



Clean Water State Revolving Fund Checklist of Loan Requirements Local Community Loan

Contact: [Regional Project Officer](#)

CWSRF applicants should review this checklist in conjunction with making the decision to apply for a CWSRF loan. **Before submitting documents, contact your [regional project officer](#) to discuss your project and which documents are required. The exhibits DO NOT need to accompany the loan application but must be submitted before a final loan agreement is signed.**

Loan requirements are outlined in the exhibits but the project officer assigned to your application may require additional documents. Many of the requirements require significant planning time to develop and may require out-of-pocket expense to prepare.

Clearly label all submissions with the exhibit letter and name.

- Exhibit A: Audited financial statements**
If your entity does not submit its financials to the Secretary of State's websites, submit copies of the applicant's audited financial statements for the three years prior to the application date. Please explain any adverse opinions or disclosures, which might affect the ability to repay the CWSRF loan in a timely manner.
- Exhibit B: Authority to undertake project**
Provide a loan approval resolution or similar authorization for signing a loan agreement and establishing a loan reserve account.
- Exhibit C: Revenue authority**
Provide evidence the applicant has the authority to collect and pledge the revenue offered as repayment, repay loan and, when applicable, the ability to ensure ongoing operation and maintenance of the proposed project. DEQ may also require the applicant meet the criteria for a revenue-secured loan described under OAR 340-054-0065(2).
- Exhibit D: Budget**
Provide a copy of the most recently approved project budget; electronic copies are preferred.
- Exhibit E: Inter-agency agreements**
If the project will serve two or more public agencies, submit copies of the inter-agency agreements, contracts or other legally binding instruments necessary for the financing, building and operation of the joint project.
- Exhibit F: Bonds secured with user system revenues**
If the loan is being secured or repaid with sewer system or other revenues, submit a copy of the master resolution or ordinance approving those bond issuances.
- Exhibit G: Recent bond Issues**
If requested, submit the official statement of any recently issued bonds.
- Exhibit H: Sewer use ordinance –*Not required for Local Community Loan***

- Exhibit I: User charge system**
Provide a copy of the user charge system if the applicant will be securing and repaying the loan with system user revenues. The rate structure must produce adequate revenues to provide for operations and maintenance (including appropriate replacement reserves) and debt service.
- Exhibit J: Project planning documentation**
An applicant must submit an engineered planning document prepared by qualified professionals and approved by DEQ. If a planning document has not yet been prepared and approved, please contact your CWSRF Project Officer to discuss the appropriate scope and content. New plans require a kick-off meeting with a DEQ project officer and engineer. A DEQ water quality engineer may require updates for plans more than five years old at the time of application.
- Exhibit K: Value engineering study**
The applicant must submit a Value Engineering study approved by DEQ if the proposed project's **total costs exceed \$10 million**. This study, completed during the design process, controls the project's construction costs without compromising the quality. A different engineering firm than the one that designed the project performs the study.
- Exhibit L: Plans and specifications**
When applicable, DEQ must review plans and specifications before construction. Submit a complete set of plans and specs with the application if DEQ has not already reviewed and retained those plans. Depending upon the complexity of a nonpoint source control project, this requirement may be waived.
- Exhibit M: Land Use Compatibility Statement**
Submit a positive Land Use Compatibility Statement for the proposed project with signatures by the local land-use planning authorities. Attach any conditions. This document is available [online](#).
- Exhibit N: Environmental review**
For the construction of a treatment works as defined in the Clean Water Act § 212, nonpoint source pollution control (CWA § 319) or estuary management (CWA § 320) project, provide all necessary documentation to support DEQ's review of the entire project's potential environmental impacts, including an analysis of a no action alternative and any other reasonable alternatives considered. With DEQ approval, an applicant may submit an environmental determination made by another agency. DEQ's Applicant Guide to the State Environmental Review Process is available [online](#).
- Exhibit O: Consultation with federal cross-cutting authorities**
For some projects, the applicant must comply with some or all applicable federal cross-cutting authorities, unless waived by DEQ. Information is available [online](#).
- Exhibit P: Fiscal Sustainability Plan Certification –**
Not required for Local Community Loan
- Exhibit Q: Cost and Effectiveness Certification**
This is required for any **municipality or intermunicipal, interstate or state agency** that applies for a Clean Water State Revolving Fund loan to demonstrate that the proposed project is the most cost effective approach to achieving the project's water quality goals.

Submit a signed [certification document](#) before construction begins. This can occur prior to signing a DEQ loan agreement or can be a condition of the loan agreement.

- Exhibit R: Other repayment sources**
Applicant must provide repayment source when not utilizing a user charge system (Exhibit I).
 - Exhibit S: Other**
Applicant must provide any other information requested by DEQ as necessary to complete the loan application.
 - Exhibit T: Suspension and debarment**
Eligibility includes certification of no debarment and no suspension through the [System of Award Management](#) for CWSRF loan recipients with loans of \$25,000 or more. Certification is required at time of loan signing and must be renewed annually.
- Exhibit U: Project specific projected cash flow statement**
Submit a projected cash flow statement that includes:
- The anticipated number of local loans,
 - The minimum and maximum loan amounts,
 - Expected disbursement of local loans as well as therepayment schedule(s),
 - The loan terms (interest rate, fees, etc.),and
 - The anticipated amount and timing of DEQ disbursements as well as the amount and timing of repayments to DEQ.

Alternative formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.