A Path Forward

VIRGINIA DHCD

VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

Partners for Better Communities

Questions and Answers to Insure Timely Payments

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Grants Financial Services Manager

VIRGINIA DHCD

Getting Reimbursement – Submitting Remittances

- How often can I submit a remittance?

- Is there a standard format for a remittance?

- What supporting documentation do I need to attach to a remittance request?

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What information needs to be on the remittance to ensure speedy handling?

- Date
- Grantee Name
- Project Title
- Contract Number
- CAMS Remittance Number (1,2,3,4, etc.)
- Prepared by
- Payee Name & Invoice Number
- Description
- Total Invoice Amount
- Applicable Program Portion
- Other Amount
- Check Number/Credit Card Reference Number
- Total Amounts

CAMS REMITTANCE COVERSHEET

DATE:		Comments:			
GRANTEE:					
PROJECT TITLE:					
CONTRACT NUMBER:					
CAMS REMITTANCE NUMBER:					
PREPARED BY:					
Payee / Invoice Number	CAMS Activity/ Description (i.e. 'Owner Occupied Rehab/Construction')	Total Invoice Amount	Applicable Program Amount	Other Amount	Check Number/Credit Card Reference Number
	TOTALS:	$0.00	$0.00	$0.00	

ALL ITEMS LISTED ON THIS COVERSHEET MUST HAVE CORRESPONDING SUPPORTING DOCUMENTATION (E.G., REVIEWED INVOICE 7 CHECK) ATTACHED.

* TBD instead of a check number means the grantee is forecasting and needs funds from DHCD in order to make payment to the vendor in a timely manner
   N/A instead of a check number means the funds are to cover the grantee's expenses and, therefore, no check needs to be issued.

* If reimbusement is for pay-for-performance administrative items, note under "Comments" what has been uploaded into the "Reports & Documents" tab.

* If CDBG or IPR program funds will cover only a portion of the invoice, the invoice must clearly show the amount to be paid by each funder.
   If CDBG or IPR funds will be split among several activities, the amount being charged to each activity and the activty name needs to be shown on the invoice.

Signature: _____   Date: _____

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Getting Reimbursement

- Do I need to submit a special W-9 in order to get paid?

- Where do I get it?

- Where do I send it?

Payment Processing

- How long does it take to process the payment and for us to receive payment?

- Can I get paid by EFT (Electronic Funds Transfer) directly to my bank?

- Is there anything else I should know about getting payments?

- Who do I contact if the payment is not received within the specified timeframe?

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Resources for Setting Up Remittance Payments

Commonwealth of Virginia VA W-9

https://www.doa.virginia.gov/forms/CVG/W9_COVSubstitute.pdf

Commonwealth of Virginia Electronic Funds Transfer/EDI (Electronic Data Interchange)

https://www.doa.virginia.gov/forms/EDI/AgreementLocalityGrantee.pdf

Audit Requirements

- How often do they need to be submitted?

- Can you provide an overview of DHCD audit requirements?

- Which financial reports need to be submitted annually if my organization receives a grant of less than $100,000?

- What are the most common mistakes found in audits/financial reports that would cause them to be rejected?

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Other Questions

If your questions are not answered in this presentation, please send them to Elizabeth Boehringer at elizabeth.boehringer@dhcd.virginia.gov.

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