MARYLAND DEPARTMENT OF THE ENVIRONMENT
1800 Washington Boulevard • Baltimore Maryland 21230
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WATER QUALITY FINANCING ADMINISTRATION

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

General Instructions

l. 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. Official Intent to fund project through the SRF Program				
2. Ordinance/Resolution: Bond issuance to WQFA				
3. Executed inter-municipal service agreements, if applicable				
4. Annual Audits: (prior 3 fiscal years)				

* 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): _____
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_____

_____

Chief Elected Official (CEO) _____

Authorized Representative if other than CEO _____

Address _____

_____

Phone_____ Fax Number _____ E-mail _____

Local Government Attorney _____

Address _____

_____

Phone_____ Fax Number _____ E-mail _____

Bond Counsel Firm _____

Authorized Representative _____

Address _____

_____

Phone_____ Fax Number _____ E-mail _____

Chief Financial Officer _____

Address _____

_____

Phone_____ Fax Number _____ E-mail _____

Chief Engineer _____

Address _____

_____

Phone_____ Fax Number _____ E-mail _____

B. DEBT INFORMATION

1. Complete the below table listing outstanding General and Enterprise fund 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 General and Enterprise fund 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 Local Government's revenues, expenditures, financial condition or capacity or authority to incur debt (i.e., litigation, default, etc.)?

_____
_____
_____
_____

C. SEWER/WATER/LANDFILL 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 water/sewer/landfill user rate schedule as applicable.

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 wastewater or 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.

7. **Refinancing Costs –** Costs associated with refinancing partial or total project-related debt.

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) ***SRF loan (including Principal Forgiveness)***
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 the construction cost)			0
4. Administrative & Legal Expenses			0
5. Land			0
6. Contingencies			0
7. Refinancing Costs			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.

Cost Classification	Amount

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 (including Principal Forgiveness)	$ _____
b. Green grant	$ _____
c. Refinancing	$ _____
d. Insurance or Guarantee (Debt Service Reserve Credit Facility)	$ _____
SUBTOTAL:	$ 0.00

2. Other MDE Assistance (ex., State Supplemental, Water Supply Grant, Bay Restoration, etc.)

a. Grants	$ _____
Source: _____	
b. Grants	$ _____
Source: _____	
SUBTOTAL:	$ 0.00

3. Other Federal or State Assistance

a. Grants (ex., EPA, Farmer's Home/Rural Utility Service/ Rural Development/CDBG/ARC)	$ _____
Source: _____	
Status: _____	
b. Loan (ex., Farmer's Home/Rural Utility Service/Rural Development)	$ _____
Source: _____	
Status: _____	
c. Other _____	$ _____
SUBTOTAL:	$ 0.00

4. Applicant's Funds

a. Cash	$ _____
b. Bonds	$ _____
Status: _____	
Is referendum needed? Yes _____ No _____	**SUBTOTAL:** $ 0.00

5. Private Funds (ex., developer agreements)

Attach a copy of funding agreements

Source: _____	
Status: _____	**SUBTOTAL:** $ _____

6. Other Funding Sources

Source: _____	
Status: _____	**SUBTOTAL:** $ _____

TOTAL PROJECT COST: $ 0.00

PROJECT SCHEDULE

MILESTONE	DATE
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_____

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.