



MARYLAND DEPARTMENT OF THE ENVIRONMENT

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WATER QUALITY FINANCING ADMINISTRATION

NON-GOVERNMENTAL FINAL SRF APPLICATION FOR MARYLAND WATER QUALITY REVOLVING LOAN FUND (MWQRLF) OR MARYLAND DRINKING WATER REVOLVING LOAN FUND (MDWRLF)

General Instructions

- 1. Use of this Application** - This application is to be used for all forms of financial assistance from the Maryland Water Quality Revolving Loan Fund or Maryland Drinking Water Revolving Loan Fund. A separate application is required for each project seeking State Revolving Funds. All dollar amounts requested in this application should be rounded to the nearest thousand dollars.
- 2. Submission** - If an item cannot be answered or does not appear to be relevant to your request, write "NA" for "not applicable." A document checklist is included which MDE will use in reviewing your application. The applicant should complete this application, sign and date it, and mail to the following address: Maryland Department of the Environment, Water Quality Financing Administration, Capital Planning and Finance Division, Montgomery Park Business Center, 1800 Washington Blvd., Suite 515, Baltimore Maryland 21230-1718. Attention: SRF Funding Coordinator.
- 3. Assistance** - Prior to submission, assistance on completing this application may be obtained from the Water Quality Financing Administration's Capital Planning and Finance Division by calling 410-537-3119 and asking for an SRF Funding Coordinator.

DOCUMENT CHECKLIST

Indicate the status of the following items:

	Enclosed*	N/A	Previously Submitted on	Date for Submission
1. Authority to incur debt (i.e., Resolution/Ordinance)				
2. Copy of Charter Documents, By-Laws of the Corporation				
3. Audited Financial Statements for prior 3 years (i.e., Balance Sheet, Statement of Revenues, Expenditures and Changes in Fund Balance, Statement of Cash Flows, Notes to Financial Statements, Management Letters.				
4. Organizational Chart				

* If the document is enclosed, please label it with the name of the applicant and the project name.



ECONOMIC AND FINANCIAL INFORMATION

Project Name: _____
Borrower: _____ Legislative District (project): _____
Is borrower an association? _____ A corporation? _____ A proprietorship? _____
Borrower's DUNS Number: _____ (As a recipient of State Revolving Funds, your organization will be required to obtain a Data Universal Number System (DUNS) number provided by D&B. Go to [D&B D-U-N-S Request Service](#) for more information.)

A. GENERAL INFORMATION

Corporate Name _____

Address _____

Authorized Representative _____

Address _____

Phone _____ Fax Number _____ E-mail _____

Attorney _____

Address _____

Phone _____ Fax Number _____ E-mail _____

Chief Financial Officer or Treasurer _____

Address _____

Phone _____ Fax Number _____ E-mail _____

Chief Engineer _____

Address _____

Phone _____ Fax Number _____ E-mail _____



B. DEBT INFORMATION

1. Complete the below table listing outstanding debt commitments not included in most recent audited financial report:

Amount	Rate	Term	Annual Debt Service Payment	Purpose

2. Complete the below table listing anticipated debt commitments to be entered into in the next 12 months (not including State Revolving Fund loan):

Amount	Term	Purpose

3. Are there any other factors that would significantly affect the revenues, expenditures, financial condition or capacity or authority to incur debt? (i.e., litigation, default, etc.) _____

C. OPERATIONS INFORMATION

1. Do you know any reason why there might be significant increase or decrease in the flows from customers that would significantly affect either your operations or finances?

Yes _____ No _____ If yes, please describe. Attachment Number _____

2. What was the most recent percentage increase in user rates? _____ When? _____ (year)

Please attach current user rate schedule.

3. When do you next expect to increase any of the user rates in this schedule? _____

By what percentage? _____



INSTRUCTIONS FOR PROJECT COST CALCULATION SHEET

1. Total Construction Cost (# of Contracts _____). Examples:

- **Structures and related costs** - Amounts directly necessary for the construction of drinking water facilities. Right-of-way costs are not eligible.
- **Site work** - Construction costs related to site preparation.
- **Demolition and removal** – Amounts for demolition or removal of structures necessary for site preparation including any credit from proceeds from the sale of salvage or the removal of structures. The amount shown should be the net amount.
- **Construction** - Those amounts associated with the actual construction contracts of the project.
- **Equipment** - Amounts for all equipment, both fixed and movable, necessary for the project.

2. Planning/Design Engineering Fees - Contractual expenses for planning and design of the project. These contracts must be approved by WQFA if requesting reimbursement from the State Revolving Fund.

Construction Phase Engineering/Inspection Fees - Amounts for technical services of engineers or architects, including preparation of engineering documents, cost estimating, construction inspection and oversight, project start up, operation and maintenance training, performance certification, change order review, and overall technical support.

3. Other Equipment - Amounts for all equipment, both fixed and movable, exclusive of equipment included in construction that is necessary for the project. For example: permanently attached laboratory tables, built-in audiovisual systems, movable desks, chairs and laboratory equipment.

4. Administrative and Legal Expenses - Enter amounts (usually 3% of the construction cost) for administrative expenses and legal expenses related to the construction of the project. "Administrative" includes application completion, organization, scheduling, record keeping, filing, procurement, change order processing, claims management, overall project coordination and management (if not included as part of A/E costs). "Legal expenses" include attorney fees and associated costs for contract development, review, and interpretation, procurement review, negotiation, legal advice, permits, land acquisition, litigation and overall legal support.

5. Land - For MWQRLF, only land that is an integral part of the treatment process or used for sludge disposal is eligible. For MDWRLF, costs for acquisition of land are eligible only if needed for the purposes of locating eligible project components. Note: Land/Easements for conventional Wastewater Treatment and Conveyance Systems are not eligible for SRF assistance.

6. Contingencies - An amount (usually 5% of the construction cost) for unforeseen project costs.



PROJECT COST CALCULATION SHEET

(NOTE: WORD Version Only - Double click to activate Excel Worksheet. Press "Esc" to exit.)

Cost Classification	A. Total Project Cost	B. Costs Not Being Funded by the SRF	C. SRF Allowable Costs (Column A - Column B = Column C) <i>SRF loan (including Principal Forgiveness)</i>
1. Total Construction Cost (# of Contracts ____)	_____	_____	0
2. Planning/Design Engineering Fees	_____	_____	0
Construction Phase Engineering/ Inspection Fees	_____	_____	0
3. Equipment (if not part of construction cost)	_____	_____	0
4. Administrative & Legal Expenses	_____	_____	0
5. Land	_____	_____	0
6. Contingencies	_____	_____	0
TOTAL	0	0	0

From column C above, identify cost classification and amount of the allowable reimbursement costs that you have already paid to a vendor or are pending payment.

<u>Cost Classification</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
Total Reimbursement \$ _____	



PROPOSED FINANCING OF PROJECT COSTS

(NOTE: WORD Version Only - Double click to activate Excel Worksheet. Press "Esc" to exit.)

1. Maryland Water Quality Revolving Loan Fund _____	OR Maryland Drinking Water Revolving Loan Fund _____
a. SRF Loan	\$ _____
b. SRF Loan Principal Forgiveness	\$ _____
c. Green Loan	\$ _____
d. Green grant/forgiveness	\$ _____
	SUBTOTAL: \$ _____ 0.00
2. Applicant's Funds	
a. Cash	\$ _____
b. Bonds	\$ _____
Status: _____	
Is referendum needed? Yes _____ No _____	SUBTOTAL: \$ _____ 0.00
3. Private Funds (ex., developer agreements)	
Attach a copy of funding agreements	
Source: _____	
Status: _____	SUBTOTAL: \$ _____
4. Other Funding Sources	
Source: _____	
Status: _____	SUBTOTAL: \$ _____
	TOTAL PROJECT COST: \$ _____ 0.00



PROJECT SCHEDULE

<u>MILESTONE</u>	<u>DATE</u>
Date of Bid Opening	_____
Notice to Proceed with Construction	_____
Construction Completion	_____
Final Payment Request (i.e. retainage, if applicable)	_____
Loan Term (15 years, 20 years, other)	_____
Are there any mitigating issues pending which will affect project proceeding to construction?	Yes _____ No _____

SRF DISBURSEMENT SCHEDULE

Estimate of Cost Disbursement by Federal Fiscal Quarter

(NOTE: WORD Version Only - Double click to activate Excel worksheet. Press "Esc" to exit.)

Federal Quarter	Cash Disbursement
FFY15 - Q2 (Jan 15 - Mar 15)	_____ 0 _____
FFY15 - Q3 (Apr 15 - Jun 15)	_____ 0 _____
FFY15 - Q4 (Jul 15 - Sep 15)	_____ 0 _____
FFY16 - Q1 (Oct 15 - Dec 15)	_____ 0 _____
FFY16 - Q2 (Jan 16 - Mar 16)	_____ 0 _____
FFY16 - Q3 - (Apr 16 - Jun 16)	_____ 0 _____
FFY16 - Q4 (Jul 16 - Sep 16)	_____ 0 _____
Total Project Disbursement	_____ 0 _____



CERTIFICATION

I, the undersigned Local Government Chief Elected Official or Authorized Representative, certify that:

1. The facts and representations contained in this application and in the addenda are true and correct to the best of my knowledge.
2. No financial commitments have been made or will be made which rely on receipt of a loan through the Maryland Water Quality Financing Administration.
3. The borrowing entity will comply with the requirements under the Maryland Water Quality Revolving Loan Fund or Maryland Drinking Water Revolving Loan Fund Program.
4. **The borrowing entity acknowledges and understands that if the Administration approves the loan/grant applied for, the Administration will immediately commit its resources to the origination of such loan/grant. Such commitment of resources will include, without limit, appearing before the State Board of Public Works and incurring legal fees with a private law firm. Accordingly, the borrowing entity, by execution of this Final SRF Application, evidences its good faith intention of and commitment to closing the loan/grant applied for if approved by the Administration.**

Legal Name of Borrowing Entity

Print Name and Title of Duly Authorized Representative or Chief Elected Official

Signature

Date

Note: Acceptance of this form by the Maryland Department of the Environment does not represent a commitment with respect to a loan/grant from the State Revolving Loan Fund.

