



Clean Water State Revolving Fund Checklist of Loan Requirements Planning Project

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 your [regional project officer](#) to discuss your project and which documents are required. The exhibits DO NOT need to accompany the loan application but must be submitted before a final loan agreement is signed.**

Loan requirements are outlined in the exhibits but the project officer assigned to your application may require additional documents. Many of the requirements require significant planning time to develop and may require out-of-pocket expense to prepare.

Clearly label all submissions with the exhibit letter and name.

- Exhibit A: Audited financial statements**
If your entity does not submit its financials to the Secretary of State's websites, submit copies of the applicant'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.
- Exhibit B: Authority to undertake project**
Provide a loan approval resolution, or similar authorization for signing a loan agreement and establishing a loan reserve account.
- Exhibit C: Revenue authority**
Provide evidence the applicant has the authority to collect and pledge the revenue offered as repayment, repay loan and, when applicable, the ability to ensure ongoing operation and maintenance of the proposed project. DEQ may also require the applicant meet the criteria for a revenue-secured loan described under OAR 340-054-0065(2).
- Exhibit D: Budget**
Provide a copy of the most recently approved project budget; electronic copies are preferred.
- Exhibit E: Inter-agency agreements**
If the project will serve two or more public agencies, submit copies of the inter-agency agreements, contracts or other legally binding instruments necessary for the financing, building and operation of the joint project.
- Exhibit F: Bonds secured with user system revenues**
If the loan is being secured or repaid with sewer system or other revenues, submit a copy of the master resolution or ordinance approving those bond issues.
- Exhibit G: Recent bond issues**
If requested, submit the official statement of any recently issued bonds.
- Exhibit H: Sewer use ordinances - *Not required for planning applications***

Exhibit I: User charge system

Provide a copy of the user charge system if the applicant 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.

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.