



**Department of  
Development**

**Strategic Business Investment Division  
General Reimbursement Policies and Procedures Manual  
Updated May 19, 2009**

This manual is incorporated by reference, and therefore is binding, under the terms of the grant agreement entered between the Ohio Department of Development (ODOD) and Grantees approved for funding assistance under the specified grant program (the "Agreement").

The policies and procedures set forth in this Manual, as incorporated under the Agreement, control in all instances of reimbursing for requests of the grant of 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 in place for the distribution of grant funds under the program.

Grantee is responsible for complying with grant program specific reimbursement policies and procedures.

**1.0 General Funds Distribution Policy**

- 1.1 Requests may not be submitted by Grantee, and/or will not be reimbursed by ODOD, unless all applicable terms and conditions of the grant have been satisfied, including such terms and conditions as set forth in this Manual, the Agreement, the Program Guidelines and Application Procedures, and all applicable laws. Failure to comply with the terms and conditions of the grant may result in delayed payments or other corrective action taken under the Agreement.
- 1.2 Grantee may not submit a Request until the grant agreement has been generated and executed between ODOD and Grantee.
- 1.3 Eligible costs for reimbursement must be incurred after the Controlling Board date. If grant does not require Controlling Board approval, costs will be eligible from the date of the acceptance letter. Grantees will perform work at their own risk until the grant agreement is executed.
- 1.4 Grant funds shall be distributed as reimbursement of allowable costs prior to the Project Completion Date, as defined under the Agreement. Further,

payment will be made only to reimburse Grantee for allowable costs that have been incurred with sufficient proof of payment provided.

- 1.5 To obtain reimbursement, Grantee must submit a Reimbursement Form and any other information required under this Manual (the "Request"). The Reimbursement Form can be found at the following link:  
<http://development.ohio.gov/edd/obd/jrs/Grantee.htm>
- 1.6 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. If the project will not be complete prior to the project completion date, a request to extend must be received by ODOD sixty (60) days prior to the current project completion date.
- 1.7 Grantee may submit Requests pursuant to Section 2.0 of this Manual as the work is performed, or wait and submit a request for reimbursement for the entire amount of the grant funds upon the completion of the project and prior to the Project Completion Date.
- 1.8 Reimbursement will be paid by ODOD via Electronic Fund Transfer ("EFT"). Grantee must arrange for EFT in order to receive funds from ODOD. If Grantee does not have an existing authorization for EFT with the Office of Budget & Management, Grantee must submit a completed Authorization Agreement for Automatic Deposit of State Warrants to ODOD, available at the following link:  
<http://obm.ohio.gov/MiscPages?Forms/default.aspx>
- 1.9 Requests will be accepted by Grantor via only an ODOD-generated Reimbursement Form.
- 1.10 Submitted Requests must be certified by Grantee's chief elected official, chief executive officer, or another authorized signatory to act on behalf of Grantee.
- 1.11 Reimbursements should occur within 30 to 45 days of ODOD approved requests.

## 2.0 Submitting Requests

2.1 The following documents must be included with each submitted Request:

2.1.1 Cover letter on Grantee's letterhead with the date marked when submitted to ODOD and the amount of grant funds to be reimbursed.

2.1.2 Reimbursement Form, with original signatures, summarizing the Request according to the major funding categories under the Agreement: land, building, on-site infrastructure/site, professional fees, interim costs, and off-site infrastructure.

2.1.3 Invoices showing itemized billing and/or costs in time-and-materials format with back-up documentation of costs included.

2.1.4 Proof of payment (e.g. cancelled check, EFT warrant).

2.2 Upon receipt of Grantee's Request, ODOD will review the Reimbursement Form and Status of Funds Report and supporting materials and based on its review, may reimburse or deny the Request in whole or in part pursuant to Grantee satisfying the criteria set forth in this Manual, the Agreement, the Program Guidelines and Application Procedures, and all applicable laws.