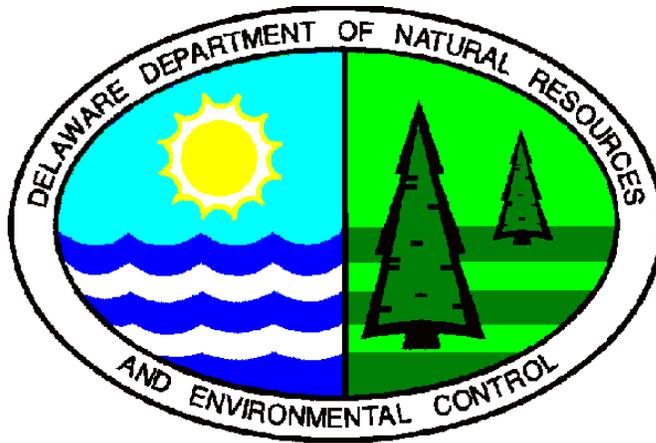


DELAWARE WATER POLLUTION CONTROL REVOLVING FUND

LOAN APPLICATION FORM



Department of Natural Resources and Environmental Control
Office of the Secretary, Financial Assistance Branch
5 East Reed Street, Suite 200
Dover, Delaware 19901

Effective Date: June 2011

INSTRUCTIONS FOR FINANCIAL ASSISTANCE APPLICANTS

The materials contained in this package provide instructions and forms for an application to the Delaware Water Pollution Control Revolving Loan Fund. Most of the questions in this application will apply to all applicants. Questions are marked “**All**”, “**Municipal**”, or “**Private and Non-Profit**” to indicate the required response needed. The information you provide in this application will be the basis of decisions made by the Delaware Department of Natural Resources and Environmental Control (DNREC).

This application contains Adobe PDF forms with fields that are fillable. Complete Parts I through V of the financial assistance application as follows:

Part I. General Information

This part of the application is a two page summary of the general information about the applicant, the proposed project, the amount of funding sought, and the proposed security where the application involves a loan. Fill out the provided forms and be sure to sign the certification that all information in the application is true to the best of your knowledge.

Part II. Planning and Engineering Information

This part of the application relates to the status of the planning and the readiness of the applicant to proceed. Answer the questions in the space provided and subject with the applicant the required engineering documentation.

Part III. Statistical Data

This section relates to the statistical data about current service areas, and the impact of the proposed project. Answer the questions in the space provided, if additional space is needed, attach an additional sheet of paper indicating the section and the question.

Part IV. Financial Information

This part of the application provides financial information which enables the DNREC to perform an analysis of your financial status, need, impact of the project on customers, and, where applicable, your ability to repay the loan. Use additional sheets of paper if needed, indicating the section and question. If the responses may be found in your annual report or other document, please make reference to the applicable section(s) and include a copy thereof with the application.

Part V. Appendix

- A. Preliminary Engineering Report (PER) Guidelines (212 projects only)
- B. Environmental Information Document (EID) Guidelines (212 projects only)
- C. Authorization to Release Information (Private and Non-Profit)
- D. Request For Tax Liability Clearance (Private and Non-Profit)
- E. List of All Outstanding Obligations (Private and Non-Profit)

Upon completing Parts I through V of the application, submit one (1) **signed** copy of the Loan Application, and electronic versions of the signed loan application and supporting documentation on a compact disc (CD) to the address shown below. Please format all electronic copies in Adobe PDF.

Financial Assistance Branch
5 East Reed Street, Suite 200
Dover, Delaware 19901

A signed loan application and supporting documentation must be received on or before August 31, 2011 (approximately 60 days). Loan applications will be processed when received and not necessary in Project Priority List Ranking order. Applications will be reviewed for content and completeness. Missing or incomplete information must be submitted as soon as possible to ensure application is accepted.

A copy of this application is available in electronic form. Please contact the Financial Assistance Branch at 302-739-9941 for instructions, or for assistance in completing the application.

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DELAWARE WATER POLLUTION CONTROL REVOLVING FUND**

LOAN APPLICATION

PART I: GENERAL INFORMATION (ALL)

1. Applicant's Name and Address (P.O. Box or Street, City and Zip Code)

Phone No: _____ Fax No: _____

2. Primary Contact Person (Authorized Official):

Name: _____

Address: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

3. Project Contact:

Name: _____

Project Title: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

4. Consulting Engineer:

Firm Name: _____

Primary Project Engineer: _____

Address: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

5. (a) Applicant's Business Organization (*Check [] where applicable*)

Corporation: _____ Sole Proprietorship: _____
Partnership: _____ Limited Liability Company: _____
Limited Liability Company: _____ Non-Profit Government: _____

(b) *Is the applicant a subsidiary or direct affiliate of any other organization? Yes__ No__*

If yes, indicate name, address, and tax identification number of related organization and relationship.

Name: _____

Address: _____

Tax Identification Number: _____

(c) *List all officers, directors and partners of the applicant. Use a separate page if necessary and attach to end of application. (**Private and Non-Profits**)*

Name(Last, First,MI): _____ Office Held/Position: _____ % Ownership: _____

Address: _____

Name(Last, First,MI): _____ Office Held/Position: _____ % Ownership: _____

Address: _____

Name(Last, First,MI): _____ Office Held/Position: _____ % Ownership: _____

Address: _____

Name(Last, First,MI): _____ Office Held/Position: _____ % Ownership: _____

Address: _____

Name(Last, First,MI): _____ Office Held/Position: _____ % Ownership: _____

Address: _____

Name(Last, First,MI): _____ Office Held/Position: _____ % Ownership: _____

Address: _____

(d) Has the applicant or any of the persons or entities above, to the knowledge of the applicant:

		Yes	No
(i)	Been a party in litigation involving laws governing hours of labor minimum wage standards, discrimination in wages or child labor?		
(ii)	Been charged with, convicted of, or a plaintiff in any criminal or civil offense other than a minor motor vehicle violation?		
(iii)	Been or is now subject to or has pending, any disciplinary action by any administrative, governmental, or regulatory body?		
(iv)	Been or is now subject to any order resulting from any criminal, civil, or administrative proceedings brought against such persons or parties by any administrative, governmental, or regulatory agency?		
(v)	Been or is now denied any license by any administrative, governmental, or regulatory agency on the ground of moral turpitude?		
(vi)	Been or is now informed of any current or on-going investigation with respect to possible violations by such persons or parties of state or federal securities, anti-trust, or criminal laws?		
(vii)	Been or is now denied a business-related license or had it suspended or revoked by any administrative, governmental, or regulatory agency?		
(viii)	Been or is now disbarred, suspended, or disqualified from contracting with any federal, state, or municipal agency?		
(ix)	Been or is now in receivership, insolvency, reorganization, or adjudicated bankruptcy?		

If answer is “Yes” to any question above, furnish details on a separate page and attach to end of application.

6. Name, firm, address, and telephone number of legal counsel to applicant (for loan closing, document review and preparation). (All)

Firm Name: _____

Contact Name: _____

Address: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

7. Brief project description (use additional sheets, if necessary):

8. Proposed Construction Dates:

Start: _____ Completion: _____

9. Project Financial Summary

\$ Amount

(a) Estimated total cost of project: _____

(b) Amount of DNREC Revolving Loan _____

(c) Fund Financial Assistance Requested: _____

(d) List the funds from other sources to be used to finance total project cost:

Source:	\$ Amount:
(i) _____	\$ _____
(ii) _____	\$ _____
(iii) _____	\$ _____
(iv) _____	\$ _____
(v) _____	\$ _____

(d) Type of Security Applicant Anticipates Giving for the Loan (Check [] where applicable):

- (i) _____ General Obligation Pledge
- (ii) _____ Mortgage/Lien on the Facility
- (iii) _____ Other (describe)

10. Applicant's Certification:

I certify the information that is contained in this application and on all attachments to this application are true and correct to the best of my knowledge. I certify that I am legally authorized to sign, date and submit this information on behalf of the applicant. The undersigned also agrees to clarify or supplement information pertaining to this application upon request.

INCLUDE A COPY OF THE ENABLING AUTHORIZATION TO ACT ON BEHALF OF YOUR ORGANIZATION:

Name and Title: _____

Address: _____

Signature: _____ Date: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
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PART II: PLANNING AND ENGINEERING INFORMATION (AI)

Answer the following questions on separate sheets of paper and attach to the application:

1. Planning Area: Describe the area affected by the project. Submit with application maps of the planning area or specific project location.
2. Type of Planning: Describe the nature of the preliminary engineering planning in anticipation of the project.
3. Scope of Work: Describe briefly the scope of the work to be done within the project.
4. Engineering Documentation: Based on the project type below, submit with the application the required documentation. Guidelines for preparing the Preliminary Engineering Report (PER) and Environmental Information Document (EID) are included in the appendix. **If unsure which Clean Water Act category your project falls under, please contact the Financial Assistance Branch for assistance.**
 - A. Clean Water Act 212 project – Municipal type centralized treatment works i.e. Treatment Plants (new or upgrade), Pump Stations, Collection and Conveyance Systems, Municipal Stormwater system under MS4 permit
Information Required
 - Preliminary Engineering Report, Facilities Plan (new or amended), or other **pre-approved** engineering study.
 - Environmental Information Document
 - B. Clean Water Act 319 project – Decentralized type non-point source projects i.e. decentralized wastewater plants, stormwater management (not covered by MS4)
 - Brief description of the project (2-4 pages) that addresses:
 - Project Planning Area
 - Existing Facilities
 - Need for Project
 - Alternatives Considered
 - Selection of Alternative
 - Proposed Project (selected alternative)
 - Conclusions and Recommendation

5. Project Status and Information:

- A. Status of Preliminary Engineering: _____
- B. Status of Environmental Information Document _____
- C. Status of Plans and Specifications: (%Complete) _____
- D. NPDES Permit Number: DE _____
- E. Or DNREC spray irrigation permit _____
- F. Describe briefly public health and safety problems which exist and explain how the project addresses the problem.

- G. Describe briefly how the project will provide environmental protection.

- H. Will this project encourage consolidation of small systems or a regional approach to the treatment of wastewater? If so, how? (**Municipal only**)

6. Proposed Schedule:

Date

- A. Submittal of Engineering Documents: _____
- B. Submittal of Final Plans: _____
- C. Plans and Specs Approved: _____
- D. Advertise for Bids: _____
- E. Loan Closing Date _____
- F. Award Contracts: _____
- G. Complete Construction: _____
- H. Initiate Operations: _____

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
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PART III: STATISTICAL DATA (Municipal)

1. Sewer Users:

A. Service area and Connections

Service Area Jurisdictions	# of existing Residential Connection	# of Projected Residential Connections at Completion of Construction	# of Projected Residential Connections 5 Years from Completion

B. Existing Wastewater Treatment Flow _____ g.p.d. (Annual Average)
 (B.1) _____ % Domestic Flow
 (B.2) _____ % Industrial/Commercial Flow

C. Ten (10) Largest Users of the Sewer System:

No.	User	Monthly Average
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

2. Existing Average Monthly Charge Per Household for:

(i) Sewer: _____ \$ _____
 (ii) Sewer and Water(**if Combined**): _____ \$ _____

3. Average Connection Fees for:
- (i) Sewer: _____ \$ _____
- (ii) Sewer and Water(if Combined): _____ \$ _____

4. Average Front Footage Charge (if applicable) _____ \$ _____

5. Average Front Footage Charge Per Residential EDU(if applicable) _____ \$ _____

6. Latest Census Population Source Year Town County

7. Latest Median Household Source Year Town County
Income

8 Ten (10) Largest Employers, Type of Business and Number of Employees in the Service Area:

No.	Name of Employer	Type of Business	# of Employees
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

9. Tax Base:

A. Ten (10) Principal Taxpayers in the Service Area)

No.	Name of Employer	Type of Business	# of Employees
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

B. Tax Base for the Previous Five (5) Years

Year	Assessed Value of Property	Appraised Value if Different	Tax Rate	Total Tax Levy

10. A. Latest Unemployment Figures:

Town _____% County _____%

B. Source of Unemployment Data _____

11. Rates:

A. Describe the procedures for setting rates for the system and provide a history of any past ten year rate increases.

B. When was the last rate change(s) made? _____

C. Are there any rate increases being proposed to assist in retiring the new debt service and other cost (OM&R) associated with the proposed project?

___YES___NO If yes, what rates are being considered _____

12. Residential Population:

	Currently Connected Area	Projected For Next Year	Projected Five Year from Now
(a) Permanent			
(b) Seasonal			
Population Impacted by Project			
(c) Permanent			
(d) Seasonal			

Incorporated Municipalities Serviced by the System:

Incorporated Municipalities Impacted by the Project:

13. Planning Information: (**All**)

A. Does this assistance require local, state, regional or other planning approval?

YES ___ **NO**___

If yes:

Approving Agency

Date

_____	_____
_____	_____
_____	_____

B. Is the approved project located in an area covered by an approved comprehensive plan?

YES ___ **NO** ___

If yes, does the project conform with the plan?

YES ___ **NO** ___

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PART IV: FINANCIAL INFORMATION (Municipal)

1. The following should be submitted with your application (electronic if available):

- A. Two copies of the three (3) most recently completed Audits.
- B. Two copies of the most recent Budget.
- C. Two copies of your most recent Bond Rating, if available.
- D. Two copies of your last bond official statement, if available.
- E. Two copies of Town/Municipal Charter.
- F. Current and proposed (if applicable) user rate schedule.

2. Complete the following General Information:

- A. Federal Tax I.D. Number: _____
- B. DUNS No: _____
- C. Type of Organization: City _____ Municipal _____ County _____ Other _____

3. Project Budget Information:

- A. Administration Expense
 - a. Land, Right of Way \$ _____
 - b. Legal \$ _____
- B. Engineering Fees
 - a. Basic \$ _____
 - b. Project Inspection \$ _____
 - c. Other \$ _____
- C. Construction and Project Improvements(s):
 - a. _____ \$ _____
 - b. _____ \$ _____
 - c. _____ \$ _____
 - d. _____ \$ _____
 - e. _____ \$ _____
- D. Total Construction Cost \$ _____
 - a. Contingencies \$ _____
 - b. Total \$ _____

4. Annual Operation, Maintenance and Replacement (O,M & R), and Debt Service
Estimated Cost for Proposed Facilities:

A.	Labor	\$ _____
B.	Utilities	\$ _____
C.	Materials	\$ _____
D.	Outside Services	\$ _____
E.	Miscellaneous Expenses	\$ _____
F.	Equipment Replacements	\$ _____
G.	Debt Service	\$ _____
H.	Total O, M & R and Debt Cost	\$ _____

5. Total Estimated Annual Facilities Costs

A.	Annual O, M & R for existing facilities	\$ _____
B.	Existing Annual Debt Service	\$ _____
C.	O, M & R and Debt Cost, New Facility	\$ _____
D.	Total Estimated Annual Cost for Entire Facility	\$ _____

Comments _____

6. Sources of Revenues as a Percentage of Total Annual Sewer Revenues:

A.	Residential Share	_____ %
B.	Non-Residential (Industrial/Commercial) Share	_____ %

7. Proposed Sources of Revenues to Cover Annual Cost of Existing and Proposed Facilities:

A.	Sewer Service Charges	\$ _____
B.	Real Estate Taxes	\$ _____
C.	Other (describe) _____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Total:		\$ _____

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
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PART IV: FINANCIAL INFORMATION (Private and Non-Profit)

1. The following should be submitted with your application (electronic if available):
 - A. Please attach a letter describing (1) a history and description of the applicants business (be sure to include types of products and services, and customer profile); (2) a description of the project to be undertaken; and (3) the project timeline.
 - B. Two copies of the current year financial statements and three (3) most recently completed Audits.
 - C. Financial projections (balance sheet and income statement) for at least twenty-four (24) months from the date of application and covering a minimum period of two fiscal years.
 - D. Three (3) most recent years of tax returns.
 - E. Completed copy of attached "Request For Tax Liability Clearance" form.
 - F. Completed copy of attached "List Of All Outstanding Obligations" form.
 - G. List of the five largest customers. (Include name, address, telephone number, and contact person.)
 - H. List of the five largest suppliers. (Include name, address, telephone number, and contact person.)
 - I. Schedule of property owned and/or mortgaged if not shown in fiscal financial statement.
 - J. List of affiliates and subsidiaries of the applicant if not listed in the application.
 - K. Explanation of any contingent liabilities or litigation.

2. Complete the following General Information:

Federal Tax I.D. Number: _____

3. Project Budget Information:

1.	Administration Expense	
	a. Land, Right of Way	\$ _____
	b. Legal	\$ _____
2.	Engineering Fees	
	a. Basic	\$ _____
	b. Project Inspection	\$ _____
	c. Other	\$ _____
3.	Construction and Project Improvements(s):	
	a. _____	\$ _____
	b. _____	\$ _____
	c. _____	\$ _____
	d. _____	\$ _____
	Total Construction Cost	\$ _____
4.	Contingencies	\$ _____
5.	Total	\$ _____

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
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**PART V. APPENDIX A – 212 Projects Only
PRELIMINARY ENGINEERING REPORT (PER) – REQUIRED ELEMENTS AND
GUIDELINES (effective 6/1/2011)**

- 1) PROJECT PLANNING AREA
- 2) EXISTING FACILITIES
- 3) NEED FOR PROJECT
- 4) ALTERNATIVES CONSIDERED
- 5) SELECTION OF AN ALTERNATIVE
- 6) PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)
- 7) CONCLUSIONS AND RECOMMENDATIONS

1) PROJECT PLANNING AREA

Describe the area under consideration. The project planning area may be larger than the service area determined to be economically feasible. Service may be provided by a combination of central, cluster, or individual facilities. The description should include information on the following:

- A. Location. Maps, photographs, and sketches. These materials should indicate legal and natural boundaries, major obstacles, elevations, etc.
- B. Environmental Resources Present. Maps, photographs, studies and narrative. This section should provide information on the location and significance of important land resources (farmland, rangeland, forestland, wetlands and 100/500 year floodplains, including stream crossings), historic sites, endangered species/critical habitats, etc., that were identified in the applicant's environmental information (normally an Environmental Report) and that must be considered in project planning. A narrative summary with reference to the applicant's environmental submittal is adequate.
- C. Growth Areas and Population Trends. Specific areas of concentrated growth should be identified. Population projections for the project planning area and concentrated growth areas should be provided for the project design period (typically 20-years). These projections should be based on historical records with justification from recognized sources.

2) EXISTING FACILITIES

Describe the existing facilities including at least the following information:

- A. Location Map: Provide a schematic layout and general service area map (may be identified on project planning area maps).

- B. History: Provide a brief description of when major system components were constructed or renovated.
- B. Condition of Facilities: Describe present condition; suitability for continued use; adequacy of current facilities; and, if any existing central facilities, the treatment, storage, and disposal capabilities. Note the quantity of inflow and infiltration/exfiltration associated with the existing collection system. Also, describe compliance with Clean Water Act and applicable State requirements.
- C. Financial Status of any Existing Facilities: (Note: Owner will be submitting most recent audit or financial statement as part of the application package.) Provide information regarding current rate schedules, annual operations and maintenance (O&M) cost, other capital improvement programs, and tabulation of users by monthly usage categories for the most recent typical fiscal year. Give status of existing debts and required reserve accounts.

3) NEED FOR PROJECT

Describe the needs in the following order of priority:

- A. Health, Sanitation, and Security: Describe concerns and include relevant regulations and correspondence from/to Federal, and State regulatory agencies.
- B. System O&M: Describe the concerns and indicate those with the greatest impact. Investigate infiltration and inflow, management adequacy, inefficient designs, and problem elimination prior to adding additional capacity.
- C. Growth. Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide number of new customers committed to this project.

4) ALTERNATIVES CONSIDERED

This section should contain a description of the reasonable alternatives that were considered in planning a solution to meet the identified need. Documentation of alternatives considered is often a PER weakness. The following alternatives should be considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), interconnecting with other existing systems, and developing centrally managed small cluster or individual facilities. These alternatives should be consistent with those considered in the environmental review. Mitigation measures necessary to avoid or minimize any adverse environmental effects must be integrated into project design. The description should include the following information on each alternative:

- A. Description: Describe the facilities associated with the alternative. Describe all feasible wastewater treatment technologies and provide comparison of such. Also, describe collection facilities. A feasible system may include a combination of centralized and decentralized (on-site or cluster) units.
- B. Design Criteria: State the design parameters used for evaluation purposes. These parameters must comply with state regulatory requirements.

C. Map. Schematic layout.

D. Environmental Impacts: Do not duplicate the information in the applicant's submittal of environmental information. Describe only those unique direct and indirect impacts on floodplains, wetlands, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to a specific alternative. DE CWSRF program must conduct an environmental assessment prior to project approval.

E. Land Requirements: Identify sites and easements required. Further specify whether these properties are currently owned, to be acquired, or leased.

F. Construction Problems: Discuss concerns such as subsurface rock, high water table, limited access, or other conditions which may affect cost of construction or operation of facility.

G. Cost Estimates: Provide cost estimates for each alternative, including a breakdown of the following costs:

- (1) Construction.
- (2) Non-Construction.
- (3) Annual Operations and Maintenance.

H. Advantages/Disadvantages: Describe how the specific alternative meets the owner's needs with respect to financial, managerial, and operational resources. Explain how the proposal complies with regulatory requirements and existing comprehensive area-wide development plans. Explain how the proposal satisfies public and environmental concerns.

5) SELECTION OF AN ALTERNATIVE

- A. Present Worth (life cycle) cost analysis (an engineering economics technique to evaluate present and future costs for comparison of alternatives) should be completed to compare the feasible alternatives. All of the items from the cost estimate should be included in the analysis.
- B. A matrix rating system could be useful in displaying the information on each alternative.
- C. Note that if the range of present worth values is small, then non-monetary factors should be considered in determining which alternative should be selected.

6) PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

This section should contain a fully developed description of the proposed project based on the preliminary description under the evaluation of alternatives. At least the following information should be included:

A. Project Design.

- (1) Collection System Layout. Identify general location of line improvements: lengths, sizes, and key components.

- (2) Pumping Stations. Identify size, type, site location, and any special power requirements.
- (3) Treatment. Describe process in detail and identify location of any treatment units and site of any discharges.

B. Total Project Cost Estimate. Provide an itemized estimate of the project cost based on the stated period of construction. Include development and construction, land and rights, legal, engineering, interest, equipment, contingencies, refinancing, and other costs associated with the proposed project. The engineer may rely on the owner for estimates of cost for items other than construction, equipment, and engineering. (For projects containing both water and waste disposal systems, provide a separate cost estimate for each system.)

C. Annual Operating Budget. Provide itemized annual operating budget information. The owner has primary responsibility for the annual operating budget, however, there are other parties that provide assistance. This information will be used to evaluate the financial capacity of the system. The engineer will incorporate information from the owner's accountant and other known technical service providers.

- (1) Income. Provide a proposed rate schedule. Project income realistically for existing and proposed new users separately, based on existing user billings, wastewater treatment contracts, and other sources of income. In the absence of historic data or other reliable information, for budget purposes, base residential wastewater generation on 60 gallons per capita per day, or 150 gallons per residential-sized connection per day, or 4,500 gallons per residential-sized connection per month. Higher per person or per EDU flows may be used with adequate justification. When large agricultural or commercial users are projected, the report should identify those users and include facts to substantiate such projections and evaluate the impact of such users on the economic viability of the project.
- (2) Operations and Maintenance (O&M) Costs. Project costs realistically. Provide actual costs for existing systems and projected costs for operating the system as improved. In the absence of other reliable data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates. Include salaries, benefits, water purchase, taxes, accounting and auditing fees, legal fees, interest, utilities, oil and fuel, insurance, annual repairs and maintenance, supplies, chemicals, office supplies and printing , and miscellaneous.
- (3) Debt repayments. Describe existing and proposed financing from all sources. All estimates of CWSRF funding should be based on loans, not grants.

7) CONCLUSIONS AND RECOMMENDATIONS

Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies; highlight the need for special coordination, a recommended plan of action to expedite project development, etc.

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
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**PART VI: APPENDIX A – 212 projects only
ENVIRONMENTAL INFORMATION DOCUMENT GUIDELINES
(Effective 6/1/2011)**

In order to facilitate consistency in environmental reviews, the following topics must be addressed in the Environmental Information Document (EID):

- 1.0 Purpose of and Need for Project
 - 1.1 Project Description
 - 1.2 Purpose of and Need for Project
 - 1.3 Future Environment without the Project
- 2.0 Alternatives to the Proposed Action
 - 2.1 Alternatives Considered
 - 2.2 Feasible Alternatives
- 3.0 Environmental Consequences of Feasible Alternatives
 - 3.1 Land Use / Important Farmland / Formally Classified Lands
 - 3.2 Floodplains
 - 3.3 Wetlands
 - 3.4 Cultural Resources
 - 3.5 Biological Resources
 - 3.6 Water Quality Issues
 - 3.7 Coastal Resources
 - 3.8 Socio-Economic Issues
 - 3.9 Air Quality
 - 3.10 Transportation
 - 3.11 Noise Abatement and Control
 - 3.12 Wild and Scenic Rivers
 - 3.13 Miscellaneous Environmental Considerations
- 4.0 Summary of Mitigation
- 5.0 Public Participation
- 3.0 Exhibits

ENVIRONMENTAL INFORMATION DOCUMENTATION REQUIREMENTS:

The level of analysis provided in the Environmental Information Document (EID) should be commensurate with the magnitude of construction activities and their potential impact. The following information should be provided:

1.0 PURPOSE OF AND NEED FOR PROJECT

1.1 Project Description

Include a description of the proposed project. It should include information such as the type of treatment plant, the project area, the length of utility lines, and the present worth and annual costs for the project, and should identify the primary and secondary funding sources. The description should be one to two paragraphs in length, but should provide enough information to allow an uninformed person to understand the purpose of the project.

1.2 Purpose of and Need for Project

State the background for the project, including the reasons that the project is needed.

1.3 Future Environment without the Project

Address the project area and the consequences if no project is implemented to mitigate the needs of the area.

2.0 ALTERNATIVES TO THE PROPOSED ACTION

2.1 Alternatives Considered

The applicant shall summarize all reasonable alternatives that could satisfy and are consistent with the purpose and need of the project. Alternatives may include:

- Engineering design alternatives,
- Sitting locations of facilities,
- System capacities, etc.

The "No Action" alternative should be discussed in addition to any structural and institutional alternatives and/or constraints.

2.2 Feasible Alternatives

Explain which alternatives were retained for further consideration (typically 2-4), and why the others were rejected. The cost comparisons should be done utilizing a present worth analysis of the capital and operation and maintenance costs. The level of detail should be sufficient to present a compelling case for the selection of an alternative.

Describe the area to be affected by each alternative considered to be feasible. Identify the environmental resources in the affected areas. For each of the topic areas (3.1 - 3.13), discuss the environmental effects or consequences considered, including:

- Direct effects (changes directly related to the project activity)

- Indirect effects (changes caused by the project, but which occur later in time or are removed in distance, but which are reasonably foreseeable, i.e. growth related changes in population density, land use, and natural environment)
- Cumulative effects (total changes to the environment resulting from the effect of the selected alternative when added to the effect of other past, present, or reasonably foreseeable future actions)

Identify which alternative has been selected, and state the reasons why this alternative has been chosen.

3.0 ENVIRONMENTAL CONSEQUENCES OF SELECTED ALTERNATIVE

Describe and document the effects of the selected alternative on the different environmental considerations listed below. Discuss any mitigation measures necessary to avoid or minimize any adverse impacts to a specific environmental consideration.

3.1 Land Use / Important Farmland / Formally Classified Lands

- Address compliance with local zoning and land use planning. The land uses to be evaluated include potential growth effects (i.e. sprawl vs. compact development) which may occur as a result of the project. Submit copies of letters from the local and county planning commissions commenting on the project along with a copy of the USGS map showing the proposed project facilities.
- Identify prime farmland in the service area and describe the effects on its use, both short and long term.
- Document impacts on national and state parks, forests, and trails. If there are any state or national parks, forests, or trails within one mile of the project area, provide a map showing project site in relation to these resources, and contact the appropriate agency for comment.
- Document impacts on national monuments and landmarks. If there are any of these resources within one mile of the project area, provide a map showing project site in relationship to them, and contact the National Park Service for comment.

3.2 Floodplains

Address any effects on the 100-year floodplain and the associated floodway. Address compliance with local floodplain ordinances. Include copies of the applicable FEMA floodplain map with the project facilities identified. If the report identifies impacts which may be mitigated through proper construction techniques as identified in the General Permits, identify which General Permits will be utilized during the project.

3.3 Wetlands

Address any effects on wetlands. Include copies of: 1) the National Wetlands Inventory (NWI) map showing proposed project facilities, and 2) the NRCS soils maps showing the location of proposed structures along with copies of the county list of hydric soils and soils with hydric inclusions. If the report identifies impacts which may be mitigated through proper construction techniques as identified in the General Permits, identify which General Permits will be utilized during the project.

If any structures are proposed on hydric soils or soils with hydric inclusions, hire a qualified expert to do a wetland determination. If wetlands are present, proceed to have the wetlands delineated by a qualified expert, and have the delineation verified by the Corps of Engineers, and provide a copy of their letter of jurisdictional determination.

3.4 Cultural Resources

Address any effects on archaeological and historic properties. To document any impact, send the following to the appropriate DNREC - Cultural and Recreational Services (CARS) - State Historic Preservation Office liaison requesting comments (currently Cherie Clark):

- USGS Map showing project structures and lines
- Discussion of recent utility work or other soils disturbances in the project area
- Description of proposed project funding sources

Include a copy of the CARS/SHPO response letter as an exhibit to the EID.

3.5 Biological Resources

Address any effects on endangered, threatened, and protected species and their critical habitats. Indicate the project area on a USGS Map, and submit it to the DNREC Fish and Wildlife (currently Edna Stetzar) for federally listed species. Include responses with the EID.

3.6 Water Quality Issues

Address any positive or negative effects on surface and ground water quality and quantity. Describe any short- or long-term impacts on the watershed, including any applicable compliance issues. For projects requiring a stream discharge, identify the receiving stream and its water quality classification.

Determine whether the project is located within a sole-source aquifer recharge area as designated by EPA. Describe effects on water uses, such as public bathing places, drinking water supplies, irrigation, industrial intakes, and stock watering uses.

For projects which utilize existing infrastructure (i.e., existing wastewater plants) describe its available capacity and performance/enforcement status.

3.7 Coastal Resources

Address any potential impacts within the Coastal Zone. Determine whether project requires Federal Consistency Certification.

3.8 Socio-Economic Issues

Describe whether the project imposes any disproportionate adverse effects on minority and disadvantaged populations. Consult census bureau demographics, state/local agencies, local civic organizations, and identify locations of minority and low income populations.

3.9 Air Quality

Address any effects on air quality. If construction activities will generate dust emissions which need to be controlled, indicate what methods will be used to minimize these emissions. Address any potential sources of odor emissions which may be generated or eliminated through the implementation of the project. For treatment plants storing large quantities of chlorine (greater than 2,500 pounds) or sulfur dioxide (greater than 5,000 pounds), a risk management plan will be required.

3.10 Transportation

Address any effects on transportation patterns.

3.11 Noise Abatement and Control

Address any effects on noise-sensitive developments, such as residential areas. Include any impacts from blowers or pumps.

3.12 Wild and Scenic Rivers

Determine whether the project will have any effects on any river in the National Wild and Scenic Rivers system, the National Rivers Inventory, or on American Heritage Rivers. Obtain a Scenic Rivers map or list from the state environmental agency. If the project is located within one mile of a listed stream, contact the National Park Service for comments.

3.13 Miscellaneous Environmental Considerations

Address any other environmental issues which may pertain to the project, such as:

- Biosolids generation, treatment, and disposal
- Impact of the project on or from local landfills
- Impact of the project on or from Superfund/HSCA sites
- “Hazardous Operations Explosive or Flammable in Nature” (HUD/DCED only)
- “Toxic Chemicals and Radioactive Materials” (HUD/DCED only)

4.0 SUMMARY OF MITIGATION

Summarize any potential adverse impacts which have been identified. Indicate the methods by which the impacts may be mitigated, who will be responsible and the schedule for completion. This section applies only to actions which are project-specific.

Actions occurring under the authorization of existing laws or permits need not be addressed in this section.

5.0 PUBLIC PARTICIPATION

Describe the steps taken to ensure public participation in the planning and implementation of the project. Include dates of any public meetings, newspaper advertisements, or other actions. Summarize any information provided to the public, such as anticipated benefits, impacts, and user rates. Summarize any comments received from the general public; local, county, and regional planning commissions; and the responses that were provided.

6.0 EXHIBITS

Provide documentation of contact and comment from the applicable agencies, as appropriate, for the environmental considerations addressed in Section 3, including relevant maps showing the project facilities in detail.

Effective date: 6/1/2011

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DELAWARE WATER POLLUTION CONTROL REVOLVING FUND**

LOAN APPLICATION

PART V. APPENDIX C, D, and E (Private and Non-Profit)

- A. Authorization to Release Information – page 28
- B. Request For Tax Liability Clearance – page 29
- C. List of All Outstanding Obligations – page 31

**AUTHORIZATION TO RELEASE INFORMATION
(Private and Non-Profit)**

1. I/We authorize you to provide to DNREC/Financial Assistance Branch any and all information and documentation that they request. Information requested may include, but is not limited to, employment history, account status, account balances, and credit history. Any information obtained will be used to evaluate my loan application.
2. This authorization may also be used to obtain Credit Reports.
3. A copy of the authorization may be accepted as an original.

Borrower's Signature	Date
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Co-Borrower's Signature	Date
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**STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL**

REQUEST FOR TAX LIABILITY CLEARANCE

Internal Use Only
Application No.: _____
Date: _____

Please Type or Print in Ink All Applicable Information

Business Name	
Street Address	
City, State and Zip Code	
Phone Number at Business Location	Federal ID Number
Type of Business (Check one)	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Limited Liability Company

List names, home addresses, birth dates and social security numbers of all owners (including majority or controlling share holders) partners, or executive officers of corporation or business, hereinafter called principals. (Use back of form if additional space is required.)

Name	Title	Birth Date (Month, Day, Year)
Address		Social Security Number
Name	Title	Birth Date (Month, Day, Year)
Address		Social Security Number

Do you now, or did you ever, hold any of the following licenses or permits from the State of Delaware? If yes, list appropriate license numbers.

A. Corporation Tax Box No.	B. Sales and Use Tax License No.	C. Cigarette Tax License No.
D. Alcoholic Beverage Tax Permit No.	E. Liquid Fuels Tax License No.	F. Fuel Dealer User Tax License No.

CERTIFICATION (TO BE SIGNED BY EACH PRINCIPAL)

I/We, an authorized agent of this business, hereby authorize the Delaware Division of Revenue to release to the requesting State of Delaware agency return information pertaining to the above-mentioned entities past and present non-compliance with the State of Delaware's tax laws. If the entity is a proprietorship or partnership, this authorization will include the principals' past and present non-compliance with the State of Delaware tax laws.

If business entity is a partnership or sole proprietorship, this may include Personal Income Tax return information.

It is understood that this authorization is a condition to receiving funds and/or contracts from the State of Delaware and that any information released by the Division of Revenue will only be used for evaluation purposes.

(Use back of form if additional signatures are required.)	Signature: _____	Date: _____
	Signature: _____	Date: _____

INTERNAL USE ONLY

<input type="checkbox"/> No Outstanding Tax Liability	<input type="checkbox"/> Outstanding Tax Liability		
Tax System	License Number	Total Enforceable Liability	Non Filed Periods

Signed _____ for the Division of Revenue Date _____

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To complete application go to next page

