

PAYMENT PROCESS

Funds will be available from July 1, 2019 to June 30, 2020. The work must be verified as complete by the Office of Neighborhood Outreach to receive payment.

To obtain funds for work that has been completed, an invoice must be submitted to the Neighborhood Outreach Coordinator from the contractor/supplier. The invoice must be made out to the **City of Iowa City**. It is possible to make payment for partially completed work or provided materials although it would be helpful to limit the number of such payments if possible.

Purchases can be made by individuals and reimbursement made to them. Copies of receipts must be provided along with the person's name and address that should be reimbursed.

At the time that the invoice is submitted, please arrange a time with the Neighborhood Outreach Coordinator to inspect/verify that the work is completed. It may be necessary to have the work inspected by various staff people dependent upon the project.

Invoices submitted by any Thursday will be available on the Friday of the following week. The checks will normally be mailed out unless otherwise indicated.

Materials can be paid for only if they have been utilized or installed as detailed in the grant application. The completed work must be acceptable to the neighborhood and City for payment to be made.