

Ohio Department of Development
Urban Development Division
77 South High Street, 26th Floor
Columbus, Ohio 43216-1001

Brownfield Revolving Loan Fund (BRLF)

Disbursement Request Procedure Manual

1.0 Policy

- 1.1 The procedures in this manual are applicable to the BRLF Loan awards issued by the Ohio Department of Development Urban Development Division. In no event shall a request for payment be submitted to obtain funds for activities until the applicable loan conditions, if any, have been satisfied. Failure to comply with this provision and the procedures as outlined in this manual, the loan agreement, or all applicable laws may result in delayed payments or the suspension of the applicable loan 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 Such action will be rescinded upon satisfactory proof that the conditions and procedures are satisfied.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 for eligible expenses that have been completed in accordance with the approved loan 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).

2.0 Disbursement Prerequisites

- 2.1 Prior to processing any disbursement request, the Division must be in receipt of the following:
 - 2.1.1 Copy of declarations page or certificate of insurance showing Borrowers comprehensive general liability insurance coverage.
 - 2.1.2 Proof of performance bonds from environmental contractors and consultants.
 - 2.1.3 Authorized Signature Card(s) containing the signatures of individuals on the Borrower'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 borrower must have arranged for EFT for its Federal Identification Number (FTI). If the borrower does not have an existing "Authorization Agreement for Automatic Deposit of State Warrants" with the State Auditor's office, the grantee must submit form (AUD-8361(A))(Rev 1/96) along with a voided check to the State Auditor's Office.
- 2.3 The borrower must fill in and submit a W-9 to the Division prior to submitting an invoice for payment.

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 blue ink).** This form summarizes the dollars requested for remediation/cleanup.
 - 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 times price. People costs should be separated by name or title. Backup should substantiate the above by day. All loan expenditure occurrences must show clearly they were incurred during the period of the Loan Agreement and be in compliance with all Loan 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 sample. Please include general quantities when describing the work progress such as number of wells installed, buildings demolished, and/or soil removed.**
- 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 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
 Department of Development
 Urban Development Division
 77 S. High St., 26th Floor
 Columbus, OH 43215-6130

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)

**State of Ohio
Urban Development Division
Disbursement Form and Status of Funds Report**

Section One: Request for Payment

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

	Grant Agreement	Expended
1. Grantee's RLF Loan	\$ -	\$ -

State Use Only

Recd By: _____ Date: _____

Auditor Distribution Number:

Come 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 (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 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

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—if activity dates span multiple calendar quarters, please separate (Jan-March, April-June, July-Sept, Oct.-Dec)

Number of Jobs Created/Maintained to complete above tasks:

Total Hours paid for above tasks:

III. Proposed Tasks/Objectives for Next Invoice

Clean Up/Remediation: _____

IV. Certification

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

[Authorized representative of Grantee]

Sample Consultant Invoice

	Quantity	Unit Price	Total
Remedial Plan Review			
Geologist			
J. Smith	6.00	\$50.00 /hour	\$300.00
CADD			
T. Brown	4	\$45.00 /hour	\$180.00
Sr. Environmental Scientist			
B. Brown	2	\$80.00 /hour	\$160.00
		Subtotal for Remedial Plan Review	\$640.00
Soil Sampling			
Technician			
J. Jones	12	\$40.00 /hour	\$480.00
T. Miller	1	\$40.00 /hour	\$40.00
CADD			
T. Brown	2	\$45.00 /hour	\$90.00
Materials			
field supplies	1	\$20.00	\$20.00
Subcontractors			
Analytical Lab, Inc.	1	\$5,000.00	\$5,000.00
		Subtotal for Soil Sampling	\$5,630.00
		Total Due	\$6,270.00

[Project Name]
[Grantee Name]
Invoice-Cost Detail-[CORF Grant #]
Period:

Activity	Date Work Done	Job Class	Description of Work	Hrs	Hourly Rate	Total Charged
Remedial Plan Review	May 3-7, 2004	Geologist	Review Plan	6	\$50.00	\$300.00
	May 10-14, 2004	CADD	create site drawing	4	\$45.00	\$180.00
		Sr. Environmental Scientist	Project meeting	2	\$80.00	\$160.00
Soil Sampling	May 10-14, 2004	Technician	field sampling	2	\$40.00	\$80.00
		Technician	sample preparation	1	\$40.00	\$40.00
		CADD	pepare sample location drawing	2	\$40.00	\$80.00
	May 17-21, 2004	Technician	field sampling	10	\$40.00	\$400.00

Sample Contractor Detail Format

[Each invoice submitted as evidence of a claim cost, whether from a general contractor or subcontractor, needs to clearly indicate the following information:

1. *The dates the work was done;*
2. *The work that was done (the activity or task);*
3. *The number of people doing the work;*
4. *The number of hours and hourly rate charged for each person;*
5. *The equipment used/services employed, the unit rate (hourly/daily), and the total time used; and,*
6. *A breakdown of the materials used in doing the work, with accompanying invoices/receipts showing actual costs.*

[The sample invoice detail]

Personnel

Task #/Description of Work Done	Date(s) Work Done	Person Doing the Work	Hours Worked (Per Person)	Hourly Rate (Per Person)	Total Charge (Per Person)

Sub-Total: \$

Equipment/Services

Task #/Description of Work in which Equipment/Service Used	Date(s) Work Done	Equipment/Service	Unit Rate (Hourly/Daily)	Total Time Used	Total Charge

Sub-Total: \$

III. Materials *(Attach all invoices/receipts)*

Task #/Description of Work Done	Date(s) Work Done	Material Used	Total Charge

Sub-Total: \$

Total: \$