# ETR PROCEDURES

(ASSUMING ETR LOAN TO BE REPAID WITH CBRI FUNDS)

1. County prepares roadway or bridge ETR application.

2. County incorporates project into 5-yr plan. The CBRI portion of the plan may have a negative balance no greater than the amount of the ETR loan.

3. County executes application, revised 5-yr plan and programming resolution at commission meeting.

4. County submits executed application, 5-yr plan, programming resolution and “before” pictures to CED.

5. Upon CED approval, CED forwards the resolution and 5-yr plan to James Pruett and the application and pictures to OCCEDB.

6. James programs the project.

6. OCCEDB forwards a contract to County.

7. County executes contract and returns it to OCCEDB.

8. OCCEDB issues check at its next board meeting.

9. County sets up and deposits ETR funds into a special account under the T2 account to keep these ETR funds from comingling with other funds.

10. Construction may begin. Construction methods must conform to County Roads Design Guidelines, County Bridge Standards or other CED approved standards or methods.

11. County notifies CED of construction completion (within one year of start date).

12. CED inspects project to confirm compliance with appropriate standards.

13. CED takes “after” pictures and forwards pictures to OCCEDB.

14. County submits 324a to James Pruett for reimbursement of ETR loan with CBRI funds.