

## 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)**

**Loan/Loan Forgiveness (Select from dropdown menu)**

*(Loan 49% - 100%, Loan Forgiveness 51% - 100%, Both - Split 49/51)*

***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](mailto: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](mailto: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: **08/01/21**

To: **01/18/23**

Enter Report Ending Date

\$ **5,173,469.00**

Requested Amount: \$ **-**

**Lead Service Line Replacement (LSLR)**

49% Loan/Bond, including Loan Origination Fee \$ **-**

51% Loan Forgiveness \$ **-**

IUP Year:

(Required for SRF Programs)

Is this the final Request?

Yes  No

Check the appropriate box

Program	Commitment #	Expiration Date	Commitment Date	Closing Date	Amount
DWSRF	L111111	05/31/25	05/09/24	10/08/24	\$ 2,535,000.00
DWSRF	LF111112	05/31/25	05/09/24	10/08/24	\$ 2,638,469.00
<b>TOTAL</b>					<b>\$ 5,173,469.00</b>

Entity:	City of XYZ
Entity Address:	123 XYZ Street
City, State, ZIP:	XYZ, TX 12345

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

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

**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.

<b>Signature of an Authorized Representative is REQUIRED</b>		Enter the date signed
Signature and Title of Authorized Representative		Date Signed
Print or Type the Authorized Representative's Name and Title here		Enter the phone number of the person signing
Print or Type Name and Title of Representative Signing		Telephone Number

This form should be sent to TWDB at [outlays@twdb.texas.gov](mailto:outlays@twdb.texas.gov) in Excel format

**Invoice Ledger**

XYZ  
Project # 12345  
Commitment # L111111  
Commitment # LF111112

Outlay #	Project #	Date	Vendor	Invoice #	Invoice Amount	Requested Amount	Approved Amount	Budget Sub-Category	Budget Description	TxWISE #
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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	
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Requested Loan 49%	Requested Loan Forgiveness 51%	Allocate To
		Select appropriate option from the Drop Down list

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](mailto:outlays@twdb.texas.gov) in PDF format in the order in which they are listed.

Invoice Ledger		49% Loan/Bond, including Loan Origination Fee							
XYZ									
Project # 12345		Commitment # L111111							
<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.

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

<b>Budget</b> <b>XYZ</b>					
<b>49% Loan/Bond, including Loan Origination Fee</b> <b>Project #: 12345      Commitment #: DWSRF      L111111</b>					
Budget Category	ORIGINAL Board Approved Budget at Commitment 04/03/24	Closing Memo (XX/XX/XX)	Adjusted Budget (XX/XX/XX)		CURRENT BUDGET
Bond Counsel	35,000.00				35,000.00
Construction (Lead Service Line Replacement)	1,960,000.00				1,960,000.00
Contingency	430,346.00				430,346.00
Financial Advisor	50,000.00				50,000.00
Fiscal/Legal	6,360.00				6,360.00
Issuance Costs	3,000.00				3,000.00
Loan Origination Fee	50,294.00				50,294.00
					0.00
					0.00
<b>TOTALS</b>	<b>\$ 2,535,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,535,000.00</b>

Invoice Ledger				51% Loan Forgiveness					
XYZ									
Project # 12345				Commitment # LF111112					
<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.

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

<b>Budget XYZ</b> <b>51% Loan Forgiveness</b> <b>Project #: 12345</b> <b>Commitment #: DWSRF</b> <b>LF111112</b>					
Budget Category	ORIGINAL Board Approved Budget at Commitment 04/03/24	Closing Memo (XX/XX/XX)	Adjusted Budget (XX/XX/XX)		<b>CURRENT BUDGET</b>
Construction (Lead Service Line Replacement)	2,040,000.00				2,040,000.00
Construction Engineering	50,000.00				50,000.00
Contingency	398,469.00				398,469.00
Design	100,000.00				100,000.00
Planning	50,000.00				50,000.00
					0.00
					0.00
<b>TOTALS</b>	<b>\$ 2,638,469.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,638,469.00</b>

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.