



JobsOhio Post-Execution Guide

The Project Performance Team (PPT) is excited to work with your company through all post-execution activities. This Guide will cover topics like the required Annual Report and Grant Survey reporting process, how to submit a Reimbursement Request, as well as how to request a change to the Executed Agreement if your company needs to. If you have further questions or would like to set up a meeting, please contact your assigned member of the JobsOhio PPT.

Project Performance Team

Justin Poole

Project Performance Manager
Poole@jobsohio.com
Central: One Columbus
Western: Dayton Development Coalition

Lindsey Pruett

Project Performance Manager
Pruett@jobsohio.com
Northwest: Regional Growth Partnership
Northeast: Team NEO

Eric Garn

Project Performance Coordinator
Garn@jobsohio.com
Southeast: OhioSE
Southwest: REDI Cincinnati

Table of Contents

JobsOhio Post-Execution Guide	1
JobsOhio Annual Report.....	2
JobsOhio Grant Survey.....	3
Requesting a Change to the Agreement	3
JobsOhio Reimbursement Process.....	4
Submitting Your Reimbursement	4
Tips for Reimbursement.....	5
Required for All Reimbursement Submissions	6
JobsOhio Workforce Grant - New Method.....	7
JobsOhio Growth Fund Loan	10
JobsOhio Phase II Assessment Grant	11
JobsOhio Inclusion Grant.....	12
JobsOhio Workforce Grant - Old Method	12



JobsOhio Annual Report

If your Agreement is executed prior to December 31st of the current year, during the second full week of January of the following year, the Project contact will receive an email to complete the JobsOhio Annual Report. If an account was created for the Grant Survey, the same log-in information is used to complete the reporting requirement. This report asks for an update on the Metric Commitments listed on the first page of the Agreement. The report is due by March 1st of each year, but JobsOhio encourages companies to submit it as soon as it can. Otherwise, failure to submit any Annual Report shall be a default for which JobsOhio may terminate the Agreement. The final Annual Report is due March 1st following the Metric Expiration Date.

Annual Reports Are Due by March 1st Each Year

Online Annual Report Resources

To access our online worksheet or to watch videos on how to submit the Annual Report, visit us online:

Password: Jobs_Ohio2020#!

Website: www.jobsohio.com/arsubmit

Annual Report Questions

1. How many full-time equivalent employees did your company employ at the Project Site as of December 31 (Total Hours for all employees from Jan 1st – December 31st divided by 2,080)?
2. What is the total payroll for all full-time equivalent employees at the Project Site as found on W-2 box 18 for calendar year?
3. What is the total number of employees employed by your company that have been trained from the contract's Effective Date through December 31, 2019 (JobsOhio Training Incentive only)?
4. What is the total training investment from the contract's Effective Date through December 31 (JobsOhio Training Incentive only)?
5. What is the total Fixed Asset Investment from the contract's Effective Date through December 31?



JobsOhio Grant Survey

If the Agreement is executed prior to June 30th, the Project contact will receive an email on July 1st to complete the JobsOhio Grant Survey. If an account was created for the Annual Report, the same log-in information is used to complete the reporting requirement. If your company submits a reimbursement request and receives the funds in your account by June 30th, your company will not have a Grant Survey requirement.

Grant Surveys Are Due by July 31st Each Year

Grant Survey Questions

1. What is the amount of the grant awarded to you from JobsOhio?
2. What is the amount of grant money you have received to date from JobsOhio for this grant?
3. What is the amount of eligible costs under the grant award that have been incurred as of June 30, 2018, but for which you have not yet sought reimbursement?

Requesting a Change to the Agreement

If anything changes during the life cycle of the Project and an amendment to the executed Agreement is needed, JobsOhio will need a formal letter requesting a change. The signed request should be on company letter head and include the reason for the change, as well as the exact change your company is seeking to make. Once the request is ready, please provide it to a member of the PPT. From there the PPT will initiate the internal process for approving a change to the Agreement. If approved, a PPT member will route an amendment to the Agreement to the Project contact via DocuSign.

Examples of Requests

1. Grantee/Borrower Change
2. Name Change
3. Address Change
4. Metric Evaluation/Expiration Date Change
5. Agreement Termination Request

***Please note this is not a complete list of changes that can be made.



JobsOhio Reimbursement Process

JobsOhio is excited to work with your company to get all reimbursements processed in an accurate, yet expeditious manner. To aid your company through the reimbursement, please refer to this guide prior to submitting for reimbursement. This guide highlights the required outline for submitting reimbursement, as well as program-based nuances.

Online Reimbursement Resources

To access our online resources, templates, and reimbursement submission page, please visit the link below. Please note that the page is only available to JobsOhio's Grantees and Borrowers and is password protected.

Password: Jobs_Ohio2020#!

Website: <https://www.jobsohio.com/jobsohio-reimbursement-requirements/>

Submitting Your Reimbursement

- 1) In 2021, JobsOhio moved away from the signed copy of the Reimbursement Request Form and now captures the required Metric Commitment updates and signature in the online form.
- 2) For all new Projects, the PPT has generated your Submission ID via email from PerformanceTeam@JobsOhio.com with a subject of "JobsOhio Reimbursement Submission Information." If you did not receive this email within 6 weeks after your Agreement was executed, please check your spam or junk folder. If you are unable to locate it, please contact the PPT.
- 3) If your Agreement was executed prior to February of 2020, please email PerformanceTeam@JobsOhio.com to request your Submission ID. Please include the Grantee/Borrower name and the Program type(s) and amount(s) in your email. Each Program your company was awarded will need a separate Submission ID that will be used for each request for reimbursement.
- 4) Upon execution of your Agreement, a member of the PPT offered to set up an On-Boarding Call. If you have not yet had an On-Boarding call, please reach out to the PPT member listed above. This is required prior to submitting your first Reimbursement Request.
- 5) Once the On-Boarding Call has been completed and the required documents are ready to submit, visit the link above to submit your request online. Review page 3 of this guide for the required documents.
- 6) The PPT aims to process reimbursements as quickly as careful allows, but if errors are discovered during processing, it could increase the time it takes to process. Utilizing the PPT prior to submitting the request increases the chances of getting the appropriate documentation submitted the first time.



Please note once a Request for Reimbursement is submitted to the PPT, the assigned PPT member will review the request within 30 days as stated in the Agreement. If everything is submitted in the required format the first time, JobsOhio estimates it will take 4-6 weeks for funds to reach the Grantee's or Borrower's account. Per the Agreement, if the PPT member has any questions, they will reach out to the Reimbursement Contact for an update. Once the new documents are submitted, the 30-day timer restarts.

- 7) 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. 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 or Borrower listed on the executed Agreement. JobsOhio cannot reimburse if another entity paid the costs.
- 2) Make sure all invoices are dated on or after the Effective Date listed in the 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) Taxes, markups, and contingency fees 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. Please review prior to submitting.
- 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 attach documentation to the online Reimburse Request Form to meet the required conditions at the time of submission.



Required for All Reimbursement Submissions

Reimbursements for different Programs must be tracked and submitted for separately.

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:

- **Update on the Metric Commitments**
 - The online form requires an update on the Metric Commitments found on the first page of the executed Agreement and includes the following:
 - Total Full-Time Equivalent Employees
 - Total Payroll
 - Total Fixed Asset Investment
 - Total Trained (Training Incentive Only)
 - Total Training Investment (Training Incentive Only)
 - If your Agreement does not have certain commitments like the training related questions, you must enter "0" (zero) to submit the form.
 - When the Grantee/Borrower is ready to submit, it must submit the request on their own behalf. JobsOhio's online Reimbursement Request Form requires an individual with signing authority within the Grantee's/Borrower's company to submit the form.
- **An Excel Invoice Summary** (Required downloadable template available on our website)
 - 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 type or Check Number)
- **Consolidated PDF of Invoices and Proofs of Payments (PoPs)**
 - **Required Format:** Please submit with the invoice first, and the corresponding PoP after the invoices. If a PO or batch documentation is required, place it after the invoice and before the PoP. Please list all documentation in this aforementioned format, in chronological order from oldest to newest, mirroring the Excel Invoice Summary order.
 - **Invoices**



- For each request, a copy of the invoice directly from the vendor that provided a service to the Grantee/Borrower must be submitted.
- The invoice must indicate the Project Site Location.
- If an invoice does not have a description of the purchased product or services rendered, please provide a PO detailing the purchase.
- JobsOhio discourages the use of handwritten invoices.

- **Proof of Payment Documentation**
 - JobsOhio utilizes the following forms of proof of payment:
 - Cancelled/Cleared Checks
 - Must provide the front and back of the check indicating the Grantee/Borrower incurred the costs.
 - Bank Statements
 - Must provide the first page that lists the Grantee/Borrower.
 - Must provide the page the transaction is on.
 - Highlight the transaction.
 - Credit Card Statements
 - Must provide the first page that lists the Grantee/Borrower.
 - Must provide the page the transaction is on.
 - Highlight the transaction.
 - Wire Transfer Statement
 - Must be from a financial institution.
 - Bank Line of Credit
 - ACH/Batch Payment
 - If your company utilizes ACH/batch payments, JobsOhio must see the full list of transactions and how the requested invoice fits in the total summed dollar amount from that ACH/batch payment. This should come before the Bank Statement in the consolidated PDF.
 - A Bank Statement must be provided to evidence the total summed dollar amount from the ACH/batch payment. Please see above for Bank Statement documentation.

JobsOhio Workforce Grant - New Method

JobsOhio implemented changes to the Workforce Grant in 2018. The reimbursement process moved away from requiring Grantees to provide paystubs and onerous documentation to a simplified process that requires an Excel Training Summary of the trained individuals.

All Agreements executed after July 1, 2018 will include language for the new process.



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 divided by New Jobs divided by 2080):

$$\frac{\text{New Payroll/New Jobs}}{2,080}$$

- **Training Summary Requirements**
 - A training beginning and end date must be provided. The Training Summary must be organized in chronological order from the oldest end date to the newest end date.
 - When compiling the data for the Training Summary, JobsOhio requires the Grantee to submit one Eligible Cost per row.
 - JobsOhio cannot pay over-time. The average per week training hours must be 40 or less. The Grantee can submit for a 1-day period, for a 1-week period, for a 1-month period, or for a range of multiple months, but the hours divided by the available weeks in the timeframe cannot exceed 40 hours on average.
 - If an individual received training in multiple categories, you must break it down based on the date, so the dates submitted are not overlapping.
 - JobsOhio will only reimburse individuals being trained, not the trainer, unless otherwise stated in the Agreement.
- **Required Excel Training Summary:** The following needs to be provided in an excel spreadsheet outlining the training. The required Training Summary Template can be found online.
 - 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

Training Summary Example – Required Template Online



First Name	Last Name	First Day of Training	Last Day of Training	Hours Trained	Jobs Created Hourly-Rate Paid	Eligible Cost Category	Total Request
Fred	Pote	1/15/21	1/25/21	40	\$15.00	Leadership	\$600.00
Jason	Pulley	2/05/21	2/15/21	80	\$15.00	Technical	\$1,200.00
Erin	Garden	3/15/21	3/15/21	8	\$15.00	Technical	\$120
Leslie	Prunes	3/1/21	5/1/21	360	\$15.00	Leadership	\$5,400
Leslie	Prunes	5/2/21	5/10/21	24	\$15.00	Technical	\$360



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:**
 - Software Development Excel Spreadsheet to include (Template available online):
 - Employee's First Name
 - Employee's Last Name
 - Pay Period Start Date - Should correspond to the pay period on the proof of payment and should be a range)
 - Pay Period End Date - Should correspond to the pay period on the proof of payment and should be a range)
 - Employee's Salary (Amount should correspond to the pay period and amount on the paystub)
 - 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 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)
 - Eligible Cost
 - Employee's Title

 - Proof of Payment
 - Payroll Ledger or
 - Employee Paystubs

 - If an outside vendor was used for Software Development, please follow the instruction on page 4 of this Guide to complete an Excel Invoice Summary & Consolidate PDF of Invoices and PoPs.



Employee's First Name	Employee's Last Name	Pay Period Start Date	Pay Period End Date	Salary	%	% of costs Attributable	Total Requested (Amount to Bill per Agreement) (78%)	Eligible Cost	Employees Title
Sue	Shei	2/7/21	2/20/21	\$14,282.66	50%	\$7,141.33	\$5,570.24	Software Development	Sr. Software Engineer
Al	Fresco	2/14/21	2/20/21	\$8,583.34	95%	\$8,154.17	\$6,360.25	Software Development	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. Phase II Grants should follow the instructions on page 4 to understand the documentation required for all submissions. Below is an outline of the additional required documentation for a Phase II Grant.

Required Phase II Assessment Documentation

- Invoice Summary
- Consolidated PDF of Invoices and Proof of Payment (PoP) Organized in the following order:
 1. Main Contractor Invoice
 2. Proof of Payment
 3. Detailed Invoices of the work completed including:
 - Subcontractor Invoices
 - Rental Expenses Invoices
 - Field Expenses Invoices
 - Receipts for items used (e.g. bags of ice)
 - Repeat steps 1 – 3 for all invoices provided
 - Documents should be listed on the Invoice Summary in chronological order from oldest to newest invoice date based on the Main Contractor's invoice.
- Final Phase II Report

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



JobsOhio Inclusion Grant

JobsOhio began offering Inclusion Grants in 2020. These grants are unique in that they can have Eligible Costs that span several different types of Programs that JobsOhio offers. As a result, there are different types of documentation required to submit to seek reimbursement. For instance, a Grant could include Eligible Costs associated with Building costs, Trainee's Wages, or Software Development Wages. If a company chooses to submit for two or more of these costs, it is required to submit the documentation previously outlined in this Guide.

- Invoice Summary – External 3rd party invoices
 - Please utilize instructions on page 4
- Training Wages – Internal training wages
 - Please utilize instructions on page 5
- Software Development Wages – Internal wages
 - Please utilize instructions on page 8

JobsOhio Workforce Grant - Old Method

Any company that had a Workforce Grant Agreement executed prior to July 1, 2018 and chose not to opt into 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 this 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 Training Summary to include:
 - Trainer's First Name
 - Trainer's Last Name
 - First Day of the Pay Period
 - Last Day of the Pay Period
 - 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 bi-weekly or 40 hours if paid weekly)
 - Trainees' Hourly Wage: Employee hourly wage paid during training
 - Eligible Cost Category: One cost category per row. Costs are listed in the 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's First Name	Trainee's Last Name	First Day of Pay Period	Last Day of Pay Period	Hours Trained	Hourly Wage	Eligible Cost Category	Training Description	Total Request
Guy	Mann	1/15/18	1/25/18	40	\$15.00	Trainee's Wages		\$600.00
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 Paystubs
- **Submitting for On-the-Job Training (OJT) and Trainer's Wages:**
 - Excel Spreadsheet to include:
 - Trainer's First Name
 - Trainer's Last Name
 - First Day of the Pay Period
 - Last Day of the Pay Period
 - 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 bi-weekly or 40 hours if paid weekly)
 - Trainers' Hourly Wage: Employee hourly wage paid during training
 - Eligible Cost Category: One cost category per row. 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 Trainers' Wages: Excel Example								
Trainer's First Name	Trainer's Last Name	First Day of Pay Period	Last Day of Pay Period	Hours Trained	Hourly Wage	Eligible Cost Category	Training Description	Total Request
John	Doe	1/15/18	1/25/18	40	\$15.00	OJT		\$600.00
Fleece	Marigold	2/05/18	2/15/18	80	\$20.00	Trainee's Wages		\$1,600.00
						Total		\$2,200.00