The City of Meridian utilizes ZoomGrants to administer Community Development Block Grant (CDBG) funding. Those interested in applying to administer a CDBG project will access ZoomGrants to submit a Letter of Intent and application for funding. Once applications have been vetted, scored, and approved, subrecipients will utilize ZoomGrants to request reimbursement for eligible activities and to complete the required progress reports.

This guide will assist subrecipients in submitting reimbursement requests. Subrecipients will receive an email to update them when a request has been submitted, denied, or returned for additional information.

For additional questions, contact Crystal Campbell, the Community Development Program Coordinator at ccampbell@meridiancity.org or (208) 489-0575.

Step 1: Initiate Reimbursement Request

Start at the home screen after you have logged into your ZoomGrants account.
Step 2: Complete Reimbursement Request Form

A separate window will pop up with your invoice. Complete all fields on the left under “Reimbursement Request” as shown in the blue box below. The right side will be completed by CDBG staff.

Explanation of Required Fields

- **Reimbursement Request Number**: enter the number of reimbursements you have requested (e.g. the first request would be 1, the second would be 2)
- **Requested Amount**: total eligible expenses you are requesting for this reimbursement
- **Reimbursement Request Contact Information**: name, phone, and email of the person responsible for the reimbursement request
- **Payment Instructions**: Only complete if there is something unusual about a receipt or if the amount requested differs from the total of the receipts/invoices.
- **Is activity on schedule and on budget?** Select yes or no. If the answer is no, email ccampbell@meridiancity.org with an explanation and corrective actions.
Step 3: Upload Supporting Documentation

All supporting documentation for the total amount requested must be uploaded. Please refer to your subrecipient agreement for a full list of required documentation.

Another window will pop-up:

Enter a file description (e.g. January backup)
Select “Choose File” and locate the file on your computer
Select “Upload Now”

Close the window when you have uploaded all of the required documents.

Step 4: Review Reimbursement Request

Verify the requested amount and the Current Funding Snapshot.
Step 5: Submit Reimbursement Request

Read and accept the certification at the bottom of the reimbursement request.

Enter your name to agree with the certification

Move back to the top of the reimbursement request.

Once submitted, the “Date Submitted” field will populate.

Select “Submit Reimbursement Request

Subrecipient contact listed as the Primary Contact will receive an email verification from ZoomGrants.

A new Reimbursement Request has been submitted:  
You successfully submitted a Reimbursement Request for 2018 Community Development Block Grant Program.

ABC Agency  
Downtown Revitalization Test Project  
Invoice Number: 1  
Invoice Request Amount: $1,000.00  

Invoice Requested From: City of Meridian

Step 6: Reimbursement Request Processing

The Community Development Program Coordinator will receive an email notification of the reimbursement request. The request will be reviewed, processed, and submitted to the Finance Department, who will complete a secondary review and issue payment. New vendors will be required to submit a W9 prior to payments being made. The City will issue payment within thirty (30) calendar days of the subrecipient submitting a complete request. **NOTE:** if all documentation is not submitted or requests for additional documentation have not been responded to, the request is not complete.

Reimbursement Approved
Subrecipient will not need to complete any further actions. Payment will be issued based on method selected (i.e. check or direct deposit).

Reimbursement Denied
If the request does not meet the criteria of the subrecipient agreement (e.g. ineligible activity, requesting more funding than available) the request will be denied. Subrecipient will receive an email and will be able to submit a new request if appropriate.
Reimbursement Returned to Subrecipient

If the request meets the criteria of the subrecipient agreement, but additional information is necessary, the Community Development Program Coordinator will return the reimbursement request to the subrecipient. The subrecipient will be notified the request has been returned and will be required to login to ZoomGrants to review the cause and submit the requested information.

Sign and re-submit the request as shown in Step 5.

For additional resources, please visit https://meridianicity.org/cdbg.