Annual Report Guide For Grants and Loans

This document is intended to give you a general understanding of the Annual Report process and requirements.

If you need further assistance after reviewing this guide, please email performanceteam@jobsohio.com your: Name, Title, Phone Number, Grantee/Borrower Name, Question (with as much detail as possible)

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Overview

- **The Annual Report is DUE MARCH 1, regardless of what day of the week the 1st falls upon.**
- Failure to submit the Annual Report by the deadline is a Breach/Default of the Agreement and may result in:
  - Termination of the Agreement
  - Demand for repayment of any Funds disbursed under the Agreement
  - Interest Rate increase (Loans only)
  - Any other Remedies allowable under the Agreement

Remember: Annual Reports must be Submitted Online by 11:59PM March 1.

Preparing the Annual Report

In early January, you will receive an email from performanceteam@jobsohio.com containing a link and detailed instructions for submitting

Worksheets for Download:

We highly suggest you complete the worksheet BEFORE you login to complete the Annual Report; you cannot save your progress once you begin.

For Grant, Loan, and Talent Programs: These usually have job and payroll commitments.

For Site Development Programs: These usually DO NOT have job and payroll commitments.

Not sure which worksheet you need?
You can find your Commitments on the first page of your Agreement.

Submitting the Annual Report

1. Important notes before submitting:
   a. **If you need to change the Annual Report contact, please email** performanceteam@jobsohio.com the Grantee or Borrower name; new contact name, title, email, and phone number; a statement confirming the new contact is a direct employee and has authority to sign for Grants and Loans within the organization
   b. **You cannot access the report if you log in with an account linked to a different email address.** The Annual Report is linked to the email address/account of the person to whom it was emailed.
   c. **Outside consultants, tax professionals, etc., CANNOT submit the report without prior written approval from the Grantee/Borrower**

2. Click "Submit Annual Report Here."
3. **The worksheet is not a substitute for submitting the report online (Important This To Note)**

Annual Report Worksheet

4. Either log in using your previous JobsOhio credentials or click "First Time User Registration"

Log in issues: Cannot create an account: • You could already have an account • You could be using an email address that is not linked to the Annual Report Cannot log in: • You could be using the incorrect password or username
IN ALL CASES, please email performanceteam@jobsohio.com **with** • Your name • Grantee or Borrower Name (from page 1 of the Agreement) • Your email address and the email to which the report was sent, if different • Your specific issue • Screenshots of any errors or notifications you receive (optional, but helpful)

5. Once you are logged in you will be prompted with a series of questions that follow the same questions on your worksheet.

6. Once completed click “Submit.”

7. Once you have successfully submitted your report, you will receive an email from performanceteam@jobsohio.com with a copy of your submission

HOW TO ANSWER THE ANNUAL REPORT QUESTIONS:

We highly encourage you to complete the Annual Report worksheet and be sure to use the instructions for how to calculate each number, paying special attention to:

- Which Metrics are reported for the calendar year and which are reported cumulatively.
- The formula for “Full Time Equivalent” (FTE) employees. **JobsOhio DOES NOT use “headcount.”**

You can download the worksheet HERE.

The Questions

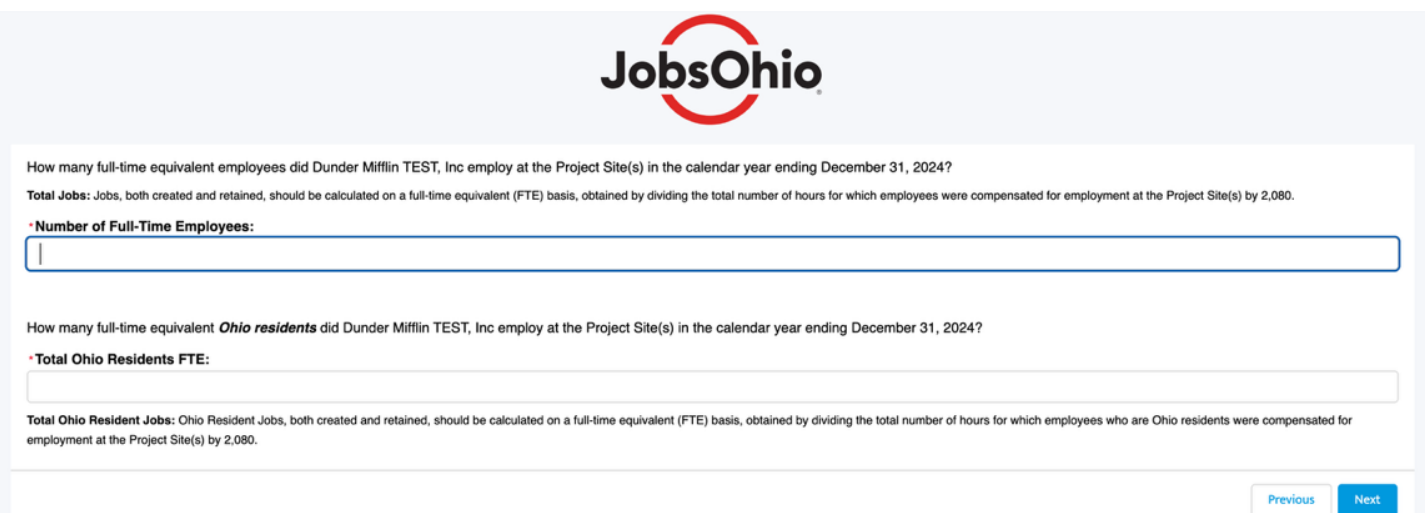
Question 1 & 1(b): Total Full-Time Equivalent Employees

How many full-time equivalent employees (FTE) did your company employ at the Project Site?

- Calculated by the Total Hours worked for all employees from Jan 1st – December 31st divided by 2,080.

You will also be asked how many full-time equivalent ***Ohio residents*** did your company employ at the Project Site(s) in the calendar year ending December 31, 2024?

- Ohio Resident Jobs, both created and retained, should be calculated on a full-time equivalent (FTE) basis, obtained by dividing the total number of hours for which employees who are Ohio residents were compensated for employment at the Project Site(s) by 2,080.


JobsOhio

How many full-time equivalent employees did Dunder Mifflin TEST, Inc employ at the Project Site(s) in the calendar year ending December 31, 2024?

Total Jobs: Jobs, both created and retained, should be calculated on a full-time equivalent (FTE) basis, obtained by dividing the total number of hours for which employees were compensated for employment at the Project Site(s) by 2,080.

*__Number of Full-Time Employees:__

How many full-time equivalent ***Ohio residents*** did Dunder Mifflin TEST, Inc employ at the Project Site(s) in the calendar year ending December 31, 2024?

*__Total Ohio Residents FTE:__

Total Ohio Resident Jobs: Ohio Resident Jobs, both created and retained, should be calculated on a full-time equivalent (FTE) basis, obtained by dividing the total number of hours for which employees who are Ohio residents were compensated for employment at the Project Site(s) by 2,080.

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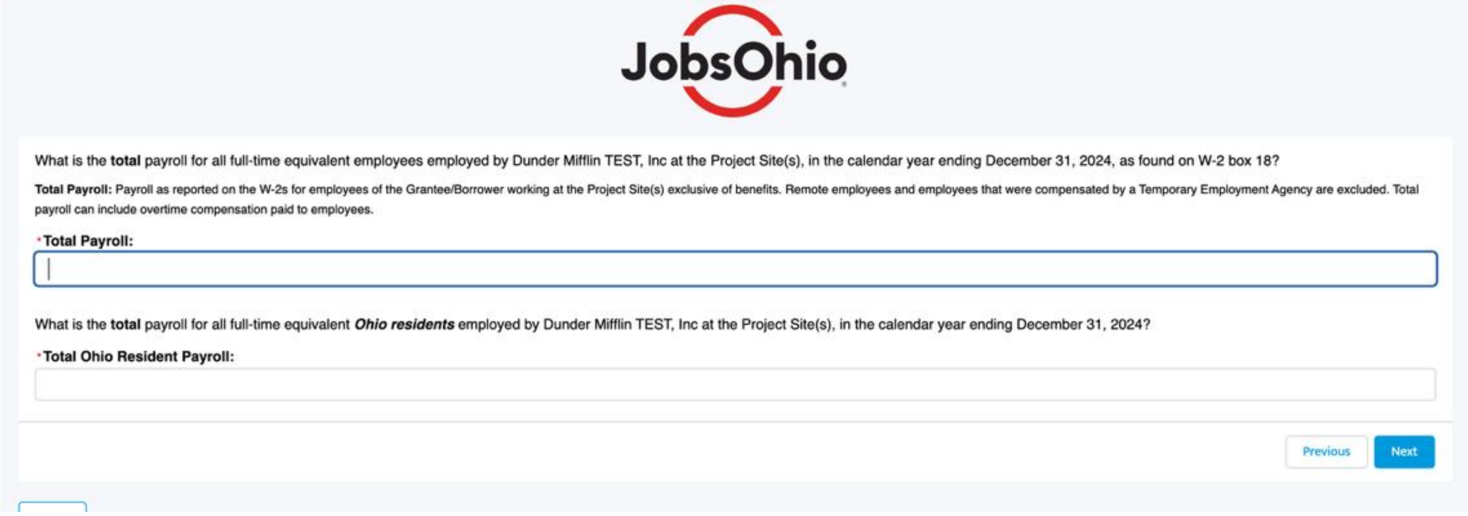
<u>Question 2 & 2(b):</u> <u>Total Payroll</u>

What is the **total** payroll for all full-time equivalent employees at the Project Site(s), in the calendar year, as found on W-2 box 18?

- **Total Payroll:** Payroll as reported on the W-2s for employees of the Grantee/Borrower working at the Project Site(s) exclusive of benefits. Remote employees and employees that were compensated by a Temporary Employment Agency are excluded. Total payroll can include overtime compensation paid to employees.

What is the **total** payroll for all full-time equivalent ***Ohio residents*** employed by your company at the Project Site(s), in the calendar year ending December 31, 2024?

- **Total Ohio Resident Payroll please separate out all other employes**



What is the **total** payroll for all full-time equivalent employees employed by Dunder Mifflin TEST, Inc at the Project Site(s), in the calendar year ending December 31, 2024, as found on W-2 box 18?

Total Payroll: Payroll as reported on the W-2s for employees of the Grantee/Borrower working at the Project Site(s) exclusive of benefits. Remote employees and employees that were compensated by a Temporary Employment Agency are excluded. Total payroll can include overtime compensation paid to employees.

*Total Payroll:

What is the **total** payroll for all full-time equivalent ***Ohio residents*** employed by Dunder Mifflin TEST, Inc at the Project Site(s), in the calendar year ending December 31, 2024?

*Total Ohio Resident Payroll:

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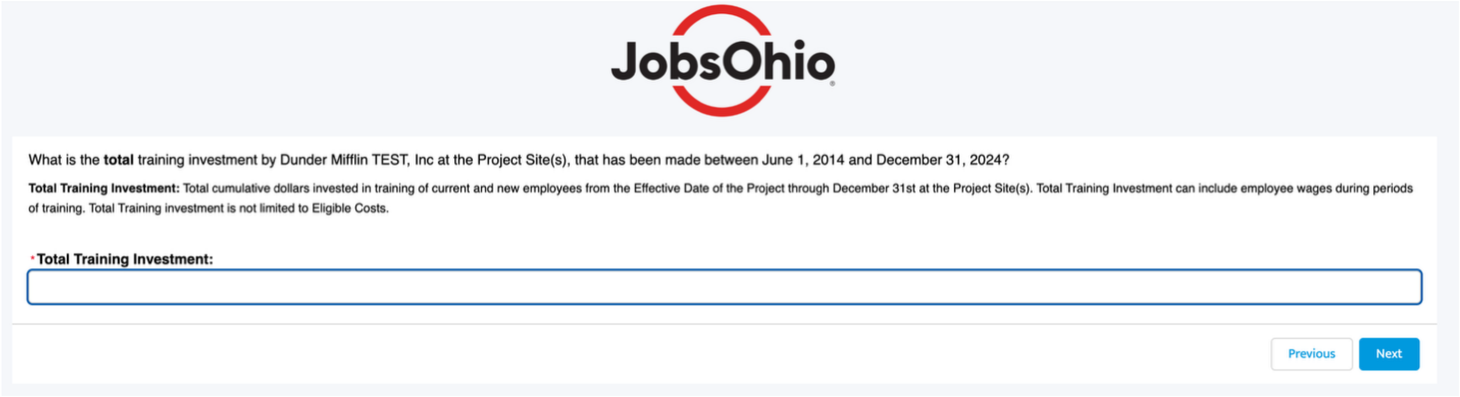
<u>Question 3:</u> <u>Training Investment</u>

What is the **total** training investment your company at the Project Site(s)?

- **Total Training Investment:** Total cumulative dollars invested in training of current and new employees from the Effective Date of the Project through December 31st at the Project Site(s). Total Training Investment can include employee wages during periods of training. Total Training investment is not limited to Eligible Costs.



What is the **total** training investment by Dunder Mifflin TEST, Inc at the Project Site(s), that has been made between June 1, 2014 and December 31, 2024?

Total Training Investment: Total cumulative dollars invested in training of current and new employees from the Effective Date of the Project through December 31st at the Project Site(s). Total Training Investment can include employee wages during periods of training. Total Training investment is not limited to Eligible Costs.

*Total Training Investment:

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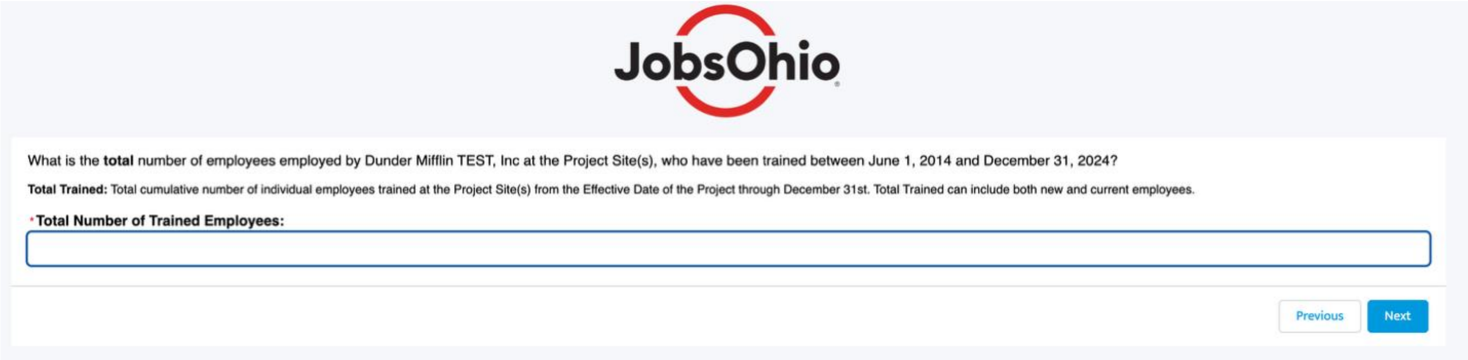
Question 4: Employees Trained

What is the **total** number of employees employed by your company?

- **Total Trained:** Total cumulative number of individual employees trained at the Project Site(s) from the Effective Date of the Project through December 31st. Total Trained can include both new and current employees.



What is the **total** number of employees employed by Dunder Mifflin TEST, Inc at the Project Site(s), who have been trained between June 1, 2014 and December 31, 2024?

Total Trained: Total cumulative number of individual employees trained at the Project Site(s) from the Effective Date of the Project through December 31st. Total Trained can include both new and current employees.

*Total Number of Trained Employees:

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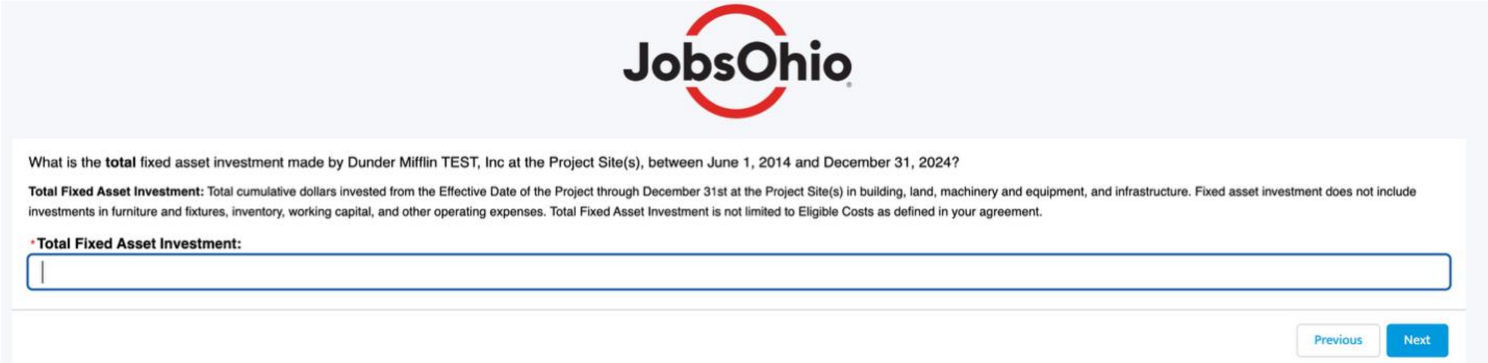
Question 5: Total Fixed Asset Investment

What is the **total** fixed asset investment made by your company at the Project Site(s)

- **Total Fixed Asset Investment:** Total cumulative dollars invested from the Effective Date of the Project through December 31st at the Project Site(s) in building, land, machinery and equipment, and infrastructure.
- Fixed asset investment does not include investments in furniture and fixtures, inventory, working capital, and other operating expenses. Total Fixed Asset Investment is not limited to Eligible Costs as defined in your agreement. Please reference the general accounting definition or your accountant if you have further questions of what FAI includes.



What is the **total** fixed asset investment made by Dunder Mifflin TEST, Inc at the Project Site(s), between June 1, 2014 and December 31, 2024?

Total Fixed Asset Investment: Total cumulative dollars invested from the Effective Date of the Project through December 31st at the Project Site(s) in building, land, machinery and equipment, and infrastructure. Fixed asset investment does not include investments in furniture and fixtures, inventory, working capital, and other operating expenses. Total Fixed Asset Investment is not limited to Eligible Costs as defined in your agreement.

*Total Fixed Asset Investment:

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Question 6: Meeting Metrics

Did your company OR will your company meet 100% of its metric commitments by the Metric Evaluation Date?

Please note your company is required to maintain your metric commitments through your Metric Expiration Date.

- **Please also provided us with a brief narrative as to your successes or why you might not meet your metrics**

Did Dunder Mifflin TEST, Inc meet 100% of its metric commitments by your Metric Expiration Date of June 28, 2020?

***Expect to meet 100% of Metric Commitments**

- (•) **Yes**
- ( ) **No**

Please provide an update on what Dunder Mifflin TEST, Inc has done, and plans to do, in order to meet the Metric Commitments.

***Brief Narrative:**

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Question 7: Optional Diversity Equity and Inclusion (DEI)

JobsOhio is committed to Diversity, Equity, and Inclusion (DEI) to ensure we are engaging and supporting underrepresented groups throughout Ohio. JobsOhio endorses fair treatment, access, opportunity, and advancement of all Ohioans. JobsOhio would like to provide you with an opportunity to share your organization's efforts to promote DEI within your company and culture.

- Answering these questions is optional and is not required by your agreement with JobsOhio. Your responses will be used for internal JobsOhio purposes only and will not be reported publicly in any way that connects the responses to your company.

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Which of the following DEI initiatives apply to your organization?

- [ ] Modified Corporate Office Space
- [ ] Additional Disability Accommodations
- [ ] Corporate DEI Statement
- [ ] Gender Neutral Corporate Policies & Employee Handbook
- [ ] Recruitment and Retention
- [ ] Corporate Culture
- [ ] Benefits
- [ ] Flexible Work Schedule
- [ ] Other
- [ ] Prefer Not to Answer
- [ ] None

To provide context to the above list:

"**Modified Corporate Office Space**" could include the addition of prayer or lactation rooms or a gender-neutral restroom.

"**Additional disability accommodations**" could include wheelchair accessible desk and lunchrooms; Braille resources; and close captioning on training materials and voice to text tools or resources.

"**Recruitment and Retention**" could include posting open positions on websites or with associations focusing on diversity or underrepresented talent; eliminating bias in jobs descriptions; anonymizing resume review; and recruiting nontraditional (retired/ESL) talent.

"**Corporate Culture**" could include establishing a DEI strategy and committees; reviewing compensation for pay equity; provide additional rewards, recognition, and incentive programs; creating Employee Resource Groups, require DEI and bias training; promoting professional development, allowing employees time for community engagement; and strengthening communication efforts around DEI company practices.

"**Benefits**" associated with DEI could include paternity, adoption, or caretaker leave; introducing inclusive benefits and perks; adding floater holidays; and providing on-site childcare.

Question 8: Verification

By typing your name and title in the boxes below, you certify you are the CEO, CFO, or other company officer authorized to submit the Annual Report information and certify it is true, complete, and correct.

- **This is the final step before you submit your report, please note you cannot change your answers once submitted or complete later.**
- **If you see you made an error on your report, please email performanceteam@jobsohio.com and we will help correct or reopen your annual report for you.**