

## **APPENDIX E DISBURSEMENT REQUEST INSTRUCTIONS**

**IMPORTANT: A "REQUEST TO PROCEED" MUST BE SUBMITTED FOR EACH CONSULTANT, SUPPLIER, CONTRACTOR, ESCROW AGENT, OR OTHER PAYEE BEFORE A PAY REQUEST WILL BE PROCESSED BY THE OPWC**

**Make several copies of the blank Appendix E for future disbursement requests.**

### **GENERAL INFORMATION**

Each disbursement request must include:

1. "Appendix E" - found in your Project Agreement. Original, ink signatures are required.
2. A copy of the invoice or closing statement, if the payment is to go to a contractor/vendor.
3. A copy of the invoice or closing statement and proof of payment if the request is for reimbursement to the grant recipient.
4. Documentation to support any in-kind expenses.

Disbursement Options:

1. The grant recipient may forward invoices as they are received. The OPWC will pay a portion of each invoice based on the current disbursement ratio and the grant recipient will pay the balance of the invoice. Final reconciliation will be made at the time of the final disbursement request. For land acquisition expenses, the grant recipient may request a disbursement to the Escrow Agent prior to closing. Please refer to Section 5 (a) of your project agreement.
2. The grant recipient may pay its entire required Participation Percentage prior to making any disbursement requests. Invoices or settlement statement must be submitted to the OPWC for a local share credit. From that point on, the OPWC will pay 100% of submitted invoices and/or settlement statements up to the maximum OPWC Participation Percentage based on final project costs.
3. The grant recipient may pay each invoice or costs on settlement statement in full and then request reimbursement based on the current participation ratio. Evidence of payment (invoices/settlement statement and copies of the associated checks/warrants) must be submitted with a completed Appendix E listing the grant recipient as payee. The grant recipient may also seek reimbursement or credit for in-kind contributions.

Note: Regardless of which procedure is used, the grant recipient must meet its required Participation Percentage based on the final project costs. Reconciliation will be made on the final disbursement request.

Please refer to your Project Agreement and the "Ohio Public Works Commission In-Kind Contributions, Local Match, and Prepays Policies" handout for more detailed information.

**Your disbursement request will be handled as quickly as possible. If Appendix E is completed properly and all required documentation is submitted, an electronic funds transfer notice or a warrant from the Auditor of State will be mailed directly to the payee listed on the disbursement request form in approximately 15 business days. A copy of the warrant will be mailed to the person named as the Chief Fiscal Officer in the Project Agreement.**

Please call your Program Representative at (614) 466-0880 if you have any questions.

## COMPLETING THE APPENDIX E

### DISBURSEMENT REQUEST NUMBER

If this is your first disbursement request, enter a "1"; if it is your third disbursement request, enter a "3" in the blank, etc.

### EXPENDITURES PROGRESS

- **Column 1** (As Per Agreement) This column was completed based on your application and original cost estimate.
- **Column 2** (Paid Prior to This Draw) This column will show all costs reported on previous disbursement requests. (Column 4 of your previous disbursement request.)
- **Column 3** (As Part of This Draw) The total amount of all invoices or settlement statements to be paid must be listed in the appropriate cost category. Also include grant recipient expenses such as in-kind contributions.
- **Column 4** (Paid to Date) Total across columns 2 and 3 . By comparing this column to column 1 you can see how the project costs to date compare with the original budget. The numbers in this column will be put in column 2 on your next disbursement request.

Note: Line F "Contingencies", is strictly a Column 1 budgetary entry. All project costs should be included under the appropriate cost category (i.e. acquisition expenses, construction costs, etc) even if that cost category exceeds the original budget. Should you plan to exceed your budgeted line item, please contact your program representative for prior approval.

**>> Each column in the Expenditures Progress section will equal the same column in the Financing Progress section.<<**

### FINANCING PROGRESS

- **Column 1** (As Per Agreement) This column was completed based on your application and original cost estimate.
- **Column 2** (Used Prior to This Draw) This column will show all costs reported on previous disbursement requests. (Column 4 of your previous disbursement request.)
- **Column 3** (As Part of This Draw) This column will show how much of the current invoices and/or subdivision expenses listed in column 3 of the Expenditures Progress section above the OPWC will pay and how much the grant recipient will pay. Directions on how to calculate these amounts can be found under the "OPWC Funds Disbursement Progress" section below.
- **Column 4** (Used to Date) Total across columns 2 and 3. The numbers in this column will be put in column 2 on your next disbursement request.

## OPWC FUNDS DISBURSEMENT PROGRESS

>>For a final disbursement request (or a first and only) go to the "Final Disbursement Request" section.<<

- **Line N** - Enter the total amount of invoices/settlement statements currently due and any grant recipient expenses for which you wish to be reimbursed. It is the amount found at Item F(3).
- **Line O** - Enter the Project's current Disbursement Ratio. This is found in your Project Agreement on page two of Appendix D. This ratio may change if the grant recipient receives a local share credit for paid costs and/or in-kind contributions. Adjustments may also be made to the disbursement ratio to assure that the locally pledged Participation Percentage shown on page 1 of Appendix D is met.
- **Line P** - Multiply Line N by Line O and enter the result. The OPWC will pay this amount. This amount is the entry for Item G(3). The difference between the invoice totals (Line N above) and the OPWC amount is the required local payment. It should be entered in column 3 "Local Share". Also include in column 3 "Local Share" the amount to be credited for paid costs or in-kind contributions.

## FINAL DISBURSEMENT REQUEST

- **Line Q** - Enter the total final project costs. It must be the same amount as  $F(2) + F(3)$ .
- **Line R** - This has been completed for you. See page 1 of Appendix D of your Project Agreement.
- **Line S** - Multiply Line Q by Line R and enter the result. This is your minimum dollar contribution to the project.
- **Line T** - Enter the grant recipient costs paid to date. It is the amount found on J(2).
- **Line U** - Subtract Line T from Line S and enter the result.
- **Line V** - Enter the total of the invoices and/or grant recipient expenses claimed on line F(3).
- **Line W** - Enter the amount from Line U. This amount must be paid by the grant recipient to meet its required commitment of local funds. The grant recipient is also responsible for cost overruns.
- **Line X** - Subtract Line W from Line V and enter the result. The OPWC will pay this amount. Enter it on Line G(3). (Remember, in a cost overrun, the OPWC can not exceed the original award amount listed in G(1)).

## PAYEE IDENTIFICATION

- List the full name and address of the contractor/vendor/escrow agent (or grant recipient) to be paid directly by the OPWC. More than one payee may be identified for payment. List only the actual amount to be paid by the OPWC, not the invoice total.
- Be sure to include the Federal Tax ID number for each Payee. Any new vendors or changes in name or Federal Tax ID must be properly completed and submitted on a W-9.

