card statement reflecting that the value has been paid

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	Technical Meeting Registration Fees	Attendance verification, invoice and receipt of payment	Attendance verification, invoice and cancelled check	Attendance verification, invoice and copy of bank statement	Attendance verification, invoice, receipt and credit card statement reflecting that the value has been paid
	Publications	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
<b>Professional &amp; Technical Services</b>					
	Consultants	Vendor agreement, invoice and receipt of payment	Vendor agreement, invoice and cancelled check	Vendor agreement, invoice and copy of bank statement	Vendor agreement, invoice, receipt and credit card statement reflecting that the value has been paid
	Subcontractors	Vendor agreement, invoice and receipt of payment	Vendor agreement, invoice and cancelled check	Vendor agreement, invoice and copy of bank statement	Vendor agreement, invoice, receipt and credit card statement reflecting that the value has been paid
	Audit/Outside Accounting Services (required for project)	Vendor agreement, invoice and receipt of payment	Vendor agreement, invoice and cancelled check	Vendor agreement, invoice and copy of bank statement	Vendor agreement, invoice, receipt and credit card statement reflecting that the value has been paid
<b>Travel</b>					
	Mileage & Other Local Travel	Mileage reimbursement form, invoice and receipt of payment	Mileage reimbursement form, invoice and cancelled check	Mileage reimbursement form, invoice and copy of bank statement	Mileage reimbursement form, invoice, receipt and credit card statement reflecting that the value has been paid

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	Air or Other Travel to/from Out of Town Meetings/Conferences	Travel itinerary, invoice and receipt of payment	Travel itinerary, invoice and cancelled check	Travel itinerary, invoice and copy of bank statement	Travel itinerary, invoice, receipt and credit card statement reflecting that the value has been paid
	Lodging for Pre-Approved Meetings	Travel itinerary, invoice and receipt of payment	Travel itinerary, invoice and cancelled check	Travel itinerary, invoice and copy of bank statement	Travel itinerary, invoice, receipt and credit card statement reflecting that the value has been paid
	Meal Per Diem -- Out of Town Travel	Travel itinerary, invoice and receipt of payment	Travel itinerary, invoice and cancelled check	Travel itinerary, invoice and copy of bank statement	Travel itinerary, invoice, receipt and credit card statement reflecting that the value has been paid
<b>Materials and Supplies</b>					
	Office Supplies	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
	Tools	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
	Maintenance Supplies	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
	Housekeeping Supplies	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid

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	Construction Materials	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
	Laundry Supplies	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
	Computer Supplies	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
<b>Other (specify)</b>					
	Laundry Cards for Clients	Client assistance form, invoice and receipt of payment	Client assistance form, invoice and cancelled check	Client assistance form, invoice and copy of bank statement	Client assistance form, invoice, receipt and credit card statement reflecting that the value has been paid
	Other	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid
	Food for Families In Shelter	Invoice and receipt of payment	Invoice and cancelled check	Invoice and copy of bank statement	Invoice, receipt and credit card statement reflecting that the value has been paid

***\*Use of cash transactions is strongly discouraged. Delegate agencies that use cash transactions for general operating expenses may be deemed fiscally high risk. The City may conduct frequent fiscal monitoring reviews of these delegate agencies.***

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### For CDBG Performance Based and Fee-For-Service Grant Agreements

SERVICES CATEGORY	SUB-CATEGORY	REQUIRED SUPPORTING DOCUMENTATION
Workforce Services	Participants Enrolled	CDBG Enrollment Form I
	Participants Placed	CDBG Placement Form II
	Participants Retained	CDBG Retention Form III
Senior Services - Intensive Case Advocacy and Support (ICAS)	Service Time Billed	Enterprise Case Management (ECM) - ICAS Invoice Report
Senior Services - Center Programs (Fitness Classes, Wellness Instruction, Message Therapy)	Services Provided	Time sheet by instructor, detailing date, time and location of service and # of participants served
Home Delivered Meals	Counts of Meals Delivered	Weekly billing sheets by client identifying the days of the week the client received a meal and the total meals received during the week