



## AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) DISBURSEMENT PACKAGE FOR PROJECT SPONSORS

### DISBURSEMENT INFORMATION

Under the State Revolving Fund (SRF), there are disbursement policies, procedures and requirements that apply to all loan recipients, some of which appear in the loan agreement between the project sponsor and the South Carolina Revolving Fund Authority. It is the responsibility of the project sponsor to comply with the provisions of the loan agreement, which is a legally binding document.

American Recovery and Reinvestment Act of 2009 (ARRA), through EPA, has developed an approach to allow for effective and efficient implementation to allow projects to proceed in a timely manner. ARRA makes clear that the priority of Congress is to provide capital funding to projects as quickly as possible to create jobs and stimulate both local and national economies. ARRA includes specific requirements like the Buy American provision of section 1605 and the requirement that all water infrastructure projects be under contract or under construction by February 17, 2010.

While the disbursement policies, procedures and requirements govern the SRF program as a whole, some relate more to the responsibilities of the Department of Health and Environmental Control (DHEC) under the program and others involve the Budget and Control Board, Office of Local Government (BCB), which administers the financial functions of the SRF for the Authority. In general terms, DHEC reviews the technical aspects of the draw requests and the BCB disburses the monies. Both agencies insure compliance with the loan agreement, as well as other disbursement provisions contained herein.

This material provides the project sponsor with a complete package of information on policies and requirements for disbursements, specific procedures for submitting draw requests and the required forms that will satisfy both agencies. Material that must be provided to either agency should be addressed as follows:

#### DHEC

Ms. Celeste Osterberg  
Financial Manager, SRF Section  
Water Facilities Permitting Division  
2600 Bull Street  
Columbia, SC 29201  
Phone; 803-898-3547  
Email: osterbec@dhec.sc.gov

#### BCB

Mr. Stan Gooding  
Loan Administration Coordinator  
Office of Local Government  
1122 Lady Street, Suite 1080  
Columbia, SC 29201  
Phone: 803-737-3805  
Email: goods@olg.sc.gov

## I. SRF DISBURSMENT POLICIES

A. Disbursements will only be made against incurred, actual eligible costs of the project, not to exceed the amount specified for each cost category prescribed in Appendix "A" of the BCB loan agreement.

B. Labor or administrative activities performed by employees of the project sponsor (i.e., force account work) are not eligible costs.

C. When the project sponsor is seeking reimbursement for amounts already paid on a project, the disbursement check will be drawn and mailed to the project sponsor. When the project sponsor is seeking funds to pay incurred project costs, the disbursement check(s), at the option of the BCB, may be drawn to the project sponsor alone or jointly to the project sponsor and engineer or vendor. The check(s) will be mailed to the project sponsor.

D. Draw requests will not be accepted prior to the execution of all construction contracts. The first draw request must include an amount for incurred construction costs.

E. Draw requests shall not be submitted more often than monthly.

F. When the project budget indicates that the loan represents only a portion of the eligible costs of the project, or a portion of the costs of a category, any draw may not exceed the same proportion of such costs reported for disbursement unless otherwise approved by DHEC. For all *blended* loans (e.g., ARRA plus Regular SRF Funds) two draw request forms will be submitted requesting the loan funds. The Construction portion of the loan (along with the Regular SRF draw request form **DHEC 3585** for all other categories \*) will be requested at 100% using the **ARRA Construction "Only" Loan** draw request form (DHEC Form 2559) each time until all ARRA Construction dollars run out. At this point, any additional Construction Costs will be drawn from the Regular SRF fund and these costs will be included on the regular **State Revolving Fund (SRF) Program** (DHEC Form 3585) draw request form. The ARRA All Principal Forgiveness (APF) Loans will require All **Principal Forgiveness** Draw Request Form (DHEC Form 2560) to request all categories of the loan Agreement.

G. The project sponsor should submit draw requests at least 21 days before the funds are required. The BCB will make every effort to disburse funds within 14 to 21 days of receiving a request, but it cannot guarantee this schedule.

H. The project sponsor shall promptly disburse funds received from the SRF to pay eligible costs of the project and for no other purpose. In no case should the project sponsor hold the disbursed funds more than 3 days, unless the disbursement is for a reimbursement.

I. The project sponsor shall not request disbursements against retainage until retainage is paid.

J. The project sponsor shall not request disbursements for any change order until the change order has been approved by DHEC.

K. The final disbursement will not be made until the Permit to Operate is issued by DHEC. A copy of the permit(s) must be submitted with the final draw request to DHEC and BCB.

L. If the project sponsor is required to incrementally fund a Debt Service Reserve Fund, no disbursement will be made on any draw request unless the amount on deposit in this Fund meets the requirements of the loan agreement and the trustee submits written verification of deposit to the BCB. Not applicable to APF Loans.

\* See S.C. SRF draw request Disbursement Package that covers requirements for DHEC form 3585.

M. Each request for, and acceptance of, a disbursement by the project sponsor shall be affirmation that the representations and warranties of the loan agreement remain true and correct as of the date of the request and acceptance, that no breach of other provisions of the loan agreement has occurred, and that no adverse developments affecting the financial condition of the project sponsor or its ability to complete the project or to repay the loan (SRF & ARRA blended) plus interest have occurred since the date of the loan agreement unless specifically disclosed in writing by the project sponsor in the request for disbursement submitted to the BCB. Not applicable to APF Loans.

## II. REQUIREMENTS PRIOR TO SUBMISSION OF THE FIRST DRAW REQUEST

- A. The **DHEC Bid Package Approval Letter must be obtained** prior to submission of the first draw request.
- B. A complete set of executed bound contract documents, and a copy of the Notice to Proceed must be provided to DHEC prior to submission of the first draw request.
- C. The project sponsor must designate a "Sponsor Representative" for purposes of disbursements, payments and other matters pertaining to administration of the loan agreement. This individual, who is required to be an official or employee of the project sponsor, must be designated in writing prior to submission of the first draw request (see Appendix A, DHEC Form 3586). \*
- D. Identification and signatures of the two persons authorized to sign draw requests must be submitted by the project sponsor in writing prior to submission of the first draw request (see Appendix A). These two individuals should be the project engineer and the sponsor representative named in category A above. \*

*\*The "Official Designation and Signature Form" (DHEC Form 3586) is enclosed in Appendix A which should be used for the designations required in categories A and B above. Send the form to DHEC with original signatures in blue ink.*

## III. REQUIREMENTS FOR THE FIRST DRAW REQUEST

- A. All amounts to be requested for disbursement in any of the categories for "Planning and Design Engineering" and "Legal and Appraisal Fees" will be accepted only with the first construction draw request. **Planning and Design Expenses incurred prior to Oct 1, 2008 are not eligible for participation on ARRA All Principal Forgiveness (APF) Loans.**
- B. The first draw request, as well as all subsequent requests, must follow the procedures and requirements of the next section.

## IV. DRAW REQUEST PROCEDURES AND REQUIREMENTS

- A. Enclosed in Appendix A:
  - 1. **(DHEC Form 2559)** The ARRA Construction "Only" Loan draw request form, must be used in conjunction with The SRF "Draw Request Form" **(DHEC Form 3585)**, by the project sponsor to request all disbursements on any ARRA Blended Loan. When all Construction costs have been drawn, **(DHEC Form 3585)** will be used to request remaining funds in the loan.
  - 2. **(DHEC Form 2560)** ARRA Principal Forgiveness draw request form, must be used to request all disbursements on any (APF) Loan.
  - 3. **(DHEC Form 2557)** Project Sponsor's Buy American and Davis Bacon Certification will be submitted with each draw request on all ARRA Loans.
  - 4. **(DHEC Form 3586)** Official Designation and Signature Form
  - 5. **(DHEC Form 3587)** Monthly Project Inspection Form
- B. Draw requests must be prepared in accordance with the instructions provided on the form and signed by the proper officials, as designated by the project sponsor.

C. Draw requests are to be submitted to DHEC simultaneously as follows:

- One original and one copy of the draw request with one set of supporting invoices.
- One copy of the bond counsel invoice and the (Permit to Operate at end of loan)
- (DHEC Form 2557)** Sponsor's Buy American and Davis Bacon Certification must be submitted with each draw request.
- (DHEC Form 3587)** "Monthly Construction Inspection Report(s)" must be submitted to DHEC with each draw request covering the period for which construction costs are being claimed.

D. Eligible Expenses for Draw Request Categories:

1. Engineering (Planning and/or Design) - Include only actual eligible engineering costs incurred by a consultant during the planning and/or design phases of the project, including value engineering if selected by the project sponsor and approved by DHEC. Expenses incurred earlier than 36 months prior to submittal of a complete loan application are not eligible for participation on all *blended* (Regular & "ARRA Construction") loans. **Expenses incurred prior to Oct 1, 2008 are not eligible for participation on ARRA (APF) Loans.** Disbursements may not exceed the amount shown for this category in Appendix "A" of the BCB loan agreement.

2. Land Acquisition – Not Applicable to ARRA/APF Loans

3. Legal and Appraisal Fees - Include only the following actual incurred expenses: (1) legal and/or appraisal fees directly related to land acquisition for the project; (2) attorney and bond counsel fees incurred to close the SRF loan. Do not include any costs incurred earlier than one year prior to submittal of a complete loan application. Disbursements may not exceed the amount shown for this category in Appendix "A" of the BCB loan agreement. **Legal Fees associated with acquiring the land** is eligible under URLAP. However the purchase of Land is ineligible.

4. Construction - Include only actual eligible costs incurred for the construction of the project. Disbursements may not exceed the amount shown for this category in Appendix "A" of the BCB loan agreement. Construction should be requested using the ARRA Construction "Only" Loan draw request Form **(DHEC Form 2559)** until depleted then use the Regular SRF Draw Request Form **(DHEC Form 3585)** to request remaining funds. APF Loans will use ARRA Principal Forgiveness draw request form **(DHEC Form 2560)** to request all categories of the loan agreement.

5. Equipment - Include only actual eligible incurred costs of equipment for use in the project, but not a part of the construction contracts. Disbursements may not exceed the amount shown for this category in Appendix "A" of the BCB loan agreement.

6. Construction Engineering - Include only actual eligible incurred costs for continuous inspection, construction engineering and other engineering services during the construction phase of the project. Do not include any engineering costs which may be incurred during start-up operations or which were incurred during the planning and design phases. Disbursements may not exceed the amount shown for this category in Appendix "A" of the BCB loan agreement.

E. Comprehensive Reviews for ARRA projects (milestones) have been established for the first, 30%, 60%, 90% and final draw requests. At these times, DHEC conducts a thorough review of the draw requests to ensure compliance with all disbursement, technical, DBE (minority and women owned businesses), EEO (Equal Employment Opportunity) and procurement requirements. Draw requests will be held pending resolution of any noted deficiencies.

F. DHEC adjustments will be made on current or subsequent draw requests as required. A copy of the adjusted draw request, with a letter or explanation, will be forwarded to the project sponsor for use in generating subsequent requests.

## APPENDIX A

OFFICIAL DESIGNATION AND SIGNATURE FORM  
(DHEC Form 3586)

MONTHLY PROJECT INSPECTION FORM  
(DHEC Form 3587)

PROJECT SPONSOR'S BUY AMERICAN AND DAVIS BACON CERTIFICATION  
(DHEC Form 2557)

SRF DRAW REQUEST FORM  
(DHEC Form 3585)

ARRA CONSTRUCTION "ONLY" LOAN  
(DHEC Form 2559)

ALL PRINCIPAL FORGIVENESS (APF)  
(DHEC Form 2560)



**Project Sponsor:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Loan No.:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**STATE OF SOUTH CAROLINA STATE REVOLVING FUND (SRF) PROGRAM  
OFFICIAL DESIGNATION AND SIGNATURE FORM**

**DESIGNATION OF SPONSOR REPRESENTATIVE**

Pursuant to Section 1.3.2 of the Loan Agreement, the official or employee of the Project Sponsor whose name, title, and signature appears below is designated for purposes of submitting disbursement/draw requests, making payments on the loan and representing the Project Sponsor in all administrative matters pertaining to administration of the Loan Agreement.

Typed Name and Title	Signature
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**INDIVIDUALS AUTHORIZED TO SIGN DRAW REQUESTS**

The officials whose names, titles and signatures appear below are designated and empowered to execute all documents concerning the preparation and submission of Draw Requests for loan proceeds from the State Revolving Fund to the South Carolina Budget and Control Board (BCB) and the South Carolina Department of Health and Environmental Control (DHEC), pursuant to the terms and conditions of the Loan Agreement.

Project Engineer: Typed Name and Title	Signature
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Sponsor Representative: Typed Name and Title	Signature
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**AUTHORITY OF DESIGNATIONS**

**I certify that the above identified individuals have been authorized to carry out the designated responsibilities and I further certify that the above signatures are of the individuals so authorized.**

Name and Title of Authorizing Official	Official's Signature
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*Submit an original to DHEC and to the BCB at:  
 SCDHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201  
 SCBCB, Office of Local Government, Loan Administration Coordinator  
 1122 Lady Street, Suite 1080, Columbia, SC 29201*



**Project Sponsor:** \_\_\_\_\_  
**Project No.:** \_\_\_\_\_  
**Contractor:** \_\_\_\_\_  
**Division:** \_\_\_\_\_

**STATE OF SOUTH CAROLINA STATE REVOLVING FUND (SRF) PROGRAM**  
**MONTHLY CONSTRUCTION INSPECTION REPORT**

Inspection Month and Year: \_\_\_\_\_ Inspection No.: \_\_\_\_\_  
 Scheduled Construction Complete (%): \_\_\_\_\_ Actual Complete (%): \_\_\_\_\_

Brief Description of Monthly Construction Activity:

Overall Project Performance (Deficiencies, Quality of Construction):

Comments and/or Recommendations:

Change Order No.	Date Submitted to DHEC	Date Approved by DHEC

Subcontractors on Site	Construction Type

\_\_\_\_\_  
 Inspector's Signature Date

*Submit one report for each contract and include with the DHEC Form 3585, Draw Request Form.  
 Do not submit daily log sheets with this report.*  
 Submit to:  
 SCDHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201



**Project Sponsor:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Project Number:** \_\_\_\_\_  
**Period From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**STATE OF SOUTH CAROLINA STATE REVOLVING FUND (SRF) SECTION  
PROJECT SPONSOR'S BUY AMERICAN AND DAVIS-BACON  
CERTIFICATION**

I certify to the best of my knowledge and belief that the above referenced project:

- Complies with Section 1605 (Buy American) of the American Recovery and Reinvestment Act of 2009 (ARRA) and that all of the iron, steel and manufactured goods placed and/or stored during the above referenced period were produced in the United States unless a waiver (attached to this certification) was granted by the U. S. Environmental Protection Agency.
- Complies with Section 1606 (Davis-Bacon and Related Acts) of ARRA and that all laborers and mechanics employed by contractors and subcontractors during the above referenced period were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents and that all applicable provisions of the Davis-Bacon and Related Acts have been met.

I understand that a false statement on this certification may be grounds for termination of the loan agreement.

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Signature of the Project Sponsor's Representative

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Typed Name and Title of Project Sponsor's Representative

**INSTRUCTIONS FOR COMPLETING PROJECT SPONSOR'S BUY  
AMERICAN AND DAVIS-BACON CERTIFICATION – DHEC 2557**

The purpose of the Project Sponsor's Buy American and Davis-Bacon Certification is to certify the identified SRF project complies with both Section 1605 ("Buy American") of the American Recovery and Reinvestment Act of 2009 (ARRA) and Section 1606 (Davis-Bacon and Related Acts) of ARRA for the period identified on the form. This form must accompany all draw requests.

The Project Sponsor's representative must complete this form.

Please provide the name of the Project Sponsor, project name, SRF project number and covered period.

Please certify that the identified SRF project complies Section 1605 and Section 1606 of ARRA by signing the form and including the typed name and title of the Project Sponsor's representative.

DHEC Review and Filing. The Bureau of Water will use the above referenced form to document compliance with Sections 1605 and Section 1606 of ARRA. The form will be kept in the Draw Request file of the project name listed on the form. The Project Sponsor's Buy American and Davis-Bacon Certification will be retained on file with the Bureau of Water for twenty years.



**INSTRUCTIONS FOR PREPARING SRF DRAW REQUEST FORMS**

**PURPOSE:** Project sponsors must use this draw request form to request disbursement from their State Revolving Fund loan.

**SECTION I**

**ITEM BY ITEM INSTRUCTIONS**

Required information is either self-explanatory or may be obtained from the Revolving Loan Fund Agreement.

**SECTION II**

- 1 **Column A:** Categories have been extracted from the Loan Agreement. No other categories, including line 8 (Other), may be used without the prior written approval of the Budget and Control Board (BCB) and the Department of Health and Environmental Control (DHEC).
- 2 **Column B, C, & D:** This data must be obtained from the Loan Agreement and will remain constant unless the Loan Agreement is modified to reflect new Eligible Project Costs and/or Costs Approved for Loan. An approved waiver by the BCB may change the percentages in Column D.
- 3 **Column E:** Reflect the Total Cumulative Eligible Project Costs or Waiver Amount Costs Incurred to Date, by category, in this column. The category amounts and totals cannot exceed the amounts and totals reflected in Column B or the Waiver amount approved by BCB, whichever is applicable.
- 4 **Column F:** The Total Cumulative Loan Amounts Requested to Date, by category, are determined by applying the percentages reflected in Column D to the amounts in Column E. However, Page 3 must be used to compile totals for Construction and Construction Engineering. The percentages established in Column D for these categories will be used to determine the Construction and Construction Engineering amounts on Page 3. The category amounts and totals in Column F cannot exceed the category amounts and totals reflected in Column C.
- 5 **Column G:** The Actual Cumulative Loan Amounts Received to Date, by category, are reflected in this column. If an unpaid draw request is being processed by DHEC or the BCB, a departmental adjustment will be made in this column to reflect the appropriate amount.
- 6 **Column H:** The Amount of the Request, by category, is determined by subtracting Column G amounts from Column F amounts.
- 7 **Last Column:** Reserved for DHEC Use Only.
- 8 All adjustments must be reflected in the appropriate category amounts and totals.
- 9 Invoices to support the Amount of this Request, by category, must be enclosed with the Draw Request Form

**SECTION III**

- 1 **Project Sponsor Certification:** Signatures of the officials so designated by the project sponsor shall be affixed to the draw request form. Signature forms for the authorized representatives must be on file with the BCB and DHEC.
- 2 **DHEC Officials' Certification:** Signatures of the officials so designated by the Director, Water Facilities Permitting Division, shall be affixed to the draw request form. Certification by the Project Manager is only required for check point payments and adjustments.

**PROCESSING PROCEDURES**

Draw requests are to be submitted simultaneously as follows:

- \* One original and one copy of the draw request with one set of supporting invoices and documentation to: SC DHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201
- \* One copy of the draw request, without supporting documentation, to: SCBCB, Office of Local Government, Loan Administration Coordinator, 1122 Lady Street; Suite 1080, Columbia, SC 29201

DHEC files the original in the main project file, located in DHEC's Central Office.

**DHEC USE ONLY**

\_\_\_\_\_ Date Received from Project Sponsor

Check Point: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ 1st \_\_\_\_\_ 30% \_\_\_\_\_ 60% \_\_\_\_\_ 90% \_\_\_\_\_ Final

\_\_\_\_\_ % of Draw on Loan

\_\_\_\_\_ Date Review Completed

\_\_\_\_\_ Date Forwarded to DHEC FM

\_\_\_\_\_ Procurement Manager's Certification

# SRF DRAW REQUEST FORM

## 1. CONSTRUCTION:

A Contract/Division Contractor	D Loan Percentage (C/B) or Waiver Percentage	E Total Cumulative Eligible Project Costs Incurred to Date	F Total Cumulative Loan Amounts Requested to Date (E*D)	G Actual Cumulative Loan Amounts Received to Date	H Amount of This Request (F-G)
A. _____					
B. _____					
C. _____					
D. _____					
E. _____					
<b>Construction Totals:</b>					

Transfer Totals to line 4, Page 1

## 2. CONSTRUCTION ENGINEERING:

A Sub-Category	E Total Cumulative Eligible Project Costs Incurred to Date	F Total Cumulative Loan Amounts Requested to Date (E*D)	G Actual Cumulative Loan Amounts Received to Date	H Amount of This Request (F-G)
A. Project Inspection				
B. Basic Engineering Services				
C. Other Engineering Services				
<b>Construction Engineering Totals:</b>				

Transfer Totals to line 7, page 1

DHEC USE ONLY	
Adjustments	
___	This Request
___	Next Request

DHEC USE ONLY	
Adjustments	
___	This Request
___	Next Request



STATE OF SOUTH CAROLINA  
 AMERICAN RECOVERY AND REINVESTMENT ACT of 2009  
**ARRA CONSTRUCTION "ONLY" LOAN**  
 DRAW REQUEST FORM

**SECTION I**

Project Sponsor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Date of Request: \_\_\_\_\_  
 Loan Number: \_\_\_\_\_  
 Draw Request Number \_\_\_\_\_ Interim \_\_\_\_\_ Final \_\_\_\_\_  
 Prepared by: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Draw Request Period: From \_\_\_\_\_ To: \_\_\_\_\_

DHEC USE ONLY
Fund Type: _____
Fund Number: _____
AIMS Number: _____

**SECTION II**

A Category	B Total Eligible Project Costs	C Total Costs Approved for Loan	D Loan Percentage (C/B) or Waiver Percentage	E Total Cumulative Eligible Project Costs Incurred to Date	F Total Cumulative Loan Amounts Requested to Date (E*D)	G Actual Cumulative Loan Amounts Received to Date	H Amount of This Request (F-G)
1. Construction Totals (Use Page 3, No. 1)			100%				
2. TOTALS	0	0	100%	0	0	0	0

DHEC USE ONLY Adjustments
____ This Request
____ Next Request

**SECTION III**

**PROJECT SPONSOR CERTIFICATION**

I/We Certify that this request for payment of billed costs or reimbursement is in accordance with the terms of the loan agreement and represents amounts which have not previously been requested.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title of Sponsor Representative

\_\_\_\_\_  
Typed Name and Title of Project Engineer

DHEC USE ONLY	
<p style="text-align: right;">DHEC Officials' Certification</p> <p>I/We have reviewed this Loan Draw Request with supporting documentation and certify that the amount reflected on line 9H is eligible for disbursement to the best of my/our knowledge. Adjustments, as required, have been made on this request and will be reflected on subsequent requests submitted by the project sponsor.</p>	<p><b>100% Federal Share:</b> _____</p>
<p>_____ Signature (SRF Financial Manager)</p> <p>_____ Date</p>	<p>_____ Signature (SRF Project Manager)</p> <p>_____ Date</p>

**INSTRUCTIONS FOR PREPARING SRF DRAW REQUEST FORMS - CONSTRUCTION "ONLY" LOAN**

**PURPOSE:** Project sponsors must use this draw request form to request disbursement from their State Revolving Fund loan.

**SECTION I**

**ITEM BY ITEM INSTRUCTIONS**

Required information is either self-explanatory or may be obtained from the Revolving Loan Fund Agreement.

**SECTION II**

- 1 **Column A:** Categories have been extracted from the Loan Agreement. No other categories, including line 7/8 (Other), may be used without the prior written approval of the Budget and Control Board (BCB) and the Department of Health and Environmental Control (DHEC).
- 2 **Column B, C, & D:** This data must be obtained from the Loan Agreement and will remain constant unless the Loan Agreement is modified to reflect new Eligible Project Costs and/or Costs Approved for Loan. An approved waiver by the BCB may change the percentages in Column D.
- 3 **Column E:** Reflect the Total Cumulative Eligible Project Costs or Waiver Amount Costs Incurred to Date, by category, in this column. The category amounts and totals cannot exceed the amounts and totals reflected in Column B or the Waiver amount approved by BCB, whichever is applicable.
- 4 **Column F:** The Total Cumulative Loan Amounts Requested to Date, by category, are determined by applying the percentages reflected in Column D to the amounts in Column E. However, Page 3 must be used to compile totals for Construction and Construction Engineering. The percentages established in Column D for these categories will be used to determine the Construction and Construction Engineering amounts on Page 3. The category amounts and totals in Column F cannot exceed the category amounts and totals reflected in Column C.
- 5 **Column G:** The Actual Cumulative Loan Amounts Received to Date, by category, are reflected in this column. If an unpaid draw request is being processed by DHEC or the BCB, a departmental adjustment will be made in this column to reflect the appropriate amount.
- 6 **Column H:** The Amount of the Request, by category, is determined by subtracting Column G amounts from Column F amounts.
- 7 **Last Column:** Reserved for DHEC Use Only.
- 8 All adjustments must be reflected in the appropriate category amounts and totals.
- 9 Invoices to support the Amount of this Request, by category, must be enclosed with the Draw Request Form

**SECTION III**

- 1 **Project Sponsor Certification:** Signatures of the officials so designated by the project sponsor shall be affixed to the draw request form. Signature forms for the authorized representatives must be on file with the BCB and DHEC.
- 2 **DHEC Officials' Certification:** Signatures of the officials so designated by the Director, Water Facilities Permitting Division, shall be affixed to the draw request form. Certification by the Project Manager is only required for check point payments and adjustments.

**PROCESSING PROCEDURES**

Draw requests are to be submitted simultaneously as follows:

- \* One original and one copy of the draw request with one set of supporting invoices and documentation to: *SC DHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201*
- \* One copy of the draw request, without supporting documentation, to: *SCBCB, Office of Local Government, Loan Administration Coordinator, 1122 Lady Street; Suite 1080, Columbia, SC 29201*

The form will be kept in the Draw Request file of the project name listed on this form. Construction "Only" Loan Draw request form will be retained on file for twenty years

**DHEC USE ONLY**

\_\_\_\_\_ Date Received from Project Sponsor  
 Check Point: Yes \_\_\_\_\_ No \_\_\_\_\_  
 \_\_\_\_\_ 1st \_\_\_\_\_ 30% \_\_\_\_\_ 60% \_\_\_\_\_ 90% \_\_\_\_\_ Final  
 \_\_\_\_\_ Reviewer's Initial  
 \_\_\_\_\_ % of Draw on Loan  
 \_\_\_\_\_ Date Review Completed  
 \_\_\_\_\_ Date Forwarded to DHEC FM  
 \_\_\_\_\_ Procurement Manager's Certification

**SRF DRAW REQUEST FORM: CONSTRUCTION "ONLY"**

CONSTRUCTION "ONLY" CONT'D

**1. CONSTRUCTION:**

A Contract/Division Contractor	D Loan Percentage (C/B) or Waiver Percentage	E Total Cumulative Eligible Project Costs Incurred to Date	F Total Cumulative Loan Amounts Requested to Date (E*D)	G Actual Cumulative Loan Amounts Received to Date	H Amount of This Request (F-G)
A. _____	100%				
B. _____					
C. _____					
D. _____					
E. _____					
F. _____					
<b>Construction Totals:</b>		0	0	0	0

Transfer Totals to line 1, Page 1

<b>DHEC USE ONLY</b>
Adjustments
____ This Request
____ Next Request



STATE OF SOUTH CAROLINA  
 AMERICAN RECOVERY AND REINVESTMENT ACT of 2009  
**ARRA PRINCIPAL FORGIVENESS**  
 DRAW REQUEST FORM

**SECTION I**

Project Sponsor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Date of Request: \_\_\_\_\_  
 Loan Number: \_\_\_\_\_  
 Draw Request Number \_\_\_\_\_ Interim \_\_\_\_\_ Final \_\_\_\_\_  
 Prepared by: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Draw Request Period: From \_\_\_\_\_ To: \_\_\_\_\_

DHEC USE ONLY
Fund Type: _____
Fund Number: _____
AIMS Number: _____

**SECTION II**

A Category	B Total Eligible Project Costs	C Total Costs Approved for Loan	D Loan Percentage (C/B) or Waiver Percentage	E Total Cumulative Eligible Project Costs Incurred to Date	F Total Cumulative Loan Amounts Requested to Date (E*D)	G Actual Cumulative Loan Amounts Received to Date	H Amount of This Request (F-G)
1. Plan/Design Engineering	_____	_____	_____	_____	_____	_____	_____
2. Legal, Appraisal Fees	_____	_____	_____	_____	_____	_____	_____
3. Equipment/Material	_____	_____	_____	_____	_____	_____	_____
4. Construction Totals (Use Page 3, No. 1)	_____	_____	_____	_____	_____	_____	_____
5. Construction Contingency	_____	_____	_____	_____	_____	_____	_____
6. Construction Engineering (Totals (Use Page 3, No. 2)	_____	_____	_____	_____	_____	_____	_____
7. Other	_____	_____	_____	_____	_____	_____	_____
8. TOTALS	0	0	_____	0	0	0	0

DHEC USE ONLY Adjustments
____ This Request
____ Next Request

**SECTION III**

**PROJECT SPONSOR CERTIFICATION**

I/We Certify that this request for payment of billed costs or reimbursement is in accordance with the terms of the loan agreement and represents amounts which have not previously been requested.

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Typed Name and Title of Sponsor Representative

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Typed Name and Title of Project Engineer

DHEC USE ONLY	
DHEC Officials' Certification	100% <b>Federal Share:</b> _____
<p>I/We have reviewed this Loan Draw Request with supporting documentation and certify that the amount reflected on line 8H is eligible for disbursement to the best of my/our knowledge. Adjustments, as required, have been made on this request and will be reflected on subsequent requests submitted by the project sponsor.</p>	
_____ Signature (SRF Financial Manager)	_____ Signature (SRF Project Manager)
_____ Date	_____ Date

**INSTRUCTIONS FOR PREPARING SRF DRAW REQUEST FORMS - "PRINCIPAL FORGIVENESS"**

**PURPOSE:** Project sponsors must use this draw request form to request disbursement from their State Revolving Fund loan.

**SECTION I**

**ITEM BY ITEM INSTRUCTIONS**

Required information is either self-explanatory or may be obtained from the Revolving Loan Fund Agreement.

**SECTION II**

- 1 **Column A:** Categories have been extracted from the Loan Agreement. No other categories, including line 7/8 (Other), may be used without the prior written approval of the Budget and Control Board (BCB) and the Department of Health and Environmental Control (DHEC).
- 2 **Column B, C, & D:** This data must be obtained from the Loan Agreement and will remain constant unless the Loan Agreement is modified to reflect new Eligible Project Costs and/or Costs Approved for Loan. An approved waiver by the BCB may change the percentages in Column D.
- 3 **Column E:** Reflect the Total Cumulative Eligible Project Costs or Waiver Amount Costs Incurred to Date, by category, in this column. The category amounts and totals cannot exceed the amounts and totals reflected in Column B or the Waiver amount approved by BCB, whichever is applicable.
- 4 **Column F:** The Total Cumulative Loan Amounts Requested to Date, by category, are determined by applying the percentages reflected in Column D to the amounts in Column E. However, Page 3 must be used to compile totals for Construction and Construction Engineering. The percentages established in Column D for these categories will be used to determine the Construction and Construction Engineering amounts on Page 3. The category amounts and totals in Column F cannot exceed the category amounts and totals reflected in Column C.
- 5 **Column G:** The Actual Cumulative Loan Amounts Received to Date, by category, are reflected in this column. If an unpaid draw request is being processed by DHEC or the BCB, a departmental adjustment will be made in this column to reflect the appropriate amount.
- 6 **Column H:** The Amount of the Request, by category, is determined by subtracting Column G amounts from Column F amounts.
- 7 **Last Column:** Reserved for DHEC Use Only.
- 8 All adjustments must be reflected in the appropriate category amounts and totals.
- 9 Invoices to support the Amount of this Request, by category, must be enclosed with the Draw Request Form

**SECTION III**

- 1 **Project Sponsor Certification:** Signatures of the officials so designated by the project sponsor shall be affixed to the draw request form. Signature forms for the authorized representatives must be on file with the BCB and DHEC.
- 2 **DHEC Officials' Certification:** Signatures of the officials so designated by the Director, Water Facilities Permitting Division, shall be affixed to the draw request form. Certification by the Project Manager is only required for check point payments and adjustments.

**PROCESSING PROCEDURES**

Draw requests are to be submitted simultaneously as follows:

- \* One original and one copy of the draw request with one set of supporting invoices and documentation to: *SC DHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201*
- \* One copy of the draw request, without supporting documentation, to: *SCBCB, Office of Local Government, Loan Administration Coordinator, 1122 Lady Street; Suite 1080, Columbia, SC 29201*

The form will be kept in the Draw Request file of the project name listed on this form.  
Principal Forgiveness Draw request form will be retained on file for twenty years

**DHEC USE ONLY**

\_\_\_\_\_ Date Received from Project Sponsor

Check Point: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ 1st \_\_\_\_\_ 30% \_\_\_\_\_ 60% \_\_\_\_\_ 90% \_\_\_\_\_ Final

\_\_\_\_\_ Reviewer's Initial

\_\_\_\_\_ % of Draw on Loan

\_\_\_\_\_ Date Review Completed

\_\_\_\_\_ Date Forwarded to DHEC FM

\_\_\_\_\_ Procurement Manager's Certification

**SRF DRAW REQUEST FORM: PRINCIPAL FORGIVENESS**

**1. CONSTRUCTION:**

A	D	E	F	G	H
Contract/Division Contractor	Loan Percentage (C/B) or Waiver Percentage	Total Cumulative Eligible Project Costs Incurred to Date	Total Cumulative Loan Amounts Requested to Date (E*D)	Actual Cumulative Loan Amounts Received to Date	Amount of This Request (F-G)
A. _____					
B. _____					
C. _____					
D. _____					
E. _____					
<b>Construction Totals:</b>		0	0	0	0

Transfer Totals to line 4, Page 1

DHEC USE ONLY
Adjustments
___ This Request
___ Next Request

**2. CONSTRUCTION ENGINEERING:**

A	E	F	G	H
Sub-Category	Total Cumulative Eligible Project Costs Incurred to Date	Total Cumulative Loan Amounts Requested to Date (E*D)	Actual Cumulative Loan Amounts Received to Date	Amount of This Request (F-G)
A. Project Inspection				
B. Basic Engineering Services				
C. Other Engineering Services				
<b>Construction Engineering Totals:</b>		0	0	0

Transfer Totals to line 6, page 1

DHEC USE ONLY
Adjustments
___ This Request
___ Next Request