



## 2023 Community Development Matching Grant Fund Program

### Frequently Asked Questions

#### **Are there any restrictions on the source of the match funds required by the Community Development Matching Grant Fund Program?**

There are no restrictions on the original source of matching funds, so long as they are funds that are expended directly by the grantee on behalf of the project.

However, all grant awards will be on a fifty-percent (50%) match basis, up to the maximum application amount of \$10,000. The application must show that the applicant has match funds available, or that it has obtained or has a binding commitment for matching funds from another source. But, in any event, match funds provided by the grantee must be cash, in the form of eligible expenditures incurred by the grantee as part of the project. Grantees will not be reimbursed for funds spent directly by a third party, on behalf of the grantee, for the project.

#### **How will the reimbursement process work for the Community Development Matching Grant Fund Program?**

The grantee can choose to wait until the project is complete and submit one, final reimbursement request for the entire project, or the grantee may choose to submit periodic reimbursement requests, subject to the program guidelines. 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 \$10,000. 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.

#### **Can separate phases of a single project be considered under separate applications for funding?**

Yes. If it is necessary and reasonable to divide a project into separate phases, the Summit County Land Bank may consider separate applications for funding for each phase of a single project. It is highly recommended that you contact the Executive Director of the Summit County Land Bank prior to submitting your application. Each qualified application will still be limited to one application/award at a time and approval of one application does not guarantee approval of subsequent applications.

#### **Will Bill.com assess any fees to us for ePayments?**

There are no fees charged back to you. The Summit County Land Bank will pay a small fee to have the payment sent electronically; a much smaller fee than compared to cutting an actual check. No fees will be charged to you, or deducted from your reimbursement request.

**How long will it take to get reimbursed?**

When a Grantee submits a reimbursement request, the Summit County Land Bank will work diligently to process the request within 30 days, if possible. Once a reimbursement request is submitted, a staff member will review and approve the reimbursement request. The Summit County Land Bank will then prepare an invoice and send it to the Grantee for review/approval. The Grantee should review, sign and submit the invoice to the Summit County Land Bank per the instructions provided. Upon receiving the completed invoice, the Summit County Land Bank will issue reimbursement. In order to receive faster reimbursement, Grantees should ensure there is a cover sheet, checklist, and supporting documentation with each request. We also recommend Grantees sign up for ePayments through Bill.com, as this option allows for the funds to be deposited directly into the Grantee's bank account.

**What if the entire reimbursement packet is too big to send?**

You may submit the reimbursement packet via email in parts, if that helps, deliver the packet electronically to the Summit County Land Bank on a CD or flash drive, or hand deliver the original reimbursement request to the Summit County Land Bank at 400 S. Portage Path, Akron, OH 44320. Submission of the reimbursement request electronically is the preferred method.

**Do you want both demolition and asbestos removal contracts included in the reimbursement packet?**

These contracts are not required to be submitted. However, the Summit County Land Bank reserves the right to inspect these documents at a later date as part of its grant monitoring activities.

**Do you want proof of communication when the utilities were disconnected?**

These documents are not required to be submitted. However, the Summit County Land Bank reserves the right to inspect these documents at a later date as part of its grant monitoring activities.

**I am finished with my project but I have unused funds; can I use the unused funds for another project?**

**No.** Excess or unused funds **must** be returned to Summit Count Land Bank. You may only use awarded grant funding for the project which Summit Count Land Bank approved your application for.