



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ECONOMIC DEVELOPMENT

301 Centennial Mall South
P.O. Box 94666
Lincoln, Nebraska 68509-4666 USA

Phone (402) 471-3111
Toll Free (800) 426-6505
Fax (402) 471-3778
Statewide Relay (800) 833-0920 (voice)
www.neded.org

Memorandum

**CDBG Program Guidance
Policy # 11-01**

Date: October 5, 2011

To: Nebraska CDBG Certified Administrators

From: Steve Charleston, CDBG Program Manager

RE: Information Required on Invoices for CDBG General Administration Costs

The Nebraska Department of Economic Development is issuing policy guidance on the information that must be included in any invoice for General Administration services.

All invoices for General Administration services under the Nebraska CDBG program must include the following items:

- Grantee name
- The CDBG project number
- Person/organization submitting the invoice
- The dates services were rendered and the time period covered by the invoice
- Items within the scope of service that were worked on or completed for the dates of the invoice
- If the invoice includes costs for travel, the invoice must include the destination, travel dates, and purpose of travel.

Invoices must reflect work actually completed during the period of time covered by the invoice. General descriptions of all of the work conducted over the course of administering a project will no longer be acceptable as general administration source documentation. For example, invoices for CDBG grant administration generally should not list "Environmental Review" on each invoice throughout the course of the project. This item should only be listed on invoices that are sent for periods of time in which the Environmental Review Record was actually worked on.

The Department may request to review individual time sheets during monitoring visits to verify the accuracy of the services listed on each general administration invoice.

If you have questions about this policy, please contact Steve Charleston at 402.471.3172 or steve.charleston@nebraska.gov.