

**MUNIPAY DATA REQUEST FORM**

*Updated For Model Version 4.6.0 (April 2016)*

**FINANCIAL DATA**

MUNIPAY runs its affordability analysis on financial data, which typically concerns the Governmental Funds of a municipality. This corresponds to the "City/Town/Village" selection under the "entity type" entry. But for a Clean Water Act or Safe Water Drinking Act case, the relevant data (and corresponding entity type selection) probably concerns a municipality's Enterprise Fund, which accounts for municipal activities that operate more like a business (i.e., levying charges upon users in relation to services consumed).

If a Clean Water Act or Safe Water Drinking Act case involves a regional authority not tied to any single municipality, then select the Enterprise Fund type, but enter a zero for all the fields related to the General Fund. (Note that such an independent and publicly owned utility is not the same as a privately owned yet publicly regulated utility, for which no EPA screening model exists.)

For Superfund cases, a municipality will sometimes have an Enterprise Fund that accounts for the operations of its municipal landfill. For RCRA cases, a municipality will sometimes have an Enterprise Fund that accounts for activities related to the violation. Both of these situations are fairly rare, and even if such an Enterprise Fund exists, an analysis of the municipality's Governmental Funds may be more relevant.

For other types of local and regional governmental jurisdictions, contact the U.S. EPA Helpline at 888-ECONSPT for guidance on MUNIPAY's applicability.

In addition to the data items below, the municipality should provide the following for the last three years: annual audited financial statements, bond prospectuses, and budgets (especially for the anticipated General Fund expenditures). Financial statements and bond prospectuses may also be available for many cities from municipality websites or even commercial providers.

**Common Financial Data**

General Fund, sum of Assigned + Unassigned balances: (for most recent fiscal year, omit if independent utility)	_____
Anticipated General Fund Expenditures Plus Net Transfers: (formally budgeted or merely projected)	_____
Median Household Income: (either U.S. Census, or more recent estimate)	_____
Year of Estimate:	_____

**City/Town/Village Financial Data (i.e., Governmental Funds)**

Annual Debt Payments: (sum of principal and interest payments for all Governmental Funds)	_____
Total Revenues: (for all Governmental Funds, but exclude transfers between funds)	_____
Direct Net Debt: (gross debt incurred in municipality's name, less short-term and revenue debt)	_____
Overall Net Debt: (above + overlapping/underlying gov't units' debt apportioned by property value)	_____
State Debt Limit: (attach calculations, or note if state imposes no such limit)	_____
Market Value of Taxable Property: (attach calculations if converted from assessed)	_____
Median Home Value: (either U.S. Census, or more recent estimate)	_____
Year of Estimate:	_____

**Enterprise Fund Financial Data**

Current Assets: (exclude any restricted assets)	_____
Current Liabilities: (exclude liabilities payable from restricted assets)	_____
Annual Debt Payments: (sum of principal and interest payments from Statement of Cash Flows)	_____
Operating Revenues:	_____
Operating Expenses:	_____
Anticipated Expenses Plus Net Transfers: (budgeted or projected)	_____
Average Annual Residential Charge: (typically based on 54,000 gallons for water/sewer)	_____
Serviced Households: (if unknown, use number of households from U.S. Census)	_____

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U.S. CENSUS BUREAU DATA		
	Census Values	
	2000: SF3 Sample Data	2014: ACS 5-Year Estimates
Population:	_____	_____
Number of Persons Age 18 and Above:	_____	_____
Number of Persons Age 65 and Above:	_____	_____
Number of Individuals Below 125% of Poverty:	_____	_____
Median Home Value:	_____	_____
Median Household Income:	_____	_____

**Instructions for pulling U.S. Census Bureau Data.**

*Go to [www.census.gov](http://www.census.gov) and click on "American FactFinder" under Data (or try going directly to [www.factfinder.census.gov](http://www.factfinder.census.gov)) and choose "Advanced Search." Specify the municipality name under "State, County, or Place" and then search for the table codes listed below. For the 2000 tables, the Dataset in the final column should be "2000 SF3 Sample Data." For the 2014 tables, the Dataset should be "2014 ACS 5-year estimates."*

	Census Designation	
<u>MUNIPAY Input</u>	<u>2000</u>	<u>2014</u>
Total population	P001	DP05
18 years and over	P008	DP05
65 years and over	P008	DP05
Number of Individuals Below 125% of Poverty	P088	S1701
Median Home Value	H076	B25077
Median Household Income	P053	B19013