

Budget Draws for Quarterly Reimbursements

- Log into application in Neighborly: <https://portal.neighborlysoftware.com/PEORIAIL/Participant>
- Select 'Draw Requests' tab from left side menu

Home

ACCOUNT

REPORTS
**1 REPORTS DUE

ACCOMPLISHMENTS

DRAW REQUESTS

APPLICATION

DOCUMENTS

USERS

Case Id 38856

Name City of Peoria TEST

Program Public Service

Status Approved

Account

Print Budget

ID	CATEGORY	FUNDING	AMOUNT	DISBURSED	REMAINING
610	Total Budget	CDBG 2025	\$30,000.00	\$0.00	\$30,000.00

Amount Funded
\$30,000.00

Disbursed \$0.00

Remaining \$30,000.00

- Select 'Add a Draw' to begin draw request

Case Id 38856

Name City of Peoria TEST

Program Public Service

Status Approved

Draw Requests

ID	STATUS	WORKFLOW	DETAILS	REQUESTED DATE	REQUESTED AMOUNT	DISBURSED DATE	DISBURSED AMOUNT
No draws found							
Add a Draw							

- Enter Request Date and Description including:
 - Quarter number
 - Amount requested
 - Summary of request

ADD A DRAW ✕

Request Date

Description

[Add](#)

- On the next page, the Description entered above will appear in the Summary section shown below.

[Draw Requests](#) > Draw Id: 375



	Status	Not Submitted	Amount Requested	\$0.00
	Date Requested	12/19/2024	Amount Approved	\$0.00

Request Workflow 0 of 1*

****ACTION REQUIRED:** This draw request has NOT yet been submitted. In the form below, provide a summary of the draw request, enter the amount requested by category, upload any supporting documentation, and then click Submit.

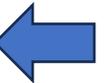
<p style="margin: 0;">SUMMARY</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p>Q1-Q3 reimbursements for staff for \$8,500</p> </div>	<p style="margin: 0;">DOCUMENTATION</p> <p style="margin: 10px 0;">Upload File </p> <div style="text-align: center; margin-top: 10px;"> </div>
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- Under Documentation, you'll upload documents by clicking 'Upload File' shown above.

- Documents required to submit for quarterly reimbursement:
 - Disbursement Register w/ Reimbursement Tracker (spreadsheet provided by City)
 - Cover Letter explaining calculations and CDBG % for reimbursement
 - Supporting documents showing financial expenses being reimbursed with payment verification (ex: payroll stubs and benefits invoices)
- Once all documentation is uploaded, enter Amount Requested in the Details section shown below

DETAILS

CATEGORY	ORIGINAL AMOUNT	- OTHER DISBURSEMENTS	= AVAILABLE BALANCE	AMOUNT REQUESTED
Total Budget CDBG 2025	\$ 30,000.00	\$ 0.00	\$ 30,000.00	\$ 8,500.00
Totals	\$ 30,000.00	\$ 0.00	\$ 30,000.00	\$ 8,500.00



- Be sure to hit the Submit blue button at the bottom of the page.

Cancel

Submit