

## EXHIBIT 4-I

### EXPENDITURE REVIEW

Several communities have developed forms that provide for routine review and approval of proposed CDBG expenditures by the Project Manager, before they are submitted to the local Financial Officer for processing. The "paper trail" resulting from the use of such forms also documents a proper separation of duties and adequate internal control.

Two sample formats follow. The first format would be used for routine local expenditures and attached to each invoice or request for payment submitted for local review:

#### CDBG PROGRAM EXPENDITURE REVIEW

Name of Vendor/Contractor Purpose of Expenditure/Activity	Date of Invoice or Billing	Amount

1. Expenditure is an eligible use of CDBG funds according to the project budget?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Expenditure should be assigned to the \_\_\_\_\_ budget line item.
3. Sufficient funds are available for payment? Yes \_\_\_\_\_ No \_\_\_\_\_

The proposed expenditure meets the requirements of the CDBG Program and is authorized for payment.

\_\_\_\_\_ Project Manager

\_\_\_\_\_ Date

Another format, shown below, could be used for housing rehabilitation activities or demolition activities. The form would be prepared by the local Project Manager, after the contractor has completed work on the demolition or rehabilitation project.

### **CDBG PROGRAM EXPENDITURE REVIEW**

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Application Number: \_\_\_\_\_

### **CDBG PROGRAM PROJECT COMPLETION CERTIFICATION**

I certify that the demolition/rehabilitation work on the above listed property has been completed in accordance with the work write-up and contract.

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **PAYMENT APPROVAL**

The demolition/rehabilitation work on the above listed property has been inspected and determined to have been completed in accordance with the work write-up and contract.

A payment of \$ \_\_\_\_\_ is authorized.

Project Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_