

Ohio Development Services Agency
Office of Redevelopment
77 South High Street, 26th Floor
Columbus, Ohio 43216-1001

Brownfield Revolving Loan Fund (BRLF)

Disbursement Request
Procedure Manual for Loans and Grants

Please contact program manager to request electronic copies of this manual

1.0 Policy

- 1.1 The procedures in this manual are applicable to the BRLF Loan/Grant awards issued by the Ohio Development Services Agency, Office of Redevelopment (Office). In no event shall a request for payment be submitted to obtain funds for activities until the applicable loan/grant conditions, if any, have been satisfied. Failure to comply with this provision and the procedures as outlined in this manual, the loan/grant agreement, or all applicable laws may result in delayed payments or the suspension of the applicable award. Such action will be rescinded upon satisfactory proof that the conditions and procedures are satisfied.
- 1.2 Payment will be made only to reimburse the Borrower/Grantee (Recipient) for eligible expenses that have been completed in accordance with the approved loan/grant agreement. Invoices are required to show itemized billing. Back up documentation for itemized costs is required.
- 1.3 Disbursements will be paid via Electronic Funds Transfer (EFT) or check.

2.0 Disbursement Prerequisites

- 2.1 Prior to processing any disbursement request, the Office must be in receipt of the following:
 - 2.1.1 Copy of declarations page or certificate of insurance showing Recipient's comprehensive general liability insurance coverage.
 - 2.1.2 Proof of performance bonds and insurance (as applicable) from environmental contractors and consultants.
 - 2.1.3 Authorized Signature Card(s) containing the signatures of individuals on the Recipient's staff who are authorized to sign the Disbursement Form and Status of Funds (DFSF) 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 DFSF forms.
- 2.2 The Recipient must have arranged for payment via check or EFT. If the Recipient does not have an existing "Authorization Agreement for Automatic Deposit of State Warrants" with the State's Office of Budget and Management, they must submit forms (OBM-5657 and OBM-4310) along with a W-9 and voided check to the Office at least 90 days prior to submitting an invoice for payment. These forms can be found on the Office of Budget and Management's website:
<http://ohiosharedservices.ohio.gov/VendorsForms.aspx>.

3.0 Disbursement Requests

3.1 The following documents must be included with each disbursement request:

- 3.1.1 **Disbursement Form and Status of Funds (DFSF) Report** with original signatures (in ink). This form summarizes the dollars requested for grant activities.
- 3.1.2 **Invoices** showing costs in time and materials format with back up documentation of costs included. Sufficient backup would include a quantity (e. g., number of hours; number of a particular type of lab test; number/feet of soil borings), a price per quantity, and an extension of quantity/price. Worker costs should be separated by name or title. Backup should substantiate the above by day. All expenditure occurrences must show clearly they were incurred during the period of the Loan/Grant Agreement and be in compliance with all Loan/Grant Agreement conditions.
- 3.1.3 **Contractor invoices** should include certified payrolls, truck tickets and corresponding disposal manifests for all non-C&D material, and invoices from all subcontracts. An AIA form is recommended for use as the contractor invoice. Daily work sheets from contractors can be included for clarity. A weekly summary using the attached Sample Contractor Detail Format or a similar form should precede the supporting documents for each week.
- 3.1.4 **Progress Report** covering the areas in the attached example. Please include general quantities when describing the work progress such as number of wells installed, buildings demolished, and/or soil removed. Please include total number of hours worked for this payment request.

3.2 The following additional document must be sent with the final disbursement request:

- 3.2.1 Project Completion Report as described in the Loan/Grant Agreement.

Authorized Signature Card for Disbursement Form and Status of Funds Report	
Project Number:	
Loan Issued in Favor of (Recipient):	Issued By: The State of Ohio Development Services Agency Office of Redevelopment 77 S. High St., 26 th 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:
<p><i>Note: Two Signatures are Required to Sign and Countersign a Disbursement Form and Status of Funds Report</i></p> <p>I certify that the above signatures are of the individuals authorized to sign the Disbursement Form and Status of Funds Reports.</p>	
_____ Date	_____ Signature of Authorizing Official (Recipient)

Progress Report
Sample

Progress Report No. _____

Date: _____

Recipient: _____

Project Title: _____

Grant No. _____

I. Tasks

Clean Up/Remediation (Beginning/End Dates):

Describe Work Completed for this Task:

II. Jobs

Total work hours paid for above tasks:

Please list names of registered Minority, Women, or Disadvantaged Business Enterprise companies employed during this time:

III. Proposed Tasks/Objectives for Next Invoice

Clean Up/Remediation:

Other:

IV. Certification

I hereby certify that to the best of my knowledge the above information is true and correct.

[Authorized representative of Borrower/Grantee]

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

Section One: Request for Payment

Ohio Development Services Agency Office of Redevelopment 77 S. High St., 26th Floor Columbus, OH 43215-6130 Contact Person/Telephone Number: FTI Number:	Name and Address of Grantee:	Control Number: Draw Number: Dates For This Draw Number: From: Thru:
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Section Two: Status of Brownfield Revolving Loan Funds

	Agreement	Expended
1. RLF Loan/Grant	\$ -	\$ -

State Use Only

Recd By: _____ Date: _____

Auditor Distribution Number: _____

Section Three: Itemization of Expenditures

Activity Name	Activity Budget	Amount of This Draw	Previous Amount Drawn	Cumulative Amount Drawn	Balance
Remediation/Clean Up	\$ -	\$ -	\$ -	\$ -	\$ -
Total of This Draw:		\$ -			

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

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

Date:	Signature	Title
Date:	Countersignature	Title

Approved: _____ Date: _____ State Use Only (Rev. 2/13)