

Project Notification & Intake Form

, Regional Coordinator
 Oregon Economic & Community Development
 Department
 775 Summer St. NE, Suite 200
 Salem, OR 97301
 Phone:

OECD Use Only

Date:

Project Category: TA Const Other

Concept Number:

County:

Population of applicant's jurisdiction:

Low/Mod Income: %

Median Household Income: \$

Distressed Area: Yes No Mixed

Rural: Yes No Mixed

SDWRLF Letter of Interest Number: SD- -

Project Name:
Project Location:
Applicant:

Contact Name:	Phone:
	Fax:
	Email:
Street Address:	Mailing Address :
City, State & Zip code:	City, State & Zip code:

Estimated Funding Request		
	Amount	Status of Funding
Funding Assistance from Department	\$	n/a
Applicant Contribution +	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Available
Other Funds (identify source) +	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Available
Other Funds (identify source) +	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Available
Estimated Total Project Cost =	\$	
Date of Project Cost Estimate:	Prepared by:	

If funding assistance from Department includes a loan, how will a loan be repaid?	
Estimated Project Start Date:	Estimated Project Completion Date:
Estimated Date First Cash Reimbursement is needed:	

Readiness to Proceed for Construction Projects

For construction projects, the proposed project is (select one):

- Budgeted or will be budgeted within the applicant's FY2008-2009 budget.
- Planned to be budgeted within FY2009-2010.
- Planned to be budgeted within FY2010-2011.
- Planned to be budgeted later in: FY

For construction projects, has a licensed engineer or architect certified in a Master Plan, Facilities Plan or other technical report that the project is feasible and cost effective? Yes No

Date of Plan or Report:

If No, when will an engineering or architectural report be completed?

For construction projects, has the governing body of the Applicant conducted a public meeting (Council or Board meeting, public hearing, workshop, etc.) to identify and discuss the proposed project, including such items as nature and need for project, starting date, financing requirements that may involve taking on additional debt, and consistency with the applicable comprehensive land use plan?

- Yes No

Type of public meeting: _____ Date of public meeting: _____

If No, when will a public meeting be held?

If Other Funds are identified as a pending or committed source of funding for the proposed project, identify when these funds are expected to be available and the actions needed to secure these funds.

If USDA Rural Development Funds are being identified as a source of permanent financing, what source of funding has been identified for interim financing?

Have you applied for interim construction funds, and if so, have you received approval?

When will these interim funds be available?

Are there any limitations on the use of these interim funds?

Project Description

Brief statement describing the problem or the opportunity:

Brief statement describing the proposed solution to the identified problem or opportunity:

Is the project consistent with the local acknowledged comprehensive plan? Yes No

Is the project listed on any local countywide or regional plan (e.g., adopted capital improvement plan, Master or Facility Plan, local inventory of planned projects, etc.) Yes No

Will the project result in locating or expanding industrial or major commercial firm(s)? Yes No
If yes, firm's name and estimated number of jobs that will be created and/or retained.

For Water or Wastewater Projects Only

Current Monthly Residential User Charge

(assume 7,500 gallons per month water consumption):

\$_____/month Water \$_____/month Wastewater

What is the existing annual debt service for the existing system? \$_____

What amount, if any, of the existing annual debt service for the system is paid by property taxes?

\$_____/year Water \$_____/year Wastewater

What is the annual cost of material & services and personal services to maintain the existing system?

\$

What is the estimated cost of material & services and personal services for the new system?

\$

Does an Operation, Maintenance & Replacement (OM&R) Manual exist? Yes No

Does Applicant annually budget for both Maintenance and Replacement expenditures? Yes No

	Existing System	Proposed Improvements
Number of available residential hookups		
Number of connections		
Number of Service meters (for water)		
Number of EDUs		

For Water or Wastewater Projects Only

Are all current service connections required to be metered? Yes No

COMPLIANCE

Is the utility now, or soon to be, out of compliance with State or Federal standards? Yes No

What regulatory agency has been contacted?

When?

Is there written documentation or confirmation of the compliance issue? Yes No

If yes, will the proposed project bring the utility into compliance? Yes No

For Safe Drinking Water RLF Projects only

Project Type: Please check all that apply	Estimated Cost per Project Type
Planning and Design Only	\$
Treatment	\$
Transmission & Distribution	\$
Source	\$
Storage	\$
Purchase of System (Consolidation/Regionalization)	\$
Restructuring	\$
Land Acquisition	\$
Other:	\$

Project type definitions:

Planning and Design Only – Project assistance for planning and design costs only. **Note:** Assistance provided for a combined planning, design, and construction project should all reported under the appropriate construction category(ies) below.

Construction – One or more of the following:

Treatment – includes disinfection, filtration, waste handling and treatment, aeration, iron/manganese removal and chemical storage tanks.

Transmission & Distribution – includes raw and finish water transmission, service lines, valves, backflow prevention, water meters and pumping stations.

Source – wells, wellhead pumps and surface water intakes.

Storage – elevated and ground level storage for finished/treated water and covers for existing storage.

Purchase of Systems – all of the eligible costs funded by the loan fund to purchase a system as part of a consolidation or regionalization effort.

Restructuring – costs associated with changes in organizational structure, management, accounting, rates, or other procedures conducted to meet the technical, financial, and managerial requirements.

Land Acquisition – all eligible costs funded by the loan fund to acquire land.

Other – any other assistance costs that cannot be classified into the categories above – please specify and describe the cost.

For Community Development Block Grant Projects only

USE	Current		Future	
	EDU's	Flow	EDU's	Flow
Residential Permanent				
Commercial & Business				
Industrial				
Other				
Total				
Percent Residential	%	%	%	%

Applicant does not have more than three open CDBG grants with OECD? Yes ___ No ___, If Yes, explain.

Applicant is meeting the age and expenditure requirements for all open CDBG grants funded by Oregon Housing and Community Services and OECD? Yes ___ No ___ If, No explain.

- Requirements for open ONE YEAR grants are:
- Any Regional Housing Center (RHC) grant that is one or two years old must be meeting contract requirements.
 - Any Microenterprise grant that is one year old must be 70% drawn
 - Any Microenterprise grant that is two years old must be administratively closed
 - Any RHC grant that is three years old must be administratively closed

- Requirements for open MULTI YEAR grants are:
- Any grant that is two years old must be 60% drawn
 - Any grant that is three years old must be 100% drawn
 - Any grant that is four years old must be administratively closed

If the project is for final design and or construction of a municipal water or wastewater system, what is the anticipated user rate for an equivalent dwelling unit, at construction completion that will adequately cover operation, maintenance, system replacement and debt financing (prior debt and debt financing needed for the proposed project)?

Instructions for Project Notification & Intake Form

The Intake Form provides pre-application information necessary to determine when a complete application may be invited.

Project Name: Name of the applicant, Name of the project (ex. Stayton Water System Improvements)

Project Location: City/unincorporated area/county where project is/will be located or, if the project doesn't involve a physical location, the city(ies)/county(ies) that will benefit from the project (ex. Applicant is Deschutes County, and the project location is in Bend, Oregon, or the benefiting entity is a district such as Odell Sanitary District.)

Applicant: Entity that will contract with the Department for financial assistance and will manage the project.

Information for Contact Person: Information for the person we should contact if we have questions about the project.

Estimated Funding Request: Indicate the amounts committed or pending from the applicant and other sources and the amount requested from the Department. The Estimated Project Cost should include all costs to complete the project, such as: construction, contingencies, engineering, administration, permits, inspection, legal, etc.

Date of Project Cost Estimate: Date the estimated project cost was determined. If older than one (1) year, the estimate must be updated. Also, identify who prepared the cost estimate.

How would a loan be repaid: List the specific source(s) of revenue intended to repay a loan (monthly user fees, property tax assessments, etc.).

Estimated Start Date (m/yr): This date (m/yr) also provides a guide for determining when a contract must be signed by the applicant and developing a timeline for managing the project. If "Pre-award Costs" are not requested in this intake, a contract must be signed before work can be commenced.

Estimated Project Completion Date (m/yr): The date (m/yr) when construction activity is anticipated to be completed.

Estimated first Draw: The date (m/yr) the applicant will first require a disbursement of funds. This date is required so that the department can monitor cash flows by program.

Readiness To- Proceed for Construction Projects: The following requested information is needed by the department as part of the evaluation of when identified high priority projects are expected to be ready to proceed with application, award and construction phases. Information supplied by the applicant will help determine when a proposed high priority project will be invited to submit a complete application for funding consideration.

Fiscal Year in which the applicant will budget for the proposed construction project: Identify and select the specific fiscal year (FY2008-09, 2009-10, 2010-11, or other) in which the project is anticipated to begin and funds need to be budgeted by the applicant.

Certification of Master, Facilities or other technical Plan: Has a licensed engineer or architect certified in a Master Plan, Facilities Plan or other technical report that the project is feasible and cost effective? If not, when will a report be prepared?

Public meeting review of proposed construction project: Has the governing body of the applicant conducted and documented the results of a public meeting (Council or Board meeting, public hearing, workshop, etc.) to identify and discuss major factors and options of the proposed project, including such items as nature and need for project, starting date, financing requirements that may involve taking on additional debt, and consistency with the applicable comprehensive land use plan? If not, when will a public meeting be held?

Status of Other Funds: When are the other funds identified as pending or committed expected to be available and what actions are needed to secure these funds.

Rural Development Participation: When USDA Rural Development is providing funds for the proposed project, the recipient must identify the source of interim loan financing, since Rural Development only provides take-out financing. Remember that the grant funds provided by Rural Development cannot be used on project expenditures until all of the interim loan funds have been expended. Rural Development must release the applicant to expend funds on the project (any source). Failure to obtain this release could jeopardize Rural Development participation in the project funding. Applicant must provide the status of the interim loan financing such as when they applied for the funds and if they received confirmation that funding would be provided. The applicant must also indicate when the funds are available. They must indicate if there are any limitations on the use of these funds. This could affect our analysis for funding of this project. At the least, a special condition of award shall be placed in the Special Condition of Award exhibit of the contract.

Local Acknowledged Comprehensive Plan: In order to determine that the project is consistent with the Comprehensive Plan, the applicant should provide that portion of the plan that supports a yes answer. If a change in zoning will be needed for the project to proceed, an explanation of the status of the zoning change is required.

Local, Countywide, Regional Plan: Identify whether the proposed project is listed on any local plan or inventory of planned projects. Also, identify the priority of the proposed project to the applicant.

Industrial/Commercial Development: Is there a "firm business commitment" to create/retain jobs associated with the proposed project? If yes, provide company name(s) and estimated number of jobs that will be created and/or retained.

Project Description

Problem Statement: Applicant should provide information that is simple and to the point (i.e., non-compliance, lack of capacity for economic development, inability to provide required services)

Solution or Opportunity Statement: Applicant should provide information that describes how the problem will be resolved. The information should be simple and to the point. The applicant should also indicate if there are any circumstances that would prevent the applicant to proceed with the project after funding is awarded and a contract is signed.

For Water or Wastewater Projects Only:

Current Monthly Residential User Charge: According to Applicant's current rate schedule, the amount of a residential user's monthly charge if 7500 gallons of water were used. For Wastewater projects provide the sewer rate for residential users.

Existing annual debt service for the system: Amount paid annually (from all sources) to retire existing debt for prior improvements made to the existing system. (This is the system that is being improved by the requested funding)

Amount of the existing annual debt service paid by property taxes: If property tax revenues are used to retire debt that was incurred to make improvements to the existing system, what is the annual amount of property tax revenues used?

Annual cost of Material & Services: These include Personal Services and Materials and Services line items found in the Municipal Audit, and do not include Capital Outlay, Debt Service, Depreciation, Replacement Reserves or other non-operating expenses.)

Estimated operation/maintenance costs after the project: Estimated annual operation/maintenance expenses after the proposed improvements are completed.

Operation, Maintenance & Replacement Manual: Does an Operation, Maintenance & Replacement (OM&R) Manual exist for the system?

Budgeting for Maintenance and Replacement costs: Does Applicant annually budget for both Maintenance and Replacement costs for the system?

Number of available residential hookups: The maximum number of residences, which could be served by the system.

Number of connections: The number of service connections, which are currently connected to the system. This includes all types of connections (residential, commercial, industrial, etc.).

Number of services meters: Total number of water service meters installed in the system. (This does not include flow meters on the transmission line or source meters.)

Number of Equivalent Dwelling Units (EDUs): For water systems, an Equivalent Dwelling Unit is at least one residential connection up to the equivalent of 7,500 gallons of usage, whichever is less. A recent Water Master Plan or Facility Plan should determine the number of EDUs for your system. (Commercial and industrial users normally account for multiple units.)

Service Meter Requirement: If current service connections are not required to be metered, the project must include metering of the entire system. The project budget must be adjusted accordingly. The applicant will be required to adopt a resolution, ordinance or order requiring all future service connections to be metered as part of this project.

Compliance: Identify whether utility system is now, or soon to be, out of compliance with state or federal standards. If "yes", attach documentation from DEQ or the Department of Human Services, Drinking Water Program that supports the yes answer (i.e., formal letter, e-mail).

The recipient must indicate when they last spoke with the regulatory agency regarding the compliance issue.

The recipient is to provide a copy of the MAO or MOU from the regulatory agency (i.e., DEQ, DHS)

If the applicant indicates that the project will not bring the utility into compliance they must provide an explanation as to why.

Community Development Block Grant Projects only

Uses, Current and Future: The applicant should only indicate the number of permanent residential users. Part-time residential users are not eligible under the block grant program. The block grant project must be primarily residential users. The flow rate must be indicated for the utility being improved. The future flow rates can be obtained from the Water Master Plan or the Facilities Plan. The EDUs are calculated the same way as previously explained above.