



State of Oregon Department of Environmental Quality

Disbursement Request Form

Form DC 4

Contact: [Project Officer](#)

Please read this form and the requirements. This form and all supporting documents are required for the Borrower to request a disbursement of funds from the Clean Water State Revolving Fund loan.

Borrower shall provide written evidence of materials and labor furnished to and performed upon the project, including, without limitation, invoices, verified contractor's pay requests, receipts, and other evidence that DEQ may require in its sole discretion. Examples of supporting documents and examples are provided with the instructions below.

Submit this completed, signed form with necessary supporting documentation to your regional [Project Officer](#).

Estimated time to receive payment

- Within 2 weeks of receiving the disbursement request form and documents, DEQ will review and work with the borrower to make adjustments for but not limited to:
 - math errors
 - unacceptable construction
 - ineligible expenditures
- After review and or corrections to ensure a complete and correct disbursement request with supporting documents, DEQ will make best efforts to process and disburse funds to borrower within **30** days.

DEQ holding payment

DEQ will disburse funds to pay project costs **only after** the borrower has provided supporting documentation (including Monthly Inspection Reports and Change Orders) satisfactory to DEQ that such project costs have been incurred (whether or not already paid by the borrower) and qualify for reimbursement under this loan and program rules.

General information

Official project name	Date
Borrower	Loan #
Address	Disbursement Request #
City ZIP code	<input type="checkbox"/> Final request
Point of contact Phone	LGIP Account # (local government investment pool)

Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)
800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov



See instructions below

	Budget	Prior Disbursements	This Request
Administrative Expense			
Preliminary Expense			
Land and Right-of-Way Costs			
Engineering Basic Fees			
Other Engineering Fees			
Project Inspection Fees			
Construction Costs			
Construction Contingency			
Miscellaneous Costs			
Emerging Contaminants Costs^			
Total:			

Select Project Phase: _____

Select percentage of Project Completion: _____

*Note the percent of project completion of the project phase in the drop down.

CERTIFICATION: I certify that to the best of my knowledge and belief, the billed costs and disbursements are in accordance with project and loan terms; the disbursement represents the Clean Water State Revolving Fund share due which has not been previously requested; and an inspection has been performed and all work is in accordance with the terms of the Clean Water State Revolving Fund Loan Agreement.

Engineer of Record

Borrower

Name and Title: _____

Signature: _____

Date: _____

Telephone #: _____

Email: _____

Instructions

Examples of supporting documentation

Supporting Document	Examples
Engineering invoices	Timesheets, itemized receipts: for travel, sub-consultant invoices, etc.
Consultant invoices	Timesheets, itemized receipts: for travel, sub-consultant invoices, etc. Maybe included in Engineering firm documents.
Construction Contractor Requests for Payment	Borrower approved Payment Application aka Schedule of Values or comparable. <i>REMINDER: Requests should be calculated on the basis of invoiced costs less any contractual payment retainage. Retainage will be reimbursed if paid into an escrow account and the public agency submits payment vouchers with the disbursement request.</i>
Equipment Invoices or Receipts	Itemized invoices from manufacturer, approved by Borrower. These may be included with the construction contractor's documentation.
Other Invoices or Receipts	Invoices or copies of payments for permits, insurance, etc. These may be included with the engineer's or construction contractor's documentation.
Monthly Construction Inspection report*	A completed report – one covering each month of active construction. <ul style="list-style-type: none"> DC02 Loan Received Monthly Inspection Report
American Iron and Steel <u>OR</u> Buy American, Build America Certification*	Letter from Product Manufacturer certifying AIS <u>or</u> BABA compliance. <ul style="list-style-type: none"> DC11 American Iron and Steel and Build America Certification Letter Sample
Change Orders*	Copies of any executed, approved change orders listed on Schedule of Values not already provided. DEQ written approval is required before executing any change that could alter project performance, or when a change order exceeds \$100,000 in either added or deducted costs for the construction portion of the project. <ul style="list-style-type: none"> DC05 Change Order Summary Sheet

* These documents maybe submitted to Project Officer separately from and prior to a DR request.

FINAL REQUEST	Mark this box if this is the final request for loan disbursements.
----------------------	--

BUDGET TABLE	
Budget	This column should break out the loan amount into the expenditure categories. It is an estimate and may be changed if necessary. The total should be for the amount in the signed loan agreement; it may not be the total project amount.
Prior Disbursements	Enter costs already disbursed from loan proceeds.
This Request	Enter costs included in this disbursement request.

EXPENSE CLASSIFICATIONS	
Administrative Expense	Enter advertising, legal fees, project management by borrower staff (for example: payroll, travel).
Preliminary Expense	Enter work prior to actual construction. This can also include Pre-Construction equipment purchases or down payments for long lead time equipment orders; signage; permitting fees; construction insurance; etc.
Land and Right-of-Way Expense	The loan can cover all costs for land that is an integral part of the treatment process, such as land application. If the land is not an integral part of the treatment process, the loan can still cover expenses relating to compliance with the Uniform Relocation Act, excluding cost of surveys, legal boundary descriptions and easements. Eligible compliance expenses include appraisals, reviewing appraisals, title searches, legal notices, closing costs, purchase negotiations, and preparation of purchase agreements.
Engineering Basic Fees	Enter basic fees for services of consulting engineers.
Other Engineering Fees	Enter other consulting engineering services.
Project Inspection Fees	Enter amounts associated with actual construction inspection activities.
Construction Costs	Enter amounts associated with actual project construction. If a contractor is used, this begins with the "Notice to Proceed." <i>REMINDER: Requests should be calculated on the basis of invoiced costs less any contractual payment retainage. Retainage will be reimbursed if paid into an escrow account and the public agency submits payment vouchers with the disbursement request.</i> Costs should generally be those included in the approved contract and bid package materials, and detailed in the Applications for Payment, Schedule of Values, or other supporting documents. They may also include other eligible project related fees or expenses paid by construction contractor, approved by borrower and with supporting documentation.
Miscellaneous Costs	Enter amounts for all items not specifically listed above.
^Emerging Contaminant Costs	Enter <u>total</u> associated with emerging contaminants costs (design, construction, i.e.). NOTE: Only use this category if awarded emerging contaminants funds.
Total	Form should automatically total each column.

SIGNATURE	
Engineer of Record	To be completed by Engineer in Responsible Charge (Responsible Charge: per OARS 820-005-0075).
Borrower	To be completed by official representative certifying to the percent of the project completion and funds requested.

Prohibition on certain telecommunication and video surveillance services or equipment in the State Revolving Fund Programs

Questions? Contact Xi Chen at 971.481.6595 or Xi.Chen@deg.oregon.gov.

Overview

Effective immediately, regulation 2 CFR 200.216 has identified telecommunications and video surveillance producers on the System of Awards Management exclusion list.

These producers are ineligible for funding.

Definition of excluded equipment and services

As described in section 889 of Public Law 115-232, covered telecommunications equipment or services includes:

- Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- Telecommunications or video surveillance services provided by such entities or using such equipment.
- Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

What does this mean?

Equipment and services produced or provided by the exclusion are **not eligible** for project cost reimbursements. All disbursement requests should be examined carefully prior to submission for reimbursement to assure they contain no costs for any of excluded entities.

It is recommended that borrowers communicate this prohibition clearly to their consultants, contractors, vendors and suppliers to assure they are aware of the excluded telecommunications suppliers to avoid awarding them a contract.

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).