

Disbursements for Small, Disadvantaged Community Wastewater Projects

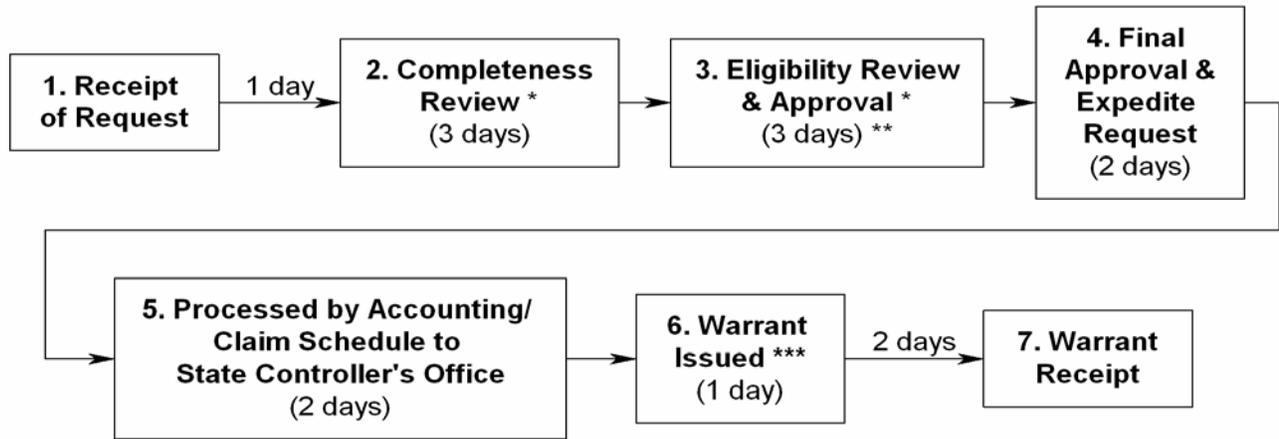
Small, disadvantaged communities (SDACs) face unique challenges with respect to their wastewater needs. The Water Boards' *Small Community Wastewater Strategy* (Strategy) and State Water Resources Control Board (State Water Board) Resolution No. 2008-0048 (Resolution) promote strategies to assist SDACs with their wastewater needs.

When implementing wastewater projects, SDACs often face cash flow problems, which can result in hardships for the contractors and subcontractors that work with SDACs. In an effort to mitigate these problems, the Strategy and Resolution, as well as [Assembly Bill \(AB\) 2356 \(Statutes 2008, Chapter 609, Arambula\)](#), direct State Water Board staff to refine the procedures for review and approval of disbursement requests, and to expedite payments for all SDAC wastewater projects. SDAC recipients of financial assistance for wastewater projects are to receive payments within 30 days of the submittal of a complete disbursement request.

The attached flow chart outlines the refined process that will be implemented by the Division of Financial Assistance (Division) for all SDAC (i.e., population of 20,000 persons or less and annual median household income [MHI] of 80% or less of the statewide annual MHI) wastewater projects.

If a disbursement request is inaccurate or incomplete upon receipt, multiple exchanges between Division staff and the financial assistance recipient are often required before such issues are resolved. Therefore, please note, if the initial disbursement request is not complete as submitted, the timeframe between the Division's initial request for revisions, and the recipient's submittal of an accurate and complete disbursement request, will not be counted toward the 30-day processing period.

Flow Chart of Disbursement Procedures for Small, Disadvantaged Community Wastewater Projects
(per Small Community Wastewater Strategy and Assembly Bill [AB] 2356 [Statutes 2008, Chapter 609, Arambula])



Steps	Estimated Number of Working Days
1. Receipt of Request- Program Analyst (PA) receives disbursement request from agency. PA notifies Project Manager (PM) via email of received request (cc to Administration Unit Manager).	1
2. Completeness Review- PA reviews request for completeness. If complete, PA finalizes and routes final request for approval to PM with expedite tag, and follows up with e-mail to PM (cc to Funding Program Senior) requesting priority review and approval. If incomplete, PA notifies agency of deficiencies (cc to PM and Administration Unit Manager). *	3
3. Eligibility Review and Approval- PM reviews for eligibility. If complete, PM approves disbursement request and routes back to PA. If incomplete, PM notifies agency of deficiencies (cc to PA, Funding Program Senior, and Administration Unit Manager). *	3 **
4. Final Approval and Expedite Request- PA routes disbursement request to Administrative Section Chief (or authorized signator) for final approval. Once approved, PA sends 3-day expedite request to Accounting Office.	2
5. Claim Schedule to State Controller's Office (SCO)- Accounting processes disbursement and completes claim schedule to SCO for warrant issue.	2
6. Warrant Issued- SCO issues warrant and mails to agency.	1
7. Warrant Receipt- Agency receipt of warrant.***	2
TOTAL WORKING DAYS: 14	

* Time between this request for more information and agency's submittal of supplemental information or invoice disputes will not be included in the total processing time, even if multiple requests and agency submissions are required. However, to ensure that submittals of supplemental information are processed in a timely manner, the same time limits apply to each review step.

** Additional time may be needed by the PM to review and approve or disapprove construction change orders. Up to 10 additional working days should be allotted for disbursements with change order(s).

*** This assumes that the SCO is authorized to issue disbursements. Disbursements may not be issued if precluded by Budget Letter(s) or other direction.