



Post-Execution Guide
Reimbursements



Table of Contents

<i>JobsOhio Post-Execution Guide Summary</i>	<i>4</i>
<i>Submitting Online for Reimbursement</i>	<i>4</i>
Online Reimbursement Resources	4
Online Submission Form:.....	4
<i>Required Documentation for Most Programs.....</i>	<i>5</i>
File 1: An Excel Invoice Summary	5
File 2: Consolidated PDF of Invoices and Proofs of Payments (PoPs)	6
File 3: Disbursement Conditions:.....	6
<i>Tips for Reimbursement.....</i>	<i>7</i>
<i>Required Documentation: Workforce Grant</i>	<i>8</i>
File 1: An Excel Training Summary	8
<i>Required Documentation: Small Business Grant.....</i>	<i>9</i>
Required Documentation: Small Business Grant	9
<i>Required Documentation: Phase II Assessment Grant</i>	<i>9</i>
Required Phase II Assessment Documentation	9
File 1: Invoice Summary.....	9
File 2: Consolidate PDF of Invoice and Proof of Payment	9
File 3: Final Phase II Report.....	9
<i>Required Documentation: R&D Loan or Grant</i>	<i>10</i>
Eligible Costs for Building, Land, and Machinery and Equipment:.....	10
Eligible Costs for Software Development:.....	10
File 1: An Excel Software Development Wages Summary.....	10
File 2: A Consolidated PDF for Proof of Payment.....	10
<i>JobsOhio Appendix / Documentation Examples.....</i>	<i>11</i>
Invoices: AIA Form	11
Invoices: AIA Form (cont.)	12
Invoices: AIA Form (cont.)	13

Invoices: Vendor Invoice.....	14
Proof of Payment: ACH/Credit Card	15
Proof of Payment: Check.....	16
Template: Invoice Summary.....	17
Template: Training Summary	18
Template: Software Wages.....	19



JobsOhio Post-Execution Guide

This comprehensive resource aims to guide you through the key procedures, requirements, and timelines for your reimbursement after you have entered into an agreement with JobsOhio. This guide covers all the essential steps to ensure a smooth post-execution experience, with practical examples and templates to help you meet compliance needs with ease.

Contact Information: If you have any questions, please reach out to our team at performanceteam@jobsohio.com.

Submitting Online for Reimbursement

Online Reimbursement Resources

Please visit our website below to access our online resources and templates mentioned in this guide. You can reference the table of contents on this document to determine which templates you will need for your specific program.

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

Online Submission Form

When the Grantee/Borrower is ready to submit, please use the link below to access our online form. JobsOhio's online Reimbursement Request Form requires an individual with signing authority within the Grantee's/Borrower's company to submit the form. The request cannot be submitted by a consultant or other third party.

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

Required Documentation for Most Programs

Most Projects only require the submission of two files when submitting for reimbursement. Below is the required reimbursement documentation for most JobsOhio Programs, with the exception of the JobsOhio Workforce (JOW) and sometimes the JobsOhio R&D or Phase II Grants. If your Agreement is with one of these programs, please follow the requirements featured later in this guide. Documentation examples for all program types can be found in the appendix at the end of this document.

File 1: An Excel Invoice Summary

- See **Page 17** of this Guide for an example and more detail.
- The invoice summary needs to include the following:
 - **Vendor's Name**
 - **Invoice Number**
 - **Invoice Date:** Invoices should be listed in chronological order from the oldest to the newest invoice date.
 - **Invoice Total**
 - **Total Amount Requested:** Requested amount should not include ineligible items like fees, taxes, etc. Ineligible Costs are listed in the Agreement
 - **Proof of Payment Type:** Examples: Check #xxxxx, Bank Name Bank Statement, Credit Card Company Name Credit Card Statement, Bank Name Wire Transfer
 - **Proof of Payment Date:** Check date or the statement end date.
 - **Entity Name on the Proof of Payment Account:** This should reflect the owner of the bank account on the Proof of Payment and match the Grantee or other entities named in the Agreement that are meant to incur costs towards the Project.
 - **Eligible Cost Category:** Eligible categories are listed in your Agreement.
 - **Description of Purchase:** Include any details to aid us in confirming the costs fall in JobsOhio's Eligible Cost category.

File 2: Consolidated PDF of Invoices and Proofs of Payments (PoPs)

Required Format: All invoices and their corresponding PoPs should be submitted in one consolidated PDF. The invoice should be first, with the corresponding PoP after the invoice, followed by the next invoice and PoP. If a purchase order (PO) or batch documentation is required, place it after the invoice and before the PoP. Please list all documentation in this format, in chronological order from oldest to newest, mirroring the Excel Invoice Summary order.

- See **Pages 14-16** of this Guide for examples and more details.
- **Invoices**
 - The invoice must indicate that the item was delivered to or work was completed at the Project Site Location. JobsOhio discourages the use of handwritten invoices and screenshots will not be accepted. JobsOhio encourages you to use big-ticket items when submitting to reduce documentation.
- **Purchase Order / Purchase Description**
 - If an invoice does not have a description of the purchased product or services rendered, please provide a PO detailing the purchase.
- **Proof of Payment (PoP) Documentation**
 - JobsOhio requires all PoP be from a financial institution. The PoP should indicate the Grantee/Borrower's name, or the entity spelled out in the Agreement as able to incur costs toward the grant. This is typically found in Section 2 of the Grant Agreement.
 - 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 and Credit Card Statements:** Must provide two pages from the statement, 1.) the first page confirming it is the Grantee/Borrower's account and 2.) the page the transaction appears on. Please make sure to highlight the transaction. If the transaction does not have the vendor's name, those must be provided in transaction details from the bank.
 - **Bank Line of Credit:** If items were purchased using a line of credit, please provide the statement showing the costs were incurred.
 - **Batch Payments:** If your organization pays its invoice in a batch payment, 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.

File 3: Disbursement Conditions

If your Agreement has disbursement conditions specific to the Project, they **must** be met before JobsOhio can disburse funds. Documentation outlining if disbursement conditions have been met should be uploaded as part of the reimbursement package.

Tips for Reimbursement

- 1) Make sure all Eligible Costs are incurred and paid by the Grantee or Borrower listed on the executed Agreement. The spelling must be an exact match. 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 Section 2 for Grants and Section 2.5 for Loans 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.

**Below is specific documentation for Programs with unique requirements that do not fit into the requirements mentioned on the previous pages.

Required Documentation: Workforce Grant

File 1: An Excel Training Summary

- **Required Excel Training Summary:** The following needs to be provided in the required Training Summary Template, which you can find on our website:
 - **Trainee First Name**
 - **Trainee Last Name**
 - **First Day of Training:** Training should be organized from oldest start date to newest.
 - **Last Day of Training**
 - **Type of Training:** Eligible Costs listed in the executed Grant Agreement.
 - **Total Number of Hours Trained:** The hours an individual was trained before overtime.
 - **Total Number of Weeks Trained:** The number of weeks from the beginning date to the end date.
 - **Jobs Created Hourly Wage:** Refer to the executed Grant Agreement.
 - **Total Amount Requested:** Jobs Created Hourly Wage multiplied by the total number of hours trained.
- **Training Summary Requirements**
 - All training start dates must be on or after the Effective Date found on the first page of the executed Agreement.
 - A training beginning and end date must be provided. The Training Summary must be organized in chronological order from the oldest start date to the newest start date.
 - JobsOhio cannot pay over-time. The average per week training hours must be 40 or less. The Grantee can submit for a one-day period, a one-week period, a one-month period, or 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 may list them all on the same line.
 - JobsOhio will only reimburse individuals being trained, not the trainer, unless otherwise stated in the Agreement.

Required Documentation: Small Business Grant

These grants can span several different types of JobsOhio Programs. Depending on the Eligible Costs approved in the executed Agreement, you may need to reference multiple sections of this document.

Required Documentation: Small Business Grant

- **Invoice Summary:** If you were approved for Building, Building Renovation, Infrastructure, or other related costs.
 - Please utilize the instructions on [pages 5 & 17](#)
- **Training Wages:** If you were approved for internal training, such as Product Knowledge, Technical, IT training, etc., and have an Hourly Wage established.
 - Please utilize the instructions on [page 18](#)
- **Software Development Wages:** If you were approved specifically for Software Development, and Software Development Wages in your Eligible Costs.
 - Please utilize the instructions on [pages 19](#)

Required Documentation: Phase II Assessment Grant

Required Phase II Assessment Documentation

File 1: Invoice Summary

- Follow the instructions on [pages 5 & 17](#) to create an invoice summary.

File 2: Consolidate PDF of Invoice and Proof of Payment

- Follow the instructions on [pages 6 & 14-16](#) to create a consolidated PDF of Invoices and Proof of Payment.

File 3: Final Phase II Report

- The final Phase II Report should be provided at the time of reimbursement. If you encounter an issue when uploading this document, directly email it to performanceteam@jobsOhio.com.

Required Documentation: R&D Loan or Grant

Eligible Costs for Building, Land, and Machinery and Equipment

- Follow the instructions on [pages 6 & 14-16](#) on how to create a consolidated PDF of Invoices and Proof of Payment.
- Follow the instructions on [pages 5 & 17](#) on how to create the Invoice Summary.

Eligible Costs for Software Development

Software Development wages can appear in both our loans and grants but are primarily a loan Eligible Cost. See below for a breakdown of what is needed for this specific cost.

File 1: An Excel Software Development Wages Summary

- **Software Development Excel Spreadsheet** to include (Template available online, example on [page 19](#)):
 - **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. Excel summary should be in chronological order based on the pay period end date.
 - **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:** Categories found in the definition section of the Loan Agreement.
 - **Employee's Title:** For software wages, titles should fall into the software development realm. Work completed must be software development related.

File 2: A Consolidated PDF for Proof of Payment

- **Proof of Payment**
 - **Employee Paystubs or Payroll Ledger:** Should mirror the dates on the summary. Should be in a consolidated PDF that mirrors the Excel summary.
- If an outside vendor was used for Software Development, please follow the instructions on [pages 5-6 & 14-17](#) of this Guide to complete an Excel Invoice Summary and Consolidated PDF of Invoices and PoPs, respectively.

JobsOhio Appendix | Documentation Examples

Invoices: AIA Form

Invoices must show the work was completed at the Project Site. Otherwise, a Performance Team member will ask to confirm this over email.

Invoice Number

Invoice Date

Vendor Name

AIA Document G702® – 1992
Application and Certificate for Payment

TO OWNER: Project Owner
Street Address
City, State Zip Code

PROJECT: Project Site Address:
Must match the Agreement

APPLICATION NO: 003

PERIOD TO: July 31, 2022

CONTRACT FOR: General Construction

CONTRACT DATE: May 04, 2022

PROJECT NOS: / /

Distribution to:
OWNER: ☐
ARCHITECT: ☐
CONTRACTOR: ☐
FIELD: ☐
OTHER: ☐

FROM CONTRACTOR: Vendor Name
Street Address
City, State Zip Code

VIA ARCHITECT:

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$12,386,421.00

2. NET CHANGE BY CHANGE ORDERS \$0.00

3. CONTRACT SUM TO DATE (Line 1 ± 2) \$12,386,421.00

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$1,425,103.54

5. RETAINAGE:
a. 5.00 % of Completed Work
(Column D + E on G703) \$54,255.18
b. 5.00 % of Stored Material
(Column F on G703) \$17,000.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$71,255.18

6. TOTAL EARNED LESS RETAINAGE \$1,353,848.36
(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$386,256.51
(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$967,591.85

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$11,032,572.64
(Line 3 less Line 6)

ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$967,591.85
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

AIA Document G702® – 1992. Copyright © 1953, 1963, 1965, 1971, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, "G702," and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 13:49:58 ET on 07/22/2022 under Order No.3104236250 which expires on 12/03/2022, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.

User Notes:

(3B9ADA51)

Invoice Total

JobsOhio can only reimburse for the current payment due, rather than a previous balance.

Invoices: AIA Form (cont.)

AIA Document G703® – 1992

Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 003
APPLICATION DATE: July 22, 2022
PERIOD TO: July 31, 2022
ARCHITECT'S PROJECT NO:

Invoice

Invoice Date

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Dumpsters	27,692.00	0.00	0.00	0.00	0.00	0.00%	27,692.00	0.00
2	General Protection & Safety	12,000.00	0.00	0.00	0.00	0.00	0.00%	12,000.00	0.00
3	Demolition	389,600.00	173,002.68	70,000.00	0.00	243,002.68	62.37%	146,597.32	12,150.13
4	Demo/Site Contingency	189,249.00	0.00	0.00	0.00	0.00	0.00%	189,249.00	0.00
5	Concrete	20,800.00	0.00	0.00	0.00	0.00	0.00%	20,800.00	0.00
6	Masonry	4,000.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
7	Metals	50,000.00	0.00	0.00	0.00	0.00	0.00%	50,000.00	0.00
8	Architectural Woodwork	50,000.00	0.00	0.00	0.00	0.00	0.00%	50,000.00	0.00
9	Thermal & Moisture Protection	2,683,827.00	61,250.00	442,960.00	0.00	504,210.00	18.79%	2,179,617.00	25,210.50
10	Hollow Metal Openings	155,800.00	0.00	0.00	0.00	0.00	0.00%	155,800.00	0.00
11	Aluminum Framed Storefronts	60,000.00	24,368.97	0.00	0.00	24,368.97	40.61%	35,631.03	1,218.45
12	Drywall	299,000.00	0.00	0.00	0.00	0.00	0.00%	299,000.00	0.00
13	Flooring	164,306.00	0.00	0.00	0.00	0.00	0.00%	164,306.00	0.00
14	Painting	348,850.00	0.00	30,000.00	0.00	30,000.00	8.60%	318,850.00	1,500.00
15	General Trades	51,850.00	0.00	0.00	0.00	0.00	0.00%	51,850.00	0.00
16	Fire Suppression	675,160.00	94,996.52	15,635.41	0.00	110,631.93	16.39%	564,528.07	5,531.60
17	Plumbing	745,000.00	0.00	0.00	0.00	0.00	0.00%	745,000.00	0.00
18	HVAC	1,890,000.00	0.00	6,500.00	340,000.00	346,500.00	18.33%	1,543,500.00	17,325.00
19	Electric	1,888,000.00	0.00	0.00	0.00	0.00	0.00%	1,888,000.00	0.00
20	Fire Detection and Alarm	183,300.00	0.00	0.00	0.00	0.00	0.00%	183,300.00	0.00
21	Underground Utilities	310,000.00	2,075.00	0.00	0.00	2,075.00	0.67%	307,925.00	103.75
22	Contingency	636,382.00	0.00	0.00	0.00	0.00	0.00%	636,382.00	0.00

Once received, the Performance Team will review the items included in the invoice to determine if they fall under the Eligible Costs listed in the Agreement. These are most likely located in Section 2(b) of your Agreement.

JobsOhio can only consider the work that was completed in the billing period of the invoice

AIA Document G703® – 1992. Copyright © 1983, 1985, 1986, 1987, 1970, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, "G703," and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 13:49:22 ET on 07/22/2022 under Order No.3104236250 which expires on 12/03/2022, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes: (3B9ADAAB)

1

Invoices: AIA Form (cont.)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
23	General Conditions	407,937.00	13,380.33	29,820.20	0.00	43,200.53	10.59%	364,736.47	2,160.03
24	Staff	636,382.00	20,873.33	46,519.52	0.00	67,392.85	10.59%	568,989.15	3,369.65
25	CAT Tax	32,121.00	1,053.57	2,348.04	0.00	3,401.61	10.59%	28,719.39	170.07
26	Overhead & Profit	475,165.00	15,585.41	34,734.56	0.00	50,319.97	10.59%	424,845.03	2,516.00
	GRAND TOTAL	\$12,386,421.00	\$406,585.81	\$678,517.73	\$340,000.00	\$1,425,103.54	11.51%	\$10,961,317.46	\$71,255.18

total accepted: \$535,095.41

Once Eligible Costs are identified in the invoices, JobsOhio will total the amount available for reimbursement.

AIA Document G703® – 1992. Copyright © 1963, 1965, 1966, 1967, 1970, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, "G703," and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 13:49:22 ET on 07/22/2022 under Order No.3104236250 which expires on 12/03/2022, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes:

(3B9ADAAB)

2

Invoices: Vendor Invoice

Vendor Name

Vendor Company Name

Vendor Street Address
City, ST ZIP Code
Phone: Phone Fax:

TO:
Grantee Company Name
Street Address
City, ST ZIP Code
Phone: Phone

INVOICE

INVOICE # 100

DATE: 01/01/2023

Invoice Number

Invoice Date

SHIP TO:
Grantee Company Name
Project Street Address
City, ST ZIP Code

The Performance Team will be looking for evidence on the Invoice that work was completed and/or equipment was shipped to the Project Site

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
John Doe	00001	Jane Doe	Freight		Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Industrial Automatic Edgebander	\$255,000.00	\$255,000.00
SUBTOTAL		\$255,000.00	
SALES TAX		\$2,500.00	
SHIPPING & HANDLING		\$5,000.00	
TOTAL DUE		\$262,500.00	

Make all checks payable to OBVendor Company Name
If you have any questions concerning this invoice, contact Name, Phone, Email

THANK YOU FOR YOUR BUSINESS!

JobsOhio will not cover taxes or markup on an invoice, but shipping and handling is Eligible

total accepted: \$260,000

Once Eligible costs are identified in the invoice, the Performance Team will total the amount of accepted costs for reimbursement. For example, Shipping/Freight costs are Eligible, but Taxes

Proof of Payment: ACH/Credit Card



JobsOhio prefers to see a PDF of an official bank statement. We cannot accept a screenshot of a website

JobsOhio will verify the bank statement period matches the same billing period as the transaction

Grantee Name
Street Address
City, State Zip Code

Date 8/31/22 Page 1

The owner of the bank account must match the Grantee name on the Agreement, to show the Grantee incurred the costs JobsOhio is reimbursing. If the Agreement has multiple Grantees, you can reference Section 2 of the Agreement to determine which Grantee(s) should be incurring the cost(s).

SUMMARY OF ACCOUNT

Account Number	Account Title	Current Balance
	Business Checking	210,151.75

CHECKING ACCOUNT(S)

Account Title: Grantee Name

Recipient of the payment must match the vendor on the invoice

DEPOSITS AND ADDITIONS

Date	Description	Amount
8/10	SA Recycling PAYMENT	336.30

WITHDRAWALS AND DEDUCTIONS

Date	Description	Amount
8/01	Vendor Name	967,591.85

Proof of Payment Date

JobsOhio will accept a redacted bank statement as long as the requested items highlighted on this page are clear and legible.

JobsOhio will verify the transaction amount is at least as much as the amount listed in the invoice. If the payment to the vendor was made in a batch payment, please provide a detail of the batch payment in addition to the bank statement.

Proof of Payment: Check

FOR DEPOSIT ONLY
eCheckProcessing.com
0123456789

DO NOT WRITE / SIGN / STAMP BELOW THIS LINE
DEPOSITORY BANK ENDORSEMENT

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

BANK OF AMERICA

Date: January 31, 2023

Check # 1234

Two hundred sixty-two thousand five hundred and 0/100

Pay to the order of: Vendor Name

\$262,500.00

Your depositor has authorized this demand draft payment to the payee
NO SIGNATURE REQUIRED

Security Features:
• Digital color or grayscale of check and endorsement lines
• Microprinting
• Voidable watermark on back, visible at an angle
• Colorful background
• Voidable protection

Front and Back of the check must show the check has been cancelled or cleared.

Entity writing the check and incurring the cost for the invoice must be the Grantee listed in the Agreement. If the Agreement has multiple Grantees, you can reference Section 2 of the Agreement to determine which Grantee(s) should be incurring the cost(s).

Grantee Name

Check number

Proof of Payment Date

JobsOhio will verify the check amount is at least as much as the amount listed in the invoice.

Vendor Name must match the invoice.

Template: Invoice Summary

Overview: This example utilizes the two invoices shown above, as well as the ACH and Check examples, as proof of payment. The Excel file is split in half here for ease of review.

Invoices should be listed in chronological order, starting from oldest to newest. JobsOhio can only consider invoices dated on or after the Effective Date. The consolidated PDF accompanying this Excel file should be in the same order (ex. Invoice 1, Proof of Payment 1, Invoice 2, Proof of Payment 2, etc.)

Any Ineligible Costs that might be included in an invoice should not be included in the Total Amount Requested. These are not explicitly listed in Loan Agreements, but they are listed in Section 2 of Grant Agreements. Examples of ineligible costs include service fees, taxes, and mark-up costs.

Vendor's Name	Invoice Date: Invoices should be listed in chronological order from the oldest to newest invoice date.	Invoice Number	Invoice Total	Total Amount Requested: Requested amount should not include ineligible items like fees, taxes, etc. Ineligible Costs are listed in the Agreement.
Vendor's Name	7/31/2022	Application #3	\$967,591.85	\$967,591.85
Vendor's Name	1/1/2023	100	\$262,500.00	\$255,000.00

Proof of Payment Type: Examples: Check #xxxxx, Bank Name Bank Statement, Credit Card Company Name Credit Card Statement, Bank Name Wire Transfer	Proof of Payment Date	Account Owner on the Proof of Payment Account: Confirm which entity ultimately incurred the cost for the invoice	Eligible Cost Category: Eligible categories are listed in your Agreement.	Description of Purchase and Comments: Include any details to aid us in confirming the costs fall in JobsOhio's Eligible Cost category.
ACH Payment, First Financial Bank	8/1/2022	Grantee Name	Demolition, Building	
Check #1234	1/31/2023	Grantee Name	Machinery & Equipment	

Proof of Payment Type should include the name of the financial entity the payment was made through and the form of payment itself that JobsOhio will be reviewing.

This column is optional, and just present in case you want to provide additional context that isn't readily apparent in the invoice or payment itself.

Template: Training Summary

Training should be listed in chronological order, starting from oldest to newest based on the first day of training. JobsOhio can only consider training that occurred on or after the Effective Date.

If the training occurred over consecutive days, you are welcome to group these as one entry. If they occurred over separate periods of time then they will need to be their own entry, even if the training was done by the same employee. Entries cannot have overlapping dates.

Trainee First Name	Trainee Last Name	First Date of Training: Please ensure there are no overlapping dates	Last Date of Training: Please ensure there are no overlapping dates
John	Smith	11/4/2024	11/8/2024
Jane	Doe	11/11/2024	11/22/2024
John	Smith	12/23/2024	12/27/2024
Jane	Doe	12/23/2024	12/27/2024

Type(s) of Training: (Eligible Cost From Executed Agreement)	Total Number of Hours Trained	Total Number of Weeks Trained: JobsOhio cannot reimburse OT	Jobs Created Hourly Wage (Refer to Executed Agreement)	Total Amount Requested
Leadership	40	1	\$ 30.00	\$1,200.00
Leadership, Technical	80	2	\$ 30.00	\$2,400.00
Technical	40	1	\$ 30.00	\$1,200.00
Technical	40	1	\$ 30.00	\$1,200.00

Training also needs to be separated by Eligible Cost, with each entry describing what training occurred on what day. If an individual completed multiple types of training on one day, then the most relevant category will need to be chosen from the list of Eligible Costs. These can typically be found in Section 2(b) of Workforce Grant Agreements, and under the "Eligible Cost" definition of Loan Agreements.

JobsOhio will reimburse for training only at the Hourly Wage set in the Agreement. This can typically be found in Section 2 of the Grant Agreement. Regardless of whether the individual was paid more or less than the Hourly Wage, for the purposes of reporting JobsOhio has committed to covering the training investment at this

JobsOhio would like to see this column reflect the formula of Total Number of Hours Trained multiplied by Jobs Created Hourly Wage

Template: Software Wages

Employees and wages to be reimbursed should be listed in chronological order, from the oldest to newest based on the first day of training. JobsOhio can only consider training that occurred on or after the Effective Date.

Employee First Name	Employee Last Name	Salary	First Date	Last Date
Jane	Doe	\$80,000.00	02/07/2021	02/20/2021
John	Smith	\$80,000.00	02/14/2021	02/20/2021

Percent of time on paycheck used for software development.

The dates reported should match the same pay periods provided in the employee's paystubs.

% of Salary Attributable to Project/Eligible Cost	Eligible Salary	Total Amount Requested	Title	Eligible Cost
50.00%	\$40,000.00	\$40,000.00	Sr. Software Engineer	Software Development
95.00%	\$76,000.00	\$76,000.00	Full Stack Developer	Software Development

Software Development Wages are typically the only available Eligible Cost on this form of Grant, but any additional Eligible Costs that may be included would be located in Section 2 of the Agreement.