

## IOWA STATE REVOLVING FUND (SRF) SELF-PERFORMED WORK ELIGIBILITY REVIEW SUBMISSION GUIDE

### OVERVIEW

If an Applicant wishes to use SRF funds to purchase equipment directly (outside of a construction contract), then these costs may be eligible for SRF funding. To determine this, their consulting engineer or authorized representative must prepare and submit the required documentation to the State Revolving Fund (SRF).

### Important Note

After reviewing the submitted documents, the DNR SRF will issue a Notice of Funding Eligibility (NOFE) to the Applicant, detailing the amount eligible for SRF funding. This letter will guide the Iowa Finance Authority (IFA SRF) in allocating funding to the loan.

### DOCUMENT SUBMISSION INSTRUCTIONS

- Submit each document as an individual file; do not combine multiple documents into one file.
- Use the naming conventions provided below to title each file.

### File Naming Conventions

Document Description	Required Naming Structure	Example
Itemized Cost Breakdown	SRFProjectNumber_CostBreakdown_SelfPerformed	CS1921082-01_CostBreakdown_SelfPerformed
SRF Front-End Specifications (Attachment 10)	SRFProjectNumber_SRFFrontEnds_SelfPerformed	CS1921082-01_SRFFrontEnds_SelfPerformed
Addenda * <i>if applicable</i>	SRFProjectNumber_Addendum_No.X	CS1921082-01_Addendum_No.1

### Documents to be submitted to SRF *prior* to issuing the NOFE

1. **Itemized Cost of Labor & Materials**
  - **Labor:** A list of employee positions, including their applicable hourly wages and benefits rates.
  - **Hours:** The estimated number of hours required to complete the work.
  - **Equipment:** An itemized list of City-owned equipment to be used, categorized by equipment type and associated use rates.
    - Note: If the City does not have established rental rates, you must use FEMA force account equipment rates.
  - **Equipment Use:** The estimated hours of use for each type of equipment.
  - **Materials:** An itemized materials list including unit prices and quantities.
    - Requirement: You must provide quotes or purchase orders to substantiate these estimated costs.
  
2. **SRF Front-End Attachment 10:** Submit as a single document.
  - Attachment 10: Telecommunications Equipment Certification – To be signed by the Applicant’s authorized representative.

3. **Addenda and Acknowledgments:** (if applicable)

- \*Please submit any addenda that have not been approved by the DNR project manager.

**Submit all bid documents via email to the SRF Compliance Specialist assigned to this project.**

## **CONTACT INFORMATION**

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