



Grant recipients have several options to purchase budget-approved project items:

1. Through the Neighborhood Relations team – a neighborhood liaison purchases the budget-approved project items via a website or through a direct invoice from a vendor.
2. The neighborhood organization – a neighborhood organization purchases budget-approved items.
3. An individual – an individual purchases budget-approved items on behalf of the organization.

This document is a quick reference checklist and accompanies the related Mini-Grant instructional video. It is important that you watch the video regarding the purchase of budget-approved items.

1. To request for Neighborhood Relations Direct Purchases:

- The neighborhood organization must provide:
 - Website address
 - Detailed list of items to be purchased
 - Contact information for items to be shipped
 - Confirm the cost of purchase amount does not exceed the budget-approved dollar amount
- After the purchase, your neighborhood liaison will provide to the neighborhood organization:
 - Copy of the purchase receipt
 - Order confirmation
 - Projected shipment date
 - Other pertinent details that you will need to know about the order

To request for Neighborhood Relations Direct Invoice Purchases:

- The neighborhood organization must confirm:
 - Vendor accepts credit cards
 - Invoice does not exceed the budget-approved dollar amount (if the invoice amount exceeds the budget-approved dollar amount, the neighborhood organization is responsible for the balance via a separate invoice)
 - Vendor can invoice Neighborhood Relations without taxes (if need be, Neighborhood Relations can provide a copy of Hillsborough County's Tax-Exempt ID Number)
 - Invoice includes the name of the neighborhood organization
- After the purchase, your neighborhood liaison will provide to the neighborhood organization:
 - Copy of the receipt
 - Order confirmation
 - Projected shipment date
 - Other pertinent details that you need to know about the order

If a vendor does not accept credit cards, a check may be issued from the County to the vendor. The neighborhood organization must submit on behalf of the vendor the following items:

- A copy of original itemized invoice
- Substitute W-9 from the vendor
- Confirm cost of purchase amount does not exceed the budget-approved dollar amount
- Confirm invoice is without taxes



Approved budgeted items purchased by your neighborhood liaison must be purchased no later than **Thursday, July 1, 2021 by 5 p.m.** Contact your neighborhood liaison at least 72 hours in advance to schedule a time to purchase your items for you, or you can email your neighborhood liaison with purchasing details.

If the vendor invoice amount exceeds the budget approved for the grant, or if there is a remaining balance, an invoice in the amount of budget-approved item is submitted for payment and the remaining balance is the responsibility of the neighborhood organization.

2. Neighborhood Organization Purchases:

- Items must be budget-approved
- Purchases cannot exceed the approved grant awarded amount
- Hillsborough County will pay for taxes
- Invoices and receipts must be uploaded to OneDrive

3. Individual Purchases:

If an individual purchases budget-approved items on behalf of the neighborhood organization, the neighborhood organization will be responsible for submitting required documentation for reimbursement.

Before you select any purchasing option(s), it is important to review the reimbursement instructional video and checklist prior to understand all reimbursement requirements for the option(s) you choose.

Online resources for grant recipients are available at [HCFLGOV.net/MiniGrant](https://www.hcflgov.net/MiniGrant) under *Grant Recipient Resources*.

If you have any questions, please contact your district neighborhood liaison:

- District 1: [Daniel Padron](#), (813) 274-1628
- District 2: [Estella Gray](#), (813) 227-1645
- District 3: [Julie Nail](#), (813) 307-3607
- District 4: [Wanda Sloan](#), (813) 307-3564