

APPENDIX C

Payment and Report Schedule

Submit the following items to the Office of Community Renewal:

Contract Package
Standard Voucher
Disbursement Form

Final Package
Work Plan Modifications

I. PAYMENT REQUESTS

DOCUMENT	Submit no Later Than	Submit To
Payment Request	Return with signed contract *See Member Item Program (MIP) Manual for Requirements	Office of Community Renewal (OCR)
Disbursement Request Form	To be submitted with each payment request	OCR
<ul style="list-style-type: none"> • Vouchers must be completed as instructed. Please read instructions. • Payment is due according to payment language Appendix A1 No. 2 in the contract. 		

II. REPORTING DOCUMENTS

DOCUMENT	Submit no Later Than	Submit To
Final Report	Must be submitted with completion payment but not later than 60 calendar days after completion of contract	OCR
Financial Report (Audit or Cost Certification)	Awards over \$50,000, must be kept on file for DHCR review *See MIP Manual for Requirements	OCR

III. OTHER DOCUMENTS

DOCUMENT	Submit no Later Than	Submit To
Work Plan Modification	By the end of the third quarter of the contract	OCR
Change in Purpose	Prior to expenditure of funds	OCR