

Risk Management Grant Invoice Processing



- 1) Submit all grant related inquiries and invoices to miiagrantinvoices@mma.org. In subject line reference grant number and your municipality.
- 2) Deadline for invoices is May 14, 2024.
- 3) Billing options:
 - A) **MIIA pays vendor directly upon receipt of invoice from member. This is preferred billing option.** Payments will be made approximately within 2 weeks of receipt and submission to accounting. **All grant-eligible estimates and invoices must be from a US-based company.** We are unable to accept foreign invoices for grant payments.
 - B) If requesting reimbursement, MIIA will reimburse member upon receipt of a copy of the front and back of a canceled check and a copy of the vendor invoice. Please note that only a municipal entity, not an individual, can be reimbursed for a grant expense. If multiple reimbursement requests are made by a municipal entity, **please aggregate them and send all information for payment at one time. Accounting is allowing for only one grant reimbursement per member per grant period.**
- 4) All invoices must be submitted with appropriate detail. If project or service, bill must include number of hours worked, person doing the work, what they did and total amount invoiced. If this information is not included with the invoice, it will be returned to the member for updating.
- 5) **Vendor W9 form must be included on all invoices.**
- 6) Grant invoice(s) must be submitted within 60 days of receipt of grant approval email.
- 7) We request that a one or two paragraph description of how this service/process/equipment has benefited your operation and/or community be submitted on municipal letterhead with your final invoice. Please provide a high-resolution digital photo (3MB or higher) of the equipment in use. Please advise at time of submittal if we may share with members' local media or MIIA social media.

If you have any questions please contact Ana De Carvalho at 774-294-6937 (cell) / adecarvalho@mma.org, or Lin Chabra at 617-838-5941 (cell) / lchabra@mma.org.

