

**UNIFORM APPLICATION FORM
FOR MONTANA PUBLIC FACILITY PROJECTS**

(Please type or print legibly)

SECTION A - CERTIFICATION

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct.

Name (printed): _____

Title (printed): _____
Chief Elected Official or Authorized Representative

Signature: _____

Date: _____

SECTION B - SUMMARY INFORMATION

1. NAME OF APPLICANT(S): _____

2. TYPE OF ENTITY: _____

3. FEDERAL TAX ID NUMBER: _____

4. TYPE OF PROJECT: _____

5. SENATE AND HOUSE DISTRICTS: _____

5.a NAMES OF SENATOR(S) AND REPRESENTATIVE(S): _____

6. POPULATION SERVED BY PROJECT: _____

6.a NUMBER OF HOUSEHOLDS SERVED BY PROJECT: _____

7. DUNS Number (for CDBG applicants only): _____

8. CHIEF ELECTED OFFICIAL OR AUTHORIZED REPRESENTATIVE:

(Name)

(Title)

(Street/PO Box)

(City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

10. PROJECT ENGINEER/ARCHITECT:

(Name of Engineer)

(Name of Firm)

(Street/PO Box)

(City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

12. LEGAL COUNSEL:

(Name)

(Title)

(Street/PO Box)

(City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

14. CLERK/CHIEF FINANCIAL OFFICER:

(Name)

(Title)

(Street/PO Box)

(City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

9. PRIMARY ENTITY CONTACT PERSON:

(Name)

(Title)

(Street/PO Box)

(City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

11. GRANT/LOAN ADMINISTRATOR:

(Name)

(Title)

(Street/PO Box)

(City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

13. BOND COUNSEL:

(Name)

(Title)

(Street/PO Box)

(City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

15. ACCOUNTANT:

(Name of Accountant)

(Name of Firm)

(Street/PO Box)

(City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

16. **BRIEF PROJECT SUMMARY:** (Refer to instructions and examples)

Historical Information -

Problem -

Proposed Solution -

SECTION C - FINANCIAL INFORMATION

1. **ESTIMATED TOTAL PROJECT COST:** \$ _____

2. **PROPOSED FUNDING SOURCES** (List loans and grants from same funding source separately) (Refer to the instructions and examples):

Source	Type of Funds	Amount	Status of Commitment	Loan Rates and Terms

3. FUNDING STRATEGY NARRATIVE

☛ Funding Strategy Narrative (**Complete and attach**)

(Refer to the instructions. Answer each question individually.)

- a. What are the conditions on the use of each source of funds?

The City of Billings will need an SRF Loan for \$2,600,000. The loan will presumably be at 2.5% interest for 20 years. This funding is needed to complete the Briarwood Reservoir project.

- b. When will each source of funds listed be available (month and year)?

The rate increase to pay for the SRF Loan was available July 1, 2014. The construction contract is scheduled to be awarded in April 2015. Presumably, the SRF loan will close shortly after the construction contract is awarded. The project will go forward using cash reserves from the City of Billings and a reimbursement resolution until the loan is available for use.

- c. Is there any additional information on the level of commitment for each source of funds listed?

No.

- d. How will funding sources be coordinated with each other?

The project will go forward with cash reserves from the City of Billings and a reimbursement resolution until the loan is available for draw downs.

- e. Will interim-loan funds be required as part of the project? If yes, how will they be used and coordinated with other funding sources?

No

- f. What other sources of funds from public and private sources have been considered for this project? Explain why they are not being pursued or used for this project.

The City of Billings will use approximately \$43,000 of water revenues to pay for all related administration and financial costs; however, all other revenues are allocated to other projects.

- g. If a particular source of funding is not obtained, how will the applicant proceed? Explain how the funding strategy will change if a particular source of funding is not received.

This project is extremely important to meet the current and future needs of Billings. Thus, if the SRF loan is not approved, the City would continue with the project either by cancelling other locally funded water projects or pursuing bonds on the open market

- h. What is the level of local financial participation in the project and is that level the maximum that the applicant can reasonably provide?

The City of Billings will use water revenues of \$43,000 to fund the project. This is the maximum amount of funding the City can provide without cancelling other locally funded projects.

4. PROJECT BUDGET FORM

☛ Project Budget Form (**Complete form on next page**)

(Refer to the instructions and example)

☛ Project Budget Narrative (**Complete and attach**)

(Refer to the instructions and example)

Completed by: _____		For: _____			Date: _____	
ADMINISTRATIVE and FINANCIAL COSTS:	SOURCE: SRF Loan	SOURCE: City	SOURCE:	SOURCE:	SOURCE:	TOTAL
Personnel Costs						
Office Costs						
Professional Services						
Legal Costs						
Audit Fees						
Travel & Training						
Loan Fees						
Loan Reserves						
Interim Interest						
Bond Counsel and Related Costs						
TOTAL ADMINISTRATIVE/FINANCIAL COSTS						
ACTIVITY COSTS:						
Land Acquisition						
Preliminary Engineering	105,200					105,200
Engineering/Architectural Design	90,000					90,000
Construction Engineering Services	100,000					100,000
Construction	2,010,731					2,010,731
Contingency	201,073					201,073
TOTAL ACTIVITY COSTS	2,507,004	0				2,507,004
TOTAL PROJECT COSTS	2,600,000	43,000				\$2,643,000

ADMINISTRATIVE AND FINANCIAL COSTS

Personnel Costs **\$38,000**

This will be used to pay for the time spent on this project by the City's staff engineer, City Engineer, and administrative/financial personnel. Funds for this budget item will be provided by water revenues.

Audit Fees **\$5,000**

\$5,000 of water revenues is budgeted to meet the portion of the organizational audit that can be attributed to the project in accordance with the Single Audit Act.

Loan Reserves **\$82,996**

\$82,996 has been budgeted for loan reserves. The SRF loan will be used to fund this budget item.

Bond Counsel and Related Costs **\$10,000**

\$10,000 has been budgeted for the City's bond counsel costs.

TOTAL ADMINISTRATIVE AND FINANCIAL COSTS **\$135,996**

Administrative and financial costs represent 5.1% of the total project costs.

ACTIVITY COSTS

Preliminary Engineering **\$105,200**

The total cost of preliminary design and site investigations is estimated at \$105,200.

Engineering/Architectural Design **\$90,000**

The total cost of design, project coordination, and management is estimated at \$90,000.

Construction Engineering Services **\$100,000**

The total cost of construction engineering, including bidding, construction administration, inspecting the construction of the project, and project close-out costs is estimated at \$100,000.

Construction **\$2,010,731**

Based on engineering cost estimates, the total cost of construction of the project is estimated at \$2,010,731.

Contingency **\$201,073**

Contingency funds are 10% of the construction costs because the project could encounter unknowns during construction. These unknowns usually cannot be predicted and are discovered once construction has commenced.

TOTAL ACTIVITY COSTS **\$2,507,004**

TOTAL PROJECT COSTS **\$2,643,000**

5. CURRENT DEBT (Refer to the instructions and example on pages 23-24)

Year Issued	Purpose	Type of Bond/ Security	Amount	Maturity Date (mo/yr)	Debt Holder	Coverage Requirement	Avg. Annual Payment Amount	Outstanding Balance
								10,925,000
								2,227,000
								262,000
								5,412,000
								1,885,000
								2,693,621
								4,303,150

6. CURRENT ASSETS (Indicate if assets are obligated.) (Refer to the instructions on pages 23-24.)

Cash _____ \$ _____
 (Details) _____

Investments _____ \$ _____
 (Details) _____

Certificates of Deposit _____ \$ _____
 (Details) _____

Accounts Receivable _____ \$ _____
 (Details) _____

Any other current assets not specifically indicated above _____ \$ _____
 (Details) _____

7. BALANCE SHEET (Submit if applying to RD; contact the other programs to determine if or when this information is needed.)

Balance Sheet (Check if attached)

8. INCOME AND EXPENSE STATEMENT (Submit if applying to RD; contact the other programs to determine if or when this information is needed.)

Income and Expense Statement (Check if attached)

SECTION D - CENSUS INFORMATION

Do not fill in this section. The following information will be completed by the receiving agency using data supplied by the U.S. Bureau of the Census and the U.S. Department of Housing and Urban Development based on Census data.

- 1. MEDIAN HOUSEHOLD INCOME \$ _____
- 2. LOW TO MODERATE INCOME PERSONS: The percent of the population at or below the level designated as low to moderate income. % _____
- 3. POVERTY: The percent of the population characterized as at or below the level designated as poverty. % _____

SECTION E - SYSTEM INFORMATION (Refer to instructions)

Number of unimproved properties in jurisdiction: _____

☛ **Complete and attach the "System Information Worksheet."** The figures required for the items listed below that are denoted with an "☛" are computed using the "System Information Worksheet." The letter in parenthesis following the "☛" denotes the location in the worksheet to find the figure to be inserted.

	<u>Current</u>	<u>Projected</u>
1. Total System Annual Revenue	\$ _____	\$ _____
2. Total System Annual Operation and Maintenance Costs	\$ _____	\$ _____
3. Total System Equivalent Dwelling Units* ☛(e) for current and (k) for projected	_____	_____
4. Total Residential Equivalent Dwelling Units* ☛(f) for current and (m) for projected	_____	_____
5. Annual Revenue from Residential Hookups	\$ _____	_____
6. Percent of Total Annual Revenue from Residential Hookups	_____	
7. Average Monthly Residential Rate	\$ _____	\$ _____
	<input type="checkbox"/> Check box if this is a flat rate.	<u>Projected Average Monthly Residential Rate</u> ☛ (w) or (x)
8. <u>Other System</u> Average Monthly Residential Rate	\$ _____	\$ _____

* If this application is for a solid waste project, see instructions.

SYSTEM INFORMATION WORKSHEET
(Refer to instructions)

SUBSECTION 1 – EQUIVALENT DWELLING UNIT COMPUTATION

Applicants with either a water and wastewater project must complete Section I, regardless of whether the applicant is served by a central water system or is planning to charge residential users a flat user fee. If the applicant is not served by a central water system, or it has water connections that provide service to multiple mixed uses, such as commercial and residential, refer to the instructions on page 26 for information on computing the number of EDU's. Applicants with solid waste projects are not required to complete Section I. Service connection diameters will be converted to EDU's according to the following table, with the exception of those situations noted on page 26:

<u>Service connection inside diameter (inches)</u>	<u>EDU's</u>
3/4" or smaller	1.00
1"	1.79
1-1/2"	4.00
2"	7.14
2-1/2"	11.16
3"	16.00
4"	28.57
5"	44.64
6"	64.29
7"	87.11
8"	113.78
9"	144.00
10"	177.78

PART A. CURRENT WATER HOOKUP SUMMARY

<u>Diameter</u> (inches)	<u>Current Total Hookups*</u>			<u>Current Residential Hookups</u>			
	(a) <u>Total</u> <u>Number of</u> <u>Hookups</u>	(b) <u>EDU's per</u> <u>Hookup</u> (from table)	<u>Total EDU's</u> [(a) x (b)]	<u>Diameter</u> (inches)	(c) <u>Number of</u> <u>Residential</u> <u>Hookups</u>	(d) <u>EDU's Per</u> <u>Hookup</u> (from table)	<u>Total</u> <u>Residential</u> <u>EDU's</u> [(c) x (d)]
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
<u>Totals</u>	_____	_____	_____ (e)	_____	_____	_____	_____ (f)

* Includes both residential and non-residential hookups

PART B. PROJECTED WATER HOOKUP SUMMARY

Diameter (inches)	Projected Total Hookups*			Projected Residential Hookups			
	(g) Total Number of Hookups	(h) EDU's per Hookup (from table)	Total EDU's [(g) x (h)]	Diameter (inches)	(i) Number of Residential Hookups	(j) EDU's Per Hookup (from table)	Total Residential EDU's [(i) x (j)]
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Totals	_____	_____	_____ (k)	_____	_____ (l)	_____	_____ (m)

* Includes both residential and non-residential hookups

Projected average EDU's per residential hookup: _____ (n)
 [(m)/(l)]

Provide the following information if applying to the USDA RUS/RD program

Total water system flows (sales) last twelve months _____ [gallons or cubic feet (circle one) for all connections listed in (a) above]

Total residential water flows (sales) last twelve months _____ [gallons or cubic feet (circle one) for all connections listed in (c) above]

SUBSECTION 2 – PROJECTED AVERAGE MONTHLY RESIDENTIAL RATE COMPUTATION

Will debt be used to finance the project? Yes ___ No ___ If no, skip to PART E.

If yes, how will debt for the project be secured:

- A. Revenue Bond _____(complete Part A)
- B. General Obligation Bond _____(complete Part B)
- C. Rural or Special Improvement District Bond _____(complete Part C)
- D. Other (explain) _____(complete Part D)

Debt (Loan) Amount: \$ _____ Interest Rate: ___% Terms: _____

COMPLETE THE APPLICABLE SECTIONS BELOW

PART A. REVENUE BOND SECURING DEBT OBLIGATION:

1. Debt election held? Yes ___ No ___ If no, when will election be held (date) _____
2. Annual debt service for new loan, including coverage: \$ _____(i)

3. Monthly debt service for new loan, including coverage: (line i / 12) \$ _____(ii)
4. Total number of projected EDU's after completion of project: _____(iii)
5. Average (per total projected EDU's) monthly debt service for new loan: (line ii / line iii) \$ _____(iv)

PART B. GENERAL OBLIGATION BOND SECURING DEBT OBLIGATION:

1. Debt election held? Yes ____ No ____ If no, when will election be held? (date): _____
2. Amount of outstanding General Obligation Bonds \$ _____
3. Debt limitations of entity _____
4. Estimated average (per property) monthly assessment needed to repay debt (divide the annual assessment by 12 to obtain a monthly figure): \$ _____

PART C. RURAL OR SPECIAL IMPROVEMENT DISTRICT BOND SECURING DEBT OBLIGATION:

1. Type of special assessment:
 - a. SID _____
 - b. RID _____
 - c. Other (specify) _____
2. Proposed method of assessment:
 - a. Assessable Area _____
 - b. Area _____
 - c. Ad Valorem Tax _____
 - d. Lineal Front Footage _____
 - e. Combination of a. through d. above (explain) _____
3. Number of parcels in the district _____
4. What percentage of the property (based on the methods of assessment) within the district fits these descriptions?

TYPE OF PROPERTY	PERCENT DEVELOPED	PERCENT UNDEVELOPED
Commercial		
Industrial		
Single-Family Residential		
Multi-Family Residential		

Agricultural		
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5. Number of property owners in district _____
6. Estimated average (per property) monthly assessment needed to repay debt (divide the annual assessment by 12 to obtain a monthly figure): \$ _____

PART D. OTHER TYPE OF DEBT INSTRUMENT SECURING DEBT OBLIGATION THAT IS NOT INDICATED ABOVE

1. Explain how debt will be secured: _____

2. Estimated average (per property) monthly cost to repay debt: \$ _____

PART E. CALCULATION OF THE PROJECTED AVERAGE MONTHLY RESIDENTIAL USER RATE:

1. Estimated increase in average monthly debt service (per projected EDU, monthly assessment per property for General Obligation Bond or SID, or per customer for solid waste projects) as the result of this project. Enter \$0 if no increase is projected: \$ _____ (o)
[From Part A, B, C, or D]
2. Estimated increase or decrease in total monthly operation and maintenance (O&M) costs (including depreciation and replacement reserves) as the result of this project: \$ _____ (p)
3. List and explain estimated increases or decreases in O&M costs, including depreciation and replacement reserves (Provide a reasonably detailed explanation regarding the reason for the increase or decrease):

4. Estimated increase or decrease in monthly O&M costs (including depreciation and replacement reserves) (per projected EDU, monthly assessment per property for General Obligation Bond or SID, or per customer for solid waste projects) as the result of this project: \$ _____ (q)
[(p) / (k)]
5. Estimated increase or decrease in total monthly costs (per projected EDU, monthly assessment per property for General Obligation Bond or SID, or per customer for solid waste projects) as the result of this project: \$ _____ (r)
[(o) + (q)]
6. Projected average EDU's per residential hookup: \$ _____ (s)
[(n)]
7. Estimated increase or decrease in total monthly costs per average residential hookup/customer as the result of this project: \$ _____ (t)
[(r) x (s)]
8. Existing average monthly residential debt service, including coverage and bond reserve (subtract any existing debt service if the loan will expire before the completion of the project): \$ _____ (u)

9. Existing average monthly residential O&M costs and replacement and depreciation reserves: \$_____ (v)

Note: (u) plus (v) should equal the current average monthly residential rate as stated in Section E, Line 7. If these amounts do not equal, provide an explanation of why the numbers differ.

10. Projected average monthly residential user rate after completion of this project: \$_____ (w)
[(t) + (u) + (v)]

11. Projected flat user rate: \$_____ (x)
