

MEMORANDUM

Reimbursement-Based Payment Requests & Required Supporting Documentation

MEMO: 24-02

Issue Date: May 8, 2024
Effective Date: May 8, 2024

This Policy remains effective until it is amended, superseded, or rescinded.

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SUBJECT: Required Documentation for Reimbursement-Based Payment Requests

PROGRAMS IMPACTED: HOME Investment Partnerships Program (HOME); National Housing Trust Fund (HTF); HOME-ARP; Nebraska Affordable Housing Trust Fund (NAHTF); Pandemic Relief Housing Program (PRH); Rural Community Recovery Program (RCRP)

This policy memorandum updates the Nebraska Department of Economic Development's guidance concerning the required documentation that must accompany all requests for payment of award funding on a reimbursement basis. In accordance with policies and procedures established by the State Auditor and implemented by the Department's compliance division, a recipient or subrecipient of any federal or state award that requests resources expended from that award is required to submit Source Documentation and Proof of Payment information with each request to drawdown award funds. The Department will review documents attached to each Payment Request submitted via the Department's grant management system, AmpliFund, to verify financial management compliance.

Source (expense) Documentation is the original document that contains the details of the business transaction. A source document captures the key information about a transaction, such as the names of the parties involved, amounts paid (if any), the date, and the substance of the transaction.

Proof of Payment means, as applicable, a copy of a canceled check, confirmation of credit card or debit card payment, confirmation of wire or automated clearinghouse transfer, and any other information required to demonstrate that payment has been made in the amount due and identified with the Facility name.

If submitted documentation is determined by the Department to be insufficient or incomplete, the recipient or subrecipient will be notified and permitted to submit additional documents. No reimbursement of award funds will be processed until adequate documentation corresponding to the request has been submitted and approved.

The policy for required documentation applies to any future Housing programs and may apply to programs with projects under construction as of the effective date of May 8, 2024.