

Safe Drinking Water Revolving Loan Fund

Letter of Interest

Note: Submit completed Letter of Interest to LOI.DW@biz.oregon.gov

Semi-annual submittal deadlines are March 15th and September 15th. Contact your Business Oregon Regional Development Officer if you have questions about the form. Contact information can be found at www.oregon.gov/biz

Section I A: Basic Information

| | |
|-------------------|--------------------------|
| Water System Name | Public Water System ID # |
| Address | County Served |
| Office Phone | Organization Type |

Section I B: Contacts

| | |
|--------------|-------------------|
| Main Contact | Secondary Contact |
| Name | Name |
| Title | Title |
| Email | Email |
| Phone | Phone |

Section I C: Project Overview

Project Title (Give your project a short but descriptive title.)

Describe the drinking water quality or other concern that the project would address.

Note: If applicable, please attach or reference documentation that supports any public health risk or compliance issue.

Section I D: Project Details

Project Description (Attach Additional Pages if Necessary)

Note: Provide a brief, but specific project description. Identify each project element to be constructed/replaced/rehabilitated and include a brief description of how the project would address the problem or concern identified above.

Activity

Estimated
Start Date

Estimated
Completion Date

Estimated First Cash Reimbursement Request Date

Estimated Project Completion Date

Section I E: Summary of User rates and Population Served

- A. Population. Identify the permanent population that would be served by the project:
Note: Permanent = more than six months per year.

- B. User Rates. Identify the current monthly residential user rate charged for 7,500 gallons of water usage per month:

Note: Use 7,500 gallons per month (~10 units) as the average amount of water use for residential user rate calculation.

Section I F: Project Budget

| Budget Line Item | SDWRLF Funds | Other BizOR Funds | Non-BizOR Funds | Total |
|--|-----------------|----------------------|--------------------|-------|
| Planning | | | | |
| Design / Engineering (20% Max*) | | | | |
| Construction | | | | |
| Construction Contingency (10% Max**) | | | | |
| Labor Standards (\$15,000 Max) | | | | |
| Environmental Review | | | | |
| Project Management (\$15,000 Max) | | | | |
| Legal Fees | | | | |
| Cultural Resource Report(s) and Monitoring | | | | |
| Permitting and Regulatory Fees | | | | |

Total Project Costs

Note:

- * Design/Engineering may not exceed 20% of Construction and Construction Contingency total.
- ** Construction Contingency may not exceed 10% of Construction costs unless justification is provided. Justification is subject to approval by the Department.

A 1.5% origination fee will be charged for those communities with a median household income above the state average. The borrower may choose to finance the fee amount.

Prepared By:

| | |
|--------------|-------|
| Name | Title |
| Organization | Date |

Section I G: Federal Reporting - SDWRLF Funds

For federal reporting purposes, Business Oregon is required to identify the federal project categories implemented with SDWRLF Funds. Identify the percentage of the SDWRLF budget that would be allocated for the following project categories.

| | | | |
|-----------------------------|----------|--------------------|---|
| Treatment | % | Purchase of System | % |
| Transmission & Distribution | % | Restructuring | % |
| Source | % | Land Acquisition | % |
| Storage | % | Other: | % |
| Total | % | | |

Section I G: Financing Sources

| Source of Funds | Amount | Status |
|-----------------|--------|--------|
| SDWRLF | | |
| Applicant Funds | | |
| Total | | |

Section I H: Loan Repayment

Check all source(s) of funds intended to be used in meeting loan repayment obligations.

| | |
|-----------------|-----------------------------------|
| Water Use Fees | Voter-approved General Obligation |
| Connection Fees | Reserves |
| Other | |

Section II: Compliance

If your project addresses a Safe Drinking Water Act compliance issue, please identify and describe:

For Example: Arsenic, Nitrate, Microbiological, etc.

Note: If applicable, please attach or reference documentation that supports the public health risk or compliance issue.

Section III: Additional Project Information

- A.

Is the project consistent with the local acknowledged comprehensive plan?

Yes

No
- B.

Is the project listed on any local county-wide or regional plan (e.g., adopted capital improvement plan, master plan, facility study, or local inventory of planned projects)?

Yes

No
- C.

Has any project application or coordination been submitted to your local city or county community development review department, engineering and/or local permit center related to this specific project?

If yes, list name(s) and contact information:

Yes

No

- D. Has a licensed engineer certified in a master plan or other technical report (e.g. feasibility study) that the project is feasible and cost effective?

Yes No

If yes, date of plan or report:

- E. Is the project consistent with the existing master plan (for 300 or more connections) or feasibility study (less than 300 connections)?

Yes No

If no, an updated plan or study will be required prior to construction and may be included in the project scope and budget. Will an updated master plan or feasibility study be completed as part of this project?

Yes No

- F. Has a licensed engineer aided you in project development and the completion of this LOI?

If yes, list name and contact information: Yes No

Engineer Name:

Phone:

Firm:

Email:

- G. For construction projects, has the governing body of the water system conducted a public meeting (council or board meeting, public hearing, workshop, etc.) to identify and discuss the proposed project, including such items as the nature and need for the project, starting date, financing requirements that may involve taking on debt and raising rates, and consistency with the local comprehensive land use plan?

Yes No

If yes, type of public meeting:

Date of public meeting:

If no, when will a public meeting be held?

H. Does the water system either own, or have a permanent easement or right of way, for all properties on which the improvements will take place?

Yes No

If no, explain:

I. Does the water system have a meter(s) at the water supply source(s)? Yes No

If no, explain:

J. Does the water system require meter installation on all service connections? Yes No

K. Does the water system have meters installed on all service connections? Yes No

If no, percent not metered: %

If no, explain:

L. Does the water system have an operations program to read and maintain the required source and service connection meter(s)?

If no, explain Yes No

- | | | | |
|----|---|-----|----|
| M. | Does the water system bill its customers based on water usage? | Yes | No |
| | If no, explain: | | |
| | | | |
| N. | Is this project the result of a study funded through the Sustainable Infrastructure Planning Projects (SIPP) program? | Yes | No |
| | If yes, describe how the SIPP program benefited the water system. | | |
| | | | |

Section IV: Certification

Yes, I certify that, to the best of my knowledge, all information contained in this pre-application and Letter of Interest is valid and accurate. By typing my name below, I certify that I am a designated or authorized signatory for the city, county or water system entity.

| | |
|----------------------|-------|
| Authorized Signatory | Title |
|----------------------|-------|

| | |
|----------------------|-------|
| County/Jurisdiction: | Date: |
|----------------------|-------|