



Ohio Development Services Agency
Office of Redevelopment
Vern Riffe Center
77 South High Street, 26th Floor
Columbus, Ohio 43215
JobReadySite@development.ohio.gov

Reimbursement Request Procedures

INTRODUCTION

This manual is incorporated by reference, and therefore is binding, under the terms of the grant agreement required under Ohio Revised Code (ORC) 122.0814 to be entered between the Ohio Development Services Agency (DSA) and awardees approved for funding assistance under the Job Ready Site (JRS) Program (the “Grantee”).

The policies and procedures set forth in this manual, as incorporated under the grant agreement, control in all instances of reimbursing for requests of the grant funds. Grantee is responsible for complying with all terms and conditions of this manual as from time to time may be amended. Grantee therefore is expected to check the JRS Program website periodically to ensure it is in compliance with the most up-to-date policies and procedures in place for the distribution of grant funds under the program.

PAYMENTS

Payments will be made to reimburse the Grantee for eligible costs that were incurred after the Controlling Board approval date and prior to the Project Completion Date. Eligible costs are those set forth under Exhibit I, “Scope of Work” of the grant agreement, and as defined under ORC §122.085(A). The Grantee will perform work at their own risk until Controlling Board approval and the grant agreement has been generated and executed between DSA and the Grantee.

All contractors whose work is to be reimbursed with JRS Program monies must be procured through a “competitive bidding” process. DSA will not reimburse for requests containing blended hourly rates for work completed by consultants to the Grantee under the grant agreement. The Grantee must submit requests for reimbursement for work performed by such individuals denoting their respective unique hourly rates, accompanied by the appropriate supporting documentation.

All travel-related expenses for which the Grantee seeks reimbursement under the grant agreement must comply with the Ohio Office of Budget and Management’s Travel Policy. Their policy can be downloaded at <http://obm.ohio.gov/MiscPages/TravelRule/>.

DSA reserves the right to retain up to 3 percent of the reimbursable grant amount awarded, until all requirements in the grant agreement have been satisfied and the Grantee has submitted a request for final certification of the project.

A Reimbursement Form and Status of Funds Report form must accompany all grant reimbursement requests. Payments will be made to the Grantee via Electronic Fund Transfer. If the Grantee does not have an existing “Authorization Agreement for Direct Deposit of EFT Payments”, the Grantee must arrange for Electronic Fund Transfer for its Federal Identification Number (FTI) by submitting form OBM-4310 (Rev.11/11) along with a voided check to Ohio Shared Services. The Authorization Agreement for Direct Deposit of EFT Payments form and instructions are provided in the attachments at the back of this document.

The Office of Redevelopment will conduct a qualitative review of the reimbursement request within 30 days of the receipt of request. During this time, the grant budget will be updated to reflect the project costs for that period and the Grantee will be notified of any discrepancies or missing information. If there are no discrepancies or missing information, the reimbursement request will be forwarded to the Deputy Chief for approval. Upon approval by the Deputy Chief, the reimbursement request will be forwarded to the finance department for payment. Lastly, the reimbursement request is entered into the state finance system, and the Grantee will receive the funds in approximately 10 business days.

ELIGIBLE COSTS

1. Acquisition of land and buildings;
2. Building construction;
3. Making improvements to land and buildings, including the following:
 - i. Expanding, reconstructing, rehabilitating, remodeling, renovating, enlarging, modernizing, equipping, and furnishing buildings and structures, including leasehold improvements;
 - ii. Site preparation, including wetland mitigation;
4. Planning or determining feasibility or practicability;
5. Indemnity or surety bonds and premiums on insurance;
6. Remediation, in compliance with state and federal environmental protection laws, of environmentally contaminated property on which hazardous substances exist under conditions that have caused or would likely cause the property to be identified as contaminated by the Ohio environmental protection agency or the United States environmental protection agency; and
7. Infrastructure improvements, including the following:
 - i. Demolition of buildings and other structures;
 - ii. Installation or relocation of water, storm water and sanitary sewer lines, water and waste water treatment facilities, pump stations, and water storage mechanisms and other similar equipment of facilities;
 - iii. Construction of roads, bridges, traffic control devices, and parking lots and facilities;
 - iv. Construction of utility infrastructures such as natural gas, electric, and telecommunications, including broadband and hookups;
 - v. Water and railway access improvements; and
 - vi. Costs of professional services such as engineering, environmental, design, inspection, and legal services (not to exceed 10 percent of grant amount).

INELIGIBLE COSTS

1. Grant administrative costs are not reimbursable expenses, nor will they be included in the Local Match requirement under the program. Such costs include but are not limited to costs incurred for application preparation, for preparing reimbursement requests, administrative costs including salaries assessed to, or fees paid by, the Grantee, and costs incurred by the Grantee in complying with the reporting requirements under the Agreement;
2. Construction Administration costs are not reimbursable expenses, but may be included in the Local Match requirement under the program. Such costs include but are not limited to costs incurred for construction oversight and construction management;
3. Bonds or other debt instruments issued by the Grantee to finance completion of the site improvement project shall not be retired or otherwise serviced with funds granted under the program;
4. Taxes or assessments imposed on or made against the real or personal property comprising the site improvement project shall not be paid or otherwise satisfied with funds granted under the program. This includes a prohibition against funds granted under the program being used to satisfy any taxes or assessments arising from any zoning changes and/or increased valuations of real or personal property improvements made under the grant agreement;
5. Carrying costs to maintain the real or personal property comprising the site improvement project, shall not be paid with program funds;
6. Interest on loans, including construction loans, is not an eligible expense under the program. Interest on loans cannot be reimbursed or applied as Local Match.

LOCAL MATCH

1. Each Grantee must provide a local match investment equal to at least 25 percent of the eligible project's total costs. The local match can include financial or in-kind contributions made by the Grantee directly and/or by third party project partners with which the Grantee has entered into a binding agreement for purposes of completing the eligible project.
2. Eligible local match investments include without limitation Grantee-sourced funds, such as appropriated, encumbered or committed cash, tax increment financing district revenues, state-sourced loans, private equity, and federally sourced funds such as Appalachian Regional Commission grants and Community Development Block Grants. Other state sources of funding, such as grants and tax abatements, may not be included in the local match requirement under the program.
3. Eligible in-kind local match investments are contributions of services and assets that are necessary to implement the project. Examples of eligible in-kind contributions include but are not limited to the price paid for real property purchased by the Grantee or the appraised value of donated real property that comprises all or part of the project's site, improvements made to public utility service at the site performed by a municipally owned utility, infrastructure engineering services performed by the municipality with jurisdiction over the project site.
4. The local match requirement may be satisfied by eligible financial or in-kind contributions made during the five-year period prior to the date the State Controlling Board approves an award to the eligible project. A maximum of 50 percent local match investment under the eligible project may be comprised by costs incurred during this five-year look-back period.

PROCEDURE MANUAL CONTENTS

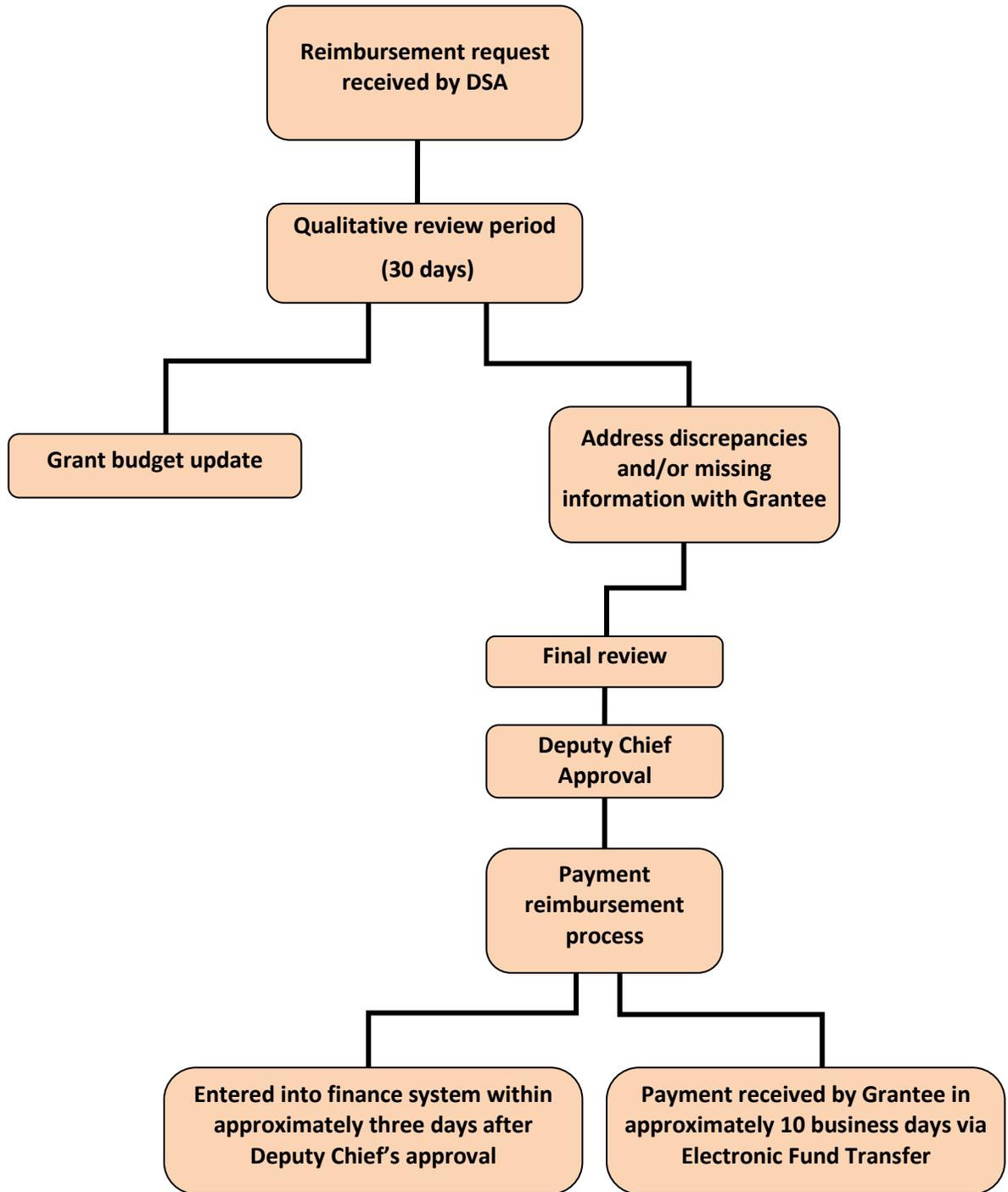
This manual contains the following information:

- 1) Reimbursement process flow charts,
- 2) Prerequisites for the JRS Program prior to reimbursement processing,
- 3) Requirements for reimbursement requests,
- 4) Requirements for contractor invoices,
- 5) Requirements for consultant invoices, and
- 6) Grant Agreement amendments

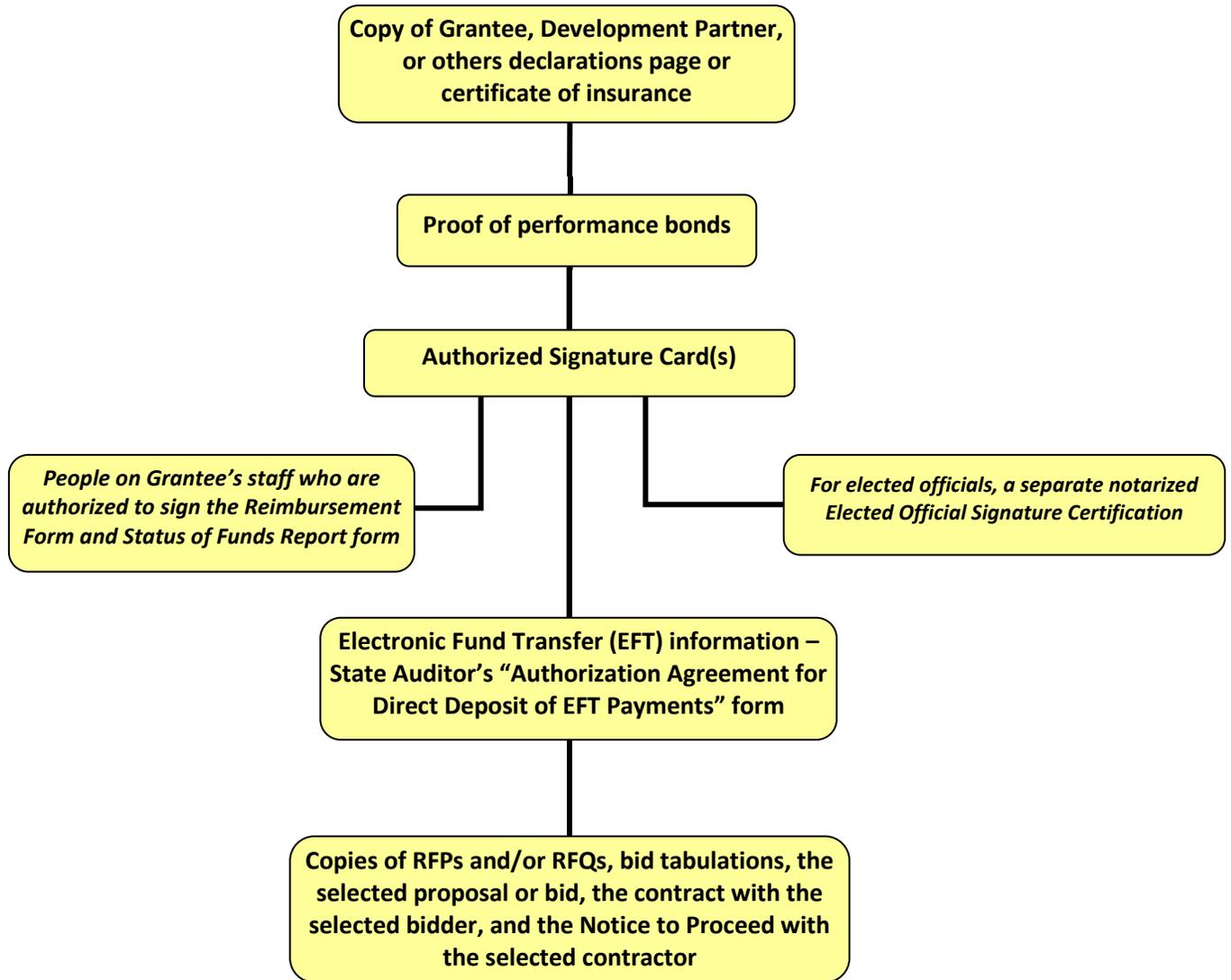
COMPLIANCE

Failure to comply with this provision and these procedures, the grant agreement, JRS Program policies, or all applicable laws (including ORC 122.085-122.0819) may result in delayed payments or other corrective action affecting the applicable grant.

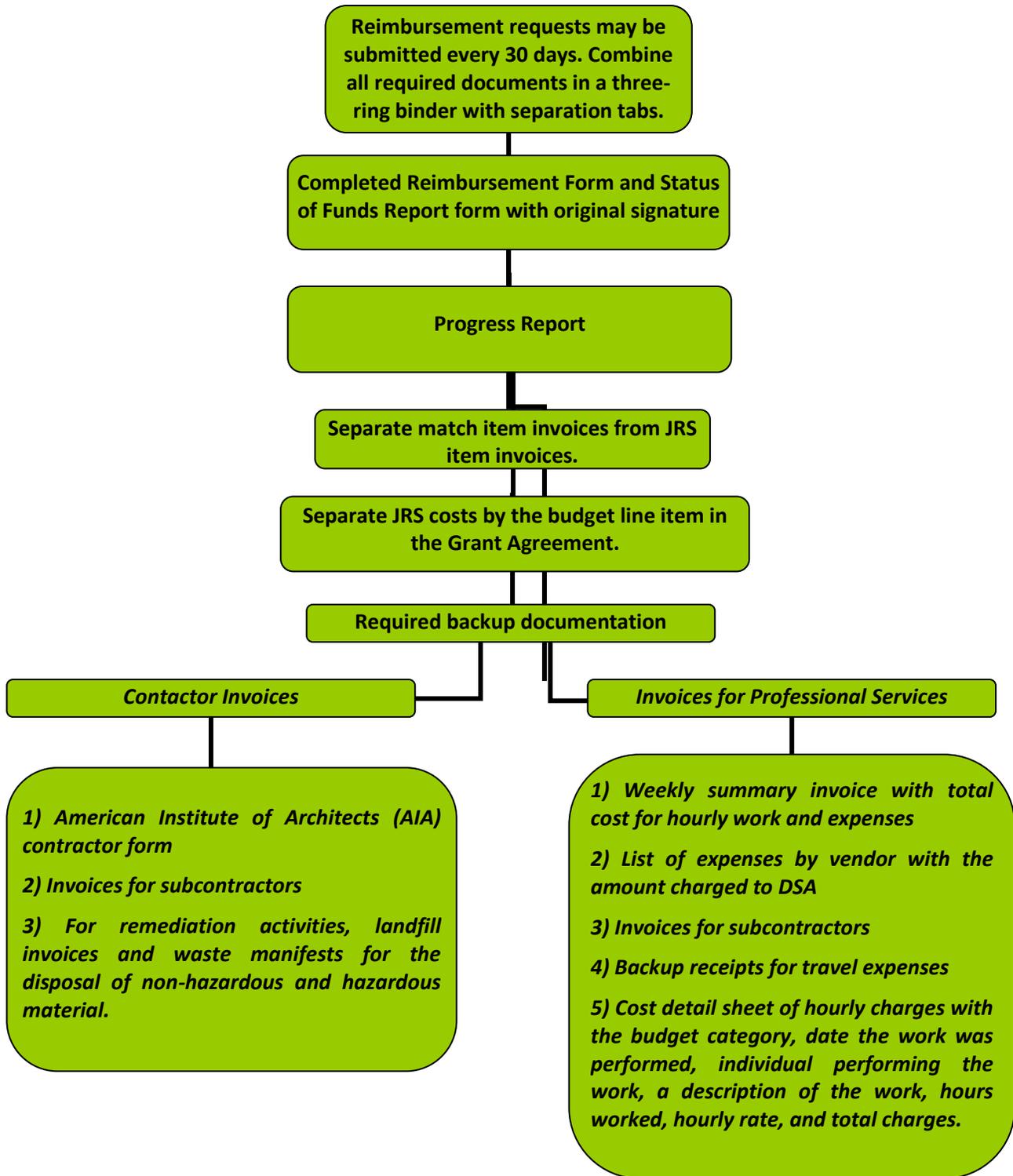
REIMBURSEMENT PROCESS OVERVIEW



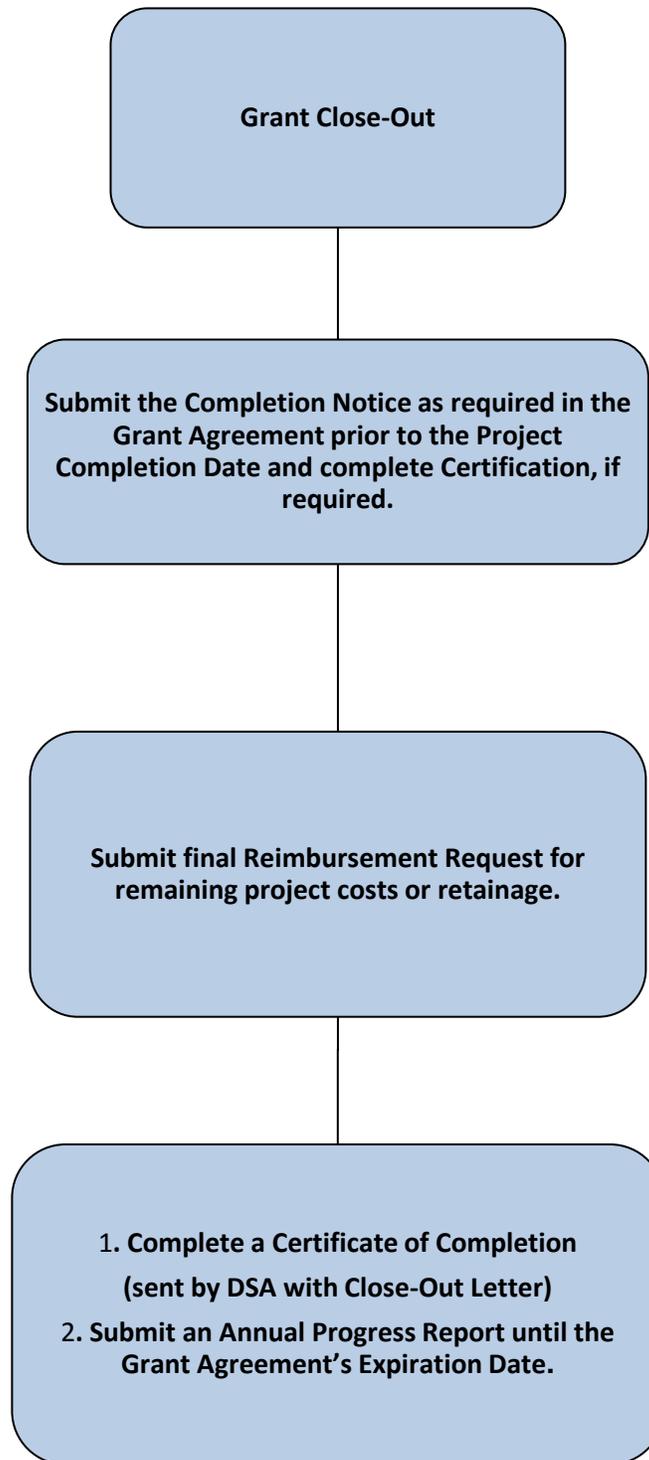
PREREQUISITES



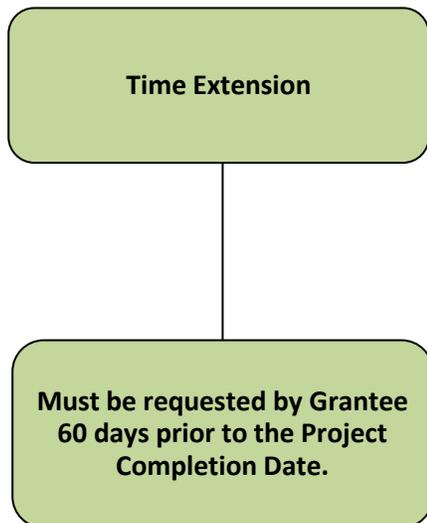
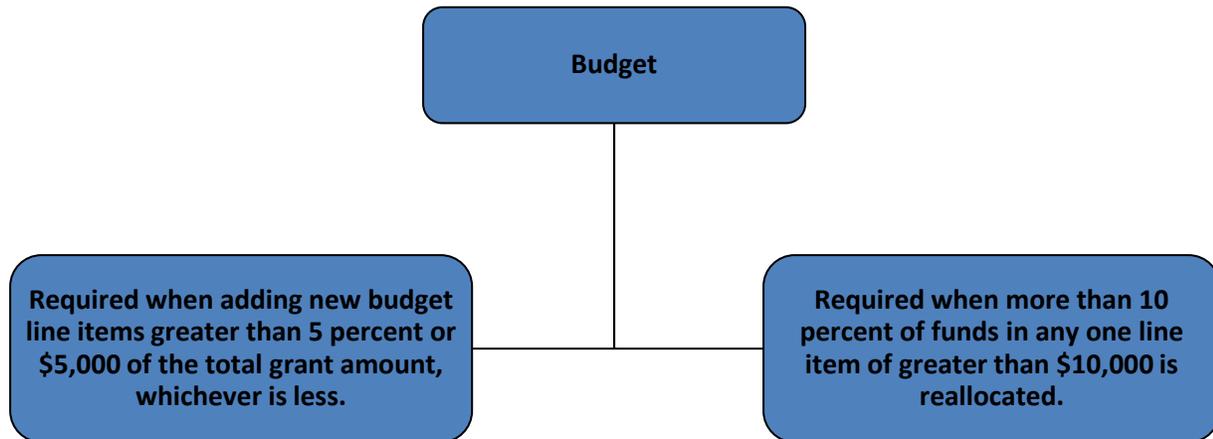
REIMBURSEMENT REQUESTS



FINAL REIMBURSEMENT AND GRANT CLOSEOUT



GRANT AGREEMENT AMENDMENTS



REIMBURSEMENT PREREQUISITES

Prior to processing a reimbursement request for the JRS Program, the Office of Redevelopment must be in receipt of the following:

1. Insurance and Declarations

Copy of declarations page or certificate of insurance showing the Grantee or others comprehensive general liability insurance coverage. The Grantee shall obtain and maintain comprehensive general liability insurance with a minimum of \$1 million combined single limit, for claims that may arise from their operations under this agreement, naming the Grantor and the State of Ohio as additional insured parties. The evidence of insurance sent to the Grantor shall contain a clause to the effect that cancellations, reductions, or restrictions shall not be made without 30 days prior written notice to the Grantor. If the Grantee is self-insured, the Grantee may, in lieu of the above requirement, submit to the Grantor a letter from the Grantee's auditor stating substantially that it would protect and indemnify the Grantor and the State of Ohio in a like manner.

2. Authorized Signature Cards

Authorized Signature Card(s) containing the signatures of individuals on the Grantee's staff who are authorized to sign the Reimbursement Form and Status of Funds Report form. For elected officials, in addition to the Authorized Signature Card, a separate and notarized Elected Official Signature Certification must be executed. Only the signatures of persons authorized on current signature cards on file will be accepted. New signature cards must be submitted whenever there is a change to the persons authorized to sign the Reimbursement Form and Status of Funds Report form. The Authorized Signature Card and a sample of an Elected Official Signature Certification are provided in the attachments at the back of this document.

3. Request for Proposals/Qualifications

Documents regarding the procurement of professional services, which may include a copy of the Request for Qualifications or Request for Proposals, a copy of the bid tabulations or other appropriate summary documents, copies of the selected proposal or response, and a copy of the contract with the selected consultant. The procurement of services for which reimbursement is requested from JRS monies shall be through a competitive qualification-based procurement process if the aggregate cost of such services is equal to or greater than \$25,000. This process shall be in accordance with either the municipality's, county's, or port authority's own procurement procedures or with the procedures outlined in the Ohio Revised Code (ORC) Chapter 153.

4. Procurement of Goods

Documents regarding the procurement of goods, which should include a copy of the Request for Proposals, a copy of the bid tabulations or other appropriate summary documents, copies of the selected proposal or response, and a copy of the contract with the selected contractor. The procurement of contractors for which reimbursement is requested from JRS monies shall be through a competitive procurement process if the aggregate cost of such goods is equal to or greater than \$25,000. Requirements for the procurement of goods include:

- Bid Specifications: Bid specifications must be prepared for procurement of demolition and cleanup/remediation goods. In no case shall the JRS application document be used as the sole bid specification.
- Competitive Bidding: All contractors must be procured through a “competitive bidding” process that includes the solicitation and receipt of at least three quotes. This process shall be in accordance with either the municipality’s, county’s, park district’s, or port authority’s own procurement procedures or with the procedures outlined in the Ohio Revised Code (ORC) Chapter 153.

REIMBURSEMENT REQUESTS

The reimbursement requests may be submitted every 30 days and must be bound in three-ring binders with a table of contents and tabs separating JRS and match items. Items included in the reimbursement request must be organized by the budget line from the Sources and Uses of Funds Schedule in Exhibit I to Grant Agreement and by date. The following items must be included with the reimbursement request:

1. Reimbursement Form and Status of Funds Report Form

The Reimbursement Form and Status of Funds Report form must be submitted with an original signature. The form summarizes the dollars requested and the match amount for each activity. The form must also be included when submitting match documentation only. A Reimbursement Form and Status of Funds Report form is included in the attachments at the back of this document.

2. Progress Report

The progress report shall include a description of all work completed for each task, beginning and end dates of field work, proposed tasks and objectives for upcoming work on the project, and any recent significant events regarding the project. The contractor progress must be included in the progress report in a brief narrative format. A sample progress report is provided in the attachments at the back of this document.

3. Professional services and contractor invoices

Professional services and contractor invoices in time and materials format with backup documentation. The invoices must also include budget tables showing the reimbursement request breakdown against the current Sources and Uses of Funds Schedule. Separate professional services and contractor invoice requirements are described in the following sections.

4. Settlement Statement

A copy of the U.S. Department of Housing and Urban Development Settlement Statement must be included for property acquisition.

5. Proof of Payment for Costs

Copies of cancelled checks or a payment register to verify payment of all contractor and consultant invoices and property acquisition that are included with the reimbursement request.

6. Photographs

Photographs of project progress and significant events. Digital photographs may be provided on a disk.

CONTRACTOR INVOICES

Contractor invoices must include the following items organized by budget line and date:

1. American Institute of Architects (AIA) contractor form;
2. Invoices from subcontractors;
3. For projects involving environmental remediation, waste manifests for the disposal of non-hazardous and hazardous material;
4. Daily worksheets from contractors may also be included for clarity.

PROFESSIONAL SERVICES INVOICES

Invoices for professional services must be prepared with the following information:

1. Weekly summary invoice with total cost for hourly work and expenses;
2. A list of expenses by vendor;
3. Invoices for subcontractors (laboratory services, surveyors, equipment, supplies, etc.);
4. Backup receipts for travel expenses. The Ohio Office of Budget and Management's Travel Policy for travel reimbursement is provided in the Attachments at the back of this document;
5. A list of hourly charges with the budget category, date the work was done, individual performing the work, a description of the work, hours worked, hourly rate and total charged. Time sheets may be included for additional backup. A sample cost detail sheet for professional services is provided in the attachments at the back of this document;

NOTE: Reimbursement will not be provided for invoices containing blended hourly rates for professional services under the JRS Program. Any Grantee requesting reimbursement for work performed by individuals must have a unique hourly rate.

GRANT AGREEMENT AMENDMENTS

A grant amendment is required for grant term extensions and revisions to the Sources and Uses of Funds Schedule. The grantee must request a grant term extension 60 days prior to the grant expiration date. Grant amendments are required for the following revisions to the Sources and Uses of Funds Schedule:

1. Reallocation

To reallocate more than 10 percent of the funds in any one line item that is greater than \$10,000.

2. New budget items

New budget line items that are more than 5 percent of the total grant amount or greater than \$5,000, whichever is less.

Upon receipt of the amendment request from the grantee, the amendment process timeline is:

1. Director approval – one to two days
2. Legal review – three to five days
3. Two copies sent to grantee for signature – length of time varies
4. Two signed copies forwarded to legal department for final signature – two to three days
5. One copy with original signatures returned to grantee

ATTACHMENTS

Authorized Signature Card for Reimbursement Form and Status of Funds Report

Project Number:

Grant Issued in Favor of (Recipient):

Issued By: The State of Ohio
 Department of Development
 Office of Redevelopment
 77 S. High St., 26th Floor
 Columbus, OH 43215-6130

Typed Name, Signature and Title:

Note: Two Signatures are Required to Sign and Countersign a Disbursement Form and Status of Funds Report

I certify that the above signatures are of the individuals authorized to sign the Reimbursement Form and Status of Funds Reports.

Date

Signature of Authorizing Official (Recipient)

SAMPLE

Elected Official Signature Certification

(To appear on letterhead of applicant)

Signature of Elected Official

Date

This is to certify that the above is the signature of

Name

Title

of

(grantee organization)

Subscribed and duly sworn before me according to law, by the above mentioned individual this _____ day of _____ 20__ at

_____, County of _____, and State of

_____.

Signature of Notary

This certification is needed when the elected official is authorized to sign form Reimbursement Form and Status of Funds Report.

Progress Report

Sample

Progress Report No. _____

Date: _____

City of _____

[Address]

Project: _____

Grant No. _____

I. Tasks

Acquisition: Beginning/End Dates _____

Describe Work Completed for this Task: _____

Demolition: Beginning/End Dates _____

Describe Work Completed for this Task: _____

Clean Up/Remediation: Beginning/End Dates _____

Describe Work Completed for this Task: _____

Infrastructure: Beginning/End Dates _____

Describe Work Completed for this Task: _____

II. Proposed Tasks/Objectives for Next Invoice

Acquisition: _____

Demolition: _____

Clean Up/Remediation: _____

Infrastructure: _____

III. Certification

I hereby certify that to the best of my knowledge the above information is true and correct.

[Authorized representative of Grantee]