



Guidance for EPG Disbursements

The EPG will provide funding for up to 80% of eligible project costs not to exceed the Maximum Sum identified in the Grant Agreement (see Exhibit B and Exhibit D, respectively). A full list of grant conditions for disbursement can be found in the Grant Agreement.

Please note that an approved MWBE Utilization Plan is required for Professional Contracts over \$25,000 in order for funds to be disbursed.

Initial Requisition

Upon execution of the Grant Agreement and completion of the Initial Requisition form 50% of the grant amount will be processed.

Final Requisition

The following items must be submitted/satisfied to disburse the remaining grant amount:

Forms can be found at the EFC website: www.efc.ny.gov/cwplanninggrants

- Acceptance of Engineering Report
- Final Requisition Form (provided separately by EFC)
- All invoices & proof of payments
- Force Account Proposal – administrative and/or technical (if applicable)
- Force Account Log – administrative and/or technical (if applicable)
- Force Account Technical Certification – require PE signature (if applicable)

Proof of payment can be in the form of a canceled check, bank statement showing the transactions occurred or 'paid in full' statement from the vendor for services provided referencing the project and payment amount. If paid by credit card, provide a copy of the credit card statement showing the transactions occurred.

Force Account work is provided by a Recipient's own workforce and can be documented as either Technical Force Account (for work that requires the supervision of an Engineer) or Administrative Force Account. In order to disburse on these costs a proposal will need to be submitted. If technical force is used a Force Account Technical Certification will have to be completed as well. Force Account logs can be provided to track your costs and then included with the final requisition.

An EPG Representative will advise you if your request is incomplete, or if additional information is required. The final requisition is deemed complete when all required documentation and information has been submitted to EFC. EFC may reject, correct or withhold any or all requests not properly documented.

Once EFC has determined that the requisition has been properly completed, the approved amount will be wire transferred to your depository bank. Notification of the wire will be sent via email to the Authorized Representative.