



**Report to the Governor,
Co-Chairs of the Joint Legislative Committee on Capital Improvement
Programs,
Members of the 146th General Assembly,
Director of the Office of Management and Budget and
Controller General**

from the

Delaware Council on Volunteer Fire Service

pursuant to

29 Del. C. § 2720

December 2011



**STATE OF DELAWARE
DEPARTMENT OF FINANCE
OFFICE OF THE SECRETARY**

**THOMAS J. COOK
SECRETARY OF FINANCE**

December 2011

The Honorable Jack A. Markell
Carvel State Office Building
820 N. French Street
Wilmington, DE 19801

Dear Governor Markell:

I am pleased to provide you with the annual report required by 29 Del. C. §2720, which established the Delaware Council on Volunteer Fire Service and the Revolving Loan Fund. This report provides a summary of the Council's activities during the past year and gives an accounting of the Fund's fiscal status.

As a result of the original \$1 million appropriation made in fiscal 2006, Delaware volunteer fire and emergency service companies have been provided with loans for five ambulances, three rescue trucks, a pumper truck, an aerial truck, a ladder and trailer replacement for Ladder 17 housed at the Five Points Fire Company in New Castle County and air masks and other life-saving equipment at the Citizen's Hose Company in Smyrna.

In total, twelve loans have been originated through the revolving loan fund; five remain outstanding, all are current, and seven have been repaid or prepaid.

The Delaware Council on Volunteer Fire Service maintains a balance available for lending and looks forward to a new year of continued success.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. J. Cook".

Thomas J. Cook, Secretary of Finance
Chair, Council of Delaware Fire Service

Attachment

cc: Sen. Robert L. Venables, Chair
Rep. Helene M. Keeley, Co-Chair

I. Executive Summary

The Delaware Council on Volunteer Fire Service maintains a revolving loan fund for the benefit of volunteer fire and emergency services companies servicing Delaware communities. The purpose of the Delaware Volunteer Fire Service Revolving Loan Fund (the "Fund") is to provide a source of low-cost financing for equipment upgrades and facility improvements that are essential to providing adequate fire, rescue, and emergency medical and technical emergency response related services. The Fund is guided by 29 Del C. §2720, was initiated with a \$1 million appropriation in fiscal 2006 and is administered by the Department of Finance.

The Delaware Council on Volunteer Fire Service (the "Council") met on February 17, 2011 and again on June 9, 2011 with the following membership:

- Thomas J. Cook, Chairman of the Delaware Council on Volunteer Fire Service and Secretary of Finance;
- Chipman L. Flowers, Jr., Delaware State Treasurer;
- Warren Jones, President of the Delaware Volunteer Firemen's Association;
- Alan Robinson, State Fire Prevention Commission;
- Ray Stevens, appointed by the President of the Sussex County Firemen's Association;
- Michael D. Layton, appointed by the President of the Kent County Firemen's Association; and,
- Rick Clark, Sr., appointed by the President of the New Castle County Firemen's Association.

At its meeting of June 9, 2011, the Council voted to reduce the administrative fee for loans awarded this year to 2.5% from 3% and, in an effort to streamline the applications process, it eliminated the need for the delivery of multiple copies of the loan application.

Since the last annual report, The Delaware Council on Volunteer Fire Service originated two new loans:

- In March 2011, Odessa Fire Company received \$90,000.00 for a 2011 Freightliner Road Rescue ambulance, and
- In November 2011, Five Points Fire Company received \$90,000.00 for a new ambulance using a 2011 International Terrastar.

Also during fiscal 2011, several borrowers prepaid their outstanding loans:

- Christiana Fire Company prepaid its loan for rescue pumpers with a check for \$68,087.27,
- Georgetown American Legion prepaid its loan for an ambulance with a check for \$37,804.00,
- Rehoboth Beach Fire Company prepaid its loan for a Quint fire truck for a total of \$175,182.23, and

- Odessa Fire Company prepaid the loan it received in March as well as an older loan for an American LaFrance rescue truck.

Finally, two of the program's original borrowers completed loan payments as scheduled:

- Bowers Fire Company made its final loan payment on an ambulance with a check in the amount of \$4,275.84, and
- Harrington Fire Company made its final loan payment of \$9,725.88 on an ambulance.

As of December 1, 2011, there are five loans that remain outstanding in the Fund. All loans are current. The overall balance available for lending is \$757,941.99.

The Council will meet again in February 2012 to determine the calendar for 2012 and will consider accepting loan applications at any time, rather than the current practice of taking loan applications once a year.

Included in this report are an Activity Report, Schedule of Expected Payments and a Loan Portfolio Summary.

**Delaware Volunteer Fire Revolving Loan Fund
Activity Report
FSF Appropriation No. 21187
December 1, 2011**

		<u>Available Funding</u>
Initial appropriation		
Fiscal year 2006 - HB 315 Grant-in-Aid bill		\$ 1,000,000.00
Loan Awards:		
Bowers Fire Company	\$ 40,000.00	
Five Points Fire Company	145,000.00	
Harrington Fire Company, Inc.	90,000.00	
Odessa Fire Company	225,000.00	
Rehoboth Beach Volunteer Fire Co., Inc.	275,000.00	
Townsend Fire Company, Inc.	<u>225,000.00</u>	
Total Loans Awarded from initial appropriation		<u>\$ (1,000,000.00)</u>
		<u>\$0.00</u>
Loan Payments Received - June 1, 2007		
Bowers Fire Company	\$ 4,319.92	
Five Points Fire Company	16,816.89	
Harrington Fire Company, Inc.	9,719.82	
Odessa Fire Company	26,095.17	
Rehoboth Beach Volunteer Fire Co., Inc.	31,534.15	
Townsend Fire Company, Inc.	<u>25,992.74</u>	
Total Loan Payments Received - June 1, 2007		<u>\$ 114,478.69</u>
Available Balance June 1, 2007		<u>\$ 114,478.69</u>
New Loan Applications Received May 15, 2007		
American Legion Post #8 Ambulance Service	\$ 90,000.00	
Christiana Fire Company, Inc.	262,500.00	
Hockessin Fire Company	<u>259,671.00</u>	
Total New Loan Applications		<u>\$ 612,171.00</u>
Loans Awarded 2007		
American Legion Post #8 Ambulance Service	\$ 90,000.00	
Total Loans Awarded 2007		<u>\$ (90,000.00)</u>
Available Balance September 1, 2007		<u>\$ 24,478.69</u>
Loan Payments Received - December 1, 2007		
Bowers Fire Company	\$ 4,319.92	
Harrington Fire Company, Inc.	9,719.82	
Georgetown Ambulance	<u>9,735.04</u>	
Total Loan Payments Received - December 1, 2007		<u>\$ 23,774.78</u>
Available Balance December 1, 2007		<u>\$ 48,253.47</u>
Loan Payments Received - June 1, 2008		
Bowers Fire Company	\$ 5,000.00	
Five Points Fire Company	16,816.89	
Harrington Fire Company, Inc.	9,719.82	
Odessa Fire Company	26,095.16	
Rehoboth Beach Volunteer Fire Co., Inc.	32,238.00	
Townsend Fire Company, Inc.	25,992.74	
Georgetown Ambulance	<u>9,735.04</u>	
Total Loan Payments Received - June 1, 2008		<u>\$ 125,597.65</u>
Available Balance June 1, 2008		<u>\$ 173,851.12</u>
Active Loan Applications May 16, 2008		
Christiana Fire Company, Inc.	262,500.00	
Hockessin Fire Company	259,671.00	
Greenwood Fire Company	<u>262,500.00</u>	
Total New Loan Applications		<u>\$ 784,671.00</u>

**Delaware Volunteer Fire Revolving Loan Fund
Activity Report
FSF Appropriation No. 21187
December 1, 2011**

		<u>Available Funding</u>
Loans Awarded 2008		
Hockessin Fire Company	\$ 86,925.56	
Christiana Fire Company	<u>86,925.56</u>	
Total Loans Awarded 2008	<u>\$ (173,851.12)</u>	
Available Balance		<u><u>\$0.00</u></u>
Loan Payments Received - December 1, 2008		
Bowers Fire Company	\$ 5,000.00	
Georgetown Ambulance	9,735.04	
Harrington Fire Company, Inc.	9,719.82	
Hockessin Fire Company	<u>5,032.01</u>	
Total Loan Payments Received - December 1, 2008	<u>\$ 29,486.87</u>	
Available Balance December 1, 2008		<u><u>\$ 29,486.87</u></u>
Loan Payments Received - June 1, 2009		
Bowers Fire Company	\$ 5,000.00	
Christiana Fire Company, Inc.	5,091.73	
Five Points Fire Company	16,816.89	
Georgetown Ambulance	9,735.04	
Harrington Fire Company, Inc.	9,719.82	
Hockessin Fire Company	5,032.01	
Odessa Fire Company	26,095.17	
Rehoboth Beach Volunteer Fire Co., Inc.	31,534.15	
Townsend Fire Company, Inc.	25,992.74	
Total Loan Payments Received - June 1, 2009	<u>\$ 135,017.55</u>	
Available Balance June 1, 2009		<u><u>\$ 164,504.42</u></u>
Loan Payments Received - December 1, 2009		
Bowers Fire Company	\$ 5,000.00	
Christiana Fire Company, Inc.	5,091.73	
Georgetown Ambulance	9,735.04	
Harrington Fire Company, Inc.	9,719.82	
Hockessin Fire Company	<u>5,032.01</u>	
Total Loan Payments Received - December 1, 2009	<u>\$ 34,578.60</u>	
Available Balance December 1, 2009		<u><u>\$ 199,083.02</u></u>
Loan Payments Received - June 1, 2010		
Bowers Fire Company	\$ 5,000.00	
Christiana Fire Company, Inc.	5,091.73	
Five Points Fire Company	16,816.89	
Georgetown Ambulance	9,735.04	
Harrington Fire Company, Inc.	9,719.82	
Hockessin Fire Company	5,032.00	
Odessa Fire Company	26,095.17	
Rehoboth Beach Volunteer Fire Co., Inc.	31,534.15	
Townsend Fire Company, Inc.	25,992.74	
Total Loan Payments Received - June 1, 2010	<u>\$ 135,017.54</u>	
Available Balance June 1, 2010		<u><u>\$ 334,100.56</u></u> ✓

**Delaware Volunteer Fire Revolving Loan Fund
Activity Report
FSF Appropriation No. 21187
December 1, 2011**

		<u>Available Funding</u>
Loan Payoff		
Georgetown American Legion - paid in full	\$ 37,804.00	
Payment Received - September 1, 2010	<u>\$ 37,804.00</u>	
Available Balance September 1, 2010		<u>\$ 371,904.56</u>
Loan Awarded 2010		
Citizen's Hose Company, Smyrna	\$ 31,214.00	
	<u>\$ (31,214.00)</u>	
Available Balance October 1, 2010		<u>\$ 340,690.56</u>
Loan Payments Received - December 1, 2010		
Bowers Fire Company	\$ 5,000.00	
Christiana Fire Company, Inc.	5,091.73	
Harrington Fire Company, Inc.	9,719.82	
Hockessin Fire Company	5,032.01	
Total Loan Payments Received - December 1, 2010	<u>\$ 24,843.56</u>	✓
Available Balance December 1, 2010		<u>\$ 365,534.12</u> ✓
Loan Payoff		
Bowers Fire Company	\$ 4,275.84	
Payment Received - February 16, 2011	<u>\$ 4,275.84</u>	
		<u>\$ 369,809.96</u>
Loan Awarded		
Odessa Fire Company	90,000.00	
	<u>\$ (90,000.00)</u>	
Available Balance March 1, 2011		<u>\$ 279,809.96</u> ✓
New Loan Applications Received May 13, 2011		
Five Points Fire Company No. 1	\$ 90,000.00	
Total New Loan Applications		
Loan Payments Received		
Christiana Fire Company	\$ 5,091.73	
Citizens' Hose Company	3,393.00	
Five Points Fire Company	16,816.89	
Harrington Fire Company	9,713.83	
Hockessin Fire Company	5,032.01	
Odessa Fire Company	26,095.17	
Odessa Fire Company #2	19,222.62	
Rehoboth Beach Fire Company	175,182.23	
Townsend Fire Company	25,992.74	
Total Loan Payments Received as of June 2011	<u>\$ 286,540.22</u>	
Available Balance June 2011		<u>\$ 566,350.18</u> ✓

**Delaware Volunteer Fire Revolving Loan Fund
Activity Report
FSF Appropriation No. 21187
December 1, 2011**

			<u>Available Funding</u>
Loan Payoff			
Christiana Fire Company	\$ 67,940.07		
Payment Received - July 8, 2011		\$ 67,940.07	
Christiana Fire Company	\$ 147.20		
Payment Received July 19, 2011		<u>\$ 147.20</u>	
			<u>\$ 634,437.45</u>
Loan Awarded			
Five Points Fire Company	\$ 90,000.00		
		<u>\$ (90,000.00)</u>	√
			<u>\$ 544,437.45</u>
Loan Payoff			
Odessa Fire Company, Inc.	\$ 195,355.65		
Payment Received October 17, 2011		<u>\$ 195,355.65</u>	√
			<u>\$ 739,793.10</u>
Loan Payments Received			
Citizens' Hose Company	\$ 3,393.00		
Harrington Fire Company	9,725.88		
Hockessin Fire Company	<u>5,030.01</u>		
Total Loan Payments Received December 1, 2011		<u>\$ 18,148.89</u>	
Available Balance December 2011			<u>\$ 757,941.99</u>

√ reconciled against appropriation 21187

**Delaware Volunteer Fire Revolving Loan Fund
Payment Schedule
December 1, 2011**

	June 1, 2012	December 1, 2012	Annual Total
1 Citizens' Hose Company	3,393.00	3,393.00	
2 Five Points Fire Company	16,816.89		
3 Five Points Fire Company #2	19,180.64		
4 Hockessin Fire Company	5,032.01	5,032.01	
5 Townsend Fire Company	<u>25,992.74</u>	<u> </u>	
Sub-Total	<u>\$ 70,415.28</u>	<u>\$ 8,425.01</u>	
Total Payments Expected			<u><u>\$ 78,840.29</u></u>

Delaware Volunteer Fire Revolving Loan Fund
Loan Portfolio Summary
December 1, 2011

Date of Loan	Borrower	Annual/ Semi-Annual Payment Schedule	Original Term of Loan (in years)	Original Loan Amount	Principal Amount Due (after last payment)	
10/13/2006	Five Points Fire Company	A	10	\$ 145,000.00 *	77,016.42	√
10/13/2006	Odessa Fire Company	A	10	225,000.00 *	-	√
3/1/2011	Odessa Fire Company #2	A	5	90,000.00	-	√
1/20/2007	Bowers Fire Company	S	5	40,000.00 *	-	√
1/20/2007	Harrington Fire Company	S	5	90,000.00 *	-	√
3/1/2007	Rehoboth Beach Fire Company	A	10	275,000.00 *	-	√
7/1/2007	Georgetown American Legion	S	5	90,000.00	-	√
12/1/2007	Townsend Fire Company	A	10	225,000.00 *	119,039.11	√
8/1/2008, 9/15/2008	Hockessin Fire Company	S	10	86,925.56	59,035.12	√
9/22/2008	Christiana Fire Company	S	10	86,925.56	-	√
10/4/2010	Citizens' Hose Company	S	5	31,214.00	25,399.76	√
11/1/2011	Five Points Fire Company	A	5	90,000.00	90,000.00	√
	Loans Originated			<u>\$ 1,475,065.12</u>		
	Total Principal Due				<u>\$ 370,490.41</u>	

*Loans originated from the original \$1 million appropriation.

Exhibit 1

Delaware Volunteer Fire Service Revolving Loan Program
Calendar, Guidelines and Application

Delaware Volunteer Fire Service Revolving Loan Fund Calendar 2011

<u>February</u>							<u>March</u>							<u>April</u>							<u>May</u>							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5			1	2	3	4	5							1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

<u>June</u>							<u>July</u>							<u>August</u>							<u>September</u>								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4						1	2			1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30			
							31																						

February 17, 2011

Organization Meeting

March 18, 2011

Provide applications by mail and make available on website
<http://www.dvfassn.com/>

May 13, 2011

Application Deadline

Applicant must supply **1 original copy** of the application package to:

Stephanie Scola, Director, Bond Finance
State of Delaware
820 N. French Street, 8th floor
Wilmington, Delaware 19801

June 9, 2011

Next Meeting Date

September 12 - 17, 2011

Annual Conference

September 16, 2011

Conference Luncheon

October 17, 2011

Annual Report to the Governor and co-Chairs of the Bond Bill Committee

Delaware Volunteer Fire Service Revolving Loan Fund

Program Guidelines

The Delaware Volunteer Fire Service Revolving Loan Fund was established to upgrade equipment and improve facilities that are essential to providing adequate fire, rescue, emergency medical and technical emergency response related service to Delaware communities. Loan funds are limited and are not available for equipment that has already been delivered or for the expansion of facilities including parking that has already been completed. For consideration, equipment and expansions must be deemed necessary to provide adequate fire, rescue and emergency medical and technical emergency response services to the surrounding community by the Delaware Council on Volunteer Fire Service.

The Delaware Council on Volunteer Fire Service (the “Council”) is comprised of the President of the Delaware Volunteer Firemen’s Association, the Chairman of the State Fire Prevention Commission, three members, one each appointed by the Presidents of the New Castle, Kent and Sussex County Firemen’s Associations, the State Treasurer and the Secretary of Finance.

The Council will approve loan applications based on the availability of funds and criteria that assess the relative needs for fire service and loan assistance throughout the State. The criteria include financial need, age and condition of existing equipment and the demographic, geographic and financial conditions of the communities served. The loan fund should not be considered an organization’s sole source of funding.

1. Who May Apply?

1.1. All volunteer fire, rescue and emergency medical service companies located in the State of Delaware.

2. Guidelines for Apparatus and Equipment Loans

2.1 The purchase of new and used apparatus will be considered, provided new and used apparatus pass all Federal, State, and/or county certifications. For all apparatus and equipment requests, applicant should include product specifications.

2.2 Loan funds are available to upgrade equipment and improve facilities that are essential to providing adequate fire, rescue, emergency medical and technical emergency response related service to Delaware communities and shall not be made available for equipment that has already been ordered.

2.3 Effective for any loan approved in 2011, interest will be at the fixed rate of 2.5%. Repayment schedules will have semi-annual or annual payments. Annual payments will be due June 1st; semi-annual payments will be due June 1st and December 1st.

2.4 Suggested maximum loan amounts and terms:

	Maximum Loan	Maximum Term
Apparatus (New) Rescue, Pumpers	\$262,500 or 50% (whichever is less)	10 years
Heavy Rescue	\$450,000 or 50% (whichever is less)	10 years
Aerial Tower trucks or Quints	\$600,000 or 50% (whichever is less)	10 years
Light Duty Rescue Brush Trucks	\$90,000 or 50% (whichever is less)	5 years
Apparatus (Used)	\$60,000 or 50% (whichever is less)	5 years
Ambulances	\$90,000 or 75% (whichever is less)	5 years
Water Craft Rescue	\$45,000 or 50% (whichever is less)	5 years
Rehabilitation	\$35,000 or 50% (whichever is less)	5 years
Equipment	\$50,000 (once per 5-year period)	5 years

3. Guidelines for Facility Loans

3.1 Applications will be considered for establishing or renovating facilities that house fire fighting and rescue equipment, and emergency medical and technical emergency response services.

3.2 Proceeds of the loan shall be used only for construction and shall not be used for land acquisition, payment of fees for design, planning and preparation of application or any other cost not directly attributable to construction.

3.3 The applicant shall present an estimated construction cost for the project from a reliable engineering or architectural firm. A new or renovated facility must meet all requirements and codes of the Federal, State and local jurisdiction, included local firemen’s association standards.

3.4 Effective for any loan approved in 2011, interest will be at the fixed rate of 2.5%. Repayment schedules will have semi-annual or annual payments. Annual payments will be due June 1st; semi-annual payments will be due June 1st and December 1st.

3.5 Suggested maximum loan amount and terms

Facility	\$200,000 or 50% (whichever is less)	10 years
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4. Guidelines for Loan application process

4.1 All applications must be prepared in accordance with Delaware Council on Volunteer Fire Service guidelines. Failure to comply with Council guidelines may be cause for rejection of the application. The Council may reserve the right to correct minor errors or irregularities in the application.

4.2 An original application must be provided to the Council. Financial statements and proposed operating and capital budgets must be completed and provided, along with the completed application, for the two fiscal years immediately prior to the fiscal year in which the application is made.

4.3 Each applicant must submit IRS Form 990 for each year presented on the financial statements.

4.4 Applicant must submit to Council, an inventory of each applicant's equipment and fleet of vehicles.

4.5 Applicant must supply **one original copy** of the application package to:

Stephanie Scola, Director, Bond Finance
State of Delaware
820 N. French Street, 8th floor
Wilmington, Delaware 19801

An application package consists of the original application and inventory list, financial statements and budgets, IRS Form 990, Company's Resolution and List of Officers and estimate and plans, if any.

4.6 In addition to financial statements submitted with the application, applicants must agree to supply annual financial statements as may be required.

4.7 A representative from the company will be required to be available and prepared to answer questions about the apparatus or facility to be financed as well as financial operations related to the applicant's company. Additionally, a company officer must be available to sign a promissory note at the time the loan is received by the company.

4.8 Applications are valid until December 31st of the year the application was submitted unless otherwise determined by the Council.

4.9 Within 12 months of the time the loan was granted, the volunteer company must submit documentation to the Council reflecting the actual expenditures of the loan proceeds.

5. Prioritization of Loan requests

5.1 It is the intent of the Council to manage the fund in a prudent and fiscally responsible manner and to extend loans to companies that can demonstrate the ability to repay the loan in accordance with its terms. Within that context, the priority for receiving loans will be established based on the criteria set forth below and the availability of funds.

5.1.1 New vehicles and apparatus will have the highest priority followed by new equipment, renovations or rehabilitations of apparatus or equipment and facility improvements.

5.1.2 Further, priority consideration will be given to those companies demonstrating the greatest need considering financial need, age and condition of existing equipment and apparatus and demographic, geographic and financial conditions of the communities served.

5.1.3 The Council would also consider refinancing to prevent an event of default.

6. Loan Review and Approval Process

6.1 Applications must be submitted by the close of business on May 13, 2011 for funding consideration in the current year.

6.2 The Council shall review each loan request received from an applicant in accordance with the stated criteria.

6.3 Applicants will be notified of loan approvals by the Council. In addition, companies will be notified of any further requirements for loan closing.

7. Event of Default on Loans

7.1 The Council will follow prudent underwriting standards when considering a loan. In lieu of property and equipment liens, the Council may withhold future state funding including payments from insurance premium taxes and grant-in-aid funding.

7.2 Any volunteer fire, rescue and emergency medical service company awarded a loan through the Delaware Volunteer Fire Service Revolving Loan Fund should consider the purchase of a performance bond to protect against financial loss should an equipment or construction contractor default, or fail to deliver equipment, according to the terms of the contract.

7.3 Should a company be unable to make its loan payments in a timely manner, the company officers are required to notify the Council as soon as possible.

Delaware Volunteer Fire Service Revolving Loan Fund Application

The Delaware Volunteer Fire Service Revolving Loan Fund was established to upgrade equipment and improve facilities that are essential to providing adequate fire, rescue, emergency medical and technical emergency response related service to Delaware communities. Loan funds are limited and are not available for equipment that has already been delivered or for the expansion of facilities and parking that has already been completed. For consideration, equipment and expansions must be deemed necessary to provide adequate fire, rescue and emergency medical and technical emergency response services to the surrounding community by the Delaware Council on Volunteer Fire Service. See the Program Guidelines for additional information.

PLEASE NOTE: The deadline for the receipt of applications is May 13, 2011. One original copy of the application should be delivered to State of Delaware, Stephanie Scola, Director, Bond Finance, 820 N. French Street, 8th floor, Wilmington, DE 19801.

A. General Information

1. Applicant's Legal Name and Mailing Address

2. County: _____ 3. Applicant's Federal Tax I.D. #: _____

4. Name/Position of Contact Person: _____

5. Mailing Address, if different: _____

6. E-mail Address: _____

7. Phone Numbers: (identify home/work/pager/cell) _____

The following information will be considered for prioritizing loan applications.

B. Organizational Profile

8. Name of applicant's primary protection district: _____

9. Population of applicant's primary protection district: _____

10. Square Miles of applicant's primary protection district: _____

C. Checklist of Financial Information to include with application

11. ___ Compilation Review and Audit Report, for two years preceding the year of application

12. ___ Proposed Operating and Capital Budgets, for two years preceding the year of application

13. ___ IRS Form 990, for two years preceding the year of application

14. ___ Inventory of applicant's assets

15. ___ Company's Resolution to Procure and Borrow for Requested Asset

16. ___ List of Company Officers

17. Please describe any income, revenue or other financial support from any source not reflected in the financial statements, for example, in-kind services, energy or city services provided by an outside source. _____

18. Describe Asset to Be Acquired

VEHICLES AND APPARATUS

Part 1 Describe asset to be acquired

New Used Rehabilitated Vehicle
 Addition Replacement
 Rescue Truck Heavy Rescue Aerial Pumpers Ambulance
 Light Duty Rescue Watercraft Rescue Other Used Apparatus
Year _____ Make _____ Model _____
Tank cap./gal _____ Pumping cap./gal _____ Ladder/ft. _____

If used:
Odometer _____ Vehicle ID# _____

Part 2 Describe asset to be replaced, if applicable

Rescue Truck Heavy Rescue Aerial Pumpers Ambulance
 Light Duty Rescue Watercraft Rescue Other Used Apparatus
Year _____ Make _____ Model _____
Odometer _____ Vehicle ID# _____
Tank cap./gal _____ Pumping cap./gal _____ Ladder/ft. _____

Part 3 Describe vehicle to be rehabilitated/repared as well as rehabilitation efforts, if applicable

Rescue Truck Heavy Rescue Aerial Pumpers Ambulance
 Light Duty Rescue Watercraft Rescue Other Used Apparatus
Year _____ Make _____ Model _____
Odometer _____ Vehicle ID# _____

Does vehicle meet applicable NFPA Standards? _____

EQUIPMENT

New Used
 Accessory Equipment Communications Equipment Protective Equipment

List the type of accessory, communications or protective equipment being acquired:

FACILITY

New Construction

Modernization

Renovation/Repair

Describe the organization's existing facilities and explain why they are inadequate. Describe the construction, renovations, repairs or modernization that is planned. If the facility address is, or will be different from the address listed in Section A of this application, please indicate the new address. Attach plans and detailed estimates of construction costs.

19. Estimate of Contract or Bid Cost: _____

20. Purpose of Loan Request:

Buy new apparatus/equipment/facility

Refinance existing apparatus/equipment/facility

21. Amount of Loan Requested: _____

22. Term of Loan Requested: _____

23. Repayment Option (circle one): Semi-Annually / Annually

24. Other Funding sources and types (Loan/Allocation/Donation or Grant)

Source	Amount	Type
Self-funding	_____	_____
Bank or other lending institution	_____	_____
Municipality	_____	_____
Relief Association, Organization or	_____	_____
Individual	_____	_____
Other _____	_____	_____

25. How will the proposed expenditure be funded if the loan application is denied?

25. Please describe both your need for the apparatus, equipment or facility proposed as well as your need for a DVFS revolving loan. Attach a separate page, if necessary.

D. Signature/Certification

We, the undersigned and duly authorized officers of _____ do hereby certify that the information presented in this application, including all attachments, is true and accurate and that we are authorized by Resolution to apply for a loan and to borrow from the Delaware Volunteer Fire Service Revolving Loan Fund. Said Resolution is submitted as an attachment to this application.

Name:
Signature of Volunteer Company President

Date

Name:
Signature of Volunteer Company Secretary

Date

(Affix Corporate Seal)

