

Clean Ohio Conservation Fund Disbursement Request - Appendix E

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:

- "Appendix E" - found in your Project Agreement.
- A copy of the invoice or closing statement, if the payment is to go to a contractor/vendor.
- A copy of the invoice or closing statement and proof of payment if the request is for reimbursement to the grant recipient.
- Documentation to support any in-kind expenses according to the *Local Match Policy*.

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.

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 or a warrant from the Auditor of State will be mailed directly to the payee listed on the disbursement request form in approximately 10 business days.

COMPLETING THE APPENDIX E

PAGE 1

1. Disbursement Request Number

If this is your first disbursement request, enter a "1"; if it is your second disbursement request, enter a "2", and so forth.

2. 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.

3. 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.

Each column total in Line f) from the Expenditures Progress section must be equal to each column total for Line k) in the Financing Progress section.

PAGE 2

1. Record the Disbursement Request No. to coincide with Page 1.
2. **Check the appropriate answer as to if the Request is the final.** If it is the final or if the disbursement uses the remainder of the OPWC assistance, then OPWC will close the project file upon processing the request. Final requests for projects that have improvements must also include a photo of the completed improvement(s).
3. Have the request signed by all three of the authorized project officials. Any change to an official must be submitted in writing.

PAGE 3

1. Record the Disbursement Request No. to coincide with Pages 1 and 2.
2. Complete the required information (payee name, address, phone number, and Federal Tax Identification number) for each payee as well as the amount. The amounts on this page must add up to total amount being requested on page 1.

SUBMISSION

The completed/signed Appendix E with cost documentation totaling 20 or fewer pages may be emailed to the respective OPWC program representative. If mailing, send to the following address: The Ohio Public Works Commission, 65 East State Street, Suite 312, Columbus, OH 43215.