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 prior to submitting an application for Level III funding.*

## 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.
- Please send PDF files to WDO-PayRequest@wyo.gov this is preferred method of submitting applications and documentation. Application may also be printed and submitted by mail but this is NOT preferred.

I acknowledge that I have read and understand the application requirements and that the Application is complete and accurate.

_____ _____

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

| _____ | _____ | Wyoming | ____ - ____ |
|---|---|---|---|
| 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 completely and accurately. 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:

   _____

   a. What feasibility study is this project originating from?

   _____

2. What is the total estimated cost of the project? _____
   a. Questions 2-4 are based on the "WWDC Project Cost Estimate" form which is the last page of the application. This form MUST be completed and substitutes ARE NOT acceptable.

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): 50%

7. How are you planning to obtain funding for the remainder of the project costs? Both eligible and ineligible? Will this be additional grants or loans from other agencies to supplement your request from the WWDC. Please describe your financing plans below:

   _____

   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: Gallons per Day _____ _____

   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: Gallons per Day _____ _____

   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: | $ 0 | $ 0 |
| 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: | $ 0 | $ 0 |
| 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: _____ ft.

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 and Location**

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_____

2. Provide a GPS location of either the actual project component location, or the end points of the project pipeline(s), canal(s), etc. The GPS data does not need to be Survey quality, but can be generated from a hand-held device, phone or selected off Google Earth etc. The GPS information is for WWDO reference, not design.

**NOTE: Incomplete applications WILL NOT be accepted. Incomplete Applications will be returned until acceptable, or rejected. Project Recommendations for funding WILL NOT be completed for incomplete or inaccurate Applications. Pay particular attention to the Financial Statement section B. 8., and ensure Pre-Project and Post-Project information is accurate and complete. Additionally, the WWDC Project Cost Estimate (next page) MUST be filled in. By signing the Application, the signatory is certifying that the Application is Complete and Accurate.**

**If you have questions related to completing the form please contact the Deputy Director of Construction or one of the Construction Project Managers for assistance. It is our desire to help you have a complete and accurate application to move your project forward.**

# WWDC PROJECT COST ESTIMATE

**ALL ✻ ITEMS NEED to be filled in (See attached IS NOT acceptable) incomplte forms will be returned.**

## WWDC ELIGIBLE PROJECT COSTS

✻ **CONSTRUCTION COSTS**

| | |
|---|---|
| Mobilization, Bonds, Insuarance | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

| | | |
|---|---|---|
| Cost of Project Components TOTAL | $ 0 | (subtotal #1) |
| Construction Engineering Cost (subtotal #1 x 10%) | $ 0 | |
| Components + Construction Engineering Costs | $ 0 | (subtotal #2) |
| Contingency (subtotal #2 x 15%) | $ 0 | |
| Construction Cost Total (subtotal #2 + Contingency) | $ 0 | (subtotal #3) |

**PRE-CONSTRUCTION COSTS**

| | | |
|---|---|---|
| Preparation of Final Designs & Specifications (subtotal #1 x 10%) | $ 0 | |
| ✻ Site Access Permit Fees (BOR, USFS, etc.) | $ | |
| ✻ Title Opinion | $ | |
| ✻ Acquisition of Access and Rights of Way | $ | |
| Pre-construction Costs Total | $ 0 | (subtotal #4) |

**TOTAL WWDC ELIGIBLE PROJECT COST**

| | | |
|---|---|---|
| Total WWDC Eligible Project Cost (subtotal #3 + subtotal #4) | $ 0 | (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 | $ 0 | (subtotal #6) |

## TOTAL PROJECT COST

| | | |
|---|---|---|
| Total Project Cost (subtotal #5 + subtotal #6) | $ 0 | |