

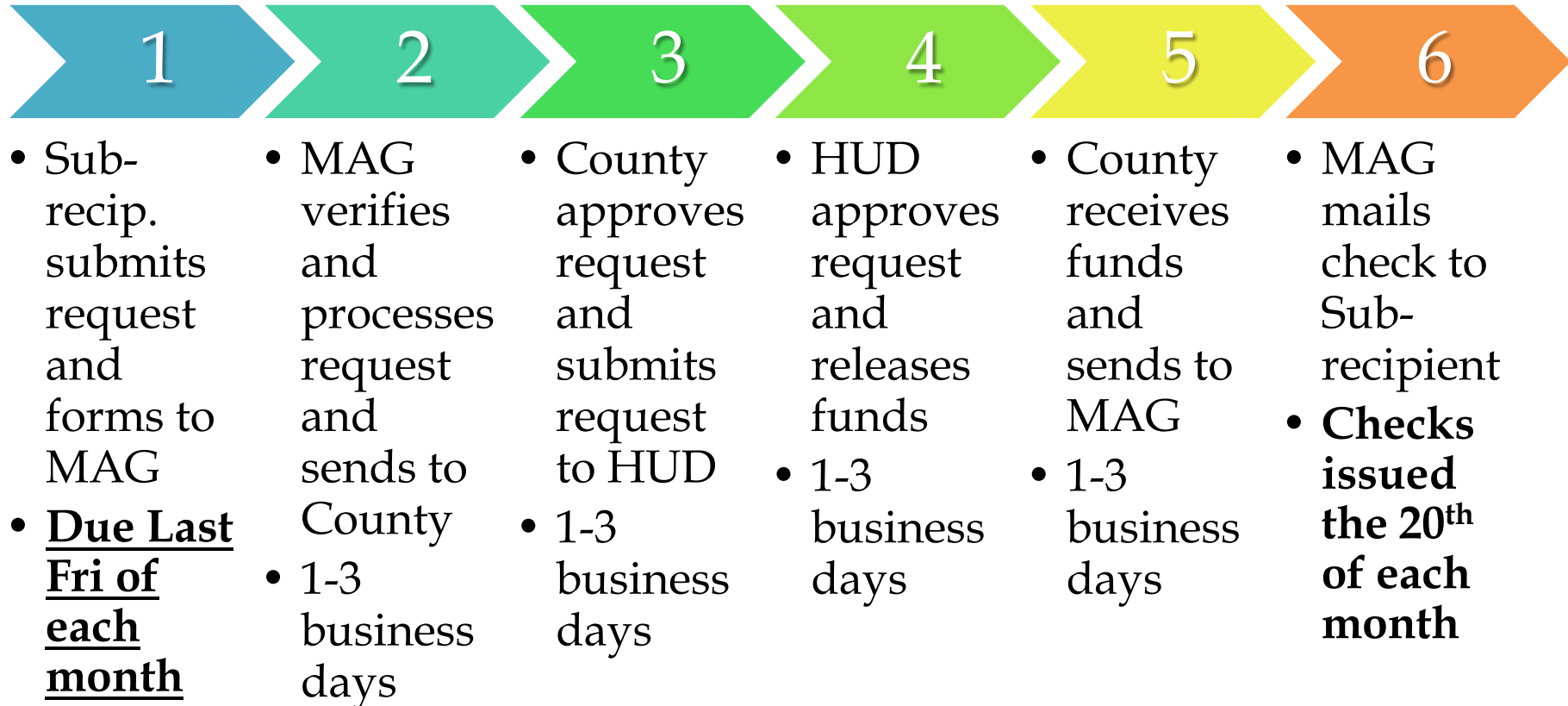
UTAH COUNTY **Community  
Development** BLOCK GRANT

**Reimbursement Protocol**

May 2012



# Steps



Approximate total days from due date until Sub-recipient receives reimbursement check: **30 days**

# Step 1

- Sub-recipient submits request and docs to MAG
  - Project update, reimbursement request, expense documentation, and additional documents as necessary
  - Electronic or hard copy
- **Due Last Fri of each month**
  - Check is issued and mailed on 20<sup>th</sup> day of following month



# Step 2

- MAG verifies and processes request and sends to County for approval
- Takes 1-3 business days
- Process may be delayed up to a month if reporting or expense info inaccurate or incomplete



# Step 3

- County approves request and submits request to HUD via their online grant system called IDIS
- Takes 1-3 business days



# Step 4

- HUD approves request in IDIS and releases funds to Utah County electronically
- Takes 1-3 business days



# Step 5

- County receives funds and sends them electronically to MAG
- Takes 1-3 business days



# Step 6

- **MAG issues checks 20<sup>th</sup> of each month** which are mailed to sub-recipients
- Reimbursement process takes approx. 30 days from time request submitted by recipient until time reimbursement check is received

