

INVOICING/BUDGET CHANGE PROCEDURES

1. Submit the invoice on letterhead as shown on next page. Send a signed original.
2. Email a PDF of backup documentation, which includes the invoices that are being paid. The subject line and PDF doc must be named as the following: Name of the organization, Contract #, Service period, and amount of invoice.

i.e. RCD, #1234, January 2103, \$500,000

The Board of Supervisors minute order and fully executed contract are mailed to the Executive Director about 4 weeks after the Board date. If it has been at least 4 weeks since the Board date, ask the ED for the Contract which has the Contract #.

3. Unless funds are used for acquisition/costs we only reimburse developer for costs expended
4. Funds used for acquisition/closing costs must include the estimated HUD-1 statement and must be submitted 5 weeks prior to closing. The check will be made out to the Contractor, not Title Company
5. Other invoices take 2-3 weeks to receive check
6. Submit broad categories of line items, such as Hard Costs instead of Plumbing, Rough Carpentry, Electrical, etc. Broad categories makes it easier to make budget changes.
7. Budgets must include a line item for Developer Fee for at least \$50,000, and \$50K will be held as retention until we receive all Close-out documents.
8. You must submit a budget change if you invoice us for different line items that were on the previous budget or if you change the amounts needed for each line item.
9. We cannot wire money at this time.

INVOICE SAMPLE/BUDGET CHANGE
(On letterhead)

May 31, 2013

Anjanette Scott
Alameda County
Housing and Community Development
224 W. Winton, Room 108
Hayward, CA 94545

RE: Invoice #1 for Ashland Family Apartments, Contract #1234

Service Period: January 2013 or January-March 2013 (covers dates of backup invoices)

To Anjanette,

Attached is Invoice #1 for Ashland Family Apartments for \$500,000. Also included is Budget Amendment #1.

Line Item	Previous Budget	Change	Current Budget	Previous Requests	Current Request	Balance Remaining
Hard Costs Construction	\$500,000	\$100,000	\$600,000	\$0	\$400,000	\$200,000
Soft Costs	\$0	\$150,000	\$150,000	\$0	\$100,000	\$50,000
Developer Fee	\$300,000	(\$250,000)	\$50,000	\$0	\$0	\$50,000
Total	\$800,000	\$0	\$800,000	\$0	\$500,000	\$300,000

Please make check payable to Ashland Family, L.P. and send to the following:

Brian Saliman
Ashland Family, L.P.
c/o Resources for Community Development
2220 Oxford Street
Berkeley, CA 94704

Sincerely,

Brian Saliman