IMPORTANT INTRODUCTORY NOTE:
In addition to a complete application (OAR 340-054-0022(3(a)) and any necessary supplemental attachments, 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 your DEQ CWSRF Project Officer early in the process.

☐ Exhibit A: Audited financial statements
Unless waived in writing by DEQ, submit copies of the applicant’s audited financial statements for the three years prior to the application date. 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: Authority to undertake project
Provide a loan approval resolution, or similar authorization for signing 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 proposed project. The department may also require the applicant meet the criteria for a revenue-secured loan described under OAR 340-054-0065(2).

☐ Exhibit D: Pre-award Compliance Review Report (EPA form 4700-4)
All recipients of federal financial assistance from the US Environmental Protection Agency must comply with various non-discrimination laws. The Pre-award Compliance Review Report is required to enable 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.

☐ 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: Other**
Applicant must provide any other information requested by the department as necessary to complete the loan application.