



*Expired Upon Issuance of LPP16-03 Manual Update*

## Final Invoicing When Funds Lapse

### I. BACKGROUND

Section 5.6 and Section 17.5 of the Local Assistance Procedures Manual provide guidance that a Final Report of Expenditures (FROE), including a final invoice, must be submitted within six months after project completion.

The Cooperative Work Agreement (CWA) “Timeline” indicates that the FROE and final invoice must be submitted to the Districts by April 1 for those funds that will lapse on June 30 (see Attachment 1, page 2 of 3).

This Office Bulletin provides clarification of the deadline for submittal of a FROE, including a final invoice, when funds lapse on June 30 of the same year.

### II. POLICY

Effective immediately, the FROE, including the final invoice, must be submitted to the District by April 1 when funding will lapse on June 30 of the same year to be eligible for reimbursement of funds. If the project sponsor has been approved for a CWA, the FROE will be due on the **earlier date** of either six months after project completion or April 1 of the year when funding will lapse in order to be eligible for reimbursement. Please refer to Attachment 2 for examples.

### III. PROCEDURE

Local agencies will submit the FROE, including the final invoice, to the District by April 1 when funding will lapse on June 30 of the same year to ensure eligibility for reimbursement of funds.

### IV. APPLICABILITY/IMPACTS

This policy applies to all fund types.

Recommended:	<b>Original Signed By</b>	8/15/2013
	Daniel Burke, Subvention Manager	Date

Approved:	<b>Original Signed By</b>	8/15/2013
	Tony Prandini, Chief Office of Resource Management and STIP	Date

Attachments:

- Attachment 1 – Cooperative Work Agreement Timeline
- Attachment 2 – Finance Letter Example