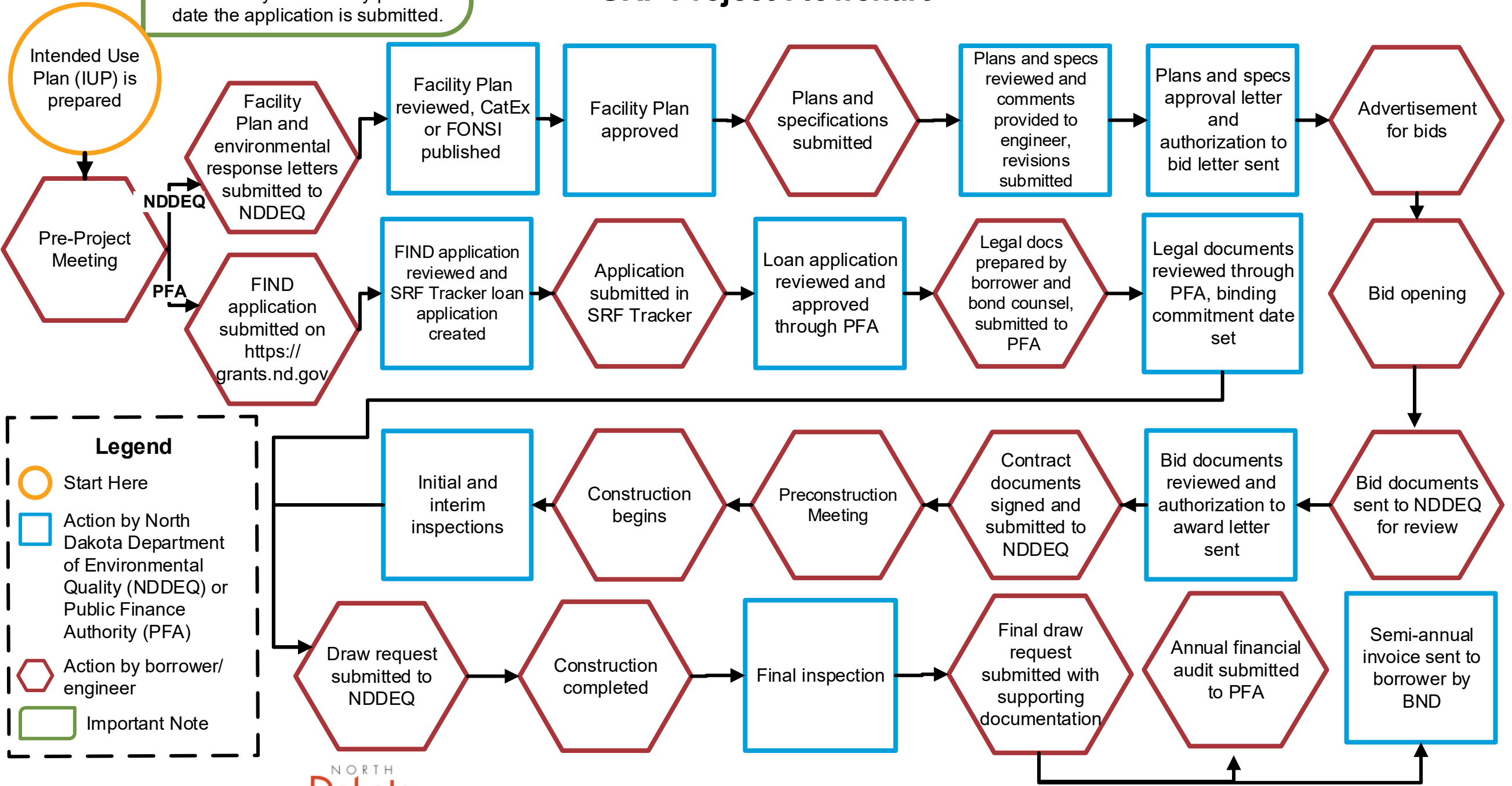


# SRF Project Flowchart

Applicant must provide an audit for each of the 3 years directly prior to the date the application is submitted.



**Legend**

- Start Here
- Action by North Dakota Department of Environmental Quality (NDDEQ) or Public Finance Authority (PFA)
- Action by borrower/engineer
- Important Note



Environmental Quality | Public Finance Authority

For more information, see the SRF Program Manual at: <https://deq.nd.gov/Publications/MF/SRFProgramProjectManual.pdf>

# SRF Project Flowchart Captions

Quick Note before beginning: Applicant must provide an audit for each of the 3 years directly prior to the date the application is submitted.

1. Intended Use Plan (IUP) is prepared
2. Borrower and/or Engineer has a pre-project Meeting
  - I. Next Steps Through the North Dakota Department of Environmental Quality (NDDEQ)
    - a. Borrower or Engineer submits a Facility Plan and environmental response letters to the NDDEQ
    - b. Facility Plan is reviewed and CatEX or FONSI is published by the NDDEQ
    - c. Facility Plan is approved by the NDDEQ
    - d. Borrower or Engineer submits plans and specifications
    - e. NDDEQ reviews the plans and specifications, and comments are provided to engineers. Then revisions are submitted
    - f. NDDEQ sends the plans and specifications approval letter and authorization to bid letter to the borrower or engineer
    - g. Borrower or Engineer puts out an advertisement for bids
    - h. Borrower or Engineer holds the bid opening
    - i. Borrower or Engineer sends bid documents to the NDDEQ for review
    - j. Borrower or Engineer signs and submits contract documents to NDDEQ
    - k. Borrower or Engineer holds a pre-construction meeting
    - l. Borrower or Engineer begins construction
    - m. NDDEQ does initial and interim inspections
  - II. Next Steps Through the Public Finance Authority (PFA)
    - a. Borrower or Engineer submits FIND application to <https://grants.nd.gov>
    - b. PFA reviews FIND application and the SRF Tracker loan application is created
    - c. Borrower or Engineer submits application to SRF Tracker
    - d. PFA reviews and approves the loan application
    - e. Borrower or Engineer and bond council prepare the legal documents then submit them to PFA
    - f. PFA reviews the legal documents and a binding commitment date is set
3. Last Steps:
  - I. Borrower or Engineer submits a draw request to NDDEQ
  - II. Borrower or Engineer completes construction
  - III. NDDEQ does the final inspection
  - IV. Borrower or Engineer submits a final draw request with supporting documentation
  - V. Borrower or Engineer submits an annual financial audit to the PFA
  - VI. Bank of North Dakota (BND) sends a semi-annual invoice to the borrower

This has been a quick breakdown of the steps involved in the SRF Project process, put together through the North Dakota Department of Environmental Quality and the North Dakota Public Finance Authority. For more information, see the SRF Program Manual at:

<https://deq.nd.gov/Publications/MF/SRFProgramProjectManual.pdf>.