

S.C. Department of Health and Environmental Control
State Revolving Fund

Disbursement Package for Project Sponsors

Contents:

1. Disbursement Information
2. Designation and Signature Forms
3. Draw Request Form with Instructions
4. Land Acquisition Forms with Instructions

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 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) under the program and others involve the Budget and Control Board, Office of Local Government (BCB), which administers the financial functions of the SRF for the Authority. In general terms, DHEC reviews the technical aspects of the draw requests and the BCB disburses the monies. Both agencies 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. Material that must be provided to either agency 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

BCB

Ms. Holley Sparkman
Office of Local Government
SC Budget & Control Board
1200 Senate Street
453 Wade Hampton Building
Columbia, SC 29201
Phone: 803-737-3800
Email: holley@olg.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 Appendix “A” of the BCB 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 BCB, 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.
- D. Draw requests will not be accepted prior to the execution of all construction contracts. The first draw request must include an amount for incurred construction costs.
- E. Draw requests shall not be submitted more often than monthly.
- F. 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 BCB. 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 BCB no later than 60 days prior to submission of the first draw request.
- G. The project sponsor should submit draw requests at least 21 days before the funds are required. The BCB will make every effort to disburse funds within 14 to 21 days of receiving a request, but it cannot guarantee this schedule.
- H. 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 disbursed funds be held by the project sponsor more than 3 days, unless the disbursement is for a reimbursement.
- I. The project sponsor shall not request disbursements against retainage until retainage is paid.
- J. The project sponsor shall not request disbursements for any change order until the change order has been approved by DHEC.
- K. The final disbursement will not be made until the Permit to Operate is issued by DHEC. A copy of the permit(s) must be submitted with the final draw request to DHEC and BCB. Draw requests will not be accepted later than 120 days from the date of the Permit to Operate. A waiver to the 120 day rule, which is contained in the loan agreement, may be considered by the BCB only under extraordinary circumstances beyond the control of the project sponsor. Any such waiver request must be submitted to the BCB by the designated sponsor representative and contain sufficient justification to clearly document the problem.

L. 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 BCB.

M. 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 BCB.

II. REQUIREMENTS PRIOR TO SUBMISSION OF THE FIRST DRAW REQUEST

A. The project sponsor must 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 (see Appendix A).*

B. Identification and signatures of the two persons authorized to sign draw requests must be submitted by the project sponsor in writing prior to submission of the first draw request (see Appendix A). These two individuals should be the project engineer and the sponsor representative named in category A above.*

C. A complete set of executed bound contract documents and a copy of the Notice to Proceed must be provided to DHEC prior to submission of the first draw request.

Two “Official Designation and Signature Form(s)” (DHEC Form 3586) are enclosed in Appendix A which should be used for the designations required in categories A and B above. Send one form to DHEC and the other to BCB, each with **original signatures in **blue** ink.*

III. REQUIREMENTS FOR THE FIRST DRAW REQUEST

A. All amounts to be requested for disbursement in any of the categories for “Planning and Design Engineering”, “Land Acquisition” and “Legal and Appraisal Fees” 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 BCB 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 BCB.

D. The first draw request, as well as all subsequent requests, must follow the procedures and requirements of the next section.

IV. DRAW REQUEST PROCEDURES AND REQUIREMENTS

A. The SRF “Draw Request Form” (DHEC Form 3585), enclosed in Appendix B, must be used by the project sponsor to request all disbursements on any SRF loan.

B. Draw requests must be prepared in accordance with the instructions provided on the form and signed by the proper officials, as designated by the project sponsor.

C. Draw requests are to be submitted simultaneously as follows:

One original and one copy of the draw request with one set of supporting invoices to DHEC.

One copy of the draw request only, *without* supporting documentation to BCB, *except* for one copy of the bond counsel invoice and the items in I.K (Permit to Operate) and III.C (attorney letter).

D. “Monthly Construction Inspection Report(s)” (DHEC Form 3587) must be submitted to DHEC with each draw request covering the period for which construction costs are being claimed. (Remember to fill out one inspection report for each month covered by the submitted draw request.)

E. Project Sponsor’s Davis-Bacon Certification (DHEC 2557) must be submitted to DHEC with each draw request covering the period for which construction 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 are not eligible for participation. Disbursements may not exceed the amount shown for this category in Appendix “A” of the BCB loan agreement.

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. Please complete Land Acquisition form #2553 or form #2554, depending on type of project, and include with first draw request. In the Clean Water SRF program, land is eligible only if it is an integral part of the treatment process, e.g., land application. In the Drinking Water SRF program, land is eligible if it is needed to locate eligible treatment or distribution projects and is 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 Appendix “A” of the BCB loan agreement.

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 Appendix “A” of the BCB loan agreement.

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 Appendix “A” of the BCB loan agreement.

5. Equipment – Include only actual eligible incurred costs of equipment for use in the project, but not a part of the construction contracts. Disbursements may not exceed the amount shown for this category in Appendix “A” of the BCB 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 Appendix “A” of the BCB loan agreement.

G. Comprehensive Reviews (milestones) have been established for the first, 30%, 60%, 90% and final draw requests. At these times, DHEC conducts a thorough review of the draw requests to ensure compliance with all disbursement, technical, DBE (minority and women owned businesses), EEO (Equal Employment Opportunity) and procurement requirements. 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.

APPENDIX A

**OFFICIAL DESIGNATION AND SIGNATURE FORMS
(DHEC Form 3586)**



Project Sponsor: _____
Project Name: _____
Loan No.: _____
Date: _____

**STATE OF SOUTH CAROLINA STATE REVOLVING FUND (SRF) PROGRAM
OFFICIAL DESIGNATION AND SIGNATURE FORM**

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.

| | |
|----------------------|-----------|
| _____ | _____ |
| Typed 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 (BCB) and the South Carolina Department of Health and Environmental Control (DHEC), pursuant to the terms and conditions of the Loan Agreement.

| | |
|----------------------------------------|-----------|
| _____ | _____ |
| Project Engineer: Typed Name and Title | Signature |

| | |
|----------------------------------------------|-----------|
| _____ | _____ |
| Sponsor Representative: Typed 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.

| | |
|----------------------------------------|----------------------|
| _____ | _____ |
| Name and Title of Authorizing Official | Official's Signature |

*Submit an original to DHEC and to the BCB at:
 SCDHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201
 SCBCB, Office of Local Government, Loan Administration Coordinator
 1200 Senate Street, 453 Wade Hampton, Columbia, SC 29201*



Project Sponsor: _____
Project Name: _____
Loan No.: _____
Date: _____

**STATE OF SOUTH CAROLINA STATE REVOLVING FUND (SRF) PROGRAM
OFFICIAL DESIGNATION AND SIGNATURE FORM**

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.

| | |
|----------------------|-----------|
| Typed 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 (BCB) and the South Carolina Department of Health and Environmental Control (DHEC), pursuant to the terms and conditions of the Loan Agreement.

| | |
|----------------------------------------|-----------|
| Project Engineer: Typed Name and Title | Signature |
|----------------------------------------|-----------|

| | |
|----------------------------------------------|-----------|
| Sponsor Representative: Typed 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.

| | |
|----------------------------------------|----------------------|
| Name and Title of Authorizing Official | Official's Signature |
|----------------------------------------|----------------------|

*Submit an original to DHEC and to the BCB at:
 SCDHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201
 SCBCB, Office of Local Government, Loan Administration Coordinator
 1200 Senate Street, 453 Wade Hampton Building, Columbia, SC 29201*

APPENDIX B

Draw Request Form (DHEC Form 3585)



**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 | B | C | D | E | F | G | H |
|------------------------------------------------------------------------|------------------------------|-----------------------------------|--------------------------------------------|----------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------|------------------------------|
| Category | Total Eligible Project Costs | Total Costs Approved for SRF Loan | 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) |
| 1. Planning Design Engineering | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 2. Land Acquisition | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 3. Legal, Appraisal Fees | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 4. Construction Totals <i>(For Col. E-H Use Page 3, No. 1)</i> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 5. Construction Contingency | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 6. Equipment | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 7. Construction Engineering <i>(For Col. E-H Use Page 3, No. 2)</i> | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 8. Other | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 9. TOTALS | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

| 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

Federal Share: _____

State Share: _____

>> 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

INSTRUCTIONS FOR PREPARING SRF DRAW REQUEST FORM

PURPOSE: Project sponsors must use this draw request form to request disbursement from their State Revolving Fund loan.

SECTION I

ITEM BY ITEM INSTRUCTIONS

Required information is either self-explanatory or may be obtained from the Revolving Loan Fund Agreement.

SECTION II

- 1 **Column A:** Categories have been extracted from the Loan Agreement. No other categories, including line 8 (Other), may be used without the prior written approval of the Budget and Control Board (BCB) and the Department of Health and Environmental Control (DHEC).
- 2 **Column B, C, & D:** This data must be obtained from the Loan Agreement and will remain constant unless the Loan Agreement is modified to reflect new Eligible Project Costs and/or Costs Approved for Loan. An approved waiver by the BCB may change the percentages in Column D.
- 3 **Column E:** The Total Cumulative Eligible Project Costs or Waiver Amount Costs Incurred to Date, by category, less retainage. The category amounts and totals cannot exceed the amounts and totals reflected in Column B or the Waiver amount approved by BCB, whichever is applicable.
- 4 **Column F:** The Total Cumulative Loan Amounts Requested to Date, by category, are determined by applying the percentages reflected in Column D to the amounts in Column E. However, Page 3 must be used to compile totals for Construction and Construction Engineering. The percentages established in Column D for these categories will be used to determine the Construction and Construction Engineering amounts on Page 3. The category amounts and totals in Column F cannot exceed the category amounts and totals reflected in Column C.
- 5 **Column G:** The Actual Cumulative Loan Amounts Received to Date, by category, are reflected in this column. If an unpaid draw request is being processed by DHEC or the BCB, a departmental adjustment will be made in this column to reflect the appropriate amount.
- 6 **Column H:** The Amount of the Request, by category, is determined by subtracting Column G amounts from Column F amounts.
- 7 **Last Column:** Reserved for DHEC Use Only.
- 8 All adjustments must be reflected in the appropriate category amounts and totals.
- 9 Invoices to support the Amount of this Request, by category, must be enclosed with the Draw Request Form

SECTION III

Project Sponsor Certification: Signatures of the officials so designated by the project sponsor shall be affixed to the draw request form using blue ink. Signature forms for the authorized representatives must be on file with the BCB and DHEC.

DHEC Officials' Certification: Signatures of the officials so designated by the Director, Water Facilities Permitting Division, shall be affixed to the draw request form. Certification by the Project Manager is only required for check point payments and adjustments.

PROCESSING PROCEDURES

Draw requests are to be submitted simultaneously as follows:

- * One original and one copy of the draw request with one set of supporting invoices and documentation to: SC DHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201
- * One copy of the draw request, without supporting documentation, to: SCBCB, Office of Local Government, Loan Administration Coordinator, 1200 Senate Street; 453 Wade Hampton Bldg., Columbia, SC 29201

The form will be kept in the Draw Request file of the project name listed on this form and will be retained on file for three years after final disbursement from the BCB.

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 | 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. _____ | | | | | |
| Construction Totals: | | | | | |

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 | | | | |
| Construction Engineering Totals: | | | | |

Transfer Totals to line 7, page 1

| DHEC USE ONLY | |
|---------------|--------------|
| Adjustments | |
| _____ | This Request |
| _____ | Next Request |
| | |
| | |
| | |
| | |
| | |
| | |

| DHEC USE ONLY | |
|---------------|--------------|
| Adjustments | |
| _____ | This Request |
| _____ | Next Request |
| | |
| | |
| | |
| | |
| | |

APPENDIX C

LAND ACQUISITION FOR CWSRF FUNDING FORM (DHEC Form 2553)

LAND ACQUISITION FOR DWSRF FUNDING FORM (DHEC Form 2554)



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

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

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.