



# Illinois Environmental Protection Agency

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JB Pritzker, Governor

James Jennings, Acting Director

## ILLINOIS WATER REVOLVING LOAN FUND REQUEST FOR LOAN DISBURSEMENT

Complete this form for each request for disbursement from the State Water Revolving Fund pursuant to the executed loan agreement. Report **total cumulative costs** incurred to date and submit copies of all supporting invoices. Submit cost allocation if there are other funding sources.

**PLEASE COMPLETE, PRINT, SIGN, SCAN, AND EMAIL TO [EPA.LOANMGMT@ILLINOIS.GOV](mailto:EPA.LOANMGMT@ILLINOIS.GOV)**

LOAN RECIPIENT: \_\_\_\_\_

LOAN NUMBER: L17-\_\_\_\_\_

**SERVICE DATES FOR THIS REQUEST:**

FROM: \_\_\_\_\_

PAY REQUEST NUMBER: \_\_\_\_\_

TO: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

	ELIGIBLE BUDGET (Per grant agreement +/- Illinois EPA APPROVED change orders)	TOTAL CUMULATIVE COSTS INCURRED TO DATE	TOTAL CUMULATIVE ELIGIBLE COSTS INCURRED TO DATE
LEGAL/ADMINISTRATIVE			
DESIGN ENGINEERING			
CONSTRUCTION ENGINEERING			
CONSTRUCTION (before retainage) *List each contractor separately			
Other:			
<b>TOTAL COSTS TO DATE</b>			
<b>LESS RETAINAGE</b> *List each contractor separately			
<b>LESS PAID WITH OTHER FUNDING SOURCES</b>			
<b>LESS TOTAL INTEREST EARNED ON INVESTED FUNDS</b>			
<b>LESS TOTAL DISBURSEMENTS TO DATE</b>			
<b>LESS ROUNDING ADJUSTMENTS FOR BONDS (IF NECESSARY)</b>			
<b>NET DISBURSEMENT REQUESTED</b>			

FOR AGENCY USE ONLY

PREPARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

LOAN RECIPIENT: \_\_\_\_\_  
PAY REQUEST NUMBER: \_\_\_\_\_ LOAN NUMBER: L17- \_\_\_\_\_

Please indicate compliance with the following by marking the corresponding box:

<input type="checkbox"/>	This disbursement request constitutes a report in accordance with Section 4(b)(2) of the Illinois Grant Funds Recovery Act (30 ILCS 705/4(b)(2)) and is intended to describe the progress of the project and the expenditure of the loan funds related thereto.
<input type="checkbox"/>	The loan recipient is in compliance with all Standard and Special Conditions of the Loan Agreement and any subsequent Amendments executed for this loan project.
<input type="checkbox"/>	No refunds, rebates, or credits have been received by the loan recipient.
<input type="checkbox"/>	The loan recipient is in compliance with the wage rate requirements established in rules issued by the U.S. Department of Labor to implement the Davis-Bacon Wage Act and other related acts (29 CFR Parts 1, 3, and 5). <b>Certified payroll records for the time period covered by the submitted invoices are being maintained and are available for review.</b>
<input type="checkbox"/>	If this disbursement contains construction costs, the Illinois Works Apprenticeship Initiative Periodic Report is included with this request. Only applies to loans issued since May 8, 2020.
<input type="checkbox"/>	Engineering charges have been reviewed, and are reasonable, supported, and separated with documentation and in accordance with the approved engineering contract. The loan recipient acknowledges that <b>no construction observation charges after the approved final completion date are eligible</b> for loan reimbursement.
<input type="checkbox"/>	Each prime contractor has current and appropriate insurance coverage including workman's compensation, public liability and property damage, fire, and extended coverage including "All Risk" type of Builder's Risk Insurance.
<input type="checkbox"/>	Flood insurance has been acquired and maintained on eligible insurable structures under construction pursuant to the National Flood Insurance Act of 1968, as amended; or official exclusion from flood insurance requirements has been received from the Federal Emergency Management Agency; or there are no insurable structures located within a flood plain.
<input type="checkbox"/>	This is a <b>first</b> or <b>final</b> disbursement request and the additional checklist has been completed and submitted.

**PLEASE COMPLETE, PRINT, SIGN, SCAN, AND EMAIL TO [EPA.LOANMGMT@ILLINOIS.GOV](mailto:EPA.LOANMGMT@ILLINOIS.GOV)**

I hereby certify that this request for disbursement is, to the best of my knowledge and belief, a true and accurate request for disbursement, that it is made in accordance with the conditions of the loan for the project, and that I am authorized to request disbursement on behalf of the borrower.

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**PRINT OR TYPE:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**LOAN RECIPIENT:** \_\_\_\_\_  
**PAY REQUEST NUMBER:** \_\_\_\_\_ **LOAN NUMBER:** L17-

**FIRST DISBURSEMENT CHECKLIST**

Please indicate compliance with the following by marking the corresponding box:

<input type="checkbox"/>	Executed construction contract documents have been submitted to Illinois EPA and include the non-discrimination clause, Davis-Bacon language, and Davis-Bacon wage rate tables.
<input type="checkbox"/>	Performance and payment bonds (dated not earlier than the date of the executed contract), certificate of insurance with the loan recipient as an additional insured, and notice to proceed have been submitted to the Illinois EPA.
<input type="checkbox"/>	Copies of agreements or grants providing other funding for this project have been submitted to the Illinois EPA. An allocation of funds from the other funding sources will be provided with each loan disbursement request.
<input type="checkbox"/>	The public notification/signage requirement has been met and the Certificate of Completion has been submitted to the Illinois EPA.
<input type="checkbox"/>	The Illinois Works Jobs Program Act Apprenticeship Initiative Budget Supplement form has been submitted to the IEPA within 90 days of the grant agreement.

**FINAL DISBURSEMENT CHECKLIST**

Please indicate compliance with the following by marking the corresponding box:

<input type="checkbox"/>	If construction has been completed, the newly-constructed facility is being operated in accordance with the provisions of the Clean Water Act or Safe Drinking Water Act, Illinois Environmental Protection Act and all regulations adopted thereunder.
<input type="checkbox"/>	Change orders for final quantities have been submitted to the IEPA and match the contractor's final costs.
<input type="checkbox"/>	The appropriate Illinois EPA regional field office has been notified in writing of the completion of construction, plans of record have been forwarded to that office, and a final inspection has been requested. A copy of the request for inspection has already been provided to the Post-Construction Unit or is included with the final disbursement request.
<input type="checkbox"/>	Proof of flood insurance has been submitted to the IEPA pursuant to the National Flood Insurance Act of 1968, as amended; or official exclusion from flood insurance requirements has been received from the Federal Emergency Management Agency.
<input type="checkbox"/>	The Certification of Compliance with Public Works Project Apprenticeship Goals has been submitted to the Illinois EPA. Only applies to loans issued since May 8, 2020.

**AFTER FINAL DISBURSEMENT**

Within 30 days after the warrant (check) from the State Comptroller has been issued, the recipient shall submit to the Illinois EPA:

<input type="checkbox"/>	Final lien waivers from all primary contractors.
<input type="checkbox"/>	Certification by the recipient that all bills have been paid.
<input type="checkbox"/>	Certification by the recipient of training and operation and maintenance documents.
<input type="checkbox"/>	Release discharging the State of Illinois, its officers, agents, and employees from all liabilities, obligations, and claims arising out of the project work.
<input type="checkbox"/>	If the loan application for a treatment works (WPC) project was received after September 30, 2014, certification by the recipient that a Fiscal Sustainability Plan has been developed and implemented in accordance with the Water Resources Reform and Development Act (WRRDA) of 2014.

I hereby certify that this request for disbursement is, to the best of my knowledge and belief, a true and accurate request for disbursement, that it is made in accordance with the conditions of the loan for the project, and that I am authorized to request disbursement on behalf of the borrower.

**SIGNATURE OF AUTHORIZED**

**REPRESENTATIVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT OR TYPE:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_