

# Stormwater/Urban Runoff Projects Clean Water Fund Program (CWFP) Financial Assistance Application

Form 8700-313 (R 3/09)

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<b>Leave Blank - DNR Use</b>
Postmark Date

**Notice:** This form is authorized by s. 281.58, Wis. Stats. Submitting a completed form and all applicable items on the Checklist below to the Department is mandatory for all applicants seeking stormwater/urban runoff financial assistance from the CWFP. Failure to submit a complete application to the Department may be grounds for denial of the application by the CWFP.

Personally identifiable information provided on this form will be used to determine eligibility for CWFP assistance, may be used for CWFP newsletter and reference guide mailing lists, and may be provided to requesters as required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

Municipality Name	County(ies)	CWFP Project No.
<b>The CWFP requires Stormwater Management Plan or other plan approval by the Department prior to applying for a CWFP loan.</b>		Plan Approval No.
		Date Approved
<b>This application is not complete until the Department receives biddable Plans and Specifications.</b>		Plans and Specifications Submittal Date

**Checklist**

The CWFP can allocate funds only after all application items are received and reviewed. A complete CWFP Application for stormwater/urban runoff projects includes all applicable items on the list.

**Are the following items included as part of this Application?**

- Yes  No CWFP application form – 2 copies
- Yes  No  N/A Proposed user charge system - 2 copies (Part V)

**One copy only of the following:**

- Yes Stormwater Management Plan or other plan approval letter
- Yes  No  N/A Executed contract with architectural/engineering (A/E) firm for stormwater management planning, if costs requested
- Yes  No  N/A Executed contract with A/E firm for plans and specifications, if costs requested
- Yes  No  N/A Proposed or executed contract with A/E firm for construction management, if costs requested
- Yes  No  N/A Reimbursement Resolution (Part I)
- Yes  No Authorized representative resolution (Part I)
- Yes  No  N/A Proposed or executed intermunicipal agreement (Part IV)
- Yes  No Municipality's current year budget with budget year-to-date information (Part V)
- Yes  No Current year stormwater utility budget (Part V)
- Yes  No Municipality's financial audit reports for last 3 years (Part V)
- Yes  No  N/A Principal and interest payment schedule for each outstanding bond issue for next 5 years (Part V)
- Yes  No  N/A Latest official statements for publicly issued bonds/notes and bond authorizing resolutions (Part V)
- Yes  No  N/A Table of overlapping or underlying debt (Part V)
- Yes  No  N/A IRS tax related attachments (Part VI)
- Yes  No  N/A Debt instrument to be refinanced (Part VII)

**Did you check No for any of the above items?** If so, provide a reason and/or a date by which you plan to submit the item(s).

**Use the checklist on page 2 to keep track of your submittals of additional required items. It may be helpful to work with your CWFP project manager to establish target submittal dates.**

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**Additional Required Submittals - This checklist is part of the application. Keep a copy to track your submittals to the CWFP.**

At least 2 months prior to preparation of the CWFP Financial Assistance Agreement (FAA), the following information must be submitted to and reviewed by the appropriate parties. Supply as many target and actual submittal dates as are available.

<b>Required Items - All Projects</b> <i>(Submit to Bureau of Community Financial Assistance, unless indicated otherwise)</i>	✓	Target Submittal Date	Actual Submittal Date
1. Bidding documentation for <b>each prime contractor</b>			
a. proposal of the successful bidder			
b. bid tabulation			
c. engineer's recommendation based on bid evaluation			
d. legal opinion of statutory compliance, if contract awarded to other than the low bidder			
e. addenda to plans and specifications			
f. evidence of bid advertisement			
g. a copy of the bid bond			
h. municipal resolution or meeting minutes awarding the construction contract or a notice to proceed			
i. a copy of the executed construction contract			
j. construction start date and expected substantial and final completion dates			
k. MBE/WBE/SBRA Solicitation Documentation			
2. MBE/WBE/SBRA Good Faith Certification (Form 8700-294)			
3. Legal statement on land ownership and acquisition of easements and right of ways			
4. Market Rate Cost Calculation <i>(submit to Bureau of Watershed Management)</i> (Part III)			
5. Operation and Maintenance Plan <i>(submit to Bureau of Watershed Management)</i>			
6. Request for Disbursement (Form 8700-215) and supporting invoices			
<b>Other Required Items – Only if applicable to your project</b> <i>(Submit to Bureau of Community Financial Assistance)</i>	N/A or ✓	Target Submittal Date	Actual Submittal Date
7. Proof of user charge and stormwater ordinance adoption			
8. Executed contract with A/E firm for construction management, if costs requested			
9. Force Account Certification (Form 8700-245), if costs requested			
10. Executed intermunicipal agreement (Part IV)			
11. Copy of title or deed for land purchased for the project, if land purchase costs requested			
12. Statement of payoff amount, if refinancing a portion of or an entire debt			
13. Pre-Award Compliance Review Report (EPA Form 4700-4), if federally funded project			
14. Proof of adoption of local regulations for construction sites and a municipal stormwater management plan (s. NR 162.07(7), Wis. Adm. Code).			

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**Part I**

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**Applicant Information**

Provide the CWFP project number as it appears on the Project Priority List. Indicate the legal name of the municipality which will undertake the project and its authorized representative. Provide the names and other pertinent information for all the professional services applicable to your project.  
**NOTE:** Bond Counsel is required to prepare the bond documents and the bond transcript for the loan on this project. Evidence of qualifications, experience and liability insurance coverage may be required by the CWFP to demonstrate the acceptability of the counsel.

Clerk or Secretary Name	Title	Phone No. ( )
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When is your board or council's regular scheduled monthly or biweekly meeting (e.g., 1st Tues., 2nd and 4th Wed.)?	E-mail Address
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Authorized Representative		Main Municipal Contact*	
Name		Name	
Title		Title	
Street Address		Street Address	
City, State, Zip Code + 4		City, State, Zip Code + 4	
Phone No. ( )	FAX ( )	Phone No. ( )	FAX ( )
E-mail Address		E-mail Address	

Consulting Engineer		Bond Counsel**	
Firm		Firm	
Contact Name		Attorney Name	
Street Address		Street Address	
City, State, Zip Code + 4		City, State, Zip Code + 4	
Phone No. ( )	FAX ( )	Phone No. ( )	FAX ( )
E-mail Address		E-mail Address	

Municipal Attorney		Financial Advisor	
Firm		Firm	
Attorney Name		Financial Advisor Name	
Street Address		Street Address	
City, State, Zip Code + 4		City, State, Zip Code + 4	
Phone No. ( )	FAX ( )	Phone No. ( )	FAX ( )
E-mail Address		E-mail Address	

\* Should be someone familiar with the project and available on a daily basis.

\*\* Bond Counsel must be able to issue legal documents on the Municipal Obligations, i.e.; Legal Statement, Authorizing Resolution, No Arbitrage, Closing Certificate, etc.

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## Project Information

- A. Does your municipality have a WPDES Stormwater Discharge Permit?  Yes  No
- B. Is any portion of this project to correct a permit violation?  Yes  No
- C. Detailed Project Description (List major portions of the project)

List other municipalities served by the project.	Construction Start Date <input type="checkbox"/> Estimated <input type="checkbox"/> Actual
	Substantial Completion Date <input type="checkbox"/> Estimated <input type="checkbox"/> Actual
	Final Completion Date <input type="checkbox"/> Estimated <input type="checkbox"/> Actual

## Financial Assistance Requested

Indicate all types of CWFP financial assistance requested in this application. Check all boxes that apply.

- Financing Project – You have not proceeded with construction and will use CWFP funds as costs are incurred for this project.
- Reimbursement of Municipality's Internal Fund – You used **internal** funds to pay for costs for this project and would like CWFP financing to reimburse your **internal** funds.
- Refinancing Outstanding Debt – You have already taken out a non-CWFP debt to pay some or all of your project costs and would like CWFP funding to refinance this debt. **Complete Part VII.**
- Refinancing Planned Future Debt – You plan to take out non-CWFP debt to pay for construction costs; this debt will be refinanced with CWFP financing when construction is complete or when the debt is callable. **Complete Part VII.**

## For Reimbursement of Municipality's General Fund (or other fund)

Execution of a Reimbursement Resolution IS RECOMMENDED. If a Reimbursement Resolution is not executed, the CWFP may not be able to reimburse all of the costs paid by the municipality.

Attach a copy of the Reimbursement Resolution that shows municipal intent to borrow at a future date in order to reimburse the general fund, or other fund, for project expenses paid by the municipality.

Estimated amount of reimbursement for project costs paid from municipal funds: \$

## Authorized Representative Certification

To the best of my knowledge and belief, data provided in this application is true and correct. Furthermore, the applicant assures it possesses the legal authority to apply for CWFP assistance and to finance and construct the proposed facilities. The person identified below is authorized to act as the representative of the applicant in connection with the application and to provide additional information as needed. **Attached is a copy of the Authorized Representative Resolution.**

Printed or Typed Name of Representative	Title
Signature of Representative	Date Signed

Part II

**Instructions: Project Budget Sheet**

Project Budget Sheet contains five (5) columns:

**Column A – Contract Number**

Indicate the contract number associated with each contract amount included in Column B.

**Column B – Total Project Costs**

Include ALL costs related to this project regardless of the funding source. Also include costs of the project which the applicant identifies as ineligible for CWFP financial assistance.

**Column C – Ineligible Costs**

Identify and provide a brief narrative of project costs ineligible for CWFP financial assistance.

**Column D – Eligible Costs Paid By Other Funding Sources**

Provide project costs which the applicant anticipates funding with other sources (e.g., municipal funds, USDA Rural Development, WI Department of Commerce, replacement fund), and identify the funding sources at the bottom of the Project Budget Sheet.

**Column E – CWFP Costs Requested**

Complete this column if the requested CWFP costs are different from the Total Project Costs. If Column E is different from Column B, complete Columns C and D.

**The Project Budget Sheet contains 10 budget line items. The detailed costs under each line item must equal the amount on the shaded Total line. A total in the shaded area is required for each line item.**

**Budget**

**Line    Instructions**

1. Force Account is the work a municipality performs using its own employees and/or equipment. If Force Account work is anticipated, list the type of work to be completed and the cost on Force Account Certification Form No. 8700-245. Costs not eligible for Force Account are costs associated with elected officials or on-staff attorneys, computers, land, easements or legal fees.
2. Interim financing is a debt to temporarily finance a project. Include costs incurred or to be incurred prior to CWFP loan closing.
3. Indicate contract costs of the stormwater management plan. **Executed** A/E agreement(s) must be attached for costs listed on this line. Costs outside the scope of the contract(s) should be included on line 9, Miscellaneous Costs.
4. Indicate contract costs of the plans and specifications. **Executed** A/E agreement(s) must be attached for costs listed on this line. Costs outside the scope of the contract(s) should be included on line 9, Miscellaneous Costs.
5. Include costs associated with land/easements needed for this project.
6. Indicate all other contracted engineering/construction management costs for this project. **Executed** contract(s) must be submitted for all costs on this line prior to issuing a FAA.
7. Indicate all construction and equipment costs included in the plans and specifications. **Executed** construction and equipment contract(s) must be submitted for all costs prior to issuing a FAA. Non-contractual equipment costs should be included on line 9, Miscellaneous Costs.
8. This amount should equal 10% of the amount requested in Line 7. DNR will adjust the contingency amount prior to issuing a FAA.
9. Indicate project costs that are outside the scope of the engineering, construction or equipment contracts. Non-contractual costs may include: soil borings, vehicles, materials, supplies, bid advertising, etc.
10. Include costs necessary for closing the CWFP loan.
11. ADD LINES 1-10 FOR EACH COLUMN TO GET THE TOTAL COSTS.

The CWFP can provide funding for equipment, supplies, materials, and construction, if procured in accordance with Wis. Stats. For information regarding bidding requirements, see the "Procurement Guide for Local Governments" at <http://dnr.wi.gov/org/caer/cfa/EL/FORMS/forms.html>.

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<b>Project Budget Sheet</b>	A	B	C	D	E
Total required for each line item (omit cents) – See Page 5 for Instructions	Contract Number	Total Project Costs	Ineligible Costs*	Eligible Costs Paid By Other Funding Sources**	CWFP Costs Requested
<b>1. Force Account Work #1 Total</b>		\$	\$	\$	\$
<b>2. Interim Financing</b>					
a. Net Interest Expense					
b. Legal/Bond Counsel/Underwriter					
c. Financial Advisor					
<b>#2 Total</b>		\$	\$	\$	\$
<b>3. Stormwater Mgt Plan Preparation #3 Total</b>		\$	\$	\$	\$
<b>4. Plans/Specs Preparation</b>					
a.					
b.					
<b>#4 Total</b>		\$	\$	\$	\$
<b>5. Land or Easement Acquisition</b>					
a. Purchase Price					
b. Legal/Appraisal Costs					
c. Relocation Expenses					
<b>#5 Total</b>		\$	\$	\$	\$
<b>6. Engineering/Construction Mgmt</b>					
a.					
b.					
c.					
d.					
<b>#6 Total</b>		\$	\$	\$	\$
<b>7. Construction/Equipment</b>					
a.					
b.					
c.					
d.					
<b>#7 Total</b>		\$	\$	\$	\$
<b>8. Contingency (enter 10% of line 7; DNR will adjust amount) #8 Total</b>		\$	\$	\$	\$
<b>9. Miscellaneous Costs</b>					
a. Administrative Expenses					
b. Removal/Relocation of Utilities					
c.					
<b>#9 Total</b>		\$	\$	\$	\$
<b>10. CWFP Closing Costs</b>					
a. Bond Counsel					
b. Financial Advisor					
<b>#10 Total</b>		\$	\$	\$	\$
<b>11. Total Project Costs TOTAL</b>		\$	\$	\$	\$

\*Provide a brief description and source of funds for any cost that is ineligible for CWFP funding.

\*\*Name the other funding sources (CDBG, USDA Rural Development, internal funds, replacement funds, etc.).

Refer to this worksheet when preparing all "Request for Loan Disbursement" forms. Line item requests should not exceed the total indicated on this budget sheet, unless a change has been made and is reflected in the FAA.

**Part III**

**Market Rate Cost Calculation**

A. Provide the cost of any portion of the project designed solely for flood control and not required to meet WPDES permit requirements or a performance standard.

Estimated \$	Approved \$	Date Approved

B. Provide the cost for any portion of the project that exclusively serves development not in existence as of the date of the application.

Estimated \$	Approved \$	Date Approved

**Part IV**

**Intermunicipal Agreement Information**

1. Will your municipality's stormwater be discharged to or through facilities of another municipality?

Yes  No

2. Will another municipality discharge stormwater to or through your facility?

Yes  No

If you answered "Yes" to either of the above two questions, you must submit an intermunicipal agreement. If the intermunicipal agreement sent with the application is not yet executed, you must submit an executed copy of it prior to preparation of the FAA.

**Note:** If your municipality is a metropolitan sewerage district or your municipality discharges to a metropolitan sewerage district, submit intermunicipal agreements and contracts with users only if the documents are **new** or **changed** since previous submittals.

Provide the CWFP project number under which the existing agreements and contracts were submitted:

CWFP Project No.
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**In your intermunicipal agreement you must:**

- ✓ Identify ownership for each individual portion of the structural urban best management practice (BMP).
- ✓ Establish a term of agreement that is at least for the life of the loan.
- ✓ Require municipalities requesting funding for stormwater projects to adopt local regulations for construction sites and a municipal stormwater management plan and ordinance for new development and redevelopment.
- ✓ Demonstrate the basis for generating revenue for operation, maintenance, and replacement costs based on actual use, and indicate who is responsible for paying charges.
- ✓ Indicate the method for generating revenue for capital costs and who is responsible for payment.
- ✓ Indicate that the owner of the regional facility shall accept the applicant's urban runoff and identify the boundary from which the applicant's discharge originates.
- ✓ Require each entity to adopt a user charge system and stormwater ordinance.

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**Part V**

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**Financial Information – Direct questions to the Department of Administration (608) 267-1836**

1. Checklist of documents to submit as part of this application (1 copy of each of the following must be sent with this application.)

- A. Municipality's current year budget with year-to-date information.
- B. Current year stormwater utility budget.
- C. The last 3 years of financial audit reports (or internal financial statements for your municipality if no audit was done):

Audit Year	Audit Report ("A") or Financial Statement ("FS")? (Enter "A" or "FS")

- D. A schedule of the principal and interest payments for each outstanding bond issue of the municipality for the next 5 years.
- E. Latest official statement (prospectus) if the municipality has publicly issued bonds/notes and the bond authorizing resolution for most recent stormwater utility bond.
- F. Proposed user charge system.
- G. Any special financial or user charge contracts with system users.

2. Pledge of Security for the CWFP Loan.

Which type of pledge or combination of pledges will your municipality use as security for a CWFP loan?  
Check the appropriate box(es).

- A. REVENUE PLEDGE. This requires municipal issuance of a tax-exempt revenue obligation at the time of CWFP loan closing. The municipality pledges revenues from its stormwater user charge system as the primary security for the CWFP loan.
- B. GENERAL OBLIGATION PLEDGE. This requires issuance of a tax-exempt general obligation at the time of CWFP loan closing. The municipality pledges property taxes as the primary security for the CWFP loan.
- C. REVENUE AND SPECIAL ASSESSMENTS PLEDGE. This requires issuance of a tax-exempt revenue obligation at the time of CWFP loan closing. The municipality pledges revenues from its stormwater user charge system and revenues collected via special assessments as security for the CWFP loan.

Municipality's Special Assessment Public Hearing Date
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Note: Projects financed with special assessments will normally be structured as a revenue bond ("C" above) with the special assessments and other system revenues pledged for repayment of the revenue bond.

3. Debt Information

- A. If the proposed pledge of security for a CWFP loan is subordinate to any other outstanding revenue bond, identify the debt obligation, series, debt coverage percentage, and when it was issued, and enclose a copy of the municipal bond authorizing resolution.

Issue Amount	Series	Date of Issue	Debt Coverage Percentage

- B. If your municipality currently has a stormwater revenue bond or general obligation rating, please describe below (include rating, rating company, and date of rating):

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C. Has your municipality ever defaulted on any of its loans or debt obligations?

Yes  No If yes, please provide details.

D. Prepare and submit a table of overlapping or underlying debt for the municipality's jurisdiction. (Not necessary if included in official statement requested in section 1E.)

E. What is your municipality's current amount of revenue bonds and general obligation bonds/notes outstanding?

General Obligations	Stormwater Revenue Bonds
\$	\$

F. Indicate any other stormwater bonds authorized, but unissued. List the amount, give a description of their purpose, and schedule for issuance.

Amount	Purpose
\$	

**4. Additional Stormwater/Urban Runoff System Capital Improvement Plans**

Does your municipality anticipate any future (up to 10 years) stormwater or urban runoff system projects other than the proposed project now being funded?

Yes  No

If yes, please complete.

Year	Amount	Purpose
20	\$	
20	\$	
20	\$	

**5. General Municipal Information**

A. List your municipality's five largest property tax payers.

Year Property Valuation Established :

Property Tax Payer	Equalized Valuation	Business or Property Type
	\$	
	\$	
	\$	
	\$	
	\$	

B. Indicate your municipality's three-year assessed valuation trend. For any year which shows a large increase or decrease (plus or minus 8%), provide a brief description of why this large change (increase or decrease) occurred. Note with an asterisk (\*) any year that a revaluation occurred.

Year Valuation Established	Valuation Amount (with TIF Districts)
	\$
	\$
	\$

Description:

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8. A. Stormwater Utility Revenue History for the Last Three Fiscal Years

Year	Amount Billed (12 months total)	Amount 30 Days or More Delinquent at Year End
	\$	\$
	\$	\$
	\$	

B. What is the **current** ANNUAL amount that the typical **residential** user pays for stormwater utility operations?

\$

C. Are there any rate increases being considered to accommodate this project?

Yes  No

If yes, what is the expected effective date?

What is the **projected** ANNUAL amount that the typical **residential** customer will pay to the stormwater utility after this project is completed?

\$

D. Indicate the billing frequency of the user charge system:  Monthly  Quarterly  Semi-annually  Other

E. Complete the projection of revenues and expenditures of the stormwater utility over the next 4 years. This projection outline appears on the next 3 pages.

Notes Regarding Loan Payment Estimate:

- 1) For the "Projected CWFP Loan Payment" estimate, contact DNR to obtain the current loan program interest rates. Then using the Market Rate Cost Calculation, blend the applicable interest rates to arrive at a blended interest rate for the loan. You may want to round this blended interest rate up in order to allow some cushion in case the program interest rates change prior to the loan closing.
- 2) The loan term may not exceed 20 years from the date of the loan closing and must end on a May 1st principal payment date. Accordingly, if the loan is for 20 years but there is 1+ years of construction before the principal payments start, then the loan will be amortized over 19 years (i.e., 19 principal payments) rather than 20 years. In calculating your estimated loan payment, you will need to consider the length of the project construction period in order to determine the number of years remaining to amortize the loan since this affects the size of the loan payment.

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<b>Four Year Revenue and Expenditure Projection (Omit Cents)</b>				
	Year 1: 20____	Year 2: 20____	Year 3: 20____	Year 4: 20____
<b>STORMWATER UTILITY REVENUES</b>				
User Charges	\$	\$	\$	\$
Impact Fees				
Special Assessments				
Interest Income				
Property Tax Revenue				
Other Revenue (identify)				
Other				
Other				
<b>(A) Total Projected Revenues</b>	\$	\$	\$	\$
<b>STORMWATER UTILITY EXPENSES</b>				
Operation and Maintenance Costs (Complete page 15)	\$	\$	\$	\$
Other Expenses (identify)				
<b>(B) Total Projected Expenses</b>	\$	\$	\$	\$
<b>(C) Net Revenues Before Debt Service</b> (A) Minus (B)	\$	\$	\$	\$
<b>STORMWATER UTILITY DEBT SERVICE</b>				
Current Debt Service Payments (Annual Principal and Interest)	\$	\$	\$	\$
Projected CWFP Loan Payment (Annual Principal and Interest)				
<b>(D) Total Projected Debt Service</b>	\$	\$	\$	\$
<b>Projected Surplus Revenue (Deficit)</b> (C) minus (D)	\$	\$	\$	\$
<b>Debt Coverage Ratio</b>				
<b>(E) = [Line (C) ÷ Line (D)]</b>				
	%	%	%	%



**Stormwater/Urban Runoff Projects  
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**Part VI**

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**IRS Tax Related Information – Direct questions to the Department of Administration (608) 267-1836**

ALL CWFP loan applicants must answer the following questions regarding the Project for which this application is submitted. Due to federal law, this information is needed before a loan can be made to finance the Project.

Please check "Yes" or "No" for each of the following questions. "Governmental Units" as used below does not include the federal government or any instrumentality thereof or any non-profit tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

- Yes  No 1. Will any portion of the Project be used for anything other than stormwater/urban runoff? **If yes, attach a description of the other use.**
- Yes  No 2. Will any portion of the Project be owned by, leased or sold to any person or entity other than a governmental unit? **If yes, attach a description of the planned lease or sale.**
- Yes  No 3. Will any portion of the Project be managed (pursuant to a management contract or an incentive pay contract) by any person or entity other than a governmental unit? **If yes, include a copy of the operating or management contract.**
- Yes  No 4. Will any portion of the Project be used for research or testing pursuant to an agreement with private industry? **If yes, attach a copy of the agreement.**
- Yes  No 5. Will any person, other than a governmental unit, have a priority right to stormwater/urban runoff or other use of the facility through any procedure or contract (other than one permitting bulk discounts to large users) which gives preference to that customer over any other? **If yes, attach the following:**
- a. Customer name**
  - b. Percent of annual system revenues that they pay**
  - c. Description of special contractual arrangements**
- Yes  No 6. Will your municipality be lending any of the CWFP loan proceeds to other persons or entities? **If yes, attach a description of the loan program.**
- Yes  No 7. Will less than 75 percent of the CWFP loan proceeds be applied to the payment of construction and construction related costs for this project? (For example, more than 25 percent of the loan proceeds used for the acquisition of land, project equipment, and expenses related to these acquisitions.)
- If yes, provide construction percentage: \_\_\_\_\_**
- Yes  No 8. Will any portion of the proceeds of the CWFP loan or grant be used to reimburse your municipality for project costs paid or incurred to date? **If yes, you must complete PART I, Page 4 of this application.**
- Yes  No 9. Will any portion of this CWFP loan be used to refinance outstanding tax-exempt indebtedness with respect to this Project? **If yes, you must complete PART VII - #1 and #2 of this application.**
- Yes  No 10. Does your municipality have stormwater utility rates that only apply to a single entity that contributes 10% or more of the stormwater flow to the stormwater system?

Footnotes, Comments or Clarifications by Municipality

Part VI of the application was completed by:

Phone No.

Print Name:

( )

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**Part VII**

**Refinancing Transactions**

The following section must be completed if CWFP loan proceeds will be used to refinance municipal debt issues for stormwater expenses related to this CWFP project.

1. For Refinancing of Existing Municipal Stormwater Debt

Complete the following summary for the debt issues to be refinanced (all or in part) with CWFP financial assistance.

	Debt #1	Debt #2	Debt #3
Total amount of interim debt	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Amount of interim debt eligible for CWFP funding	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Amount that has been received as of this date by the municipality to pay eligible project costs	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Amount that has been received as of this date by the municipality and is currently being invested	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Enclose a copy of the OFFICIAL STATEMENTS OR PROMISSORY NOTES covering all outstanding debt issues to be refinanced. If an Official Statement is not available, then provide the following for each debt issue (note/bond). Most of the following information should be available in the bank note, promissory note, or other debt instrument that the municipality signed.

Original Issue Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interest Rate	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Payment Dates (Principal)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Payment Dates (Interest)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Call Dates	<input type="text"/>	<input type="text"/>	<input type="text"/>
Notice Required for Call	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prepayment Penalty/Premium	<input type="text"/>	<input type="text"/>	<input type="text"/>

Copy of Municipal Borrowing Resolution Submitted:  Y  N Submitted:  Y  N Submitted:  Y  N

(The amount of interest and debt issuance costs to be refinanced are detailed on the budget sheet. See Part II of this application.)

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2. For Refinancing of Future Stormwater Debt Issues

Estimated amount of debt to be issued:

\$
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Source of Debt (e.g., bank name, financial advisor)

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Use of Debt Proceeds

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Call Date(s) for Proposed Debt

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Maturity Date of Proposed Debt

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Municipal Comments, Footnotes, or Clarifications

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Part VII of the application was completed by:

Phone No.

Print Name:

( )

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**Notify the DNR Project Manager of any material changes in the above information so that they are considered in structuring the CWF loan. Actual year-to-date refinance figures (accrued interest plus debt issuance costs plus principal amounts drawn by the municipality less interest earned on unspent funds) must be provided to the Bureau of Community Financial Assistance for preparation of the FAA.**

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**Part VIII**

**User Charge System and Stormwater Ordinance Certification**

**Your municipality is required to adopt a user charge system and stormwater ordinance if:**

- ✓ You are using a CWF revenue pledge for a stormwater/urban runoff project.
- ✓ You are receiving a CWF loan for a stormwater/urban runoff project that requires an intermunicipal agreement.

A. I certify that the User Charge System for the \_\_\_\_\_  
(Name of Municipality)

1. Requires that each user or user class pays its proportionate share of operation and maintenance costs, including replacement costs of the stormwater system within the service area.
2. Provides that the costs of operation and maintenance for all flow not directly attributable to users be distributed proportionally among all users of the recipient's stormwater system.
3. Requires that the charges for users or user classes generate sufficient revenue to pay costs identified in par. 5 b) and c) below.
4. Establishes a financial management system that accounts for the following:
  - a) Revenues generated.
  - b) Costs of operation and maintenance of the stormwater system, including replacement of equipment.
  - c) Debt service costs, including debt service reserves, and debt coverage requirements.
5. Requires the review, at least every 2 years, of the urban runoff contribution of users and user classes, the total costs of operation and maintenance of the stormwater system and the user charge system.
6. Provides that each user be notified, at least annually, in conjunction with a regular bill, of the rate of charge attributable to service provided by the stormwater system.
7. Is based on actual or estimated use or meets the requirements for an exception as described in s. 281.58(14)(b)7, Wis. Stats.

Date of User Charge System Adoption	<input type="checkbox"/> Actual <input type="checkbox"/> Estimated
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**B. Stormwater Ordinance**

I certify that the \_\_\_\_\_ :  
(Name of Municipality)

has enacted and enforced       will enact and enforce a Stormwater Ordinance

that meets the requirements of s. NR 162.07(7), Wis. Adm. Code.

Date of Stormwater Ordinance Adoption	<input type="checkbox"/> Actual <input type="checkbox"/> Estimated
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**Municipal Official Certification**

Printed or Typed Name of Municipal Official	Title
Signature of Municipal Official	Date Signed

**Note:** Prior to loan closing, submit proof of adoption, such as signed copy, resolution, or rate schedule from newspaper.