

# MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard ▪ Baltimore Maryland 21230  
 (410) 537-3000 ▪ 1-800-633-6101 ▪ <http://www.mde.state.md.us>

## MARYLAND WATER QUALITY FINANCING ADMINISTRATION

### State Grant or Loan Payment Disbursement Request Form

**\*(Use a separate form for each financial assistance program)\***

**Financial Assistance Program (Select One Only)**

Water Quality Revolving Loan Fund	Drinking Water Revolving Loan Fund
Bay Restoration Fund - ENR Grant	Bay Restoration Fund - Sewerage Grant
Bay Restoration Fund - Septic Grant	Bay Restoration Fund - O&M Grant
Biological Nutrient Removal Grant (NR)	Supplemental (Sewerage) Grant (SWQH)
Drinking Water Supply Grant (WSG/DWG)	Stormwater Pollution Control Grant (SW)
Small Creeks & Estuaries Grant (SCE)	Other:

Loan or Grant #: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Payment Disbursement Request #: \_\_\_\_\_  
 Federal ID #: \_\_\_\_\_  
 Project Period Covered (This Request): From: \_\_\_\_\_ To: \_\_\_\_\_  
 Project Completion (Through This Request Period): \_\_\_\_\_ % (Project Construction)

Applicant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_

Type of Expense	Amount (\$)	Invoice/Reference #s (or indicate separate schedule attached)
1. Administration		
2. A/E - Planning/Design		
3. Construction		
4. A/E - Inspection		
5. A/E – Contract Management		
6. Other/Specify:		
Total Expenses (This Request Period)		
Grant/Loan Share Percentage X %		
Grant/Loan Payment Request		

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## Overall Project Sources of Funding

Funding Source	Total Funding (\$)	This Claim (\$)	Paid To Date (\$)
A. MDE – Revolving Loan Funds			
B. MDE – Grant (1) #:			
C. MDE – Grant (2) #:			
D. MDE – Grant (3) #:			
E. USDA Rural Development			
F. Community Development Block Grant			
G. Other:			
H. Other:			
I. Local Share			
<b>TOTAL</b>			

### M/WBE Reporting with this Payment Disbursement Request

*The Recipient must provide M/WBE payment information (gathered from Prime Contractor and A/E Firm) with each payment disbursement request in the format below or as a separate attachment:*

M/WBE participation is not applicable to this project

M/WBE participation is summarized below (or is being provided as a separate attachment)

M/WBE Subcontractor	M/WBE Work Type	Under This Claim (\$)	Cumulative To-Date (\$)

### Certification

I certify that to the best of my knowledge and belief that the billed costs and this payment disbursement request represents the MDE share due, which has not been previously requested or paid and that an inspection has been performed and all work is in accordance with the terms of the Revolving Loan Fund Agreement or in accordance with the terms of the Grant Agreement & Conditions of Financial Assistance Award.

\_\_\_\_\_  
Signature of Authorized Requester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Requester

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone # of Authorized Requester

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## INSTRUCTIONS FOR COMPLETING THE PAYMENT DISBURSEMENT REQUEST FORM

1. Please type or print in ink. If you have any questions, please call 410-537-3119.
2. M/WBE reporting by the Recipient is only applicable to projects that involve M/WBE subcontract(s). The Recipient should gather the M/WBE payment information from Prime Contractors including A/E firms.
3. A Transmittal Letter on official letterhead must accompany the Payment Disbursement Request Form summarizing the request. Use a separate form for each financial assistance program. This form must be signed by one of the authorized requesters based on the Applicant's prior instructions on file with the Maryland Water Quality Financing Administration (MWQFA).
4. Copies of invoices supporting all costs claimed should be submitted with evidence of corresponding payments made to vendors (copies of checks, check numbers, or fund wire summary). Vendors should be requested to include a statement of payments they have received to-date as part of each invoice submitted. The Applicant is responsible to keep original documents on file pending the need for an audit of their records.
5. Disbursements will be made by wire transfer or by check based on the Applicant's instructions on file with the MWQFA.
6. Payment Disbursement Request Form and Transmittal Letter should be mailed to:

Jag Khuman, Director  
Maryland Water Quality Financing Administration  
Maryland Department of the Environment  
Montgomery Park Business Center  
1800 Washington Boulevard, STE 515  
Baltimore MD 21230-1718

NOTE: The MWQFA makes payment disbursements through the Maryland State Comptroller and through its Trustee Banks.