



State of Oregon Department of Environmental Quality

Planning Application Instructions

Contact: [Regional Project Officer](#)

503-229-LOAN

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 nine sections:

1. Applicant information
2. Project description
3. Water body and quality/Public health benefits
4. Schedule and budgeting
5. Required documentation
6. 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 all applicable exhibits required in the **Checklist of Loan Requirements** available [online](#).

Applicants should work closely with their project officer when completing the application. A listing of DEQ Project Officers 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. **Project location.** Include physical location, latitude and longitude, if known.

- 7-9. **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 certificate, whichever applies and the GPS location of the facility. Indicate status and associated requirements.
10. **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.
11. **Total estimated project cost.** This figure represents the total estimated cost of the entire project.

Section 2: Project description

12. **Planning effort.** 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.
13. **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.
14. **Advantageous conditions.** Indicate if the planning effort can take advantage of project timing, other financing, partnerships or other advantageous conditions. If yes, please explain. .
15. **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](#).
16. **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.
17. **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.

Section 3: Waterbody and water quality/Public health benefits

18. **Affected waterbody.** Provide the name and hydrologic unit code for each waterbody affected by the project’s discharge; include the GPS location of the primary waterbody affected.
19. **Discharge information.** Indicate the type(s) of waterbody(ies) to which the proposed project affects the discharge. If the 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, mark “no change” or “no discharge.”
20. **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 Clean Water Act Section 303(d) list of water quality limited water bodies in Oregon.

21. 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.

22. Special status waterbody. Indicate if the project will address water quality or public health issues in any of the following special status waterbodies:

- **Federally Designated Wild and Scenic Rivers.** 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 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 can be found 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 the relevant waterbody(ies) clearly marked.

- 23. 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) indicate here. Reference the specific [TMDL](#), [GWMA](#), [Water Quality Status and Action Plan](#), or other qualifying plan and describe how this project will support the implementation of the plan. If using a plan in the “other qualifying plan” category, please contact your regional [project officer](#).

Section 4: Schedule and budgeting

24. Planning 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

- 25. Planning effort 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 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 costs in Table A.

- 26. Existing sewer-related debt service.** Provide details on all existing debt associated with previous wastewater projects or debt secured with wastewater system revenues.

- 27. 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 5: 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 6: 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.