

VOUCHER PAYMENT PROCESS HANDBOOK

AN INFORMATION GUIDE



BURLINGTON COUNTY COMMUNITY DEVELOPMENT PROGRAM

BURLINGTON COUNTY
COMMUNITY DEVELOPMENT PROGRAM

Voucher Payment Process Handbook

Table of Contents

	<u>PAGE</u>
Foreword	iii
Part I Introduction	1
Part II The Letter of Credit/Drawdown Process	1
Part III The County Voucher Process	2
Part IV Voucher Preparation	3
Part V Documentation	4
Part VI Basis of Payment - Reimbursement	5
Part VII Sub-grantee Financial Management Requirements	6
Part VIII Monitoring	6
Part IX Additional Information	6
<u>EXHIBITS</u>	
EXHIBIT 1 Voucher Submission Schedule	7
EXHIBIT 2 Sample Voucher	8
2A Municipal Voucher	9
2B Payroll Sheet	10
2C Time Sheet	11
EXHIBIT 3 Voucher Payment Process, A Flow Chart	12
EXHIBIT 4A 24 CFR, Section 85.20	13
4B OMB Circular A-110, Subpart C	15

FOREWORD

BURLINGTON COUNTY COMMUNITY DEVELOPMENT PROGRAMS

This Handbook is one of five information guides which have been prepared by Burlington County's Office of Housing and Community Development. The purpose of these guides is to familiarize interested parties with all phases of the County's Community Development Programs. The Handbooks are:

1. *Pre-application and Guide Package/HOME Developer's Guide*

This guide is designed to introduce interested parties and potential applicants to the Community Development Block Grant and HOME Investment Partnership Programs. The package describes the objectives of the programs, which activities are eligible under the Federal regulations governing each program and County policy; and how an applicant participates in and submits proposals for each of Burlington County's programs.

2. *County Policies Handbook for Sub-grantees.*

This guide describes the major County policies governing the Community Development Program.

3. *Sub-grantee Labor Standards Handbook*

This guide explains the Federal Labor Standards Provisions as required by the Housing and Community Development Act of 1974. The responsibilities and obligations of HUD, Title I recipients and contractors working on Community Development Block Grant or "HOME" funded projects are detailed.

4. *Voucher Payment Process Handbook*

This guide describes how Sub-grantees of Burlington County's Program request Community Development payments, illustrates financial management requirements and the Federal Drawdown Process.

5. *Sub-grantee Program Monitoring Handbook*

This guide describes performance standards, the Annual Performance Report (APR), which Burlington County submits to the Department of Housing and Urban Development, and the information which each Sub-grantee of the County's Community Development Program is required to submit to help prepare the APR.

Each of these information guides is available and can be obtained by mail from Burlington County's Office of Housing and Community Development, PO Box 6000, Mount Holly, NJ, 08060, or at the office located at the Human Services Facility, 795 Woodlane Road, Second Floor, Westampton, NJ 08060, or by calling (609) 265-5072.

BURLINGTON COUNTY COMMUNITY DEVELOPMENT PROGRAM VOUCHER PAYMENT PROCESS HANDBOOK

I. Introduction:

The staff of the Office of Housing and Community Development has prepared this Handbook to afford Sub-grantees* of the County's Community Development Programs with complete information concerning the voucher payment process. Regardless of whether the reader is a first-time recipient of the County's Community Development Program funds or has received funds since the first year of Block Grant participation in 1975, this Handbook will prove a useful tool. This Guide includes all information necessary to complete payment requests, including a schedule of voucher submission deadlines, sample vouchers and a complete summary and illustration of the County's procedures. We encourage you to review the Handbook and keep it as a readily accessible resource.

II. The Line of Credit Drawdown Process:

Each year the County submits an application to the US Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) and HOME funds. During the course of HUD's review, the County conducts an assessment to ensure that the activities proposed in its application pose no significant threat to the environment. Assuming that no such threat exists and that activities proposed by the County are consistent with an eligible objective under regulations for each program, HUD approves our application. The County then receives notification that its grant amount has been obligated and funds for program operation are available through the US Treasury for expenditure.

It is important to note that the County does not receive a check from HUD at the beginning of our program year for our annual grant amount. The money is retained by the US Treasury and, as the County incurs expenses, it "draws down" funds through a line of credit control system. The Federal Government prohibits the County from keeping CDBG funds on hand (in any local account) for an extended period of time. This requirement is equally the responsibility of Sub-grantees* of the County's programs. Therefore, it is absolutely necessary for the County to establish a payment process which enables immediate disbursement.

***NOTE:** Any municipality, agency or organization that receives funds through the County's CDBG or HOME Programs is a "Sub-grantee".

III. The County Voucher Process:

The draw down and disbursement deadlines are keyed to the dates of the meetings of the Board of Chosen Commissioners. Please refer to Exhibit I, Voucher Submission Schedule for meeting and payment dates. These meetings are held on the second and fourth Wednesdays of each month. These dates are fixed and scheduled by the County Administrator's Office at the beginning of each calendar year. The County's voucher payment process, which follows, is tied to the Commissioners' meeting dates.

PAYMENT PROCESS

STEP 1: All vouchers for payment, with supporting documentation attached that are submitted by Sub-grantees, must be received in the County's Office of Housing and Community Development by 5:00 PM Thursday, 13 days prior to the next scheduled Commissioners' meeting date. (See Exhibit 1, Page 8).

For Housing Rehabilitation projects, the Sub-grantee must submit the voucher by 5:00 PM Tuesday, 15 days prior to the next scheduled Commissioners' meeting date. An inspection of completed work to be covered by the voucher must be done by the Housing and Community Development Office's inspector. This inspection is scheduled upon receipt of the voucher and within three days after the submission deadline. Therefore, Sub-grantees are required to give five days advance notice of intent to submit a voucher and to schedule an inspection.

STEP 2: The County's Office of Housing and Community Development prepares a draw down request based upon Sub-grantee vouchers it has received, and submits it electronically to HUD.

STEP 3: HUD submits the request to the U.S. Treasury, who then wires the funds to the County's local account.

STEP 4: The County is notified that funds have been deposited in its account.

STEP 5: All vouchers representing costs which comprised the draw down request amount are submitted to the Board of Chosen Commissioners for review and approval.

STEP 6: The County Treasurer's Office releases all approved payments two working days following the Commissioners' meeting.

Steps 3, 4 and 5 are designed to occur concurrently so that payments can be released immediately after receipt of funds. In this manner, the County can ensure compliance with its financial obligation not to keep federal cash on hand.

It is important that all vouchers and all supporting information/documentation be submitted on or before the deadline identified in Step 1. Sub-grantees can expect payment within 15 days (17 days for housing rehabilitation) if their vouchers and all supporting information/documentation are submitted on time. Vouchers submitted after the deadline can be expected to take between 25 and 30 days to process before payments are disbursed. To avoid such delays, therefore, Sub-grantees are encouraged to adhere to the Voucher Submission Schedule (Exhibit 1).

IV. Voucher Preparation:

It is as important to complete a voucher properly and furnish all necessary supporting documentation as it is to meet submission deadlines. The staff of the Office of Housing and Community Development is entrusted to review all payment requests and is obligated to place on "HOLD" incorrect or incomplete vouchers. If vouchers are returned, lengthy delays could occur. In an effort to avoid these circumstances, you are requested to become familiar with all information that must be supplied and with the County's voucher form. Please refer to Exhibit 2: "Sample County Voucher" as you review the items of information listed below:

- (a) Date
- (b) A sub-grantee and project specific voucher will be provided for each sub-grantee.
- (c) Return voucher to: Community Development Office, PO Box 6000, Mount Holly, NJ, 08060 (Mailing address).
- (d) Quantity and description of project:
 - (1) Actual work completed and previously paid for by the Sub-grantee
 - (2) Unit price and total amount to be paid in reimbursement (based upon Sub-grantee Agreement Budget in CDBG or HOME Loan Agreement payment schedule).
- (e) Claimant's Certification:
 - (1) Signature of authorized official (MUST be in blue ink)

V. Documentation:

Clear and complete documentation that substantiates the costs incurred by the Sub-grantee as shown on the voucher is to be submitted with each voucher. Documentation must be for an amount at least equal to the amount

on the voucher. If the documentation is for a greater amount, an itemization which shows the CDBG or HOME portion and the balance must be provided. All other sources of funds used to pay the balance must be annotated. The following is a list of documentation to be submitted. Only legible copies are acceptable.

- a. Bills (Vendor's Invoices) for eligible expenses under terms of contract received and paid for by Sub-grantee: the bill or vendor invoice is to be on Vendor's letterhead or billhead and is to identify the project and current request for payment.
- b. Copies of canceled checks used for payment by Sub-grantee.
- c. Municipalities must submit a copy of the Municipal Voucher showing the following (Exhibit 2A, page 10):
 1. Name and address of Vendor
 2. Vendor's Certification
 3. Signature of municipality's certifying officer.
 4. Check number, amount and date of payment by Sub-grantee.

*NOTE: A copy of the uncanceled check is acceptable to initiate processing of voucher. However, a copy of the canceled check must be provided before reimbursement can take place.

- d. AIA Form, signed by the project architect or engineer, or other form of certification of completion specifying contracted work and work completed.
- e. Payroll forms (Exhibit 2B, page 11) must be submitted for all construction activities that are subject to Davis Bacon and Labor Standards requirements. A complete description of how to complete and submit the payroll form is included in the "Contractor Selection Process and Labor Standards Handbook".

Payroll forms should be submitted immediately following the pay period covered by the form, payroll forms for the duration of the vouchered period must be submitted and approved before the voucher can be paid.

- f. Payroll registers and time sheets for employees must be submitted when employee salary costs are vouchered.
 1. Payroll registers must show name of employee, hourly rate, payroll period, date of check, gross pay, deductions and net pay.

2. Employee Time Sheets must show name of employee, hourly rate, job title, hours worked, employee signature. If less than 100% of the employee's time is engaged in the CDBG funded activity, the time sheet must show the time spent on CDBG activity separately from other activities (Exhibit 2C, page 12).

g. For Housing Rehabilitation projects only:

1. AIA form or Sub-grantee's payment approval form.
2. Proof of municipal inspector's approval for work items under permit.
3. All work items on the voucher must have been inspected and completion verified by the Housing and Community Development Office's inspector by the voucher submission deadline.

VI. Basis of Payment - Reimbursement:

All participants in the County's Community Development Block Grant and HOME Programs enter into Agreements which, among other things, specifically indicate that payments will only be made on a reimbursement basis unless otherwise agreed to by the parties. Therefore, vouchers submitted to the Office of Housing and Community Development which do not include documentation verifying that the funds which are requested are intended to reimburse the Sub-grantee for payments previously made, will be returned.

VII. Sub-grantee Financial Management Requirements:

A Sub-grantee's financial management system is of particular importance to the voucher payment process. All Sub-grantees must maintain a financial management system in accordance with Omni Circular 2 CFR Part 200. Sub-grantee records should contain information pertaining to Federal awards and authorizations, obligations, unobligated balances, assets, liabilities, expenses and income. Records should also provide effective control over and accountability for all funds, property and other assets. Of course, all accounting records must be supported by source documents.

VIII. Monitoring:

The County is responsible to monitor Sub-grantee performance periodically. Additionally, the County prepares Performance Reports which thoroughly document activities which have been undertaken with Community Development Block Grant and HOME funds throughout that program year. All Sub-grantees, therefore, must retain adequate records to substantiate related expenditures and document performance. Required records and

documentation is described in 24 CFR Part 85 which is attached to and made part of the Sub-grantee Agreement.

IX. Additional Information:

This Handbook is designed to furnish interested parties with information to expedite the processing of Community Development Block Grant and HOME Program payments. However, the staff of the County's Office of Housing and Community Development is always available to provide additional information or answer any questions which may arise concerning this or any aspect of those programs. Should such questions arise, do not hesitate to call:

**County of Burlington
Community Development Program
Phone (609) 265-5072
FAX: (609) 265-5500**

Staff Contacts

Jennifer Hiros, Division Head

Mailing Address

**Community Development Program
PO Box 6000
Mount Holly, NJ 08060**

Office Location

**Housing and Community Development
Human Services Facility, 2nd Floor
795 Woodlane Road at Route 541
Westampton Township**

BURLINGTON COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
VOUCHER SUBMISSION SCHEDULE

Checks are written on the Monday prior to the Commissioner Meeting. Commissioner meetings are the second and fourth Wednesday of each month, except July and August, which are held on the second Wednesday only.

Checks submitted by 5PM on Friday prior to the Monday check run will be submitted for payment.

Checks are available on Friday of the week the checks are cut.

Vouchers are not processed from mid-November until mid-January. Any vouchers received in November and December will be processed for payment the second Commissioner meeting of January.



**COUNTY OF BURLINGTON
BURL CTY COMM DEVELOPMENT
POST OFFICE BOX 6000
MOUNT HOLLY, NJ 08060-6000**
Federal ID #: 21-6000107

Purchase Order

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, CORRESPONDENCE, ETC.**

NO. 12-

SHIP TO

COMMUNITY DEVELOPMENT
795 WOODLANE ROAD
MOUNT HOLLY, NJ 08060-6000
P:609-265-5072 F:609-265-5500

ORDER DATE: 07/13/12
REQUISITION NO:
CONTRACT NO:

VENDOR Vendor #:

C/O COMMUNITY DEVELOPMENT

Phone #: Fax #:

BILL TO

AcctsPayable@co.burlington.nj.us

or

Accounts Payable, Finance Dept
County of Burlington
49 Rancocas Road
P.O. Box 6000
Mt. Holly, NJ 08060-6000

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00/EA			9,000.0000	9,000.00
			TOTAL	9,000.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify, under penalties of the law, that the within bill is correct in all its particulars; that the articles have been furnished, or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing. I also understand that this order is exempt from all taxes, and all prices are F.O.B. destination unless otherwise specified.

VENDOR SIGN HERE DATE

TAX ID NO

COUNTY OFFICER'S CERTIFICATION

I hereby certify that the above articles or services were necessary and for the sole use of the County of Burlington have been received in good condition or properly performed; that the quantity and quality have been certified by me and the charges are fair and reasonable and according to the order.

DEPARTMENT HEAD DATE

COUNTY TREASURER

I do declare that I reviewed this document as to all of its particulars and as such approve the aforementioned as to payments in accordance with the prescribed rules and regulations.

COUNTY TREASURER DATE

COUNTY PURCHASING AGENT

COUNTY PURCHASING AGENT DATE

MUNICIPAL VOUCHER
 TOWNSHIP OF *YOUR TOWN*
 COUNTY OF BURLINGTON, NJ
YOUR CITY, STATE AND ZIP

TO: Hurry-up Paving Company
 RD #9, Box 999
 Anytown, NJ 00000

Ordered by:

Terms:

Itemize fully and swear to bill before presenting for payment

Date of Delivery or Service	Description of Goods or Service Rendered. Itemize Fully	Dollars	Cents
May 26, 2012	RE: Resolution 2012-24 Community Development Block Grant Project Reconstruction of New Road, Phase III Furnishing delivery and applying bituminous concrete as follows: FABC Mix 1-5, 16,000 s.f. @ \$.70	\$11,200	00

<p>CLAIMANT'S CERTIFICATION AND DECLARATION: I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.</p> <p>SIGNATURE: _____</p>	<p>OFFICER'S CERTIFICATION: We, having knowledge of the facts, certify that the materials and supplies have been received or the service rendered; said certification being based on signed delivery slips or other reasonable procedures.</p> <p>SIGNATURE: _____</p> <p>DATE: _____</p>
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<p>ACCOUNT CHARGED</p> <p>Current: \$ _____</p> <p>CDBG: \$ _____</p> <p>Capital: \$ _____</p>	<p>Delivery slips received and checked</p> <p>The above claim was approved and ordered paid: DATE: _____</p> <p>_____ Chief Financial Officer</p> <p>Check #: _____</p> <p>Check Date: _____</p> <p>Amount: \$ _____</p>
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NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>		ADDRESS	
PAYROLL #	FOR WEEK ENDING	PROJECT AND LOCATION	PROJECT OR CONTRACT #

(1) Name, Address and Social Security Number of Employee	(2)	(3) Work Classification	(4) Day and Date							(5) Total Hours	(6) Rate of Pay	(7) Gross Amount Earned	(8) Deductions				(9) Net Wages Paid for Week	(10) Total Fringe Benefit Cost/Hr.	
			Hours Worked Each Day											FICA	With- holding Tax				
			O																
			S																
			O																
			S																
			O																
			S																
			O																
			S																

We estimate that it will take an average of 56 minutes to complete this collection of information, including time for reviewing Instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Office of Information Management, U.S. Dept. of Labor, Room N1301, 200 Constitution Ave., N.W., Washington, D.C., 20210, and to the Office of Management and Budget, Paperwork Reduction Project (1215-0149), Washington, D.C., 20503.

SUBGRANTEE: _____

GRANT #: _____

EMPLOYEE TIME RECORD

EMPLOYEE: _____ JOB TITLE: _____ FROM: _____ TO: _____

PROGRAM	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
Comm Dev.															
TOTAL															

Signature of Employee

PROGRAM	% TOTAL
Comm. Dev.	
Total	100%

VOUCHER PAYMENT PROCESS



