

# BROWNFIELD REIMBURSEMENT REQUEST GUIDANCE

## What the City is Reviewing For:

### PROOF

Does the reimbursement request show the cost of what was actually paid?

### ELIGIBILITY

Is the cost connected to an approved eligible activity in the Brownfield Plan/Grant Agreement?

### DETAIL

Is there enough detail to understand what work was performed, where, and why it's eligible?

## What to Include in Reimbursement Packet:

- Reimbursement Request Cover Sheet
- Copy of Each Vendor Invoice
- Proof of Payment for Each Invoice
- Description of Work Performed
- Required Signature / Certification
- Supporting Documentation
- Allocation Explanation (if partial invoice)
- Request for Approval of Eligible Activities Spreadsheet

### Proof of Payment Must Show:

**An invoice alone is not enough.** Documentation should clearly connect the payment to the invoice being submitted.

- **Amount Paid**
- **Payment Date**
- **Payee / Vendor**
- **Payer / Project Entity**

**Examples:** Cleared checks, bank statements, ACH or Wire confirmations, and/or other documentation.

## Details Matter

### AVOID

**Avoid Vague Terms Like...**

- Consulting Services
- Site Work
- Construction Services
- Project Management

### INSTEAD

**Use Descriptions That Explain the Work....**

- Phase II ESA Soil Boring, Ground Water Sampling, Lab Analysis
- Removal & disposal of contaminated soil from identified impacted area, including hauling and disposal tickets