

MARYLAND DEPARTMENT OF THE ENVIRONMENT

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WATER MANAGEMENT ADMINISTRATION

NON-GOVERNMENTAL FINAL LOAN APPLICATION FOR MARYLAND DRINKING WATER REVOLVING LOAN FUND (MDWRLF)

General Instructions

All attachments must be labeled with the name of the Applicant and Project Name.

1. Use of this Application - This application is to be used for all forms of financial assistance from the Maryland Drinking Water Revolving Loan Fund (MDWRLF). 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 dollar.

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 Loan Division, Montgomery Park Business Center, 1800 Washington Boulevard, Baltimore Maryland 21230-1708. Attention: Loan Officer

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

DOCUMENT CHECKLIST

Enclosed are copies of the attached application materials for the following project:

Project Name: _____

Borrower: _____

Indicate the status of the following items:

	<u>Enclosed</u>	<u>N/A</u>	<u>Previously Submitted on</u>	<u>Date for Submission</u>
1. Authority to incur debt (i.e. Resolution/Ordinance)	_____	_____	_____	_____
2. Copy of Charter Documents, By-laws of the Corporation	_____	_____	_____	_____
3. Rate Schedule				
a. Water	_____	_____	_____	_____
b. Other fee schedule	_____	_____	_____	_____
c. Public Service Commission approval (if applicable)	_____	_____	_____	_____
4. Audited Financial Statements: (Prior 3 years)	_____	_____	_____	_____
<div style="border-left: 1px solid black; border-right: 1px solid black; padding: 5px; margin-left: 20px;"> i.e. - Balance Sheet, Statement of Revenues, Expenditures and changes in Fund Balance, Statement of cash flows, Notes to Financial Statements, Management Letters </div>				

ECONOMIC AND FINANCIAL INFORMATION

Project Name: _____

A. GENERAL INFORMATION

Corporate Name _____

Address _____

Legal name of Borrower _____

Authorized Representative if other than above _____

(Representative authority). Attachment Number _____

Address _____

Phone _____ Fax _____ Number _____ E-m _____ ail _____

Attorney _____

Address _____

Phone _____ Fax _____ Number _____ E-m _____ ail _____

Chief Financial Officer or Treasurer _____

Address _____

Phone _____ Fax _____ Number _____ E-m _____ ail _____

Chief Engineer _____

Address _____

Phone _____ Fax _____ Number _____ E-m _____ ail _____

B. STRUCTURE

Organizational Chart: Attachment Number _____

Association Charter/Articles of Incorporation: Attachment Number _____

Are you an association? _____

Are you a corporation? _____

Are you a proprietorship? _____

C. DEBT INFORMATION (not included in audited financial statements)

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

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:

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.) _____

WATER OPERATIONS INFORMATION

Do you know any reason why there might be an 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 _____

Rate Schedule:

Please attach a copy of your current rate schedule. Attachment Number _____

What was the most recent percentage increase in rate? _____
When? _____ (year)

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

By what percentage? _____

ENGINEERING INFORMATION - CONSTRUCTION

Instructions for Project Cost Calculation Sheet:

1. Administration and Legal Expenses - Enter amounts for administrative expenses and legal expenses related to the construction of the project. "Administration" includes planning, 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, and land acquisition (that will be an integral part of the Drinking Water System); litigation, and overall legal support. Legal expenses related to the acquisition of land not directly an integral part of the Drinking Water System are not eligible for financing by the MDWRLF.

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 drinking water facilities including land acquisition. Rights-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 for 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.

- Other engineering fees** - Any other fees for engineering or architectural services not shown above. Attach explanation.
- Project inspection fees** - Costs related to inspection fees for construction.

6. Land/Relocation Expenses (Relocation expenses and payments to individuals, businesses, and farm operations) - Amounts to be used to provide relocation advisory assistance and net costs of replacement housing (last resort). Do not include amounts needed for administrative relocation expenses; these amounts should be included in item 1. Enter the amount of relocation payments made by the Borrower to displaced persons, farms, business concerns, and nonprofit organizations.

7. Contingencies - An amount (usually 5% to 10% of the construction cost) for unforeseen project costs.

PROJECT COST CALCULATION SHEET

Cost Classification	A. Total Costs	B. Costs Not Allowable (Costs not to be funded by the SRF loan)	C. Allowable Costs = Column A. - Column B. (Costs to be funded by the SRF loan)
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/Relocation Expenses	_____	_____	_____
7. Contingencies (this item could also be included under Construction Cost)	_____	_____	_____
TOTALS:	_____	_____	_____

Identify cost classification and amount below of what Allowable Costs in column C above is a **reimbursement** of costs you have already paid to a vendor:

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

PROPOSED FINANCING OF PROJECT COSTS

1. Maryland Drinking Water Revolving Loan Fund		
a. MDE Loan		\$ _____
b. Refinancing		\$ _____
c. Insurance or Guarantee (Debt Service Reserve Credit Facility)		\$ _____
	SUBTOTAL:	\$ _____
2. Other MDE Assistance		
a. Loan		\$ _____
Source: _____		
Status: _____		
	SUBTOTAL:	\$ _____
3. Other Financial Assistance		
a. Loan		\$ _____
Source: _____		
Status: _____		
b. Other _____		\$ _____
	SUBTOTAL:	\$ _____
4. Applicant's Funds		
Cash		
Status: _____		\$ _____
Bonds		
Status: _____		\$ _____
Is referendum needed? Yes____ No____		
	SUBTOTAL:	\$ _____
5. Private Funds (ex., developer agreements)		
Attach a copy of funding agreements		
Source: _____		
Status: _____		
	SUBTOTAL:	\$ _____
6. Other Funding Sources		
Source: _____		\$ _____
Status: _____		
	TOTAL PROJECT COST:	\$ _____

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 ___

LOAN DISBURSEMENT SCHEDULE

Estimate of Cost Disbursement of the Loan by Federal Fiscal Quarter

A. Federal Quarter	C	ash Disbursements
FFY09 – Q4 (July 09 – Sep 09)		_____
FFY10 – Q1 (Oct 09 – Dec 09)		_____
FFY10 – Q2 (Jan 10 – Mar 10)		_____
FFY10 – Q3 (Apr 10 – Jun 10)		_____
FFY10 – Q4 (Jul 10 – Sept 10)		_____
FFY11 – Q1 (Oct 10 – Dec 10)		_____
FFY11 – Q2 (Jan 11 – Mar 11)		_____
FFY11 – Q3 (Apr 11 – Jun 11)		_____
FFY11 – Q3 (Jul 11 – Sep 11)		_____
B. Total Project Disbursement/Loan Amount		\$ _____

CERTIFICATION

I, the undersigned 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 Drinking Water Revolving Loan Fund Program.
4. **THE BORROWING ENTITY ACKNOWLEDGES AND UNDERSTANDS THAT IF THE ADMINISTRATION APPROVES THE LOAN APPLIED FOR, THE ADMINISTRATION WILL IMMEDIATELY COMMIT ITS RESOURCES TO THE CLOSING OF SUCH LOAN. SUCH COMMITMENT OF RESOURCES WILL INCLUDE, WITHOUT LIMITATION, 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 LOAN APPLICATION, EVIDENCES ITS GOOD FAITH INTENTION OF AND COMMITMENT TO CLOSING THE LOAN APPLIED FOR IF APPROVED BY THE ADMINISTRATION.**

Legal Name of Borrower

Print Name and Title of Duly Authorized Representative

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 from the Drinking Water State Revolving Loan Fund.