



New York Drinking Water State Revolving Fund DISBURSEMENT REQUEST INFORMATION SHEET

Once an SRF financing has closed, the funds not disbursed at closing will be available on a weekly basis, provided an acceptable disbursement request, supported with proper cost documentation, has been submitted to EFC.

All construction funds will be held with Manufacturers and Traders Trust Company (M&T) or any other successor EFC Trustee. This includes funds held by M&T, or any other successor EFC Trustee, serving as the construction fund trustee of any account containing construction related proceeds for public authority recipients.

The following are key points to be performed or considered when requesting your project funds from EFC:

- Request forms are located in the Project Finance Agreement (PFA), the document you will execute to obtain financing.
 - Exhibit K for Long-Term financings
 - Exhibit L for Short-Term financings
- Requests are to be signed by the authorized representative indicated in the PFA.
- Cost documentation supporting the amounts requested are to be included with the recipient's request. Only documented incurred costs with supporting approved agreements and contracts will be reimbursed. Each invoice should be billed and itemized as described in the contract(s)/agreement(s). If the recipient's contractor(s)/consultant(s) do not bill as contracted, the recipient will be asked to provide EFC with the correct allocations.
- Disbursement request forms can be submitted via:
 1. **Mail** – see above address
 2. **Fax** – Fax to (518) 402-7086
 3. **Email** – DisbursementRequests@efc.ny.gov. Note: This email address should only be used for the submission of the disbursement request and supporting documentation for that request. Additional documentation or information requested by the assigned Financial Analyst should be sent directly to the analyst.
- Monies pertaining to approved costs will be wired directly to the recipient's account.

NOTE: Any change in account information should be immediately given to EFC, failure to provide accurate account information can result in delays in the receipt of funds.

- Timing of the release of funds:
Requests received by noon on Friday will typically be released the following Thursday.

NOTE: EFC will make every effort to release funds as described above, however, the recipient should make certain proper financial coverage is in place in the event that a disbursement is delayed, denied or adjusted.