

## **8.6 SRF Interim Financing Application Instructions**

The application form for SRF Interim Financing is in section 7.6. This application is for interim financing from the State Revolving Fund programs. The loan term can not exceed three years, and the loan is to be repaid from the proceeds of a federal grant or loan to be made by an agency or instrumentality of the United State government for a project. Interim financing is available to both drinking water and clean water projects.

### **8.6.1 Applicant Form**

*Applicant.* Name and mailing address of the entity sponsoring the project.

*Sub Applicant.* Organization on whose behalf the application is being submitted.

*DUNS Number.* “Data Universal Numbering System,” the DUNS number is a nine-digit number, issued by D&B, assigned to each business location in the D&B database, having a unique, separate, and distinct operation for the purpose of identifying them. A DUNS number would be required for all grant applicants for new or renewal awards submitted on or after October 1, 2003.

*Proposed Funding Package.* Include the amount and type of funds requested, the amount of local funds being provided, including direct public or private contributions, loans, federal funds, and water development district grants. Enter the total amount on the last line. Multi-year or phased projects should enter only the costs associated with activities for which assistance is being requested.

*Project Title/Description.* Provide a one line title for the project and a brief narrative describing the project. Be specific, providing the feet or miles of pipe, treatment process being utilized, capacity of the storage tanks, and so forth. Include the current monthly drinking water rate. If the rate is not a flat rate, compute the monthly rate at 5,000 gallons for municipalities or sanitary districts and at 7,000 gallons for all other water systems. Additionally, indicate whether a reserve fund has been established for the drinking water utility.

*Certification.* An official of the sponsoring entity, who has been authorized by resolution of the governing body to submit the application, must read and sign the application.

#### Professional Consultants

*Application Prepared By:* Identify the entity, the individual that helped prepare the application, and the other contact information requested in case questions arise about the application.

*Consulting Engineering Firm:* Identify the engineering firm retained by the sponsor, the engineer's name, and the other contact information requested in case questions arise about the application.

*Legal Counsel's Firm:* Identify the law firm retained by the sponsor, the attorney's name, and the other contact information requested in case questions arise about the application.

*Bond Counsel's Firm:* **This section is required only if the applicant is a political subdivision.** Identify the bond counsel firm retained by the sponsor, the attorney's name, and the other contact information requested in case questions arise about the application.

### **8.6.2 Method of Financing**

Indicate the source of the secured/unsecured share of funding. If funds have been secured, indicate the amount in the "secured" column. If funds are unsecured at time of application, indicate the amount of the unsecured funds and the date funds are anticipated to be secured in the "unsecured" column. Include any remarks regarding funding in a separate narrative. Total the secured and unsecured funding amounts at the bottom of the table.

### **8.6.3 Documents To Be Submitted With Application**

**The application will not be reviewed by department staff until all documents listed in this section are submitted.**

#### **Planning and Legal Documents**

Provide a copy of the resolution of authorized signatory for the person or persons signing the loan agreement and payment requests. The resolution must also include the maximum loan amount requested, interest rate and term, description of proposed project, and security pledged towards the repayment of the loan.

Submit a Facilities Plan as outlined in section 8.3.18 or section 8.4.16.

Submit the completed Capacity Assessment Worksheets provided in section 8.3.16. (Drinking Water Projects Only)

**If a Nonprofit**, submit a copy of the organization's By-laws.

**If a Nonprofit**, submit a copy of the organization's Articles of Incorporation.

**If a Nonprofit**, submit a copy of the organization's Certificate of Good Standing from the Secretary of State.

### **8.6.7 Facilities Plan Checklist**

The Facilities Plan Checklist is provided for your convenience. Please review the checklist and make sure that the required steps have been taken to ensure that an adequate Facilities Plan has been prepared.