

OFFICE OF STATE LANDS AND INVESTMENTS
Instructions for completing Clean Water State Revolving Fund Pre-Application Form (Part 1)
****Only for "Special Programs" ****

Basic information about Clean Water State Revolving Fund application

Original signatures for any page of this application should be accomplished with Blue ink

OSLI agency rules regarding application (Chapter 14 & Chapter 16) can be located at:

http://soswy.state.wy.us/Rules/Rule_Search_Main.asp

Then select the following information:

Agency: Lands and Investments, Office of

Program: Loan and Investment Board

Rule Type: Current Rules and Regulations

Chapter No: Type in Chapter Number

Then click on search

Projects primarily intended to serve future growth or needed mainly for fire protection are ineligible

There are three funding options for the Clean Water State Revolving Fund:

Clean Water SRF Loan (Core Program 2.5% Interest)

**** USE THE DWSRF APPLICATION FORM**

Clean Water SRF Loan (Special Program 2.5% Interest/Principal Forgiveness)

*** USE THIS PRE-APPLICATION FORM**

Clean Water SRF Loan (Special Program Green Project 0% interest/Principal Forgiveness)

*** USE THIS PRE-APPLICATION FORM**

Page 1

- Each item on the checklist should be included for, unless otherwise stated in the instructions

Page 2

- Be sure to define which type of funding is requested on the current application
- What is the total cost of the project (Total Project cost).
- Include documentation for all other funding sources
(Grant approval letter, contract from Water Development, etc)
- If not already receiving payments from the State of Wyoming Wolfs system, please complete Wolfs-109a
 [\(Wolfs-109a available at: http://sao.state.wy.us/download.htm#wolfsforms\)](http://sao.state.wy.us/download.htm#wolfsforms)
- Information on ranking on Intended Use Plan can be located at:
http://lands.state.wy.us/index.php?option=com_content&view=article&id=313&Itemid=29
- Information Median Household Income use:
<http://slf-web.state.wy.us/grantsloans/AMHIDec2011.pdf>

Page 3

- The Office of State Lands and Investments will reproduce and provide the completed Summary Form to the State Loan and Investment Board as the applicant's summary of the request for funding. The applicant should view this form as its opportunity to inform the Board of the benefits of the project and financing needs of the community/district. There is no limit on the length of the Application Summary Form, please attach additional pages as needed. However, the Office suggests a bulleted format on a single page.
- The narrative provided in the form should include, at a minimum, the following information:
 - o Attach the rate schedule for additional use of water if necessary.
 - o Type of entity applying: (City, County, Water and Sewer District, etc.)
 - o The approximate population of the applicant that the project will serve directly and indirectly
 - o The Median Household Income of the applicant that the project will serve directly and indirectly
 - o Brief description of the project (include specific reason(s) for the project). If project is needed to meet federal or state health and/or safety requirement, the applicant must provide the specific health or safety requirements the project will address. Project ranking on Intended Use Plan, IUP can be found at: http://lands.state.wy.us/index.php?option=com_content&view=article&id=313&Itemid=29
 - o Estimated project schedule.
 - o If multiple project applications are being presented for consideration, priority ranking for each project.
 - o **List all proposed security and/or repayment sources for loan (if applicable at this time)**
- **Be sure to sign in blue ink**
 - o For special Districts the following information is also required:
 - § Geographical area of the District and date formed (resolution of the County Commissioners).
 - § Number and type of lots the project will serve initially, total number of lots in the District, and current zoning. For example, is the District zoned for residential use only or for commercial use or for a combination of uses? Note: **Districts are required to have property assessments established at the time of application.**

Page 4

- Ensure the name of applicant on Loan Resolution - should match "Applicant" on page 3 of the application.
- State Title and purpose of project: use the Project name & brief description on page 3 of the application
- Describe the source of all repayment funds: include description and amounts
- Loan application amount – use "Total SRF Funding Requested" on page 2
- Name of project should match "project" used on page 2 (name only, leave out brief description)
- **Be sure to sign in blue ink**

Page 5

- Complete the name of the "Applicant" and "Project name"-it should match names on page 4 of the application.
- Complete the information with dates and state whether the date is actual or an estimate for the project timeline.



WYOMING CLEAN WATER STATE REVOLVING FUND

LOAN PRE-APPLICATION FOR SPECIAL PROGRAM INCENTIVES

OFFICE OF STATE LANDS AND INVESTMENTS

Please submit 1 original, signed in Blue Ink by the authorized representative of the governing body, and 2 copies of the Loan Pre-application for Special Program Incentives; to:

Office of State Lands & Investments
122 West 25th Street
Herschler Bldg. 3W
Cheyenne, WY 82002

If you need assistance in completing this form, please contact the following agencies:

Application and/or financial information:
State Lands & Investments, 307-777-6046

Technical, Environmental, or project specific information:
Wyoming Department of Environmental Quality
Water Quality Division, 307-777-6371

CWSRF Application Checklist (1 original of all items on list and all documents are to be signed in blue ink; and 2 copies of each item on list starting with "application")

<input type="checkbox"/>	Application Cover Sheet (page 2)
<input type="checkbox"/>	Application Summary Form (page 3)
<input type="checkbox"/>	Application - Resolution authorizing submission of application (page 4)
<input type="checkbox"/>	List of estimated project schedule and timelines. Upon Loan approval, this list will be attached to the Loan Agreement. (Page 5) - Project Timeline

**OFFICE OF STATE LANDS AND INVESTMENTS
Clean Water State Revolving Fund
PRE-APPLICATION COVER SHEET**

Applicant: _____ Date: _____

Address: _____

Contact Person: _____

E-mail address: _____ Phone No.: _____

Engineer: _____

E-mail address: _____ Phone No.: _____

Tax I.D. Number (required): _____

Population	
Annual Median Household Income	
Project Ranking on Intended Use Plan/Year of Intended Use Plan	
Date of Mandatory Public Meeting	

& 54

Project Name: _____

Brief Description: _____

Funding Source	Amount Requested	
Clean Water SRF Loan (Core Program 2.5% Interest)		
		AMT OF PRINCIPAL FORGIVENESS REQUESTED
Clean Water SRF Loan (Special Program 2.5% Interest)		
Clean Water SRF Loan (Special Program-Green Project 0% Interest)		

Total SRF Funding Requested \$ _____ (total from table above)

Applicant's Other Funding \$ _____ (total from table below)

Total Project Cost \$ _____

*List applicants other funding sources individually. Provide funding source, funding amount and status for each source:

Funding Source	Funding Amount	Funding Status	
		Approved	Pending
		Approved	Pending
		Approved	Pending
		Approved	Pending
		Approved	Pending
		Approved	Pending
		Approved	Pending
		Approved	Pending
		Approved	Pending

PRE-APPLICATION SUMMARY FORM

Applicant:	Project Name:
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Water Rate Information

Current Number of Service Connections: _____

Water Meters Water Meters in Use?

Yes No

Rate per 20,000 gallons or monthly flat rate if not metered: _____

Rate Schedule as more water is used: _____

Attach rate schedule if necessary – Schedule attached? Rate Schedule Attached?

Yes No

Sewer Rate Information

Rate per 1,000 gallons or monthly flat rate		Monthly minimum
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Assessed Valuation this FY: _____

Assessed Valuation for each of the last three FY's: _____

Total Mills levied this FY: _____

DETAILED PROJECT DESCRIPTION:

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements if approved. To the best of my knowledge and belief, the information in this application is true and correct. I understand the State may review any relevant documents or instruments relating to the analysis of this application.

Name and Title (typed)	Signature	Date
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Name and Title of Contact Person	Phone No. _____	E-mail: _____
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Resolution No. _____

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A PRE-APPLICATION FORM TO THE TO THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE REVOLVING FUND ON BEHALF OF THE GOVERNING BODY FOR THE

(NAME OF APPLICANT)

FOR THE PURPOSE OF _____

(STATE TITLE AND PUPOSE OF PROJECT)

WITNESSETH

WHEREAS, the Governing Body for the _____

(NAME OF APPLICANT)

desires to participate in the State Revolving Fund program to assist in financing this project: and

WHEREAS, the Governing Body for the _____

(NAME OF APPLICANT)

recognizes the need for the project: and

WHEREAS, the STATE REVOLVING FUND program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of the _____

(NAME OF APPLICANT)

plans to repay the requested STATE REVOLVING FUND LOAN from the following sources (s):

(DESCRIBE THE SOURCE OF ALL REPAYMENT FUNDS)

; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE _____

(NAME OF APPLICANT)

that a loan application in the amount of \$ _____ be submitted to the State Loan and Investment Board for consideration at the State Loan and Investment Board meeting to assist in funding _____

(name of project)

BE IT FURTHER RESOLVED, that _____

(name and title of persons)

are hereby designated as the authorized representatives of the _____

(name of applicant)

to act on behalf of the Governing Body on all matters relating to this loan application.

PASSED, APPROVED AND ADOPTED THIS _____ day of _____, 20 _____

(Name & Title)

Attest:

(Name & Title)

Applicant:

Project Name:

PROJECT TIMELINE

Task	Date	Actual/Estimate
1. Contract documents submitted to SRF Staff for approval		
a) Apply for DEQ Permit to Construct		
b) All permits, easements, Right of Ways approved or finalized/signed		
2. Publish call for bids approved by SRF Staff		
3. Construction start date		
4. Substantial completion date		
5. Construction end date		