

Clean Water Fund Program

Safe Drinking Water Loan Program

**Notice:** This form is authorized by ss. 281.58, and 281.61, Wis. Stats. Submittal of a completed form to the Department is mandatory for all applicants seeking payments from the Clean Water Fund Program or the Safe Drinking Water Loan Program. Failure to submit a completed form to the Department shall be grounds for denial of payment. Personally identifiable information requested on this form is not likely to be used for purposes other than that for which it is originally being collected. **See reverse side for instructions and payment cycles.**

1. Municipality	2. Project Number	3. Request Number	4. Type of Request (Partial or Final)
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5. Is any portion of this request for costs being refinanced?  
 Yes      Amount \$       No

Bank Information			
6. Is the bank information below a <b>new</b> change? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Intermediary Bank (if any), City and State	ABA Number	Account Number	
Destination Bank, City and State	Account Name	ABA Number	Account Number

<b>Disbursement worksheet <u>must be completed</u> and invoices must be attached for all costs.</b>	Amount Previously Requested	This Claim	Cumulative To Date
7. Force Account			
8. Interim Financing			
9. Facility Plan or Engineering Report Preparation			
10. Plans and Specs Preparation			
11. Land or Easement Acquisition			
12. Engineering/Construction Management			
13. Construction/Equipment			
14. Miscellaneous Costs			
15. Closing Costs			
<b>Total Costs</b>			
<b>16. Total per this Request</b>			

**Certification**

I certify that to the best of my knowledge the amounts requested are in accordance with the terms of the Financial Assistance Agreement (FAA) and are for eligible project costs that have been incurred and have not been the basis of any previous request. I also certify that I am the municipal representative authorized to complete this request and that all necessary approvals by consultants and municipal governing officials have been obtained.

Signature of Municipal Representative	Date Signed	DNR Project Manager Initials
Title	Phone Number (      )	Date Reviewed

Leave Blank -- DNR Use Only			
DNR Approval & Date	DOA Approval & Date	Date First Disbursement Faxed to DOA	Project At %
Letter Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 95% <input type="checkbox"/> Final		Date CME Notified Project At or Above 80%	

**Request for Disbursement for  
Financial Assistance Programs**

Form 8700-215 (R 2/07)

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**Instructions:**

Type or print legibly.

1. Enter official name of municipality.
2. Enter project number.
3. Number Request for Disbursement sequentially starting with 1.
4. Indicate partial until the final request. When it is the final request, it is important that it be indicated as **final**.
5. Check if the disbursement is for refinancing of a previous bond or loan. If yes, indicate the amount associated with the refinancing.
6. Indicate if any bank information has changed.

Indicate the name of an intermediary bank (if applicable) which is connected to the Federal Reserve System and receives the initial wire transfer, as well as appropriate ABA and account numbers.

Indicate the name of the destination bank, account name, ABA and account number. This is the final destination of the wired funds.

- 7-15. Enter the incurred costs for each of the line items in the column marked "This Claim." The requested costs should be costs included on the **Project Budget Sheet Summary (Exhibit A) in the FAA**.
16. Enter the total of Column 2 (This Claim).

The request must be signed by a municipal representative. This representative is certifying that the requested costs are in accordance with the terms set forth in the FAA. Also, indicate the title of the representative, the date signed, and the telephone number, including area code.

**PAYMENT CYCLES:**

**DNR/DOA current payment cycles are set up so that Request for Disbursement forms received at the DNR by the first of the month will be disbursed on the second Wednesday of the month. Forms received by the 15th of the month will be disbursed on the fourth Wednesday of the month. Changes to this schedule will be made for Thanksgiving and Christmas.**



# Request for Disbursement for Financial Assistance Programs Payment Request Worksheet

Form 8700-215 (R 2/07)

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**Instructions:** Type or print legibly. Items 1 through 4 are self-explanatory. Specific instructions for each column are as follows:

5. **Payee**--Name of contractor, consultant, or vendor to whom payment has been made. Indicate municipality name for all work associated with force account for labor or equipment.
6. **Amount**--Sum of the invoice for eligible expenses allocated to the budget categories.
7. **Budget Categories**--The amount of eligible costs being claimed in item 6 must also be broken down and entered under the appropriate budget categories.  
**Only expenditures for budgeted costs approved in the Financial Assistance Agreement (FAA) or amendment may be claimed.**

**Force Account**--Force Account is the work a municipality performs using its own employees and/or equipment. In order to disburse funds, documentation must be submitted verifying the personnel who did the work, hours worked, hourly wage and scope of work. For equipment, indicate the type of equipment and the work performed, the dates and hours of use, and the hourly cost. Enter amount to be reimbursed for personnel and equipment costs.

**Interim Financing**--Interim financing is a debt to temporarily finance a project. Enter the amounts associated with the preparation, approval, issuance, and sale of interim financing (includes bond counsel, financial consultants, and underwriters fees).

**Facility Plan Prep**--Enter contract costs of architectural engineers for facility planning/engineering report preparation.

**Plans and Specs Prep**--Enter contract preparation costs for services of architectural engineers for plans and specifications.

**Land/Easements**--Enter all amounts associated with the acquisition of land and easements for this project.

**Engineering/Construction Mgt.**--Enter all other contracted costs associated with engineering/construction management for this project.

**Construction/Equipment**--Enter costs associated with the actual construction of, addition to, or restoration of a facility. Also include the costs for project improvements such as sewers, streets, and landscaping. Enter amounts for all equipment, both fixed and movable, exclusive of laboratory tables and laboratory equipment.

**Miscellaneous Costs**--Enter costs that are outside the scope of the engineering or construction contracts. These costs can include computers, start-up laboratory equipment, materials, supplies, bid advertising, etc.

**Closing costs**--Enter the eligible costs for closing purposes, which includes bond counsel and legal fees.

8. **Other Funding Sources**--(if applicable) Enter costs identified in the FAA as being paid by other sources, i.e., CDBG grant, municipal funds, Rural Development. These costs will not be reimbursed by the Environmental Improvement Fund (EIF).