

Disbursement Request Package

State Revolving Fund Programs

1. Project Sponsor _____
2. Project Number _____
3. Disbursement Request Number _____
4. Invoice Period _____
5. Type of Request: Partial ☐ Final ☐
6. Federal Employer Identification Number _____
7. Mail ☐ EFT ☐ Send Remittance to:

(This must match an address setup in MyFloridaMarketPlace.com as the Vendor address).

Disbursement Details

(Rounded to the nearest dollar)

	Amount This Request	Total Cumulative
1. Planning and Specialized Studies (attach invoices)	\$	\$
2. Design (attach invoices)	\$	\$
3. Construction and Demolition (attach pay estimates)	\$	\$
4. Technical Services during Construction (attach invoices)	\$	\$
5. Other (must be specified in agreement) _____	\$	\$
6. _____	\$	\$
7. Total cumulative to date		\$
8.. Disbursements previously requested		\$()
9. Amount requested for disbursement	\$	\$
	(Total of lines 1 through 6)	(Line 7 minus Line 8)

**** SUBMIT ONE ORIGINAL COPY OF THIS FORM AND SUPPORTING DOCUMENTATION TO: ****

SRF_Reporting@dep.state.fl.us

Authorized Representative's Certification
of Disbursement Request and Davis-Bacon Certification

I, _____ ,
(name of Authorized Representative designated in the agreement)

on behalf of _____ , do hereby certify that:
(name of Project Sponsor)

1. The disbursement amount requested on page 1 of this form is for allowable costs for the project described in the agreement.
2. Materials, labor, equipment, and/or services representing costs included in the amount requested have been satisfactorily purchased, performed or received, and applied toward completing the project; such costs are documented by invoices or other appropriate documentation which are filed in the Project Sponsor's permanent records.
3. The Project Sponsor is required to pay such costs under the terms and provisions of contracts relating directly to the project, and the Project Sponsor is not in default of any terms or provisions of the contracts.
4. All funds received to date have been applied toward completing the project.
5. All permits and approvals required for the construction which is underway have been obtained.
6. If applicable for construction projects, I certify to the best of my knowledge and belief that the above referenced project complies with Davis-Bacon and Related Acts such that all of the laborers and mechanics employed by contractors and subcontractors during the referenced period on the contractors pay applications submitted with this disbursement request were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents and that all applicable provisions of the Davis-Bacon and Related Acts have been met.

I also certify that interviews and periodic reviews of a representative sample of the weekly payroll data have been performed to verify that contractors and subcontractors are paying the appropriate wage rate.

7. I certify, by submission of this disbursement proposal, that neither the prime contractor(s) nor its principals, nor the prime contractor's subcontractors nor their principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

I understand that falsifying information on this certification may be grounds for termination of the SRF loan agreement.

(Signature of Authorized Representative)

(Title)

(Date)

Engineer's Certification
of Disbursement Request

I, _____, being the Professional Engineer retained by
(name of Professional Engineer)
_____, am responsible for overseeing construction of the
(name of Project Sponsor)
project described in the Agreement and do hereby certify that:

1. Equipment, materials, labor, and services represented by the construction invoices have been satisfactorily purchased or received and applied to the project in accordance with construction contract documents filed with and previously approved by the Department of Environmental Protection;
2. Payment is in accordance with construction contract provisions;
3. Adequate construction supervision is being provided to assure compliance with construction requirements and Florida Administrative Code Rule 62-604.600 (2)(b) or Rule 62-620.630(2)(a) for CWSRF or Florida Administrative Code Rule 62-555.540 (2)(b) or Rule 62-555.520(3) for DWSRF, as appropriate;
4. Construction up to the point of this disbursement is in compliance with the contract documents;
5. All changes, additions, or deletions to the construction contract(s) have been documented by change order and all change orders have been submitted to the Department; and
6. All additions or deletions to the Project which have altered the Project's performance standards, scope, or purpose (since issue of the pertinent Department permit) have been identified in writing to the Department.

Signature of Professional Engineer

Firm or Affiliation

(Date)

(P.E. Number)

PROJECT NUMBER: _____

CONTRACTOR'S REPORT OF DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

Project Name: _____ Month of _____, 200 _____
General Contractor: _____
Contact Person: _____ Telephone: _____
Address: _____
Amount of Contract: \$ _____ MBE _____ WBE _____
%: _____ %: _____

DBE Information: Circle either MBE or WBE and Complete Form.

MBE/WBE Firm Name: _____ Contact Person: _____
Date of Award: _____ Contract Value: \$ _____
Completed-to-Date: \$ _____ Paid-to-Date: \$ _____
Work Description: _____ Telephone #: _____
Comments: _____

MBE/WBE Firm Name: _____ Contact Person: _____
Date of Award: _____ Contract Value: \$ _____
Completed-to-Date: \$ _____ Paid-to-Date: \$ _____
Work Description: _____ Telephone #: _____
Comments: _____

MBE/WBE Firm Name: _____ Contact Person: _____
Date of Award: _____ Contract Value: \$ _____
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Comments: _____

MBE/WBE Firm Name: _____ Contact Person: _____
Date of Award: _____ Contract Value: \$ _____
Completed-to-Date: \$ _____ Paid-to-Date: \$ _____
Work Description: _____ Telephone #: _____
Comments: _____

Attach additional pages as required.

General Contractor's Signature: _____ Date: _____
For questions or further information please contact Charles Richards at (850)245-2926.

NOTE: Please submit with construction disbursement requests for payment on all projects using federal funds.