



State of Oregon Department of Environmental Quality

Checklist of Loan Requirements: Planning Loan

Clean Water State Revolving Fund

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 the [regional project officer](#) to discuss the project and which documents are required.

These documents **do not** need to be provided with the loan application but must be submitted and approved or accepted by DEQ before a loan agreement is signed.

Many of these documents require significant time to develop and may require out-of-pocket expense to prepare. Contact the regional project officer for examples or templates.

The primary supporting documents required are outlined below; DEQ may require additional documents. Per [OAR 340-054-0022\(3\)\(e\)\(B\)\(k\)](#), a borrower must provide any other information requested by DEQ as necessary.

Clearly label all submissions. Electronic copies are preferred.

Documents required prior to loan drafting (after application submittal):

Audited financial statements

Submit copies of the borrower'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.

Borrower budget

Submit a copy of the borrower's most recently approved annual community budget including loan funded work.

Inter-agency agreements

Submit copies of the inter-agency agreements, contracts or other legally binding instruments necessary for the financing, building and operation of the joint project if the project will serve two or more public agencies.

Bonds secured with user system revenues

Submit a copy of the master resolution or ordinance approving bond issuances if the loan is being secured or repaid with sewer system or other revenues.

Recent bond issues

Submit the official statement of any recently issued bonds if the borrower has current debt obligations.

Sewer use ordinances

Check with your project officer before submitting.

User charge system

Submit a copy of the user charge system if the borrower 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.

Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov



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Other repayment sources

Submit proof of a debt repayment source when not utilizing a user charge system..

Documents required as part of Loan signing:

Authority to undertake the project

Submit a loan approval resolution, or similar authorization, from the borrower's governing board for signing a loan agreement and establishing a loan reserve account. Contact the regional project officer for examples or a template.

Attorney Letter

Submit a letter from the borrower's attorney stating the borrower can execute, deliver, and perform its obligations under the loan agreement. The required text of the letter is stated in Article 4 of the loan agreement; contact the regional project officer for examples or a template.

Suspension and debarment

Submit proof of borrower's registration in the [System of Award Management](#) including eligibility certification of no debarment and no suspension. Certification is required for borrowers with loans of \$25,000 or more, at time of loan signing, and must be renewed annually.

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](#)