



Submitting Outlay Reports

Texas Water Development Board

Outlay Reporting

- Outlay reports are documentation that is required to be submitted 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
- The outlay report is also the mechanism used to request your disbursements for installment-based programs and/or an escrow release for escrow-based programs where outlays are required for a release of funds.

Outlay Reporting

- After the closing of your Commitment, you will be required to submit outlay reports, even if you are not requesting funds be disbursed, a release from escrow or have no expenses for the reporting period.
- Outlays reports are due each month/quarter on the day that your Commitment initially closed.
 - Entities should report the previous calendar month/quarter for ease in reporting. For example, if your closing date was the 15th, your Outlay reporting period would be
 - Monthly – report for the period of 09/01/23-09/30/23 and the outlay would be due to TWDB on 10/15/23
 - Quarterly – report for the period of 07/01/23-09/30/23 and the outlay would be due to TWDB on 10/15/23

Programs Requiring Outlays

- The following TWDB financial assistance programs are 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)
 - ALL Flood Infrastructure Fund (FIF)



Outlay Reporting Forms

Outlay Reporting Forms

- Prior to closing your Commitment, you will receive an Excel workbook electronically from the Outlays and Escrows Team.
- This workbook will contain five spreadsheet tabs:
 1. Information and Certification
 2. Invoice Ledger
 3. Approved Budget
 4. Budget Dropdown Selections
 5. Instructions

Outlay Excel Template

Entity XYZ

Outlay Request # 1

Project #: 12345

Time Period Covered (This Outlay)

Total Commitment Cost

From: To:

\$830,000.00

Requested Amount: \$ -

IUP Year: 2023 (Required for SRF Programs)

Is this the final Request? Yes No

Program	Commitment #	Expiration Date	Commitment Date	Closing Date	Amount
DWSRF	L123456	11/30/24	11/09/23	02/27/24	\$830,000.00
TOTAL					\$ 830,000.00

Entity:	Entity XYZ
Entity Address:	123 Texas Avn.
City, State, ZIP:	Entity, TX 78701

Outlay Reporting Forms: Information and Certification tab

- The *Information and Certification* tab is required to be submitted on a monthly/quarterly basis (even if funds are not being requested or you have no expenses for the reporting period).
- This tab contains general information about your project and project contacts. This is your certification of costs incurred during a given time period and must be signed by an authorized representative.
- If at any time the contact information changes, we request that you update the information on this tab.

Information & Certification

Entity XYZ Outlay Request #

Project #: 12345 Time Period Covered (This Outlay)

Total Commitment Cost From: To:

\$830,000.00 Requested Amount: \$

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

Program	Commitment #	Expiration Date	Commitment Date	Closing Date	Amount
DWSRF	L123456	11/30/24	11/09/23	02/27/24	\$830,000.00
TOTAL					\$ 830,000.00

Entity:	Entity XYZ
Entity Address:	123 Texas Avn.
City, State, ZIP:	Entity, TX 78701

Contact:	
Contact Title:	
Contact Phone:	
Contact Fax:	
Contact Email:	

Outlay Contact:	
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.

Signature and Title of Authorized Representative	Date Signed
Print or Type Name and Title of Representative Signing	Telephone Number

Outlay Reporting Forms:

Invoice Ledger tab

- The *Invoice Ledger* tab of your workbook is a ledger containing all of the invoice expenses for your project
 - Outlay Request #
 - Commitment #
 - Date of Invoice
 - Vendor Name
 - Invoice #
 - Invoice Amount (enter the total invoice amount here)
 - Requested Reimbursement Amount
 - Approved Amount (to be completed by TWDB)
 - Budget Category
 - Budget Description (if required)

Invoice Ledger

Invoice Ledger

Entity XYZ

Project # 12345

<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>
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Outlay Reporting Forms:

Approved Budget tab

- The *Approved Budget* contains your specific budgeted line item categories for the project and their dollar amounts.
- These are the items that you will use as the basis for selecting the budget category for your invoices in the invoice ledger.
- Your approved budget is a part of your financial assistance agreement and cannot be changed/ altered without written approval from your TWDB project engineer/reviewer. These data fields are protected in your template.

Approved Budget

Budget Entity XYZ					
Project #: 12345 Commitment #: DWSRF L123456					
Budget Category	ORIGINAL Board Approved Budget at Commitment 11/09/23	Closing Memo (XX/XX/XX)	Adjusted Budget (XX/XX/XX)		CURRENT BUDGET
Bond Counsel	20,000.00				20,000.00
Construction	670,000.00				670,000.00
Construction Engineering	5,000.00				5,000.00
Contingency	18,852.00				18,852.00
Design	21,000.00				21,000.00
Environmental	5,000.00				5,000.00
Financial Advisor	17,500.00				17,500.00
Fiscal/Legal	800.00				800.00
Inspection	40,000.00				40,000.00
Issuance Costs	880.00				880.00
Loan Origination Fee	15,968.00				15,968.00
Surveying	15,000.00				15,000.00
					0.00
					0.00
TOTALS	\$ 830,000.00	\$ -	\$ -	\$ -	\$ 830,000.00

Outlay Reporting Forms: Budget Dropdown Selections tab

- The *Budget Dropdowns* tab contains the approved list of budget categories for your selection.
- This is a static list created by the TWDB project engineer/reviewer and cannot be changed/alterred. This ensures continuity in reporting for all projects regardless of entity or funding source.
 - Note: Not all budget categories will be utilized in every project.

Budget Dropdowns

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

Outlay Reporting Forms: Instructions tab

- The *Instructions* tab contains “how-to” instructions for each tab in the workbook.

Instructions

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 #

Loan/Grant #

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)

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

Outlay Process

- The Outlay Process has three “stages”
 1. Initial Closing
 2. Regular Outlay Reporting
 3. Requesting Disbursement/Release from Escrow
- Each stage follows the same process as far as what you are required to submit.
- Your Excel Outlay Template will be how your project is reported throughout all the stages of the life of the project.

Outlay Process: Closing

- Some costs on your project may have been incurred prior to Closing. In order for funds to be disbursed at the time of closing to cover these expenses, you must complete your first Outlay.
- You will complete the Information and Certification Page and the Invoice Ledger. Invoices for each expense listed on the Ledger must be provided as back-up documentation.
 - (If your Loan contains a TWDB Origination Fee, the Closing Memorandum will serve as invoice back-up for this expense.)
- Your TWDB Financial Analyst will work with you through each step of the Closing Process to ensure that all required documentation is in your closing file.

Outlay Process: Outlay Reporting

- Outlay reports should be submitted electronically to outlays@twdb.texas.gov
 - If you are unable to submit your outlays electronically, please contact the outlays and escrows team for alternate submission instructions.
- The following documents are required to be submitted with the 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.
 - **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.*

Outlay Process: Outlay Reporting

- Outlay Reports are required quarterly prior to beginning construction and monthly during construction.
- If you have no expenses to report for the period:
 - Complete and submit the:
 - **Information and Certification** form
 - Enter the outlay request #, the dates, and amount requested \$-0-
 - **Davis Bacon Certification** form (when applicable)
 - The forms must be signed by an authorized representative and should be submitted in .pdf format
 - *Please make sure that all .pdf attachments are legible.*

Outlay Process: Reporting and Requesting Disbursement/Release from Escrow

- Outlay reporting is the mechanism used to request disbursement for project costs incurred on installment-based program funded projects.
- In some instances it is also the mechanism used to request a release from escrow for some escrow-based program funded projects.
- The following documents are required to be submitted with the 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.
 - **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.*

Outlay Process: Reporting and Requesting Disbursement/Release from Escrow

- As mentioned in the previous slide, there are two (2) different ways to receive funds for TWDB Financial Assistance Programs.
 - Installments
 - Escrow Releases

Installments

- Installment Programs may include:
 - Drinking Water State Revolving Fund (DWSRF) projects
 - Economically Distressed Areas Program Fund (EDAP) projects
 - Water Assistance Fund (WAF) projects
 - Flood Infrastructure Fund (FIF)
- The Outlay process is the mechanism used to request and disburse funds that are installment based.

Escrow Releases

- Commitments now close to Escrow.
- Escrow Programs include:
 - Clean Water State Revolving Fund (CWSRF) projects
 - Drinking Water State Revolving Fund (DWSRF) projects
 - Economically Distressed Areas Program Fund (EDAP) projects
 - Water Assistance Fund (WAF) projects
 - Flood Infrastructure Fund (FIF)
- *Not ALL Clean Water State Revolving Fund (CWSRF) projects require an Outlay for Escrow Releases*
 - *Outlays are a REQUIREMENT, but the release of funds is separate from the Outlay Process in some instances.*
 - *Please contact your TWDB Engineer/Reviewer regarding Escrow Releases that are done outside of the Outlay Process.*

Escrow Releases

- All of the above mentioned programs, *with the exception of the mentioned CWSRF projects*, function similar to the Installment based programs in that the Outlay process is the mechanism used to request an escrow release.
 - ***Only CWSRF projects that have a Loan Forgiveness component are required to submit an outlay for a release of funds from Escrow.***



Outlay Report Notification

Outlay Report Notification

- Once your outlay report has been received, reviewed and approved, you will receive an Outlay Form notification from the Outlays and Escrows Team.
 - This form will contain your:
 - Commitment #
 - Budget Amounts by Category
 - Available Installment Ceiling Amounts
 - Current Requested Disbursement/Release Approval Amounts
 - Prior Requested Disbursement/Release Approval Amounts
 - Total Requested Disbursement/Release Amounts to Date
 - Available Remaining Amount Balances
- If for any reason there is an issue or question regarding your outlay, someone from TWDB will contact you requesting additional information.

Outlay Form

TEXAS WATER DEVELOPMENT BOARD						
ABC			Outlay Request # 1			
Project #: 12345			Time Period Covered (This Outlay)			
Total Project Cost \$830,000.00			From: 01/00/00			To: 01/00/00
Program	DWSRF	N/A	N/A	N/A	N/A	N/A
Loan/Grant #	L1001727	N/A	N/A	N/A	N/A	N/A
Amount	830,000.00	N/A	N/A	N/A	N/A	N/A
Budget Category	Original Budget	Current Budget	Installation Ceiling	Current Request	Total Requested To Date	Balance
Bond Counsel	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$20,000.00
Construction	\$ 670,000.00	\$ 670,000.00	\$ -	\$ -	\$ -	\$670,000.00
Construction Engineering	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$5,000.00
Contingency	\$ 18,852.00	\$ 18,852.00	\$ -	\$ -	\$ -	\$18,852.00
Design	\$ 21,000.00	\$ 21,000.00	\$ -	\$ -	\$ -	\$21,000.00
Environmental	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$5,000.00
Financial Advisor	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ -	\$ -	\$17,500.00
Fiscal/Legal	\$ 800.00	\$ 800.00	\$ 800.00	\$ -	\$ -	\$800.00
Inspection	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$40,000.00
Issuance Costs	\$ 880.00	\$ 880.00	\$ 880.00	\$ -	\$ -	\$880.00
Loan Origination Fee	\$ 15,968.00	\$ 15,968.00	\$ 15,968.00	\$ -	\$ -	\$15,968.00
Surveying	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$15,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
TOTALS	\$ 830,000.00	\$ 830,000.00	\$ 55,148.00	\$ -	\$ -	\$830,000.00

Examples

- For a completed example of the forms that were shown in this presentation, please click on the link below
 - [Sample Outlays](#)
- For a cell by cell info explanation of the Excel Template, please click on the link below
 - [Outlay Workbook Template](#)

Questions?

- For questions or additional assistance, please contact:

outlays@twdb.texas.gov