

Category 2P grant payment process

Step	Action	Responsible
1	Homeowner signs and returns funding agreement .	Homeowner
2	Auckland Council receives signed agreement and sets up homeowner as a vendor .	Auckland Council
3	Homeowner invoices the council with contractor invoices: * <ol style="list-style-type: none"> 1. Consultants/contractors invoice homeowner 2. Homeowner compiles consultants' invoices 3. If a Design and Consent Grant is signed, please send contractor invoices through the Invoice Submission Portal 4. If a Construction Grant is signed, please send the construction invoices along with photos of the work through the Invoice Submission Portal 	Homeowner
4	The council verifies invoices : <ol style="list-style-type: none"> 1. Receive the homeowner's invoices 2. Verifies invoice against the scope of work and budget 3. Checks for discrepancies 4. Follows up with the homeowner if proof of payment needs to be provided (applicable for reimbursements to consultants and retrospective works). 	Auckland Council
5	The council processes and makes the payment to homeowner .	Auckland Council

*Please note:

- You can submit multiple invoices in one application. To ensure timely payment, we recommend submitting invoices as soon as you receive them.
- Invoices will only be reimbursed if they've been approved in the Design and Consent Grant and/or the Construction Grant, up to the value that's been approved. Please contact the 2P team (2Pgrants@aucklandcouncil.govt.nz) if you have invoices that are different to those approved.

