



CLEAN WATER STATE REVOLVING FUND (CWSRF) PROGRAM

CHECKLIST OF APPLICATION EXHIBITS AND REQUIREMENTS For Local Community Loans

IMPORTANT INTRODUCTORY NOTE:

The following exhibits must be submitted along with the **Application for Local Community Loan**. They will be reviewed and must be approved by DEQ before a loan agreement can be concluded and CWSRF funds made available. Some of the 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 so that steps can be taken to have all exhibits and requirements ready by the anticipated time of **Application** submittal. Any questions about the required content of these items should be discussed with your DEQ CWSRF Project Officer at the earliest opportunity.

Exhibit A

Description of the proposed local community loan program

A document describing the proposed Local Community Loan Program in detail must be submitted and approved by DEQ prior to loan agreement. The level of detail within this document is dependent on the complexity and nature of the proposed program.

Contact your CWSRF Project Officer to discuss the appropriate scope and content of this document. A document entitled **Description of the Components of a Proposed Local Community Loan Program** is available on the CWSRF website, under Local Community Loan Application Process.

Exhibit B

Projected Program Cash Flow Statement

Applicant's are required to submit a document that clearly indicates the proposed start up and completion dates of the local loan program; the anticipated number of local loans being projected, an average loan amount and the projected payback period. The document will also estimate the administrative cost to implement the program and the resource providing those costs. Finally, the document should show the timeframe for requesting funds from DEQ and the expected payback schedule of all DEQ funding.

Exhibit C

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 D

Budget

Provide a copy of the most recently approved budget for the applicant.

Exhibit E

User Charge System

If the applicant will be securing and repaying the loan with user system revenues, then a copy of the user charge system must be provided.

The user charge system must produce adequate revenues to provide for operations, maintenance (including replacement reserves), and debt service. Unless the CWSRF debt service is reduced by other dedicated sources of revenue, the user charge system must produce adequate revenues for CWSRF loan repayment plus an extra amount for "coverage."

Exhibit F

Environmental Review

All projects require the submittal of a document demonstrating project compliance with federal cross cutting authorities. To assist applicants with federal cross cutter compliance, please refer to the Applicant guide to the SERP at www.deq.state.or.us/wq/loans/envreview.htm. If the loan amount is under \$300,000 DEQ can request a waiver for obtaining cross cutter documentation from EPA. The applicant should be prepared to provide a cost estimate for obtaining cross cutter documentation.

Exhibit G

Land Use Compatibility Statement

Complete a Land Use Compatibility Statement (LUCS) for the proposed program 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

When appropriate, plans and specifications need to be fully approved by DEQ prior to construction. Because the types of nonpoint source projects can vary greatly, it is recommended that Local Community Loan applicants discuss requirements for plans and specs with their CWSRF Project Officer early in the application process.

Exhibit I

Pre-Award Compliance Review Report (EPA Form 4700-4)

All recipients of federal financial assistance from USEPA must comply with various non-discrimination laws. The information on the Pre-Award Compliance Review Report is required to enable the USEPA to determine whether prospective recipients are developing projects, programs and activities on a nondiscriminatory basis as required by statutes such as 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. This form is available at: <http://www.deq.state.or.us/wq/loans/srfloans.htm>

Exhibit J

Inter-agency Agreements

If the program will serve two or more jurisdictions, submit copies of the inter-jurisdictional agreements, contracts or other legally binding instruments necessary for the financing, building and administration of the proposed program.

Exhibit K

Bonds Secured with User System Revenues

If 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 agreement(s).

Exhibit L

Recent Bond Issues

If requested, submit the official statement of any recently issued bonds.