

Memorandum

Date: May 13, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Façade Grant Reimbursements

The Façade Grant Committee had discussion at their May 7th meeting regarding proof of payment practices for applicants submitting paid invoices in order to receive their reimbursement. At this point, the only verification that I have of payment is notation on the invoice and the word of the contractor. In order to ensure that total amounts stated on invoices were actually paid, the Façade Grant Committee **recommends that approved façade grants moving forward be required to submit a copy of cancelled checks with paid invoices to receive their rebate.**

Thank you.