

OUTLAY REPORT INSTRUCTIONS

Information & Certification Tab

TWDB will complete all available information on this tab when we send the original template to you.

You will need to complete the following information

Outlay Request #

Time Period Covered (This Outlay)

Request Status (Check Yes or No)

Verify Contact Information and Update if necessary

Certification Signature, Date and Telephone Number

This form should be signed and submitted in .pdf format electronically

Requested Reimbursement Amount (Cell is Autosum)

No Entry Needed (Autosum may not apply to older workbooks)

Invoice Ledger Tab (enter at least one line for each invoice submitted)

This tab should be used for the entire project and all invoices should be recorded here.

Outlay #

Invoice Date

Vendor Name

Invoice #

Invoice Amount

Requested Amount

Approved Amount (This will be completed by TWDB)

Budget Sub-Category (Select from dropdown menu)

Budget Description (Enter description here if applicable)

Requested Loan 49%

No Entry Needed (Cells are autosumed)

Requested Loan Forgiveness 51%

No Entry Needed (Cells are autosumed)

TWDB Approved Amount - Loan 49%

No Entry Needed (Cells are autosumed)

TWDB Approved Amount - Loan Forgiveness 51%

No Entry Needed (Cells are autosumed)

This form should be submitted in excel format electronically

A copy of all invoices is required and may be submitted in .pdf format electronically

Budget Drop Downs Tab

No entry - This is a locked list of Budget categories

Not all categories will be applicable to your project

You may use only those for which your budget was approved

Email address for submitting Outlays: outlays@twdb.texas.gov

NEVER round your request. Your disbursement will be rounded automatically to the nearest bond increment if your loan is secured with Bonds. This rounding is based upon the cumulative requests that have been submitted and approved.

This form should be printed after completion, routed for Authorized Signature and sent to TWDB at outlays@twdb.texas.gov in PDF format

Enter Current
Outlay Request#

XYZ

Outlay Request # 1

Project #: 12345

Time Period Covered (This Outlay)

Total Project Cost

Enter Report
Beginning Date From: To: Enter Report
Ending Date

\$ 100,000.00

Requested Amount: \$ -

Lead Service Line Replacement (LSLR)

49% Loan/Bond, including Loan Organization Fee	\$ -
51% Loan Forgiveness	\$ -

IUP Year: 2023 (Required for SRF Programs) Is this the final Request? ☐ Yes ☒ No

Program	Commitment #	Expiration Date	Commitment Date	Closing Date	Amount
DWSRF	L1001111	08/31/25	08/15/24	11/13/24	\$ 49,000.00
DWSRF	LF1001112	08/31/25	08/15/24	11/13/24	\$ 51,000.00
TOTAL					\$ 100,000.00

Entity:	City of XYZ
Entity Address:	P.O. Box 123
City, State, ZIP:	XYZ, TX 12345

Contact: Contact Title: Contact Phone: Contact Fax: Contact Email:	Enter the Project Contact Person and their information here, please be sure to update this information as needed
--	---

Outlay Contact: Outlay Contact Title: Outlay Contact Phone: Outlay Contact Fax: Outlay Contact Email:	Enter the Project Contact Person and their information here, please be sure to update this information as needed
---	---

Certification: I certify that, to the best of my knowledge and belief, the billed costs listed above (or attached) are in accordance with the above-mentioned contract(s) and all work performed, including any overnight travel claimed, are in accordance with said contract(s). I also confirm that any travel-related expenses have complied with the State of Texas Comptroller's published allowable limits and are subject to verification.

Signature of an Authorized Representative is REQUIRED

Signature and Title of Authorized Representative

Print or Type the Authorized Representative's Name and Title here

Print or Type Name and Title of Representative Signing

Enter the date signed

Date Signed

Enter the phone number of the person signing

Telephone Number

This form should be sent to TWDB at outlays@twdb.texas.gov in Excel format

Invoice Ledger

XYZ

Commitment # L1001111

Project # 12345

Commitment # LF1001112

Outlay #	Project #	Date	Vendor	Invoice #	Invoice Amount	Requested Amount	Approved Amount	Budget Sub-Category	Budget Description	TxWISE #
Enter Outlay#	Enter Invoice Date	Enter Vendor Name	Enter Invoice#	Enter Invoice Total Amount	Enter the amount requesting from the invoice per Budget Category			Select appropriate Budget Category from the Drop Down list	If Budget Category includes "(Describe)" please enter appropriate description	

<u>Requested</u> <u>Loan 49%</u>	<u>Requested</u> <u>Loan Forgiveness</u> <u>51%</u>	<u>TWDB</u> <u>Approved</u> <u>Amount - Loan</u> <u>49%</u>	<u>TWDB Approved</u> <u>Amount - Loan</u> <u>Forgiveness 51%</u>

One invoice may be listed multiple times if it contains expenses for multiple Budget Categories. Enter the TOTAL invoice amount in the Invoice Amount Field each time and the Requested Amount for each Budget Category.

Copies of all invoices listed on this form should be sent electronically to TWDB at outlays@twdb.texas.gov in PDF format in the order in which they are listed.

Administration	Other
Application	Special Services
Basic Engineering Other (Describe)	Basic Engineering Services
Bond Counsel	Fiscal Services
Bond Insurance/Surety	Fiscal Services
Bond Reserve Fund	Fiscal Services
Capacity Buy-in	Fiscal Services
Capitalized Interest	Fiscal Services
Construction (Lead Service Line Replacement)	Construction
Construction Contract	Construction
Construction Engineering	Basic Engineering Services
Contingency	Contingency
Design	Basic Engineering Services
Environmental	Special Services
Financial Advisor	Fiscal Services
Fiscal/Legal	Fiscal Services
Geotechnical	Special Services
I/I Studies/Sewer Evaluation	Special Services
Inspection	Special Services
Issuance Costs	Fiscal Services
Land/Easements Acquisition	Other
Loan Origination Fee	Fiscal Services
O&M Manual	Special Services
Other (Describe)	Other
Permits	Special Services
Pilot Testing	Special Services
Planning	Basic Engineering Services
Project Legal Expenses	Other
Project Management (by engineer)	Special Services
Special Service Other (Describe)(Inventory)	Special Services
Surveying	Special Services
Testing	Special Services
Water Conservation Plan	Special Services
Water Distribution Modeling	Special Services
Water Rights Purchase	Special Services

These are the Budget Categories available for all TWDB Projects. We try to customize your template to only include those applicable to your project. This tab is what creates your drop down list on the invoice ledger.

Invoice Ledger				49% Loan/Bond, including Loan Origination Fee						
XYZ										
Project # 12345				Commitment # L1001111						
<u>Outlay #</u>	<u>Loan/Grant #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice #</u>	<u>Invoice Amount</u>	<u>Requested Amount</u>	<u>Approved Amount</u>	<u>Budget Sub-Category</u>	<u>Budget Description</u>	

The data will pull the information from the Original Invoice Ledger. No entry required.

<div> <div> <div>Budget XYZ</div> <div>49% Loan/Bond, including Loan Origination Fee</div> <div>Project #: 12345</div> <div>Commitment #: DWSRF</div> <div>L1001111</div> </div> </div>					
Budget Category	ORIGINAL Board Approved Budget at Commitment 08/15/24	Closing Memo (XX/XX/XX)	Adjusted Budget (XX/XX/XX)		CURRENT BUDGET
Bond Counsel	15,000.00				15,000.00
Contingency	3,422.00				3,422.00
Financial Advisor	17,500.00				17,500.00
Fiscal/Legal	750.00				750.00
Issuance Costs	2,250.00				2,250.00
Loan Origination Fee	1,078.00				1,078.00
Special Service Other (Describe)(Pre-Planning Engineering Services)	9,000.00				9,000.00
					0.00
					0.00
TOTALS	\$ 49,000.00	\$ -	\$ -	\$ -	\$ 49,000.00

These are your approved Budget Categories. These are the only categories that you may submit expenses against. Changes to the categories and their amounts can only be done through your TWDB Project Manager

Invoice Ledger				51% Loan Forgiveness						
XYZ										
Project # 12345				Commitment # LF1001112						
<u>Outlay #</u>	<u>Loan/Grant #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice #</u>	<u>Invoice Amount</u>	<u>Requested Amount</u>	<u>Approved Amount</u>	<u>Budget Sub-Category</u>	<u>Budget Description</u>	

The data will pull the information from the Original Invoice Ledger. No entry required.

<div> <div> <div>Budget XYZ</div> <div>51% Loan Forgiveness</div> <div>Project #: 12345</div> <div>Commitment #: DWSRF</div> <div>LF1001112</div> </div> </div>					
Budget Category	ORIGINAL Board Approved Budget at Commitment 08/15/24	Closing Memo (XX/XX/XX)	Adjusted Budget (XX/XX/XX)		CURRENT BUDGET
Bond Counsel	15,612.00				15,612.00
Contingency	3,562.00				3,562.00
Financial Advisor	18,214.00				18,214.00
Fiscal/Legal	781.00				781.00
Issuance Costs	2,342.00				2,342.00
Loan Origination Fee	1,122.00				1,122.00
Special Service Other (Describe)(Pre-Planning	9,367.00				9,367.00
					0.00
					0.00
TOTALS	\$ 51,000.00	\$ -	\$ -	\$ -	\$ 51,000.00

These are your approved Budget Categories. These are the only categories that you may submit expenses against. Changes to the categories and their amounts can only be done through your TWDB Project Manager