

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

**STATE REVOLVING FUND LOAN
PROGRAM for
Nonpoint Source Water Pollution Control**

LOAN APPLICATION



Florida Department of Environmental Protection
State Revolving Fund Program
Marjory Stoneman Douglas Building
3900 Commonwealth Blvd., MS 3505
Tallahassee, FL 32399-3000

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LOAN APPLICATION

- (1) SUBMITTAL. Submit the application and attachments to the Department of Environmental Protection, MS 3505, State Revolving Fund Program, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400. The application (and backup) may be submitted electronically to the Department's Project Manager.
- (2) COMPLETING THE APPLICATION.
 - (a) This application consists of five parts: (I) ADMINISTRATIVE INFORMATION; (II) PROJECT INFORMATION; (III) FINANCIAL INFORMATION; (IV) AUTHORIZATION AND ASSURANCES; and (V) SUPPLEMENTARY INFORMATION.
 - (b) All information provided on this application must be printed. Monetary amounts may be rounded.
 - (c) Forms and attachments to be submitted are denoted with *italic print*.
- (3) ASSISTANCE. Completing this application may require information that can be obtained from Clean Water State Revolving Fund Program staff. Please call (850) 245-8407 for assistance in completing this application.

PART I - ADMINISTRATIVE INFORMATION

- (1) PROJECT SPONSOR _____
 - (a) Federal Employer Identification Number _____
 - (b) Submit a copy of the project sponsor's Articles of Incorporation (*Attachment #*_____).
 - (c) DUNNS Number _____
- (2) AUTHORIZED REPRESENTATIVE (person authorized to sign or attest loan documents).
Name _____ Title _____
Telephone _____ FAX _____ Email _____
Mailing Address _____
- (3) PRIMARY CONTACT (person to answer questions regarding this application).
Name _____ Title _____
Telephone _____ FAX _____ Email _____
Employer _____
Mailing Address _____
- (4) ADDITIONAL CONTACTS. If more than one additional person is to receive copies of Department correspondence, attach the information (*Attachment #*_____).
Name _____ Title _____
Telephone _____ FAX _____ Email _____
Employer _____
Mailing Address _____
- (5) PROJECT NUMBER (listed on the Department's priority list). _____

PART II – PROJECT INFORMATION

If you are applying for a loan to acquire equipment and materials or construct a project that is already planned and designed, complete only Subpart A below. If you are applying for a loan to carry out activities that do not involve construction (such as a non-structural best management practice), complete only Subpart B below.

A. CONSTRUCTION PROJECT

(1) ACTIVITIES.

(a) Attach a brief description of construction activities to be financed by this loan. Include a list of the equipment/materials and construction activities corresponding to the procurement plan accepted by the Department (*Attachment #_____*).

Are these items the same as those scheduled on the *Request for Inclusion Form*? Yes No

If “No”, please explain. (*Attachment #_____*)

(b) Have any of the contracts been bid? Yes No

If “Yes”, indicate which contracts have been bid. (*Attachment #_____*)

(c) Was planning or design for this project financed in another SRF loan? Yes No

If “Yes”, give the SRF loan number. _____

(2) SCHEDULE. _____ (month and year)

(a) Anticipated notice to proceed for first construction contract. _____

(b) Anticipated completion of all construction contracts. _____

(3) COST. Is the cost information submitted for the priority list current? Yes No

If “No”, please explain and submit revised cost information using the appropriate page of the *Request for Inclusion Form*. (*Attachment #_____*) Note that the disbursable amount will be limited to the priority list amount.

CONSTRUCTION LOAN APPLICANTS PROCEED TO PART III.

B. OTHER THAN CONSTRUCTION PROJECT

(1) ACTIVITIES.

Attach a brief description of the scope of planning and design activities to be financed by this loan. Include a list of any specialized studies to be performed. (*Attachment #_____*) Are these activities the same as those scheduled on the *Request for Inclusion Form*? Yes No. If “No”, please explain. (*Attachment #_____*)

(2) SCHEDULE. Provide proposed completion dates for the items. Please call Department staff if needed, to discuss time frames needed to complete required tasks.)

(month and year)

(a) Planning documentation _____

(b) Engineering work _____

(c) Certification of site availability _____

(d) Permit _____

- (3) COST. Is the cost information submitted for the priority list current? Yes No

If "No", please explain and submit revised cost information using the appropriate page of the *Request for Inclusion Form*. (Attachment #_____) Note that the disburseable amount will be limited to the priority list amount.

PART III - FINANCIAL INFORMATION

Information about estimates of the capitalized interest, financing rate, applicability and amount of repayment reserves, amount of the loan service fee and any other information needed to complete this form may be obtained from the State Revolving Fund Management Section. Please email SRF_Reporting@dep.state.fl.us for assistance in completing this application.

- (1) PRINCIPAL. The requested amount of the loan which does not include capitalized interest is \$ _____

Note that the disburseable amount will be limited to the priority list amount and must be consistent with the project information provided under **PART II** of this application. Also note that the capitalized interest is an inexact estimate and it is subject to adjustment by the Department to reflect actual disbursement timing. The principal amount of the loan does not include the loan service fee.

- (2) TERMS AND REPAYMENT.

- (a) Loans to non-government project sponsors are amortized over the lesser of useful life of the project or 20 years. Finance charges and principal are paid semiannually.

What is the useful life of the project? _____ (years)

Over how many years would you like to amortize the loan? _____ (years)

- (b) List all revenues that are to be pledged to repayment of this loan. _____

- (c) Is any other financial assistance being applied to this project? Yes No

If "Yes", please list. (Attachment #_____) _____

- (3) SECURITY INTEREST. The Project Sponsor will be required to give the Department an unconditional security interest in real and/or personal property (the "Collateral") to assure repayment of the Loan. The fair value of the Collateral, which may include the Pledged Revenues, must at all times be equal to at least 125 percent of the unpaid principal of the Loan. In addition, key individuals may be required to provide a personal guaranty. Describe the property that the Project Sponsor believes may serve as Collateral (Attachment #____).

- (4) INFORMATION ON LIENS.

- (a) Describe, if applicable, all multi-year debt obligations and long-term leases having a prior or parity lien on the revenues pledged to repay this loan (Attachment #____).
- (b) Using the Part V - *Schedule of Prior and Parity Liens* provide debt service and lease payment information, if applicable.
- (c) For the listed prior and parity liens, provide copies of all agreements, notes, instruments, and related documents (Attachment #____).
- (d) Describe any other notes and loans, if applicable, payable from the revenues pledged to repay this loan (Attachment #____).

- (5) ACTUAL AND PROJECTED ECONOMIC DATA.

- (a) Complete the *Schedule of Actual Economic Data* for the past two fiscal years.
- (b) Complete the *Schedule of Projected Economic Data*, demonstrating the adequacy of pledged revenues.
- (6) LOAN SERVICE FEE. A loan service fee is assessed on each loan. The fee is not part of the loan. It is collected along with capitalized interest thereon no later than by the time that the second semiannual loan repayment is due.

PART IV –ASSURANCES

The project sponsor agrees to comply with the laws, rules, regulations, policies and conditions relating to the loan for this project. The project sponsor certifies that it will complete all facilities recommended in the approved planning documentation and comply with the approved procurement plan. The project sponsor further certifies that it has complied, as appropriate, and will comply with the following requirements in undertaking the Project:

- (1) Chapter 161, Part I, F.S., "Beach and Shore Preservation Act" and Part III, "Coastal Zone Protection Act of 1985" which regulate coastal zone construction and all activities likely to affect the condition of the beaches or shore.
- (2) Chapter 163, Part II, F.S., the "Local Government Comprehensive Planning and Land Development Regulation Act" which requires conformance of projects with comprehensive planning programs implemented by the local government to control future development.
- (3) Chapter 186, F.S., State and Regional Planning, which requires conformance of projects with Regional Plans and the State Comprehensive Plan.
- (4) Chapter 253, F.S., "Emergency Archaeological Property Acquisition Act of 1988" which requires protection of archaeological properties of major statewide significance discovered during construction activities.
- (5) Chapter 258, Part III, F.S., which requires protection of components or potential components of the national wild and scenic rivers system.
- (6) Chapter 267, F.S., the "Florida Historical Resources Act" which requires identification, protection, and preservation of historic properties, archaeological and anthropological sites.
- (7) Chapter 287, Part I, F.S., which prohibits parties convicted of public entity crimes or discrimination from participating in State-assisted projects and which requires consideration of the utilization of Minority Business Enterprises in State-assisted projects.
- (8) Chapter 372, F.S., the Florida Endangered and Threatened Species Act which prohibits the killing or wounding of an endangered, threatened, or special concern species or intentionally destroying their eggs or nest.
- (9) Chapter 373, Part IV, F.S., Florida Water Resources Act of 1972, which requires that activities on surface waters or wetlands avoid adversely affecting: public health, safety, welfare, or property; conservation of fish and wildlife, including endangered or threatened species or their habitats; navigation or the flow of water; the fishing or recreational values or marine productivity; and significant historical and archaeological resources.
- (10) Chapter 380, Part I, F.S., Florida Environmental Land and Water Management Act of 1972 as it pertains to regulation of developments and implementation of land and water management policies.
- (11) Chapter 381, F.S., Public Health, as it pertains to regulation of onsite wastewater systems.
- (12) Chapter 403, Part I, F.S., Florida Air and Water Pollution Control which requires protection of all waters of the state.

(13) Chapter 582, F.S., Soil and Water Conservation Act which requires conformance with Water Management District's regulations governing the use of land and water resources.

(14) Governor's Executive Order 95-359, which requires State Clearinghouse review of project planning documentation and intergovernmental coordination.

(15) The loan recipient certifies that it is not listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

I, the undersigned Authorized Representative of the Applicant, hereby certify that all information contained herein and in the attached is true, correct, and complete to the best of my knowledge and belief. I further certify that I have been duly authorized to file the application and to provide this assurance.

Signed this _____ Day of _____, 20 _____

Authorized Representative _____
(signature) *(name typed or printed)*

Attachments

PART V – SUPPLEMENTARY INFORMATION

SCHEDULE OF PRIOR AND PARITY LIENS

List the combined annual multi-year debt service and long-term lease payments beginning two years before the anticipated loan agreement date and project estimates for at least one additional year. Use additional pages as necessary.

Identify Each Obligation	#1	#2	#3	
	<u>Annual Payments (Including Long-Term Interest)</u>			<u>Total</u>
Year	#1	#2	#3	Annual Payments
2011	\$	\$	\$	\$
2012	\$	\$	\$	\$
2013	\$	\$	\$	\$
2014	\$	\$	\$	\$
2015	\$	\$	\$	\$
2016	\$	\$	\$	\$
2017	\$	\$	\$	\$
2018	\$	\$	\$	\$
2019	\$	\$	\$	\$
2020	\$	\$	\$	\$
2021	\$	\$	\$	\$
2022	\$	\$	\$	\$
2023	\$	\$	\$	\$
2024	\$	\$	\$	\$
2025	\$	\$	\$	\$

PART V – SUPPLEMENTARY INFORMATION

SCHEDULE OF ACTUAL ECONOMIC DATA

(Provide information for the two fiscal years preceding the anticipated date of the SRF loan agreement.)

	<u>Year 20</u>	<u>Year 20</u>
(a) Operating Revenue	_____	_____
(b) Operating Expense	_____	_____
(c) Net Operating Income		
[(c) = (a) – (b)]	_____	_____
(d) Other Income (Identify)		
_____	_____	_____
_____	_____	_____
(e) Depreciation	_____	_____
(f) Interest	_____	_____
(g) Income Tax	_____	_____
(h) Payroll Tax	_____	_____
(i) Owner Withdrawals	_____	_____
(j) Available Funds		
[(j) = (c) + (d) + (e) + (f) – (g) – (h) – (i)]	_____	_____
(k) Multi-Year Debt Service	_____	_____
(l) Long-Term (Capital) Lease	_____	_____
(m) Total Long-Term Obligations		
[(m) = (k) + (l)]	_____	_____
(n) Coverage Ratio		
[(n) = (j)/(m)]	_____	_____

Coverage ratio means the calculated value that has as its numerator the net operations income plus non-operating income plus depreciation plus interest on term debt (multi-year debt) minus payroll and income taxes minus owner withdrawals and the ratio shall have as its denominator the annual scheduled payments on term debt and long-term leases.

Attach audited annual financial report(s), or pages thereof, or other documentation necessary to support the above information (*Attachment #_____*).

PART V – SUPPLEMENTARY INFORMATION

SCHEDULE OF PROJECTED ECONOMIC DATA

Begin with the fiscal year preceding first anticipated semiannual loan payment and continuing for at least one additional year.

	<u>Year 20</u>	<u>Year 20</u>
(a) Operating Revenue	_____	_____
(b) Operating Expense	_____	_____
(c) Net Operating Income		
[(c) = (a) – (b)]	_____	_____
(d) Other Income (Identify)		
_____	_____	_____
_____	_____	_____
(e) Depreciation	_____	_____
(f) Interest on Multi-year Debt	_____	_____
(g) Income Tax	_____	_____
(h) Payroll Tax	_____	_____
(i) Owner Withdrawals	_____	_____
(j) Available Funds		
[(j) = (c) + (d) + (e) + (f) – (g) – (h) – (i)]	_____	_____
(k) Multi-Year Debt Service (excluding proposed SRF Loan)	_____	_____
(l) Long-Term (Capital) Lease	_____	_____
(m) Proposed SRF Loan Debt Service	_____	_____
(n) Total Long-Term Obligations		
[(n) = (k) + (l) + (m)]	_____	_____
(o) Coverage Ratio		
[(o) = (j)/(n)]	_____	_____

Coverage ratio means the calculated value that has as its numerator the net operations income plus non-operating income plus depreciation plus interest on term debt (multi-year debt) minus payroll and income taxes minus owner withdrawals and the ratio shall have as its denominator the annual scheduled payments on term debt and long-term leases.

Identify the source of the above information and explain methods used to develop the projections (*Attachment # _____*). Include an explanation of any revenue and expense growth or other adjustments; for example, expense adjustments reflecting the cost of operating additional facilities, or other considerations.

