

June 30 2017

The Honorable Ron Lundbom  
Mayor of John Day  
c/o Nicholas Green, City Manager  
450 E Main Street  
John Day OR 97845-1238

RE: Special Public Works Fund, City of John Day, John Day Wastewater Treatment Plant - Oregon Pine Property Acquisition, Project Number L17011, (\$519,000)

Dear Mayor Ron Lundbom:

Attached to this email are all the financing documents for your project, numbered as follows:

1. **Contract**
2. **Signature Card**, which authorizes cash drawdowns for the project
3. **Deposit Option Notification** form
4. **Ordinance or Resolution or Order**
5. **Sample Opinion of Legal Counsel**
6. **Trust Deed** for the collateral property
7. **Certificate and Indemnification Regarding Hazardous Substances** regarding the collateral property

Please refer to the Checklist of Contract Documents and Instructions on the next page for handling the above documents.

Also attached for future use is a **Disbursement Request** form.

We are anxious for your project to succeed and wish to extend any help you need. Please contact Regional Project Manager Shanna Bailey at 541-786-4630 or Shanna.Bailey@Oregon.gov if you have any questions.

Sincerely,



Mari Karnowski, Administrative Assistant  
Business Oregon

L17011 John Day Letter.docx

Recipient: City of John Day

Project Number: L17011

## CHECKLIST OF CONTRACT DOCUMENTS AND INSTRUCTIONS

Please use the following checklist to ensure that all documents have been completed, and return all contract documents as soon as feasible, but not later than 60 days.

1.  **Contract** signed and dated by the authorized official. Please return signature page only.
2.  **Signature Card** with certification by the authorized official. Please return the complete document.
3.  **Deposit Option Notification** form. Please return the complete form. If you choose to have funds electronically deposited in a financial institution (and not the Local Government Investment Pool), please follow the provided link and send a **Direct Deposit Authorization** form (SFMS ACH-1) to the Oregon Department of Administrative Services.
4.  **Ordinance or Resolution or Order**. Please return the complete document.
5.  **Opinion of Legal Counsel**. Please return the complete document.
6.  **Trust Deed** on real property and improvements used as loan collateral. Please fill in necessary information, sign the document by the authorized official, and then record with the County before returning a complete copy to the State.
7.  **Certificate and Indemnification Regarding Hazardous Substances** on the collateral property. Please fill in necessary information and sign the document by the authorized official. Please return the complete document.
8.  **ALTA standard mortgagee title insurance policy** for the real property pledged as collateral. This document will be prepared by the title insurance company. Please return the complete document.

Please let your Regional Project Manager know how you would like to receive the final contract documents, once signed by the Oregon Business Development Department.

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Document provided for your future use:

**Disbursement Request Form.** This form is provided in Excel format for you to fill out and submit to your Regional Project Manager as needed once your project is underway.

Later in your project, your Regional Project Manager will provide any necessary report forms.