

**STATE WATER RESOURCES CONTROL BOARD**  
**DISBURSEMENT REQUEST INSTRUCTIONS FOR THE**  
**CLEAN WATER STATE REVOLVING FUND (CWSRF) AND DRINKING WATER STATE**  
**REVOLVING FUND (DWSRF) PROGRAMS**

This document provides instructions for requesting disbursement of funds.

**WHEN TO REQUEST DISBURSEMENT**

For planning projects, the Request for Reimbursement (Form 260) and the Invoice (Form 261) will be sent, electronically, to the authorized representative or the person designated to process the disbursements upon execution of the Agreement or Amendment. Disbursement requests may be submitted to the Division of Financial Assistance (DFA) after the Agreement or Amendment has been executed.

For construction projects the Request for Reimbursement (Form 260) and the Invoice (Form 261) and the Construction Contractor Spreadsheet (Form 259) will be sent, electronically, to the authorized representative or the person designated to process the disbursements upon execution of the Agreement or Amendment. Disbursement requests may be submitted to the Division of Financial Assistance (DFA) after the Agreement or Amendment has been executed.

**Final Disbursement**

Division staff and the recipient will establish a deadline for submittal of the final disbursement request. The complete final disbursement request must be received by the Division in a timely manner. **For the final disbursement request, the Project Completion Report must be submitted per Section XIII of the Policy for Implementing the CWSRF or Section XV of the Policy for Implementing the DWSRF.** If the Division has not received the complete final disbursement request by the deadline specified of the Agreement and/or prior approval has not obtained from the Division to submit the final disbursement request beyond the submittal deadline, then the Division may de-obligate the undisbursed balance of the financing Agreement.

**AUTHORIZED REPRESENTATIVE**

The application for the funds included a copy of the resolution by the governing body of the Recipient designating its Authorized Representative who is authorized to sign documents and represents the agency relative to the respective Program. The Form 260 lists the name and title of the authorized representative. If your agency utilizes a Designated Representative (Designee) as an alternate to the agency's appointed authorized representative as executor, please provide a letter of explanation indicating the **TITLE** and name of such representative(s). This letter must be signed and dated by the Agency's appointed authorized representative in order to be effectual.

In the event a new authorized representative is named, a resolution authorizing the new representative must be submitted. **Note:** If the authorizing resolution identified the authorized representative by title or position rather than name, a new resolution may not be required. In such cases, a written correspondence confirming appointment will suffice.

## **CERTIFICATION OF EXPENDITURES**

To comply with the 1986 Federal Tax Reform Act, Recipients must certify that (1) costs claimed have been incurred and that these costs have been paid or will be paid within thirty days of receipt of the funds requested, (2) if the costs have not been paid within 30 days, funds remaining will be returned to the State Water Resources Control Board (State Water Board), and (3) that all prior funds received from the respective Program have been disbursed within 30 days of receipt or have been returned to the State Water Board.

A Recipient's salaries, wages, and expenses, claimed for reimbursement, shall be based on actual costs incurred and not include a markup for profit. The actual costs of fringe benefits (costs such as social security taxes, health insurance, dental insurance, and long-term disability insurance) may be included in the hourly rate. The authorized representative must sign the Certification of Expenditures on the Form 261, certifying that the overhead or indirect cost rates or surcharges (to account for a reasonable portion of the administrative costs of day-to-day operations such as rent, telephone, fax, copying, computer-related expenses, postage, electricity, human resources) do not exceed 25%.

The Recipient is also certifying that the costs claimed are specific to the Agreement and within the approved scope of work. The Certification of Expenditures is included on the Form 261 under Recipient Certification.

## **COMPLETING FORM NO. 260 -- REQUEST FOR Reimbursement**

The Form No. 260 will be partially completed by the State Water Board staff before being e-mailed to the Recipient. The Recipient must complete the following:

- (1) Enter the Invoice (submittal) date
- (2) Enter the Disbursement Request Number, follow by a hyphen and the contract number
- (3) Enter cumulative total for "Amount Claimed for Payment to Date" in Column (3)  
(This should include the "Amount Claimed for Payment this Period" in Column (4))
- (4) Enter total for "Amount Claimed for Payment this Period" in Column (4)

No other entries or adjustments to the form should be made.

## **COMPLETING THE FORM NO. 261 -- INVOICE**

- (1) Enter the Invoice (submittal) date
- (2) Enter the Disbursement Request Number, follow by a hyphen and the contract number
- (3) Enter the requested reimbursement amount
- (4) The authorized representative must sign and date the Recipient Certification portion of Form No. 261

No other entries or adjustments to the form should be made.

## **COMPLETING FORM NO. 259 (if applicable) -- CONSTRUCTION CONTRACTOR SPREADSHEET**

If disbursement is being requested for construction, the Recipient must include (1) Form No. 259 (Construction Contractor Spreadsheet) and (2) a signed construction contractor's pay estimate.

Form No. 259 will be partially completed by the DFA. The Recipient must:

- (1) Enter the submittal date.
- (2) Enter the Disbursement Request Number.
- (3) Complete Column (H) by entering the information provided from contractor's progress pay estimate using Total Costs Incurred to Date for each bid item. Once this amount is entered, it will automatically generate the percentage completed in Column (G) and Columns (K) and (M) will automatically generate.
- (4) For disbursement #2 and beyond, complete step 4 (which is this one) before doing step 3 listed above. Complete Column (L), Amount Previously Paid by manually entering the amounts from Column (K) of the previous Form 259 into current Form 259 Column (L). If there were no paid previous construction costs, this Column will be zero dollars (\$0).
- (5) If applicable, complete line items for Positive Construction Change Orders and/or Negative Construction Change Orders in column (H). Do not carry the change orders over to column (K) on Form 259. Please itemize the Construction Change Orders on the Change Order Approval Form (see attached Form) provided upon execution of the agreement. Also, provide copies of all change order invoices.
  - a. Please note; Construction Change Orders are direct construction costs from the contractor. All other change orders (indirect costs) are eligible for reimbursement on the final disbursement request at project completion upon approval and availability of funds.
- (6) Any retention withheld from the contractor should be entered into Columns (H) and (K), just below the Subtotal. If the retention was deposited into an Escrow Account, the Recipient must provide a copy the Escrow Agreement, Certificate of Deposit or Letter of Credit.
- (7) Total Column (H). Enter the "Costs Incurred to Date" for construction costs.
- (8) Total Column (K). Enter the "Costs Claimed for Payment to Date" for construction costs.
- (9) For Change Orders, transfer the net figures from Change Order Table to Form No. 260 "Amount Claimed for Payment to Date (3)" and "Amount Claimed for Payment this Period (4)."

### **DOCUMENTATION:**

With the Form 259, 260, and 261, the Recipient must include the following:

- (1) A copy of the complete construction contractor's pay estimate. The contractor's pay estimate must be itemized by bid item for the project as outlined in the original bid and

the Final Budget Approval, as required. If the contractor's pay estimate is itemized differently than what is outlined in the original bid document, then the Recipient must provide documentation to show correlation between the contractor's pay estimate and the original bid. Both the Recipient and the contractor must sign the contractor's pay estimate.

- (2) Copies of all approved construction change orders (positive and negative) and backup documentation for each change order.
- (3) Grantees requesting reimbursement for travel expenses may only invoice the amount permissible under State of California travel policies. Disbursement requests must contain supporting documentation to account for the following elements: name/title of the traveler, dates travelled, travel purpose, to/from destinations, distance, and rate of mileage. Travel outside the State of California will only be disbursed if written authorization is obtained prior to travel. The State travel policies regarding mileage reimbursement rates and short-term lodging reimbursements rates and per diem amounts allowable for meals are available at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>
- (4) Disbursement of Allowances (soft cost) will be made on actual costs incurred and may be requested as soon as the financing agreement is executed. Reimbursement of Project Funds will be made only after receipt of a complete, adequately supported, properly documented, and accurately addressed Reimbursement Request. Reimbursement Requests submitted without supporting documents may be wholly or partially withheld at the discretion of the Division.
  - a. A summary sheet should be included for all soft costs. You may either create a summary sheet for your agency or use the summary sheet provided. It should include a brief description of the work (if not specify on the invoice), Vendor Name, Cost Cover Period, Invoice Number, Invoice Total, and Amount Claimed.
  - b. The amount requested for the Recipients' administration costs must include a calculation formula (i.e., hours or days worked times the hourly or daily rate = total labor amount claimed).
  - c. Upon request by the Division, supporting documents for professional and administrative services must include the employees' names, classifications, labor rates, hours worked, and descriptions of the tasks performed.
  - d. Surcharge/In-direct expense cannot exceed 25%. (per state contract rules)
  - e. Travel will be reimbursed as a direct expense. Reimbursable travel expenses will be based on State travel policies as reference in item three (3) above.

**WHERE TO SEND DISBURSEMENT REQUESTS**

Disbursement requests for the funds should be mailed to:

State Water Resources Control Board  
Division of Financial Assistance  
Loans & Grants Admin Section  
Attn: Disbursement Unit  
Post Office Box 944212  
Sacramento, CA 94244-2120

Street Address: 1001 I Street, 16<sup>th</sup> Floor  
Sacramento, CA 95814