



## UNSEWERED COMMUNITIES PLANNING GRANT PROGRAM INVOICE FOR DISBURSEMENT REQUEST DOCUMENTATION

Complete this form for each request for disbursement from the Unsewered Communities Planning Grant Program pursuant to the executed grant agreement. If this is the **FIRST DISBURSEMENT REQUEST**, please mark the appropriate box and include a copy of the **executed third-party service agreement**. If this is the **FINAL DISBURSEMENT REQUEST**, please mark the appropriate box, **report total cumulative costs incurred to date**, submit copies of **all supporting invoices**, and submit the **Completed Planning Study**. Please complete, print, sign, scan, and email the form back to the Illinois Environmental Protection Agency (IEPA) and CC the IEPA staff listed below.

Submit to: IEPA [EPA.LoanMgmt@illinois.gov](mailto:EPA.LoanMgmt@illinois.gov)  
CC: Lanina Clark [lanina.clark@illinois.gov](mailto:lanina.clark@illinois.gov)  
Jillian Fowler [jillian.fowler@illinois.gov](mailto:jillian.fowler@illinois.gov)  
Rachael Heaton [rachael.heaton@illinois.gov](mailto:rachael.heaton@illinois.gov)

GRANT RECIPIENT:	Village of City	GRANT NUMBER:	C17- 0000
ADDRESS:	000 North State Street	PAY REQUEST NUMBER:	1
	City, Illinois	DATE SUBMITTED:	10/18/2022
		PO#:	
TOTAL GRANT AWARD AMOUNT:	\$ 30,000.00	APPROPRIATION#:	

<input checked="" type="checkbox"/> <b>FIRST UCPGP GRANT DISBURSEMENT REQUEST</b>	<b>INVOICED AMOUNT</b>
Submittal of an <b>executed contract</b> detailing the scope of work and services to be performed by a third party in developing a Planning Study or equivalent document	<b>\$ 15,000.00</b>
<input type="checkbox"/> <b>FINAL UCPGP GRANT DISBURSEMENT REQUEST</b>	<b>INVOICED AMOUNT</b>
Submittal of a completed <b>Planning Study</b> accompanied by a detailed <b>report of total cumulative costs incurred to date</b> with copies of <b>supporting invoices</b>	
<input type="checkbox"/> <b>OTHER FUNDING SOURCES (IF APPLICABLE):</b>	<b>INVOICED AMOUNT</b>
N/A	<b>\$ 0.00</b>

**TOTAL REQUESTED AMOUNT:****\$ 15,000.00**

(AMOUNT REQUESTING FOR THIS INVOICE ONLY.)

SIGNATURE OF  
AUTHORIZED  
REPRESENTATIVE:  
PRINT OR TYPE:

*Joe Shmoe*  
Joe Shmoe

DATE: 10/18/2022  
TITLE: Village President

FOR AGENCY USE ONLY

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



# Illinois Environmental Protection Agency

1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276 • (217)782-3397

GRANT RECIPIENT:

Village of City

GRANT NUMBER:

C17-

0000

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



The grant recipient is in compliance with Articles I to XXVI, Exhibits A through G, and Parts Two and Three of the Grant Agreement and any subsequent Amendments executed for this grant project.



If No refunds, rebates, or credits have been received by the grant recipient.

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

SIGNATURE OF  
AUTHORIZED  
REPRESENTATIVE:

*Joe Shmoe*

PRINT OR TYPE:

Joe Shmoe

DATE:

10/18/2022

TITLE:

Village President

EXAMPLE

GRANT RECIPIENT:

Village of City

GRANT NUMBER: C17-

0000

### FIRST DISBURSEMENT CHECKLIST

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

- ☒ Executed engineering contract documents between the Grantee and consultant/sub-grantee for the completion of the project plan have been submitted to Illinois EPA and includes the required language found in Article XI Section 11.1 through 11.6 of the Intergovernmental Grant Agreement.
- ☒ A copy 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 disbursement request.

### FINAL DISBURSEMENT CHECKLIST

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

- ☐ If the Planning Study has been completed, the Illinois EPA has been, or will be, notified in writing within 90 days of the completion of said Planning Study.
- ☐ Planning Study, complete with a Wastewater Project Plan Submittal Checklist submitted to the Illinois IEPA.
- ☐ Provided report of total cumulative costs incurred to date with copies of supporting invoices.
- ☐ Amount of UCPGP grant funds previously disbursed and received by the Grantee. \_\_\_\_\_
- ☐ Within 30 days after the warrant (check) from the State Comptroller has been issued, recipient will submit a certification that all bills have been paid and a release discharging the State of Illinois, its officers, agents, and employees from all liabilities, obligations, and claims arising out of the project work.

I hereby certify that this request for grant funds 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 grant for the project, and that I am authorized to request grant funds on behalf of the grantee.

SIGNATURE OF  
AUTHORIZED  
REPRESENTATIVE:  
PRINT OR TYPE:

  
Joe Shmoe

DATE: 10/18/2022  
TITLE: Village President



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Jillian Fowler [jillian.fowler@illinois.gov](mailto:jillian.fowler@illinois.gov)  
Rachael Heaton [rachael.heaton@illinois.gov](mailto:rachael.heaton@illinois.gov)

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TOTAL GRANT AWARD AMOUNT:		PO#:		
\$ 30,000.00		APPROPRIATION#:		

<input type="checkbox"/> FIRST UCPGP GRANT DISBURSEMENT REQUEST	INVOICED AMOUNT
Submittal of an <b>executed contract</b> detailing the scope of work and services to be performed by a third party in developing a Planning Study or equivalent document	
<input checked="" type="checkbox"/> FINAL UCPGP GRANT DISBURSEMENT REQUEST	INVOICED AMOUNT
Submittal of a completed <b>Planning Study</b> accompanied by a detailed <b>report of total cumulative costs incurred to date</b> with copies of <b>supporting invoices</b>	\$ 14,598.66
<input type="checkbox"/> OTHER FUNDING SOURCES (IF APPLICABLE):	INVOICED AMOUNT
N/A	\$ 0.00

TOTAL REQUESTED AMOUNT: \$ 14,598.66

(AMOUNT REQUESTING FOR THIS INVOICE ONLY.)

SIGNATURE OF  
AUTHORIZED  
REPRESENTATIVE:  
PRINT OR TYPE:

  
Joe Shmoe

DATE: 12/07/2022  
TITLE: Village President

FOR AGENCY USE ONLY

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



# Illinois Environmental Protection Agency

1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276 • (217)782-3397

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Village of City

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**SIGNATURE OF  
AUTHORIZED  
REPRESENTATIVE:  
PRINT OR TYPE:**

*Joe Shmoe*  
Joe Shmoe

**DATE:**

12/07/2022

**TITLE:**

Village President



GRANT RECIPIENT: Village of City GRANT NUMBER: C17- 0000

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Joe Shmoe

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