

---

# Infrastructure Loan Program (MIDOC)



## Application and Guidelines

---

# MDFB Infrastructure Loan Program

---

## Program Summary

**Purpose:** Provide low interest debt financing for public infrastructure projects that will improve local facilities, address health and safety concerns, and develop a greater capacity for growth. MIDOC loans are generally used to supplement other sources of financing for an infrastructure project. The political subdivision must be unable to obtain sufficient conventional lender financing for the project.

**Eligible Uses of Funds:** Eligible activities pertain to facilities (including engineering, design and construction inspection), which are owned and operated by a governmental entity providing service to the general public. **Priority activities** are water and sewer system improvements necessary to correct deficiencies that, if uncorrected, are likely to result in health and safety hazards to system users and DREAM designated communities that are establishing revolving loan programs to encourage the redevelopment of properties in the downtown area while adhering to a coordinated redevelopment strategy. Loan funds may **not** be used to replace funds previously obligated for a project or to refinance existing indebtedness. No applicant administration costs will be funded from this program.

**Funding Limits:** The minimum loan amount is \$25,000. The maximum loan amount is \$150,000. The entire debt involved in the project may affect the maximum loan amount.

**Loan Requirements:** The term of the loan may be from 5 to 20 years. The interest rate is 3% per annum. A \$750.00 fee, which can be deducted from the loan proceeds, will be charged to each borrower for Board legal fees. The loan shall be secured by the purchase of revenue and/or general obligation bonds, a promissory note, lease agreement, or annual appropriation pledge obligation. Level debt service payments are required and shall begin within a year of loan closing. Payments are due on the anniversary date of loan closing.

**For DREAM Revolving Loan Programs:** Project activities to be paid for with MDFB loan dollars are to be limited to façade and exterior structural improvements that provide a benefit to the overall redevelopment area and the community.

The applicant has the flexibility to structure the revolving loan program to meet the needs of the service area. The applicant is responsible for developing the local loan application process and loan requirements, such as terms, collateral, underwriting criteria, etc. The loan guidelines must be consistently and fairly implemented.

Each borrower must enter into a loan agreement with the applicant. This agreement shall detail the terms and conditions of the loan as well as compliance with the local redevelopment strategy and local design guidelines or other requirements.

---

# MDFB Infrastructure Loan Program

---

**Application Criteria:** Submit the following information for review. Please submit one (1) original application and one (1) copy, including all attachments.

For Public Infrastructure facilities:

- Form A
- Form B
- Form C, Public Infrastructure facility narratives 1 – 7.
- Form D
- Form E, and required attachments.
- Form F
- Preliminary engineering report and cost estimates.
- Applicant's current financial statement, not less than 90 days old.
- Applicant's latest annual audited financial statements.
- Project map indicating the specific location of the proposed public facility improvements. The map should show as much detail as possible.
- Documentation of all other funding commitments.

For DREAM revolving loan programs:

- Form A
- Form B
- Form C, DREAM revolving loan program narratives 1-6.
- Form D
- Form E, and required attachments.
- Form F
- Applicant's current financial statement, not less than 90 days old.
- Applicant's latest annual audited financial statements.
- Project area map indicating the boundaries of the redevelopment area in which loans will be made.
- Documentation of all other funding commitments.

**Timing:** All Water and Sewer projects must complete the Missouri Water and Wastewater Review Committee's (MWWRC) proposal process before submitting an application for MIDOC loan funding. MIDOC applications are reviewed by MDFB staff and input is gained from a member(s) of the MWWRC and/or any partnering financing agencies to ensure the application complies with their recommendations when applicable. MDFB staff may then recommend the application for final approval. The MDFB will schedule the application for consideration at one of its regularly scheduled monthly meetings.

**Additional Information:** For additional information or questions, contact:

Missouri Development Finance Board  
P.O. Box 567  
200 Madison Street, Suite 1000  
Jefferson City, MO 65102  
Phone: (573)751-8479/ Fax: (573)526-4418  
Attn: Community Development Program Manager

---

# MDFB Infrastructure Loan Program

---

## Form A — Project Identification

### 1. Applicant Identification:

- a) Name: \_\_\_\_\_
- b) Mailing Address: \_\_\_\_\_
- c) City, State, and Zip: \_\_\_\_\_
- d) Chief Official: \_\_\_\_\_ Title: \_\_\_\_\_
- e) Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
- f) Telephone Number of (e): \_\_\_\_\_
- g) Fax Number of (e): \_\_\_\_\_
- h) Fiscal Year End of (a): \_\_\_\_\_

### 2. Application Preparer (if different than contact person stated above):

- a) Name: \_\_\_\_\_ Title: \_\_\_\_\_
- b) Mailing Address: \_\_\_\_\_
- c) City, State, and Zip: \_\_\_\_\_
- d) Name of Agency / Entity: \_\_\_\_\_
- e) Telephone Number of (a): \_\_\_\_\_
- f) Fax Number of (a): \_\_\_\_\_

### 3. Other Information (for reporting purposes):

- a) Population of the Applicant (1a): \_\_\_\_\_
- b) County of Applicant: \_\_\_\_\_
- c) State Representative: \_\_\_\_\_ District Number: \_\_\_\_\_
- d) State Senator: \_\_\_\_\_ District Number: \_\_\_\_\_
- e) U.S. House Representative: \_\_\_\_\_ District Number: \_\_\_\_\_

### 4. Floodplain Management: (circle answer)

- a) Does the proposed project, or any portion thereof, lie within the boundaries of a 100-year floodplain? Y / N
- b) Does the Applicant participate in the National Flood Insurance Program? Y / N / NA
- c) Is the Applicant in good standing with the National Flood Insurance Program? Y / N / NA

5. Amount of Loan Application Request: \$ \_\_\_\_\_

---

# MDFB Infrastructure Loan Program

---

## Form B — Project Summary

1. **Project Budget:** In as much detail as possible, specify the proposed project costs. Sources of funds may be infrastructure loan, private, city, county, or other state or federal programs. The costs must correspond to the preliminary engineering design or cost estimate.

Activity	MDFB Loan Funds	Cash Match	In-Kind (Non- Cash) Match	Private Funds	Other State/ Federal Funds	TOTAL PROJECT COSTS
Public Facility Activity (Specify)_____						
Other (Specify)_____						
Engineering Design						
Construction Inspection						
<b>TOTAL</b>						

*Note:* The total MDFB loan funds must equal the amount stated in item number 5 on Form A, and cannot exceed \$150,000.

---

# MDFB Infrastructure Loan Program

---

## Form C — Project Narratives

**Narratives:** Please select the series of questions pertaining to your project and answer them in a detailed and concise manner. You may attach additional sheets of paper as necessary.

### Public Infrastructure Facility Narratives:

1. Describe the need for the proposed project. Include any environmental concerns or threats to the health and safety of the system users.
2. Describe the proposed project in detail and explain how it will adequately address this need.
3. How many customers will be served by the new system?
4. What is the proposed rate structure for the new system?
5. Describe how the system will be maintained, both financially and physically.
6. Please provide a detailed timeline for the completion of this project.
7. Describe the economic impact this new facility will have on the community.

### DREAM Revolving Loan Program Narratives:

1. Describe the demand for these revolving loan funds. Include financial institution inquiries, property owner inquiries, evidence from surveys, etc.
2. How will your RLF be structured? Include details regarding the application process, loan minimums and maximums, how the interest rate and terms will be determined, etc.
3. Who are the local partners in the revolving loan fund and what is their role? i.e.: what is their experience, who will review the applications, track payments, send demand letters, ensure compliance with established guidelines, etc.
4. Describe the local government participation in this program.
5. How will this revolving loan program comply with the area's overall revitalization strategy?
6. Describe the economic impact of the proposed revolving loan program to the community.

# MDFB Infrastructure Loan Program

## Form D — Tax Information

**1. Taxes:** Complete all taxes applicable to the applicant.

	(a)		(b)
Tax Type	Tax Rate		Actual Revenues Received in Most Recent Fiscal Year
1. Sales		%	\$
2. Property Tax (Per \$100 A.V.)	\$		\$
3. Other Taxes		%	\$
4. Electric Franchise		%	\$
5. Gas Franchise		%	\$
6. Other Franchise		%	\$
7. Current Assessed Valuation			\$

**2. User Fees:** If water and sewer rates are combined, please separate.

(a) Water	(b) Sewer	(c) Description
		1. Number of residential users
		2. Number of non-residential users
		3. Total Number of users (1 + 2)
		4. Monthly cost per user for 5,000 gallons used*
		5. Total revenues received in last complete fiscal year*

\* If a new system is proposed, these costs and revenues **must be provided** based on projections for the first year's operation.

If the loan is based upon a user fee increase, indicate the proposed increase and the revenues expected to be generated from such increase:

---

# MDFB Infrastructure Loan Program

---

## Form E — Public Participation

### 1. Public Participation:

Date of Newspaper Advertisement: \_\_\_\_\_

Date of Posting (if applicable): \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Attach:

- Copy of public hearing notice from newspaper (Photocopy must include date of publication and name of publication as they appear on the page; otherwise submit affidavit of publication).
- Copy of minutes of the hearing.
- Certified list of posting sites with dates posted, if applicable.

### Sample Public Hearing Notice

The City of \_\_\_\_\_ will hold a public hearing on \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ p.m., at City Hall to discuss an application to be submitted to the Missouri Development Finance Board under the Missouri Infrastructure Loan program. The city is interested in obtaining citizen input on community and economic development needs within the city. The maximum amount of funds available from the Infrastructure Loan program is \$150,000.

Activities, which are eligible for funding, include public infrastructure projects that will improve local facilities, address health and safety concerns, and develop a greater capacity for growth. The city proposes to request \$\_\_\_\_\_ in Infrastructure Loan funds for sewer system improvements for a project located at \_\_\_\_\_. City staff members will be present to answer questions about the program and the proposed application. For more information, contact \_\_\_\_\_ at ( ) \_\_\_\_\_.

---

# MDFB Infrastructure Loan Program

---

## Form F — Certification of Applicant

The undersigned hereby represents and certifies that, to the best knowledge and belief of the undersigned, this Application contains no information or data, contained herein or in the attachments, that is false or incorrect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

- I certify that I am an authorized representative of the applicant and as such am authorized to make the statement of affirmation contained herein.
- I certify that the Applicant does NOT knowingly employ any person who is an unauthorized alien and that the Applicant has complied with federal law (8 U.S.C. 132a) requiring the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien.
- I certify that the Applicant is enrolled and will participate in a federal work authorization program as defined in Section 285.525(6), RSMo, with respect to employees working in connection with the activities that qualify Applicant for this program. I certify that the Applicant will maintain and, upon request, provide the Board documentation demonstrating Applicant's participation in a federal work authorization program with respect to employees working in connection with the activities that qualify Applicant for this program.
- I certify that the Applicant shall include in any contract it enters with a subcontractor in connection with the activities that qualify Applicant for this program, an affirmative statement from the subcontractor that such subcontractor is not knowingly in violation of Section 285.530.1, RSMo, and shall not be in violation during the length of the contract. In addition, the Applicant will receive a sworn affidavit from the subcontractor under the penalty of perjury, attesting that the subcontractor's employees are lawfully present in the United States. I certify that the Applicant will maintain and provide the Board access to documentation demonstrating compliance with this requirement.
- I hereby agree to allow representatives of the Board access to the property and applicable records as may be necessary for the administration of this program.

Issuance of the Loan Plus Attorney Fees: \$750.00