

New York State Revolving Fund

Requirements for Technical Work Force Use Account

The Technical Work Force Account consists of SRF Eligible engineering and/or construction tasks performed by the recipient's employees, including the associated equipment, fuel, and material costs used for planning, design and/or construction of the work to be performed by recipient's employees.

In order for tasks completed by Technical Work Force Account to be eligible for SRF financial assistance:

- The recipient and engineer must complete and certify this form;
- The scope of work for the construction tasks must be approved by the appropriate regulatory agency and EFC/DOH must deem the applicable contract documents (or other acceptable documentation) eligible for SRF financial assistance;
- The project must be in compliance with all requirements of the SRF Project Finance Agreement;
- Recipient/engineer must provide with this form a project description that clearly identifies the work to be performed by recipient's employees and its location, map, proposed construction schedule and a breakdown of costs including staff resources with job titles, equipment owned, equipment rented, fuel, and materials;
- Recipient/engineer must provide a sewer map indicating project work areas for Infiltration/Inflow (I/I) correction and sewer rehabilitation work;
- EFC/DOH must deem the Technical Work Force Account as presented in this document eligible for SRF financing.

In order to receive disbursement on the tasks:

- Recipient/engineer must provide substantiation of costs for each employee's technical work associated with the project and shall be detailed by a cost summary and tabulation signed by the employee at the time of disbursement;
- Recipient/engineer must provide substantiation of costs for equipment, fuel, and material costs by submitting records and invoices or current FEMA Schedule of Equipment Rates including Cost Code, Size, and Rate along with equipment manufacturer and model number. Equipment purchases over \$25,000 must comply with MWBE;
- Recipient and engineer must sign and submit AIA form G702 Application and Certificate for Payment (or other acceptable form) with each disbursement request;
- Recipient and engineer must sign and submit EFC's Certification of Project Completion, AIA form G704 Certificate of Substantial Completion, or other acceptable form, with final disbursement request; Any proposed scope, schedule, or budget changes from originally approved documentation must be submitted and found to be eligible by EFC.

EFC reserves the right to request additional information including, but not limited to:

- Job descriptions / resumes of individuals performing the work;
- Recipient's organizational chart;
- Engineer's inspection report;
- Other project information as required by EFC

I hereby certify on behalf of _____
(recipient)

that it will meet or has met the requirements identified below for the performance of work by Technical Work Force

on **SRF Project No.** _____ **(GIGP#** _____ **)**

Please check the appropriate box(es) and provide the information requested below:

For recipient's employees performing engineering services, they will be or were under the direct supervision of an engineer who is licensed to practice professional engineering in the State of New York under the Education Law of the State of New York.

For recipient's employees performing construction tasks, they will be or were under the direct supervision of an engineer who is licensed to practice professional engineering in the State of New York under the Education Law of the State of New York who will be or was responsible to inspect work necessary for the construction of the project and determine whether such work is performed in accordance with the approved plans and specifications.

By certifying this form, I attest to the following:

- that the recipient's employees possess or possessed the necessary skills, experience, and managerial resources to accomplish the work;
- that the recipient's employees can complete or completed the work in a timely fashion so that the project schedule will not be delayed or was met;
- time sheets for each employee performing or who performed technical work will be completed and kept on file, clearly identifying the task(s) performed, the actual hours spent, hourly rate and overhead rate.

Certified by Recipient:

(Signature of Authorized Recipient Official) (Date)

(Please Print Name)

(Title)

Certified by Professional Engineer:

(Seal, Signature, Date)

(Company/Municipality)

(Title)