



Cuyahoga County Department of Development

Small Business Projects

Monthly Reimbursement Request Instructions

Reimbursement Request Submission

Please submit all reimbursement request documents to the following address:
smallbusiness@cuyahogacounty.us

Submission Timeline

Documents must be submitted on the 1st of the month following the close of the month.

For example:

Reimbursement for April 2024 must be submitted no later than June 1, 2024.

If there are no issues in reviewing the request for approval, payment will be made by June 30th, 2024.

Checklist of Requirements

This is a reimbursement grant so all expenses must be paid prior to submitting any invoices.

1. Invoice: Please make sure that the monthly invoice amount reflects the data provided in the Small Business Portal Monthly Progress report.

2. Backup: Please upload your backup. For example: timesheets, TA tracking spreadsheet, or a copy of a CRM report. Something that documents/supports the amount requested for reimbursement.

3. Monthly Progress Reports: Please make sure the monthly program reports are up-to-date in the Small Business Portal. Reimbursement will not be made unless the program reports are current.

For your information, the following table outlines the conditions and maximum billable hours for technical assistance reimbursement.

Conditions according to Technical Assistance	
M/W/V/SBE, OMSDC and EDGE Certifications	5 Hours maximum billable hours per client – (Reimbursement Amount \$100.00 per hour)
Capability Statements	10 Hours maximum billable hours per client. (Reimbursement Amount \$100.00)
Business Plan Development	20 Hours maximum billable hours per client
Financial Management	20 Hours maximum billable hours per client
Training classes	Documented cost of event plus hourly staff time Curriculum and other event details must be approved by the County prior to the event. The County, in its sole discretion, may refuse to reimburse the costs of training not previously approved. Must be related to SBE/MBE Technical Assistance
Business Development	20 Hours maximum billable hours per client