



**Department of  
Development**

**Industrial Site Improvement Fund  
Reimbursement Policies and Procedures Manual  
FY 2008 Awards**

This Reimbursement Policies and Procedures Manual (“Manual”) applies to projects awarded Industrial Site Improvement Fund assistance during state fiscal year (FY) 2008 by the Ohio Department of Development (“ODOD”).

Effective June 2004, House Bill 66 provided the statutory framework for the Industrial Site Improvement Fund (“ISIF” or the “Program”).<sup>1</sup>

Under authority provided in ORC §122.951(B), the Director of ODOD has developed the following policies and procedures for the distribution of grant funds under the Program.

This Manual is referred within, and is therefore binding under, the grant agreement executed between ODOD and ISIF awardees (“Agreement”).

All questions related to reimbursement requests and payments under the Agreement, including this Manual, should be directed to the following:

Industrial Site Improvement Fund  
Attn: Sheena Metzger  
77 South High Street, 28<sup>th</sup> Floor  
Columbus, Ohio 43215  
(614) 466-4223  
[smetzger@odod.state.oh.us](mailto:smetzger@odod.state.oh.us)

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<sup>1</sup> Ohio Revised Code (“ORC”) §§122.95 to 122.952 and §122.16.

1.0 General Funds Distribution Policy

- 1.1 Payment of program funds cannot begin until an Agreement with ODOD has been executed with the award recipient (“Grantee”).
- 1.2 Grants under the Program cannot exceed \$750,000 per site improvement project, or 75 percent of the total costs incurred under the site improvement project, as calculated at the time of application for Program assistance and upon completion of the site improvement project.
- 1.3 Grant funds shall be distributed as reimbursement of allowable costs incurred after an ISIF award notification letter has been executed by the Director of ODOD for the site improvement project. All program funds must be reimbursed prior to the Project Completion Date, as defined under the Agreement. Further, payment will be made only to reimburse Grantee for allowable costs incurred with sufficient proof of payment provided.
- 1.4 Reimbursement requests will be accepted only with a written request on Grantee letterhead along with an ODOD-generated Reimbursement Form, a sample copy of which is attached to this Manual. Blank forms are available on the Program website at [www.odod.state.oh.us/edd/obd/IndustrialSiteImprovementFund](http://www.odod.state.oh.us/edd/obd/IndustrialSiteImprovementFund).
- 1.5 “Allowable costs” are those reimbursable with program funds as set forth under Exhibit I, “Scope of Work” of the Agreement, and as indicated below:

Allowable costs include costs related to the following:

- (a.) Acquiring commercial or industrial land or buildings;
  - (b.) Expanding, remodeling, renovating and modernizing buildings, structures and other improvements;
  - (c.) Remediating environmentally contaminated property;
  - (d.) Site preparation, including building demolition and removal;
  - (e.) Streets, roads, bridges, traffic control devices, parking lots and facilities;
  - (f.) Water and sewer lines and treatment plants;
  - (g.) Gas, electric, and telecommunications, including broadband, hook-ups;
  - (h.) Water and railway access improvements; and
  - (i.) Costs of professional services (e.g., attorney fees, consulting, architectural and engineering costs) related to the site improvement project (note professional services only are reimbursable up to 10 percent of the total grant amount).
- 1.6 To the extent the Grantee incurs debt to finance the site improvement project after an ISIF award notification letter has been executed by the Director of ODOD

for the site improvement project, the principal amount of that debt may be retired with funds granted under the Program.

- 1.7 Grant funds may be used to offset taxes assessed on real property to the extent (1) funding was awarded under the site improvement project to acquire, in whole or in part, real property and (2) a reasonable amount of taxes and assessments are included, as a matter of custom and practice, in the cost to acquire the real property. In all other instances, 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
- 1.8 Grant funds may not be used to pay administrative costs. Such costs include but are not limited to costs incurred for application preparation, for preparing reimbursement requests, for project management and construction administration, administrative costs assessed to, or fees paid by, Grantee, and costs incurred by Grantee in complying with the reporting requirements under the Agreement.
- 1.9 Program funds must be fully expended, or the grant otherwise must be completed, prior to the Project Completion Date, as defined under the Agreement. Included in this spend-down requirement is a prohibition against placing in an escrow account or similar arrangement any funds granted under the Program, for the purpose of satisfying debts, obligations or assessments incurred after the Project Completion Date.
- 1.10 If a Project Completion Date extension on the Grant is needed, a request by the Grantee must be received by ODOD at least 60 days prior to the Project Completion Date. Grant Funds will not be reimbursed on an expired grant. Extension requests may be denied or approved at the sole discretion of the ODOD.
- 1.11 Grantee may submit Requests pursuant to Section 2.0 of this Manual as the work is performed, or wait and submit a Request for the entire amount of the grant of funds upon the completion of the project and prior to the Project Completion Date.
- 1.12 Reimbursements will be paid by ODOD via Electronic Fund Transfer (“EFT”). If Grantee does not have an existing authorization for EFT with the Office of Budget & Finance, Grantee must submit a completed Authorization Agreement for Automatic Deposit of State Warrants. A copy of the form can be downloaded at <http://obm.ohio.gov/forms/oaks/EFTDraft%20v2.pdf> This form should be submitted with a voided check to ODOD.

- 1.13 Questions between ODOD and Grantee about reimbursement requests should be posed to Sheena Metzger, Grants Specialist at 614-466-4223 or [smetzger@odod.state.oh.us](mailto:smetzger@odod.state.oh.us).
- 1.14 Submitted Requests must be certified by Grantee's chief elected official, chief executive officer, or another individual similarly authorized to act on behalf of Grantee.
- 1.15 ODOD will not reimburse for Requests containing *blended* hourly rates for work completed by consultants under the Agreement. Grantee must submit requests for reimbursement for work performed by such individuals with their respective unique hourly rates, accompanied by the appropriate supporting documentation.
- 1.16 All travel-related expenses for which Grantee seeks reimbursement under the Agreement must comply with the Ohio Office of Budget and Management's Travel Policy, a copy of which is attached to this Manual.
- 1.17 Grantees should expect to receive electronic payments within a period of up to 60 days after approval by ODOD of each Request submitted.

## 2.0 Submitting Requests

- 2.1 The policies and procedures set forth in this Manual, as referenced by the Agreement, control in all instances of reimbursing 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 Program website periodically to ensure it is in compliance with the most up-to-date policies and procedures under the Program. Updates to this Manual shall be posted on the Program website at [www.odod.state.oh.us/edd/obd/IndustrialSiteImprovementFund](http://www.odod.state.oh.us/edd/obd/IndustrialSiteImprovementFund).
- 2.2 No more than one (1) Request may be submitted every 60 days via United States mail for an amount equal to or greater than \$10,000. A Request for a smaller sum may be made when submitting a final Request for the balance of funds under the site improvement project, or with ODOD's prior written approval.
- 2.3 The following documents must be included with each submitted Request:
  - 2.3.1 Cover letter on Grantee letterhead detailing the ECDD number (08-XXX), grant award total, amount of the Request, amount of grant funds remaining, and a brief description of items purchased or services provided.

- 2.3.2 Reimbursement Form with original signature, summarizing the Request according to the major funding categories under the Agreement: land and building acquisition, building construction/renovation/demolition, on-site/off-site infrastructure, and professional fees.
- 2.3.3 Invoices showing itemized billing and/or costs in time-and-materials format with back-up documentation of costs included.
- 2.3.4 Invoices – General
  - 2.3.4.1 All invoices must include the following information:
    - Date for which items were purchased or work performed.
    - Summary with total funds requested and a breakdown of items purchased or work performed.
    - Proof of payment (e.g., canceled check).
- 2.3.5 Invoices – Consultants
  - 2.3.5.1 All consultant invoices must include summaries with total cost for hourly work and expenses, including travel expenses and subcontracted amounts.
  - 2.3.5.2 For consultant invoices, sufficient backup documents would include invoices for such things as clearing work, pavement subcontractors, surveyors, equipment rental, cost sheets for expendables, and travel receipts.
- 2.4 ODOD will review Requests and supporting materials for reasonableness of costs incurred and requested payment amounts, and may reimburse or deny such Requests in whole or in part pursuant to Grantee’s compliance with this Manual, the Agreement, the Program Guidelines and Application Procedures, and all applicable laws, including ORC §§122.951 to 122.952.

## GENERAL REQUIREMENTS

All travel at state expense or on paid travel status must be authorized by the head of your agency or his/her designee as appropriate state business.

The rates described are reimbursements for expenses that are actually incurred while traveling. These rates are not "per diem" or an entitlement, regardless of whether receipts are required. At no time will the reimbursement be higher than actual expenses.

Submit travel expenses on the Travel Expense form, OBM 7148, or an approved agency specific form. All expense reports are due to OBM within 30 days after incurring travel expenses.

Where the Travel Rule conflicts with bargaining unit contracts, the contract prevails. Where the contract is silent, the Travel Rule prevails.

## PROHIBITIONS

No reimbursement for entertainment or alcoholic beverages.

No reimbursement for personal expenses.

No reimbursement for political expenses.

No reimbursement for Travel Insurance expenses.

No reimbursement for gratuities for skycap, valets, or taxis.

## CONFERENCES

### REGISTRATION

Registration fees are reimbursable.

### MEALS

When registration includes meals, state agent will not be reimbursed for those same meals separately.

### LODGING

Lodging at the conference site, or at a hotel identified in the conference materials as one of the conference hotels, is reimbursable at actual costs as long as conference is at least 30 miles from home or headquarters.

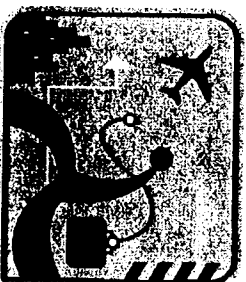
### RECEIPTS

Receipts are required for all conference expenses.

Office of Budget and Management

# Travel Policy

Effective 2/01/08



This pamphlet contains a summary of amended Rule 126-1-02 of the Ohio Administrative Code

Refer to the rule for complete information and all requirements

### Office of Budget and Management

30 E. Broad, 34th Floor  
Columbus, OH 43215

Judy Johnson 614-466-1559  
judy.johnson@ohio.gov



## MEALS

Reimbursement for meals is authorized **only** when overnight lodging is required.

Meal reimbursements are designed to offset the cost of travel meals on travel days where there is overnight stay.

On full travel days (days preceded **AND** followed by overnight stay), the maximum reimbursement is \$31.

On partial travel days (days preceded **OR** followed by an overnight stay), the traveler is expected to prorate travel. If the partial day falls into one (and only one) of the following scenarios, use the pro-rated rates.

Traveling midnight - 10am	Up to \$10
Traveling 10am - 4pm	Up to \$13
Traveling 4pm - midnight	Up to \$16

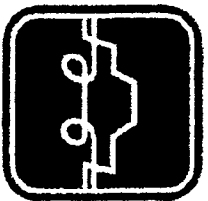
If the partial day encompasses 2 or more of the above scenarios, use the chart below for meal reimbursement. The \$4 Incidentals may be used **ONCE** per day.

Breakfast	\$6
Lunch	\$9
Dinner	\$12
Incidentals	\$4
Total	\$31

## TRANSPORTATION

Travel by common carrier is authorized at the lowest available rate. Business class air travel is allowed for some specified international travel.

Air travel within the State of Ohio is authorized for elected officials, directors, assistant directors, deputy directors, board and commission members and heads of state agencies. Other state employees may be reimbursed only if flying is more economical than other modes of travel.



## CAR RENTAL

Reimbursement is authorized only if car rental is more economical than any other mode of transportation or if your destination is not otherwise easily accessible.

## MILEAGE

Reimbursement of mileage is authorized at the Internal Revenue Service's business rate of 50.5 cents per mile. The rate is the same for autos and motorcycles. There is no reimbursement for mileage commuting from one's residence to headquarters or headquarters to one's residence. For example, if your daily commute is 10 miles from residence to headquarters, then that 10 miles is subtracted from the daily total miles for each day's travel.

## RECEIPTS

Receipts are required for all service expenses incurred in the use of state owned automobiles, for all common carrier expenses, and all miscellaneous transportation expenses exceeding \$10. If you accumulate transportation expenses of \$25 or more in one day, all receipts are required.

## LODGING

Within the United States and Canada:

Reimbursement is authorized at actual cost up to a maximum of \$80 plus applicable taxes on the room, or the lowest available government rate in the area with approval from the head of the state agency.

Out of United States:

Reimbursement is authorized at the actual, reasonable cost as determined by your head of agency.

Overnight lodging may be reimbursed when location is greater than 45 miles from both home and headquarters or at a location for a conference that is greater than 30 miles from home or headquarters.

## Office of Budget and Management

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