

CITY OF STEUBENVILLE

CDBG Purchase Order, Drawdown and Disbursement Policy

The policy and procedures described below will govern purchase order (PO) approval at the departmental level, drawdown and disbursement of Community Development Block Grant (CDBG) funds only. It does not apply to funds from other programs or sources because circumstances and requirements may differ depending upon the funding source. It will also not apply to regular, fixed personnel costs (such as salary and benefits) which do not require PO approval.

1. Purchase orders will be prepared using the City's software system for such purpose. They will be prepared and based on executed contract amounts or written cost proposals/estimates submitted by contractors or vendors. PO's will be entered into the software system by the Secretary/Financial Coordinator and approved by the Urban Projects Director.
2. Only after written approval of the PO by the Finance Director and City Manager will the contractor or vendor be authorized to start work or provide the product/service. If a contract had been executed requiring the approval of the Finance Director and City Manager prior to PO approval, then the written executed contract will suffice in lieu of the approved PO, until the PO is approved.
3. After substantial completion of a project, final completion and/or at regular pre-determined and approved intervals; or after satisfactory delivery of a product or service, then the contractor or vendor will be required to submit a written invoice. Drawdown of funds for payment using the HUD Integrated Disbursement and Information System (IDIS) will occur only after receipt of an invoice from a contractor or vendor and approval of such invoice by the approval authority (i.e., engineer or architect) where applicable.
4. IDIS drawdowns will generally take place at two (2) week intervals unless a more frequent interval is approved by the Urban Projects Director. Drawdown forms based upon the invoices will be prepared by the Secretary/Financial Coordinator, submitted to the Assistant Director/Building Inspector for review/verification, and then submitted to the Urban Projects Director for approval. The Assistant Director/Building Inspector will then complete the IDIS drawdown, after which it will be approved by the Urban Projects Director.
5. As soon as the IDIS system will permit after drawdown approval, the Assistant Director/Building Inspector or Urban Projects Director will request the following IDIS generated reports: PR07, Drawdown Report by Voucher Number; and PR08, Grantee Summary Activity Report. The reports will be provided to the Secretary/Financial Coordinator and maintained along with the drawdown forms.
6. The Secretary/Financial Coordinator will monitor the status of the electronic transfer of funds and as soon as funds are available, request that the Finance Department issue a check based on the approved PO and submitted invoice. The goal will be to have the check issued within five (5) business days of the deposit of funds.

7. In the event general CDBG program income is received, it will be entered into the IDIS system as soon as possible by the Urban Projects Director and deposited in the CDBG program account by the Secretary/Financial Coordinator. It will then be used first on the next scheduled drawdown, before regular CDBG funds are drawn.
8. In the event of an inadvertent underdraw or overdraw on IDIS, a correction will be made on the next scheduled drawdown where such correction is possible.

ADOPTED BY THE STEUBENVILLE PLANNING AND ZONING COMMISSION ON JULY 12, 2010