IMPORTANT NOTE:
DEQ must review and approve this completed checklist of requirements before signing a loan agreement and providing CWSRF funds.

Some of these items may take significant lead-time to develop and may require out-of-pocket expense to prepare. Prospective CWSRF applicants should review this checklist in conjunction with making the decision to apply for CWSRF funding. Applicants should discuss any questions about the required content of these items with their DEQ CWSRF Project Officer at the earliest opportunity.

☐ Exhibit A: Audited financial statements
Unless waived by DEQ, submit copies of the applicant’s audited financial statements for the past three fiscal years. Attach an explanation of any adverse opinions or disclosures, which might affect the ability to repay the CWSRF loan in a timely manner.

☐ Exhibit B: Budget
Provide a copy of the most recently approved budget for the applicant.

☐ Exhibit C: User charge system
Provide a copy of the user charge system if the applicant will be securing and repaying the loan with user system revenues. The rate structure must produce adequate revenues to provide for operations and maintenance (including appropriate replacement reserves) and debt service.

☐ Exhibit D: Project planning documentation
An applicant must submit an engineered, project-planning document approved by DEQ. The level of detail of this planning document is dependent on the complexity and nature of the proposed project. If a planning document has not yet been prepared and approved, please contact your CWSRF Project Officer to discuss the plan’s appropriate scope and content.

☐ Exhibit E: Fiscal Sustainability Plan Certification
An applicant with a publicly owned treatment works project for repair, replacement or expansion must certify that the applicant has developed and is implementing, or will develop and implement, a fiscal sustainability plan that includes:

I. An inventory of critical assets that are a part of the treatment works;
II. An evaluation of the condition and performance of inventoried assets or asset groupings;
III. A certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan; and
IV. A plan for maintaining, repairing and, as necessary, replacing the treatment works and a plan for funding such activities.

Submit a signed certification document

An applicant with a publicly owned treatment works project for repair, replacement, or expansion that has not developed, and is not implementing, a fiscal sustainability plan prior to loan award must develop the plan and submit such certification before project completion as specified by the loan agreement. In this case, the recipient may take a phased approach by developing an initial plan that covers the CWSRF funded project and closely associated components.
Exhibit F: Environmental review document
Nonpoint source projects do not require an environmental determination. However, applicants may have to complete the applicable federal cross-cutting authorities.

For additional information on DEQ’s state environmental review process talk, with a regional CWSRF Project Officer and review the Applicant Guide to the State Environmental Review Process at http://www.deq.state.or.us/wq/loans/docs/SERPApplicantGuide.pdf

Exhibit G: Land Use Compatibility Statement
Submit a completed Land Use Compatibility Statement for the proposed project with signatures by the local land-use planning authorities. This document is available at http://www.deq.state.or.us/pubs/permithandbook/lucs.htm

Exhibit H: Plans and specifications (construction-only projects)
DEQ must review plans and specifications before construction. Submit a complete set of plans and specifications with the application if DEQ has not already reviewed and retained those plans.

Exhibit I: Value engineering study
The applicant must submit a Value Engineering study approved by DEQ if the proposed project’s total costs exceed $10 million. This study, completed during the design process, controls the project’s construction costs without compromising the quality. A different engineering firm than the one that designed the project usually performs the study.

Exhibit J: Inter-agency agreements
If the project will serve two or more jurisdictions, 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 K: Recent bond Issues
If requested, submit the official statement of any recently issued bonds.

Exhibit L: Bonds secured with user system revenues
When there are outstanding bonds with liens against the same source of revenue as proposed for the CWSRF loan, DEQ will need to review the existing bond agreements.

Exhibit M: Green project reserve business case
If the applicant seeks to have the proposed project qualify for green project reserve funding, but the project is not categorically eligible, submit a business case to DEQ to qualify it for GPR funding. For additional information, discuss this requirement with your DEQ Project Officer and review the green project reserve guidance at http://www.deq.state.or.us/wq/loans/docs/EligibleGreenProjects.pdf

Exhibit N: Pre-award Compliance Review Report (EPA form 4700-4)
All recipients of federal financial assistance from the U.S. Environmental Protection Agency must comply with various non-discrimination laws. The Pre-award Compliance Review Report is required to allow DEQ to determine whether prospective recipients are developing projects, and activities on a nondiscriminatory basis as required by The Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the 1972 amendments to section 13 of the Clean Water Act. DEQ provides the 4700-4 form to the applicant with the draft loan agreement. The applicant returns the completed form to DEQ with the signed loan agreement.