

# MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore Maryland 21230  
(410) 537-3000 • 1-800-633-6101 • <http://www.mde.state.md.us>

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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

**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 hundred dollars.

Applications for a loan from the MWQRLF are necessary for any type of eligible wastewater facility. Wastewater facility means any equipment, plant, treatment works, structure, machinery, apparatus, interest in land, or any combination of these, which is acquired, used, constructed, or operated for the storage, collection, treatment, neutralization, stabilization, reduction, recycling, reclamation, separation, or disposal of wastewater, or for the final disposal of residues resulting from the treatment of wastewater, including: treatment or disposal plants; outfall sewers, interceptor sewers, and collector sewers; pumping and ventilating stations, facilities, and works; programs and projects for controlling nonpoint sources of water pollution and for estuarine conservation and management; and other real or personal property and appurtenances incident to their development, use, or operation.

Applications for a loan from the MDWRLF are necessary for any type of eligible water supply system. Water supply system means a source and the surrounding area from which water is supplied for drinking or domestic purposes and any structure, channel, or appurtenance used to prepare water for use or to deliver water to a consumer. Water supply system does not include the plumbing system inside any building that is served by the water supply system.

**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, State Revolving Fund Division, Montgomery Park Business Center, 1800 Washington Blvd., Baltimore Maryland 21230-1708. Attention: SRF Funding Coordinator.

**3. Assistance** - Prior to submission, assistance on completing this application may be obtained from the State Revolving Fund Division, Water Quality Financing Administration, by calling 410-537-3119 and asking for a SRF Funding Coordinator.



**ECONOMIC AND FINANCIAL INFORMATION**

Project Name: \_\_\_\_\_

Borrower: \_\_\_\_\_ Legislative District: \_\_\_\_\_

**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. GOVERNMENTAL STRUCTURE**

Organizational Chart: Attachment Number \_\_\_\_\_  
 Charter References and amendments: Attachment Number \_\_\_\_\_  
 When are Town/City Council/County Commissioner meetings conducted? \_\_\_\_\_  
 If you are a county, do you have a home rule? \_\_\_\_\_

**C. 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:

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.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**D. SEWER/WATER/LANDFILL OPERATIONS INFORMATION**

- 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 so, please describe. Attachment Number \_\_\_\_\_
- What was the most recent percentage increase in user rates? \_\_\_\_\_ When? \_\_\_\_\_ (year)
- When do you next expect to increase any of the user rates in this schedule? \_\_\_\_\_  
 By what percentage? \_\_\_\_\_



## DOCUMENT CHECKLIST

Indicate the status of the following items:

	Enclosed	N/A	Previously Submitted on	Date for Submission
1. Ordinance: Official Intent to fund project through the SRF Program				
2. Bond issuance to WQFA				
3. Resolution of Bond Ordinance				
4. Copy of City or County Charter with amendments				
5. Executed inter-municipal service agreements				
6. Rate Schedule				
a. Water or Sewer (as applicable)				
b. Landfill fee schedule (all solid waste projects)				
c. Other fee schedule (i.e. stormwater projects)				
7. Most recent Bond Offering Statement				
8. Annual Audits: (fiscal year ending)				
2008				
2009				
2010				



## INSTRUCTIONS FOR PROJECT COST CALCULATION SHEET

- 1. Administrative and Legal Expenses** - Enter amounts 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.
- 2. Planning/Design Engineering Fees** - Contractual expenses for planning and design of the project.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. Contingencies** - An amount (usually 5% of the construction cost) for unforeseen project costs.
- 8. Refinancing Costs** – Costs associated with refinancing partial or total project-related debt.



**PROJECT COST CALCULATION SHEET**

**(NOTE: 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)	
			<u>Base loan</u>	<u>Principal Forgiveness</u>
			<i>(Indicate (G) for Green component)</i>	
1. Administrative & Legal Expenses	_____	_____	_____ ( )	_____ ( )
2. Planning/Design Engineering Fees	_____	_____	_____ ( )	_____ ( )
3. Total Construction Cost (# of Contracts ____)	_____	_____	_____ ( )	_____ ( )
4. Equipment (if not part of construction cost)	_____	_____	_____ ( )	_____ ( )
5. Construction Phase Engineering/ Inspection Fees	_____	_____	_____ ( )	_____ ( )
6. Land	_____	_____	_____	_____
7. Contingencies	_____	_____	_____ ( )	_____ ( )
8. Refinancing Costs	_____	_____	_____	_____
<b>TOTAL</b>	<u>0</u>	<u>0</u>	<u>0 ( )</u>	<u>0 ( )</u>

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

<u>Cost Classification</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total Reimbursement \$ \_\_\_\_\_



**PROPOSED FINANCING OF PROJECT COSTS**

(NOTE: Double click to activate Excel Worksheet. Press "Esc" to exit.)

1. Maryland Water Quality Revolving Loan Fund _____	<b>OR</b> 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)	\$ _____
	<b>SUBTOTAL:</b> \$ _____ 0.00
2. Other MDE Assistance (ex., State Supplemental, Water Supply Grant, Bay Restoration, etc.)	
a. Grants	\$ _____
Source: _____	
b. Grants	\$ _____
Source: _____	
	<b>SUBTOTAL:</b> \$ _____ 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	\$ _____
	<b>SUBTOTAL:</b> \$ _____ 0.00
4. Applicant's Funds	
a. Cash	\$ _____
b. Bonds	\$ _____
Status: _____	
Is referendum needed? Yes _____ No _____	<b>SUBTOTAL:</b> \$ _____ 0.00
5. Private Funds (ex., developer agreements)	
Attach a copy of funding agreements	
Source: _____	
Status: _____	
	<b>SUBTOTAL:</b> \$ _____
6. Other Funding Sources	
Source: _____	
Status: _____	
	<b>SUBTOTAL:</b> \$ _____
	<b>TOTAL PROJECT COST:</b> \$ _____ 0.00



**PROJECT SCHEDULE**

<u>MILESTONE</u>	<u>DATE</u>
Initiation of Design	_____
Plans and Specifications Submittal to MDE	_____
Advertise for Construction Bids	_____
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: Double click to activate Excel worksheet. Press "Esc" to exit.)**

Federal Quarter	Cash Disbursement
FFY11 - Q1 (Oct 10 - Dec 10)	_____
FFY11 - Q2 (Jan 11 - Mar 11)	_____
FFY11 - Q3 (Apr 11 - Jun 11)	_____
FFY11 - Q4 (Jul 11 - Sept 11)	_____
FFY12 - Q1 (Oct 11 - Dec 11)	_____
FFY12 - Q2 (Jan 12 - Mar 12)	_____
FFY12 - Q3 (Apr 12 - Jun 12)	_____
FFY12 - Q4 (Jul 12 - Sept 12)	_____
Total Project Disbursement	_____ \$0.00



**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: The 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.**

