Ohio Development Services Agency
Office of Energy and Redevelopment
Riffe Office Building
77 South High Street, 26th Floor
Columbus, Ohio 43215

Clean Ohio Revitalization Fund
and
Clean Ohio Assistance Fund

Disbursement Request Procedures

INTRODUCTION

The disbursement procedures described herein apply to the Clean Ohio Revitalization Fund and the Clean Ohio Assistance Fund grant awards administered by the Ohio Development Services Agency's Office of Energy and Redevelopment. Note that assessments can only be funded by the Clean Ohio Assistance Fund.

Updates to these procedures will be electronically posted at http://development.ohio.gov/cleanohio/BrownfieldRevitalization/InformationForGrantees.htm. Please check the website periodically to ensure that you have the latest procedures and policy documents.

PAYMENTS

Payments will be made to reimburse the Grantee for eligible expenses that were incurred during the period of and in accordance with the approved Grant Agreement. All contractors whose work is to be paid with Clean Ohio Fund monies must be procured through a "competitive bidding" process. A Disbursement Form and Status of Funds Report form must accompany all grant disbursement 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 State Warrants" with the State Auditor's office, the Grantee must arrange for Electronic Fund Transfer for its Federal Identification Number (FTI) by submitting form OBM-1234 (Rev.11/07) along with a voided check to the State Auditor's Office. The Authorization Agreement for Direct Deposit of State Warrants form and instructions are provided in the Attachments at the back of this document.

The Office of Energy and Redevelopment will conduct a qualitative review of the disbursement request within 30 days of receipt of the request. During this time, the grant budget will be updated to reflect the project costs for that period, proof of payment to contractors and consultants from the previous disbursement (if previous funds were disbursed) will be verified, and the grantee will be notified of any discrepancies or missing information. Funds will not be disbursed without proof of payment for previous costs reimbursed. If there are no discrepancies or missing information, the disbursement request will be forwarded to the director for approval. Upon approval by the director, the disbursement request will be forwarded to the finance department for payment. Lastly, the disbursement request is entered into the state finance system, and the grantee will receive the funds in approximately 10 business days.

PROCEDURE MANUAL CONTENTS

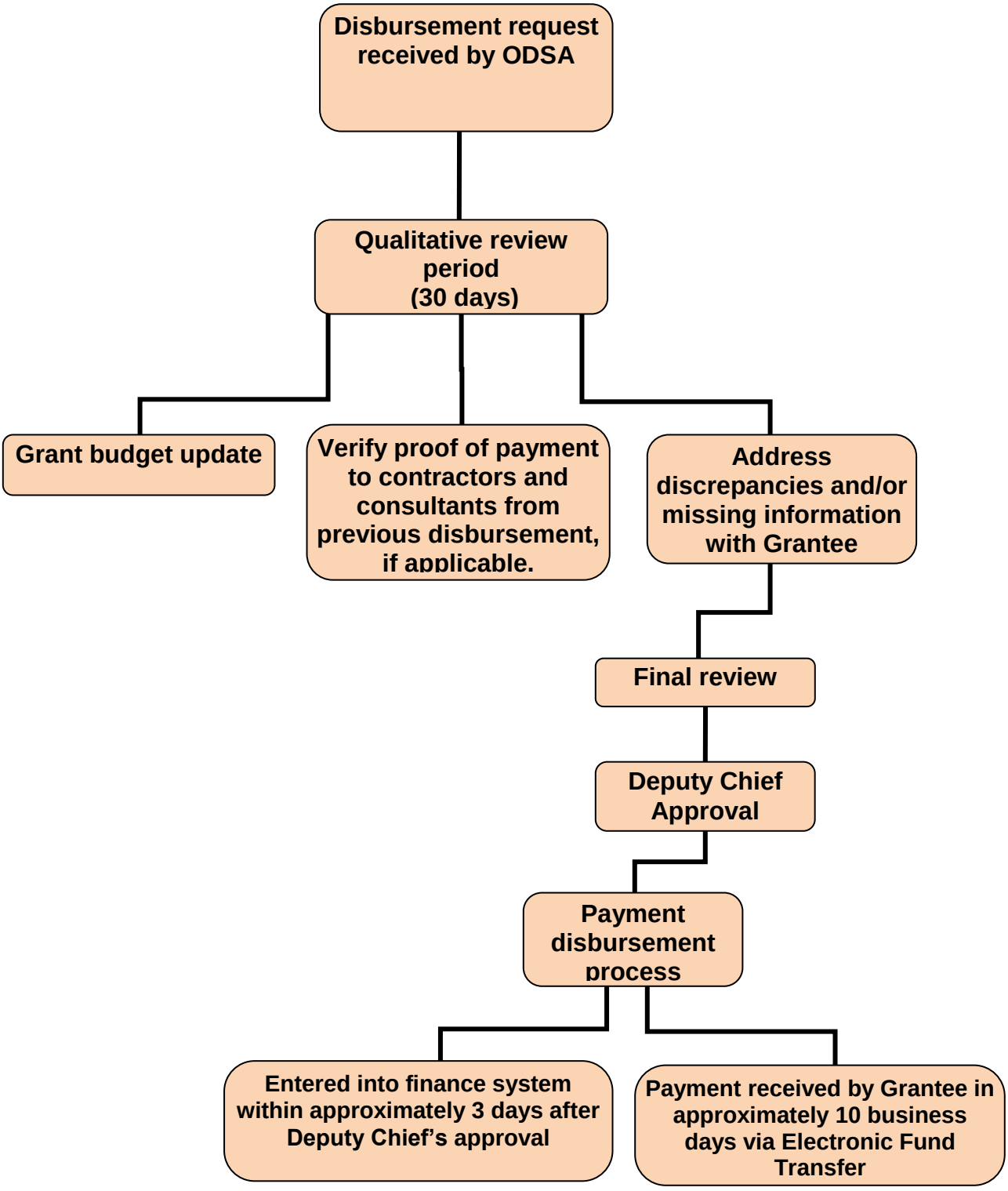
This manual contains the following information:

1. Disbursement process flow charts
2. Prerequisites for the Clean Ohio Revitalization Fund prior to disbursement processing
3. Prerequisites for the Clean Ohio Assistance Fund prior to disbursement processing
4. Requirements for disbursement requests
5. Requirements for contractor invoices
6. Requirements for consultant invoices

COMPLIANCE

Failure to comply with this provision and these procedures, the grant agreement, Clean Ohio Revitalization Fund or Clean Ohio Assistance Fund policies, or all applicable laws (including O.R.C. 122.65-122.659) may result in delayed payments or other corrective action affecting the applicable grant.

Disbursement Process Overview



Ohio Development Services Agency

Three Stages of Reimbursement
First Stage - Prerequisites

Copy of Grantee, Development Partner, or others declarations page or certificate of insurance

Proof of performance bonds

Authorized Signature Card(s)

People on Grantee's staff who are authorized to sign the Disbursement Form and Status of Funds Report form

For elected officials, a separate notarized Elected Official Signature Certification

Electronic Fund Transfer (EFT) information – State Auditor's "Authorization Agreement for Direct Deposit of State Warrants" form

Upon public solicitation of contractor bids, the municipality, county, park district, or port authority must also notify the Office of Energy and Redevelopment via the online Bid Notification Form at http://development.ohio.gov/CleanOhioBid/

Copies of RFPs and/or RFQs, bid tabulations, the selected proposal or bid, the contract with the selected bidder, and the Notice to Proceed with the selected contractor

Three Stages of Reimbursement
Second Stage – Disbursement Requests

Disbursement requests may be submitted every 30 days. Combine all required documents in a three-ring binder with separation tabs.

Completed Disbursement Form and Status of Funds Report form with 2 original signatures

Progress Report. If applicable, include a summary of totals of materials moved, disposed of, or brought onto the site.

For CORF grants, separate match item invoices from CORF item invoices.

Separate CORF project costs by the budget line item in the Grant Agreement.

Required backup documentation

Contactor Invoices

1) American Institute of Architects (AIA) contractor form
2) Certified payrolls for prevailing wage
3) Invoices for subcontractors
4) Truck tickets and truck log or landfill invoice for construction and demolition debris
5) Landfill invoices and waste manifests for the disposal of non-hazardous and hazardous material.

****Large quantities of waste manifests may be bound together separately or provided on a disk.***

Consultant invoices

1) Weekly summary invoice with total cost for hourly work and expenses
2) List of expenses by vendor with the amount charged to ODSA
3) Invoices for subcontractors (drilling, laboratory services, surveyors, etc.)
4) Backup receipts for travel expenses
5) Cost detail sheet of consultant hourly charges with the budget category, date the work was performed, individual performing the work, a description of the work, hours worked, hourly rate, and total charges.

****Time sheets may be included for additional backup.***

For CORF grants, Certificate of Expenditure of Match Moneys with original signatures and backup documentation.

Three Stages of Reimbursement
Third Stage – Final Disbursement

Grant Close-Out

Submit Final report as required in the Grant Agreement prior to the Project Completion Date.

Submit Final Disbursement Request for remaining project costs or retainage.

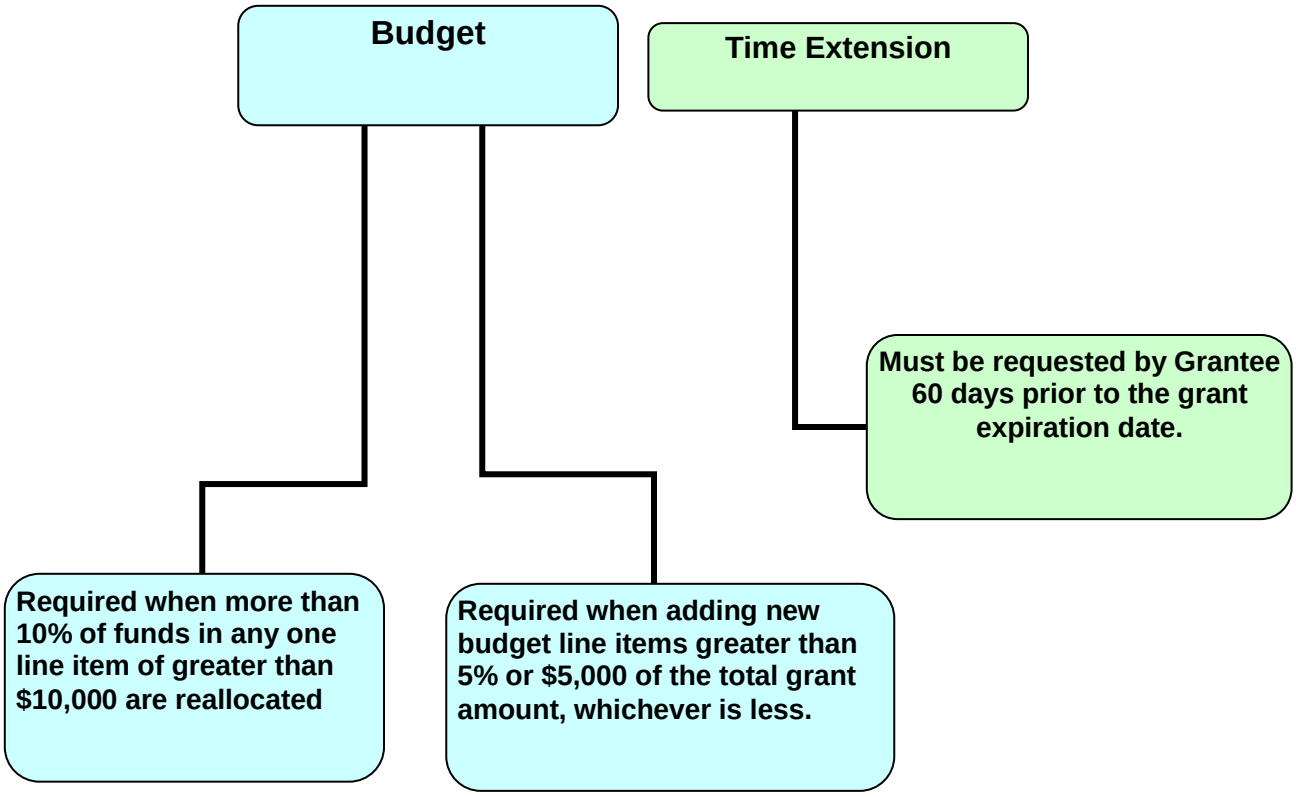
For Cleanup grants:

1) **Submit a Final Project Report within 30 days after the Project Completion Date.**
2) **Complete a Certificate of Completion (sent by ODSA with Close-Out Letter)**

For Phase II grants, complete a Certificate of Completion (sent by ODSA with Close-out Letter after final disbursement is paid).

Ohio Development Services Agency

Grant Agreement Amendments



Ohio Development Services Agency

1. DISBURSEMENT PREREQUISITES FOR THE CLEAN OHIO REVITALIZATION FUND

Prior to processing a disbursement request for the Clean Ohio Revitalization Fund, the Office of Energy and Redevelopment must be in receipt of the following:

1. Insurance and Declarations

Copy of declarations page or certificate of insurance showing Grantee or others comprehensive general liability insurance coverage. Grantee or others shall obtain and maintain comprehensive general liability insurance with a minimum of one million dollars ($1,000,000) combined single limit, for claims that may arise from their operations under this Agreement, naming Grantor and the State of Ohio as additional insured parties. The evidence of insurance sent to Grantor shall contain a clause to the effect that cancellations, reductions, or restrictions shall not be made without thirty (30) days prior written notice to Grantor. If Grantee is self-insured, Grantee may, in lieu of the above requirement, submit to Grantor a letter from Grantee's auditor stating substantially that it would protect and indemnify 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 Disbursement 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 Disbursement 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 the environmental consultant 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 Clean Ohio Fund monies shall be through a competitive qualification-based procurement process if the aggregate cost of such services is equal to or greater than twenty-five thousand dollars ($25,000.00). 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 Clean Ohio Fund monies shall be through a competitive procurement process if the aggregate cost of such goods is equal to or greater than twenty-five thousand dollars ($25,000.00). 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 Clean Ohio Fund 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. **Upon public solicitation of contractor bids, the municipality, county, park district, or port authority must also notify the Office of Energy and Redevelopment via the online bid notification form.**

5. Environmental Contingencies

For Grant Agreements with environmental contingencies (Attachment C to the Grant Agreement), an original report signed by Grantee and Grantee's Certified Professional or Professional Engineer (as applicable) indicating that all contingencies have been completed, and any other information required by Attachment C.

2. DISBURSEMENT PREREQUISITES FOR THE CLEAN OHIO ASSISTANCE FUND

Prior to processing a disbursement request for the Clean Ohio Assistance Fund, the Office of Energy and Redevelopment must be in receipt of the following:

1. Insurance and Declarations

Copy of declarations page or certificate of insurance showing Grantee or others comprehensive general liability insurance coverage. Grantee or others shall obtain and maintain comprehensive general liability insurance with a minimum of one million dollars ($1,000,000) combined single limit, for claims that may arise from their operations under this Agreement, naming Grantor and the State of Ohio as additional insured parties. The evidence of insurance sent to Grantor shall contain a clause to the effect that cancellations, reductions, or restrictions shall not be made without thirty (30) days prior written notice to Grantor. If Grantee is self-insured, Grantee may, in lieu of the above requirement, submit to Grantor a letter from Grantee's auditor stating substantially that it would protect and indemnify 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 Disbursement 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 Disbursement 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 the environmental consultant 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 Clean Ohio Fund monies shall be through a competitive qualification-based procurement

process if the aggregate cost of such services is equal to or greater than twenty-five thousand dollars ($25,000.00). 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 Clean Ohio Fund monies shall be through a competitive procurement process if the aggregate cost of such goods is equal to or greater than twenty-five thousand dollars ($25,000.00). 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 Clean Ohio Fund 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. **Upon public solicitation of contractor bids, the municipality, county, park district, or port authority must also notify the Office of Energy and Redevelopment via the online bid notification form.**

3. DISBURSEMENT REQUESTS

The disbursement requests may be submitted every 30 days and must be bound in 3-ring binders with a table of contents and tabs separating invoice sections. Items included in the disbursement request must be organized by the budget line from the budget in Attachment A in the Grant Agreement and by date. A Disbursement Form and Status of Funds Report form is included in the Attachments at the back of this document.

Payment of invoiced reimbursable costs must not exceed 30 days following the disbursement of grant funds for those invoices. If the payment of invoices exceeds 30 days, the Office of Energy and Redevelopment will subsequently require proof of payment to all consultants, contractors, and subcontractors included in the previous disbursement prior to disbursing any additional funds.

If consultant and contractor invoices are not paid prior to requesting grant funds, the disbursement request must be submitted within a reasonable timeframe after the Grantee or Development Partner is invoiced for reimbursable costs. If invoices are not submitted to the Office of Energy and Redevelopment in a reasonable timeframe, the Office of Energy and Redevelopment may subsequently require proof of payment of the invoices before disbursing grant funds for those invoices.

The following items must be included with the disbursement request:

1. Disbursement Form and Status of Funds Report Form

The Disbursement Form and Status of Funds Report form must be submitted with two original authorized signatures. The form summarizes the dollars requested for the major categories of funding: acquisition; demolition; remediation/ cleanup; infrastructure; and assessments.

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. The following information should also be included in the progress report, if applicable:

- Number of soil borings and monitoring wells installed
- Number of buildings demolished
- Amount of soil or materials moved, removed, disposed of, or brought onto the site.
- Charged rate per ton for any materials brought onto the site such as soil, topsoil, gravel, etc.

3. Proof of Payment for Costs Reimbursed from Previous Disbursement Request

Copies of cancelled checks or a payment register to verify payment of all contractor and consultant invoices that were included with the previous disbursement request. Funds will not be disbursed without proof of payment for previous costs reimbursed.

4. Certification of Expenditures of Match Moneys

A Certification of Expenditures of Match Moneys with original signatures and backup documentation. The backup documentation must be sufficient to confirm actual expenditures of match moneys (i.e. invoices, copies of payment checks, closing statements for acquisition, etc.). A Certification of Expenditures of Match Moneys form is provided in the Attachments.

5. Photographs

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

6. Consultant and contractor invoices

Consultant and contactor invoices in time and materials format with backup documentation. The invoices must also include budget tables showing the disbursement request breakdown against the current grant budget, line by line. Separate contractor and consultant invoice requirements are described in the following sections.

4. CONTRACTOR INVOICES

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

1. American Institute of Architects (AIA) contractor form
2. Certified payrolls
3. Invoices from subcontractors
4. Landfill invoices and waste manifests for the disposal of non-hazardous and hazardous material. Large quantities of waste manifests may be bound together as a single group or provided on a disk as long as invoices for the disposal are clearly marked with total quantities
5. Truck tickets and a truck log or landfill invoice for construction and demolition debris.

5. CONSULTANT INVOICES

Consultant invoices 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 with the amount charged to Urban Development
3. Invoices for subcontractors (drilling, laboratory services, surveyors, 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 table of environmental consultant 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 consultant cost detail sheet is provided in the Attachments at the back of this document.

NOTE: Reimbursement will not be provided for invoices containing blended hourly rates for work completed by consultants to Grantees under the Clean Ohio Revitalization Fund or Clean Ohio Assistance Fund programs. Any Grantee requesting reimbursement for work performed by individuals from either program must have a unique hourly rate accompanied by the appropriate supporting documentation.

6. GRANT AGREEMENT AMENDMENTS

A grant amendment is required for grant term extensions and revisions to the grant budget. 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 budget:

1. Reallocation

The grant budget must be amended to reallocate more than ten percent (10%) of the funds in any one line item that is greater than ten thousand dollars ($10,000).

2. New budget items

The grant budget must be amended for new budget line items that are more than five percent (5%) of the total grant amount or greater than five thousand dollars ($5,000), whichever is less.

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

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

Attachments

State of Ohio
Office of Energy and Redevelopment
Disbursement Form and Status of Funds Report

Section One: Request for Payment

Ohio Development Services Agency Office of Energy and Redevelopment 77 S. High St., 26th Floor Columbus, OH 43215-6130	Name and Address of Grantee:	Grant Number:
Contact Person/Telephone Number:		Draw Number:
		Dates For This Draw Number: From: Thru:

Section Two: Status of Clean Ohio Funds and Match Funds

	Grant Agreement	Expended
1. Grantee's Clean Ohio Fund	$ -	$ -
2. Grantee's Match Fund	$ -	$ -
3. Total Project Costs	$ -	$ -
4. Percent Match (To total costs)	$ -	#DIV/0!

State Use Only

Recd By: _____ Date: _____

Controlling Board ID:

PO Number:

Vendor ID No.

Section Three: Itemization of Expenditures

Activity Name	Activity Budget	Amount of This Draw	Previous Amount Drawn	Cumulative Amount Drawn	Balance
Acquisition	$ -	$ -	$ -	$ -	$ -
Demolition	$ -	$ -	$ -	$ -	$ -
Remediation/Clean Up	$ -	$ -	$ -	$ -	$ -
Infrastructure	$ -	$ -	$ -	$ -	$ -
Assessment **(Assistance Fund Only)**	$ -	$ -	$ -	$ -	$ -
Budget Tracking	$ -		$ -	$ -	$ -
Total of This Draw:		**$** -			

Section Four: Certification (Two Signatures Are Required)Itemization of Expenditures

I certify that this Request for Payment is in accordance with the terms and conditions of the Grant Agreement(s) cited and is proper for payment to Grantee's depositary. I also certify that the data reported above is correct and that back-up detailed documention has been submitted.

Date:	Signature	Title
Date:	Countersignature	Title

Approved: Date: State Use Only OUD55 (Rev. 1/03)

DISBURSEMENT FORM & STATUS OF FUNDS REPORT FORM INSTRUCTIONS

The Disbursement Form & Status of Funds Report Form can be downloaded from the Clean.Ohio.gov website on the Brownfield Revitalization page.

All F's: Fixed data that may not change for the life of the Grant Agreement. These fields are to be filled in by the Ohio Department of Development (ODOD) and checked by the grantee. If changes occur they will be done on a case-by-case basis.

All A's: Data to be filled in by the applicant.

All C's: Calculated by a formula. No need to fill in.

All D's: To be filled in by ODOD.

<u>Comments for specific fields</u>:

- **Draw Number: start with 1 (for each Grant Agreement) and increment by one for each subsequent submission.**
- **State Use Only: Recd by Date: the date ODOD receives the form and initials of person making the entry.**
- **State Use Only: Controlling Board ID from the Grant Agreement.**
- **State Use Only: PO Number from the state financial computer system.**
- **State Use Only: Vendor ID from the state financial computer system.**
- **Previous Amount Drawn: taken from the Cumulative Amount Drawn of the previous Report.**
- **Cumulative Amount Drawn: the sum of Amount of This Draw plus Previous Amount Drawn.**
- **Balance: Activity Budget minus Cumulative Amount Drawn**
- **Budget Tracking: Sum of the other entries in the same column of Section Three.**
- **Total of This Draw: Sum of the other entries in this column of Section Three.**
- **Section Four: *Two signatures are required and the signatures must be supported by an Authorized Signature Card.***

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF EFT PAYMENTS

All parts of the form must be completed by the vendor. Incomplete forms will be returned. The information must be legible. Ensure this is the latest version of the form at www.ohiosharedservices.ohio.gov.

SECTION 1

TYPE OF TRANSACTION: ☐ ADD ☐ CHANGE/UPDATE ☐ INACTIVATE

NAME OF COMPANY OR INDIVIDUAL

ADDRESS

CITY	STATE	ZIP

PHONE	EMAIL

FEDERAL EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (SSN)

CHECK ALL THAT APPLY

☐ RSC - PCA

☐ ODJFS PROVIDER (PROVIDER ID NUMBER REQUIRED)

☐ LOTTERY WINNER

☐ DODD PROVIDER (PROVIDER ID NUMBER REQUIRED)

☐ ALL OTHER: _____

SECTION 2 – NEW FINANCIAL INFORMATION

NEW FINANCIAL INSTITUTION NAME	PHONE

TYPE OF ACCOUNT ☐ CHECKING ☐ SAVINGS

NEW ACCOUNT NUMBER

NEW TRANSIT ROUTING/ABA NUMBER

SECTION 3 – OLD/PRIOR FINANCIAL INFORMATION - MUST BE PROVIDED TO CHANGE/UPDATE ACCOUNT

OLD/PRIOR FINANCIAL INSTITUTION NAME	PHONE

OLD/PRIOR ACCOUNT NUMBER

OLD TRANSIT ROUTING/ABA NUMBER

SECTION 4 –READ THE AGREEMENT, SIGN, & DATE - DIGITAL SIGNATURES ARE NOT ACCEPTED AT THIS TIME

- Account changes must be reported to Ohio Shared Services thirty (**30**) **days prior to the effective date**.
- All EFT accounts are tied to an address in our system, a form is required for each address (if needed).

ATTENTION ODJFS PROVIDERS: It is the **provider's responsibility** to keep ODJFS **AND** Ohio Shared Services informed of any changes in order to receive important information regarding benefits and to remain qualified for payments. Information provided must match the information on file with Medicaid or your form will be returned. If you are uncertain, please contact Provider Enrollment at (800) 686-1516 or verify/ update the information in the MITS Medicaid Web Portal located at https://ssopro.mits.odjfs.state.oh.us/prosecure/authtam/login?HOSTNAME=ssopro.mits.odjfs.state.oh.us.

- **The entity listed hereby authorizes the Ohio Office of Budget and Management (OBM) to initiate credit entries to its account in the financial institution identified above. Additionally, this form provides OBM the authority to debit any erroneous credit or transfers to the account in the amount of the transfer.**
- **This authority is to remain in effect until revoked by us in writing to Ohio Shared Services, a division of OBM.**

☐ **I have attached a copy of a current voided check or included a bank letter.**

☐ **ODJFS PROVIDERS – I have ensured the Name, Address, TIN, & Provider Number matches the information in the MITS Medicaid Web Portal.**

☐ **Preferred method of being contacted: (circle one)** **PHONE** **EMAIL**

PRINT NAME	
SIGNATURE (DIGITAL SIGNATURE NOT ACCEPTED AT THIS TIME)	DATE

Attach a voided check here using tape or include a bank letter signed by a bank representative.

NOTE:

- The bank letter must include the Name on the Account, Routing Number, Account Number and Type of Account. This letter must be typed, not handwritten, on bank letterhead, and signed by a bank representative. Exceptions will be made for Prepaid Cards.
- All information on the current voided check must be imprinted; this includes the name, address, account and routing numbers. No information can be handwritten.
- We are unable to accept starter checks, deposit slips, or bank statements.
- The name and address on the form and the check/bank letter must match the information in our current vendor records &/or MITS.

Please note: **This record is subject to public records requests under the laws of the State of Ohio. If you are a business entity that provides a social security number in place of a Federal Tax ID number, you are waiving any expectation of privacy and this record may be subject to disclosure.**

SUBMIT FORM TO:	**QUESTIONS? PLEASE CONTACT:**
Mail: Ohio Shared Services Attn: Vendor Maintenance P.O. Box 182880 Cols., OH 43218-2880 **E-mail**: vendor@ohio.gov **Fax**: 1 (614) 485-1052	**Phone:** 1 (877) OHIO - SS1 (1-877-644-6771) 1 (614) 338-4781 **Website:** www.ohiosharedservices.ohio.gov **E-mail:** vendor@ohio.gov

INSTRUCTIONS FOR COMPLETING THE AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF EFT PAYMENTS

SECTION 1

- Place a check mark to indicate the type of transaction.
- Enter the complete name and address of the company or individual participating in the EFT program. Enter your phone number & email address. When your email address is provided, you will receive an automated email notification stating your banking information has been added or updated in our system.
- Enter your Employer Identification Number or your Social Security Number (required).
- Please enter your OAKS Vendor Id Number (if known).
- Check all that applies. If you are an ODJFS or DODD provider please check mark to indicate & add Provider Id Number or please specify, if you are a RSC-PCA, Lottery Winner, or All Other.

SECTION 2 (New Information)

- Please enter the new name and phone number of the financial institution authorized to conduct transactions, as it should be updated in our system**.**
- Please place a check mark to indicate the type of account to which funds are to be deposited.
- Enter the Account Number to which the EFT Transactions are to be deposited.
- Enter the financial institution's Transit Routing/ABA number in the spaces provided. This is a nine digit number that is shown on your check or bank letter.

SECTION 3 (Old/Prior Information) Required if a CHANGE/UPDATE

- Please enter the name and phone number of the previous financial institution authorized to conduct your transaction. This should be the last EFT account information that was submitted to the state and is currently in our system.
- Enter the OLD/Prior Account Number to which the EFT Transactions were deposited.
- Enter the OLD/Prior financial institution's Transit Routing/ABA number in the spaces provided.

SECTION 4

- Please read all of the information listed in Section 4. Read & check mark the boxes to verify you have acknowledged the information. Then print your name, sign your name, and provide the date.
- Please attach a current voided check or bank letter (required).

NOTE: The bank letter must be on bank letterhead and signed by a bank representative. It must include the name on the account, type of account, routing number, & account number. Exceptions will be made for Prepaid Cards.

Authorized Signature Card for Disbursement Form and Status of Funds Report	
Project Number:	
Grant Issued in Favor of (Recipient):	Issued By: The State of Ohio Development Services Agency Office of Energy & Redevelopment 77 S. High St., 26th Floor Columbus, OH 43215-6130
Typed Name, Signature and Title:	Typed Name, Signature and Title:
Typed Name, Signature and Title:	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 Disbursement 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 RED55 – Disbursement 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]

Ohio Office of Budget and Management
Travel Policy (Effective August 1, 2013)

This is a summary of amended Rule 126-1-2 of the Ohio Administrative Code. Refer to the rule for complete information and requirements.

Prohibitions

- No reimbursement for entertainment, alcoholic beverages, travel insurance, or traffic fines and parking tickets.
- No reimbursement for lodging or meals (except conference meals) within 45 miles of both your residence **and** headquarters.

In-State & Out-of-State Travel

There is no distinction between in-state and out-of-state travel. The OBM travel rule refers to either continental U.S. travel or out-of-country travel. Continental U.S. travel is travel within the United States and Canada. Out-of-country is travel outside of the United States and Canada.

Transportation Expenses

- Travel by common carrier (bus, railroad, airline, etc.) may be reimbursed at the lowest available rate. Business class air travel is allowed for some specified international travel. Air travel within Ohio is authorized only for agency directors, assistant directors, and deputy directors; other state employees may fly within Ohio only if flying is more economical than any other type of travel.
- Travel by privately owned automobiles may be reimbursed for mileage incurred at the rate of **52 cents/mile**.
- Receipts are required for miscellaneous transportation expenses, such as parking, taxis, car rental, etc., that exceed $10/day. All receipts are required if transportation expenses accumulate to $25 or more in one day.
- There is no reimbursement for mileage commuting from your residence to your headquarters nor from your headquarters to your residence.

Lodging

- Overnight lodging must be more than 45 miles from both your residence and headquarters.
- Receipts are required for all lodging expenses.
- If you are away for more than one week (including a weekend), you may be reimbursed for reasonable miscellaneous expenses such as laundry, dry cleaning, personal telephone calls, postage. You must submit a receipt for any expense that exceeds $1.
- The reimbursement rate for lodging in commercial establishments within the Continental U.S. is **$80/night** plus applicable taxes *or* the lowest government rate in the area with approval from the state agency head or his/her designee.

Meals

There is a statewide per diem rate for meal reimbursement that includes gratuities. OBM may update the per diem annually to adjust to the revisions to the Federal per diem schedule. Reimbursement for meals is authorized only when overnight lodging is required.

Meal reimbursement for a full calendar day does not require an allocation for breakfast, lunch, and dinner. You may determine how to allocate the allowed amount for meals. Meal receipts are not required.

Standard meal reimbursement rates (including tips) are set forth below:

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

The $31 reimbursement is pro-rated as follows:

- Up to $10 if traveling anytime after midnight but no later than 10 AM.
- Up to $13 if traveling anytime after 10 AM but no later than 4 PM.
- Up to $16 if traveling anytime after 4 PM but no later than Midnight.

Note: **With the adoption of the per diem, travelers will only be reimbursed at the per diem rate. If a traveler spends more than the per diem and has receipts to document the expense, he/she will only be reimbursed at the per diem rate.**