




CLEAN WATER LOANS
**PROJECT
WORKFLOW**


Project Workflow

WHILE PROJECTS VARY, BELOW WE'VE OUTLINED THE TYPICAL STAGES. WE DESCRIBE EACH STAGE AND THE COLORS SHOW WHO IS RESPONSIBLE.

 Contractor

 Homeowner

 Craft3

 Department of Ecology

1. APPLY FOR A LOAN

Homeowner completes an [online application](#).

Craft3 can answer questions and help with the application process. Paper applications are available upon request.

2. CULTURAL RESOURCES REVIEW

Projects must be assessed by the **Department of Ecology** for any potential impacts to cultural resources, such as archaeological objects. This review takes approximately 30 days. If surveying or monitoring are required, the project will incur additional costs, which can be included in the **Craft3** loan.

3. EVALUATE LOAN APPLICATION

Craft3 reviews the application, including grant eligibility. We communicate the credit decision to the homeowner in as few as three business days. In some cases, additional information may be required to make a credit decision.

4. SUBMIT DESIGN FOR APPROVAL

Designer or Engineer creates design and submits it to the county for approval.

5. SUBMIT PROJECT BIDS

Homeowner submits bid from contractor, and other paid invoices for reimbursement. Send bids and invoices to CleanWater@Craft3.org.

6. SIGN LOAN DOCUMENTS

Craft3 prepares loan documents and sends to customer via DocuSign.

Homeowner signs electronically via DocuSign. Paper loan documents are available upon request.

7. DEPOSIT TO CONTRACTOR

Once the permit is approved, **Craft3** notifies the contractor and makes the initial disbursement of 50 percent of the bid amount. An Inadvertent Discovery Plan (IDP) will be included in the notification sent to the contractor and must be kept onsite during the install.

8. PERFORM WORK

Contractor repairs or replaces the septic system according to county approved design and project proposal.

9. FINAL INVOICE

Contractor submits final invoice and health agency approval (i.e. ROC, COC, As Built) to CleanWater@Craft3.org to receive final payment.

10. FINAL PAYMENT

Craft3 will disburse the remaining loan balance to the contractor.

Community Crafted Lending

Craft3 is a non-bank nonprofit community lender. We work towards a thriving, just and empowered Pacific Northwest.

Craft3 helps homeowners across Oregon and Washington replace failing septic systems and finance energy upgrades. We also lend to established nonprofits and growing and start-up businesses — including many that don't qualify for traditional loans.

SINCE INCEPTION, CRAFT3 HAS:

- Invested more than \$700 million in the region
- Made loans to more than 1,600 businesses
- Helped almost 7,000 homeowners make upgrades
- Assisted more than 120,000 low-income individuals





craft3

p: 888.231.2170 **w:** Craft3.org
s: [linkedin.com/company/craft3](https://www.linkedin.com/company/craft3)

Craft3 is an equal opportunity lender, provider
and employer | NMLS ID 390159 | 04.01.24

Clean Water Loans are offered thanks to the
support of many public and private funders and
organizations, including the U.S. Environmental
Protection Agency, and the State of Washington.

