

## **EXHIBIT B REIMBURSEMENT PROCEDURES**

1. **BILLING.** By the 15th of each month, Subrecipient will submit a Reimbursement Request to City, along with a performance report and supporting documentation that are required by the Agreement. Subrecipient will submit the Reimbursement Request to City at the following address:

City of San Bernardino  
Community and Economic Development Department  
290 North D Street  
San Bernardino, CA 92401

Each Reimbursement Request shall include documentation to verify that the expenditure of funds is consistent with the Agreement. Payroll records, receipts and paid invoices including an itemized statement of all costs are samples of appropriate methods of reimbursement documentation.

Prior to approving a Reimbursement Request, the City will verify that the Subrecipient has met all applicable ARPA Requirements. The City shall not provide any payments or reimbursements in advance of actual expenditures by the Subrecipient nor for any expenditures unrelated to the Services.

If a Reimbursement Request is rejected, or revisions are requested, Subrecipient will work with City to submit the required revisions.

Subrecipient shall not claim reimbursement or payment from City for, or apply sums received from City with respect to that portion of its obligations that have been paid by another source of revenue.

2. **TIME OF PAYMENT.** City will make payment to Subrecipient in accordance with City's regular billing cycle after receipt of Subrecipient's Reimbursement Request and City's approval of the request.