



**City of Atlanta – Department of Grants and Community Development (DGCD)  
Community Block Development Grant (CBDG)  
Project Sponsor  
Reimbursement Checklist**

*Submission Package must follow the order of items listed below.*

	CDBG Reimbursement Items	Contained in Submission	Explanation
1	CD-1/HM-1 Form with Certifying signature. Ensure all the fields are completed in its entirety.		This should be the cover page for each monthly submission.
2	Completed CBDG Project Sponsor Reimbursement Request Form with Certifying signatures.		Site identification, vendor name, invoice number, payroll journal control number, description of item or service, date of item or service, date of transaction or service, check or transaction number, the amount paid, client case number if applicable, the title of preparer along with the date of preparation.
3	Bank Statement copy(ies) that reflects all transactions that are reported on this request.		Only check numbers supporting this request should be highlighted. Bank statements must show the financial transactions that are included in this reimbursement request. Project Sponsors should not submit reimbursement until after checks have cleared the bank, regardless of the dates the checks were written. Bank statements must show the financial transactions that are included in this reimbursement request. (CHECK IMAGES ARE NOT REQUIRED)
4	Payroll reimbursement reports.		Payroll Register and Timesheets must include highlighted entries that support this request. Personnel Activity Reports (PARs), must be signed and dated by the employee and the supervisor.
5	General Ledger Report (GL Report)		GL Detail Activity Report containing all the transactions to support any items for which reimbursements are being requested. The GL transaction details must be highlighted to approve request and include the vendor's name, payment amount, date, and check number or transaction ID.



6 Accounts Payable/Payment Register	The Paid invoice report must include the description of reimbursement items, amount requested, invoice number, invoice date, vendor name, payment number, and payment description. The Payment Register should only be completed for all contracts providing rental assistance. If this form doesn't apply to your project, please enter <b>"Not Applicable"</b> on the first line of the form, sign, and submit.
7 Current signed Lease Copy - see details for exception.	Lease (Copies of the <b>entire</b> lease for first time clients, copies of the <b>first page</b> of the lease for current clients; The lease period must cover the months for which reimbursements are being requested. Client name should be redacted from the lease and unique identifier utilized). If this form doesn't apply to your project, please enter <b>"Not Applicable"</b> on the first line of the form, sign, and submit.
8 Program Income Reporting and Documentation.	If indicated on the Reimbursement Request Form, Program Income must be documented with a Program Income Expenditure Summary Form and a bank statement to verify that program income is being properly tracked. If this form doesn't apply to your project, please enter <b>"Not Applicable"</b> on the first line of the form, sign, and submit.
9 Individual Miscellaneous Requests	Affidavit of proof (please contact your Fiscal Analyst for review and approval)
10 Matching Funds Requirement	HUD's matching requirement applies to the recipient. HUD provides the recipient with the discretion to pass that requirement on to sub-recipients. Maintain a log of matching funds as applied to this reimbursement.
11 Construction Disbursement Request Checklist	Please view link for details: <a href="#">Construction Disbursement Request Checklist</a>
12 File management and availability of supporting documentation.	In compliance with applicable federal regulations and City requirements, all project sponsors shall maintain detailed files of all expended funds. If selected for an audit, the sponsor shall provide all requested supporting documentation



## Acknowledgment

Pursuant to the City of Atlanta Code of Ordinances, the City reserves the right to audit Subrecipient's performance under this agreement. Subrecipient shall maintain complete and accurate books, records, and accounts to support and document performance under this Agreement by subrecipient and any subcontractor ("Subrecipient Records"). Subrecipient shall keep, at no additional cost to City, in a reasonably accessible location, all such Subrecipient Records for a period of seven (7) years after expiration of this Agreement or as required by law, if longer. The Subrecipient Records may be inspected, audited, and copied by City or its representatives during normal business hours and at such reasonable times as City and Subrecipient may determine. If any audit or inspection of charges or Subrecipient's performance, including the performance of any subcontractor, reveal that City has overpaid any amounts to Subrecipient, Subrecipient shall promptly refund such overpayment and Subrecipient shall also pay to City interest on the overpayment amount at the rate of one and one-half percent (1.5%) per month (or such maximum rate permissible by Applicable Law, if lower) from the date the overpayment was made until the date the overpayment is refunded to City by Subrecipient.

## Certification:

**Printed Name and Title of Staff Preparing Reimbursement:** \_\_\_\_\_

**Signature of Staff Preparing Reimbursement:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name and Title of Authorized Subrecipient Representative:** \_\_\_\_\_

**Signature of Authorized Agency Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### ***Submit Reimbursement Requests using the options listed below:***

- For files up to 10GB send directly via the grant payments email: [grantpayments@atlantaGA.gov](mailto:grantpayments@atlantaGA.gov)
- For files over 10GB send via the grant portal: <https://web.atlantaga.gov/gcdrp/GCDRP>