Reimbursement Protocol
May 2012
Steps

1. Sub-recip. submits request and forms to MAG • Due Last Fri of each month
2. MAG verifies and processes request and sends to County • 1-3 business days
3. County approves request and submits request to HUD • 1-3 business days
4. HUD approves request and releases funds • 1-3 business days
5. County receives funds and sends to MAG • 1-3 business days
6. MAG mails check to Sub-recipient • Checks issued the 20th of each month

Approximate total days from due date until Sub-recipient receives reimbursement check: 30 days
Step 1

• Sub-recip. 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\textsuperscript{th} 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\textsuperscript{th} 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