



*Making a Difference for Maine Communities*

# FINANCIAL APPLICATION

## for School Revolving Renovation Fund Borrowers

*Long-term bonds for*



Public purpose financing of:

**School Renovation Projects**

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# MAINE MUNICIPAL BOND BANK

## SCHOOL REVOLVING RENOVATION FUND

### PROGRAM APPLICATION

**Types of Borrowers:** This application is designed for the purpose of obtaining financial information from school administrative units. Municipalities, Regional School Units and School Administrative Districts (SAD) are considered school administrative units.

**MUNICIPALITIES/GOVERNMENTAL UNITS:** The application should be filled out with financial information concerning the municipality. If the municipality has any stand-alone debt, it should be reflected as part of the debt and financial information.

**SCHOOL DISTRICTS:** If the school administrative unit debt is backed by a General Obligation pledge of a municipality, both school administrative district and municipal information will be required. The school administrative district must send Audited Financial Statements for the last three years, their latest Budget, and the Annual Report and the last three years of Audited Financial Statements from each municipality being served by the school administrative district.

**Department of Education (DOE):** The DOE is the School Revolving Renovation Program project administrator. School administrative units must first apply to the DOE to determine project eligibility and priority ranking. DOE will need to issue a Certificate of Eligibility before a borrower can submit their School Revolving Renovation Program Financing Application to the Bond Bank.

**Local Authorization:** Any borrowing from the SRRF program must be authorized by the local governing authority. If a percentage of the Renovation loan will be forgiven, you may question what amount of debt should be presented to the authorizing entity/voter for approval:

- a) the amount of the loan request, before any forgiveness or
- b) the net loan amount, after forgiveness

The conservative answer is “a”. The authorization for bonding and local bond opinion will reflect the total loan amount for financing eligible improvements, before forgiveness. The loan term will be based on this amount as well. Please consult with your local bond counsel concerning this matter.

**Repayment Source:** Loan applications and supporting financial information will be reviewed for evidence of a dedicated source of revenue that is sufficient to cover repayment of the proposed loan, plus all existing indebtedness and operating costs of the borrower.

**Local Bond Counsel:** The Bond Bank requires borrowers to hire local bond counsel to prepare the bond documents and issue a legal opinion confirming that the bonds issued by the applicant meet all requirements for tax-exempt status. It is strongly recommended that an applicant consult local bond counsel before completing the School Revolving Renovation Program Financial Application.

**Application Instructions:** Line-by-line instructions to help you fill out the SRRF Program application are available. To obtain the most current version of the SRRF's Fillable Application and Instructions, please visit our website: [www.mmbb.com](http://www.mmbb.com). The application and instructions can be downloaded using Adobe Acrobat Reader.

Careful completion of the application will contribute to quick processing of your loan request. Please bring to our attention any additional information that is not disclosed in the Application or the supporting documentation. If you have any questions or need help completing the application form, please call Toni Reed at 1-800-821-1113 or 622-9386 (Augusta).

The undersigned Government Unit (the applicant) hereby requests the Maine Municipal Bond Bank (the Bank) to purchase the following described obligation of the applicant. *This application shall not constitute a contract or commitment to enter into a contract.*

## GENERAL INFORMATION

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

	Chief Administrative Officer	Contact Person (if different)	Billing Contact Person (if different)
Name	_____	_____	_____
Title	_____	_____	_____
Telephone	_____	_____	_____
Fax	_____	_____	_____
Email	_____	_____	_____

Purpose of Borrowing: \_\_\_\_\_

*(Attach copy of DOE certificate of eligibility)*

Source of Funds		Project Cost Breakdown	
Amount Requested from Bond Bank (this application)	\$ _____	Land	\$ _____
Federal grant or loan- <i>Specify</i>	\$ _____	Design	\$ _____
State grant or loan- <i>Specify</i>	\$ _____	Contractors	\$ _____
Applicant's share	\$ _____	Legal	\$ _____
Other- <i>Specify</i>	\$ _____	Contingency	\$ _____
Other- <i>Specify</i>	\$ _____	Other- <i>Specify</i>	\$ _____
<b>Total Source of Funds</b>	\$ _____ -	<b>Total Project Costs</b>	\$ _____ -

A current listing of approved Bond Counsel can be found on our website at [www.mmbb.com](http://www.mmbb.com).

Bond Counsel: Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Form of Authorization:  Referendum  Council  Town Meeting  Other \_\_\_\_\_

Date of Approval: \_\_\_\_\_

DOE Approval Date: \_\_\_\_\_

Project Bid Date: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

Please note your preference for the first repayment date\* \_\_\_\_\_

\* *must be within a year of loan closing date.*

# FINANCIAL INFORMATION

Summary of Balance Sheet for Last Three Fiscal Years and Two Years Projected *General Fund Only*

**ASSETS**

(Complete for SAD and each City/Town in the District)

	Enter Year	Enter Year	Enter Year	Enter Year	Enter Year
Cash and Cash Equivalents					
Investments					
Accounts Receivable (Net)					
Allowances for uncollectibles					
Taxes Receivables (Net)					
Allowances for uncollectibles					
Due from other funds					
Due from other governments					

<b>TOTAL ASSETS</b>	\$	-	\$	-	\$	-	\$	-	\$	-
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**LIABILITIES**

Bonds Payable					
Accounts Payable					
Due to other funds					
Other- <i>Explain</i>					
Deferred Revenue					

<b>TOTAL LIABILITIES</b>	\$	-	\$	-	\$	-	\$	-	\$	-
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Designated					
Undesignated					
Reserve					

<b>TOTAL FUND BALANCE</b>	\$	-	\$	-	\$	-	\$	-	\$	-
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<b>TOTAL LIABILITIES AND FUND BALANCE</b>	\$	-	\$	-	\$	-	\$	-	\$	-
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# FINANCIAL INFORMATION *(continued)*

Summary Statement of Revenue and Expenditures for General Fund  
For Last Three Years and for Two Years Projected *General Fund Only*

**REVENUES**

(Complete for SAD and each City/Town in the District)

	Enter Year	Enter Year	Enter Year	Enter Year	Enter Year
Local Tax Revenues					
Licenses & Permits					
Intergovernmental Revenue					
State Subsidy for Schools					
Charges for Services					
Other State Subsidies					
Other- <i>Explain</i>					
Other- <i>Explain</i>					

**TOTAL REVENUES**                        \$      -    \$      -    \$      -    \$      -    \$      -

**EXPENDITURES**

All Departments <i>Operations</i>					
Debt Service					
Other- <i>Explain</i>					

**TOTAL EXPENDITURES**                \$      -    \$      -    \$      -    \$      -    \$      -

Excess of Revenues Over/Under Expenditures	\$      -	\$      -	\$      -	\$      -	\$      -
Other Financing Sources (Uses)					
*Operating Transfer In:					
*Operating Transfer Out:					

**BEGINNING**

**FUND BALANCE**                        \$      5.00    \$      15.00    \$      15.00    \$      15.00    \$      15.00

**\*PRIOR PERIOD**

**ADJUSTMENTS**                        \$      10.00    \$          -    \$          -    \$          -    \$          -

**ENDING**

**FUND BALANCE**                        \$      15.00    \$      15.00    \$      15.00    \$      15.00    \$      15.00

\*Please Explain: \_\_\_\_\_

**BUDGETED EXPENDITURES FOR LAST THREE FISCAL YEARS**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_                    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_                    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Gross Budgeted Dollars                \$                    \$                    \$                    \$                    \$

# DEBT INFORMATION

*Complete for SAD and each City/Town in the District*

Debt Statement - Most current as of:     /    /    

GENERAL OBLIGATION BONDS		Principal Amount Outstanding
	Issued Through the Bond Bank	
		\$ -
		\$ -
	Other Issuances, outside the Bond Bank <i>(list principal/interest info on Pg. 5)</i>	
		\$ -
		\$ -
LOAN REQUESTS		Principal Amount Outstanding
	Loan amount being requested through the Bond Bank <i>(this application)</i>	
		\$ -
		\$ -
	Loan amount being requested through other sources <i>(e.g., USDA)</i>	
		\$ -
		\$ -

Total Direct Debt \$ -

### Overlapping Debt

List all governmental units that have overlapping jurisdiction (county, school district, town, fire district, water, sewer, utility, etc.) with your own unit and the amount of debt owed by each. Please indicate the amount and percent of outstanding debt for which your community is liable.

Name of Governmental Unit	Outstanding Bonded Debt	Your % of Outstanding Debt	Your \$ share of Outstanding Debt
	\$	5.00%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$

Total Overlapping Debt \$ -

Total Direct Debt and Overlapping Debt \$ -

Yes    No   Does the school unit belong to the Maine State Retirement System?  
 If yes, what is the amount of the unfunded liability? \$

Yes    No   If no, does the school unit provide a retirement system?  
 If yes, please provide the most current estimate of any unfunded pension liability. \$

# OUTSTANDING DEBT NOT WITH THE BOND BANK

## Combined Debt Service Payment Schedule

List all your current outstanding long-term debt that **is not** with the Maine Municipal Bond Bank. Provide a schedule of all future principal and interest payments, by year, until debt is retired, or attach a copy of the amortization schedule for each loan.

Fiscal Year Ending	Principal	Interest
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
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	\$ -	\$ -
<b>Total Payments</b>	\$ -	\$ -

Total principal payments should equal "Other Issuances, outside the Bond Bank" on the Debt Info Worksheet.

# TAX INFORMATION

**Tax Rate and Tax Collections** *SAD's to complete for each City/Town in the District*

Fiscal Year	Tax Rate (Per \$1,000 of Assessed Value)	Total Taxes Billed	Collected by End of Fiscal Year		Collected by End of Second Year	
			Dollar Amount	% of Tax Levy	Dollar Amount	% of Tax Levy
	\$889,898.00	\$5.00	\$	5.00%	\$	%
			\$	%	\$	%
			\$	%	\$	%
			\$	%	\$	%
			\$	%	\$	%
			\$	%	\$	%

**Property Valuations** *SAD's to complete for each City/Town in the District*

Year Ending (Most Recent Year)	Local Assessed Value (Real Estate + Personal Property)	State Assessed Value
___/___/___		

**Date of Last Re-evaluation:** \_\_\_/\_\_\_/\_\_\_

**Composition of Tax Base:** Please provide current fiscal year estimates for the following:

% Commercial and Industrial 0.03%                      % Residential     %

**Tax Due Dates:**                      \_\_\_/\_\_\_/\_\_\_                      \_\_\_/\_\_\_/\_\_\_

Penalties and/or interest charged on overdue taxes: \_\_\_\_\_

**Basis of Accounting** (check one):       Cash                       Modified Accrual                       Full Accrual



# ECONOMIC INFORMATION

**Ten Largest Taxpayers of Municipality** (SAD's will need to complete for each City/Town)

Taxpayer	Type of Business	Current Year Assessed Value	% of Total Assessed Value (taxpayer assessed value divided by town/city's total assessed value)
		6/28/1905	5.70%
			%
			%
			%
			%
			%
			%
			%
			%
			%

Yes    No   Are you anticipating any changes in the largest taxpayer?  
 If yes, why?

**Five Largest Employers in your Community** (SAD's to complete for each City/Town )

Employer	Type of Business	# of Employees
fgrg	joioi	908

Yes    No   Are any of these employers expected to make major changes in workforce or operations?  
 If yes, why?

Yes    No   Are there any other factors that have occurred since the date of the last annual report or financial statements that would significantly affect your revenue, expenditures or overall financial condition?  
 If yes, please list:

Yes    No   There is pending litigation in excess of \$10,000. *If yes, we will need a statement from your local legal counsel about any such lawsuit.*

## ECONOMIC INFORMATION *(continued)*

Yes     No    There is in place in your community or pending before the governing body, a limitation on the ability of governmental unit to raise, through taxes or rates, or expend from revenues, funds necessary to pay the costs incurred if you issue the debt called for in this application. *If yes, please provide a copy of the ordinance or proposed governmental unit action, explaining the possible limitation.*

Yes     No    Other-please explain:

Yes     No    Are there any limitations (e.g., local ordinance, statutory, or regulation) governing the amount of bonded or general obligation debt that you may incur?  
If yes, please explain:

# STATEMENT OF DEFAULT

We hereby certify that (*applicant's name*) \_\_\_\_\_ has not defaulted on any payment of matured Principal and/or Interest. If default has occurred, please provide details on a separate page.

The applicant must enclose the following documentation with the completed application. *Please indicate whether it is enclosed or not applicable.*

Enclosed      N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | One copy of each of the last three annual Audited Financial Statements for each School District and municipality. If there is no operational history, please submit an analysis demonstrating financial feasibility.    |
| <input type="checkbox"/> | <input type="checkbox"/> | If the latest Audited Financial Statement is more than 12 months old, please submit the most recent unaudited financial statement ( <i>e.g. trial balance, balance sheets, statement of revenue and expenditures.</i> ) |
| <input type="checkbox"/> | <input type="checkbox"/> | One copy of the latest Budget.  |
| <input type="checkbox"/> | <input type="checkbox"/> | One copy of the last annual report. School Districts should include an annual report for each underlying municipality.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Financial Information on pages 5, 6, 7 and 8 of the Financial Application for each municipality being served by a school district.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of eligibility certificate issued by the Department of Education.  |

Any material facts that amplify the financial effect on the community, not requested in this application, should be noted here:

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

The facts and representations in this application form are from the official records of this unit and are correct in all material aspects to the best of our knowledge.

Chief Administrative Officer: \_\_\_\_\_  
*(name)*

\_\_\_\_\_  
*(title)*

Signature: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_