



Illinois Environmental Protection Agency

1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276 • (217)782-3397

GRANT PROGRAM

INVOICE FOR DISBURSEMENT REQUEST DOCUMENTATION

Complete this form for each request for disbursement pursuant to the executed grant agreement. **Report total cumulative costs incurred to date and submit copies of all supporting invoices. Submit cost allocation if there are other funding sources.** Please complete, print, sign, scan, and email the form back to the Illinois Environmental Protection Agency (IEPA) and CC the IEPA staff listed below.

Submit to: IEPA EPA.LoanMgmt@illinois.gov
CC: Lanina Clark lanina.clark@illinois.gov
 Jillian Fowler jillian.fowler@illinois.gov
 Rachael Heaton rachael.heaton@illinois.gov

GRANT RECIPIENT: _____ **GRANT NUMBER:** C17-_____

PAY REQUEST NUMBER: _____

PERIOD OF COSTS INCURRED

DATE SUBMITTED: _____

FROM: _____

PO#: _____

TO: _____

APPROPRIATION NUMBER: _____

	ELIGIBLE BUDGET (Per grant agreement +/- IEPA APPROVED change orders)	TOTAL CUMULATIVE COSTS INCURRED TO DATE	TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE
LEGAL/ADMINISTRATIVE			
DESIGN ENGINEERING			
CONSTRUCTION ENGINEERING			
CONSTRUCTION (before retainage) <small>*List each contractor separately</small>			
Other:			
TOTAL COSTS TO DATE			
LESS RETAINAGE <small>*List each contractor separately</small>			
LESS PAID WITH OTHER FUNDING SOURCES			
LESS TOTAL DISBURSEMENTS TO DATE			
NET DISBURSEMENT REQUESTED			

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____ **DATE:** _____
PRINT OR TYPE: _____ **TITLE:** _____

FOR AGENCY USE ONLY

PREPARED BY: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____



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GRANT RECIPIENT: _____ **GRANT NUMBER:** C17-_____

Please indicate compliance with the following by marking the corresponding box:

- The grant recipient is in compliance with Articles I to XXVI, Exhibits A through G, and Parts Two and Three of the Grant Agreement and any subsequent Amendments executed for this grant project.
- No refunds, rebates, or credits have been received by the grant recipient.
- The grant recipient is in compliance with the wage rate requirements established in rules issued by the Illinois Department of Labor to implement the Illinois Prevailing Wage Act (820 ILCS 130) and other related acts (29 CFR Parts 1, 3, and 5). **Certified payroll records for the time period covered by the submitted invoices are being maintained and are available for review.**
- Engineering charges have been reviewed, and are reasonable, supported, and separated with documentation and in accordance with the approved engineering contract. The grant recipient acknowledges that **no construction observation charges after the approved final completion date are eligible** for grant reimbursement.
- Each prime contractor has current and appropriate insurance coverage including workman’s compensation, public liability and property damage, fire, and extended coverage including “All Risk” type of Builder’s Risk Insurance.
- If construction has been completed, the IEPA has been, or will be, notified in writing within 30 days of the completion of construction, final change orders and contractor’s final costs have been submitted, plans of record have been forwarded to the appropriate IEPA regional field office, and a final inspection has been requested.
- This is a **first** or **final** disbursement request and the additional checklist has been completed and submitted.

I hereby certify that this request for reimbursement is, to the best of my knowledge and belief, a true and accurate request for reimbursement, that it is made in accordance with the conditions of the grant for the project, and that I am authorized to request reimbursement on behalf of the grantee.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____ **DATE:** _____

PRINT OR TYPE: _____ **TITLE:** _____

GRANT RECIPIENT: _____

GRANT NUMBER: C17-_____

FIRST DISBURSEMENT CHECKLIST

Please indicate compliance with the following by marking the corresponding box:

- Executed engineering contract documents have been submitted to IEPA and includes the required Lobbying language found in Article XI Section 11.1 through 11.6 of the Intergovernmental Grant Agreement, and the non-discrimination clause.
- Executed construction contract documents have been submitted to IEPA and includes the required Lobbying language found in Article XI Section 11.1 through 11.6 of the Intergovernmental Grant Agreement, the non-discrimination clause, Illinois Department of Labor Prevailing Wage language, and Illinois Department of Labor Prevailing wage rate tables.
- Performance and payment bonds (dated not earlier than the date of the executed contract), certificate of insurance with the grant recipient as an additional insured and notice to proceed have been submitted to the IEPA.
- A copy of agreements or grants providing other funding for this project have been submitted to the IEPA. An allocation of funds from the other funding sources will be provided with each disbursement request.
- The Illinois Works Jobs Program Act Apprenticeship Initiative Budget Supplement form has been submitted to the IEPA within 90 days of the grant agreement.

FINAL DISBURSEMENT CHECKLIST

Please indicate compliance with the following by marking the corresponding box:

- If construction has been completed, the newly-constructed system is operating in accordance with the provisions of the Clean Water Act or Safe Drinking Water Act, Illinois Environmental Protection Act and all regulations adopted thereunder.
- Change orders for final quantities have been submitted to the IEPA and match the contractor’s final costs.
- If construction has been completed, the IEPA has been, or will be, notified in writing within 30 days of the completion of construction, final change orders and contractor’s final costs have been submitted, plans of record have been forwarded to the appropriate IEPA regional field office, and a final inspection has been requested.
- Proof of flood insurance has been submitted to the IEPA pursuant to the National Flood Insurance Act of 1968, as amended; or official exclusion from flood insurance requirements has been received from the Federal Emergency Management Agency.

AFTER FINAL DISBURSEMENT

Within 30 days after the warrant (check) from the State Comptroller has been issued, the recipient will submit to the IEPA:

- Final lien waivers from all primary contractors.
- Certification by the recipient that all bills have been paid.
- Certification by the recipient of training and operation and maintenance documents.
- Release discharging the State of Illinois, its officers, agents, and employees from all liabilities, obligations, and claims arising out of the project work.

I hereby certify that this request for reimbursement is, to the best of my knowledge and belief, a true and accurate request for reimbursement, that it is made in accordance with the conditions of the grant for the project, and that I am authorized to request reimbursement on behalf of the grantee.

**SIGNATURE OF
AUTHORIZED**

REPRESENTATIVE: _____

DATE: _____

PRINT OR TYPE: _____

TITLE: _____