

STATE OF VERMONT  
Agency of Natural Resources  
Department of Environmental Conservation

Application for Revolving Loan Funds For **Engineering Final Design** (Step II) of a Pollution Control Project  
24 V.S.A. Chapter 120 – **Updated 5-4-2011**

**Section I.**

The \_\_\_\_\_, in accord with 24 V.S.A. §4754, hereby makes application to the Vermont Department of Environmental Conservation and the Vermont Municipal Bond Bank for financial assistance in the amount of \$ \_\_\_\_\_ pursuant to the provisions of 24 V.S.A. Chapter 120.

Municipal fiscal year end date: \_\_\_\_\_

Municipal DUNS number: \_\_\_\_\_ See: [http://www.dnb.com/US/duns\\_update/](http://www.dnb.com/US/duns_update/)

Population Served: \_\_\_\_\_

These funds are requested to assist in the cost of final design engineering – Step II of

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which is further described in Section IV of this application.

The \_\_\_\_\_, as legislative body of the applicant hereby agrees:

- (A) That if a loan is made, the applicant will pay the remaining costs of the approved planning project in excess of the loan amount;
- (B) That the planning effort will be undertaken in strict accord with engineer services agreements approved by the Department of Environmental Conservation;
- (C) To provide continuing oversight of the planning process;
- (D) That it will submit to the Department of Environmental Conservation and to the Vermont Municipal Bond Bank, such documents and information related to this project as they may require;
- (E) That adequate accounting and fiscal records shall be maintained in accord with generally established, or other accounting procedures that may be established by the Department of Environmental Conservation and the Vermont Municipal Bond Bank;

- (F) That it will submit within 4 months of completion (approval of the planning document(s) by the Owner and the Department of Environmental Conservation) documentation of costs for each contract and its associated work.
- (G) That it will set, collect and apply rates, charges and assessments as authorized under Section 3507, 3613, 3615 and 3616 of Title 24 sufficient for the purpose of generating annual revenue to repay the principal and the interest on the municipal bond or other debt instrument which evidences the loan by the Vermont Municipal Bond Bank.
- (H) That if this loan is for final design engineering, that the project to be designed conforms to a capital budget and program, duly adopted by a Town, City, or Incorporated Village pursuant to 24 V.S.A. Chapter 117 for meeting the water supply, pollution control, and solid waste needs of the municipality.
- (I) That it will comply with all applicable state and federal requirements pertaining to the project, including but not limited to requirements of Section 602(b)(6) of the Federal Clean Water Act.

The \_\_\_\_\_, as legislative body of the applicant, hereby authorizes

\_\_\_\_\_ and as an alternate, \_\_\_\_\_ to act as the authorized representatives of the applicant for the purpose of furnishing to the state of Vermont such information, data and documents pertaining to the application for a loan as may be required and otherwise to act as the authorized representative of the applicant in connection with this project. Correspondence should be sent to the authorized representative at the following address and email:

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Phone Cell \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Fax # \_\_\_\_\_

Alternates Name \_\_\_\_\_ Phone# \_\_\_\_\_

Phone Cell \_\_\_\_\_

Address \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Email Correspondence Agreement

A check in this box authorizes the Department of Environmental Conservation to transmit correspondence related to this project via Email to the authorized representative, alternate, and the following email addresses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Done this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
(Name of Municipality)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(A MAJORITY OF ITS LEGISLATIVE BODY)

I, the undersigned, the duly qualified and acting \_\_\_\_\_ (clerk) of the \_\_\_\_\_, hereby certify that the above action was formally taken by the legislative body at a duly noticed meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and is duly recorded in my office.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Print or Type Name and Title

**Section II. Legal Information**

(A) Local Funding Authorization (attach the applicable information)

(1) Bond Vote

Attach a copy of a legal warning for the meeting called to vote on the authorization to bond for this project.  
Attach a copy of the recorded vote on the articles pertinent to the project.

(2) Voter Approved Short Term Notes (5 years or less)

Attach a copy of a legal warning and the minutes for a meeting called to vote on the authorization to borrow short term for this project.

(3) Legislative Body Authorization

If the legislative body of the municipality has authorized borrowing without public approval pursuant to Title 24, Chapter 120, §4756 (e), attach a copy of the signed resolution authorizing such indebtedness.

The municipal clerk must certify the above as true copies.

(B) Site Information

(1). Attach a legal opinion indicating that adequate interest has been acquired in the major project site or sites (treatment facility, pump stations, sewer lines and appurtenances) to allow undisturbed use and possession for the purposes of construction, operation and maintenance of the project.

(2). If easements or rights-of-way have been obtained for any remaining portions of the project, attach a legal opinion to indicate the extent of interests acquired.

(3) Site(s) Selected:      Yes \_\_\_      No \_\_\_  
Option(s) Obtained:    Yes \_\_\_      No \_\_\_  
Period of Option:        \_\_\_\_\_  
Site(s) Purchased:      Yes \_\_\_      No \_\_\_

(4) Provide a map (approximately 8 1/2" X 11") of the area proposed to be served by the project with the location of major system elements.

(C) Compliance with Land Use and Development Act 10 V.S.A., Chapter 151 (Act 250)

This section is applicable if the loan is for final design.

- (1) If the municipality has received the necessary permit for the project, attach a copy.
- (2) If a "Project Review Sheet" or "write-off" letter advising that no permit is required has been received, attach a copy.
- (3) If procedures to acquire a permit have been initiated, note here the date the request was filed with the District Environmental Commission \_\_\_\_\_.

(D) Compliance with Discharge and/or Indirect Discharge Permit Requirements. 10 V.S.A., Chapter 47

- (1) If the municipality has received a discharge permit or indirect discharge permit for the proposed project, attach a copy.
- (2) If the municipality has applied for such permits, note here the date such application was filed. Date filed: \_\_\_\_\_.

(E) Compliance with Court or Administrative Orders

Information in this section does not apply to this application

- (1) If the project is required by a permit or order issued by this Department, note the number and date of that document below:

Discharge Permit # _____	Date _____
1272 Order _____	Date _____
1277 Order _____	Date _____
Other (describe other) _____	Date _____

**Section III. Project Related Costs and Funding**

(A) Project Cost and Funding Summaries

Attach the engineer's estimates, consistent with the construction costs noted below. If previously submitted, additional copies are not required.

(1) Project Cost Estimate

		<b>TOTAL COST</b>	<b>COSTS ELIGIBLE FOR FEDERAL AID RD - HUD - EDA</b>	<b>COSTS ELIGIBLE OTHER</b>
A	Construction - Project Element Contract 1 - Contract 2 - Small Purchases			
<b>Subtotal</b>				
B	Step I – Feasibility and Report - Preliminary Design Step II – Final Design Step III – Bidding Services - Construction Administration - Resident Project Representative - Other			
C	Legal and Fiscal			
D	Administrative			
E	Contingency			
F	Land Acquisition			
<b>TOTALS</b>				

(2) Date of Estimate \_\_\_\_\_ ENR \_\_\_\_\_  
Source of Estimate \_\_\_\_\_

(3) Anticipated Funding Sources

Funding Source	Applied %	Eligible Cost	Total
VT/EPA SRF Loan			
Vermont Only Loan			
State Grant, Title 10 V.S.A.			
§1624a (CSO)	25%		
§1625 (DWF)	35%		
§1625e (PO4 Removal)	100%		
§1626a (Sludge/Septage)	50%		
Local Share			
Total Funding			

**Section IV. Engineering Information**

(A) Attach: 1) Engineering Service Agreement and 2) Level of Effort Table

- FED Simplified Step I & II Engineering Service Agreement
- Engineers Joint Contract Documents Committee (EJCDC) E-500 Standard Form of Agreement Between Owner and Engineer for Professional Service

(B) Description of Facilities to be Planned

Provide a brief description of the project including size and length of interceptor, collector, numbers of pumping stations and capacity, major treatment plant units and capacities, if any. If the loan is for final design, indicate date of approval of facilities plan/preliminary engineering report. Approval Date \_\_\_\_\_

(C) Project Schedule

- (1) Final Plans will be completed on \_\_\_\_\_
- (2) Target date for construction \_\_\_\_\_

(D) Engineering Services

(1) Consultant

Name \_\_\_\_\_

Address \_\_\_\_\_

Town/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

(E) Planning Cost Breakdown

(1) Office \_\_\_\_\_ Borings \_\_\_\_\_ Surveys \_\_\_\_\_ Other \_\_\_\_\_

(2) Total \_\_\_\_\_

**Section V. Authorized Representatives Certification**

I \_\_\_\_\_, Authorized Representative on behalf of the \_\_\_\_\_, the legislative body of the \_\_\_\_\_, hereby certify that the foregoing information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date