

# Reporting Requirements

## Frequently Asked Questions

### FAQ's

#### Who is required to submit Outlay Reports?

**ALL** Clean Water State Revolving Fund (CWSRF)

**ALL** Drinking Water State Revolving Fund (DWSRF)

**ALL** Economically Distressed Areas Program Fund (EDAP)

*If your project contains an Economically Distressed Areas Program Fund (EDAP) component you will be required to submit Outlays for all program funding commitments for the entire project.*

**ALL** Water Assistance Fund (WAF)

#### When are Outlay Reports required to be submitted?

Outlay Reports must be provided to the TWDB on a monthly or quarterly basis throughout the life of your project.

- Quarterly reporting from the time of closing until construction begins
- Monthly reporting once construction begins until the completion of the project

*Entities are required to submit outlay reports, even if you are not requesting funds be disbursed or you have no expenses for the reporting period.*

#### When are Outlay Reports due?

These reports will be due each month/quarter on the day that your Entity initially closed the Loan/Grant. This is the Closing Date on the Information and Certification Page of the Outlay Template.

*Entities should report the previous calendar month/quarter for ease in reporting. For example, if your closing date was 01/15/15, your Outlay period would be*

- *Monthly - 09/01/15 – 09/30/15 and would be due to TWDB by 10/15/15,*
- *Quarterly - 07/01/15 – 09/30/15 and would be due to TWDB by 10/15/15*

#### What is required to be submitted with my Outlay Report?

- Signed and completed **Information & Certification Page** (first tab of excel template) attached as a .pdf
- Completed **Invoice Ledger** (second tab of excel template) for the current outlay submission attached as an excel file
- **Invoices** - Attach all invoices for the current outlay in the order that they appear in the Invoice Ledger as a .pdf
- **Davis Bacon Certification form** and/or **American Iron and Steel Certification form** (when applicable) attached as a .pdf

*Please make sure that all .pdf attachments are legible.*

#### What if I didn't incur any expenses during the reporting period?

If you have no expenses incurred during your reporting period, you are still required to submit the signed **Information & Certification Page** (first tab of excel template). You will use the next Outlay #, enter the dates of the reporting period and \$-0- in the amount requested field. If applicable to your project, please include the **Davis Bacon Certification form**. Once everything is signed and scanned attach all documents as a .pdf