



Invoicing – Process Overview & Guidelines

- MetroHartford Alliance, Inc. (MHA) serves as fiduciary agent for Launc[H]. This means that even though all of the funding from your program comes from CTNext and Launc[H], all checks will come from the MetroHartford Alliance. Launc[H] staff work closely with the MetroHartford Alliance to make sure that these transactions are efficient as possible, while also upholding the oversight and compliance measures required by CTNext.
 - **All invoices** should be emailed to Jazna. She reviews all invoices submitted and prepares them for approval for payment once a week. Following approval, payment is processed in one of two ways:
 - **Physical Checks** – These will be mailed to the address that we have on file for your organization.
 - **Electronic Payments** – We highly recommend enrolling in this service, as physical checks can add up to 2 weeks of process, handling, and mail delivery time. To enroll:
 - Email Julie Daly Meehan at jdmeehan@metrohartford.com and request e-pay enrollment for Launc[H] invoices. Your email should include:
 - Completed W9 form
 - Business email for the individual who can complete the banking enrollment. This person will receive a secure invite through bill.com to complete the enrollment
 - Copy Jazna so she can confirm your status as a Launc[H] program partner
- Important Note:** Once enrolled please disregard the option to upload your invoices directly to bill.com. Even though this option exists within the platform, it is only meant for businesses that work directly with the MetroHartford Alliance. As Launc[H] partners, we have a separate verification process that Jazna leads, and we can not route invoices uploaded through the platform to her.
- All invoices should be emailed to Jazna, who will complete several important steps in review, before the MetroHartford Alliance deems them ready for payment.
 - MetroHartford Alliance relies upon the Launc[H] Program Office to ensure that compliance measures required by CTNext have been completed, including: reviewing them for accuracy, and completeness; ensuring that the amounts and items requested for payment align with the program budget; verifying that appropriate cash match documentation has been provided; ensuring that appropriate program milestones and measures of success have been reached.
 - Therefore, the MetroHartford Alliance **will not act** on any invoice received directly through the upload feature of bill.com

INITIAL INVOICE: Advance on Operating Funds

After a contract (MOU) has been signed between Launc[H], and your organization as a program partner, you may submit an invoice to Launc[H] in order to receive an initial advance of operating funds. This advance is meant to augment that cash match that is being provided to your project by other sources, in helping you to begin critical program activities, and pay for the expenses associated with them. Following this initial advance, all other funds will be provided to your program on a reimbursement basis.

Please review the following guidelines for funding advances:

- The total amount of the initial advance on operating funds can not a partner's budgeted expenditure of grant funds for the initial quarter.
- It is important to note that most program budgets include both expenses paid for by funding from Launc[H], AND those paid for with matching cash within the same quarter. Therefore, we usually assume that an advance would be limited to 50% of budgeted Cash Expenses for the initial quarter, which factors in minimum 1:1 required cash match. If this is not the case for some reason, please let us know that during the proposal and budgeting process so that we can adjust our cash flow projections.
- While the first quarter's program expenses are used as the first reference point for determining an eligible advance, we have also put the following guidelines into practice:
 - The total amount of funding advanced cannot exceed 50% of the total funding awarded. Therefore, even half of the projected expenses in the project's first quarter exceed 50% of the total award, the advance will be limited to no more than 50% of the total funding awarded.
 - In order to obtain up to 50% of the award in the initial cash advance, documentation of cash match received has to be provided to Launc[H].
 - If documentation of cash match received can not be provided (the program is in the process of raising/receiving cash match), the total amount of funding provided in the cash advance will be limited to 25% of the total funding awarded by Launc[H].

SUBSEQUENT INVOICES: Reimbursement of Expenses Incurred

After the disbursement of an initial advance on operating expenses, all other payments from Launc[H] will occur on a reimbursement basis. This means that you will have to submit record of actual expenses, within your quarterly reports, to be eligible to draw against funds remaining in your total award.

Please review the following guidelines for expense reimbursements:

Before funding is released, CTNext requires Launc[H] to perform a review of program results, to ensure that key milestones as set forth in the funding MOU are being achieved, as well the measures of success that are associated with them. Therefore, upon receipt of invoices, Launc[H] staff will review the following elements of your most recent quarterly report to ensure that the funding requested aligns with expectations that we have over the way that your program is being implemented:

- Program Milestones & Key Activities
- Program Measures of Success & KPIs
- Response to Narrative Questions designed to provide us with insights on the progress that you are making towards goals
- Actual Cash Expenses YTD, as reported in Exhibit B

Once this review is complete, and performance against key milestones, measures of success, and actual expenses is verified, we also look at two other pieces of information:

- All of the documentation that you have provided that verifies receipt of matching cash pledged to the program
- The amount of funding already released to your program via prior invoices

In that review, we will make sure that the amount of funds processed in that invoice does not exceed the balance remaining from previous payments, **AND** that it is less than or equal to, the amount of documented cash match that you have provided to us.

IMPORTANT NOTE: All funding from the Innovation Places program is subject to a 10% hold back by CTNext, that remains in effect, until final reports from programs are received and reviewed by CTNext. As a result, Launc[H] may not be able to pay the full balance of the funding awarded in one final invoice submitted with your final quarterly report. So, we ask you to submit two invoices to us in your final program quarter:

- Net amount to be reimbursed, less 10% holdback of full year grant award, and
- Holdback, representing 10% of full year grant award

We will do our best to pay both invoices as soon as we have funds on hand to do so, and commit to timely and transparent communication about our ability to do so, as invoices are received.

Invoicing – Examples

INITIAL ADVANCE:

Factors Considered:

- CTNext Award – FULL YEAR \$ 50,000
- CTNext Award – required 10% holdback based on FULL YEAR award \$ 5,000
- Early Proof of Cash Match (see below)

Taken from Partner Worksheet - Exhibit B:

- Actual Cash Expenses – including minimum 1:1 cash match – FULL YEAR \$100,000
- Actual Cash Expenses – including minimum 1:1 cash match – FIRST QUARTER \$ 30,000

MAXIMUM Advance – not to exceed grant portion of Actual Cash Expenses – FIRST QUARTER \$ 15,000

	Example 1 w/o Match	Example 2 With Match
Early Proof of Cash Match	\$ 0	\$ 20,000
INVOICE - Without match - Up to <u>25% award</u> , not to exceed <u>Maximum Advance</u> above	\$ 12,500	
INVOICE - With match – Up to <u>Proof of Cash Match</u> , not to exceed <u>Maximum Advance</u> above		\$ 15,000

Early proof of cash match allows partners to aggressively pursue planned milestones and spending without throttling back to chase match funds.

Invoicing – Examples

SUBSEQUENT INVOICES / REIMBURSEMENT BASIS:

CTNext Award – FULL YEAR	\$ 50,000
CTNext Award – required 10% holdback based on FULL YEAR award	\$ 5,000

Additional Factors Considered:

Actual Cash Expenses YTD	See below
Grant Award provided YTD	See below
Cash Match Confirmed YTD **	\$ 50,000

** Proof of Cash Match YTD directly impacts how much funding LaunchH can request from CTNext for the upcoming quarter. This allows the Program Office to expedite reimbursement payments to the partners following the submission and acceptance of the next quarterly report.

End of Initial Quarter

Actual Cash Expenses YTD (grant + match)	\$40,000
Maximum reimbursement of grant funds (1:1 match)	\$20,000
Grant Award provided YTD	\$15,000
INVOICE – net amount to be reimbursed	\$ 5,000

FINAL / PROJECT COMPLETE – End of Last Quarter

Actual Cash Expenses YTD (grant + match)	\$100,000
Maximum reimbursement of grant funds (1:1 match)	\$ 50,000
Grant Award provided YTD	\$ 35,000
INVOICE – net amount to be reimbursed less 10% holdback	\$ 10,000
INVOICE – 10% holdback	\$ 5,000

Sample Invoice

Please include:

Your Launch Project Name,

reference whether this is an initial advance, OR

if this is a reimbursement of cash expenses, - please note which quarterly report supports this request.



Invoice # (enter Invoice #)

Date (enter Invoice Date)

Bill To

Launch | MetroHartford Alliance, Inc. as fiduciary
Attn: Jazna Stannard
100 Constitution Plaza, 3rd Floor, Room 312
Hartford, CT 06103

email invoice to: jstannard@launchinhartford.com

Item Description	Amount
Enter your Project Name	
Launch funding - initial advance project (enter project start / end dates)	
Launch funding - initial advance project 10/1/2021 through 3/31/2022	
OR	
Launch - reimbursement based on spending through Q1; report filed 10/15/2021	
Launch - reimbursement based on spending through Q2; report filed 1/15/2022	
Launch - reimbursement based on spending through Q3; report filed 4/15/2022	
Launch - reimbursement based on spending through Q4; report filed 7/15/2022	
Launch - 10% holdback for project completion	

Total Invoice

\$0.00

Make all checks payable to Company Name

Enter any special handling instructions

If you have any questions concerning this invoice, use the following contact information:

Contact Name, Phone Number, Email