

# Construction Contracts in the SRF Program



SC Department of Health and Environmental Control

This guide provides information to assist project sponsors, consulting engineers, and project contractors to better understand the requirements of the construction contract, responsibilities of sponsor as defined in the loan agreement, and roles of the sponsor, the Department of Health and Environmental Control (DHEC), the SC Budget and Control Board (BCB) and the consulting engineer.

This guide is broken down into two sections: (1) the preconstruction conference and (2) disbursement information. Following is a list of topics in each section:

1. **Preconstruction Conference Report:** This section contains a copy of the report that is prepared by DHEC's project manager and distributed to all parties that attend the preconstruction conference. In this report, the following subject areas are covered:
  - ▶ Purpose of Conference;
  - ▶ Authority of the Authorized Representative of the Sponsor;
  - ▶ Authority of the DHEC Representative;
  - ▶ Authority and Responsibility of the BCB;
  - ▶ Construction Requirements;
  - ▶ Environmental Requirements;
  - ▶ Substantial Project Changes and Loan Amendments;
  - ▶ Change Orders;
  - ▶ Contractor(s);
  - ▶ Time Line for SRF Disbursements;
  - ▶ Disbursement Requirements and Information.
  
2. **Disbursement Package for Project Sponsors:** This section 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 DHEC and the BCB. This section includes discussions on:
  - ▶ SRF Disbursement Policies;
  - ▶ Requirements Prior to Submission of the First Draw Request;
  - ▶ Requirements for the First Draw Request;
  - ▶ Draw Request Procedures and Requirements.

Please note that all this information will be provided during the preconstruction conference. The early distribution of this information to project sponsors and consulting engineers is intended to introduce future steps and requirements of the SRF program.

# Preconstruction Conference Report

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**PROJECT NAME:**

**DATE:**

**TIME:**

**PLACE:**

**SPONSOR:**

**DHEC SRF PROJECT MANAGER:**

**CONSULTING ENGINEER:**

## **PURPOSE OF CONFERENCE**

The purpose of this conference is to reach a mutual understanding of the contract requirements, to discuss the responsibilities of the Sponsor as required under the provisions and conditions of the loan agreement, and to define the roles of the Sponsor, DHEC, the Rural Infrastructure Authority-Office of Local Government (RIA-OLG) and the Consulting Engineer.

## **AUTHORITY OF THE AUTHORIZED SPONSOR REPRESENTATIVE**

The authorized representative of the Sponsor has the authority to administer the loan agreement, construction contract(s), and to issue certain revisions to the contract(s). These revisions will be limited by the amount and scope specified in the loan agreement. Only the sponsor has the authority to make changes to the contracts after approval by DHEC.

## **AUTHORITY OF DHEC REPRESENTATIVES**

The DHEC SRF Project Manager and DHEC Regional Engineers/Inspector(s) have the authority, with respect to state law, to monitor, advise and offer assistance to the sponsor to insure that:

- The sponsor is complying with provisions of the loan agreement.
- The sponsor's performance will assure the technical integrity of the project.
- The sponsor is providing adequate construction supervision.

The DHEC staff indicated above, or, other DHEC staff members acting on their behalf, are responsible for monitoring construction progress, and reviewing Sponsor compliance with Davis-Bacon and "American Iron and Steel" requirements.

The DHEC SRF Project Manager will be responsible for reviewing and issuing approvals for project revisions, change orders, disbursements, and other related project activities in coordination with representatives of the OLG.

The SRF Financial Officer and the SRF Project Manager will be responsible for reviewing and certifying draw requests for disbursement to the DHEC finance office and the OLG for disbursement processing. More thorough "Checkpoint Reviews" are performed on the first and last draw requests, and at 30%, 60% and 90% of project disbursement. The SRF project manager will be responsible for checkpoint reviews and any adjustments that may be required during the course of the project.

## **AUTHORITY AND RESPONSIBILITIES OF THE OLG**

The OLG has the authority to insure compliance with all provisions of the loan agreement and associated loan documents. Questions relative to the loan agreement should be addressed to the OLG. The OLG is responsible for:

- Assuring fiscal integrity of the loan and assuring that the sponsor is carrying out required responsibilities specified in the loan agreement.
- Administrative functions related to the loan agreement and associated documents, loan disbursements, and loan amendments.

## **RESPONSIBILITIES OF THE SPONSOR**

The sponsor bears the primary responsibility for complying with all terms and conditions of the loan agreement and for the administration and success of the loan project, including all contracts made by the sponsor.

The sponsor is responsible for compliance by the contractor(s) with the following requirements:

- The Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333).
- Copeland Regulations of the Secretary of Labor (29 CFR Part 3).
- The Department of Labor Non-Discrimination Provisions and Equal Opportunity Contract Specifications (Executive Order (EO) 11246).
- Compliance of all contractors and subcontractors with non-exclusion from participation in procurement and non-procurement transactions, as cited in 2CFR Parts 180 & 1532 and evidenced through the U.S. General Services Administration's System for Award Management (SAM).
- Use of small, minority and women-owned businesses.
- The Flood Disaster Protection Act of 1973 [40 CFR Part 30].
- Fire and Extended Coverage Insurance (Builder's Risk).
- Davis-Bacon and Related Acts.
- American Iron and Steel Provisions.
- Compliance with equal opportunity requirements (40 CFR, Part 8).
- All other special conditions and/or requirements outlined in the approved specifications documents or loan documents.

## **CONSTRUCTION REQUIREMENTS**

- In accordance with the Loan Agreement, Article 8, the sponsor has agreed to provide competent and adequate engineering supervision and continuous construction inspection. Additional inspections by DHEC authorized representatives may be made at any time during project construction. The applicable DHEC district office will perform the final inspection.
- After the issuance of the Notice to Proceed by the sponsor, a Monthly Construction Inspection Report must be prepared and submitted to the DHEC SRF project manager. The individual that is directly responsible for construction inspection should complete the Monthly Construction Inspection Report.
- DHEC Form 3587, *Monthly Construction Inspection Report*, is attached. Any equivalent form is acceptable provided the same information is given. Submit the form(s) with the disbursement request. A separate form for each month during construction is required.
- The contractor's and sponsor's inspectors must maintain a complete set of approved plans and specifications on the job site at all times during construction.
- The contractor and sponsor must maintain compliance with Department of Labor Davis-Bacon Wage Rate provisions.

- The contractor and sponsor must comply with “Use of American Iron and Steel” requirements during construction.
- During construction, water/wastewater treatment must be provided and shall not be less than before construction.

Any exception to these requirements must be approved by DHEC. The reasonable cost of complying with these requirements is eligible for loan participation.

### **ENVIRONMENTAL REQUIREMENTS**

The sponsor and contractor(s) are advised that it is necessary to comply with all environmental protection and pollution control programs established by DHEC and/or local ordinances.

Attention should be paid to the following items throughout the construction process:

- The SC Department of Archives and History should be notified if archaeological remains are discovered during construction.
- Protection of existing trees, shrubs and grass
- Dust control on haul roads, excavation work and borrow areas.
- Siltation, soil erosion and other non-point source pollution must be minimized during construction.
- Use of chemicals should be in accordance with applicable EPA, OSHA or other standards.
- The contractor(s) and subcontractor(s) should be aware that the sponsor retains complete responsibility for meeting any applicable NPDES/ND permit limits or drinking water standards.
- Disposal of all residual sludge and/or solids from a treatment facility must be in accordance with a DHEC-issued permit or approval letter.
- Bypassing of a wastewater treatment facility is not permitted.

### **SUBSTANTIAL PROJECT CHANGES AND LOAN AMENDMENTS**

Prior written approval by DHEC is required for project changes which may substantially alter the:

- Design or scope of the project
- Type of treatment
- Location, size, capacity or quality of any major item of equipment

The sponsor must promptly notify the OLG and the DHEC SRF project manager of events or proposed changes which require a **loan amendment**. If the sponsor intends to request loan participation in any proposed change order which affects the scope of work or budget by major category as identified in the executed Loan Agreement (Appendix A), the sponsor must obtain prior written approval of the change(s) by OLG. Prior written approval by OLG will also be necessary if the change affects or alters the Loan Agreement.

## **CHANGE ORDERS**

A change in the project work that is consistent with the objective of the project and within the scope of the loan agreement requires the execution and DHEC approval of a change order. DHEC will determine the reasonableness of cost for all change orders; however, in no instance will change orders be approved for loan participation in an amount in excess of the funds available in the loan agreement

The sponsor should notify DHEC of proposed changes to the contract or to the project in advance, except minor or emergency changes.

Time extensions for the contract shall be made using a change order. Contract time extensions do not affect the schedules established in the Loan Agreement.

A disbursement will not be made for work performed under a change order until it has been approved by DHEC. Change order approvals do not affect the loan amounts established in the Loan Agreement.

The change order format shall comply with the form included in the approved contract specifications.

**One original and three copies** of the change order must be submitted to the DHEC SRF Project Manager. The following information should be provided with all change orders:

- Need for the change
- Clear description of the change
- Cost and pricing data
- Memo of negotiations
- For claims, information showing the claim did not result from mismanagement

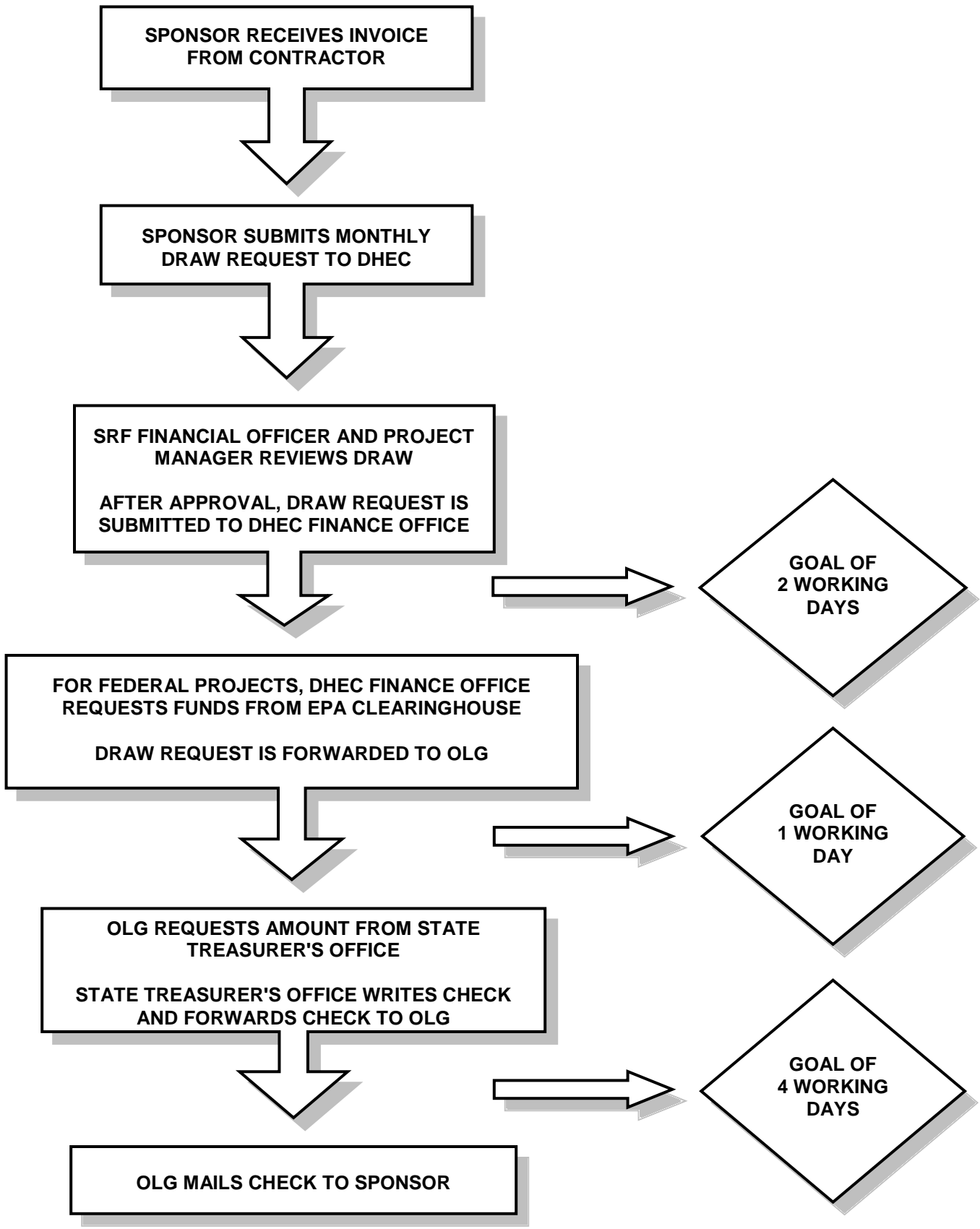
**CONTRACTOR(S)**  
(As applicable)

<b>First Contractor: Trenchless Rehab</b>	
<b>Superintendent responsible for constructing the entire contract:</b>	
<b>Individual responsible for negotiating and signing change orders and project revisions:</b>	
<b>Notice to proceed will be issued on:</b>	
<b>Contract time is:</b>	
<b>Construction completion date is:</b>	

<b>Second contractor: CMOM Rehab</b>	
<b>Superintendent responsible for constructing the entire contract:</b>	
<b>Individual responsible for negotiating and signing change orders and project revisions:</b>	
<b>Notice to proceed will be issued on:</b>	
<b>Contract time is:</b>	
<b>Construction completion date is:</b>	

<b>Third contractor:</b>	
<b>Superintendent responsible for constructing the entire contract:</b>	
<b>Individual responsible for negotiating and signing change orders and project revisions:</b>	
<b>Notice to proceed will be issued on:</b>	
<b>Contract time is:</b>	
<b>Construction completion date is:</b>	

# TIMELINE GOALS FOR SRF DRAW REQUEST DISBURSEMENTS





## DISBURSEMENT REQUIREMENTS AND INFORMATION

The “SRF Disbursement Package” provides detailed procedures for submission of draw requests. Some important considerations related to draw requests are listed here.

Before the first draw request will be processed:

- The sponsor must designate a “Sponsor Representative” who will be responsible for submitting draw (disbursement) requests, making payments on the loan and representing the sponsor in other matters pertaining to administration of the loan agreement. This individual must be an official or employee of the sponsor.
- The sponsor must designate two individuals authorized to *sign* draw requests. These two individuals should be the designated Sponsor Representative and the project engineer. DHEC Form 3586, “SRF Official Designation and Signature Form,” identifying these individuals, must be on file 30 days prior to the first draw request. Two original forms must be executed. Submit one original to DHEC and the other original to OLG.
- A copy of the Notice to Proceed and one copy of the bound executed contract documents must be submitted to DHEC.

Ongoing requirements during project construction:

- A Monthly Inspection Form (DHEC 3587) must be filled out each month from the Notice to Proceed date through submittal of a final draw request. The draw request must be accompanied by a Monthly Inspection Form for each month covered by a draw request.
- The sponsor is responsible for Davis-Bacon compliance, including: proper signage, collection of certified payrolls, and monitoring of payrolls for classifications, pay rates and overtime compensation. Payroll records must be retained (by sponsor, prime and any subcontractors) for a period of three years from the completion of the contract. DHEC Form 2557 will be used to certify compliance with Davis-Bacon requirements for each period covered by a draw request and must accompany each draw request.
- The “Use of American Iron and Steel” (AIS) requirements must be complied with during construction. DHEC Form “0962”, “Project Sponsor’s ‘American Iron and Steel’ Certification,” will be used to certify compliance with AIS and must accompany each draw request. For small incidental items that are difficult to certify as AIS compliant, a de minimus log must be kept with no one item being over 1% of the total construction materials cost and the cumulative value of all de minimus items not to exceed 5% of the total construction materials cost.
- For Federally-designated projects: The Disadvantaged Business Enterprise (DBE) requirements mandate that minority and women-owned businesses (MBE/WBE) be given the opportunity to participate in a fair share of the subcontracts awarded. The prime contractor must demonstrate “Good Faith Efforts” and **must obtain DHEC approval prior to executing any subcontract**. *Failure to have sub approval prior to the sub working on the job site will delay draw request processing and may result in costs declared ineligible for SRF assistance.*
- For Federally-designated projects: Semi-annual reports of the procurement of DBEs (contracts signed) based on EPA Form 5700-52A are required. Reporting periods ending March 31<sup>st</sup> and September 30<sup>th</sup>. Submission of this information to DHEC is required even if there is no MBE/WBE contracting to report; this is called a Negative Report. *Failure to meet this requirement may result in loan draw requests being held pending receipt of the MBE/WBE Utilization Reports.*

## **FINAL PAYMENT TO SPONSOR**

Prior to releasing the final disbursement request for processing by DHEC Finance and the OLG, a final review of Davis Bacon and “American Iron and Steel” compliance must be carried out by a DHEC representative and the following must be received by the SRF Project Manager:

- Final Approval to Place into Operation (APO) or Letter of Approval, when appropriate
- Consulting engineer’s Certification the project was constructed in accordance with approved plans and specifications.
- Record drawings (electronic or half-sized sheets accepted)
- Final close-out change order, if applicable
- Final MBE/WBE Utilization Report, if applicable
- CW Projects only – certification of a developed and implemented Fiscal Sustainability Plan

No disbursement requests will be accepted greater than 120 days after the date of the Final APO.

## **FORMS**

The Monthly Construction Inspection Report Form is attached. This form and other forms referenced in this document are available electronically on the SRF Document and Forms web page, [www.scdhec.gov/srfforms](http://www.scdhec.gov/srfforms). To access the main SRF web page use [www.scdhec.gov/srf](http://www.scdhec.gov/srf).



# Monthly Construction Inspection Report



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

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

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

Inspection Month and Year \_\_\_\_\_ Inspection No. \_\_\_\_\_

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

Brief Description of Monthly Construction Activity:

Overall Project Performance (Deficiencies, Quality of Construction):

Comments and/or Recommendations:

Change Order Number	Date Submitted to DHEC	Date Approved by DHEC

Subcontractors on Site (if none write "none")	Construction Type

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

Submit to: SRF Section - Water Facilities Permitting Division, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201

## Davis-Bacon and Related Acts for SRF Projects

- Davis-Bacon and Related Acts (DBRA or often just DB) must be complied with by federally-assisted construction projects and can be confusing to contractors and compliance monitors alike
- Any recurrent issues that result in underpayment of workers that cannot be resolved could lead to debarment from working on federal or federally-assisted contracts for three years, so it is best to stay on top of DB requirements.
- What DB requires:
  - Laborers and mechanics (workers) **are properly classified** for the work they do
  - Covered workers **are paid weekly at the required wage + any required fringe for all hours worked upon the “site of work”**
  - Employees **do not have any unauthorized deductions**
  - Certified Payrolls **are submitted weekly**, and
  - Employees **must receive overtime compensation** for working any hours over 40 hours. (Contract Work Hours and Safety Standards Act –CWHSSA)
- DB requirements **apply to all** contractors/subcontractors where the prime contract is valued greater than \$2,000. DB contract terms must appear in all subcontracts – at any tier.
- The Prime Contractor is responsible for the compliance of payrolls for themselves and ALL subcontractors. It is in the prime’s best interest to understand DB compliance principals and relay those to the subcontractors.
- The Sponsor has to monitor DB compliance and certify DB compliance to DHEC with each draw request. DB contract provisions allow a Sponsor to withhold funds to cover suspected underpayments. When the underpayment involves a subcontractor, the prime is responsible to see that proper wages are paid. The prime may withhold funds from a subcontractor that won’t pay required wages to workers to cover suspected underpayments.
- Any position that does not fit into a classification listed on the published wage determination MUST BE CONFORMED:
  - This requires a form (SF-1444) be submitted to DOL through DHEC. The position being requested must not already be able to be performed by a classification listed on the determination and must be a position used in the local area for construction. Also, the proposed wage must bear a reasonable relationship to existing wage rates and typically, must not be less than the lowest rate for any worker in the given labor group (e.g. laborers, operators, skilled craftsmen) (A helper will not be conformed unless duties are substantially unique from the main position.)
  - Wages must be paid at the rate requested o, but if the approved rate comes back higher, the difference must be paid to any affected workers **RETROACTIVELY**.
- The hourly compensation for a given class of worker must equal or exceed the indicated rate plus any fringe amount as shown on the correct wage determination. The fringe benefit portion of the wage compensation may be met by paying cash in lieu of fringe. If fringes are paid to approved plans, or indicated in writing, the hourly equivalent value when added to the wage paid in cash, must be enough to satisfy the required hourly compensation (base rate + fringe).
- When more than one wage determination applies to a contract, it must be spelled out in the contract when each applies. A “Summary Wage Sheet” may be used to spell out which wages apply to the various positions and in which circumstances.

- If an employee performs work in more than one classification, they must be paid at the highest applicable rate, or time must be tracked and wages due calculated separately for each position worked.
- Any salaried employees or piecework employees must receive enough compensation that they receive the wages due based on the published minimum wage rate (to include wages due for any overtime worked).
- Supervisory or office personnel do not need to be listed on a certified payroll. However, a working supervisor who spends more than 20% of their time working at one or more listed classification must be paid hourly at least equal to the minimum rate for the work being performed).
- If there are bona fide apprentices or trainees, they may be paid at a lower rate, but there must be documentation of their registration in a certified training program, and adherence to the proper apprentice to journeyman ratio must be kept.
- The WH-347 is an *optional* form for “reporting” a certified payroll. Any payroll report that supplies the same information is acceptable as long as the compliance statement from the WH-347 is part of the payroll report. The compliance statement is intended to be signed by an officer/owner of the company unless another entity has been authorized in writing to sign.
- Payrolls need to be numbered sequentially from start of work under a contract/subcontract including any “no work” weeks. A long period of no work may be indicated in writing from the contractor, with numbering to resume upon resuming work.
- Wage determinations, conformance replies and the poster, “Employee Rights under Davis Bacon”, WH-1321 must be displayed at the site of work from construction start to completion.
- Employee Interviews using SF-1445 are a great compliance tool and are suggested to take place at least once during project construction or when a compliance problem is uncovered. (Employees need to know their work classification and pay rate.)
- Certified payrolls are to be kept by the Sponsor, contractor and subcontractors for three years after contract completion.
- Required DB Postings (mentioned above)
  - SF 1321 “Employee Rights Under Davis Bacon” in English and Spanish as needed
  - Wage decision(s) from contract or Project Wage sheet
  - Any conformance replies

Also:

- Who will be handling payrolls and interviews for the Sponsor?
- Which determination(s) is the project under? Is it correct in the contract? (No change prior to 10 days before bid opening, contracts signed within 90 days)
- Are there any positions required for construction that are not on the determination? If yes, need to conform.
- What is the location for the required postings?

Davis-Bacon Questions, contact: [Lynne LaSalle](mailto:lasalli@dhec.sc.gov)  
[lasalli@dhec.sc.gov](mailto:lasalli@dhec.sc.gov)  
 803-898-4395

## **Documenting Compliance with the AIS Requirement**

EPA recommends the use of a step certification process, similar to one used by the Federal Highway Administration. The step certification process is a method to ensure that producers adhere to the AIS requirement and the loan assistance recipient can verify that products comply with the AIS requirement as this process creates a paper trail which documents the location of the manufacturing process involved with the production of steel and iron materials. A step certification is a process under which each handler (supplier, fabricator, manufacturer, processor, etc) of the iron and steel product certifies that their step in the process was domestically performed. Each time a step in the manufacturing process takes place, the manufacturer delivers its work along with a certification of its origin. A certification should include the name of the manufacturer, the location of the manufacturing facility where the product or process took place (not its headquarters), a description of the product or item being delivered, and a signature by a manufacturer's responsible party. The certification should be collected and maintained by the loan assistance recipient.

Alternatively, the final manufacturer that delivers the iron or steel product to the worksite, vendor, or contractor, may provide a certification asserting that all manufacturing processes occurred in the US. While this type of certification may be acceptable, it may not provide the same degree of assurance and additional documentation may be needed if the certification is lacking important information. Step certification is the best practice.

## SRF Iron or Steel covered products as presented in EPA guidance (3-20-2014)\*

### Lined or unlined pipes or fittings

### Manhole Covers

### Hydrants

### Tanks

### Flanges

### Pipe clamps and restraints

### Valves

### Reinforced precast concrete

Reinforcing bar and wire must be made in US and casting of concrete happens in US

### Structural steel

Rolled flanged shapes having at least one dimension of x-section 3" or greater

### Municipal Castings (examples of)

Access Hatches	Drainage Grates, Frames and Curb Inlets
Ballast Screen	Inlets
Benches (Iron or Steel)	Junction Boxes
Bollards	Lampposts
Cast Bases	Manhole Covers, Rings and Frames, Risers
Cast Iron Hinged Hatches (Square and Rectangular)	Meter Boxes
Cast Iron Riser Rings	Service Boxes
Catch Basin Inlet	Steel Hinged Hatches, Square and Rectangular
Cleanout/Monument Boxes	Steel Riser Rings
Construction Covers and Frames	Trash receptacles
Curb and Corner Guards	Tree Grates
Curb Openings	Tree Guards
Detectable Warning Plates	Trench Grates
Downspout Shoes (Boot, Inlet)	Valve Boxes, Covers and Risers

### Construction materials (may overlap with structural steel) Includes but not limited to:

wire rod	fasteners (I.e. nuts and bolts)	dome structures
bar	welding rods	roofing
angles	decking	ductwork
concrete reinforcing bar	grating	surface drains
wire rod	railings	cable hanging systems
wire cloth	stairs	manhole steps
wire rope and cables	access ramps	fencing and fence tubing
tubing	fire escapes	guardrails
framing	ladders	doors
joists	wall panels	stationary screens
trusses		

\*See also, "Implementation of American Iron and Steel (AIS) Provisions of P.L. 113-76, Consolidated Appropriations Act", 2014, on US EPA's Website, [http://water.epa.gov/grants\\_funding/aisrequirement.cfm](http://water.epa.gov/grants_funding/aisrequirement.cfm)

For a listed product to be considered subject to the AIS requirements, it must be made of greater than 50% iron or steel, measured by cost. The cost should be based on the material costs. See also EPA AIS Guidance under *Covered Iron and Steel Products*.

EPA suggests that "step-certifications" be collected for all covered items - this is where the manufacturer at each step of the process indicates that their steel is American-made.

If any small items will not be easily identified as AIS compliant the de minimis waiver may be used by tracking non-AIS plus unknown-AIS-compliant costs of covered materials divided by all materials costs, with a result of 5% or less. (And no one de minimis item may be greater than 1% of material costs.)

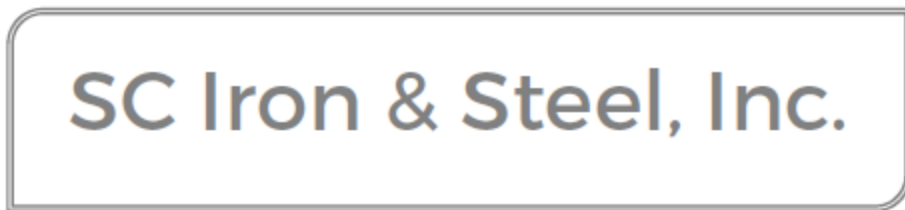


RIA & DHEC • STATE REVOLVING FUND

# American Iron and Steel

## Manufacturer's Certification Letter Requirements

- On manufacturer's letterhead
- Reference American Iron and Steel as mandated by the EPA
- Reference the specific SRF project and sponsor/owner
- Reference the specific product delivered to the project site
- State the location of the manufacturing facility (city and state)
- Include the signature of a company representative



Letterhead

2700 Bull Street  
Columbia, SC 29100  
(803)777-8888

### MATERIAL CERTIFICATION

April 5, 2018

Job Name: Anytown WWTP, Pleasantville, SC – 2019 State Revolving Fund Project  
SRF project number: 555-01

Specific SRF project name and number

I certify that the processes for manufacturing or fabricating the following products and/or materials provided for the project noted above took place at the following US locations:

Specific items for project, process, and facility location

Quantity	Description and identifier	Manufacturing Process	Location of manufacturing facility
30	Reinforced concrete manhole XYZ1234-56	Melted, rolled, fabricated	Columbia, SC
30	Manhole cover ABC123456	Melted, cast, finished	Charleston, SC
1000 linear feet	4" Ductile Iron Water Pipe 12345AB	Melted, rolled, finished	Greenville, SC

I further certify that the products and/or materials are in full compliance with the American Iron and Steel Requirements as mandated in the Environmental Protection Agency's State Revolving Fund programs. If any of the above compliance statements change while providing material to this project we will immediately notify the supplier, prime contractor, consulting engineer, or project owner.

Reference to AIS

Jane Smith  
Product Quality Manager

Signature of representative



# Disbursement Package for Project Sponsors



SC Department of Health and Environmental Control

## Contents:

Disbursement Information

Draw Request Checklist

Appendix

- Designation and Signature Form
- Draw Request Form
- Land Acquisition Forms
- Project Sponsor's Davis-Bacon Certification Form
- Project Sponsor's American Iron and Steel Certification Form

## **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 (OLG), 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 the OLG disburses the monies. Both entities insure 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, <http://www.scdhec.gov/srfforms>.

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

### **DHEC**

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

### **OLG**

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 DISBURSMENT 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 OLG 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 is seeking reimbursement for amounts already paid on a project, the disbursement check will be drawn and mailed to the project sponsor. When the project sponsor is seeking funds to pay incurred project costs, the disbursement check(s), at the option of the OLG, may be drawn to the project sponsor alone or jointly to the project sponsor and engineer or vendor. The check(s) will be mailed to the project sponsor by the OLG.
- 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 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 unless otherwise approved by the OLG. Waivers will only be considered where other sources of funds are to be expended first, and waiver requests must be submitted in writing to the OLG no later than 60 days prior to submission of the first draw request.
- H. The project sponsor should submit draw requests at least 21 days before the funds are required. The OLG will make every effort to disburse funds within 14 to 21 days of receiving a request, but it cannot guarantee this schedule.
- 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 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 to Place into Operation<sup>1</sup> is issued by DHEC. A copy of the Final Approval(s) must be submitted with the final draw request to DHEC and OLG. Draw requests will not be accepted later than 120 days from the date of the Final Approval to Operate. A waiver to the 120 day rule, which is contained in the loan agreement, may be considered by the OLG only under extraordinary circumstances beyond the control of the project sponsor. Any such waiver request must be submitted to the OLG by the designated sponsor representative and contain sufficient justification to clearly document the problem.

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 the OLG.

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 the OLG.

## **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. Designate and authorize individuals required for administration and processing of the loan agreement on the "Official Designation and Signature Form" (DHEC 3586).

1. Designate a "Sponsor Representative" for purposes of disbursements, payments and other matters pertaining to administration of the loan agreement. This individual, who is required to be an official or employee of the project sponsor, must be designated in writing prior to submission of the first draw request.

2. Identify and provide signatures of the two persons authorized to sign draw requests. These two individuals should be the project engineer and the sponsor representative named in II.B.1.

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

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<sup>1</sup> For projects that do not require a construction permit contact the SRF Project Manager to identify the documentation required to confirm the completion of construction as planned.

### III. REQUIREMENTS FOR THE FIRST DRAW REQUEST

- A. Request reimbursement for any eligible "Planning and Design Engineering", "Land Acquisition" and "Legal and Appraisal Fees". (See Section IV.F.1-3) All amounts to be requested for disbursement in any of the categories indicated in the previous sentence will be accepted only with the first construction 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 the OLG 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 OLG.
- 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 all disbursements on any SRF loan.
- B. Prepare each draw request in accordance with the instructions provided and have it signed by those so 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 OLG.
- C. Submit draw requests simultaneously to DHEC and OLG as follows:
  - DHEC - One original of the draw request (three sheets) with one set of supporting documentation (invoices, etc.).
  - OLG - 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(s)" (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 "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. Submit a "Project Sponsor's American Iron and Steel Certification for Direct Equipment /Materials Purchase" (DHEC 2558), if applicable.

G. 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 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 OLG Loan Agreement. *(May only submit for reimbursement in this category with the first draw.)*

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 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 submittal of a complete loan application 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 OLG Loan Agreement. *(May only submit for reimbursement in this category with the first draw.)*

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; (2) attorney and bond counsel fees incurred to close the SRF loan. Do not include any costs incurred earlier than one year prior to submittal of a complete loan application. Disbursements may not exceed the amount shown for this category in the Project Budget found in Appendix "A" of the OLG Loan Agreement. *(May only submit for reimbursement in this category with the first draw.)*

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 OLG 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 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 OLG 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 OLG Loan Agreement.

H. Comprehensive “Checkpoint” Reviews have been established for the first, 30-60-90% of loan funds disbursed, and final draw requests. At these times, DHEC conducts a thorough review of the draw requests 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. Draw requests will be held pending resolution of any noted deficiencies.

I. 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. (Must be approved before draw will be processed.)

C. Submit a copy of the Final Approval to Place into Operation, Engineer’s Certification, Sponsor’s Acceptance of Project, and as-built/record drawings. (Electronic format is acceptable.)

D. Equivalency projects for federal requirements, must submit a final report of MBE/WBE Utilization.

E. CLEAN WATER PROJECTS ONLY: Certification of a completed 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

	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 OLG
	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 OLG
	ALL eligible legal costs, planning and design costs, and/or land costs
	Land Acquisition Form, if applicable (CW - 2553 or DW - 2554)
	All items listed 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 time period)
	AIS Certification (2556) (one for the entire draw request time period )
	AIS Certification for Sponsor's Direct Equipment or Materials Purchase (2558) - if applicable

### Required with 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 To Place into Operation
	Copy of the Engineer's Certification of Completion
	Copy of Sponsor's Acceptance of Project
	A complete set of as-built/record drawings (PDF or hardcopy)
	<i>Clean Water projects</i> : FSP Certification (3236) - if not previously submitted

# APPENDIX

## FORMS

Official Designation and Signature Form (DHEC 3586)

Monthly Inspection Report Form (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 Form (DHEC 2557)

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

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





Official Designation and Signature Form
Bureau of Water – State Revolving Fund Program

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

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

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

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 South Carolina Budget and Control Board (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:

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

## Instructions for Completing d-3586 Official Designation and Signature Form

**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 Name, SRF Project Number and Sponsor's Name.
- Identify -
  - One individual to be the Sponsor Representative (an official or employee of the project sponsor)
  - Two individuals to be Individuals 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 Rural Infrastructure Authority, 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 Bureau of Water 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.



Project Sponsor \_\_\_\_\_  
 Project No. \_\_\_\_\_  
 Contractor \_\_\_\_\_  
 Division \_\_\_\_\_

STATE OF SOUTH CAROLINA STATE REVOLVING FUND (SRF) PROGRAM  
 MONTHLY CONSTRUCTION INSPECTION REPORT

Inspection Month and Year \_\_\_\_\_ Inspection No. \_\_\_\_\_  
 Scheduled Construction Complete (%) \_\_\_\_\_ Actual Complete (%) \_\_\_\_\_

Brief Description of Monthly Construction Activity:

Overall Project Performance (Deficiencies, Quality of Construction):

Comments and/or Recommendations:

Change Order Number	Date Submitted to DHEC	Date Approved by DHEC

Subcontractors on Site (if none write "none")	Construction Type

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

Submit on report for each contract and include with the SHEC Form 3585, Draw Request Form. Do not submit daily log sheets with this report.

Submit to:  
 SCDHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201



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 Category	B Total Eligible Project Costs	C Total Costs Approved for SRF Loan	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)
1. Planning Design Engineering	_____	_____	_____	_____	_____	_____	_____
2. Land Acquisition	_____	_____	_____	_____	_____	_____	_____
3. Legal, Appraisal Fees	_____	_____	_____	_____	_____	_____	_____
4. Construction Totals <i>(For Col. E-H Use Page 3, #1)</i>	_____	_____	_____	_____	_____	_____	_____
5. Construction Contingency	_____	_____	_____	_____	_____	_____	_____
6. Equipment	_____	_____	_____	_____	_____	_____	_____
7. Construction Engineering <i>(For Col. E-H Use Page 3, #2)</i>	_____	_____	_____	_____	_____	_____	_____
8. Other	_____	_____	_____	_____	_____	_____	_____
9. TOTALS	0	0	_____	0	0	0	0

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. I/We further certify that the funds received from this request will be disbursed within three business days, as applicable, to comply with SRF cash management procedures.

_____ Signature	_____ Signature
_____ Typed Name and Title of Sponsor Representative	_____ Typed Name and Title of Project Engineer

**DHEC USE ONLY**

DHEC Officials' Certification

>> 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

Federal Share: \_\_\_\_\_

State Share: \_\_\_\_\_

**INSTRUCTIONS:  
SRF DRAW REQUEST FORM**

**Purpose & Completion:** Project Sponsors must use this draw request form to request disbursement from their State Revolving Fund (SRF) loan. The Project Sponsor or Project Sponsor's Representative will fill out the form.

**Item by Item Instructions:**

**PAGE 1**

**SECTION I** Self-explanatory or information may be obtained from the SRF Loan Agreement (LA)

**SECTION II**

**Column A:** Categories listed here are those that may appear in Appendix A of the LA. Not all categories may apply. No other categories, including line 8 (Other), may be used without the prior written approval of the Office of Local Government (OLG) and the S.C. Department of Health and Environmental Control (DHEC).

**Columns B, C, D:** The data for Column B (eligible project costs) & Column C (eligible costs covered by the loan) must be obtained from the LA and will remain constant unless the LA is modified to reflect new eligible project costs and/or costs approved for loan participation. The percentage for Column D is calculated by dividing Column C by Column B. In certain cases an approved waiver may change the percentages in Column D - in that case the values for Column D would be entered directly.

**Column E:** Enter in Column E the total cumulative eligible project costs, or when applicable, waiver amount costs incurred to date, by category, less retainage. The category amount entered for each line in Column E cannot exceed the amount reflected in Column B or the approved waiver amount, whichever is applicable.

**Column F:** The total cumulative loan amounts requested to date, by category, are determined by multiplying the percentages in Column D (loan percentage or waiver percentage) by the amounts in Column E. The category amounts/totals in Column F cannot exceed the category amounts/totals reflected in Column C.

**Column G:** Enter the actual cumulative loan disbursements, by category, in this column.

**Column H:** The amount requested for this disbursement, by category, is determined by subtracting Column G amounts from Column F amounts. **Invoices to support the amount of this disbursement, by category, must be enclosed with the Draw Request Form.**

**Last Column:** Reserved for DHEC Use Only. All adjustments must be reflected in the appropriate category amounts and totals.

**See Also:** Disbursement Package for Project Sponsors-IV.G. *Eligible Expenses for Draw Request Categories*

**SECTION III**

**Project Sponsor Certification:** Officials designated by the Project Sponsor shall sign the draw request form. Signatures for the authorized representatives must be on file with the OLG and DHEC.

**DHEC Officials' Certification:** *Reserved for DHEC Use Only.* Officials so designated by the Director, Water Facilities Permitting Division, shall sign the draw request form.

**PAGE 3**

**Column A:** Use separate lines to list multiple Contract/Division Contractors and/or 20-year/30-year loan term, when applicable. **Column D:** Enter the construction percentage from Column D, Page 1. **Columns E - H:** Use the instructions from Section II, above. **Calculate totals** and transfer to Page 1.

**Submit:**

- \* One original and one copy of the draw request (pages 1-3) with one set of supporting invoices and documentation to: *SRF Section - Water Facilities Permitting Division, S.C. DHEC, 2600 Bull Street, Columbia SC 29201*
- \* One copy of the draw request, without supporting documentation, to: *Loan Administration Coordinator, Office of Local Government, 1201 Main Street - Suite 1600, Columbia SC 29201*

The SRF Section will review the form and make any needed adjustments. Once a draw request is considered complete and payment to the Project Sponsor has been initiated, the form will be kept in the Draw Request file and will be retained for three years - following final SRF disbursement to the project's Sponsor - per DHEC Retention Schedule 15795.

**DHEC USE ONLY**

\_\_\_\_\_ Date Received from Project Sponsor  
Check Point: Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_ 1st \_\_\_\_\_ 30% \_\_\_\_\_ 60% \_\_\_\_\_ 90% \_\_\_\_\_ Final  
\_\_\_\_\_ Financial Manager Initials  
\_\_\_\_\_ % of Draw on Loan  
\_\_\_\_\_ Date Review Completed  
\_\_\_\_\_ Date Forwarded to DHEC FM  
\_\_\_\_\_ Project Manager Initials

# SRF DRAW REQUEST FORM

## 1. CONSTRUCTION:

A	D	E	F	G	H
Contract / Division Contractor 20-year / 30-year (if applicable)	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)
A. _____					
B. _____					
C. _____					
D. _____					
E. _____					
<b>Construction Totals:</b>		0	0	0	0

Transfer Totals to line 4, page 1

## 2. CONSTRUCTION ENGINEERING:

A	E	F	G	H
Sub-Category	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)
A. Project Inspection				
B. Basic Engineering Services				
C. Other Engineering Services				
<b>Construction Engineering Totals:</b>	0	0	0	0

Transfer Totals to line 7, page 1

DHEC USE ONLY	
Adjustments	
___	This Request
___	Next Request

DHEC USE ONLY	
Adjustments	
___	This Request
___	Next Request



Project Name: \_\_\_\_\_  
 Project No.: \_\_\_\_\_  
 Sponsor: \_\_\_\_\_

**STATE OF SOUTH CAROLINA  
LAND ACQUISITION FOR CWSRF FUNDING**

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\* \_\_\_\_\_

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 treatment process for the above referenced project.*

\_\_\_\_\_  
**Signature of Sponsor or Sponsor's Designated Representative**

\_\_\_\_\_  
**Date**

*Submit to:*

*SCDHEC, Water Facilities Permitting Division, SRF Section, 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 FOR COMPLETING THE CWSRF LAND ACQUISITION FORM**

The purpose of the Land Acquisition for CWSRF Funding form is to justify land acquisition reimbursement from the SRF fund.

This form needs to be completed by the Sponsor or Sponsor's Designated Representative.

Please provide the project name, project SRF number, and sponsor.

Please provide the requested information for each parcel of land purchased. Only provide information for those parcels for which reimbursement will be requested from the SRF fund.

DHEC Review and Filing. The Bureau of Water will use the above referenced form to justify land acquisition reimbursement from the SRF fund. The form will be kept in the SRF Invoice file of the project name listed on the form. The land acquisition form will be retained on file with the Bureau of Water for twenty years.





Project Name: \_\_\_\_\_  
 Project No.: \_\_\_\_\_  
 Sponsor: \_\_\_\_\_

**STATE OF SOUTH CAROLINA  
LAND ACQUISITION FOR DWSRF FUNDING**

Seller's Name \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 Tax Map # \_\_\_\_\_  
 Appraisal Amount\* \_\_\_\_\_  
 Amount Paid\* \_\_\_\_\_  
 Willing Seller?    Yes    No

Seller's Name \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 Tax Map # \_\_\_\_\_  
 Appraisal Amount\* \_\_\_\_\_  
 Amount Paid\* \_\_\_\_\_  
 Willing Seller?    Yes    No

Seller's Name \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 Tax Map # \_\_\_\_\_  
 Appraisal Amount\* \_\_\_\_\_  
 Amount Paid\* \_\_\_\_\_  
 Willing Seller?    Yes            No

Property Address \_\_\_\_\_  
 Tax Map # \_\_\_\_\_  
 Appraisal Amount\* \_\_\_\_\_  
 Amount Paid\* \_\_\_\_\_  
 Willing Seller?    Yes            No

Property Address \_\_\_\_\_  
 Tax Map # \_\_\_\_\_  
 Appraisal Amount\* \_\_\_\_\_  
 Amount Paid\* \_\_\_\_\_  
 Willing Seller?    Yes            No

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

\_\_\_\_\_  
 Signature of Sponsor or Sponsor's Designated Representative

\_\_\_\_\_  
 Date

*Submit to:*

*SCDHEC, Water Facilities Permitting Division, SRF Section, 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 FOR COMPLETING THE DWSRF LAND ACQUISITION FORM

The purpose of the Land Acquisition for DWSRF Funding form is to justify land acquisition reimbursement from the SRF fund.

This form needs to be completed by the Sponsor or Sponsor's Designated Representative.

Please provide the project name, project SRF number, and sponsor.

Please provide the requested information for each parcel of land purchased. Only provide information for those parcels for which reimbursement will be requested from the SRF fund.

**DHEC REVIEW AND FILING.** The Bureau of Water will use the above referenced form to justify land acquisition reimbursement from the SRF fund. The form will be kept in the SRF Invoice file of the project name listed on the form. The land acquisition form will be retained on file with the Bureau of Water for twenty years.



**Project Sponsor:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Project Number:** \_\_\_\_\_  
**Period From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**STATE OF SOUTH CAROLINA STATE REVOLVING FUND (SRF) SECTION  
PROJECT SPONSOR'S DAVIS-BACON CERTIFICATION**

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

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

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Signature of the Project Sponsor's Representative

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Name and Title of Project Sponsor's Representative

**INSTRUCTIONS FOR COMPLETING  
PROJECT SPONSOR'S DAVIS-BACON CERTIFICATION  
DHEC FORM 2557**

The purpose of the Project Sponsor's Davis-Bacon Certification is to certify the identified SRF project complies with Davis-Bacon and Related Acts for the period identified on the form. This certification form must accompany all draw requests.

The Project Sponsor's representative must complete this form.

Please provide the name of the Project Sponsor, project name, SRF project number and covered period.

Please certify that the identified SRF project complies with Davis Bacon and Related Acts by signing the form and including the printed or typed name and title of the Project Sponsor's representative.

DHEC Review and Filing. The Bureau of Water will use the above referenced form to document compliance with EPA/SRF appropriations law. The form will be kept in the Draw Request file of the project name listed on the form. The Project Sponsor's Davis-Bacon Certification will be retained on file with the Bureau of Water for three years following the final disbursement to the project from the SC Budget and Control Board.



**Project Sponsor's "American Iron And Steel" Certification**  
**Bureau of Water – State Revolving Fund Program**

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 appropriations, federal continuing resolution, or other federal act 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 the Project Sponsor's Representative

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

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

## **INSTRUCTIONS FOR COMPLETING PROJECT SPONSOR'S "AMERICAN IRON AND STEEL" CERTIFICATION**

**PURPOSE:** The purpose of the *Project Sponsor's American Iron and Steel Certification* is to certify that as required by federal appropriations, federal continuing resolution, or other federal act, all of the iron and steel products used in the referenced State Revolving Fund (SRF) project are produced in the United States unless a waiver is granted by the U. S. Environmental Protection Agency. All Sponsors of SRF projects funded after January 17, 2014 must complete this form, unless the project had approved plans and specs or an assistance agreement in place before January 17, 2014.

**GENERAL INFORMATION:** "Iron and steel" products means 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 concrete and construction materials. Additional information, including any published waivers, is posted on the EPA Website, [http://water.epa.gov/grants\\_funding/aisrequirement.cfm](http://water.epa.gov/grants_funding/aisrequirement.cfm).

**INSTRUCTIONS:** The Project Sponsor's representative must complete and submit this form with each draw request.

Provide the project name, SRF project number, project sponsor name (utility, town, etc), and covered period (time covered by the draw request).

Sign the form to certify that the identified SRF project complies with the American Iron and Steel provision. Include the name and title of the Project Sponsor's representative.

**DHEC REVIEW AND FILING:** The Bureau of Water will use the above referenced form to document compliance with EPA/SRF appropriations law. The form will be kept in the Draw Request file of the project name listed on the form. Under retention schedule 15795 the *Project Sponsor's "American Iron and Steel" Certification* will be retained on file with the Bureau of Water for three years following the final disbursement to the project.