



## **Instructions for Completing Cash Flow Projection**

1. Use a separate form for each fund source for a grant or loan project.
2. From the agreement, enter the agreement number, recipient name, effective and expiration dates, fund source name and the amount of grant/loan from the fund.
3. Indicate whether this is an initial projection, or a revision of an earlier projection. If there is more than one page to the projection, indicate page numbers.
4. (First row of the table) if no payment requests have been submitted, enter "0." Otherwise, enter the **AMOUNT OF FUNDING WHICH HAS ALREADY BEEN REQUESTED**, even if the payment has not yet been received. This should be the amount on line 11 of the last Form A submitted on Ecology. Include both the payments due and the retainage.
5. (Column 1) Enter the calendar year in which the anticipated payment request will be made.
6. (Column 2) Enter the month in which the anticipated payment request will be made, beginning with the date of the next payment request, and using additional sheets as necessary until the expiration date. If requests are made quarterly, enter only the month in which a request will be made.
7. (Column 3) Enter the estimated amount which will be requested on that billing, including both the amount to be disbursed and the retainage (this is the amount which would be entered in line 13 of Form A of the anticipated request).
8. (Last row of the table) Add all entries in column 3, including any entry in the first row. This may not exceed the amount of the grant or loan from the fund source.