

Local Government Infrastructure Financing Program Application

ELIGIBLE APPLICANTS:

Each Maryland county and municipality is eligible to participate in the program provided it possesses the legal authority necessary for constructing, operating and maintaining the proposed project, for obtaining, giving security for and repaying the proposed loan, and receives income tax payments and various other shared revenues from the State.

PROGRAM PURPOSE:

Some local governments have difficulty obtaining long term capital financing with advantageous terms because of the relative small dollar amount of their needs, the expense and other impediments involved in becoming rated, and/or the complexity of the capital marketplace. The Local Government Infrastructure Financing Program provides an efficient and economical means of access to capital markets in order to finance specific infrastructure projects.

Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
100 Community Place
Crownsville, Maryland 21032-2023

Martin J. O'Malley
Governor



Anthony G. Brown
Lt. Governor

Raymond A. Skinner
Secretary

LOCAL GOVERNMENT INFRASTRUCTURE FINANCING PROGRAM APPLICATION

A. GENERAL

Legal Name of Local Government: _____

Federal Employer Identification Number: _____

Street Address: _____

Authorized Representative: Name: _____ Title: _____

Telephone _____ Fax: _____ E-mail: _____

Treasurer: _____ Telephone: _____ E-mail: _____

Local Government Attorney: _____

Address: _____

Telephone _____ Fax: _____ E-mail: _____

Provide a brief description of the geographic, demographic, social, economic, land use, environmental, and other relevant features and trends of the local government, including any designations or special recognition awarded to the local government by another level of government or by a professional or public interest organization, such as the GFOA Distinguished Budget Presentation Award and the GFOA Certificate of Achievement for Excellence in Financial Reporting. **ATTACHMENT NUMBER []**

B. GOVERNMENTAL STRUCTURE

Organizational Chart **ATTACHMENT NUMBER []**

Charter References: * _____ **ATTACHMENT NUMBER []**

Other References: _____

[Attach charter amendments adopted after June 30, 2007 or now pending.]

Attachment Number(s) [] [] [] []

*** Please provide a copy of the jurisdiction's municipal charter and/or other governing instrument.**

C. PROJECT INFORMATION

The projects to be financed are described in attachments, as follows:

Project Name:	_____	Attachment Number []
Project Name:	_____	Attachment Number []
Project Name:	_____	Attachment Number []
Project Name:	_____	Attachment Number []
Project Name:	_____	Attachment Number []

D. POPULATION and LAND AREA

Population as reported in 2000 Census: _____

Updated population: _____ Date: _____

Source of Estimate _____

Total land area of Local Government: _____

E. LOCAL GOVERNMENT OFFICIALS

The name and title of each ***elected*** official of the Local Government and the name and title of each principal ***appointed*** official are listed below.

NAME	TITLE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

F. ECONOMIC INFORMATION

1. Unemployment Rate *

	2007	2006	2005	2004	2003
Local Government					
Maryland					
United States					

* Source: www.dllr.state.md.us/lmi/index.htm ("Employment, Unemployment & Unemployment Rate (LAUS)," MD Career and Workforce Information, Office of Labor Market Analysis & Information, MD Department of Labor, Licensing & Regulation)

2. Five Largest Employers

Employer	Type of Business	Number of Employees	Site**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

** Do not include organizations outside of jurisdiction's limits.

3. Five largest commercial and industrial property taxpayers

Name of Taxpayer (As listed with Dept. of Assessments)	Type of Business	Assessment**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

** As of June 30, 2007

G. FINANCIAL INFORMATION

1. Property Taxation

Fiscal Year	Equalization Rate*	Total Assessed Value	Tax Rate per 100	Amount of Levy	Collections**	
					Amount	% of Levy
2007	(n/a)	\$	\$	\$	\$	%
2006	(n/a)	\$	\$	\$	\$	%
2005	(n/a)	\$	\$	\$	\$	%
2004	(n/a)	\$	\$	\$	\$	%
2003	(n/a)	\$	\$	\$	\$	%

* As of FY 2002, 100% assessments have been implemented. Source: Maryland Department of Assessment & Taxation

** As of _____, 2007

2. Documents:

Audit Report:	FY 2007	Attachment Number	[_____]
	FY 2006	Attachment Number	[_____]
	FY 2005	Attachment Number	[_____]

Uniform Financial Report ("UFR ")

The Maryland Department of Legislative Services, 90 State Circle, Annapolis, Maryland 21401 [410-946-5524] is directed [Annotated Code, State Government Article, Sec. 2-1234(b)(2)] to collect and each local government is directed [Annotated Code (1957), 1993 Rep. Vol., Art. 24, Sec. 2-101(b)] to submit a comprehensive report on its financial condition as of the end of each fiscal year. These reports have been duly submitted by the Local Government **except** as follows:

Uniform Financial Report:	FY 2007	Attachment Number	[_____]
	FY 2006	Attachment Number	[_____]
	FY 2005	Attachment Number	[_____]
	FY 2004	Attachment Number	[_____]
	FY 2003	Attachment Number	[_____]

Summary of financial information for fiscal years 2003-2007 excerpted from Uniform Financial Reports.

(Please complete UFR Excerpt Report in Excel Spreadsheet) Attachment Number [_____]

2. Documents (continued):

Current Financial Statement as of _____, 200_____ Attachment Number [____]

FY 2007-2008 Operating Budget Attachment Number [____]

FY 2007-2008 Capital Budget Attachment Number [____]

Multi-year Capital Improvement Program Attachment Number [____]

3. Tax Collection Procedures:

Tax due date: _____ Penalties & interest charged for delinquent payment: \$_____.

Tax sale timetable:

Tax base composition (FY 2007): _____% - Residential _____% - Commercial and Industrial

Property tax exemptions authorized by Local Government:

Does Local Government have any tax rate or levy limitations?

YES NO

(For text, see) Attachment Number [____]

(NOTE: Property reassessments are administered by the MD Dep. of Assessments and Taxation on a triennial basis.)

H. PENSION

Are employees members of the Maryland State Retirement System?

YES NO

If NO, provide a description and most recent financial statement for any pension plan of which the employees are members.

Attachment Number [____]

If NO, unfunded pension liability is estimated at \$_____.

I. DEBT INFORMATION

1. Local Government's policy for evaluating debt affordability in general and, specifically, the determination of the affordability of the debt contemplated by the submission of this application.

Attachment Number []

2. a. Complete debt statement listing all outstanding long-term and short-term debt:

Attachment Number []

OR

SEE Audit Statement for FY _____ **[Attachment Number _____, page(s) _____]**

- b. Debt statement includes amortization schedule of each debt for each year of its duration:

YES NO

If NO, yearly amortization schedule is included as **Attachment Number []**

3. Since June 30, 2007, has the Local Government incurred any long or short-term debt?

YES NO

If YES, the maturity date, terms, interest rate and schedule of debt service payments are listed on

Attachment Number []

4. In addition to the loan(s) for which this application is submitted and any recent debt described above, list additional debt planned by the Local Government.

Calendar Year	Amount	Purpose	Type of Financing
2007	\$		
2008	\$		
2009	\$		
2010	\$		
2011	\$		

5. Does the Local Government anticipate using any portion of proceeds of the debt contemplated by the submission of **this** application to reimburse itself for previously paid expenditures?

YES NO

If YES, the Local Government's official and public declaration of its intent to reimburse itself is included as

Attachment Number []

I. DEBT INFORMATION (continued)

6. Overlapping Debt

Is there any overlapping debt ? YES NO

If YES, details of this debt are described in Attachment Number []

OR

If YES, details of this debt are:

Name of Governmental Unit	Total (\$) General Long-term Debt as of June 30, 2007	Total (\$) Debt Service for FY 2007	Portion (\$) of Debt Service Attributable to Taxpayers of Local Government	Total Tax Rate Imposed by Governmental Unit on Taxpayers of Local Government	Portion of Tax Rate Imposed on Taxpayers of Local Government Devoted to the Debt Service
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

7. Are there any limitations on the amount of debt which the Local Government may incur or the interest rate it may pay?

YES These limitations (with references to where they are recited) are:

OR

Details provided in Attachment Number []

NO

J. OTHER INFORMATION

1. Investment policy as adopted and submitted to the State Treasurer pursuant to MD Annot. Code, Art. 95, Sec. 22F(c)(2) & (3). **Attachment Number** [_____]

2. Mechanism for monitoring economic trends and revenue projections in order to anticipate potential budget problems. **Attachment Number** [_____]

3. Policy governing the level of unreserved fund balances sought to be maintained for contingencies and other purposes. **Attachment Number** [_____]

4. Is there any pending or anticipated litigation or are there any other factors that would significantly affect the Local Government's revenues, expenditures, financial condition, or capacity or authority to incur debt?

YES Explanation provided in **Attachment Number** [_____]

NO

5. This application was completed principally by:

Local Government's Authorized Representative listed on page one.

Other:

Name

Title

CERTIFICATION

I, the undersigned Local Government official, certify that:

1. The facts and representations contained in this application including its attachments and addenda are true and correct to the best of my knowledge.
2. No financial commitments have been made or will be made which rely on receipt of a loan through the Local Government Infrastructure Financing Program prior to the closing of the Program's bonds financing the loan.
3. Any occurrence which may transpire or any information which may come into the possession of the Local Government prior to the closing of the loan which is intended to be financed by the Program's bonds which materially affects or relates to any of the facts or representations contained in this application or in any of its attachments and addenda will be disclosed to the Department forthwith.
4. **ACCESS TO PUBLIC RECORDS ACT NOTICE AND WAIVER**

Applicants should give specific attention to the identification of information furnished to the Department under this application which they deem confidential, commercial, financial or proprietary information, and provide any justification of why this information should not be disclosed under the Maryland Access to Public Records Act, State Government Article, Part III, §§10-611 through 10-628 of the Annotated Code of Maryland. Applicants are advised that, upon request from a third party, the Department is required to make an independent determination as to whether the information may or must be divulged to that party.

This information will be disclosed to appropriate staff of the Department, public officials, or private parties for purposes directly connected with the administration of the programs for which its use is intended. Such information may also be shared with State, Federal or local government agencies that have a financial role on the project.

The Department intends to make available to the public certain information regarding projects recommended for reservation of funds by the Department. Some of this information may not be disclosed under Maryland's Access to Public Records Act. By signing and delivering this application to the Department, you hereby **AGREE TO WAIVE ANY RIGHTS TO OBJECT TO OR PREVENT THE DISCLOSURE TO THE PUBLIC OF THE FOLLOWING INFORMATION:** Borrower's name; name and location of the project; grant, loan or tax credit amount and terms; amounts and source of other financing; public purpose of the grant, loan or tax credit; a description of the project including the number of units and number of units set aside for the public purpose.

Chief Elected Official	Date	Chief administrative official	Date
Print name		Print name	
NAME		TITLE	

NOTE: THE ACCEPTANCE OF THIS APPLICATION BY THE DEPARTMENT DOES NOT CONSTITUTE A COMMITMENT WITH RESPECT TO A LOCAL GOVERNMENT INFRASTRUCTURE PROGRAM LOAN.

LOCAL GOVERNMENT INFRASTRUCTURE FINANCING PROGRAM

PROJECT INFORMATION

(Note: Please complete the next 3 pages for each "Project" expected to be financed.)

Local Government _____ Project Number _____

Project name: _____

Manner and date Local Government adopted project: _____

Detailed project description: _____

Project location including nearest major intersection(s): _____

Map or plat outlining project location **Addendum Number** []

Project costs:

Architecture	\$ _____
Engineering	_____
Legal	_____
Property Acquisition	_____
Other Preliminary Costs	_____
Construction	_____
Other Costs	_____
_____	_____
_____	_____
Total	\$ _____

Project funding:

	Program Source	Type of Financing	Amount
State:	1. DHCD Infrastructure Program	Loan	\$
	2.		
	3.		
Federal:	1.		
	2.		
Local Government:	1.		
Other:	1.		
	2.		
	3.		
	TOTAL		\$

Preferred maturity for Infrastructure Program loan: [] Years.

A local government's share of costs of issuance for an Infrastructure Program loan may be {1} added to and amortized with the loan amount listed above, {2} paid in cash at the time of the closing of the CDA bonds, or {3} paid from and amortized with the loan amount listed above.

The Local Government's preferred manner of handling its share of the costs of issuance is option []

Agencies which have reviewed or will review project:

Name of Agency	Type of Review or Permit	Date of Prior Notice If Any	Type of Submission Made	Date of Future Notices or Application	Type of Submission Anticipated

Addendum to this Project Information Attachment:

Anticipated Draw Schedule

(Dates on which Local Government estimates it will draw loan proceeds - schedule must be submitted **ONLY** if Local Government anticipates that it cannot draw its proceeds at least at the following rate: 25% within 6 months following the closing of its loan, 45% within 12 months, 75% within 18 months, and 100% within 24 months.)

Addendum Number []

LOCAL GOVERNMENT INFRASTRUCTURE FINANCING PROGRAM
PROJECT INFORMATION - REFINANCING

(Please complete this page for projects which only involve the refinancing of existing debt)

Local Government: _____

Principal balance as of December 31, 2007 \$ _____
 *Accrued interest through December 31, 2007 _____
 *Other costs necessary to discharge the debt: _____
Total proposed amount of Infrastructure Program loan: \$ _____
 (*These amounts may be paid in cash at time of closing)

Statement documenting principal/interest amounts and indicating name, address, other details describing entity to which debt service payments are made. **Addendum Number []**

Preferred maturity for Infrastructure Program loan: [] years.

A local government's share of costs of issuance for an Infrastructure Program loan may be {1} added to and amortized with the loan amount listed above or {2} paid in cash at the time of the closing of the CDA bonds.

The Local Government's preferred manner of handling its share of the costs of issuance is option []

Describe project for which debt incurred. Include completion date & location.

Description of debt to be refinanced:

Title of issue/loan: _____
 Type: _____ Date: _____
 Original Amount: \$ _____ Original Rate: _____ % Original Term: _____ years
 Lender's Loan or Account #: _____

Payments:

	<u>Date Due/Paid</u>	<u>Total Amount</u>	<u>Principal</u>	<u>Interest</u>
Next One	_____	_____	_____	_____
Last One	_____	_____	_____	_____

Are outstanding bonds redeemable? Yes No If yes, when and at what price?

Local Government's bond counsel, if any, for debt: _____

Name and address of holder of instrument of indebtedness OR name and address of registrar if multiple holders: _____

Debt service payments made to: _____

Is a transcript of the instruments documenting the transaction available?

Yes No at: _____

**INFRASTRUCTURE FINANCE PROGRAM
PROJECT REVIEW CHECKLIST
ECONOMIC GROWTH, RESOURCE PROTECTION, AND PLANNING POLICY**

Program and Project Title: _____
 County and Nearest Major Intersection: _____
 Project Description: _____

Approximate Funding Source and Share

STATE	FEDERAL	LOCAL	OTHER
\$	\$	\$	\$

TIER 1

- Yes No**
 1. Ordinarily every project in this program is subject to project by project State Growth Policy review.
 [However, if the project is a refinancing of projects already in existence, or if the project has been reviewed by virtue of the involvement by other state funds, then check "NO" to questions 1-4.]
2. Does the project involve new construction?
3. Does the project involve a change in type of use?
4. Does the project involve an increase in intensity of use?

TIER 2

- Yes No N/A**
5. Is the project consistent with the local comprehensive plan?
6. Is the project located on a site suit-able for infill or redevelopment, or in an area designated for growth and planned within 5 years for water and sewer service and adequate public facilities and services?
7. If in a rural area, is the project located in an existing population center or its designated growth area?
8. Is the project designed with sensitivity for sensitive areas?
9. If in a rural area, is the project sensitive to resource areas including agricultural and forest lands?
10. Does the project conserve resources?
11. Does the project promote stewardship of the Chesapeake Bay and the State's land resources?
12. Does the project encourage economic growth that promotes the other policies of the State's Economic Growth, Resource Protection, and Planning Policy (items 5-11 above)?

For questions 5-12, Refer to MDP's "Elaboration of State's Economic Growth, Resource Protection, and Planning Policy"

- If answer to questions 5-12 is "yes" or "N/A", project is "consistent".
- If answer to question 5,6, or 7 is "no", project is "inconsistent."
- If answer to question 8,9,10,11 or 12 is "no", project may be "inconsistent", depending on the explanation provided.
- If answer to any question is "no", EXPLAIN on reverse.

PROJECT DETERMINATION: **CONSISTENT** **INCONSISTENT** (If project is "inconsistent," proceed to TIER 3.)

TIER 3

- Yes No**
13. Do extraordinary circumstances exist that warrant proceeding with the project despite a finding of inconsistency in Tier 2? If yes, attach documentation.
14. If there is no reasonably feasible alternative to the project? If yes, attach documentation.

If answer to questions 13 and 14 is "yes", the Project is inconsistent with the Policy and the Project may proceed only if extraordinary circumstances exist with no reasonably feasible alternative.

Program Manger: _____ Date: _____
 Division Director: _____ Date: _____
 Secretary: _____ Date: _____

PROJECT REVIEW CHECKLIST

ECONOMIC GROWTH, RESOURCE PROTECTION, AND PLANNING POLICY cont.

QUESTION # **EXPLANATION:**

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QUESTION # **EXPLANATION:**

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QUESTION # **EXPLANATION:**

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QUESTION # **EXPLANATION:**

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QUESTION # **EXPLANATION:**

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QUESTION # **EXPLANATION:**

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SAMPLE OF UFR EXCERPT REPORT

(Please complete form provided on website)

Jurisdiction description and location:

Population: _____ as of (200__)

The following General Fund Information is as of June 30, of the applicable fiscal year. All amounts shown below are in dollars.

Revenues:										
	Total Local Taxes	Total Licenses & Permits	Total Intergovernmental Revenues	Total Service Charges	Total Fines & Forfeitures	Total Misc. Opportunity	Long Term Debt Proceeds	Total Revenues		
2007										
2006										
2005										
2004										
2003										
Expenditures:										
	Total General Govt	Total Public Safety	Total Public Works	Total Parks, Recreation and Culture	Total Com. Dev. Housing	Economic Dev. & Opportunity	Total Debt Service	Total Miscellaneous	Total Expenditures	
2007										
2006										
2005										
2004										
2003										

Assets & Liabilities:					
	2007	2006	2005	2004	2003

Cash and Investments:

Total Assets:

Total Liabilities
Investment in general fixed assets

Fund balances

Unreserved / Undesignated Fund Balances

Property Taxes and Taxes Receivable: Real Property					
	Total assessed Value of Real Property ¹	General tax rate/\$100	Actual Tax Levy	Amount Collected	Current Year Balance of Taxes Receivable
2007					
2006					
2005					
2004					
2003					

Property Taxes and Taxes Receivable: Personal Property					
	Total assessed Value of Personal Property	General tax rate/\$100	Actual Tax Levy	Amount Collected	Current Year Balance of Taxes Receivable
2007					
2006					
2005					
2004					
2003					

Property Taxes and Taxes Receivable: Railroads & Public Utilities Property					
	Total assessed Value of Railroads & Public Utilities Property	General tax rate/\$100	Actual Tax Levy	Amount Collected	Current Year Balance of Taxes Receivable
2007					
2006					
2005					
2004					
2003					

File Name: UFR Application Template Form.12.20.07.xls