

New York State Emergency Services Revolving Loan Application INCORPORATED NOT-FOR-PROFIT FIRE/AMBULANCE COMPANIES

A. GENERAL INFORMATION

Applications should be returned to:

NYS Division of Homeland Security and Emergency Services
Office of Fire Prevention and Control
State Office Campus
1220 Washington Avenue
Building 7A, Floor 2
Albany NY 12242

In order to consider your request for a loan, the following information will be needed:

1. Legal Name and Mailing Address of Incorporated Not-for-Profit Fire/Ambulance Company Seeking Loan: (PLEASE TYPE)

County _____ Applicant's City _____ Village _____ or Town _____

2. Applicant Federal Tax I.D.#: _____

3. Approximate population of your fire/ambulance company's assigned protection area:

4. Does the fire/ambulance company provide emergency services for any other local governments (does your fire/ambulance company contract for services with other towns, villages, cities, or fire districts)? _____ If yes, name those other areas and the approximate population(s) of each additional area.

_____ with population of _____
_____ with population of _____
_____ with population of _____

5. Fire Company/Volunteer Ambulance Company Profile:

A. Number of Full Time Paid Personnel (FTE): _____ B. Number of Volunteer Personnel: _____

6. If you are applying for an Incorporated Not-for-Profit fire company, attach a copy of your Certificate of Incorporation. Volunteer ambulance companies must include a copy of their Operating Certificate from the Department of Health.
7. If fire/ambulance company provides service to any other local government or contracts for service with towns, villages, cities or fire districts, please attach copies of those contracts.
8. Please provide a copy of your most current balance sheet.
9. Prior year operating budget \$ _____.

10. Attach a copy of your last two years of income and expense reports as well as copies of recent Bank Deposit Account Statements for checking and savings.

11. Reserves or Savings on Deposit: List all reserve funds in existence with the purpose and balance in each account:

	Date of Valuation	Purpose	Balance
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
D.	_____	_____	_____
E.	_____	_____	_____

Are any of these reserves designated for the same purpose as this loan request? Yes _____ No _____

If yes, which line(s)? _____

12. Additional Budgetary Information:

A. Does the fire/volunteer ambulance company receive income under a contract for providing service(s)?
 _____ Yes _____ No If yes, how much? \$ _____

13. List outstanding department/ambulance company debts (loans):

Amount	Payment Schedule	Status	Purpose of Debt
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

14. Does your company receive anything of value from an independent source (such as use of a building, payment of utilities, use of apparatus, etc.)? Yes _____ No _____

If so, what and set forth an estimate of said value:

_____ \$ _____
 _____ \$ _____

15. Does another entity (like the fire district or town fund your fire service organization in any way?
 _____ Yes _____ No If yes, please explain.

B. PURPOSE OF LOAN -- YOU CAN ONLY APPLY IN ONE CATEGORY.

1. Firefighting Apparatus: **Include in the Narrative Section (Page 5), a detailed inventory of all vehicles including year, make and model. Also, if you have a long range financial plan for equipment replacement, please explain.**

Maximum Loan: \$225,000 or 75 percent of cost - whichever is less
 Maximum Loan Period: \$5,000 -- 5 years: \$5,001 to \$50,000 -- 10 years
 Over \$50,000 -- 20 years

<input type="checkbox"/>	New	Total Cost \$ _____
<input type="checkbox"/>	Used	Amount Requested \$ _____
<input type="checkbox"/>	Replacement	Loan Period Requested _____

2. Ambulance or Rescue Vehicle

Maximum Loan: \$150,000 or 75 percent of cost - whichever is less
 Maximum Loan Period: 10 years

<input type="checkbox"/>	New	Total Cost \$ _____
<input type="checkbox"/>	Used	Amount Requested \$ _____
<input type="checkbox"/>	Replacement	Loan Period Requested _____

- *3. Personal Protective Equipment (PPE), Communications Equipment or Both

Maximum Loan: \$100,000 in any combination of A or B below; Maximum Loan Period:
 Personal Protective Equipment (PPE) - 5 years; Communications - 10 years

A. Personal Protective Equipment (PPE)

Total Cost \$ _____
Amount Requested \$ _____
Loan Period Requested _____

- B. Communications Equipment

Describe in the Narrative (Page 5), your present communication system and explain how this loan will improve your capabilities, safety and inter-communication with other emergency service providers.

Total Cost \$ _____
Amount Requested \$ _____
Loan Period Requested _____

4. Repair or Rehabilitation of Firefighting Apparatus, Ambulance or Rescue Vehicle

Maximum Loan: \$75,000 or 100 percent of cost - whichever is less
 Maximum Loan Period: 5 years

- A. Firefighting Apparatus

Age of Vehicle _____	Total Cost \$ _____
	Amount Requested \$ _____
	Loan Period Requested _____

- B. Ambulance

Age of Vehicle _____	Total Cost \$ _____
	Amount Requested \$ _____
	Loan Period Requested _____

- C. Rescue Vehicle

Explain in the Narrative (Page 5), the need for rehab and to what standards the rehabbed apparatus will be measured against.

Age of Vehicle _____	Total Cost \$ _____
	Amount Requested \$ _____
	Loan Period Requested _____

*Refer to Definitions, Restrictions and Exclusions (Page 9)

*5. Accessory Equipment (Please identify in Narrative, Page 5)

Maximum Loan: \$75,000
Maximum Loan Period: 5 years

Total Cost \$ _____
Amount Requested \$ _____
Loan Period Requested _____

6. Renovation, rehabilitation or repairing facilities that house firefighting equipment, ambulances, rescue vehicles and related equipment

Maximum Loan: \$150,000 or 75 percent of cost - whichever is less
Maximum Loan Period:
** Class A -- Fireproof -- 20 years
** Class B -- Fire resistant -- 15 years
** Class C -- 10 years

Be sure to include in the Narrative (Page 5), the present age of facility and reason (structural, cosmetic, expansion, etc).

Total Cost \$ _____
Amount Requested \$ _____
Loan Period Requested _____

*7. Construction costs associated with the establishment of facilities that house firefighting equipment, ambulances, rescue vehicles and related equipment

Maximum Loan: \$300,000 or 75 percent of cost - whichever is less
Maximum Loan Period:
Class A -- Fireproof -- 30 years
Class B -- Fire Resistant -- 20 years
Class C -- 10 years

_____ replacement construction
_____ an additional facility

Total Cost \$ _____
Amount Requested \$ _____
Loan Period Requested _____

*8. Construction costs associated with the establishment of facilities for the purpose of live fire training

Maximum Loan: \$150,000 or 75 percent of cost - whichever is less
Maximum Loan Period: 15 years

Total Cost \$ _____
Amount Requested \$ _____
Loan Period Requested _____

A loan for this purpose will not be granted if another live fire training facility is located within the boundaries of the county or within 25 miles of the site you wish to construct. Please be sure your "Narrative" addresses this issue clearly. Also, you must clearly describe in the "Narrative" Section of this application exactly how your training facility will be used and how it could be shared with neighboring departments and/or mutual aid facilities and local agencies. Explain how this construction is compliant with NFPA 1403 and whether or not it will be a totally non-combustible site.

* Refer to Definitions, Restrictions and Inclusions (Page 9)

** See § 11(a), 11(b) and 11(c) of the Local Finance Law.

C. NARRATIVE SECTION (Please Type)

In the NARRATIVE SECTION below, please explain to us who you are (fire department, municipality, EMS, ect.).

Tell us a little about the geographic area that your organization serves and any unique characteristics or problems in the area that would support your request for financial assistance such as: is this an industrial area, commercial area, rural area, college town, nuclear site area, State Park or preserve area, correctional facility site, and/or any other identified risk/problem area.

Show how receipt of these funds will improve firefighter safety or firefighting operations or prevent an escalating problem in your service area.

If purchasing apparatus, ambulance or rescue vehicle, you must include or list out a detailed inventory of all types of vehicles in your fleet including the year, make and model.

Please explain the conditions that led you to apply for this loan or any specific information about your current economic situation so that we understand your financial need. Perhaps you might want to explain your department's income and expenses in recent years or highlight any hardships currently being faced. Please tell us if you have previously attempted to fund your current needs and what the outcome of that was. Remember, you are attempting to persuade someone to loan a significant amount of money to your organization.

PLEASE NOTE: The Division of Homeland Security and Emergency Services may disapprove any application which contains inadequate demonstration of need or which would result in inequitable or inefficient use of the monies in this account relative to other applications under consideration at the time of review.

Since cash is not always available at the time a loan has been approved and, because each applicant has a different financial timetable, please indicate on or about when you would need to receive disbursement of your award. _____

D. PROGRAM CONTACT SHEET

The following information is necessary for review and follow-up to your loan application. **PLEASE TYPE** all information. At the minimum, we must have information on the Local Official and a Daily Contact Person.

NAME AND TITLE	ADDRESS	TELEPHONE/FAX #S
Official Authorized To Sign Documents		Telephone: () Fax: ()
Alternate Official Authorized To Sign		Telephone: () Fax: ()
Daily Contact Person		Telephone: () Fax: ()

Legal Name and Mailing Address of Applicant:

FOR AGENCY USE ONLY: Do Not Write In This Space

Agreement # _____

Board Approval Date _____

Amount Approved _____ Term of Loan _____

E. SIGNATURE/NOTARY PAGE

I hereby certify that the information presented in this application is true and accurate and that I am authorized by Resolution to apply for a loan and to borrow from the New York State Emergency Services Revolving Loan Fund on behalf of _____ . Said Resolution herewith submitted.

See the following page for items that must be included in your Resolution. Applications submitted without a Resolution will not be forwarded to the Division of Homeland Security and Emergency Services until a proper resolution has been received by our office.

Signature of Authorized Official

Title

Date

STATE OF NEW YORK }
COUNTY OF _____ } ss:

On the _____ day of _____, 20_____, before me personally appeared

_____ to me known, who being by me duly sworn, did depose and say that (s)he resides at _____; that (s)he is the _____ of _____, the fire/volunteer ambulance company described herein which executed the foregoing instrument; and that (s)he signed (her)his name thereto by order of the board of trustees of said company.

NOTARY PUBLIC

NYS Division of Homeland Security & Emergency Services
Office of Fire Prevention and Control



NYS EMERGENCY SERVICES LOAN PROGRAM

The purpose of the resolution is to demonstrate that the governing body officially supports the application and the proposed project. The following terms are not intended to be an exclusive list of items which may be included in a resolution. A resolution may be modified or revised by the involved parties.

ITEMS WHICH MUST BE INCLUDED IN THE RESOLUTION

- 1) **Authorization to Apply for the Loan:** The governing body of each applicant must authorize a person by name and title (and his/her designee, if appropriate), to submit an application to the NYS Emergency Services Loan Program. The resolution should authorize that Person to execute all financial and/or administrative processes relating to the grant program.
- 2) **Funding Request:** The resolution must indicate the maximum amount of money being applied for through this program. This amount should correspond with the "Amount of Loan Requested" on the application form.
- 3) The resolution must include the vote of the governing body members and certification of the vote by the clerk or board secretary.

Recommendations: The resolution may contain any additional activities related to the project that also needs the approval of the governing body.

Definitions, Restrictions and Exclusions

- (1) Personal Protection Equipment must meet OSHA standards;
- (2) Communications Equipment must be, to the maximum extent practicable, compatible with the communications equipment of adjacent services and jurisdictions;
- (3) Accessory Equipment is necessary equipment to support the ordinary functions of firefighting, emergency medical services or rescue activities. Excludes communications equipment, protective equipment and motor vehicles together with their fixtures and appointments;
- (4) Construction costs shall not include fees for design, planning, preparation of applications or other costs not directly attributable to land acquisition or construction.
- (5) "Fire Companies" means (i) a fire company, the members of which are firefighters, volunteer, paid or both, of a county, city, town, village, fire district or fire department, or (ii) a fire corporation, the members of which are firefighters, volunteer, paid or both, providing fire protection pursuant to a fire protection contract within a fire protection district of a town.
- (6) "Volunteer ambulance service" means an individual, partnership, association, corporation, municipality or any legal or public entity or subdivision thereof engaged in providing emergency medical services and the transportation of sick, disabled or injured persons by motor vehicle, aircraft or other form of transportation to or from facilities providing hospital services which is (i) operating not for pecuniary profit or financial gain, and (ii) no part of the assets or income of which is distributable to, or inures to the benefit of its members, directors or officers.
- (7) No applicant shall receive a loan for any purpose more than once in any five year period.
- (8) Loan money cannot be used to pay off an existing loan.
- (9) Must not in the prior 10 years have used state funds to repay all or a part of any loan made under §97pp of the State Finance Law.
- (10) Construction costs associated with the establishment of facilities for the purpose of live fire training. A loan for this purpose shall not be granted if another live fire training facility is located within the boundaries of the county or within twenty-five miles. A loan for this purpose shall not exceed the lesser of one hundred fifty thousand dollars or seventy-five percent of the cost of construction, or be used for the payment of fees for design, planning, preparation of applications or other costs not directly attributable to land acquisitions or construction.