

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 and 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 Division 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.