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**MEMORANDUM**

**To:** Municipalities  
Counties  
Districts  
Consulting Engineers  
Interested Parties

**FROM:** Valerie J. Lancaster, Assistant Chief, Planning and Administration

**SUBJECT:** **Request for Reimbursements for Grants and Loans for Drinking Water Projects**

Requests for reimbursement should be submitted as follows:

Two completed packages addressed to: Valerie J. Lancaster  
Assistant Chief, Planning and Administrative  
Division of Water Quality  
Construction Grants & Loans Section  
1633 Mail Service Center  
Raleigh, North Carolina 27699-1633

Please enclose both copies in one envelope. One copy will be utilized for reimbursement purposes, and one copy will be filed. Each package should contain:

- a. Reimbursement request, one of which bears an original signature.
- b. Contractor monthly estimates (applicable only for construction).
- c. Sales Tax certificates should be attached.
- 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) To be an eligible cost under the DWSRF, acquisition must be from a willing seller.
  - 2) 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. **Loan 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. **Closing cost must be submitted back to Water Quality within 10-calendar days before second payment can be processed.**
3. Design costs cannot be paid until a Design Contract is submitted and approved.
4. No payment for engineering services for the construction phase of the project may be paid until A/E agreement is submitted and approved.
5. Force account (if applicable) needs prior review and /or approval.
6. Pay request must have original signature of authorized representative.
7. No more than 90% will be paid until all sources of sales tax have been submitted.
8. 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) 715-6202.

VJL/dr

