

**DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION
CAL-MORTGAGE LOAN INSURANCE PROGRAM**

**EXHIBIT E
ENVIRONMENTAL DOCUMENT REVIEW PROCESS AND FORMS**

Cal-Mortgage requires the Department of Toxic Substances Control (Department) to review a Phase I Environmental Assessment (Phase I) report for all real property, or equivalent documentation requested by the Department. The review is required to evaluate if current and past practices have resulted in the release of hazardous substances on the subject property. A Phase I report is an initial environmental assessment prepared by an environmental professional based in part on existing information from inquiries of appropriate state and local agencies and past and present owners and operators of businesses on the subject property. Nationally accepted guidance for the preparation of a Phase I report is provided by the American Society for Testing and Materials, "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process" (Designation: E 1527). A site inspection by environmental professionals employed by the Department may be performed.

The Department will prepare an Environmental Review Report summarizing the information provided by the Cal-Mortgage Applicant and any additional information gathered by the Department. The report will recommend whether additional investigation is required based on best efforts to obtain information about the operational history of the site. If further investigation is required because of suspected releases of hazardous substances to the property, the Applicant will be asked to enter into a separate voluntary agreement with the Department to conduct a Preliminary Endangerment Assessment under Departmental oversight. If no further action is recommended, Cal-Mortgage staff will continue to process the application.

Please contact the Department staff prior to submission of any documentation to determine the suitability of the existing information.

To initiate this effort, complete the attached questionnaire(s) for all real property. Send the completed questionnaire(s) to Ms. Lora Jameson and Mr. Abraham Serrato:

Department of Toxic Substances Control
Santa Susana Field Laboratory Branch
8800 California Center Drive
Sacramento, CA 95826
Attention: Ms. Lora Jameson and Mr. Abraham Serrato
Email: Lora.Jameson@dtsc.ca.gov and Abraham.Serrato@dtsc.ca.gov
Phone: (916) 255-3586 (Ms. Jameson)
(916) 255-3657 (Mr. Serrato)

In addition, send a check in the amount of \$1,500.00 made payable to the "Department of Toxic Substances Control" to:

Ms. Tsing Mabel Zhan
Accounting Office
Department of Toxic Substances Control
P.O. Box 806
Sacramento, CA 95812-0806

PRINT ON THE CHECK THE NAME AND LOCATION OF THE SITE AND THE RESPONSIBLE CORPORATION (if different from the entity issuing the check), so that the money will be credited toward the Applicant's account and work can begin on the project. Upon receipt of the check, a receipt will be provided. A copy of the check should be sent concurrently to Ms. Lora Jameson (Lora.Jameson@dtsc.ca.gov) along with the completed questionnaire(s).

The \$1,500.00 is a down payment for services to be provided by the Department in review of a Phase I report or other environmental documentation. This down payment is equal to approximately twenty hours of Department staff time and overhead. The Applicant will be billed for additional hours of labor incurred by Department staff or reimbursed if less time is required.

If requested, Department staff will provide an estimate of the number of hours expected to complete an Environmental Review Report for the Applicant's property(ies) following receipt of the document(s) to be reviewed. Department staff will also contact the Applicant to arrange a visit to the property (if needed). Department staff will employ their best efforts to complete the report within four weeks of receiving the questionnaire(s) and down payment check.

Once the review is complete, the Department will send the Environmental Review Report to Cal-Mortgage.

For questions concerning this process or the information requested in the questionnaire, please contact Ms. Lora Jameson, at (916) 255-3586.

ENVIRONMENTAL DOCUMENT REVIEW

An Environmental Document Review must be completed for all real property that will be used as collateral for the insured loan. Please submit the following items for each property:

1. Complete the General Information Questionnaire found on page four.
2. The Phase I Environmental Assessment report(s) or equivalent environmental documentation that has been completed for the subject property. If any environmental cleanup activities have been conducted based on recommendations contained in these reports, please include a description of those activities. Please note, if real property is to be acquired, the Phase I Environmental Assessment must be no older than 180 days as of the date the insured loan is scheduled to close.
3. A map of the property illustrating building locations and pertinent property features.
4. The legal description of the property (if not incorporated in the submitted report).

**ENVIRONMENTAL DOCUMENT REVIEW
GENERAL INFORMATION QUESTIONNAIRE**

An Environmental Document Review must be completed for all real property that will be used as collateral for the insured loan. Please complete a separate questionnaire for each property.

Name of Organization:	
Mailing Address:	
City, State, Zip Code:	
Contact:	
Title:	
Phone Number:	
Property Name:	
Property Street Address:	
City, State, Zip Code:	
County:	
Assessor's Parcel Number(s):	
Name of Current Property Owner:	
Property Size:	
Current Use:	
Proposed Use:	
If project includes new construction or expansion of existing structures, please describe:	

Preparer represents that to the best of the preparer's knowledge the statements and information contained in this questionnaire are true and correct and to the best of the preparer's actual knowledge, no material facts have been suppressed or misstated.

Signature of Preparer: _____

Printed Name of Preparer: _____

Date of Preparation: _____

Organization: _____