



JobsOhio Reimbursement Guide

To aid your company through the reimbursement process and to receive your funds expeditiously, refer to this guide prior to submitting for reimbursement. This guide highlights the standard outline for submitting reimbursement forms, as well as program-based nuances. If you have further questions, contact a member of the JobsOhio Performance Team listed below:

Justin Poole

Project Performance Manager

Poole@jobsohio.com

+1.614.300.1380

Workforce Grants & Revitalization
Phase II Grants

Kelly Butts

Sr. Project Performance Manager

Butts@jobsohio.com

+1.614.300.1363

Revitalization Grants & Loans & Site
Redevelopment Grants & Loans

Lindsey Pruett

Project Performance Manager

Pruett@jobsohio.com

+1.614.929.2747

Economic Development Grants, &
Research & Development Grants, &
Growth Fund Loans

Submitting for Your Reimbursement

- 1) Once your Agreement has been executed, a member of the Project Performance Team (PPT) will create a Reimbursement Folder in Box.com. In that folder, you will find the Reimbursement Request Form that must be downloaded, filled out and signed.
- 2) Once the Reimbursement Request Form is completed, upload it with the appropriate documentation (listed on the following pages), to the Reimbursement Folder.
- 3) Once uploaded, please email a member of the PPT so they can begin to review the submitted documents.
- 4) The PPT aims to process reimbursements as quickly and accurately as possible, but if errors are discovered during processing, it could increase the time it takes to process. Utilizing the PPT prior to submitting the request will increase your chances of getting the appropriate documentation submitted the first time.

Based on your specific executed Agreement with JobsOhio, you will find an Eligible Cost section. It outlines items you can and cannot submit for reimbursement. If you have questions about your Eligible Costs prior to submission, contact a member of the PPT.

Eligible Costs: These are the costs you can submit for reimbursement that align with the categories in your Executed Agreement. They are also listed on the Reimbursement Request Form. Please verify your Eligible Costs in your Agreement prior to submitting for reimbursement.



Tips for Reimbursement

- 1) Make sure all Eligible Costs are incurred and paid by the Grantee listed on the executed Grant Agreement. JobsOhio cannot reimburse if another entity paid the costs.
- 2) Make sure all Eligible Costs are incurred on or after the Effective Date listed in your executed Agreement.
 - a. If the Invoice is dated as of the Effective Date or later, but it was for services prior to the Effective Date, those costs are ineligible for reimbursement.
 - b. If the Invoice is dated as of the Effective Date or later and the services were prior to the Effective Date, but the payment was after the Effective Date, those costs are ineligible for reimbursement.
- 3) Contingency fees, markups and taxes are not eligible costs for reimbursement for any JobsOhio program.
- 4) If you have incurred more costs than the Program amount, you only need to provide enough documentation to reach the total, unless otherwise stated in the executed Agreement.
- 5) The executed Agreement states the number of times you can request for reimbursement.
- 6) Each Agreement is unique and may contain Disbursement Conditions. This can be found in the "Disbursement" or "Disbursement of Loan" section in the executed Agreement. Please provide documentation to meet the required conditions at the time of submission.



Required for All Submissions

Reimbursement Request Forms for different Programs must be tracked and submitted separately. Each Program will have its own Reimbursement Folder in Box.com.

If your Program has disbursement conditions specific to the Project, they must be met BEFORE JobsOhio can disburse funds.

Across all JobsOhio Programs, the following documentation is required to request reimbursement of funds:

- **A Completed Reimbursement Request Form**
 - The form requires an update on the Metric Commitments found on the first page of the executed Agreement and includes the following:
 - Jobs Created
 - Jobs Created Payroll
 - Jobs Retained
 - Jobs Retained Payroll
 - Total Fixed Asset Investment
 - Number of Employees Trained (Workforce Grant Specific)
 - Total Training Investment (Workforce Grant Specific)
 - Some updates may be zero if you are at the beginning of the Project, but you can still submit for reimbursement.
 - It requires you to provide the request number (e.g., First request).
 - It requires you to provide the dates of the request (e.g., 10.14.17-12.31.17).
 - It requires you to break down the costs based on the Eligible Cost Categories.
 - It requires a signature from the individual(s) allowed to sign on behalf of the Grantee's/Borrower's organization.
- **An Excel Invoice Summary**
 - The invoice summary needs to include the following:
 - Vendor's Name
 - Invoice Number
 - Invoice Date
 - Invoice Total
 - Total Requested (Less tax and ineligible costs)
 - Eligible Cost Category (Found in the executed Agreement)
 - Proof of Payment description (e.g., Statement or Check Number)



- **Invoices**
 - For each request, a copy of the invoice directly from the vendor that provided a service to the Grantee/Borrower must be submitted.

- **Proof of Payment Documentation**
 - JobsOhio utilizes the following forms of proof of payment:
 - Canceled Checks
 - Must provide the front and back of the check.
 - Bank Statements
 - Must provide the first page that lists the Beneficiary Name.
 - Must provide the page the transaction is on.
 - Highlight the transaction.
 - Credit Card Statements
 - Must provide the first page that lists the Beneficiary Name.
 - Must provide the page the transaction is on.
 - Highlight the transaction.
 - Wire Transfer Statement
 - Must be from a financial institution.
 - Bank Line of Credit

Please submit your documents in a consolidated PDF format. The documents should also be in chronological order that match your invoice summary sheet.

JobsOhio Programs

The Programs listed below have additional documentation needed for the Reimbursement Process:

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JobsOhio Workforce Grant – New Method

JobsOhio implemented changes to the Workforce Grant in 2018. The reimbursement process transitioned from requiring Grantees to provide pay stubs and onerous documentation, to a simplified process that requires an Excel spreadsheet of the trained individuals.

All Agreements executed after July 1, 2018, will include language for the new process. If you were given the option to opt in to the new method, an amendment must be executed before JobsOhio can disburse funds under the new method.

The Workforce Grant is based on a formulaic, per-trainee dollar amount specific to the Project, rather than on documentation supporting “actual training costs paid.” JobsOhio will pay a set amount per individual per hour trained.

- **Hourly Rate Paid:** Based on your executed Agreement with JobsOhio, you committed to create a set number of jobs with an associated payroll. This is how JobsOhio arrives at the Jobs Created Hourly Rate:

New Payroll/New Jobs
2,080

- **Required Documentation:** The following information needs to be provided in an Excel spreadsheet outlining the training (JobsOhio will only reimburse individuals being trained, not the trainer):
 - First Name
 - Last Name
 - First Day of Training
 - Last Day of Training
 - Number of Hours Trained
 - Jobs Created Hourly Wage (Listed in the executed Grant Agreement)
 - Type of Training (Eligible Costs listed in the executed Grant Agreement)
 - Total Amount Requested

	First Name	Last Name	First Day of Training	Last Day of Training	Hours Trained	Jobs Created Hourly Rate Paid	Eligible Cost Category	Total Request
1	Fred	Pote	1/15/18	1/25/18	40	\$15.00	Leadership	\$600.00
2	Penni	Tool	2/05/18	2/15/18	80	\$15.00	Technical	\$1,200.00
							Total	\$1,800.00



JobsOhio Growth Fund Loan

The JobsOhio Growth Fund Loan has two different types of Excel spreadsheets and supporting documentation that need to be provided depending on the Eligible Cost being submitted for reimbursement.

- **Eligible Costs for Building, Land, and Machinery and Equipment:**
 - Excel Invoice Summary
 - Invoices
 - Proof of Payment

- **Eligible Costs for Software Development:**
 - Excel Spreadsheet to include:
 - Date(s) (Should correspond to the pay period on the proof of payment and should be a range)
 - Employee's Name (List of employees that worked on the Project)
 - Employee's Salary (Amount should correspond to the pay period)
 - Percentage (Amount of time employee worked on the Project)
 - Percentage of Costs Attributable (Amount of time employee worked on the Project multiplied by the employee's salary)
 - Amount to Bill (Percent listed in the executed Loan Agreement that JobsOhio will reimburse; take Percentage of Costs Attributable multiplied by the percent listed in the executed Loan Agreement)
 - Employee's Title
 - Proof of Payment
 - Payroll Ledger or
 - Employee Pay Stubs
 - If an outside vendor was used for software development, provide the following information (JobsOhio will reimburse the percent listed in the executed Loan Agreement):
 - Invoice
 - Proof of Payment

Employees' Wages: Excel Spreadsheet						
Example Date: 08.01.2018-08.31.2018						
	Employee's Name	Salary	%	% of Costs Attributable	Amount to Bill (78%)	Title
1	Sue Shei	\$14,282.66	50%	\$7,141.33	\$5,570.24	Sr. Software Engineer
2	Al Fresco	\$8,583.34	95%	\$8,154.17	\$6,360.25	Full Stack Developer
	TOTALS	\$33,000.00		\$21,900.00	\$11,930.49	



JobsOhio Phase II Assessment Grant

The JobsOhio Phase II Assessment Grant only allows for one reimbursement request AFTER the Grantee has received the Final Phase II Report. The following should be provided:

- Detailed Invoices of the work completed including:
 - Subcontractor Invoices
 - Rental Expenses Invoices
 - Field Expenses Invoices
 - Receipts for items used (e.g., bags of ice)
- Proof of Payment
- Final Phase II Report

Meals are not eligible for reimbursement under the JobsOhio Phase II Assessment Grant.



JobsOhio Workforce Grant – Old Method

Any company that had a Workforce Grant Agreement executed prior to July 1, 2018 and chose not to opt in to our new method for reimbursement, or had already received a partial reimbursement of grant funds, will continue to use the old method to submit reimbursement requests. Under the old method, trainee’s wages, trainer’s wages, and on-the-job training are Eligible Costs for reimbursement.

- **Submitting for Trainee’s Wages:** based on the total hours the trainee was trained (if salaried, convert the salary to an hourly wage by dividing the yearly wage by 2,080).
 - Excel Spreadsheet to include:
 - Trainee’s Name: List of employees that were trained
 - First Day of the Pay Period: Date the training could have started
 - Last Day of the Pay Period: Date the training should have finished
 - Hours Trained: Total hours for the pay period (if trained multiple times in a pay period, consolidate trained hours on one line for a maximum of 80 hours if paid biweekly or 40 hours if paid weekly)
 - Trainee’s Hourly Wage: Employee hourly wage paid during training
 - Eligible Cost Category: Costs listed in your executed Agreement
 - Training Description: Description of the training and how it fits into the Eligible Cost Category selected
 - Total Request: Hours trained multiplied by the hourly rate

Trainee’s Wages: Excel Example								
	Trainee Name	First Day of Pay Period	Last Day of Pay Period	Hours Trained	Hourly Wage	Eligible Cost Category	Training Description	Total Request
1	Guy Mann	1/15/18	1/25/18	40	\$15.00	Trainee’s Wages		\$600.00
2	Hilary Ouse	2/05/18	2/15/18	80	\$20.00	Trainee’s Wages		\$1,600.00
						Total		\$2,200.00

- Proof of Payment
 - Payroll Ledger or
 - Employee Pay Stubs
- **Submitting for On-the-Job Training (OJT) and Trainer’s Wages:**
 - Excel Spreadsheet to include:
 - Trainer’s Name: Employee that conducted the training
 - First Day of the Pay Period: Date the training could have started
 - Last Day of the Pay Period: Date the training should have finished



- Hours Trained: Total hours for the pay period (if trained multiple times in a pay period, consolidate trained hours on one line for a maximum of 80 hours if paid biweekly or 40 hours if paid weekly)
- Trainer's Hourly Wage: Trainer's hourly wage paid during training
- Eligible Cost Category: Costs listed in your executed Agreement
- Training Description: Description of the training and how it fits into the Eligible Cost Category selected
- Total Request: Hours trained multiplied by the hourly rate

On-the-Job Training and Trainer's Wages: Excel Example								
	Trainer Name	First Day of Pay Period	Last Day of Pay Period	Hours Trained	Hourly Wage	Eligible Cost Category	Training Description	Total Request
1	John Doe	1/15/18	1/25/18	40	\$15.00	OJT		\$600.00
2	Fleece Marigold	2/05/18	2/15/18	80	\$20.00	Trainer's Wages		\$1,600.00
						Total		\$2,200.00