

# Disbursement Package for Project Sponsors



SC Department of Health and Environmental Control

## **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 Water Quality 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.

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) and others involve the Rural Infrastructure Authority, Office of Local Government (RIA), which administers the financial functions of the SRF for the SC Water Quality Revolving Fund Authority. In general terms, DHEC reviews the technical aspects of the draw requests and RIA disburses the monies. Both entities ensure 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. Copies of referenced forms are found in the Appendix as well as online at <http://www.scdhec.gov/srfforms>.

Material that must be provided to either entity should be addressed as follows:

### **DHEC**

Ms. Celeste Osterberg  
Water Facilities Permitting Division  
DHEC – SRF Section  
2600 Bull Street  
Columbia, SC 29201  
Phone: 803-898-3547  
Email: [osterbec@dhec.sc.gov](mailto:osterbec@dhec.sc.gov)

### **RIA**

Ms. Holley Sparkman  
Office of Local Government  
Rural Infrastructure Authority  
1201 Main Street, Suite 1600  
Columbia, SC 29201  
Phone: 803-737-3800  
Email: [hsparkman@ria.sc.gov](mailto:hsparkman@ria.sc.gov)

## **I. SRF DISBURSEMENT 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 the Project Budget found in Appendix "A" of the 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 has paid the incurred project costs and is seeking reimbursement for payment of such costs previously paid by the Project Sponsor, or when the Project Sponsor is seeking funds with which to pay incurred project costs, disbursement from the Fund will be remitted to the Project Sponsor via a check or an electronic funds transfer based on how the Project Sponsor is set up with the State Treasurer's Office to receive payment.
- D. The first draw request will not be accepted prior to the execution of all construction contracts covered by the Loan Agreement.
- E. The first draw request must include an amount for incurred construction costs (mobilization costs at a minimum) and all eligible planning and/or design engineering and/or legal costs.
- F. Interim draw requests shall include no less than one month of incurred costs and shall not be submitted more often than once per month.
- G. When the project budget indicates that the loan amount 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. However, proportionality may be suspended upon completion of the project for processing of the final draw request.
- H. Please note that the SRF (through actions of the staff at DHEC and at RIA) will make every effort to disburse funds within 14 to 21 days of receiving a reimbursement request, but it cannot guarantee this schedule. The Project Sponsor should keep this timeframe in mind when submitting draw requests. Generally, the more complete the accompanying documentation, the quicker the disbursement can be processed.
- I. 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 funds received from the SRF more than three business days, unless the disbursement is for a reimbursement.
- J. The Project Sponsor shall not request disbursements against retainage until retainage is released.
- K. The Project Sponsor shall not request disbursements for any change order until the change order has been approved by DHEC.

L. The final disbursement will not be made until the Final Approval(s) to Place into Operation (APO) is issued by DHEC.<sup>1</sup> DHEC and RIA reserve the right to refuse final payment if there is a delay in submitting the final draw request to DHEC of longer than 180 days after the final APO was issued. If the project is not a traditional construction project, contact the Project Manager to find out what is needed for a final disbursement to be processed.

M. 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 RIA.

N. 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 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 RIA.

## **II. REQUIREMENTS PRIOR TO SUBMITTING THE FIRST DRAW REQUEST**

A. Submit all required sponsor compliance forms and bid documentation to DHEC and receive bid package approval.

B. The Project Sponsor must designate and authorize individuals required for administration and processing of the Loan Agreement in writing on the Official Designation and Signature Form” (DHEC 3586).

1. Designate a “Sponsor Representative” to attend to disbursements, payments, and other matters pertaining to administration of the Loan Agreement. This individual must be an official or employee of the Project Sponsor.

2. Identify and provide signatures of the two persons authorized to sign draw requests. These two individuals should be the designated sponsor representative and the project engineer.

C. Submit to DHEC a complete set of bound executed contract documents, including a copy of the executed Notice to Proceed.

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<sup>1</sup> Projects that don't require a construction permit must submit an Engineer's Certification of Completion, Sponsor's Acceptance of Project, and as-built/record drawings (see V.C.).

### III. REQUIREMENTS FOR THE FIRST DRAW REQUEST

- A. The Project Sponsor should request reimbursement for any eligible “Planning and Design Engineering” costs, “Land Acquisition” costs, and “Legal and Appraisal Fees” (See Section IV.F.1-3). Remember, all amounts to be requested for disbursement in any of the categories indicated in the previous sentence will be accepted only with the first draw request.
- B. If the Project Sponsor is required to incrementally fund a Debt Service Reserve Fund, evidence of the establishment of such a Fund and the then current balance must be submitted to RIA with the first draw request. No disbursement will be made if there is any deficiency in the required balance.
- C. The initial draw request, if received more than 120 days after the date of the Loan Agreement, must also be accompanied by a letter from the Project Sponsor’s attorney to the Authority, the contents of which are specified in Section 1.6.5(b) of the Loan Agreement. This attorney letter, if applicable, should not be issued sooner than 2 weeks preceding submission of the draw request and should be sent to RIA.
- D. Follow the procedures and requirements of the following section.

### IV. DRAW REQUEST PROCEDURES AND REQUIREMENTS

- A. Use the SRF “Draw Request Form” (DHEC 3585) to request disbursements on any SRF loan.
- B. Prepare each draw request in accordance with the instructions provided and have it signed by those designated on the Official Designation and Signature Form (DHEC 3586). Any change in designees requires a new “Designation Form” to be completed and submitted to DHEC and RIA.
- C. Submit draw requests simultaneously to DHEC and RIA as follows:
  - DHEC – One original of the draw request (three sheets) with one set of supporting documentation (invoices, etc.).
  - RIA – One copy of the draw request only, without supporting documentation - except for one copy of the bond counsel invoice (first draw) and, when applicable, the Final Approval to Place into Operation (see I.L.) and attorney letter (see III.C.).
- D. Submit a “Monthly Construction Inspection Report” (DHEC 3587) for each month in the period for which construction costs are being claimed (e.g., if a draw request covers three months, three inspection reports are required).
- E. Submit a “Project Sponsor’s Davis-Bacon Certification” (DHEC 2557) and a “Project Sponsor’s American Iron and Steel Certification” (DHEC 0962) to DHEC with each draw request for the period for which construction costs are being claimed. (One certification may cover more than one month to coincide with the draw request period for which costs are being claimed.)

F. 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, which includes issuance of an SRF construction permit (or SRF approval of plans and specifications when no construction permit is required), are not eligible for participation. Disbursements may not exceed the amount shown for this category in the Project Budget found in Appendix “A” of the Loan Agreement. *(The Project Sponsor may only submit for reimbursement in this category with the first draw request.)*

2. Land Acquisition – Include only the actual incurred costs for the purchase of eligible land, but do not include any associated legal, appraisal, or relocation costs. Complete the applicable Land Acquisition Form (DHEC 2553 for Clean Water, or DHEC 2554 for Drinking Water) and include the applicable form with the first draw request. Land is eligible as required for location of project components. In the Drinking Water SRF Program, land must be purchased from a willing seller. The cost of any land acquired earlier than one year prior to having a complete loan application, which includes issuance of an SRF construction permit (or SRF approval of plans and specifications when no construction permit is required), is *not* eligible and should not be included in the draw request. Disbursements may not exceed the amount shown for this category in the Project Budget found in Appendix “A” of the Loan Agreement. *(The Project Sponsor may only submit for reimbursement in this category with the first draw request.)*

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; and (2) attorney and bond counsel fees incurred to close the SRF loan. Do not include any costs incurred earlier than one year prior to having a complete loan application, which includes issuance of an SRF construction permit (or SRF approval of plans and specifications when no construction permit is required). Disbursements may not exceed the amount shown for this category in the Project Budget found in Appendix “A” of the Loan Agreement. *(The Project Sponsor may only submit for reimbursement in this category with the first draw request.)*

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 the Project Budget found in Appendix “A” of the Loan Agreement. When the project has multiple contracts or divisions and/or when there are 20-year and 30-year eligible construction costs, break costs out on Page 3, Section 1 of the Draw Request Form (DHEC 3585).

5. Equipment – Include only actual eligible incurred costs of equipment purchased by the Project Sponsor for use in the project. Do not include equipment purchased by a contractor as part of a construction contract. Disbursements may not exceed the amount shown for this category in the Project Budget found in Appendix “A” of the 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 the Project Budget found in Appendix “A” of the Loan Agreement.

G. The SRF Financial Officer and the SRF Project Manager will be responsible for reviewing and certifying draw requests for submittal to the DHEC Finance Office and RIA for disbursement processing. More thorough reviews—to ensure compliance with all disbursement, technical, and any other applicable SRF requirements regarding DBE (minority and women owned businesses), EEO (Equal Employment Opportunity) and procurement—are performed on the first and last draw requests. The SRF project manager will be responsible for these reviews and any adjustments that may be required during the course of the project. Draw requests will be held pending resolution of any noted deficiencies.

H. 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.

## **V. FINAL DRAW REQUEST REQUIREMENTS**

A. Follow the procedures and requirements of the previous section.

B. Submit any final change orders to the SRF Project Manager. (All change orders must be approved before the final draw request will be processed.)

C. Submit a copy of the Final Approval to Place into Operation, the Engineer’s Certification of Completion, the Sponsor’s Acceptance of Project, and as-built/record drawings. The preferred format of the as-built/record drawings is electronic/pdfs and one 11x17 hard copy. Projects that don’t require a construction permit must submit an Engineer’s Certification of Completion, Sponsor’s Acceptance of Project, and as-built/record drawings.

D. For equivalency projects (i.e., projects that must meet full federal requirements), the final report of MBE/WBE Utilization must be submitted.

E. CLEAN WATER PROJECTS ONLY: Certification of a completed Fiscal Sustainability Plan (FSP), for the project components (at minimum), must be submitted before the final draw will be processed. When there is an existing FSP, the certification may be made at the time of loan closing; otherwise, certification of a completed FSP must be submitted before or with the final draw request. Certification is made using DHEC Form 3236, “Fiscal Sustainability Plan Certification.”



## SRF Draw Request Checklist

*SRF requirements are subject to change. When in doubt about a requested/required item, contact the DHEC Project Manager or Financial Manager handling the project.*

### To Be Submitted before the First Draw Request:

	Sponsor Compliance Forms - To include: Sponsor's "Debar" Form (3590); URLAP Form (3594) - if required
	All required Bid Package Items (see SRF Bidding Guidance)
	Project Inspection Designation Form (2324)
	Official Designation and Signature Form (3586) - 1 to DHEC, 1 to RIA
	Executed Contract
	Executed Notice to Proceed

### To Be Submitted with the First Draw Request:

	Any remaining items from above, <i>"To Be Submitted before the First Draw Request"</i>
	If debt service reserve fund required, submit current balance to RIA
	ALL eligible engineering planning & design costs, land costs, and/or legal costs
	Land Acquisition Form, if applicable (Clean Water - 2553 or Drinking Water - 2554)
	ALL items listed below under the title <i>"Required with Interim Draw Requests"</i>

### Required with Interim Draw Requests:

	Draw Request Form (3585)
	Supporting Documentation - invoices, contractor's pay application(s), etc.
	Monthly Inspection Form (3587) - one for <u>each month</u> covered by the draw request
	Davis Bacon Certification (2557) - one for the entire draw request period
	AIS Certification (0962) - one for the entire draw request period

### Required with the Final Draw Request:

	All items listed under the title <i>"Required with Interim Draw Requests"</i>
	Final report on MBE/WBE utilization, if required
	Any remaining/final change order(s) - must be approved before draw can be processed
	Copy of the Final Approval(s) To Place into Operation (APO) - final draw request must be within 180 days of APO
	Copy of the Engineer's Certification of Completion
	Copy of Sponsor's Acceptance of Project
	A complete set of as-built/record drawings (PDF and one 11x17 hard copy preferred)
	<i>Clean Water projects:</i> FSP Certification (3236) - if not previously submitted

## **APPENDIX**

### FORMS

Official Designation and Signature Form (DHEC 3586)

Monthly Construction Inspection Report (DHEC 3587)

Draw Request Form (DHEC 3585)

Land Acquisition for CWSRF Funding Form (DHEC 2553)

Land Acquisition for DWSRF Funding Form (DHEC 2554)

Project Sponsor's Davis-Bacon Certification (DHEC 2557)

Project Sponsor's American Iron and Steel Certification (DHEC 0962)

**All forms may also be found as fillable PDFs on the SRF Documents and Forms webpage, [www.scdhec.gov/srfforms](http://www.scdhec.gov/srfforms).**





# Official Designation and Signature Form



SRF Project Number \_\_\_\_\_ Loan Number \_\_\_\_\_

Project Name \_\_\_\_\_ Date \_\_\_\_\_

Project Sponsor \_\_\_\_\_

## 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.

\_\_\_\_\_  
Sponsor Representative: Printed Name and Title

\_\_\_\_\_  
Signature

## 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 Office of Local Government (OLG) and the South Carolina Department of Health and Environmental Control (DHEC), pursuant to the terms and conditions of the Loan Agreement.

\_\_\_\_\_  
Project Engineer: Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Sponsor Representative: Printed Name and Title

\_\_\_\_\_  
Signature

## 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.**

\_\_\_\_\_  
Authorizing Official: Printed Name and Title

\_\_\_\_\_  
Signature

Submit an original to DHEC and to the OLG at:

- 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 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 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.



# Monthly Construction Inspection Report



SRF Project Number \_\_\_\_\_ Project Name \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Contractor \_\_\_\_\_ Division \_\_\_\_\_

Scheduled Construction Complete (%) \_\_\_\_\_ Actual Complete (%) \_\_\_\_\_

Inspection Month and Year \_\_\_\_\_ Inspection Number \_\_\_\_\_

Brief Description of Monthly Construction Activity:

Overall Project Performance (Deficiencies, Quality of Construction):

Comments and/or Recommendations:

Subcontractors On-site & Construction Type (if no subs on-site write "none")	Change Order Number	Date Submitted to DHEC	Date Approved by DHEC

The applicable Davis-Bacon wage determination(s), any wage conformance replies, and WH-1321 (Employee Rights Under Davis-Bacon) are posted on-site (and visible to workers).  Yes  No  No Workers On-site

After consultation with the contractor and to the best of my knowledge, all materials covered by American Iron and Steel (AIS) provisions and received at the site during the above referenced inspection month are in compliance with AIS requirements.  Yes  No  No AIS-covered Materials Received

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

Submit by email to DHEC project manager or by mail to:  
SRF Section - Water Facilities Permitting Division, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201

## Instructions – DHEC 3587

**PURPOSE:** The *Monthly Inspection Report* is used to document compliance with the continuous inspection requirement for a State Revolving Fund (SRF) project and to address certain aspects of compliance with Davis-Bacon and American Iron and Steel Requirements. The monthly inspection report is intended to accompany the SRF draw request – with a monthly inspection form for each month covered by the draw request.

**INSTRUCTIONS:** This form must be completed by the Project Inspector, designated by the Project Sponsor, for each month a project is under construction beginning with the date of the notice to proceed.

Enter the requested project information, fill out the narrative sections as applicable and enter subcontractors working on the project (for the current month only – if there are no subs on-site write “none”) and/or change order information (cumulative as space allows).

Check the applicable box(es) for the Davis-Bacon statement (check all that apply) and American Iron and Steel statement (check only one).

The correct Davis Bacon wage determination (WD) and the WH-1321 poster are required to be posted at the site of work where workers can see them daily. It is permissible to use a project wage sheet with one or more applicable WDs posted underneath. Be aware that the WD in the signed contract may not be the applicable WD where the determination(s) was/were administratively incorrect (wrong location, wrong construction type, wrong chronological version), or where the wage determination(s) were not “locked into” the contract through contract award within 90 days of bid opening (where the correct wages were included).

Compliance with American Iron and Steel (AIS) means that project-specific/material-specific certifications have been obtained (or are being actively sought) for products covered by the AIS requirement. Items that are not going to be permanently incorporated in the construction project do not need AIS certifications. Additionally, waivers may allow covered products to be exempt. All projects may employ the national “de minimus waiver” which allows items that are not integral to the project and are not greater than \$1000 cost to be documented on a de minimus list for compliance – where by project end the total of all de minimus items does not exceed five percent (5%) of the total materials cost. More information about AIS can be found on EPA’s **State Revolving Fund American Iron and Steel (AIS) Requirement** webpage (search “SRF AIS”).

Sign the form. Include one or more Monthly Inspection Reports with each SRF draw request as needed to represent the time period included in the draw request.

**DHEC REVIEW AND FILING:** The SRF Section will use this form to document compliance with the continuous construction inspection requirement. The form will be kept in the Construction 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.

**Insert**

**DRAW REQUEST FORM  
(DHEC Form 3585) (3 pages)**

*The latest version of this Excel file should be downloaded at [www.scdhec.gov/srfforms](http://www.scdhec.gov/srfforms).*



# Land Acquisition Form for CWSRF Funding



SRF Project Number \_\_\_\_\_

Project Name \_\_\_\_\_

Project Sponsor \_\_\_\_\_

Seller's name \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map # \_\_\_\_\_

Appraisal Amount\* \_\_\_\_\_ Amount Paid\* \_\_\_\_\_

Seller's name \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map # \_\_\_\_\_

Appraisal Amount\* \_\_\_\_\_ Amount Paid\* \_\_\_\_\_

Seller's name \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map # \_\_\_\_\_

Appraisal Amount\* \_\_\_\_\_ Amount Paid\* \_\_\_\_\_

Seller's name \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map # \_\_\_\_\_

Appraisal Amount\* \_\_\_\_\_ Amount Paid\* \_\_\_\_\_

I certify that the above tracts of land are an integral part of the above referenced project.

\_\_\_\_\_  
Signature of Project Sponsor's Representative

\_\_\_\_\_  
Date

Submit by email to DHEC project manager or by mail to:  
SRF Section - Water Facilities Permitting Division, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201

*\*Attach a copy of the appraisal and a copy of the cancelled check or recorded deed. If the amount paid differs from the appraisal amount, attach written justification supporting the deviation.*

## Instructions - DHEC 2553

**PURPOSE:** The *Land Acquisition for CWSRF Funding* form is used to justify land acquisition reimbursement from the State Revolving Fund (SRF).

**GENERAL INFORMATION:** Land needed in support of construction and for collection, transport or treatment projects, is eligible for CWSRF loan participation.

The purchase price of all land, rights-of ways, and easements may be included in the loan **when the land is obtained less than one year prior to the date of submission of a complete loan application and an appraisal, prepared by a qualified appraiser, is submitted** on each parcel, right-of-way and easement with the loan application.

In the CWSRF program, land may be acquired under proper eminent domain procedures where necessary.

**INSTRUCTIONS:** A representative of the Sponsor will enter the requested project information and information for each parcel purchased. Only provide information for those parcels for which reimbursement will be requested from the SRF.

The Project Sponsor's Representative must sign and submit this form with the initial draw request.

**DHEC REVIEW AND FILING:** The SRF Section will review this form to justify land acquisition reimbursement for an SRF project. The form will be kept in the Invoice 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.



# Land Acquisition Form for DWSRF Funding



SRF Project Number \_\_\_\_\_

Project Name \_\_\_\_\_

Project Sponsor \_\_\_\_\_

Seller's name \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map # \_\_\_\_\_ Willing Seller?  Yes  No

Appraisal Amount\* \_\_\_\_\_ Amount Paid\* \_\_\_\_\_

Seller's name \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map # \_\_\_\_\_ Willing Seller?  Yes  No

Appraisal Amount\* \_\_\_\_\_ Amount Paid\* \_\_\_\_\_

Seller's name \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map # \_\_\_\_\_ Willing Seller?  Yes  No

Appraisal Amount\* \_\_\_\_\_ Amount Paid\* \_\_\_\_\_

Seller's name \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Map # \_\_\_\_\_ Willing Seller?  Yes  No

Appraisal Amount\* \_\_\_\_\_ Amount Paid\* \_\_\_\_\_

I certify that the above tracts of land are an integral part of the above referenced project.

\_\_\_\_\_  
Signature of Project Sponsor's Representative

\_\_\_\_\_  
Date

Submit by email to DHEC project manager or by mail to:  
SRF Section - Water Facilities Permitting Division, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201

*\*Attach a copy of the appraisal and a copy of the cancelled check or recorded deed. If the amount paid differs from the appraisal amount, attach written justification supporting the deviation.*



## Instructions - DHEC 2554

**PURPOSE:** The *Land Acquisition for DWSRF Funding* form is used to justify land acquisition reimbursement from the State Revolving Fund (SRF).

**GENERAL INFORMATION:** Land is eligible for DWSRF reimbursement only if it is integral to a project that is needed to meet or maintain compliance and further public health protection. Land that is integral to a project is only the land needed to locate eligible treatment or distribution projects.

The purchase price of all land, rights-of-way, and easements may be included in the loan **when the land is obtained less than one year prior to the date of submission of a complete loan application and an appraisal, prepared by a qualified appraiser, is submitted** on each parcel, right-of-way and easement with the loan application.

In the DWSRF program, land must be acquired from a willing seller.

**INSTRUCTIONS:** A representative of the Sponsor will enter the requested project information and information for each parcel purchased. Only provide information for those parcels for which reimbursement will be requested from the SRF.

The Project Sponsor's Representative must sign and submit this form with the initial draw request.

**DHEC REVIEW AND FILING:** The SRF Section will review this form to justify land acquisition reimbursement for an SRF project. The form will be kept in the Invoice 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.



**Project Sponsor's  
Davis-Bacon Certification**



SRF Project Number \_\_\_\_\_

Project Name \_\_\_\_\_

Project Sponsor \_\_\_\_\_

Period: From \_\_\_\_\_ To \_\_\_\_\_

I certify, to the best of my knowledge and belief, that the above referenced project complies with the Davis-Bacon Act, 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 Act have been met.

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

\_\_\_\_\_  
Signature of Project Sponsor's Representative

\_\_\_\_\_  
Printed Name and Title of Project Sponsor's Representative

Submit by email to DHEC project manager or by mail to:  
SRF Section - Water Facilities Permitting Division, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201

## **Instructions – DHEC 2557**

**PURPOSE:** The purpose of the Project Sponsor's Davis-Bacon Certification is to certify the identified State Revolving Fund (SRF) project complies with the Davis-Bacon Act for the period identified on the form. This certification must accompany all draw requests.

**INSTRUCTIONS:** The Project Sponsor's representative enters the requested project information and the time period the certification covers.

The Project Sponsor's representative must sign and submit this form to certify the project is in compliance with the Davis-Bacon Act.

**DHEC REVIEW AND FILING:** The SRF Section will use this form to document a Project Sponsor's compliance with Davis Bacon as required by federal appropriations, federal continuing resolution, or other federal act. The form will be kept in the Draw Request 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.



# Project Sponsor's American Iron and Steel Certification



SRF Project Number \_\_\_\_\_

Project Name \_\_\_\_\_

Project Sponsor \_\_\_\_\_

Period: From \_\_\_\_\_ To \_\_\_\_\_

I certify, to the best of my knowledge and belief, that the above referenced project complies with American Iron and Steel Requirements as required by federal law, and that all of the iron and steel permanently placed and/or stored during the above referenced period were produced in the United States, unless a waiver\* was granted by the U. S. Environmental Protection Agency.

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

\_\_\_\_\_  
Signature of Project Sponsor's Representative

\_\_\_\_\_  
Printed Name and Title of Project Sponsor's Representative

Submit by email to DHEC project manager or by mail to:  
SRF Section - Water Facilities Permitting Division, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201

*\*A copy of any project specific waiver used by the project must be provided to DHEC SRF with the first draw request after the waiver is employed on the project.*

## Instructions - DHEC 0962

**PURPOSE:** The *Project Sponsor's American Iron and Steel Certification* is used to certify that, as required by federal law, all of the iron and steel products permanently incorporated into a project funded with assistance by the State Revolving Fund (SRF) are produced in the United States, unless a waiver is granted by the U.S. Environmental Protection Agency (EPA).

The Project Sponsor's AIS certification is to be submitted throughout the duration of the project and covers materials purchased by a contractor or by the Sponsor.

**GENERAL INFORMATION:** American Iron and Steel (AIS) Guidance identifies "iron and steel" products as the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete and construction materials.

Additional information, including any published waivers, is posted on the EPA Website, <https://www.epa.gov/cwsrf/state-revolving-fund-american-iron-and-steel-ais-requirement>.

**INSTRUCTIONS:** The Project Sponsor's representative enters the requested project information and the time period the certification covers. The time period must correspond to the period covered by the draw request it is accompanying.

The Project Sponsor's representative must sign and submit this form with each draw request to certify the identified SRF project is in compliance with AIS requirements.

**DHEC REVIEW AND FILING:** The SRF Section will use this form to document AIS compliance by an SRF project. The form will be kept in the Draw Request 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.