



THE STATE OF WYOMING

Water Development Commission

6920 YELLOWTAIL ROAD TELEPHONE: (307) 777-7626 CHEYENNE, WY 82002



PROJECT APPLICATION FOR LEVEL III CONSTRUCTION FUNDING
FOR MUNICIPAL AND RURAL DOMESTIC PROJECTS

Funding for projects is based on WWDC recommendations and is appropriated by the legislature from the Water Development Accounts. Legislative authorization is required before the WWDC can begin project work. Applications for all Level III construction projects **must** be submitted no later than **September 1st**.

In order to receive consideration for Level III construction funding, the project sponsor must be an entity of local government with taxing and/or assessment authority. Private corporations and individuals are not eligible for assistance. *Note: If you are seeking Level III funding for a project new to the Program, you must provide a feasibility study with detailed cost estimates prepared by a professional engineer registered in the State of Wyoming that has been reviewed and approved by the planning division of the WWDO.*

APPLICATION REQUIREMENTS

- The person signing the application must have authority to commit the entity to a binding contract.
- A notarized copy of a resolution supporting this application passed by the board or other governing body of the entity must be provided (PDF preferred).
- For new projects, a single check for the combined total of the \$1,000.00 application fee and the reimbursement fee of (2,000 taps or less: \$1,000.00; 2,001 to 9,000 taps: \$2,000.00; or 9,001 or more taps: \$3,000.00) must accompany the application or be sent to the office if using an online application. If the application is denied, 75% of the application fee and 100% of the reimbursement fee will be refunded to the applicant. Projects advancing from Water Development Program studies, which were completed within the last 5 years, are exempt from both the application and reimbursement fees.
- A project area map (8.5" x 11" required, PDF preferred) showing the district boundaries, project location and features should be provided. Include any reports or other supporting information available.
- Written verification from any municipality, county, joint powers board, irrigation district, or special district that is impacted by the project that they understand and accept those impacts.
- Written verification that the system includes a minimum of 15 taps with meters on each tap.
- Application may also be scanned and submitted by PDF if preferred. Please send PDF files to WDO-PayRequest@wyo.gov if this is preferred method of submitting.

I acknowledge that I have read and understand the application requirements as stated above

Authorized Official –Name and Title

Digital Signature of Authorized Official

ENTITY INFORMATION

Type of Entity

(i.e.: Municipality, County, Joint Powers Water Board, Special District)

Applicant – Name of Entity

P.O. Box and/or Street Address

City

County

State

Zip Code

Phone Number

Contact Person

Phone Number

The best time to reach the contact person is from:
(Please include a.m. or p.m.)

_____	to	_____	Monday
_____	to	_____	Tuesday
_____	to	_____	Wednesday
_____	to	_____	Thursday
_____	to	_____	Friday

Email for Contact Person

If the application was prepared by someone other than the contact person, please provide the following information:

Name

Phone Number

Email

REQUIRED INFORMATION

The purpose of this section is to gather information necessary for the development of the financing plan for the Level III construction project. Answer all questions as completely and accurately as possible. If you need help, please call the Water Development Office at 307-777-7626.

A. Requested Financing Plan

Please provide the following specifics regarding the financing plan you are seeking. Contact the WWDO for questions regarding specifics relating to existing Program criteria.

1. Provide a brief statement describing the project for which you are seeking funding, including the reasons the project is needed. Describe the current situation with your water supply that will be improved by the project. (Attach additional information if you wish):

a. What feasibility study is this project originating from?

2. What is the total estimated cost of the project? _____
 - a. Attach a current sealed professional engineer's cost update in the format as shown in the application (PDF acceptable unless feasibility study is current).
3. Total project costs eligible for WWDC funding: _____
4. Total project costs not eligible for WWDC funding: _____
5. Amount of eligible funding requested from WWDC: _____
6. WWDC Grant (Percentage of total WWDC eligible project costs): _____ %
7. How are you planning to obtain to obtain funding for the remainder of the project costs? Both eligible or ineligible? Will this be additional grants or loans from other agencies to supplement your request from the WWDC. Please describe your financing plans:

a. Is the additional funding available at this time? ____ Yes ____ No

b. If not, when will the funding be available? _____

8. Is the project eligible for any federal funding? (SRF, RUS, etc.) ____ Yes ____ No
If yes, please list which funding: _____
9. Are additional right-of-way, access, or land purchases needed for the project? ____ Yes ____ No
If yes, please describe what may be needed and when it will be obtained: _____
10. Are there any other items that will have to be completed prior to bidding the project?
____ Yes ____ No If yes, please describe what may be needed and when it will be completed: _____
11. Are any environmental assessments or clearances needed for the project? ____ Yes ____ No
If yes, have they been obtained? ____ Yes ____ No
If they have not been obtained when will they be obtained? _____
12. What is the expected bid date for construction? (design is complete and all required lands, permits, etc. are complete): _____
13. Does the Sponsor have the authority to adequately assess fees or collect funds to cover operation and maintenance expenses related to the water development project? ____ Yes ____ No

B. Financial Information

1. Service Area Information:
- a. Population (2020 Census): _____ Current Estimate: _____
- b. Does the entity have a comprehensive planning boundary? ____ Yes ____ No
1. If yes, what is the estimated additional population that may be served in the future? _____
- | | Pre-Project | Post-Project |
|---------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|
| c. Taps served within the entity boundaries: | _____ | _____ |
| d. Taps outside the entity boundaries: | _____ | _____ |
| e. Names of other water systems served: | _____ | |
| f. Are there existing planning reports (municipal or county) addressing growth management in the project area? ____ Yes ____ No | | |
| 1. If so, please provide titles and how copies of the reports could be obtained. | _____ | |

2. Water Usage (Potable water system only):	Pre-Project	Post-Project
a. Total number of gallons produced by the water sources annually:	_____	_____
b. Gallons used per capita per day:		
Average Day:	_____	_____
Peak Day:	_____	_____
3. System capacity (Potable water system only):	Pre-Project	Post-Project
a. Maximum capacity of the water supply system:	_____	_____
b. What is the factor (bottleneck) that is presently limiting your ability to provide water? (supply, transmission, treatment, distribution, etc.):		

c. What will be the post-project factor (bottleneck) that will limit your ability to provide water? (supply, transmission, treatment, distribution, etc.):		

	Pre-Project	Post-Project
d. Increased capacity needed:	_____	_____
e. Estimated system water losses (percentage):	_____ %	_____ %
4. Do you have an independent raw water irrigation system? ____ Yes ____ No		
Raw water system capacity (gallons per day): _____		
Average annual raw water usage (gallons): _____		
5. Identify the water rights, existing or needed, for the project. Describe the status of these water rights (filings, permits, adjudicated water rights):		

6. Describe water conservation efforts (tiered water rates, lawn watering restrictions, etc.):		

7. Rates (attach current rates if possible in PDF)	Pre-Project	Post-Project
a. Tap fees:		
Residential:	_____	_____
Commercial:	_____	_____

	Pre-Project	Post-Project
b. Average residential monthly water bill:	_____	_____

c. Water Rates:

Pre-project rates for all tiers and categories of use (if possible please attach PDF):

Post-project rates for all tiers and categories of use (if possible please attach PDF):

d. Identify any local conditions that affect your rates. (Example: flow through for frost prevention, etc.):

8. Financial Statement	Pre-Project	Post-Project
Annual revenues generated from water sales:	_____	_____
Annual revenues from tap fees:	_____	_____
Annual revenues from other sources:	_____	_____
Total annual revenues:	_____	_____
Annual budget for operation and maintenance expenses:	_____	_____
Annual payments for debt retirement:	_____	_____
Annual payments to a repair and replacement fund:	_____	_____
Annual payments for other purposes:	_____	_____
Total annual payments:	_____	_____
Balance in repair and replacement fund:	_____	_____
Balance in emergency fund:	_____	_____
Annual cost of water quality testing:	_____	_____

9. Is the operation of the water supply system self-supporting in terms of revenues offsetting costs for operation, maintenance, debt retirement, replacement funds and emergency funds?
 ____ Yes ____ No If not, how is the difference subsidized?

C. Existing Water Supply System

1. Description of Present Water Supply: (fill in all that apply)

a. Groundwater – Number of wells: _____ Approximate Depth: _____

Primary supply aquifer or formation: _____

Approximate Yield in GPM per well: _____ Total of all wells: _____

b. Surface Water – Source Name: _____

Type of Diversion (headgate, infiltration gallery, pumps, etc.): _____

Approximate Yield (gpm): _____

c. Springs – Name: _____ Approximate Yield (gpm): _____

2. Water Storage: Treated (volume and description): _____
Raw (volume and description): _____

3. Transmission pipeline – Approximate Distance from Source to Distribution System: _____

Type of pipe material: _____ Diameter(s): _____

Age of pipeline: _____ years Condition of pipeline: _____

4. Treatment – None: _____ Chlorination: _____ Filtration: _____ Other: _____

5. Is water metered? _____ Yes _____ No Do you bill by meters? _____ Yes _____ No

6. Identify unmetered usage (irrigation of parks, cemeteries, fire protection, etc.) and amount of unmetered usage: _____

7. Are you under any federal (EPA) mandates to improve your system? (e.g. Administrative orders, violations, actions taken) ? _____ Yes _____ No If yes please describe.

8. Does anyone in the service area haul their drinking water? _____ Yes _____ No

D. Construction Delivery Method

1. Please indicate the construction delivery method the Sponsor will use if the project is approved by the legislature. Please talk to your attorney if you have questions about the construction delivery methods.

Design-Bid-Build _____ Design-Build _____ Construction Manager At Risk _____

WWDC PROJECT COST ESTIMATE

PLEASE FILL IN * ITEMS

WWDC ELIGIBLE PROJECT COSTS

* CONSTRUCTION COSTS

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Cost of Project Components TOTAL \$ _____ (subtotal #1)

Construction Engineering Cost (subtotal #1 x 10%) \$ _____
Components + Construction Engineering Costs \$ _____ (subtotal #2)

Contingency (subtotal #2 x 15%) \$ _____
Construction Cost Total (subtotal #2 + Contingency) \$ _____ (subtotal #3)

PRE-CONSTRUCTION COSTS

Preparation of Final Designs & Specifications (subtotal #1 x 10%) \$ _____
* Site Access Permit Fees (BOR, USFS, etc.) \$ _____
* Title Opinion \$ _____
* Acquisition of Access and Rights of Way \$ _____
Pre-construction Costs Total \$ _____ (subtotal #4)

TOTAL WWDC ELIGIBLE PROJECT COST

Total WWDC Eligible Project Cost (subtotal #3 + subtotal #4) \$ _____ (subtotal #5)

WWDC INELIGIBLE PROJECT COSTS

* CONSTRUCTION COSTS

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

* Additional Cost for Construction Engineering \$ _____
* Additional Cost for Preparation of Final Designs & Specifications \$ _____
Total WWDC Ineligible Project Costs Total \$ _____ (subtotal #6)

TOTAL PROJECT COST

Total Project Cost (subtotal #5 + subtotal #6) \$ _____