

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE - REVOLVING LOAN SECTION

**STORMWATER / ASSET MANAGEMENT / WASTEWATER (SAW) LOAN PROGRAM  
REQUEST FOR DISBURSEMENT OF FUNDS**

THIS INFORMATION IS REQUIRED UNDER AUTHORITY OF PARTS 52 AND 53, 1994 PA 451, AS AMENDED.

**PLEASE SEE OTHER SIDE FOR INSTRUCTIONS TO COMPLETE REQUEST**

A. Project #	B. Request #	C. Period Covered by Request _____ to _____ (M/D/Y) (M/D/Y)	D. Request Type <input type="checkbox"/> partial <input type="checkbox"/> final	E. Recipient's EIN	F. Loan Amount
G. Recipient's Name:					Phone #
Address:			Email:		
H. Recipient's Bank Name:					Phone #
Address:					
Account Name:			ABA #	Account #	
Special Instructions:					
I. Budget Items (Include eligible costs only and round up or down to nearest dollar)			Incurring Costs for Reimbursement This Period	Cumulative Costs Incurred to Date	
1. PLANNING COSTS					
2. RATE METHODOLOGY DEVELOPMENT COSTS					
3. DESIGN ENGINEERING COSTS					
4. LEGAL/FINANCIAL SERVICE FEES					
5. ADMINISTRATIVE COSTS					
6. BOND COUNSEL FEES					
7. BOND ADVERTISEMENT COSTS					
8. BID ADVERTISEMENT COSTS					
9. LAND ACQUISITION/RELOCATION COSTS					
10. LAND PURCHASE COSTS					
11. CONSTRUCTION ENGINEERING COSTS					
12. CONSTRUCTION COSTS (bid contracts)					
13. CONSTRUCTION COSTS (force account)					
14. EQUIPMENT COSTS					
15. OTHER PROJECT COSTS					
16. TOTAL AMOUNT INCURRED THIS PERIOD					
17. TOTAL CUMULATIVE AMOUNT INCURRED TO DATE					
18. LESS ADJUSTMENTS DUE TO OTHER FUNDING (SAW grants/local match, cash on hand, etc.)					
19. LESS AMOUNT PREVIOUSLY DISBURSED					
20. AMOUNT REQUESTED FOR DISBURSEMENT					
<p>I certify that I am an authorized representative of the recipient and am authorized to make the following certifications on behalf of the recipient: (i) there is no pending litigation or event which will materially and adversely affect the project, the prospects for its completion, or the recipient's ability to make timely repayments on the obligation issued in connection with this project; (ii) the representations, warranties and covenants contained in the supplemental agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the supplemental agreement and the application for assistance for this project; and (iv) the amount requested for disbursement represents the loan amount due, which has not previously been requested.</p> <p><b>Authorized Representative Name (Print or Type):</b> _____ <b>Title:</b> _____</p> <p><b>Authorized Representative Signature:</b> _____ <b>Date:</b> _____</p>					
<p><b>PLEASE RETURN THIS COMPLETED REQUEST TO THE ADDRESS SHOWN ON THE REVERSE SIDE OR MAIL TO THE ADDRESS SHOWN ON THE REVERSE SIDE</b></p>					

**STORMWATER, ASSET MANAGEMENT, AND WASTEWATER (SAW) LOAN PROGRAM**  
**Instructions for Completing a Request for Disbursement of Funds**

- A. Fill in the respective program project number that was assigned by the Michigan Department of Environmental Quality (DEQ).
- B. Identify the number of this disbursement request.
- C. Indicate the calendar period covered by this disbursement request.
- D. Check whether this is a partial or the final disbursement request.
- E. Fill in the recipient's federal employer identification number (EIN).
- F. Fill in the loan amount as shown in the Order of Approval.
- G. Fill in the loan recipient's (bond issuer) name, address, telephone number, and email address. This information must match data on file with the DEQ; if changes have occurred, please inform your DEQ project manager in a separate letter accompanying this request.
- H. Fill in your bank's name, address, telephone number, and ABA identifying number, the account name and number, and any special instructions for the wire transfer to that account. This information must match data on file with the DEQ; if changes have occurred, please inform your DEQ project manager in a separate letter accompanying this request.
- I. Recap approved eligible costs incurred to date for each budget item. Show the amount requested for the period covered by this request, and then the cumulative amount to date from project inception. **Entries in this section must be rounded up or down to the nearest dollar.** If costs have been incurred for a budget item that was not shown in the DEQ Order of Approval, please inform your project manager in a separate letter accompanying this request.
  - 1. Enter the costs invoiced and/or paid for planning.
  - 2. Enter the costs invoiced and/or paid for services directly associated with the development and enactment of the municipality's rate methodology and any related ordinances.
  - 3. Enter the costs invoiced and/or paid for project design work required prior to actual construction.
  - 4. Enter the costs invoiced and/or paid for legal or financial services (except costs associated with the issuance of bonds) related to this project.
  - 5. Enter the costs incurred for salaries and indirect costs of the municipal employees involved in the project administration.
  - 6. Enter the costs invoiced and/or paid for legal or financial services associated with the issuance of bonds related to this project.
  - 7. Enter the costs invoiced and/or paid to publish legal notices related to the sale of bonds for this project.
  - 8. Enter the costs invoiced and/or paid to publish advertisements for bids for the project construction contracts.
  - 9. Enter the costs invoiced and/or paid for services related to compliance with the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (49 CFR Part 24).
  - 10. Enter the costs invoiced and/or paid for the purchase of property which was deemed eligible and included in the Supplemental Agreement.
  - 11. Enter the costs invoiced and/or paid for project construction engineering services.
  - 12. Enter the costs invoiced and/or paid under the project construction contracts.
  - 13. Enter the costs incurred for salaries and indirect costs of the municipal employees involved in the project construction.
  - 14. Enter the costs invoiced and/or paid for equipment purchased as part of this project.
  - 15. Enter other costs invoiced and/or paid for miscellaneous items that were approved by the DEQ for inclusion in this project. If new items have been procured, please inform your project manager in a separate letter accompanying this request.
  - 16. Enter the sum of the amounts shown in Column 1 (Incurred Costs for Reimbursement This Period).
  - 17. Enter the sum of the amounts shown in Column 2 (Cumulative Costs Incurred to Date).
  - 18. Enter adjustment which arises from reimbursements by other funding sources such as SAW grants/local match, or the use of cash on hand.
  - 19. Enter the total amount of funds previously paid from all prior requests.
  - 20. Subtract Lines 18 and 19 from line 17 to arrive at the Amount Requested for Disbursement (which should equal Line 16).

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**NOTE: EXCEPT FOR REQUESTS #1 AND #2, YOU MAY SUBMIT NO MORE THAN ONE REQUEST FOR DISBURSEMENT DURING A CALENDAR MONTH.**

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**EMAIL OR MAIL DOCUMENTATION TO SUPPORT THE INCURRED COSTS WITH EACH SUBMITTED FORM.**

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**Provide this *Request for Disbursement of Funds* and the required documentation to your DEQ Project Manager via email or mail to:**

**REVOLVING LOAN SECTION  
OFFICE OF DRINKING WATER AND MUNICIPAL ASSISTANCE  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
PO BOX 30241  
LANSING MI 48909-7741  
Telephone: 517-284-5433**