



Oregon Department of Environmental Quality

# Checklist of Supplemental Exhibits for Community Development Financial Institution Loan

## Clean Water State Revolving Fund

Contact: [Rebecca Kramer](#), Project Officer, 503-229-6018

### Checklist instructions

The Clean Water State Revolving Fund provides affordable loans for water quality projects to protect public health and the environment. The CDFI loan enables CWSRF to offer financing to qualified institutions who will make sub-loans to individuals to either 1) repair or replace failing on-site septic systems or 2) replace failing on-site septic systems with connections to an available sewer.

- This checklist is intended to be comprehensive. However, CWSRF staff may require additional documents. Many of the requirements require significant time to develop and may require out-of-pocket expenses to prepare.
- CDFI loan applicants must review this checklist in conjunction with making the decision to apply. Before submitting documents, contact Rebecca Kramer to discuss your organization and which documents are required.
- Clearly label all submissions with the exhibit letter and name; electronic copies are preferred.

### Supplemental exhibits

#### Exhibits A: Inter-organizational agreements

If the CDFI or organization will use more than just the CWSRF financing, submit copies of any inter-organizational agreements, financing and repayment documents, contracts or other legally binding instruments necessary for the financing program.

#### Exhibit B: Proposed project(s) list

CDFI must provide the following for each proposed sub-loan to DEQ for approval PRIOR to executing the sub-loan agreement. The CDFI may provide this information as a comprehensive list. Including but not limited to:

- Type of project (septic repair/replacement)
- Narrative text of the current need at project location
- Budget
- Positive Land Use Compatibility Statement

**Exhibit C: Environmental review:**

The full State Environmental Review Process with related consultation with federal cross-cutting authorities is not required for a CDFI loan application.

However, specific projects may require local permits, for example, projects near wetlands, excavation, stormwater, or in floodplains. For each project, the CDFI is responsible for ensuring it satisfies all local permit requirements prior to initiation of project work.

**Exhibit D: Suspension and debarment**

CDFI eligibility includes certification of no debarment and no suspension through the federal System of Award Management. Certification is required at the time of loan execution.

**Exhibit E: Proposed sub-loan agreement**

CDFI must provide a proposed or draft template/ boilerplate copy of the sub-loan agreement expected to be used with eligible sub-borrowers.

**Exhibit F: Other**

Applicant must provide any other information requested by DEQ as necessary to complete the loan application.

**Alternate 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](mailto:deqinfo@deq.state.or.us).