



State of Oregon Department of Environmental Quality

Checklist of Loan Requirements: Nonpoint Source 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**

Provide 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**

Rarely required for NPS projects. 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

☐ **Other repayment sources**

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

Documents required at 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.

Documents required for Construction loans: Prior to signing construction funds loan (or amendment)

☐ **Project planning documentation**

Submit a planning document prepared by qualified professionals and approved (or accepted) by DEQ. If a planning document has not yet been prepared and approved, please contact the regional project officer to discuss the appropriate scope and content. Please refer to the [Planning Document Fact Sheet](#) for more information.

☐ **Plans and specifications**

Submit draft plans at both the 30% and 90% stage for DEQ review and comment. DEQ must approve or accept plans and specifications before construction. For less complicated projects, contact the regional project officer for applicability.

☐ **Land use compatibility statement**

Submit a completed [Land Use Compatibility Statement](#) for the proposed project with signatures by the local land-use planning authorities. Attach any conditions.

☐ **State environmental review process**

Submit all necessary documentation to support DEQ's review of the entire project's potential environmental impacts, including an analysis of a no action alternative and any other reasonable alternatives considered.

The State Environmental Review process generally has two steps – Consultation with Crosscutting authorities and DEQ review and public comment period. This process is further described in the [Applicant Guide to the State Environmental Review Process](#).

Borrowers are encouraged to initiate this process as soon as the project's potential environmental impact is knowable, usually at the 30% draft plans and specifications stage.

☐ **Fiscal sustainability plan certification**

Rarely required for NPS projects. Check with your project officer before submitting.

☐ **Cost and effectiveness certification**

Any **municipality or inter-municipal, interstate or state agency** borrowing Clean Water State Revolving Fund loan funds must submit a completed certification to demonstrate that the loan funded project is the most cost-effective approach to achieving the project's water quality goals. Additional information about what to include in the analysis is available as [Cost and Effectiveness Analysis Guide](#); the certification form is available as [Cost and Effectiveness Certification](#) form.

☐ **Useful life**

Submit and complete the DEQ spreadsheet to calculate how long it will be before the project must be replaced. The project useful life must be greater than the loan repayment term. The spreadsheet is available as [Useful Life Spreadsheet](#).

☐ **Domestic procurement: American Iron and Steel and Build America Buy America**

Submit an email statement that a member of borrower's or primary engineering firm's staff has reviewed the AIS and BABA presentation. Available as [Domestic Preference Overview - American Iron and Steel and Build America, Buy America](#).

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](#)