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.
# Example HIP Invoice

**[Company Name]**

[Street Address]

[City, ST ZIP]

Phone: (000) 000-0000

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**INVOICE #** | **DATE**
---|---

[123456] | 6/12/2019

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**BILL TO**

[Name]  
[Street Address]  
[City, ST ZIP]  
[Phone]  
[Email Address]

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<table>
<thead>
<tr>
<th>Item</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design</strong> - design HIP project and develop application packet</td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>Permit Fee</strong> - Whatcom County Natural Resources Notification of Activity fee</td>
<td>41.50</td>
</tr>
<tr>
<td><strong>Labor</strong> - prepare site, install erosion control measures, install HIP BMPs</td>
<td>3,800.00</td>
</tr>
</tbody>
</table>
| **Materials**  
  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 |
| **Other** - Bobcat rental, disposal fee | 350.00 |

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**TAX**  
Varies

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Thank you for your business!

**TOTAL**  
$8,691.50

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If you have any questions about this invoice, please contact

[Name, Phone, email@address.com]