



**State of Oregon Department of Environmental Quality**  
**Disbursement Request Form**

Contact: [Project Officer](#)  
 503-229-LOAN

This form is required for the borrower to request a disbursement of funds after the loan recipient incurs expenses on the CWSRF loan-funded project. Instructions are on page 3.

Check those that apply and attach a copy of each applicable document:

- Verified copies of the contractor’s pay request
  - Invoices from the engineer, with details on time and expenses
  - Equipment invoices
- System for Award Management annual report ([www.sam.gov](http://www.sam.gov)) for borrowers  
 American Iron and Steel [Certification form](#) Applies only to treatment works projects  
 Check ONLY if project is not required to comply with American Iron and Steel

Official Project Name		Date _____
Loan Recipient		CWSRF Loan #: _____
Address		Disbursement Request #: _____
City	Zip Code	<input type="checkbox"/> Final Request
Point of Contact	Phone	Deposit to LGIP Acct #: _____
		(local government investment pool)

*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.*

DEQ will process and disburse funds payable to the loan recipient within **30** days of receiving disbursement requests, when documentation is complete. DEQ will review requests for payment and will make adjustments for, but not limited to: 1) math errors; 2) unacceptable construction; and 3) ineligible expenditures.

The Borrower shall provide DEQ with 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 (collectively, “Cost Documentation”). DEQ will disburse funds to pay Project costs only after the Borrower has provided Cost Documentation satisfactory to DEQ that such Project costs have been incurred (whether or not already paid by Borrower) and qualify for reimbursement under this Agreement and the CWSRF Program rules.

See Instructions on Page 3

	<b>Budget</b>	<b>Prior Disbursements</b>	<b>This Request</b>
Administrative Expense			
Preliminary Expense			
Land and Right-of-Way Costs:			
Engineering Fees			
Project Inspection Fees			
Construction Costs			
Miscellaneous Costs			
<b>Total:</b>			

Select Project Phase:

\*Select Percentage of Completion:

\*Note the percent of project completion of the project phase in the drop down. DEQ will calculate the percent of loan money requested.

CERTIFICATION: I certify that to the best of my knowledge and belief, the billed costs and disbursements are in accordance with project terms; the disbursement represents the CWSRF 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 CWSRF Loan Agreement.

Engineer of Record

Loan Recipient

Name and Title:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Telephone #:

\_\_\_\_\_

Email:

\_\_\_\_\_

# Instructions

<b>FINAL REQUEST</b>	Mark this box if this is the final request for loan disbursements
<b>Budget</b>	This column should break out the total loan amount into the expenditure categories. It is an estimate and may be changed if necessary.
<b>Prior Disbursements</b>	Enter costs already disbursed from loan proceeds.
<b>This Request</b>	Enter costs included in this disbursement request.
<b>EXPENSE CLASSIFICATIONS:</b>	
Administrative Expense	Enter advertising, legal fees, project management by in-house staff (for example: payroll, travel)
Preliminary Expense	Enter work (locating, designing, making surveys and maps, sinking test holes and other work) prior to actual construction.
Land and Right-of-Way Expense	The CWSRF 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 CWSRF 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
Construction Costs	Enter amounts associated with actual project construction. If a contractor is used, this begins with the "Notice to Proceed." Contractor retainage will be reimbursed when it is paid out by the borrower. If it is deposited into an escrow account or a bank sub account, it will be reimbursed if documentation is provided showing transfer of funds.
Miscellaneous Costs	Enter amounts for all items not specifically listed above.
Total	Enter total for each column.
<b>CERTIFICATION</b>	
Engineer of Record	To be completed by Engineer in Responsible Charge (Responsible Charge: per OARS 820-005-0075)
Public Agency	To be completed by official representative certifying to the percent of the project completion and CWSRF funds requested.

**Attach** copies of expense documentation. This may include contractor invoices, supply invoices, payroll reports by cost center and type of work, and other documentation to support the date, amount and specific details of all expenditures. If the project or expenditure documentation is complex, a summary report may be needed to track expenditures from documentation to disbursement request amounts.

**Submit** this form to your regional [project officer](#).

## Alternative formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us)



## State of Oregon Department of Environmental Quality Clean Water State Revolving Fund

### Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment in the SRF Programs

Questions? Contact: Oscar Orejel at 503.229.5850 or [Oscar.orejel@state.or.us](mailto:Oscar.orejel@state.or.us)

#### 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 CWSRF 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 CWSRF 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 CWSRF applicants and borrowers communicate this debarment clearly to their consultants, contractors, vendors and suppliers to assure they are aware of the excluded telecommunications suppliers, in order to avoid awarding them a contract.