



**STATE OF SOUTH CAROLINA
STATE REVOLVING FUND (SRF) PROGRAM
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	B	C	D	E	F	G	H
Category	Total Eligible Project Costs	Total Costs Approved for Loan	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)
1. Engineering	_____	_____	_____	_____	_____	_____	_____
2. Land Acquisition	_____	_____	_____	_____	_____	_____	_____
3. Legal, Appraisal Fees	_____	_____	_____	_____	_____	_____	_____
4. Construction Totals (Use Page 3, No. 1)	_____	_____	_____	_____	_____	_____	_____
5. Construction Contingency	_____	_____	_____	_____	_____	_____	_____
6. Equipment	_____	_____	_____	_____	_____	_____	_____
7. Construction Engineering (Totals (Use Page 3, No. 2)	_____	_____	_____	_____	_____	_____	_____
8. Other	_____	_____	_____	_____	_____	_____	_____
9. TOTALS	_____	_____	_____	_____	_____	_____	_____

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	
DHEC Officials' Certification	
Federal Share: _____	
State Share: _____	
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.	
_____ Signature (SRF Financial Manager)	_____ Signature (SRF Project Manager)
_____ Date	_____ Date

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. _____					
Construction Totals:					

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				
Construction Engineering Totals:				

Transfer Totals to line 7, page 1

DHEC USE ONLY	
Adjustments	
___	This Request
___	Next Request

DHEC USE ONLY	
Adjustments	
___	This Request
___	Next Request