Reimbursement Protocol
• Sub-recipients submits reimbursement request and supporting documentation to MAG via Zoom Grants

• Project update, reimbursement request, expense documentation, and additional documents as necessary

**Due the Last Friday of each month**
Check is issued and mailed on 20th day of following month
• 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
• County approves request and submits request to HUD via their online grant system called IDIS
• Takes 1-3 business days
• HUD approves request in IDIS and releases funds to Utah County electronically

• Takes 1-3 business days
• County receives funds and sends them electronically to MAG
• Takes 1-3 business days
• **MAG issues checks 20th 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
Creating and Invoice in Zoom Grants

Step 1: Select Approved tab

Step 2: Select Add Invoice
Creating an Invoice in Zoomgrants

You can also select the application title and get to invoices that way too.
Creating an Invoice in Zoomgrants

Mountainland Association of Governments
FY17 CDBG

American Fork City
Culinary Waterline Replacement Phase 6
$200,000.00 requested

Select this tab to begin creating an invoice

General Information
Application Title/Project Name: Culinary Waterline Replacement Phase 6
Amount Requested: $200,000
Creating an Invoice in Zoomgrants

Friends of the Utah County Children’s Justice Center

**Invoice**

<table>
<thead>
<tr>
<th>Instructions</th>
<th>show/hide</th>
</tr>
</thead>
</table>

Requests for reimbursements may be submitted monthly, quarterly, as needed or at the end of a project. Requests for reimbursements are due by the last day of each month in order to be paid by the 20th of the next month.

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Return to Applicant: 11/28/2019</th>
</tr>
</thead>
</table>

**Invoice Status**

<table>
<thead>
<tr>
<th>Invoice Status</th>
<th>Approved Amount To Pay</th>
<th>Approved Date (mm-dd-yyyy)</th>
<th>Approved by</th>
<th>Invoice Decision Comments</th>
</tr>
</thead>
</table>

**Detailed Narrative of Accomplishments This Period**

This quarter we were able to provide 47 victims access to specialized trauma-focused therapy, who otherwise would not be able to access services. One client stated, “We don’t feel so alone in this experience and are learning how to cope.”

**Documents Requested**

<table>
<thead>
<tr>
<th>Required</th>
<th>Uploaded Documents</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proof of Expenses</th>
<th>Proof of Payment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proof of Payment</th>
<th>Payroll (if applicable)</th>
<th>Proof of Income and Residency (if applicable)</th>
</tr>
</thead>
</table>

*ZoomGrants® is not responsible for the content of uploaded documents.

**Invoice Certification**

I certify that the information contained in this form and accompanying documents is a correct and true representation of units produced and expenses incurred for the time period. I acknowledge