



# State Revolving Fund Loan Program

an Indiana Finance Authority Environmental Program

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To: ARRA Fund Recipients and ARRA Fund Recipients Consulting Engineers  
From: SRF Loan Programs  
Date: 11/12/2009  
Re: Pre-Construction Meetings

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To assist SRF Loan Program borrowers in meeting the requirements of American Recovery and Reinvestment Act (ARRA), the SRF Loan Program is offering to attend SRF Loan Recipients' pre-construction meetings. The purpose of SRF's attendance at these meetings will be limited to answering technical questions related to ARRA requirements. Please coordinate the date and time with the SRF Engineer assigned to your project. The appropriate SRF engineer will attend via telephone conference. We will address the following items:

1. **Schedule of Values/Contractors Payment Requests** – The SRF Program is requiring, that if the project contains sustainable infrastructure/green infrastructure (SI/GI) components as outlined in the approved Preliminary Engineering Report (PER), that these items be highlighted by an asterisk (\*) or delineated in some manner on the Contractors Payment Request. This is necessary so that SRF can report on a monthly basis to USEPA/OMB these costs as required by the ARRA. Please note that not complying with this item will result in the Disbursement Request, submitted by the Loan Recipient to SRF, being returned to the Loan Recipient and a delay in payment.
2. **Davis Bacon Wage Requirements/Certified Weekly Payrolls** – ARRA requires that Davis Bacon Wages be paid by the general contractor and their subcontractors to their project personnel. It is the responsibility of the Loan Recipient to verify this information by receiving from the General Contractor this information via Certified Weekly payrolls. Copies of the Certified Payroll must be kept on file by the Loan Recipient for review during on-site inspections by SRF Personnel or USEPA officials. One copy of the Certified Payroll must be sent weekly to the Labor Standards Administrator (LSA) who has been assigned to your community. If the LSA is not present at this meeting, please contact Tiffany Murray, SRF Compliance Officer, at (317) 234-6836 in order to receive the contact information for your LSA. Please note that the Davis Bacon Wage Rates must be posted in a conspicuous location on the job site.

Certified Weekly Payrolls must include the job classification for each employee, the wages paid to each employee for the SRF/ARRA job only, and the amount of fringe benefits paid *by the employer* to each employee.

3. **Business Case Assistance** -- A Business Case may have to be developed by the consulting engineer and the SRF Engineer to justify the SI/GI components outlined in the PER in order for the proposed SI/GI component can become an acceptable SI/GI component by



USEPA and the Office of Management and Budget (OMB). At this time, details of the Business Case requirements are being evaluated and further guidance will be forthcoming.

4. **Buy American Clause/Buy American Waivers and National Waivers** - As a reminder, ARRA funded projects must comply with the ARRA Buy American Clause except in those cases where an individual project waiver has been granted by USEPA or a national waiver has been granted by USEPA. Further information regarding this item can be found on the SRF website.

The Loan Recipient must keep a copy of all Buy American certifications or waivers for review during an on-site inspection. Additionally, upon completion and receipt of Buy American certifications/waivers by the Loan Recipient from consulting engineers/manufacturers/subcontractors/vendors, a copy of all certificates/waivers must be sent to Tiffany Murray at 100 N. Senate Ave, IGCN 1275, Indianapolis, IN 46204 or [timurray@ifa.in.gov](mailto:timurray@ifa.in.gov).

5. **Project Sign** – USEPA is currently evaluating and will be providing guidance regarding a potential requirement that an ARRA project sign be posted on the job site. Details are forthcoming.
6. **On-site SRF Inspections/Financial Reviews** – Periodic on-site construction inspections/financial reviews will be conducted by SRF Personnel to review the project construction progress and/or review financial project records of the loan recipient. These inspections/reviews may be conducted together or separately and will be coordinated with the on-site construction inspection engineer and the loan recipient’s fiscal officer. An inspection/review checklist will be provided prior to established date so that the necessary documentation is available for review.

Site inspections and audits may also be conducted by the Office of the Inspector General (OIG) without notice. During their inspection, OIG officials may inspect the Loan Recipient’s main office or town hall to review compliance documents and then proceed to the work site for interviews and further document inspection.

7. **Avoiding Fraud** – The Office of Inspector General (OIG) will be sending to each ARRA loan recipient a guidance document on “Avoiding Fraud”. It is the loan recipient’s responsibility to be diligent regarding this matter.

**Please note that if there are any questions regarding the above items please contact the SRF Engineer listed above.**