



JOB DEVELOPMENT INVESTMENT GRANT

DISBURSEMENT PROCESS

Step One: Company Files Grantee Annual Report (GAR) - Due March 1, 2026

GAR FEE (**payable to DOR**) sent Express Courier Service
(Fed Ex or UPS, Not USPS)

Electronic GAR and Certifications Uploaded to
NC DOR Sharefile

JDIG Staff Prepares Funding Study - Due April 1,
2026

Step Two: JDIG Staff analysis of GAR

Staff review is in random order

Staff will contact the grantee with
questions regarding reports

Response from company due within
15 days of request

JDIG employment profile compared to
company's DES NCUI submission

Step Three: Fiscal Budget approved by Governor

Budget must be certified by Office of State Budget (OSBM)

Typically the Budget is certified late in the 3rd quarter.

Step Four: Department of Revenue (DOR) certifies withholding and no overdue tax debts

GARs are randomly sorted and sent weekly in batches of 10 to DOR for Certification

Step Five: GAR Findings sent to Economic Investment Committee (EIC) for approval

Typically this step begins in the 4th quarter.

Findings are approved in open session of the EIC

There must be a quorum in order to take a vote

Step Six: Approved EIC Motion for payment goes to Department of Commerce (DOC) Fiscal Division for payment

DOC Fiscal Division processes the disbursement request.

Step Seven: Disbursements are sent to the Grantees

Grantees must complete the NC Vendor Electronic
Payment Form (VEPF) to receive an electronic
payment.

Electronic payments are preferred.

Grantees without a VEPF on file will receive a hard
copy check via UPS. Tracking information is sent to
company via email

Note: From the time the EIC approves the motion for the grant payment, it takes approximately 60 days for the disbursement to be processed.