



Drinking Water and Groundwater Trust Fund
REQUEST FOR DISBURSEMENT



RSA 485-F

Form containing recipient information (Village District of Eidelweiss), loan/grant details (Project Number DWGT-41, Request Number 2), a classification table with columns for Total Project, DWGT Eligible, Prev Requests, and This Request, and a signature section for the Loan/Grant Recipient.

DWGT DISBURSEMENT GUIDANCE

The Request for DWGT Disbursement form should be completed, signed and submitted:

1. The first request must be submitted within 6 months of execution of the loan/grant agreement.
2. Must be signed by the Authorized Representative.
3. Disbursement requests should be submitted no more than once per month.

NHDES can only disburse requested DWGT-eligible equipment, engineering, related services and construction costs.

Contract amendments must be approved by NHDES first and require a Change Order form.

NHDES may hold disbursements until required reporting and documentation is up to date. NHDES will notify the loan/grant recipient if a disbursement is being withheld.

Any retainage is to be held by the loan/grant recipient and released to the contractor.

All disbursements must include backup material such as:

1. A summary list of the submitted invoices and construction payment requisitions. The list should include invoice number, date, amount and costs should be separated into the specific classifications.
2. All invoices for services, construction and miscellaneous costs (administrative, resident engineering, misc. costs, etc.).
3. Contractor's pay estimate for the time period covered by the disbursement request.
4. A running tabulation of all the above expenses should be submitted with each request. The tabulation should easily relate to the engineering services contract.
5. If applicable:
 - a. Davis Bacon Certification forms
 - b. American Iron and Steel (AIS) Certification form and AIS DeMinimus Tracking Form.
 - c. Disadvantaged Business Form (due annually by October 15) and Bidder's Form

At Substantial & Final Completion:

1. Once substantial completion has been achieved an executed copy of the Certificate of Substantial Completion is required.
2. At final completion a Final Completion form and Contractor's Affidavit is required.

Classification of funds:

Typical classification on the disbursement request form is as follows:

Line 1. Administrative Costs (construction bid and environmental assessment advertisements, etc.).

Line 2. Pre-construction Costs (well exploration, design costs, etc.).

Line 3. Land and Easements (self-explanatory).

Line 4. Construction (see totals on latest contractor's pay estimate).

Line 5. Construction Administration (project inspection and related engineering costs).

Line 6. Equipment (self-explanatory).

Line 7. Miscellaneous Costs (direct purchase orders, force accounts, etc.).
