

Future Grant Processing

- 1) Submit all grant related inquiries and invoices to miiagrantinvoices@mma.org. In subject line reference grant number and your municipality.
- 2) Deadline for invoices is May 15, 2020.
- 3) Billing options:
 - A) MIIA pays vendor directly upon receipt of invoice **from member**. This is preferred billing option.
 - B) MIIA will reimburse member upon receipt of a copy of the front and back of a canceled check and a copy of the vendor invoice. Please note that only a municipal entity, not an individual, can be reimbursed for a grant expense. If multiple reimbursement requests are made by a municipal entity, please aggregate them and send all information for payment at one time, if possible.
- 4) All invoices must be submitted with appropriate detail. If project or service, bill must include number of hours worked, person doing the work, what they did and total amount invoiced. If this information is not included with the invoice, it will be returned to the member for updating.
- 5) **Vendor tax identification number must be included on all invoices.** (Please note this is not your municipal tax ID.)
- 6) We request that a one or two paragraph description of how this service/process/equipment has benefited your operation and/or community be submitted with your final invoice.

If you have any questions please contact Nodira Sidikova at 617-426-7272 (x275) nsidikova@mma.org, Mary Ann Marino at 617-426-7272 (x262) mmarino@mma.org, or Lin Chabra at 617-426-7272 (x250) lchabra@mma.org.