

Official Designation and Signature Form



SRF Project Number	Loan Number
Project Name	Date
Project Sponsor	
DESIGNATION OF SPONSOR REPRESENT.	TATIVE
whose name, title, and signature appear	ement, the official or employee of the Project Sponsor rs below is designated for purposes of submitting atts on the loan and representing the Project Sponsor in stration of the Loan Agreement.
Sponsor Representative: Printed Name and Title	Signature
INDIVIDUALS AUTHORIZED TO SIGN DRAV	W REQUESTS
execute all documents concerning the preproceeds from the State Revolving Fund to	tures appear below are designated and empowered to paration and submission of Draw Requests for loan the Office of Local Government (OLG) and the South nmental Control (DHEC), pursuant to the terms and
Project Engineer: Printed Name and Title	Signature
Sponsor Representative: Printed Name and Title	Signature
AUTHORITY OF DESIGNATIONS	
	als have been authorized to carry out the designated t the above signatures are of the individuals so
Authorizing Official: Printed Name and Title	Signature
Submit an original to DHEC and to the OLG at:	

and to the OLO di

- SRF Section Water Facilities Permitting Division, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201
- Loan Administration Coordinator, Office of Local Government, 1201 Main Street Suite 1600, Columbia, SC 29201

Instructions - DHEC 3586

PURPOSE: The *Official Designation and Signature Form* is used to collect the names and signatures of those individuals that the Sponsor designates to represent the Sponsor for purposes of disbursements, payments, and other matters pertaining to administration of the loan agreement.

INSTRUCTIONS:

- An elected or appointed official of the Sponsor should complete this form.
- Provide the Project and Loan numbers, Project Name, Sponsor Name, and Date.
- Identify -
 - One individual to be the Sponsor Representative (an official or employee of the project sponsor)
 - Two individuals to be Authorized to Sign Draw Requests (should be the Project Engineer and the named Sponsor Representative).
- The "Authorizing Official" should be the Utility Director, Mayor, or elected Council Chairperson.
- An original form must be submitted to DHEC <u>and</u> to the Office of Local Government (OLG).
- The form must be received before submission of the first draw request.
- Any change in designee requires a new form to be submitted to both DHEC and the OLG.

DHEC REVIEW AND FILING: The SRF Section will reference the above form in the preparation of a draw request for reimbursement. The form will be kept in the Loan file for the named project and will be retained for three years following the final SRF disbursement to the project's Sponsor – per Retention Schedule 15795.