# CITY OF SAN ANTONIO
## Contract Progress Payment Request (CPPR)
## Form and Requirements

Prior to submitting an invoice to request reimbursement, the developer must submit to the TIF Unit:

- **All approved Master Development Plans (MDPs), recorded plats, City approved construction plans and Inspections**
- **Copies of the payment and performance bond in accordance with executed Development Agreement**
- **Proof of compliance of the Bidding Policies must accompany the invoices submitted to include, but is not limited to**: **Publication of request for proposals, list of bidders, rating of bidders, and reason for choosing bidder (*Please refer to City's policy on Bidding Requirements.)***
- **Letters of acceptance from City departments or other agencies certifying the public infrastructure was constructed and accepted in accordance with all applicable rules, regulations and codes**.

When submitting an invoice for reimbursement, a summary page (refer to Sample Packet, page 2) must accompany all invoices to include related project name, invoice number, period covered by invoices and phase covered by invoices.  Invoices must be submitted in the categories listed in the approved Final Finance Plan Sources and Uses page.  The Sources and Uses page is broken down into phases and categories on a forecasted maximum allowable cost.

Each category should have their own separate summary page (refer to Sample Packet, page 2) itemizing invoices submitted in each appropriate category. The summary page will need to include maximum allowable cost, actual invoice amount, Plat or MDP number (if applicable) and method of payment.   This maximum allowable cost is the forecasted amount that was projected for each category in the phase.

A receipt and/or a cancelled check must accompany each invoice to qualify for reimbursement.  The invoice must refer to the related project.  The dates and amount on invoices must coincide with receipt or cancelled checks.  The invoice total must calculate correctly and tie to the summary page.

Each column is defined below: (refer to Sample Packet, page 2)
- **Column A** is the category from the Sources and Uses page for projected expenses
- **Column B** is the forecasted maximum allowable cost per the Final Finance Plan
- **Column C** is the actual developer's expense
- **Column D** is the amount of prior requests
- **Column E** is the balance column.  The balance is the difference between the projected expenses and the actual developer's expenses. (The balance column will be used for internal tracking purposes only.)

## * All invoice Payments must be accompanied by:
- **Receipt or Cancelled Check**
- **Must Reference the Project**

## * Only those categories outlined in the approved Final Finance Plan are eligible expenses for reimbursement.

# Reimbursement for TIRZ Expenses

| Project Name: | | Period covered by this invoice: | | | |
|---|---|---|---|---|---|
| Invoice#: | | Phase(s) covered by this invoice: | | | |
| | **A** | **B** | **C** | **D** | **E** |
| **Section** | **Activity** | **Maximum Allowable from Final Finance Plan** | **Invoices Amount** | **Prior Requests** | **\*\*Balance** |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
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| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| | **TOTAL** | | | | |

Financing Cost does not accrue interest
\*\*The Balance Column is used for Tracking purposes only
All Invoice Payments must be accompanied by:
> Receipt or Cancelled Check
> Must Reference the Project

The City of San Antonio recommends having a CPA and the Project Engineer certify invoices submitted by developers.

| **CERTIFICATION:** | **Signature of Certifying Financial Official** | **Signature of Certifying Engineer** |
|---|---|---|
| I certify, that to the best of my knowledge and belief, the data above and supporting documentation attached are correct and that all outlays were made in accordance with the terms of the Development Agreement, plats, & construction plans; and that payment is due and has not been previously reimbursed. | **Typed or printed Name and Title:** _____ **Signature:**_____ **DATE: _____** | **Typed or printed Name & Title:** _____ **Signature:**_____ **DATE:**_____ |