



SC DEPARTMENT of ENVIRONMENTAL SERVICES

Official Designation and Signature Form



SRF Project Number _____ Loan Number _____

Project Name _____ Date _____

Project Sponsor _____

DESIGNATION OF SPONSOR REPRESENTATIVE

Pursuant to the applicable Disbursement Package, the official or employee of the Project Sponsor whose name, title, and signature appears below is designated for purposes of submitting disbursement/draw requests, making payments on the loan and representing the Project Sponsor in all administrative matters pertaining to administration of the loan agreement.

Sponsor Representative: Printed Name and Title

Signature

INDIVIDUALS AUTHORIZED TO SIGN DRAW REQUESTS

The officials whose names, titles and signatures appear below are designated and empowered to execute all documents concerning the preparation and submission of Draw Requests for loan proceeds from the State Revolving Fund to the Office of Local Government (OLG) and the South Carolina Department of Environmental Services (SCDES), pursuant to the terms and conditions of the loan agreement.

Project Engineer: Printed Name and Title

Signature

Sponsor Representative: Printed Name and Title

Signature

AUTHORITY OF DESIGNATIONS

I certify that the above-identified individuals have been authorized to carry out the designated responsibilities and I further certify that the above signatures are of the individuals so authorized.

Authorizing Official: Printed Name and Title

Signature

Submit an original to SCDES and to the OLG at:

- State Revolving Fund Division, SCDES, 2600 Bull Street, Columbia, SC 29201
- Loan Administration Coordinator, Office of Local Government, 1201 Main Street - Suite 1600, Columbia, SC 29201

Instructions – DES 3586

PURPOSE: The *Official Designation and Signature Form* is used to collect the names and signatures of those individuals that the Sponsor designates to represent the Sponsor for purposes of disbursements, payments, and other matters pertaining to administration of the loan agreement.

INSTRUCTIONS:

- An elected or appointed official of the Sponsor should complete this form.
- Provide the Project and Loan numbers, Project Name, Sponsor Name, and Date.
- Identify -
 - One individual to be the Sponsor Representative (an official or employee of the project sponsor)
 - Two individuals to be Authorized to Sign Draw Requests (should be the Project Engineer and the named Sponsor Representative).
- The “Authorizing Official” should be the Utility Director, Mayor, or elected Council Chairperson.
- **An original form must be submitted to SCDES and to the Office of Local Government (OLG).**
- The form must be received before submission of the first draw request.
- **Any change in designee requires a new form to be submitted to both SCDES and the OLG.**

SCDES REVIEW AND FILING: The SRF Division will reference the above form in the preparation of a draw request for reimbursement. The form will be kept in the Loan file for the named project and will be retained for three years following the final SRF disbursement to the project’s Sponsor – per Retention Schedule 15795.