



REQUEST FOR DISBURSEMENT STATE REVOLVING FUND

Water Division/Wastewater Engineering Bureau



LOAN RECIPIENT ORGANIZATION		SRF Project Number: CS-330104-05	
Name: Town of Allentown, NH		Disbursement Request Number: One (1)	
Mailing Address: Town Office, 16 School Street, Allentown, NH 03245		Type of Request: Partial _____ X Final _____	
Loan Amount: \$ 1,616,000.00		Period Covered by this Request From: 12/01/2017 To: 02/01/2018	

CLASSIFICATION	TOTAL PROJECT COST	SRF ELIGIBLE COST	COST BILLED TO DATE	BILLING THIS PERIOD	NHDES USE ONLY
1) Administrative Expense	\$	\$	\$	\$	
2) Preliminary Expense					
Report Services	\$	\$	\$	\$	
Design Services	\$ 130,640.00	\$ 130,640.00	\$ 5,174.07	\$ 5,174.07	
Engineering Survey	\$ 7,000.00	\$ 7,000.00	\$	\$	
Subsurface Exploration	\$ 16,510.00	\$ 16,510.00	\$	\$	
Cadastral	\$ 12,000.00	\$ 12,000.00	\$	\$	
3) Land & Easements	\$	\$	\$	\$	
4) Construction Administration	\$	\$	\$	\$	
5) Other Engineering Fees					
Start Up	\$	\$	\$	\$	
O&M Manual	\$	\$	\$	\$	
Special Services	\$	\$	\$	\$	
Record Drawing	\$	\$	\$	\$	
6) Project Inspection Fees	\$	\$	\$	\$	
7) Construction	\$	\$	\$	\$	
8) Equipment	\$	\$	\$	\$	
9) Miscellaneous Cost	\$	\$	\$	\$	
10) Total Cumulative to Date	\$ 166,150.00	\$ 166,150.00	\$5,174.07		
11) Less Disbursements Received			\$0.00		
12) Disbursement Requested			\$ 5,174.07	\$ 5,174.07	
13) Percent of Loan Disbursed			0.32%		

I certify to the best of my knowledge and belief that the project costs incurred as indicated above are in accordance with the provisions of New Hampshire Code of Administrative Rules Env-Wq 500 and the loan agreement for the project and that the disbursement requested represents the Clean Water State Revolving Fund share due that has not been previously requested and that an inspection has been performed and all work for which a disbursement is being requested has been performed satisfactorily.

LOAN RECIPIENT	REPRESENTATIVE CERTIFYING % COMPLETION
Signature of Authorized Certifying Official	Signature of Authorized Certifying Official
Typed or Printed Name and Title:	Typed or Printed Name and Title: Michael A. Trainque, PE Hoyle, Tanner & Associates, Inc.
Date:	Date: January 24, 2019

NHDES DISBURSEMENT APPROVAL

Disbursement Guidance

The Request for Disbursement form, signed by the Authorized Representative, must be submitted with a summary of the current billing period along with copies of all listed invoice(s). All disbursement requests shall include:

- A running tabulation of disbursements in each classification of loan funds. The tabulation must correspond to the Standard State Contracts for engineering services including any amendments, and construction contracts with any change orders.
- All invoices for engineering services and subcontracts.
- Contractors' application(s) for payment/pay estimate(s) for the time period covered by the disbursement request. The disbursement request must include retainage associated with the contractors' Application for Payment. **Retainage is to be held by the loan recipient and released to the contractor during appropriate stages of construction.**
- Other invoices and information for miscellaneous costs (administrative, newspaper ads, etc.).
- Disbursement requests shall be submitted no more often than once per month.

SRF Project Budget:

Column 1. Total Project Cost

Total cost of the project as allocated to the various categories.

Column 2. SRF Eligible Cost

Total eligible cost updated throughout the project to reflect all amendments, change orders and new contracts.

Column 3. Cost Billed to Date

Include all SRF billing to date, including the current period.

Column 4. Billing this Period

Current SRF eligible costs.

Column 5. NHDES Use Only

Leave this area blank.

For further information regarding the NH State Revolving Fund Program please contact the Grants Management Section of the Wastewater Engineering Bureau at (603) 271-3908 or visit the NHDES website at

<http://des.nh.gov/organization/divisions/water/web/grants.htm>

Classification of Funds:

- Line 1. Administrative Expense**
Construction bidding and environmental assessment ads, etc.
- Line 2. Preliminary Expenses**
Report and Design Phase Engineering as approved in the Standard State Contracts.
- Line 3. Land and Easements**
Land acquisition integral to the treatment process.
- Line 4. Construction Administration**
As approved in the Standard State Contract(s).
- Line 5. Other Engineering Fees**
Start-Up, Operations & Maintenance Manual, Special Services, & Record Drawings as approved in the Standard State Contract(s).
- Line 6. Project Inspection Fees**
Resident Engineering Services as approved in the Standard State Contract(s).
- Line 7. Construction**
Latest contractor's application(s) for payment including associated retainage; requires exclusion of ineligible or alternatively funded portions of the work.
- Line 8. Equipment**
Must be previously approved by NHDES.
- Line 9. Miscellaneous Costs**
Other eligible SRF costs that do not fit into any other category.
- Line 10. Total Cumulative to Date**
Eligible project costs disbursed plus current eligible request.
- Line 11. Less Disbursements Received**
Eligible project costs disbursed to date.
- Line 12. Disbursement Requested**
Current SRF eligible costs.
- Line 13. Percent of Loan Disbursed**
Total cumulative to date (Line 10) divided by the amount of the loan.



INVOICE

Mr. Jeff Backman
 Superintendent
 Allenstown Sewer Commission
 35 Canal Street
 Allenstown, NH 03275

January 22, 2018
 Project No: 013628.00
 Invoice No: 0058681

Suncook Pump Station - Conceptual Design
 An Amount Not to Exceed \$19,850.00

Professional Services from December 10, 2017 to January 6, 2018

Phase 41 Final Design
 An Amount Not to Exceed \$148,850.00

Professional Personnel

	Hours	Rate	Amount
Johnson, Amy	22.00	26.37	580.14
Miller, Howard	6.00	30.08	180.48
Saunders, Robert	2.00	45.90	91.80
Trainque, Michael	13.00	61.30	796.90
Totals	43.00		1,649.32
	2.8 times	1,649.32	4,618.10
	1.1 times	4,618.10	5,079.91

Subtotal **5,079.91**

Reimbursable Expenses

Mileage	40.14
Postage/Shipping	.82
Printing/Reproductions	53.20
Subtotal	94.16 94.16

Billing Limits

	Current	Prior	To-Date
Labor	5,079.91	33,932.11	39,012.02
Limit			103,396.00
Remaining			64,383.98
Consultants	0.00	4,218.95	4,218.95
Limit			44,710.00
Remaining			40,491.05
Expenses	94.16	334.27	428.43
Limit			744.00
Remaining			315.57

Total this Phase **\$5,174.07**

Please remit payment to:

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101

Project	013628.00	Allenstown-SuncookPumpStationConceptDes	Invoice	0058681
			Total this Invoice	\$5,174.07

	Current	Prior	Total	Received	A/R Balance
Billings to Date	5,174.07	58,334.35	63,508.42	58,334.35	5,174.07

Please remit payment to:

Hoyle, Tanner & Associates, Inc. • 150 Dow Street • Manchester, New Hampshire 03101