



## **Homeowner Incentive Program (HIP) Contractor Invoicing Guidelines & Example**

The Homeowner Incentive Program (HIP) uses public dollars to fund projects on private property. For this reason, the standards for tracking project expenses to ensure homeowners can be reimbursed for HIP project costs may be more stringent than what contractors are used to on other jobs. For that reason, HIP staff have provided the following guidelines for invoicing on HIP projects.

Following these guidelines will:

- Save time during the final inspection and reimbursement process.
- Allow the HIP Coordinator and City/County staff to verify quickly that the project meets HIP specifications and is reimbursable.
- Make for a smoother and less complicated project closeout process for all involved.
- Allow HIP staff to track actual project costs and evaluate the program's effectiveness in providing adequate financial assistance to homeowners.

### **HIP Project Invoicing Tips and Guidelines:**

- Provide an itemized, annotated invoice with a description of each charge.
- Separate design, labor, and materials costs. Itemize and describe other project costs that do not fit one of these general categories (e.g., permit or disposal fees, equipment rental, etc.).
- Invoice for any non-HIP project work separately (or subtotal separately on a single invoice).
- When applicable, use the material name provided in the HIP 2.0 BMP Material Specifications as well as how much of the material was used on the project.
- For all mulch, compost, and soil-based materials, include the product name and supplier correlating to the "City of Bellingham Approved Mulch, Topsoil, and Compost for Use in the Lake Whatcom Watershed" found within the HIP Material Supplier Directory available on the HIP website. Include quantity used on the project.
- For native landscaping, include a list of all native plants installed organized by canopy layer (tree, shrub, groundcover) with the number of each plant. Full scientific names are preferred. Incomplete names or common names will slow down the final inspection process. If the plants installed match the original proposed plant list and numbers, just attach a copy of the list noting that "native plants installed match list from project application."

See example invoice below.

[Company Name]

# EXAMPLE HIP INVOICE

[Street Address]

[City, ST ZIP]

Phone: (000) 000-0000

INVOICE #	DATE
[123456]	6/12/2019

**BILL TO**

[Name]

[Street Address]

[City, ST ZIP]

[Phone]

[Email Address]

Item	AMOUNT
<b>Design</b> - design HIP project and develop application packet	1,000.00
<b>Permit Fee</b> - Whatcom County Natural Resources Notification of Activity fee	41.50
<b>Labor</b> - prepare site, install erosion control measures, install HIP BMPs	3,800.00
<b>Materials</b> Native plants - see attached list Mulch - 11 yds Growsource Black Mulch Piping - 50 ft triple wall solid & perf pipe, couplings Catch basins - 2 Washed drain rock 3/4", 12 yds - Cowden River rock - 3 yds Cowden Low P Rain Garden Soil Mix - 4 yds Cowden Staw wattles - 50 ft	3,500.00
<b>Other</b> - Bobcat rental, disposal fee	350.00
TAX	Varies
<i>Thank you for your business!</i>	<b>TOTAL \$ 8,691.50</b>

Material costs can be lumped together under one total amount, but specific materials need to be listed. Labor and sub-contracted labor can also be lumped into one sum. Homeowner may ask for itemized costs even if HIP doesn't require it.

If you have any questions about this invoice, please contact  
[Name, Phone, email@address.com]