

Request for Inclusion

- Narrative of Project
- Priority Categories
- Census Tracts
- Population
- Cost Estimate
- Priority Score
- Schedule

Planning Document

- Executive Summary
- Cost Comparison
 - 2 Alternatives
- Environmental Effects/Benefits
 - Evaluation of: Flora, Fauna, Endangered Species, Water Bodies, Agric. Lands, Wetlands, & Undisturbed Areas
- Selected Alternative Evaluation
- Statement on Environmental Justice
- Public Participation Process
 - Advertise in newspaper; Discuss Alternatives; Provide Minutes
- Financial Feasibility
 - Dedicated Revenues to Repaying the Loan
 - Existing/Proposed User Charge System
- Schedule
- Adopting Resolution

Agency Reviews of Planning Documents

- State Clearing House
- US Fish and Wildlife
- 60 Day Review Period

Environmental Information Document

- 30 Day comment period
- DEP drafts and publishes based on information provided in the planning document

Readiness-to-Proceed Requirements

- For loans, submit all documentation 30 days Prior to SRF Hearing Date or before June 1st. For Grants, submit all documents by June 30th. All must be deemed complete 15 days before hearing.
 - Request for Inclusion
 - Planning Document, including environmental review process must be complete
 - Biddable Plans & Specs
 - Permits
 - Site Certification

Priority List Meeting

- Places Project on Fundable List
- Assigns a Priority Score
- For grants, assigns a grant percentage
- For loans, if funds are not available for all or a portion of the project, this amount goes to contingency list
- For grants, if the project does not successfully compete for funds at the list adoption meeting, the sponsor may reapply the next year.

Loan/Grant Application

- Must be submitted with 120 days after being placed on the fundable list
- Agreement must be executed within 210 days of being placed on the fundable list

Loan Agreement

- 20 year terms
- Financing rate is a percentage of the market rate
- The percentage is based on affordability criteria