


Ralph M. Perrey, Executive Director



MEMORANDUM: LIHEAP 22-04

TO: Low Income Home Energy Assistance Program Subgrantees

FROM: Semoine Pearson, Housing Programs Manager - Energy 

DATE: July 6, 2022

SUBJECT: Administrative Invoice Paperwork Reduction Process

Effective July 5, 2022, THDA is implementing an Invoice Paperwork Reduction Process in an effort to streamline processes and provide timely reimbursements of administrative invoices. THDA will permit subgrantees to participate as long as performance demonstrates strong financial practices and agencies regularly provide complete and timely invoices.

Sub grantee Agency Responsibilities

Participation in this process will play a pivotal role in improving the turnaround time for processing administrative invoices. This process will reduce the amount of paperwork required for the submission of Administrative invoices and pave the way for a more efficient pay request process.

Required Documentation for Administrative invoices must include the following:

1. Invoice Payment Request Sheet
 - a. The invoice should include the totals as indicated on the form and according to the General Ledger or other supporting documentation.
2. General Ledger (GL)
 - a. A General Ledger must accompany the submitted monthly invoice.
 - b. The general ledger should match the amount invoiced.
 - c. Itemize programmatic expenditures such as Travel, Assurance 16, Outreach, and or any other associated administrative costs (as applicable).
 - d. The General Ledger itemization and Invoice Payment request form totals must match.
 - e. Highlight all costs associated with the reimbursement requested for the invoice period.

Expectations of timely Administrative invoice reimbursement processing:

1. Use the current LIHEAP Budget Form if an invoice requires a budget revision. It is important for an agency to review the budget to ensure there is adequate funding to cover the invoice prior to submission.

2. Budget revisions will require invoices be returned to the Sub grantees for corrections and resubmittal.
3. Missing information or inaccuracies may cause delays in processing an agencies request.
4. Each quarter your agency will be required to submit one complete Administrative invoice, with all required backup documentation for a desk review audit.
 - a. *In example: July – submit invoice utilizing paperwork reduction process
August – submit invoice utilizing paperwork reduction process
September – Submit full invoice (including all support documentation)*
5. Retention of complete files with backup documentation from all previously submitted invoices is required and made available at the request of THDA. It is important to note that participation in this process does not alleviate agency responsibility to maintain backup documentation.
6. Maintain invoice and client records for a minimum of five (5) years after the final submitted invoice for that program year.
7. For equipment items purchases over \$5,000.00, submit a copy of email granting permission along with required documentation (if applicable).
8. Repeated inaccuracies or missing information/documentation may require an agency to submit all documentation, for a period and no longer participating in the Invoice Paperwork Reduction Process. THDA will communicate with each agency about performance, and work with staff to identify and address any issues.

Please email THDA at LIHEAP@thda.org for additional guidance or questions.