

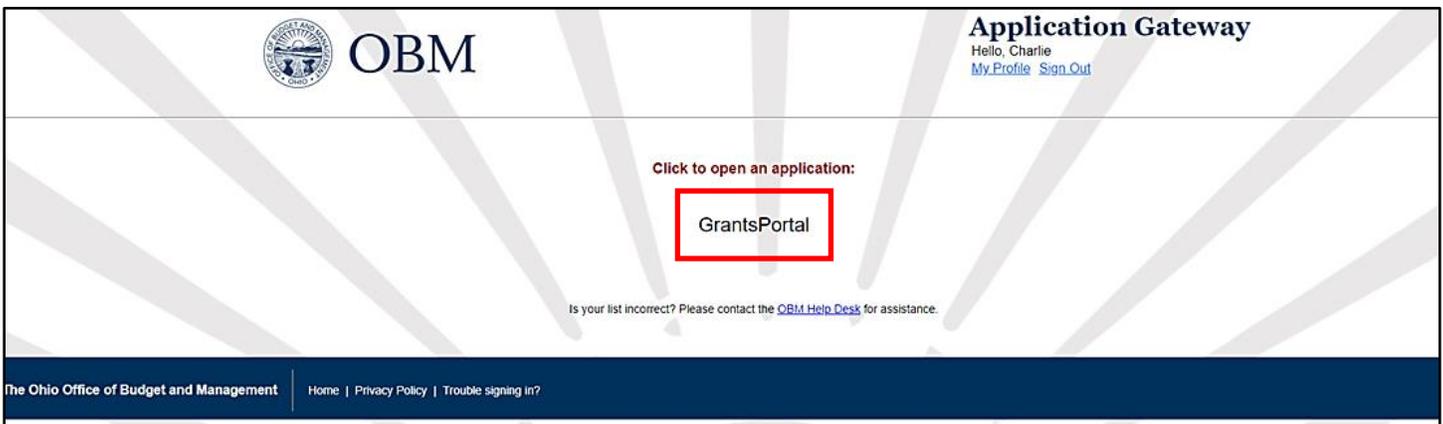
Grants Portal Job Aid: Reporting for Workforce Relief Programs - 2023

This document serves as a job aid to assist recipients with reporting and is not intended to replace program guidance. Recipients are encouraged to read the program guidance and frequently asked questions document for their respective program for more information. Program information can be found attached to the funding opportunity at [Funding Opportunities | The Ohio Grants Partnership](#). Note that once the application period expires, the funding opportunity is located under the Review Past Opportunities link on the left of the webpage.

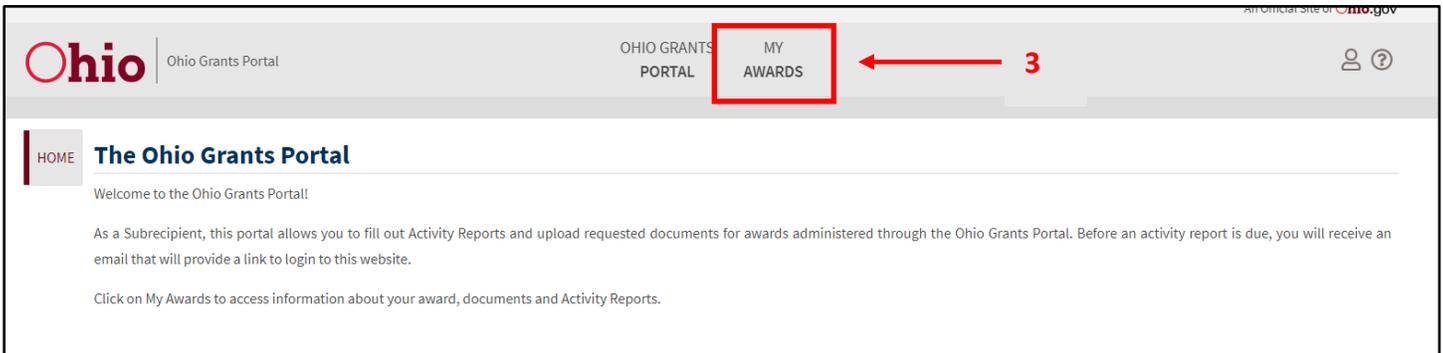
- 1) Access the Ohio Grants Portal at <https://applicationgateway.obm.ohio.gov/Account/Login.aspx>.
NOTE: The Grant Contact on the application should have received an email upon approval of the award to establish access to the Ohio Grants Portal. This email provides a temporary password that will be required to be changed upon initial entry into the portal. If you forgot your password, please click the “I forgot my password” on the main log-in page. If additional assistance is needed, please reach out to ARPAprovider@obm.ohio.gov.



- 2) Click: **GrantsPortal** link



3) Click: **My Awards**



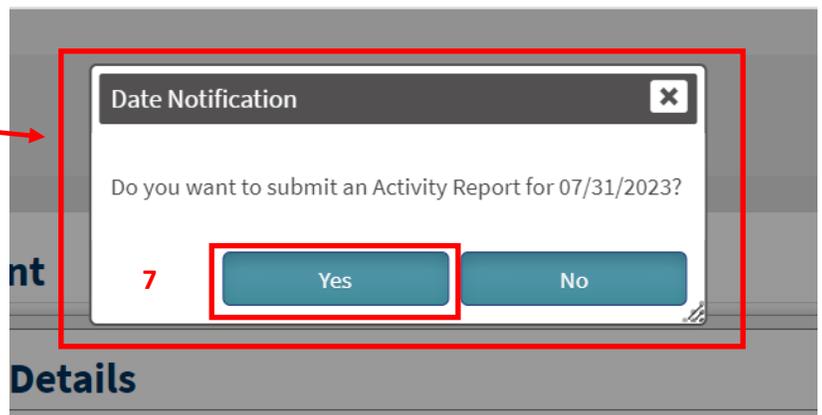
- 4) Choose the grant program for the report from the **Select Award** drop-down menu (note award selected is an example)

5) Click: **Submit an Activity Report**.



- 6) A **Date Notification** pop-up will appear asking if you wish to **submit an Activity Report** for the upcoming reporting period. If pop-ups are blocked on your browser, this could interfere with the performance of the system.

7) Click: **YES**. You will be directed to the reporting page.



8) Fill out the **Summary** section of the report first.

9) **Total Receipts for Reporting Period** will pre-populate with your award amount. Edit this field if the amount is not showing the correct amount you received. If you are reporting for the second reporting period and so on, you do not need to enter Total Receipts for Reporting Period. The Beginning Balance will automatically populate until your receipts balance is expended.

10) Enter: \$0 for **Interest Earned** since it is not required to be applied to the program

11) Enter: Dollar amount for **Total Expenditures for Reporting Period**

12) Enter: **Amounts Obligated/Encumbered** (Enter any amount here that you plan on reporting for another reporting cycle. If you expended all your funds in the first reporting cycle enter zero here.)

13) Click: **Close-Out Report?** if this is your final report (all activity is expended and completed).

14) Click: **Save Summary**

15) The **Details** section appears after you click Save Summary

16) Click: **Add New Activity**.

Summary 8

Last Date Submitted
6/2/2023 9:58:40 AM

Reporting Period
03/07/2023 - 06/30/2023

Due Date
07/31/2023

Beginning Balance
\$0.00

Total Receipts for Reporting Period
\$250,000.00 ✓ ⓘ ← 9

Interest Earned for Reporting Period
\$0.00 ✓ ⓘ ← 10

Total Expenditures for Reporting Period
\$250,000.00 ✓ ⓘ ← 11

Cash On Hand \$0.00

Amounts Obligated/Encumbered
\$0.00 ⓘ ← 12

Unobligated Balance \$0.00
 Close Out Report? ⓘ ← 13

Save Summary 14

Details 15

Total Activities should equal Total Expenditures for Reporting Period of \$250,000.00

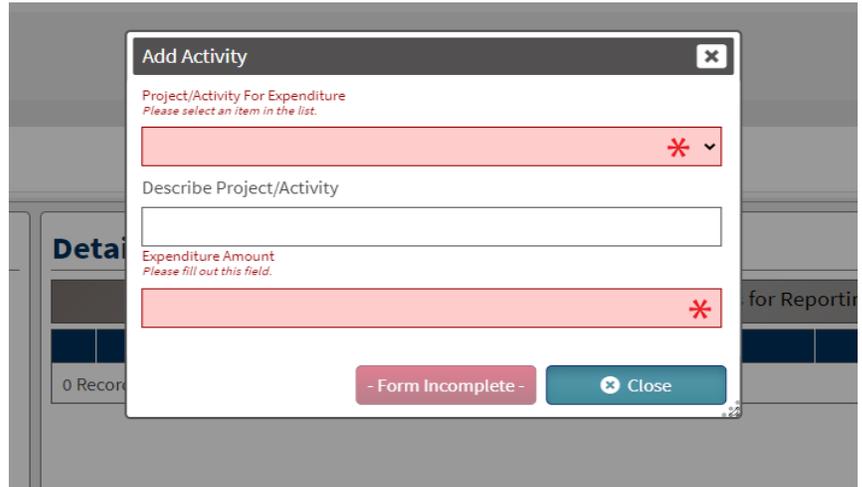
Activity	Description	Expenditure
0 Records Displayed		
		0 Total Records

16 **Add New Activity**

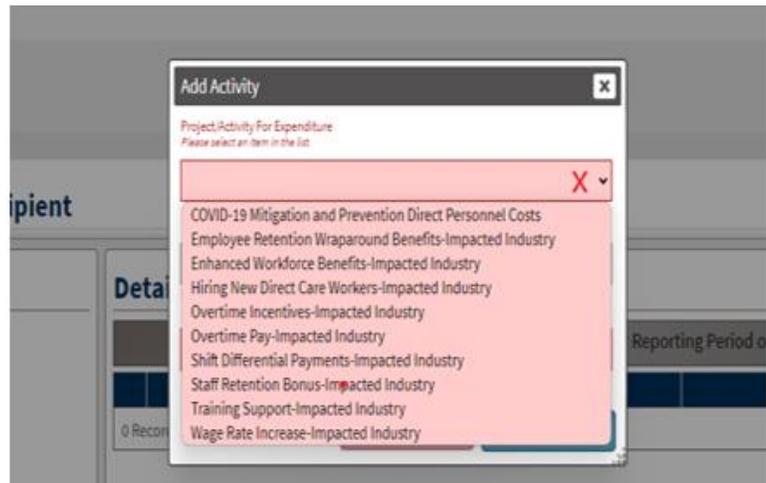
Total Expenditures: \$0.00
The Submit Activity Report button will be available once your activity expenditure total in the Details section equals the Total Expenditures for Reporting Period in the Summary section.

Submit Activity Report

17) The **Add Activity** pop-up will appear for entering the detailed activity information.



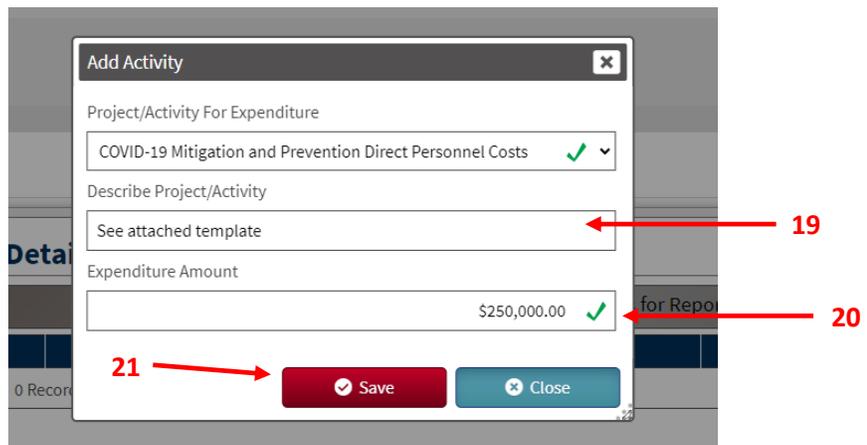
18) Click: **Project/Activity for Expenditure** drop-down and select one of the reporting categories you are reporting on.



19) Enter: "See attached template" for the expenditure into the **Describe Project/Activity** field. You can download the Reporting Template from the funding opportunity page <https://grants.ohio.gov/funding-opportunities/review-past-opportunities> or request by emailing ARPAprovider@obm.ohio.gov.

20) Enter: Total **Expenditure Amount** for the category

21) Click: **Save**



22) If you used multiple tabs on the Reporting Template, please go back to Step 16 and repeat until all tabs used are entered in the **Project/Activities**.



23) The Total Expenditures reported in the Details section now matches the Total Expenditures for Reporting Period amount reported in the Summary section

24) The Total Expenditure amount is shown in green font at the bottom left

25) Click: **Close Out Report?** box if you have spent your total award.

26) Click: **Submit Activity Report**

Activity Report Subrecipient

The screenshot shows the 'Activity Report Subrecipient' interface. The 'Summary' section on the left contains the following information:

- Last Date Submitted: 6/2/2023 9:58:40 AM
- Reporting Period: 03/07/2023 - 06/30/2023
- Due Date: 07/31/2023
- Beginning Balance: \$0.00
- Total Receipts for Reporting Period: \$250,000.00 ✓ (with info icon)
- Interest Earned for Reporting Period: \$0.00 ✓ (with info icon)
- Total Expenditures for Reporting Period: \$250,000.00 ✓ (with info icon)
- Cash On Hand: \$0.00
- Amounts Obligated/Encumbered: \$0.00 (with info icon)
- Unobligated Balance: \$0.00
- Close Out Report? (with info icon)
- Save Summary button

The 'Details' section on the right contains:

- Total Activities should equal Total Expenditures for Reporting Period of \$250,000.00
- Table with columns: Activity, Description, Expenditure, and actions (Edit, Delete).
- 1 Record Displayed / 1 Total Records
- Add New Activity button
- Submit Activity Report button

Annotations:

- 23: Points to the 'Total Expenditures for Reporting Period' field in the Summary section.
- 24: Points to the 'Total Expenditures: \$250,000.00' text in the Details section, which is highlighted in yellow.
- 25: Points to the 'Close Out Report?' checkbox in the Summary section.
- 26: Points to the 'Submit Activity Report' button in the Details section.

27) Pop-up confirms successful submissions. Click Okay. You will be directed back to the main reporting page.

The screenshot shows a pop-up window titled 'Activity Report Save Notification'. The message inside reads: 'Activity Report for Due Date 07/31/2023 was successfully submitted.' There is an 'OK' button at the bottom right of the pop-up. A red arrow labeled '27' points to the 'OK' button.



28) Click: **Add Files** to upload your **Reporting Template**

29) After you have selected a document and it has been uploaded it will populate in the **Updated Files** area.

My Awards

Activity Reports

Activity Report History											
	Reviewed	Sent Back	Due Date	Beginning	Receipts	Interest Earned	Expenditures	Cash On Hand	Obligated	Unobligated Bal	Final
Open/Edit	02/03/2023		02/03/2023	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	✓

1 Record Displayed 1 Total Records

No Activity Reporting is Required At This Time.

Attachments Section Saved 10:07:21 AM

Documents

The following documents are requested with your application.
Only Microsoft Word, PowerPoint, Excel, or PDF formats will be accepted.

Instructions/ Templates	Upload	Uploaded File
Additional Attachments	Add Files <small>Maximum File Size Allowed:30 MB</small>	Additional Attachments <ul style="list-style-type: none">ARPA Workforce Relief Reporting Template.xlsx

[Return](#)

30) This completes the quarterly reporting process. Please refer to the Post-Award Frequently Asked Questions for this program to obtain more details and reporting timelines. For questions on the use of the Ohio Grants Portal, contact ARPAprovider@obm.ohio.gov.



ARPA Workforce Relief Reporting Template Instructions

Tab: Reporting

- a. Organization Name: Enter the name of the facility as it was entered on the application.
- b. Reporting Period: The reporting period timelines are shown in the box below. Pick the reporting period you spent the funds. If you are planning on using the funds for reimbursement purposes use the first reporting period. Award date is the date you received the funds.
- c. Application ID: This ID is at the bottom of your confirmation email you received after your applied for funding. If you are unsure of your application ID please email ARPAprovider@obm.ohio.gov with your facility name as it appears on the application and we will forward you the ID.

Tab: Wage Rate Increase Definition: Increase in the hourly or annual wage because of vacancies exhibited after January 27, 2020, to support workforce retention in critical areas.

- a. Job Classification: These are the job classifications for your facility as it applies to the definition above.
- b. FTE Within the Job Classification: Enter the number of FTE's you have for each job classification as it applies to the definition above. Example: 5
- c. Total FTE as of January 1, 2020, 2021, 2022 & 2023: Enter in the total number of FTE's you had for the classification for the year as it applies to the definition above. If you have no FTE's that had a wage rate increase for a job classification in one of the years you can enter a zero.
Example: 2020 – 5, 2021 – 6, 2022 – 0, 2023 – 7.
- d. Hourly or Annual: How did you pay the FTE's that follow the definition above. Did you include it in their hourly pay or what is an annual payout? Example: Hourly or Annual
- e. Number of Pay Periods Applied to the Funding by Classification: How many pay periods are you going to use the funding towards per classification. Example: 5
- f. Number of Hours Applied to the Funding by Classification: How many hours are you going to use the funding towards per classification as it applies to the definition above. Example: 5
- g. Sum of Wage Rate Increases by Classification: Calculate the sum of all the wage rate increases for each year you entered data for in the previous fields.

Tab: Enhanced Workforce Benefits Definition: Enhanced benefits as a workforce retention effort where vacancies are exhibited after January 27, 2020, and above the amount paid an employee as of January 27, 2020. Examples may include, but are not limited to, enhanced or new health or dental insurance coverage, new employer paid life insurance coverage, or new tuition reimbursement programs.

- a. Job Classification: These are the job classifications for your facility as it applied to the definition above.
- b. FTE Within the Job Classification: Enter the number of FTE's you have for each job classification as it applies to the definition above. Example: 5
- c. Was Benefit Provided Prior to January 27, 2020: Yes or No as it applies to the definition above.
- d. Total FTE as of January 1, 2020, 2021, 2022 & 2023: Enter in the total number of FTE's you had for the classification for the year as it applies to the definition above. If you have no FTE's that had a wage rate increase for a job classification in one of the years you can enter a zero.
Example: 2020 – 5, 2021 – 6, 2022 – 0, 2023 – 7.
- e. Sum of Enhanced Workforce Benefits by Classification: Calculate the sum of all the enhanced workforce benefits by classification for each year you entered data for in the previous fields.



Tab: Overtime Incentives Definition: Payments over and above the provider's standard policy as of January 27, 2020, to promote workforce retention.

- a. Job Classification: These are the job classifications for your facility as it applied to the definition above.
- b. FTE Within the Job Classification: Enter the number of FTE's you have for each job classification as it applies to the definition above. Example: 5
- c. Total FTE as of January 1, 2020, 2021, 2022 & 2023: Enter in the total number of FTE's you have for the classification for the year as it applies to the definition above. If you have no FTE's that have overtime incentives for a job classification in one of the years, you can enter a zero.
Example: 2020 – 5, 2021 – 6, 2022 – 0, 2023 – 7.
- d. Sum of Overtime Incentives Increased by Classification: Calculate the sum of all the overtime incentives increased by classification for each year you entered data for in the previous fields.

Tab: Overtime Pay Definition: Payments made after January 27, 2020 to support overtime worked directly supporting COVID-19 work or to deal with pandemic related staffing shortages.

- a. Job Classification: These are the job classifications for your facility as it applies to the definition above.
- b. FTE Within the Job Classification: Enter the number of FTE's you have for each job classification as it applies to the definition above. Example: 5
- c. Total FTE as of January 1, 2020, 2021, 2022 & 2023: Enter in the total number of FTE's you had for the classification for the year as it applies to the definition above. If you have no FTE's that had a wage rate increase for a job classification in one of the years you can enter a zero.
Example: 2020 – 5, 2021 – 6, 2022 – 0, 2023 – 7.
- d. Number of Overtime Hours Applied by Classification: How many hours are you going to use the funding towards per classification as it applies to the definition above. Example: 5
- e. Sum of Overtime Pay by Classification: Calculate the sum of all overtime pay for each year you entered data for in the previous fields.

Tab: Shift Differential Payments, or Differential Payment for Hard-to-Fill Locations Definition: Includes any type of differential payments to promote workforce retention that are over and above the provider's standard policy as of January 27, 2020.

- a. Job Classification: These are the job classifications for your facility as it applies to the definition above.
- b. FTE Within the Job Classification: Enter the number of FTE's you have for each job classification as it applies to the definition above. Example: 5
- c. Total FTE as of January 1, 2020, 2021, 2022 & 2023: Enter in the total number of FTE's you had for the classification for the year as it applies to the definition above. If you have no FTE's that had a wage rate increase for a job classification in one of the years you can enter a zero.
Example: 2020 – 5, 2021 – 6, 2022 – 0, 2023 – 7.
- d. Number of Hours Applied to the Funding by Classification: How many hours are you going to use the funding towards per classification as it applies to the definition above. Example: 5
- e. Sum of Shift Differential by Classification: Calculate the sum of all the shift differential by classification for each year your entered data for in the previous fields.



Tab: Staff Retention Bonus Definition: Incentive payment(s) as compensation over and above an hourly rate of pay, separate from an employees' standard wages, provided after January 27, 2020, to promote workforce retention.

- a. Job Classification: These are the job classifications for your facility as it applies to the definition above.
- b. FTE Within the Job Classification: Enter the number of FTE's you have for each job classification as it applies to the definition above. Example: 5
- c. Sum of Shift Retention Bonuses by Classification: Calculate the sum of all shift retention bonuses by classification for each FTE you entered data for in the previous fields.

Tab: Hiring Bonus Definition: Incentive payment(s) as compensation that is over and above an hourly rate of pay, separate from an employees' standard wages, provided after January 27, 2020.

- a. Job Title: These are the job titles for your facility as it applies to the definition above.
- b. Employee Name or ID Number: Enter each employee's name or ID number for each job title listed in the previous field as it applies to the definition above. Enter one employee or ID number per line.
- c. Date of Hire: Enter the date of hire for the employee entered in the previous field as it applied to the definition above. Example: 05/21/2022
- d. Sum of Hiring Bonuses: Calculate the sum of all the hiring bonuses for the employee listed in the previous field as it applied to the definition above.

Tab: Employee Retention "Wraparound" Benefits Definition: Additional employer paid benefits, over and above the provider's standard policy as of January 27, 2020, to help critical hard-to-fill areas retain or attract employees by providing services to remove employment obstacles. Examples may include, but are not limited to, transportation support or reimbursements, childcare assistance, employment training, or car maintenance support.

- a. Job Classification: These are the job classifications for your facility as it applies to the definition above.
- b. FTE Within the Job Classification: Enter the number of FTE's you have for each job classification as it applies to the definition above. Example: 5
- c. Type of Wraparound Benefits: Enter the type of wraparound benefit by classification you entered data for in the previous fields.
- d. Sum of Wraparound Benefits: Calculate the sum of the wraparound benefits for the job classification listed in the previous field as it applied to the definition above.

Tab: Training Support Definition: Additional compensation for training, including wages for time spent in training, testing, or certification materials, including but not limited to, continuing education credits (CEUs), State Tested Nurse Aide (STNA), or other related training, or exam fees above and beyond previous policies as of January 27, 2020.

- a. Job Classification: These are the job classifications for your facility as it applies to the definition above.
- b. FTE Within the Job Classification: Enter the number of FTE's you have for each job classification as it applies to the definition above. Example: 5
- c. Type of Training Support: Enter the type of training support by classification you entered data for in the previous fields. Example: this is specific to your facility.
- d. Sum of Training Support by Classification: Calculate the sum of training support for the job classification listed in the previous field as it applies to the definition above.



Tab: Hiring New Direct Care Workers Definition: Wages and/or salaries paid to newly hired permanent care workers to expand capacity and reduce workloads to improve current staff retention. Newly hired permanent positions funded must be above and beyond the employer's aggregate full-time equivalent (FTE) count as of January 27, 2020, and not a replacement of workers that ceased employment with the employer since January 27, 2020.

- a. Total FTE as of January 1, 2020: Enter in the total number of FTE's you had for the classification for the year as it applies to the definition above. Example: 5
- b. Job Classification for New Permanent Positions: These are the job classifications for your facility as it applies to the definition above. Example: this is specific to your facility.
- c. Total FTE by Classification of New Permanent Positions: Enter in the total number of FTE's you had for the classification it applies to the definition above. Example: 10

Tab: Direct COVID-19 Mitigation and Prevention Measures Definition: Direct personnel costs associated with prevention and mitigation services related to the pandemic after January 27, 2020, which have not been funded by another federal or state source. This category will require a separate line to be entered per employee by pay period charged to this program.

- a. Employee Name or ID Number: Enter each employee's name or ID number for each job title listed in the previous field as it applies to the definition above. Enter one employee or ID number per line.
- b. Total Number of Hours for Each Pay Period: Enter in the total number of hours for each pay period that you paid direct COVID-19 mitigation and prevention measures. Example: 20
- c. Total Number of Hours Not Funded by Another Federal or State Source by Pay Period: Enter the total number of hours your plan to use the awarded funding towards. Example: 5
- d. Pay Period Start and End Date: Enter your facilities pay periods that include direct COVID-19 mitigation and prevention measures. Example 6/5/2023-6/16/2023
- e. Activities Performed Related to the Pandemic: List the activity for each employee listed that included direct COVID-19 mitigation and prevention measures. Example: this is specific to your facility.