



Fact Sheet

Clean Water State Revolving Fund Project Planning Documents

Prior to signing a Clean Water State Revolving Fund loan or loan amendment for construction funds, borrowers must have a project planning document.

What information do planning documents need to include?

Generally, planning documents need to include four primary pieces of information: description, alternatives analysis, cost to replace and initial environmental review. There are also different requirements for point versus nonpoint source planning documents as detailed in tables that follow below.

1. A description of why the project is needed, project cost, and basis of why the specific project was selected.
2. An alternatives analysis section that borrowers may use to complete the cost and effectiveness analysis and certification. [See last section of this fact sheet for more information.](#)
3. The cost to replace the project and the useful life of the infrastructure, as the useful life will need to be calculated at 90% design. [See last section for more information.](#)
4. An initial high level [environmental review](#) that includes at a minimum the bulleted items below. This will help the community get started on the environmental review and give the community an idea of the environmental impacts. Some questions to ask in forming an environmental review:
 - Is the project location known to have historic or archaeological artifacts?
 - Are there Tribes with cultural or other interest in the project area?
 - Are there any wetlands or floodplains in the project area?
 - Has a biological evaluation been started to determine impacts to endangered species?
 - Is the project area listed as essential farm use?
 - Is the project within the coastal zone?
 - Is the project near a wild and scenic river?
 - Is the project near a sole source aquifer?

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Project Type	Requirements
Point Source - Wastewater treatment or collection. - DEQ-permitted municipal separate storm sewer systems.	OAR 340-054-0022 , requires an engineered planning document in the form of either a facility plan (also known as a preliminary engineering report) or a project pre-design report with: - A comprehensive evaluation of environmental factors, engineering alternatives, and financial considerations affecting the project area. - A description of the effectiveness and suitability of the proposed project to address the water quality problem.
Nonpoint Source - Communities with storm sewer systems not permitted by DEQ. - Other projects.	OAR 340-054-0022(7) requires an engineered planning report with: - A description of the water quality problem and specifies actions that will be implemented to correct the problem. - Determination that is consistent with the Oregon Nonpoint Source Management Program Plan.

What guidance is available to help with planning?

Project Type	Requirements
Point Source	Borrowers should refer to the Guidelines for Preparing Wastewater Planning Documents and Environmental Reports for Public Utilities for specific guidance on developing wastewater planning documents
Nonpoint Source	Due to the variety and complexity of projects, see section below " Examples of projects and different planning documents ." Please reach out to regional program contacts with questions.

When is DEQ review needed?

Project Type	Required before signing a loan or loan amendment for construction funds
Point Source	Per OAR 340-054-0022(6)(a) , DEQ review and approval is required. DEQ reviews the proposal in accordance with guidelines in OAR 340-052-0020 . The meaning of approval is defined at OAR 340-052-0030 . For more information, see DEQ's Preparing a Wastewater Plan for DEQ Review fact sheet
Nonpoint Source	DEQ review and "acceptance" is required. DEQ acceptance means that DEQ believes: a) the plan contains the needed information listed in the "What information do planning documents need to include?" above; and b) the assumptions and design presented will achieve the desired water quality benefit if constructed, operated and maintained as proposed.

How old can planning documents be?

Project Type	Requirements
Point Source	- A DEQ approval letter issued within the last five years. - Documents older than five years may need to be amended to include updated flow, updated population projections, need and scope of a project.
Nonpoint Source	- There are no specific requirements regarding timeframe. - An amendment may be required if significant changes have been made to the project or if current data needs to be taken into consideration for specific projects.

What is a point source?

Oregon Revised Statutes 468B defines point source as any discernible, confined, and discrete conveyance. Point source projects can include activities that address discharges coming from a pipe, ditch, channel, tunnel or conduit, including regulated wastewater and stormwater systems. Point source does not include agriculture stormwater discharges and return flows from irrigated agriculture.

What is nonpoint source pollution control?

Nonpoint source pollution control can include a wide range of activities to protect, maintain, and enhance water quality for beneficial uses of water, including but not limited to addressing runoff with pollutants in watersheds, source water protection, agricultural best practices and irrigation modernization, projects that address total maximum daily load requirements and nonregulated stormwater systems.

Examples of projects and different planning documents

The table below provides examples of types of projects and associated planning documents but does not restrict projects to these types of planning documents.

Point Source Projects	Type of Planning Document
Wastewater projects	Facilities plan, preliminary engineering report, master plan, or pre-design report.
Inflow and infiltration repair	Inflow and infiltration study, facilities plan, preliminary engineering report, or pre-design report.
Recycled water projects	Facilities plan or pre-design report
Stormwater projects (in MS4 communities)	Stormwater master plan, or facility plan or pre-design report.
Note: For communities with a population of 10,000 or fewer, wastewater master plans and inflow and infiltration studies should satisfy Appendix C of the Guidelines for preparing wastewater planning documents and environmental reports .	
Nonpoint Source Projects	Type of Planning Document
Stormwater projects (in non MS4 communities)	Stormwater master plan, or facility plan or pre-design report.
Irrigation projects	Planning report as described in OAR 340-054-0022(7) and above in this fact sheet.
Land acquisition	Forest stewardship plan, nonpoint source management plan, or wastewater plan.
Watershed/ habitat protection/restoration	Watershed plan, source water protection plan, or other nonpoint source plan.
Note: The most current Oregon Nonpoint Source Management Program Plan (page 30) includes a list of nonpoint source plans that may be considered acceptable.	

Cost and effectiveness and useful life analyses

The planning document should also include information to complete the cost effectiveness as required in [OAR 340-054-0022 \(3\)\(j\)](#) and useful life analysis in [OAR 340-054-0065 \(8\)\(a\)](#).

- **A cost and effectiveness analysis.** The alternatives analysis in a plan may be used for the cost and effectiveness analysis, which is a requirement that must be completed prior to signing a construction loan. The applicant must complete a certification form documenting that a cost and effectiveness analysis has been completed in accordance with requirements under the federal Clean Water Act.
 - For more information about Cost and Effectiveness, see the [cost and effectiveness guidance](#).
- **A useful life analysis.** This analysis describes how long the project is expected to last before needing to be replaced. It is typically completed at 90% design, but it is good to be thinking about this requirement during planning. DEQ considers the useful life of the assets to be financed when determining the repayment schedule for a loan. This analysis is a requirement that needs to be completed prior to construction loan signing.
 - For more information about Useful Life, see [the useful life spreadsheet](#). This spreadsheet is completed by the borrower and submitted to DEQ for review and approval.

Have questions?

Contact the regional project officer on the [Clean Water State Revolving Fund Program Contacts page](#).

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