

MEMORANDUM

TO: Loan Recipients

FROM: Leslie Rogers, Accountant, Planning and Administration

SUBJECT: Request for Reimbursements

Send reimbursement package to:

Leslie Rogers
Accountant, Planning and Administrative
Division of Water Quality
Construction Grants & Loans Section
1633 Mail Service Center
Raleigh, North Carolina 27699-1633

Reimbursement packages should contain:

- a. Reimbursement request, with an original signature.
- b. Contractor monthly estimates (applicable only for construction).
- c. Invoices or other supporting documents for work and purchases completed (applicable for engineering, administrative, and/or equipment).
- d. Force account documentation for cost (if applicable).
- e. Additional supporting documentation as applicable.
- f. For land acquisition and/or relocation eligible for loan participation:
 - 1) Deed or receipt from Court showing that the grantee has deposited the fair market value of any property being acquired by condemnation.
 - 2) Statement of Just Compensation for land acquisition.
 - 3) Copy of offer to purchase

After initial review by the Division of Water Quality, if it is determined that additional information is necessary prior to approval of a payment request, the grantee will be notified by phone or letter outlining the information needed. Upon receipt of additional information and determination of approvability, the payment request will be approved and processed. Ten working days should be allowed for cutting of the check.

There are specific requirements that must be satisfied during the life of the project so as to receive prompt reimbursements. A list of these limitations is as follows:

1. **Payments cannot be processed until debt instrument has been executed and delivered. (Debt instrument cannot be processed until execution of offer and contract documents are approved.)**
2. Force account (if applicable) needs prior review and /or approval.
3. Pay request must have original signature of authorized representative.
4. No more than 90% will be paid until all sources of sales tax have been submitted.
5. No more than 95% of project costs will be reimbursed until items on the Project Closeout Checklist have been satisfied.
6. A capital project ordinance for the project must be submitted prior to Receiving payments.

If you have any questions, or if this office can be of assistance, please contact me at (919) 715-6218.

LR/mh