



# Commonwealth of Massachusetts EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES

Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Edward M. Augustus Jr., Secretary

## FY24 INVOICE AND PROGRESS REPORT INFORMATION

Community Planning (CP) | Housing Choice (HC) | HousingWorks Infrastructure Programs (HWIP)

### Contract and Invoice Dates:

**Your contract begins on the date it is executed by EOHL. Funds spent before the execution date will not be reimbursed.**

Please remember, the start and end dates of your contract are found on Page 1 of your contract. Contract end date is **June 30, 2025 for the Community Planning (CP) and Housing Choice (HC) grants and June 30, 2027 for the Housing Works Infrastructure Program (HWIP).**

- You must submit an invoice for all work done **prior to June 30, 2024** (end of FY24) by **July 15, 2024** (same for future FYs). **FAILURE TO SUBMIT THE INVOICE BY JULY 15, 2024 WILL RESULT IN THAT EXPENSE NOT BEING REIMBURSED.**
- You must complete all services by **June 30, 2025 for HC and CP** and **June 30, 2027 for HWIP.**
- You must submit **final invoices** for payment by **July 15, 2025 for HC and CP** and **July 15, 2027 for HWIP.**

### Invoice Fiscal Year Requirements:

Since these grants span more than one Fiscal Year, you must **submit separate invoices for services provided in each fiscal year. Do not combine two fiscal years in one invoice:**

- FY24 lasts from the **start date of the contract** to 6/30/24.
- FY25 lasts from 7/1/24 to the 6/30/2025, FY26 from 7/1/25 to 6/30/26, and FY27 from 7/1/26 to 6/30/27.
- The end date of service on the invoice must be **prior to** the invoice date.
  - An invoice submitted on 5/15 cannot contain the dates of service 5/1 to 6/1.
  - An invoice submitted on 5/15 may contain the dates of service 5/1 to 5/14.
- **Submit no more than one invoice per month.**
  - For services completed between 11/1-11/15 and 11/18-11/27, submit **one** invoice for the month of November covering dates of service between 11/1-11/27.
  - Invoices may be for dates of service that span two or more months at a time such as from 5/1 to 6/30. The only exception is not having dates of service that **span two fiscal years.**
- **Submit backup documentation in a separate PDF document along with the invoice**

### Invoice Dates of Service and Submission Frequency:

**Invoices should be submitted covering dates of service no longer than 3 months:**

- An invoice can be submitted that covers 1 month of service.
- An invoice can be submitted that covers 2 months of service.
- An invoice can be submitted that covers 3\* months of service.
  - **\*Invoices that are submitted with dates of service greater than 3 months pose challenges for fiscal account management and may significantly delay invoice payment to grantees.**

**Invoices should be submitted at most once per month:**

- One invoice can be submitted per month.
- One invoice can be submitted every other month.
- One invoice can be submitted every 3\*\* months.
  - **\*\*Invoices may be submitted more than every 3 months. However, dates of service should adhere to the guidelines above.**

### Invoice Submission:

The Community Planning/Housing Choice/HousingWorks Infrastructure Programs require **that a standardized invoice form be completed for payments**. Each grantee will be emailed a custom invoice template for each grant they receive. Please see instructions below on how to properly complete your invoice:

- The Invoice template must be completed and submitted using your Municipality/Organization’s letterhead.
- The invoice date should be the date of invoice submission.
- The ‘Invoice Number’ field will be completed for you **except for the number of the invoice**. Please input this number. For example, the ‘Invoice Number’ field for the Community Planning grant should read as: “CP24Boston 1”. The number ‘1’ would represent the first invoice submitted for that grant.

**All invoices must be typed.** Complete all sections of the invoice template.

- Select the invoice date from the dropdown menu.
- The invoice number field will be mostly completed for you. You only need to select the invoice number.
  - Please exclude the phrase ‘Town of’ or ‘City of’
- Project name will already be populated for you. Please verify the project name to ensure it is correct.
- **Select one start date and one end date** from the dates of service dropdown menus.
  - Input the **beginning** and **end dates** of service, e.g.: 1/1/2024 to 1/30/2024.
- Input a brief description of services.
  - If two or more different services were provided, please list them.
- Input **ONLY** the total amount invoiced in the “Total Amount Due this Invoice” field. Don’t include other values.
- Wet sign the invoice.
- Email invoice to Brett Morton at [Brett.Morton2@mass.gov](mailto:Brett.Morton2@mass.gov) (Fiscal Rep) and McKenzie Bell at [McKenzie.Bell@mass.gov](mailto:McKenzie.Bell@mass.gov) (Program Rep).

Do not attach other documents to the invoice. The **invoice must be submitted as its own document**. Supporting documents may be submitted separately. **Supporting documents cannot be attached to the invoice.**

### Quarterly Progress Reports:

The Community Planning/Housing Choice/HousingWorks Infrastructure Programs **require that a quarterly progress report be submitted on or before the 15th day of the month following the last quarter**. Due dates are as follows:

FY24			FY26*		
Q1	N/A	N/A	Q1	7/1/2025 to 9/30/2025	Due: 10/15/2025
Q2	N/A	N/A	Q2	10/1/2025 to 12/31/2025	Due: 1/15/2026
Q3	1/1/2024 to 3/31/2024	Due: 4/15/2024	Q3	1/1/2026 to 3/31/2026	Due: 4/15/2026
Q4	4/1/2024 to 6/30/2024	Due: 7/15/2024	Q4	4/1/2026 to 6/30/2026	Due: 7/15/2026
FY25			FY27*		
Q1	7/1/2024 to 9/30/2024	Due: 10/15/2024	Q1	7/1/2026 to 9/30/2026	Due: 10/15/2026
Q2	10/1/2024 to 12/31/2024	Due: 1/15/2025	Q2	10/1/2026 to 12/31/2026	Due: 1/15/2027
Q3	1/1/2025 to 3/31/2025	Due: 4/15/2025	Q3	1/1/2027 to 3/31/2027	Due: 4/15/2027
Q4	4/1/2025 to 6/30/2025	Due: 7/15/2025	Q4	4/1/2027 to 6/30/2027	Due: 7/15/2027

**\*CP and HC end in FY25, HWIP ends in FY27**

**Progress reports are a required, contractual obligation of these grants.** Reports are an important tool to keep program staff aware of any challenges or updates relevant to your project and evaluate requests made by grantees. Progress reports **must** be submitted to McKenzie Bell (program representative) at [McKenzie.Bell@mass.gov](mailto:McKenzie.Bell@mass.gov).

### Contacts and Questions:

If you have any questions about the invoicing process, please contact Brett Morton at [Brett.Morton2@mass.gov](mailto:Brett.Morton2@mass.gov). If you have questions about the project or progress reports, please contact McKenzie Bell at [McKenzie.Bell@mass.gov](mailto:McKenzie.Bell@mass.gov).