



State of Oregon Department of Environmental Quality

# Local Community Loan Application Instructions

Contact: [Regional Project Officer](#)  
503-229-LOAN

These are instructions for completing a Local Community 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 nine sections:

1. Applicant information
2. Project description
3. Green project components
4. Waterbody
5. Water quality/Public health benefits
6. Education and involvement
7. Schedule and budgeting
8. Supporting documentation
9. 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 must submit exhibits required in the **Checklist of Loan Requirements** available [online](#).

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

## Section 1: Applicant information

1. **Public agency/Legal applicant.** Provide complete contact information for the organization requesting the loan. Include the zip code + 4 information; congressional district in which the organization is located; and the DUNS number of the organization.
2. **Authority.** Your agency must have statutory authority to take on debt. If you are unsure, contact DEQ at 503-229-5622.
- 3-4. **Eligible borrowers.** Only public agencies are eligible for the Clean Water State Revolving Fund. 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 DEQ at 503-229-5622.
5. **Project contact.** Provide contact information for the person coordinating the project for the applicant.
6. **Interim financing:** If this loan is for interim financing, identify the other funder(s).

7. **CWSRF loan request.** 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.

## Section 2: Program description(s)

9. Name of the Local Community Loan program.
10. Describe the proposed loan program. Detail the description, projects, sub-agreements and objectives.
11. Sub-borrower program. Describe if you already have the program set up, and if not, explain how it will work.
- 12-16. Loan service and management. Explain the plan to service the loans. Indicate if this will be in-house or sub-contracted to another servicer. Indicate who will manage this effort and their role, the method for determining credit worthiness of your loan recipients, and if you have a copy of proposed loan agreements.
17. **Loan assets.** Specify the assets used to secure the CWSRF loan.

## Project description

18. **Project description.** Describe the project objectives, components and how the project will achieve objectives. Provide enough detail to ensure DEQ has a clear understanding of the need, intent and scope of the proposed project.
19. **Water quality improvements.** Identify water quality improvements the project will address (must address at least one, check all that apply).
- 20-25. **Permit and certificate compliance.** Note compliance status and role of project in meeting requirements, and whether a new or renewed permit or certificate is needed.
26. **Small population.** Identify whether the project is addressing a water quality improvement or restoration need for a community with a population of 10,000 or fewer people (OAR 340-54-0010(28)).  
  
If yes, provide current community population as listed in the most recent Certified Population Estimates, published by [Portland State University's Population Research Center](#).
27. **Project categories.** Indicate the percentage of the CWSRF loan funds for each category. These are EPA defined categories and this information is for reporting purposes only.
28. **Project location.** If the project location is different than that of the applicant organization, provide the address, congressional district and GPS location. If there is no address for the location, provide the location description, such as "Hwy 19, 1 mile east of city limit."

### Section 3: Green project components

The definitions of the types of projects that are categorically eligible and the types of projects that do not meet the definition of “green” are included within EPA’s [Guidance for Determining Eligibility](#) posted on the CWSRF website. Please list the specific citation code and title. For example: “1.2-1 Implementation of green streets....” Then provide a **detailed explanation** of how the project will achieve it.

29. **Does the project incorporate or expand green infrastructure?** As listed in the eligibility guidance [Appendix A](#): Include the estimated cost of the green infrastructure proposed for funding by CWSRF and how it will achieve the objective.
30. **Does project incorporate or expand water efficiency?** As listed in the eligibility guidance [Appendix B](#): Include the estimated cost of the water efficiency proposed for funding by CWSRF.
31. **Does the project incorporate or expand energy efficiency?** As listed in the eligibility guidance [Appendix C](#): Include the estimated cost of the energy efficiency improvement proposed for funding by CWSRF.
32. **Does the project incorporate or expand environmentally innovative projects or practices?** As listed in the eligibility guidance [Appendix D](#): Include the estimated cost of the environmentally innovative projects and practices proposed for funding by CWSRF.
33. **Does the project integrate or expand long-term environmental or financial reliability and viability, or use an approach, not included in green project categories above?** Include the estimated cost of the environmental or financial reliability and viability of the project proposed for funding by CWSRF. Cite the financial reliability and viability objective and how the project will achieve it.

### Section 4: Waterbody

34. **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.
35. **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 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 Clean Water Act Section 303(d) list of water quality limited waterbodies in Oregon.

36. **Other beneficial uses and outcomes.** Indicate additional beneficial uses and outcomes as a result of the project. The “protection” and “restoration” labels may not apply to this category, so use your best judgment.

## Section 5: Water quality/Public health benefits

37. **Impact to water quality without this project.** If a water quality standard is already being exceeded and will likely worsen, or a water quality standard will likely be exceeded if the project is not done, describe which standard(s), how it is currently being exceeded or will become exceeded and when it will worsen. Provide evidence that supports this claim.
38. **Aquatic habitat.** If the project will improve or sustain aquatic habitat that supports native species, state or federal threatened/endangered species, list which species. Describe in detail the aquatic habitat improvement and quantify the anticipated improvement; explain how you arrived at the calculation; reference supporting documentation to strengthen your rationalization. Provide documented evidence if available.
39. **Special status waterbody.** Indicate if the project will address water quality or public health issues in one of the following:
- **Federally Designated Wild and Scenic Rivers.** There are a number of Oregon rivers or portions of rivers designated as Wild and Scenic Rivers. A description of those rivers and details of the specific designated portions of those rivers is listed at: <http://www.rivers.gov/rivers/oregon.php>
  - **State Scenic Waterways.** [This link](#) connects to Chapter 390 of the Oregon Revised Statutes and provides information related to Oregon’s State Scenic Waterways. Additional information on Oregon Parks and Recreation Department’s scenic waterways program can be located [online](#).
  - **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 at the [Lower Columbia River Estuary Partnership](#) website.
  - **Tillamook Estuaries Partnership (National Estuary Program)** Additional information 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 indicated waterbody(ies) clearly marked.

- 40. Total Maximum Daily Load or Ground Water Management Area implementation.** Indicate if the project supports the implementation of a Total Maximum Daily Load allocation, department 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](#).
- 41. Performance based water quality improvements.** If the project will provide performance based Water quality improvements supported by monitoring, explain how the activities will provide reasonable assurance that the project will continue to function and for how long.

## Section 6: Education and involvement

- 42. Long-term planning effort.** Explain any long-term planning effort the applicant is using to ensure the life and maintenance of the project. Describe what process improvement tools, such as asset management and effective utility management, are being used how long they have been in use and how they will be used to inform the project and system over time.
- 43. Education/outreach components of project.** Describe the project’s on-going education or outreach components. Include details on specific activities associated with education or outreach, the target audience(s), how long the effort will continue and the intended outcome(s) of the effort.
- 44. Other support or partnerships.** Describe any other project support or partnership(s) including, but not limited to:
- In-kind support
  - Other funding sources
  - Partnerships with organizations (governmental, tribal, non-governmental)
  - Sponsorship partners

Describe who is providing support, what the support entails (dollar amounts, volunteer labor, materials, marketing) and how long the support is expected to last.

## Section 7: Schedule and budgeting

- 45. Project schedule.**
- **Design projects:** Estimated design start date: Identify the date engineer(s) will begin the design.
  - **Construction projects:**
    - Estimated construction start date: Identify the expected date the contractor will receive notice to proceed.
    - Estimated project completion date: Identify the expected date essential portions of the project are to be complete.
    - Estimated Initiation of Operations date: Identify the estimated date the facility will be operationally complete.
  - Explain if estimated dates are before the loan application date or the date a loan will be signed.

- 46. 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 8.
- 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 covered by the CWSRF loan. This budget is a non-binding estimate. Funds will 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. Indicate if funding is tentative. The total funding in this list must be equal to the total costs in Table A.
- 47. Existing sewer-related debt service.** Provide details on all existing debt associated with previous wastewater projects or debt secured with wastewater system revenues.
- 48. 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](#).

## Section 8: Required documentation

**Exhibits.** Exhibits listed in the [Checklist](#) of Loan Requirements must be submitted before a loan agreement is signed. Discuss applicable exhibits with your DEQ Project Officer.

## Section 9: Certification

**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 exhibits.** Submit both the application and all applicable exhibits directly to your CWSRF project officer.

**Note:** Although the exhibits are not due at the same time as application submittal, the exhibits should be completed in a timely manner and must be submitted before DEQ will make a loan offer.

## Alternative formats

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).