



Community Development Matching Grant Fund Program Reimbursement Instructions

Overview

All reimbursement requests require the following and can be found under the "Your tasks" heading:

- Reimbursement tab. Complete all fillable sections to save and submit.
- Supporting Documents tab. Provide sufficient evidence of the costs incurred by the Grantee, including before and after photographs.

All reimbursement requests should be made in accordance with the Summit County Land Bank Community Development Matching Grant Fund Program Guidelines, Eligible Costs Supplement, and the funding Agreement. Submission of a reimbursement request does not guarantee payment. All reimbursement requirements, including sufficient supporting documentation as determined by the Summit County Land Bank, must be met prior to receiving reimbursement.

Generally, the reimbursement process will be as follows:

- Grantee submits a complete reimbursement request
- Summit County Land Bank reviews, and approves, reimbursement request
- Summit County Land Bank prepares Invoice and sends to Grantee for review
- Grantee signs and submits Invoice to the Summit County Land Bank
- Summit County Land Bank issues reimbursement payment

If you have any questions, contact Steven Tholl, Special Projects Manager, at (330)449-0624 or stholl@summitlandbank.org.

Submitting Reimbursement Request

All reimbursement requests should be submitted through our grant portal at <https://summitlandbank.smapply.org/>. If you are unable to upload all required documents to this website, send the remaining documents to Steven Tholl at stholl@summitlandbank.org

Supporting Documentation

Each reimbursement request shall include sufficient supporting documentation to evidence the costs incurred, and paid, by the Grantee. This should include, but is not limited to, copies of contracts, invoices, canceled checks or other evidence of payment, and photographs. Certain supporting documentation is required based on the type of activity for which reimbursement is sought – such as environmental survey summaries, EPA notifications and abatement records for demolition properties, waste shipment records where asbestos abatement has been performed, or lead risk assessments for rehab properties that were built prior to 1978. Please pay close attention to these requirements as they may delay or prevent reimbursement.

Incomplete or Insufficient Reimbursement Requests

The Summit County Land Bank will review each reimbursement request for completeness and sufficiency of the supporting documentation. Reimbursement requests missing required documentation will be returned to the Grantee for correction or amendment, which may result in reimbursement delays. The Summit County Land Bank reserves the right to withhold or delay full or partial payment where additional documentation is requested to substantiate the funding request amount or other required action.

Reimbursement Invoice

Once the Summit County Land Bank has reviewed, and approved, a reimbursement request from a Grantee, an invoice will be prepared and sent to the Grantee for final review and signature. A signed copy of the invoice should be submitted by the Grantee to the Summit County Land Bank for reimbursement.

Invoices must be signed through <https://summitlandbank.smapply.org/>. Once a signed invoice has been submitted by the Grantee, the Summit County Land Bank will make every effort to make quick and efficient payment to the Grantee. For more efficient and secure payment, Grantees are encouraged to register for ePayment on the Vendor Registration form or contact the Summit County Land Bank to sign up for ePayment.

Match Requirement/50% Match Reimbursement

All grant awards are made on a fifty-percent (50%) match basis, up to the maximum award amount. If the grantee intends to submit more than one reimbursement request during the award period, reimbursement will be made on a fifty-percent (50%) match basis, for each reimbursement request, until the Grantee has reached the maximum award amount.

EXAMPLE

The total project cost is \$20,000 and an applicant applies for \$10,000 in matching grant funds. The application is approved and the applicant is awarded \$10,000. During the project, the applicant, now grantee, would like to submit a reimbursement request for a portion of the project. The costs incurred by the grantee, so far, total \$5,000. The applicant submits a reimbursement request evidencing payment by the grantee of \$5,000 in eligible costs and requests reimbursement. Upon approval of the reimbursement request, the grantee will be reimbursed \$2,500. The remaining funds will be reimbursed, on a similar fifty-percent (50%) match basis, until the applicant has reached the maximum award amount.

Limitations

The information provided in these Reimbursement Instructions, as well as the original program guidelines, any supplemental guidelines, and eligible costs supplement referenced above, for the Summit County Land Bank Matching Grant Fund Program are intended as guidelines only. No rights, express or implied, or responsibilities are intended or created by, or for, any party. Failure by the Summit County Land Bank Board of Directors, or its staff, to comply with any of the guidelines provided will not give any party the right to change, rescind, delay, or overturn any decision or transaction, or provide for any claim for damages or other relief, nor is failure to comply with the same a failure of duty, of any kind, of the Summit County Land Bank staff, officers, or Board of Directors.