



## **CORRIDOR IMPROVEMENT AUTHORITY (CIA) FAÇADE IMPROVEMENT PROGRAMS REIMBURSEMENT PROCESS**

1. Register as a City of Grand Rapids vendor (instructions below)
2. Submit an invoice through the Economic Development [website](#) with the following information:
  - Vendor name (must match what is on the vendor profile)
  - Vendor number (provided during registration process)
  - Date
  - Invoice number
  - Amount being requested will be the total approved project costs, not to exceed the amount approved by the CIA board
  - Project address
3. Along with the invoice, the following attachments must also be provided:
  - Before and after photos
  - Invoices and proof of payment for improvements listed on the CIA-approved grant application. Proof of payment can be any of the following:
    - i. Copy of check(s) that match invoice amount(s)
    - ii. Bank or Credit Card statement showing payment that matches the invoice(s)
    - iii. Lien waiver from contractor

Payments submitted according to the above guidelines will be processed and payment should be expected within 30-45 days of invoice submittal. Checks will be sent directly to the vendors from the City of Grand Rapids (i.e. not from the “\_\_\_\_\_ Corridor Improvement Authority”)

### **Vendor Registration Information**

To receive payment from the City, every business or individual must be a registered vendor. Anyone can register with the City as a vendor at any time, and the City encourages all local businesses to register to do business with the City.

Registration is accomplished through the City's [Vendor Self Service website](#) through the Comptroller's office. The City also provides a Vendor Registration Guide to assist in the process. Once self-registration is complete, it will take approximately 1-2 days for the City to approve the vendor profile.

Please note that it is the vendor's (i.e., individual or business) responsibility to keep the contact information in their profile up to date. The City cannot update this information. This is critical, as checks will be automatically mailed to the address on file.

Companies are encouraged (but not required) to select all the services that they are able to provide. Selecting these services means that you will automatically receive notice when the City has a need to procure those goods or services in any department.

Board or authority representatives working with vendors should encourage them to register well in advance of providing the goods or services. If a vendor is not registered at the time an invoice is submitted, payment may take longer than 30-45 days.