

INVOICE AND REPORTING REQUIREMENTS FOR REIMBURSEMENT FROM THE SECTION 319 & 205(J) GRANT PROGRAMS



This document is intended to help Grantees with the invoice and reporting paperwork required to receive reimbursement for expenses related to their Section 319 or 205(j) grant project. Payment of grant funds is made in arrears for **actual costs** incurred as work is completed and upon receipt of an invoice packet. An invoice packet includes all documents needed to receive reimbursement. The forms/documents listed below are or may be required as part of the invoice packet and are discussed in this document.

1. [Invoice](#)
2. [Itemization of Invoice Expenditures](#) [State Form 50067](#)
3. [Report of In-kind/Cash Match Contributions](#) [State Form 50066](#)
4. [Progress Report](#) [State Form 50068](#)
5. [Cost-Share](#) 319-A Agricultural [State Form 50065](#)
319-U Urban [State Form 50063](#)
6. [Match and Grant Eligibility Guidance](#)
7. [Definitions](#)

Signed invoice packets should be sent (via mail, Fax, or email) to the IDEM Project Manager (PM). He or she will review the invoice and accompanying documentation to be sure the information is complete and accurate; including whether expenditures are appropriate for the project and work was completed within the grant agreement (or contract) term. If there are problems or questions about the invoice or documentation, the PM will contact the Grantee. Once the PM signs off on the invoice, payment will be direct deposited into the Grantee's bank account in 4 - 6 weeks.