



Planning Loan Application Instructions

Contact: [Regional Project Officer](#)

These are instructions for completing a **Planning** loan application for the Clean Water State Revolving Fund loan program. The completed application should provide DEQ staff with a comprehensive understanding of the project's water quality benefits. The application contains the following sections:

- Applicant Information
- Budget and Schedule
- Compliance Information
- Project Description
- Waterbody Information and Water Quality/Public Health Benefits
- Population Data
- Attachments
- Additional Information
- Certification

The application form allows detailed responses to questions. If additional space is needed, or for required documentation, provide a well labeled, separate attachment.

Prior to signing a loan agreement, applicants will be required to submit the exhibits required in the [Checklist of Loan Requirements available on the CWSRF Application page](#). The exhibits do **not** need to be submitted with the application.

Applicants should work closely with their regional project officer when completing the application. Contact information is available on the [CWSRF web page](#).

Applicant information section

1. **Public agency/Legal applicant information.** Provide complete contact information for the organization requesting the loan. Include the zip code + 4 information; federal congressional district in which the organization is located, and agency website.
2. **Public Agency.** Only public agencies are eligible for the Clean Water State Revolving Fund.
3. **Type of Public Agency.** You'll need to verify that your agency meets the definition of a "public agency" as defined by [ORS 468.423](#). The application lists each type of public agency. If you are unsure of your agency's status, contact a [regional project officer](#).
4. **Borrowers must be registered** in the federal System for Award Management ([SAM.gov](#)).
5. **Authority.** Your agency must have statutory authority to take on debt. If you are unsure of your agency's status, contact a [regional project officer](#).
6. **Project contact.** Provide contact information for the person coordinating the project for the applicant.

Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)
800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Budget and schedule section

7. **CWSRF loan request amount.** Enter the total amount requested. If the project does not require the full amount indicated here, DEQ will amend the loan amount at the completion of the project.
8. **Total estimated project cost.** This figure represents the total estimated cost of the entire project.
9. **Project costs and funding.** The total project budget in table A should equal the total funding amount in table B and equal the total estimated project cost in Question 11.
 - **Table A.** Project budget. In the total project budget column, list the budgeted amounts by category. In the amount funded by CWSRF column, identify the amount of each category to be covered by the CWSRF loan. This budget is a non-binding estimate. Funds may be available in whichever category needed, up to the full amount of the loan.
 - **Table B.** Funding sources. List the anticipated amount for each source of funding. If funding is tentative, indicate that. The total funding in this list must be equal to the total in Table A.
10. **Existing sewer-related debt service.** Provide details on all existing debt associated with previous wastewater projects or debt secured with wastewater system revenues.
11. **Schedule.**
 - Estimated planning start date.
 - Estimated planning completion date.
 - Explain if estimated dates are before the loan application date or the date a loan will be signed.

Compliance information section

12. **Water quality permit or certification information.** Enter the EPA National Pollutant Discharge Elimination System permit number (this is the number that begins with “OR”) or the Water Pollution Control Facility permit number or a certification, whichever applies, and the GPS location of the facility. Indicate permit status and associated requirements.
13. **Permit related action.** Indicate which of the options applies to the facility or area your project applies: permit renewal needed, permit modification needed, new permit, renewed/current/no change, permit in progress, administratively extended, not applicable.
14. **Facility/Permit compliance.** Note compliance status and role of the project in meeting permit requirements, and whether a new or renewed permit is needed.

Project description section

15. **Planning effort summary.** List the project name and describe the objectives and scope of the planning effort, including major project components, water quality and public health objectives, how the planning effort will achieve objectives, and intended outcome(s) of this plan.
16. **Advantageous conditions.** Indicate if the planning effort can take advantage of project timing, other financing, partnerships or other advantageous conditions. If yes, please explain.
17. **Long-term planning and Asset management.** Indicate if you use an asset management tool, and if yes, describe how an asset management tool will apply to this planning effort. Examples can be found [online](#).
18. **Plan sustainability.** Indicate if the planning effort will include sustainability, meaning the long- term reliability and viability of a facility or water source. If yes, please describe. Refer to [OAR 340-054-0010\(32\)](#) for the definitions of sustainability and natural infrastructure.
19. **Cost effectiveness.** Indicate if the scope of the planning effort demonstrates cost effectiveness by considering three or more alternatives including, but not limited to, optimizing and existing facility,

regional partnership or consolidation. If yes, explain the cost-effective alternatives and what makes them cost effective.

20. **Natural Infrastructure.** Indicate if the planning effort will integrate natural infrastructure into the project. If yes, explain how natural systems, or "[green infrastructure](#)" will be integrated into the plan.
21. **Emerging Contaminants.** If applicable, please provide the requested information on emerging contaminants as they relate to the proposed project.
22. **Project categories.** Indicate the percentage of CWSRF loan funds expected to be used for each category (these are EPA defined categories and this information is for reporting purposes only). Note: The "Estuary (§320) Assistance" project category should be used to enter the percentage of funding provided for the development and implementation of the estuary conservation and management plans established under Clean Water Act Section 320. Only activities unique to Section 320 are included in this category (e.g. fisheries, oyster bed, or shellfish restocking or restoration; fish ladders; rejuvenation of submerged aquatic vegetation, etc.). All other pollution control activities related to development and implementation of estuary plans that meet the definition of one of the other categories should be reported under those respective categories.

Waterbody and water quality/public health benefits section

23. **Affected waterbody.** Provide the name and [hydrologic unit code](#) for each water body affected by the project's discharge. Include the GPS location of the primary affected waterbody.
24. **Discharge information.** Indicate the type(s) of waterbody(ies) the proposed project affects the discharge to. If proposed project will remove discharge from the receiving waterbody, such as rerouting flow to another treatment facility, select "eliminates discharge." This applies only if the new facility discharges to a different waterbody. If this section is not applicable to the project, indicate by marking "no change" or "no discharge."
25. **Designated beneficial uses.** Identify the uses that the proposed project will protect or restore. If the project maintains or improves water quality, or if it increases effluent loadings but meets its permit, it contributes to protection of the uses you find when matching pollutants. If the project reduces loadings of a pollutant that is impairing a designated use, Clean Water Act Section [303\(d\) list](#) of water quality limited waterbodies in Oregon, the project contributes to restoration of that use. Mark N/A as necessary.
 - Primary and secondary uses: Identify the beneficial use(s) protected or restored by the largest portion of the project's financing as "primary." In most cases, one or two uses will qualify as primary. Specify "secondary" for other uses. If no use qualifies as primary, specify secondary for all applicable uses. Not all uses will apply.
 - Find information on the [beneficial uses of Oregon's waters online](#), including Oregon's Integrated Report and the Clean Water Act section 303(d).
26. **Other Uses and Outcomes.** Indicate whether additional beneficial uses and outcomes may result from your project.
27. **Special status waterbody.** Indicate if the project will address water quality or public health issues in any of the following:
 - **Federally Designated Wild and Scenic River.** There are a number of Oregon rivers or portions of rivers designated as wild and scenic. A description of those rivers and details of the specific designated portions of those rivers is listed on the [National Wild and Scenic Rivers website](#).
 - **State Scenic Waterways.** [Visit the Oregon Legislature website](#) which connects to Chapter 390 of the Oregon Revised Statutes and provides information related to Oregon's State Scenic

Waterways. Additional information on the scenic waterways program can be located on the [Oregon Parks and Recreation Department's website](#).

- **Federally designated Sole Source Aquifers (Oregon Administrative Rule 340-071-0400(2))**
Oregon has only one designated sole source aquifer—the [North Florence Dunal Aquifer](#).
- **Lower Columbia River Estuary Partnership (National Estuary Program)** Additional information can be found at the [Lower Columbia River Estuary Partnership](#) website.
- **Tillamook Estuaries Partnership (National Estuary Program)** Additional information can be found at the [Tillamook Bay National Estuaries Partnership](#) website. To determine if a proposed project is located within, or will substantially affect the estuary, refer to this [GIS graphic](#).
- **The Three Basin Rule:** Clackamas, McKenzie (above river mile 15) and the North Santiam river subbasins. The Three Basin Rule can be reviewed at the Oregon State Archives website ([OAR 340-041-0350](#)).
- **Significant Wetlands and Riparian Areas identified and listed by local governments which include:**
 - i. All significant wetlands adopted through a “Local Wetlands Inventory”
 - ii. Any significant riparian corridors designated for protection as defined within local comprehensive plans. For more information, see [OAR 660-023-0000 through 660-023-0100](#). Attach a map with the location of the project and proximity to the relevant waterbody(ies) clearly marked.

28. Total Maximum Daily Load or Ground Water Management Area implementation. Indicate if the project supports the implementation of a Total Maximum Daily Load allocation, DEQ Water Quality Status and Action Plan or designated Groundwater Management Area (ORS 468B.180). Reference the specific [TMDL](#), [GWMA](#), [Water Quality Status and Action Plan](#), or other qualifying plan and describe how this project will support implementation of the plan. If using a plan in the “other qualifying plan” category, please contact your [regional project officer](#).

Population data section

29. Service area data. Provide the population served by the current system and the population to be served by the proposed project. DEQ requires CWSRF applicants to use current population estimates from Portland State University's [Population Research Center](#).

Small population. Identify whether the project is addressing a community with a current population of 10,000 or fewer people (OAR 340-54-0010(28)).

30. Ratepayer Hardship Program. If applicable, please provide the requested information on the ratepayer hardship program.

Attachments section

Table of submitted attachments. Please indicate which attachments are included in your application package.

Additional information section

Next steps and helpful resources. This section provides a summary of the application process, and helpful links to other water quality funding opportunities.

Certification section

Authorization. The person authorized to sign the application certifies the loan recipient's intended compliance with the stated requirements by signing and dating the application.

Submitting the application and attachments. Submit both the application and all applicable attachments directly to your DEQ CWSRF Regional Project Officer.

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).

INTERNAL REFERENCE PAGE ONLY—DO NOT PRINT THIS PAGE TO PDF

Revision number	Revision Date	Changes that were made
March 2024	March 11, 2024	Updated and Reorganized Instructions to match March 2024 PS and NPS Application. RK
July 2022	July 7, 2022	Version posted on web; doc version in SRF HQ Folder: \\deqhq1\srf\LOAN APPLICATIONS AND SCORING\Templates\Application Instructions