

PAYMENT REQUESTS

LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS • OFFICE OF PUBLIC HEALTH

DWRLF CONTACT INFORMATION:

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Please mail all PAYMENT and REBUDGET Requests to:

**LA Department of Health & Hospitals/Office of Public Health
Drinking Water Revolving Loan Fund
P. O. Bo 4489
Baton Rouge, LA 70821-4489
ATTN: Dan MacDonald**

Upon review and approval by the DWRLF Project Engineer, the Payment/Rebudget Requests will then be forwarded to the DWRLF Payment Analyst for further processing. If you would like to request reviews prior to obtaining signatures/ mailing, please EMAIL a copy to your DWRLF Project Engineer or FAX at 225-342-7303.

PROCEDURES FOR COMPLETING AND SUBMITTING PAYMENT REQUESTS TO DWRLF

1. One (1) original of Payment Request Form 105 (and any other applicable Forms such as Funding Sources 105A, Contracts Form 105B, Rebudget Request) with the proper signatures along with a complete set of supporting documents (*i.e.* Invoices, Certifications, etc.).
2. Please provide a cover sheet with a general breakdown of the individual items being requested and the other forms that may be included (*i.e.* Rebudget Request, Change Orders, etc.).

PAYMENT REQUEST FORM 105 INSTRUCTIONS

1. A Payment Request Form Packet Microsoft Excel Spreadsheet should be provided to you by your DWRLF Project Engineer when it is time to prepare the first payment request for your project, which occurs just before the actual loan closing. The Payment Request Form Packet includes a Checklist, Payment Request Form 105, Funding Sources Form 105A, Contracts Form 105B, and Rebudget Request Form 107. The first sheet of this spreadsheet contains a series of checklists for your use throughout the project when putting together the different types of payment requests required (Routine Monthly Payment Requests, Contractor's First Payment Request, Contractor's Final Payment Request, and Project's Final Payment Request). The second sheet in the spreadsheet is the main form, PAYMENT REQUEST FORM 105. Please make changes as needed to this form to conform to your loan and project specifics. A completed example Payment Request Form 105 can be requested which would provide a sample format for you to use to prepare your own Payment Request Form 105.

2. **FOR THE FIRST PAYMENT REQUEST** (*completed at least 2 weeks prior to the loan closing after bids have been received*):
 - A. The 1st Payment Request Form 105 also serves as the project budget and divides the loan amount into specific categories via 'Line Item Classifications' listed in the first column (i.e. Construction, Contingencies, Legal/Admin, Basic Engineering Fees, Other A/E Fees, Project Inspection, Design, System Improvement Plan (SIP), O&M Manual, Davis-Bacon Monitoring, etc.). You can change some of these (some line items are mandatory as discussed below) or add more to suit your project needs.
 - B. If there are more sources of funds being used for the project than DWRLF, then the Funding Sources Form 105A must be completed and submitted as well. Also, if there is more than one construction contract for the project, then the Contracts Form 105B must be completed and submitted which breaks out the individual contract costs. These forms must all be submitted to DWRLF for review and approval before the first payment request can be submitted and the loan closed.
 - C. It is a requirement that there be a line item in the budget for the Operation and Maintenance (O&M) Manual. Remember, the O&M Manual line item must cover the preparation of an O&M Manual that covers the entire water system (including the proposed project additions), not just the project additions. This budgeted amount must match the amount designated in the Engineering Contract for the engineer's preparation of the O&M Manual. If not, there must be written justification for the difference in cost. ALSO, a draft of the manual is required at approximately 50% completion of the project. The final O&M Manual must be reviewed and approved by DWRLF before the final payment request for the project can be processed.
 - D. It is also a requirement that there be line items in the budget for the System Improvement Plan (SIP) and Design (P&S) (if the project is not just for procurement). These budgeted amounts must match the itemized charges designated in the Engineering Contract. If not, there must be written justification for the difference in cost.
 - E. There must also be line items for Construction, Contingencies, Legal/Admin, Basic Engineering Fees, Project Inspection, and Davis Bacon Monitoring. *NOTE: Should the project be only for procurement, then some of these line items would not be required (i.e. Construction, Design*

(P&S), Project Inspection, and Davis Bacon Monitoring); however, line items for the procurement contract amounts would need to be included.

- F. There is no longer a requirement that at least \$50,000 be provided to the water system from the loan fund at the loan closing. Therefore, the first payment request can be for any amount. In order for the check to be prepared and presented to the water system at the loan closing, the first payment request MUST be submitted to DWRLF for approval and processing no later than 2 weeks prior to the date of the loan closing. Typically, the initial payment request covers some of the engineering costs and most legal costs; however any eligible cost can be requested. Remember that the first payment request sets out the project budget. Once it is processed, any deviations or changes will require the submittal and approval of a Rebudget Request Form 107. Please note that the DHH contracted attorney's fees are to be paid by the water system and the water system will need to bring the check for his services to the loan closing.
- G. All costs must be accounted for and provided in the supporting documentation attached to the payment request forms. Typically the contractor's invoice and his supporting documentation are submitted along with any other invoices for eligible costs. Certified Weekly Payrolls for each Contractor/Subcontractor seeking payment must be submitted WITH the DWRLF Davis Bacon Act Payroll Certification covering the period of the payment request. A cover letter itemizing all costs must be included summarizing all submitted invoices. Examples of supporting documentation are equipment invoices for major items, spreadsheet summaries, materials in storage, contractor invoices, engineering invoices, legal invoices, etc. If the American Iron and Steel (AIS) Requirement applies, then a DWRLF AIS Requirement Pay Request Certification must be executed and supplied with every payment request along with the required associated AIS documentation (i.e. Manufacturer's Certifications, De Minimis Waiver Components List with Invoices, etc.).
3. Payment Request Form 105 Column A: The current loan budget should be shown in the first column ("A" Budget Amount) of the request by line item with corresponding total amounts. A total budget amount will be shown on line 13. "TOTAL".
 4. Payment Request Form 105 Column B: The total of all previously requested amounts are listed in this column next to corresponding line items.
 5. Payment Request Form 105 Column C: List current payment request amounts next to the appropriate line items. The total amount requested must stay within the budgeted line item amount or a Rebudget Request Form 107 will need to be submitted for approval.
 6. In the case where other funding sources will be utilized for the project in addition to DWRLF funds, please also submit the following:
 - **Contracts Form 105A** – show the breakdown of other funding sources in the separate columns and identify by row which funds will be utilized where.
 7. In the case of multiple construction contracts, please also submit the following:
 - **Contracts Form 105B** - show each contract in a separate row. Only reflect money requested for construction in these columns.

8. Payment Request Form 105 Column D: Please indicate in this column the total amount requested to date (the sum of columns B and C). This is a cumulative amount reflecting all current and prior amounts paid and requested. Please be sure to utilize any corrected/revised amounts from the last request, which may have been done by our office.
 - A. The amount shown on line “LESS Payments Previously Requested” in Column D should be the same amount shown on line “TOTAL” in Column B which was the previous payment request.
 - B. The amount shown on line “Amount of this Request” in Column D should be the same amount shown on line “TOTAL” in Column C which is the amount of this request.
9. Payment Request Form 105 Column E: This column identifies the remaining portion of the loan that has not yet been requested (Column A minus Column D).

OTHER HELPFUL DWRLF FORMS AND CHECKLISTS

DWRLF - REBUDGET REQUEST FORM 107

This form is actually included as a sheet within the Payment Request Form 105 Microsoft Excel Spreadsheet. It must be used when requesting any changes in the amounts of the individual line items of the loan, **but never the total amount of the loan**. Please state the reason for the rebudget where indicated on the form. **Obtain the necessary signatures and forward the original to the DWRLF address shown on the first page of this packet.** After acceptance by DWRLF, you may make a payment request using the new amounts.

DWRLF – CONTRACTOR’S PAYMENT AUTHORIZATION CHECKLIST FORM 121

This is a checklist used by the DWRLF Project Engineer and Payment Analyst to track required documents associated with the different types of Payment Requests received. This may be helpful to your office for verifying all submittal requirements are attached to the Payment Request. Delays in submitting these documents **may** hamper the processing of the payment request causing a delay in issuance of the check.

DWRLF – CHANGE ORDER CHECKLIST

This is a list used by the DWRLF Project Engineer and Payment Analyst to check change orders for appropriate information. This checklist may be helpful to your office to verify submittals to DWRLF. Submitting change orders for approval without the appropriate information **may** hamper the approval of the change order, delay the processing of a payment request and cause a delay in issuance of a check.