



Washington State Public Works Board Construction Loan Application

**FUNDS AVAILABLE *ONLY* UPON GOVERNOR AND
2015 LEGISLATIVE APPROVAL FOR THE 2016
FISCAL YEAR STARTING:**

JULY 1, 2015

Eligible Jurisdictions	<ul style="list-style-type: none"> ▪ Counties, Cities, and Towns ▪ Water Districts ▪ Sewer Districts ▪ Public Utility Districts ▪ Other Districts (excluding Ports and School Districts)
Eligible Systems	<ul style="list-style-type: none"> ▪ Domestic Water Systems ▪ Sanitary Sewer Systems ▪ Storm Water Systems ▪ Solid Waste and Recycling Systems ▪ Roads, street, and bridges
How to Apply	<ul style="list-style-type: none"> ▪ Hardcopy application (this Word file) – submit this form, also found at www.pwb.wa.gov/

	Due Date: Postmarked or Delivered on or before	Maximum Amount per Jurisdiction per Biennium	Hardcopy Application Submittals
Construction	May 16, 2014 6PM PST	\$10,000,000	Submit one signed original and a CD with the application in Microsoft Word format

Mail/Ship/Hand Deliver to:
 Public Works Board
 1011 Plum Street South East
 PO Box 42525
 Olympia WA 98504-2525
 360.725.3153

For more information on the Public Works Board's loan programs and for the **Construction Loan Application Guidelines**, please visit the Public Works Board's website at www.pwb.wa.gov.

APPLICATION REQUIREMENTS/CHECKLIST

Items that will cause the application to be rejected

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Counties, cities, and towns, must have imposed the one-quarter of one-percent REET as allowed by RCW 82.46.010(2). Full list: http://dor.wa.gov/Docs/forms/RealEstExcsTx/RealEstExTxRates.pdf
<input type="checkbox"/> Yes	<input type="checkbox"/> No	For Sanitary Sewer projects that include side-sewer, applicant must adopt an ordinance or resolution declaring such repair and/or replacement that will enhance conservation or more efficient use of storm water or sewer systems. Attach copy of ordinance if applicable.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Sanitary Sewer and Drinking Water projects only) a. Has this project been <i>fully</i> funded by either the Department of Health or the Department of Ecology? b. Was this project included on the recommended for funding 2014 Construction Loan List?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has the Applicant Certification Form been read and signed by the appropriate authority? Attach original signed document. This must be signed in order for the application to be accepted for review.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has the applicant adopted a policy to reduce greenhouse gas emissions? If submitted in prior years to the Public Works Board, this requirement has been met. SEE GUIDELINES FOR DETAILS TITLE OF POLICY: _____ DATE OF ADOPTION: _____ ATTACH THE POLICY: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Submitted in prior years
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is a copy of the resolution where by your governing body acknowledges the need to maintain adequate revenue streams sufficient to provide funds to pay all system operating expenses and debt repayments during the term of the loan. Attach a copy of the resolution. ATTACH THE POLICY: <input type="checkbox"/> Yes <input type="checkbox"/> No

Items/Actions to ensure a complete application

<input type="checkbox"/>	Have you read the Application Guidelines? This document contains all the necessary information to assist you in applying for a construction loan. To download the current Application Guidelines go to www.pwb.wa.gov .
<input type="checkbox"/>	Have all questions applicable to your type of system been answered? Unanswered questions receive no points. Submitted information will be verified by Public Works Board staff.
<input type="checkbox"/>	Have you verified the accuracy of the Project Cost <u>sum</u> and the Project Funding <u>sum</u> ? These figures must match and accurately reflect the sum of the costs and the sum of the funding.
<input type="checkbox"/>	Is all relevant documentation (i.e., proof of other funding sources, regulatory orders, moratoriums, etc.) attached?
<input type="checkbox"/>	Has the application been reviewed by someone other than the person who completed the application?
<input type="checkbox"/>	Have you made a copy, including all attachments, of the final, signed application package <u>for your records</u> ?
<input type="checkbox"/>	Applications and modifications (additions, removals, and substitutions) are allowed until: <u>6PM PST, May 16, 2014.</u> After that time, no further changes will be accepted.

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SECTION 1: GENERAL APPLICANT INFORMATION

Public Works Board Construction Loan Application

PRIMARY SYSTEM AFFECTED BY THIS PROJECT (check only one)

- Domestic Water
 Sanitary Sewer
 Storm Water
 Solid Waste/ Recycling
 Roads, Streets, Bridge

GENERAL APPLICANT INFORMATION

1.1	Applicant (Legal Name)												
1.2	Municipal Corporation Agency # (MCAG)					http://www.pwb.wa.gov/macg_listing.asp							
1.3	Federal Tax ID #	9	1	-									
1.4	Statewide Vendor Number and Suffix	S	W	V									
		http://ofm.wa.gov/isd/vendors.asp											
1.5	Administrative office – Street Address												
	Mailing Address – (if different from street)												
	City												
	State	WA	Zip										
1.6	County												
1.7	Legislative District	http://apps.leg.wa.gov/DistrictFinder/Default.aspx						Congressional District					
		http://apps.leg.wa.gov/DistrictFinder/Default.aspx						http://apps.leg.wa.gov/DistrictFinder/Default.aspx					
1.8	Client's Contact Person												
	Title												
	Mailing Address –												
	City												
	State	WA	Zip										
	Telephone												
	Email												
1.9	Project Title												
1.10	Loan Request	\$											
1.11	Total Project Cost	\$											

LEGISLATIVELY REQUIRED INFORMATION:

<p>1.12 Does applicant jurisdiction (cities and counties only) have guidelines to process development permit requests? AND Does applicant jurisdiction abide by the guidelines set for processing permits? The guidelines should include:</p> <ul style="list-style-type: none"> • The length of time between permit application submission and permit decision • The information necessary to make a complete permit application • A written explanation for denying a permit application, if applicable <p>Review section 1(2), Chapter 231, 2007 Laws of 2007: See page 960 of the PDF (or page 952 of paper document): http://www.leg.wa.gov/CodeReviser/documents/sessionlaw/2007pam1.pdf</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

GPS COORDINATES – Project Site (<http://www.gps-coordinates.net>)

<p>1.13</p>	Latitude (decimal degrees):			Longitude (decimal degrees):				
	<input type="checkbox"/> N <input type="checkbox"/> S	Degrees:	Minutes:	Seconds:	<input type="checkbox"/> N <input type="checkbox"/> S	Degrees:	Minutes:	Seconds:
	_____°	_____′	_____″	_____°	_____′	_____″		

MEASURES OF FISCAL CAPACITY

The next series of questions is intended to establish the level of the applicant’s fiscal capacity to incur debt.				
<p>1.14</p>	<p>Has the applicant experienced severe fiscal distress resulting from a natural disaster (e.g., Governor declared emergency) or emergency public works need in the past 12 months? If Yes, describe below. <i>(Not a scored question, but the Board may take this into consideration during deliberation of the construction loan list as a balancing factor.)</i></p>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	The event(s)			
	When occurred			
	Fiscal distress caused			
<p>1.15</p>	<p>Describe short- and long-term fiscal management strategies, which the applicant jurisdiction uses to maximize its ability to finance the system described in this application. The response must address the primary system identified at the top of this application. (Max 1 point)</p>			

RATE BASED SYSTEMS ONLY

THE RESPONSE MUST ADDRESS THE PRIMARY SYSTEM IDENTIFIED AT THE TOP OF THE APPLICATION. This information will assist the Board in evaluating the applicant system's financial capacity to incur debt. Please use system specific financial data to complete this section. This information may be found in the applicant's balance sheet as submitted to the State Auditor's Office (www.sao.wa.gov). The data will be used to calculate the ratio of debt, cash, and capital per capita. (Max 4 points)

1.16	Number of people in jurisdiction:	Number of people served by the system in 2013.	Percentage of people in the system affected by this project
	Total operating revenue for the system in 2013.		
	Total operating expenses for the system in 2013.		
	Total outstanding debt for the system in 2013.		
	Cash and cash equivalents (deposits and all cash investments including restricted assets) for the system in 2013.		
	Land and capital assets, net of depreciation (construction in progress, building, machinery and equipment, infrastructure, and other improvements) for the system in 2013. (For those using Asset Management, not depreciation, enter annual value.)		

THE RESPONSE MUST ADDRESS THE PRIMARY SYSTEM IDENTIFIED AT THE TOP OF THE APPLICATION. This information will assist the Board in evaluating the applicant system's source of revenue. The data will be used to calculate the percent of monthly household income dedicated to utility services. (Max 10 points)

1.17	List the average monthly rate per Equivalent Residential Unit (ERU) assuming 1,000 cubic feet (also known as 10 CCF or 7480 gallons)	Year	Rate
		2009	\$
		2010	\$
		2011	\$
		2012	\$
	2013	\$	
If rates have not changed over the last five years, why not?			

1.18	What will be the <u>estimated</u> average residential customer's monthly rate upon project completion?	\$
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(Not a scored question. Response is used to aid in the determination of Affordability Index (AI). See guidelines for more information about the AI.)

ROADS/STREETS AND BRIDGES ONLY

THE RESPONSE MUST ADDRESS THE PRIMARY SYSTEM IDENTIFIED AT THE TOP OF THE APPLICATION. This information will assist the Board in evaluating the applicant system's financial capacity to incur debt. Please use system specific financial data to complete this section. This information may be found in the applicant's balance sheet as submitted to the State Auditor's Office (www.sao.wa.gov). The data will be used to calculate the debt service capacity ratio. (Max 4 points)

1.19	Number of people in jurisdiction:	Percentage of people in the system affected by this project
	Population served by the applicant in 2013.	
	Total outstanding debt for the applicant in 2013.	
	Cash and cash equivalents (deposits and all cash investments including restricted assets) for the applicant in 2013	
	Land and capital assets, net of depreciation (construction in progress, building, machinery and equipment, equipment rental and revolving fund, infrastructure and other improvements) for the system in 2013. (For those using Asset Management, not depreciation, enter annual value.)	

THE RESPONSE MUST ADDRESS THE PRIMARY SYSTEM IDENTIFIED AT THE TOP OF THE APPLICATION. This information will assist the Board in evaluating the applicant system's source of revenue. The data will be used to evaluate the impact of system costs on the applicant system's population. (Max 10 points)

1.20	How much of the applicant's General Fund has been budgeted for the maintenance and operation of roads/streets and/or bridges?	Year	\$ Amount	%	
		2013	\$	%	
		2012	\$	%	
		2011	\$	%	
		2010	\$	%	
		2009	\$	%	
	If roads and/or streets have not been budgeted for in the last five years, why not? If a road/street is added (including the extension of an existing road/street), what mechanism is used to "connect" customers to the new road/street and at what cost? (e.g., impact fees, system development charges)? See the Guidelines for further details.	Mechanism		Cost	
				\$	
		Total Impact Fees received in 2013 (\$)	Median Household Income (MHI)	Yearly Impact Fee (or monthly fee x 12) Divided by MHI	
		\$	\$ http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml	%	

SECTION 2: PROJECT INFORMATION

PROJECT DESCRIPTION

2.1 In 150 words or less, please describe the project to be completed. (Not scored)

PROJECT'S SCOPE OF WORK

2.2 Describe in detail all the activities required to complete this project. This should include only the contract deliverables, e.g., number of feet and size of pipe to be laid, etc. The activities listed here will be incorporated into the loan contract should this project be selected for funding. Do not use this section to explain the problem.
The activities listed here must correspond with the 1) project schedule, 2) project costs, and 3) project funding. (Maximum of 4,000 characters including letters, spaces, and punctuation – 1 page with 1 inch margins and 61 lines is approximately 4,000 characters. SEE GUIDELINES)
 (Not scored. Used as reference material in conjunction with schedule, costs, funding, and permitting.)

REQUIRED PERMITS (LOCAL, STATE, AND FEDERAL)

2.3 List permits required for the proposed project and indicate status of each permit (e.g., applied for, pending, issued, etc.) If no permits are required, explain why not. Needs to correspond with Question 4.1 Readiness-to-Proceed. Attach additional pages if more than five (5) permits are needed for the project. For assistance with permitting requirements, contact the Office of Regulatory Assistance or go to <http://www.ora.wa.gov>. (This section is not scored, but will be cross-referenced with Readiness-to-Proceed section and may impact scoring associated with Readiness-to-Proceed.)

Permit	Expected Date Submitted	Expected Date Issued or Received	Status
1.			
2.			
3.			
4.			
5.			
If no permits are required, please explain why not.			

PROJECT SCHEDULE

2.4	Indicate the month and year when the activities were or will be completed. Schedule should clearly correspond to Question 4.1 Readiness-to-Proceed in the Local Management Effort section. (Project Schedule is not scored, but will be cross-referenced with Readiness-to-Proceed and may impact scoring associated with Readiness-to-Proceed.)		
Activity	Current Status	% Complete	Completion Date (Mo/Yr)
Engineering Report			
Cultural and Historical Resources Review (Section 106 or Executive Order 05-05) ¹			
Environmental Review			
Land/Right-of-Way Acquisition			
Permits			
Public Involvement/Information			
Bid Documents			
Award Construction Contract			
Construction Start			
Construction Complete			
Project in Use			
Investment Grade Efficiency Audit (if applicable):			
Other:			
Other:			

PROJECT COSTS

2.5	The Total Estimated Project Cost must equal the Total Project Funding in Question 2.6. The Project Costs table will become a part of the loan contract, should this project be approved for funding. (This section is not scored, but will be cross-referenced with the Readiness-to-Proceed section and may impact scoring associated with Readiness-to-Proceed.)	
Cost Category	Amount	
Engineering Report	\$	
Cultural and Historical Resources Review (Section 106 or Executive Order 05-05) ¹	\$	
Environmental Review	\$	
Land/Right-of-Way Acquisition	\$	
Permits	\$	
Public Involvement/Information	\$	
Bid Documents	\$	
Construction	\$	
Other Fees (Sales or Use Taxes)	\$	
Contingency (%)	\$	
Investment Grade Efficiency Audit (if applicable):	\$	
Other:	\$	

¹ The EO 05-05 requires recipients of state funds to consult with interested parties (i.e., Department of Archaeology and Historic Preservation, and Indian Tribes) prior to starting project construction. For Construction loans, this consultation should take place as early as possible, in order to avoid delays in starting the project construction. If you have questions regarding this process, please contact Heather Youckton at (360) 725-2744 or email her at Heather.Youckton@commerce.wa.gov.

Other:	\$
TOTAL ESTIMATED PROJECT COST	\$

PROJECT FUNDING

2.6 The Total Project Funding must equal the Total Estimated Project Cost in Question 2.5.
Please state the status of the project's funding sources as follows:

- Funds are **Planned** for if they are found in a formally adopted Capital Facilities Plan.
- Funds are **Applied** for if a formal application has been submitted to a funding source, and the funding source considers that application or funding request as having been submitted (attach notification from funder that application has been received).
- Funds are considered **Awarded** if a formal notice of approval for the funds is in place from the funding source (attach letter from funder or contract number). Local revenue must be in an approved budget to be considered in-hand.

The Project Funding table will become a part of the loan contract, should this project be approved for funding. (This section is not scored but will be checked for accuracy and cross-referenced with the Readiness-to-Proceed section.)

Type of Funding	Identify Source ²	Amount	Status (Planned, Applied for, Awarded, etc.)	Contract/Reference Number
Grants (State/Federal Agency or Organization) – Non Match				
Grant #1		\$		
Grant #2		\$		
Grant #3		\$		
Total Grants		\$		
Prior Pre-Construction Loans – Non Match				
Non-Match Loan #1		\$		
Non-Match Loan #2		\$		
Total Prior Pre-Construction Loans		\$		
Loans (State, Federal, Private Agency or Organization)				
This Construction Loan Request	Public Works Board	\$	Proposed	
Other Loan #1		\$		
Other Loan #2		\$		
Total Loans		\$		
Local Revenue (Rates, General Fund, Levies, Reserves, Assessments, ULID, LID, etc.)				
Local Revenue #1		\$		
Local Revenue #2		\$		
Local Revenue #3		\$		
Total Local Revenue		\$		
Other Funds				
Other Funds #1		\$		
Total Other Funds		\$		
TOTAL PROJECT FUNDING		\$		

² If federal funds are included in the project-funding package, the project is subject to the federal Section 106 Cultural Historic Requirements. If you have questions regarding this process, please contact Heather Youckton at (360) 725-2744 or email her at Heather.Youckton@commerce.wa.gov.

2.7	Are there any constraints on the identified funding sources in Question 2.6 Project Funding? If yes, please explain. (Not scored)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.8	Please describe what attempts have been made to secure resources for funding this project other than applying for this construction loan (e.g., applied for other grants and loans, issued bonds, etc.). Please be specific. (Not scored)		
Attempt Description		Date	Outcome
If no attempts have been made, please explain why not.			

SECTION 3: PROJECT NEED AND SOLUTION

This section includes a series of questions related to the need for the project and the proposed solution to the problem. Have thorough and complete responses.

Attach any verifying information if necessary to clarify the degree of the problem (i.e., regulatory orders, negotiated letters of agreement, etc.).

This is the applicant's opportunity to state the problem and its impact on the community.

The information below states the Program's priorities, which are used to recommend projects for funding.

- The program priority in which they fall,
- Need assessment,
- How well the situation is documented, and
- How well the proposed solution addresses the problem.

Program Priorities:	1. Public health and safety	
	2. Environmental health	
	3. Economic Development/ Smart Growth	
Assessing Need:	SEVERE SITUATION – or – CHANCE OPPORTUNITY	<ul style="list-style-type: none"> • Project is to fix systems that have failed, are in imminent danger of failing, and/or are currently out of regulatory compliance (under an active regulatory order) • An economic opportunity has presented itself provided that the local government improves infrastructure to take advantage of the opportunity
	MODERATE	<ul style="list-style-type: none"> • The project is being done to meet emerging regulatory requirements and/or the project is being done to bring a non-compliant (but not under regulatory order) system up to existing standards • Local government is improving the local business climate for future business expansion
	POTENTIAL/PREVENTATIVE	<ul style="list-style-type: none"> • Project is necessary for the repair or replacement (end of lifecycle) • Project is being done to enable potential opportunities for growth and/or economic development
Supporting Documentation:	SEVERE SITUATION – or – CHANCE OPPORTUNITY	<ul style="list-style-type: none"> • Court orders • Official regulatory orders • Negotiated agreement with an external agency • A letter of commitment/intent from a business
	MODERATE	<ul style="list-style-type: none"> • External agency is driving the project/timeline • Project specific formal studies and/or reports (either from an internal or external source) • A letter of interest from a business
	POTENTIAL/PREVENTATIVE	<ul style="list-style-type: none"> • Internal monitoring • Awareness of a problem
Proposed Solution	SEVERE SITUATION – or – CHANCE OPPORTUNITY	<ul style="list-style-type: none"> • Solution clearly solves the problem • Solution clearly maximizes the opportunity
	MODERATE	<ul style="list-style-type: none"> • Solution does not solve the entire problem or fully leverage the opportunity
	POTENTIAL/PREVENTATIVE	<ul style="list-style-type: none"> • Solution does not directly address the problem or take advantage of the opportunity

PROJECT CATEGORY

3.1	For the applicant's primary system, as selected at the top of this application, identify the sub-category that is most affected by the proposed project. Check only one. (Max 8 points; the Board may take this into consideration during deliberation of the construction loan list as a balancing factor.)							
Domestic Water	8 points	6 points	4 points	2 points	1 point	1 point	1 point	1 point
	<input type="checkbox"/> Treatment	<input type="checkbox"/> Primary Supply or Source	<input type="checkbox"/> Secondary Supply or Source	<input type="checkbox"/> Storage or Reservoir	<input type="checkbox"/> Transmission	<input type="checkbox"/> Distribution	<input type="checkbox"/> Telemetry or Equipment	<input type="checkbox"/> Conservation or Other
Sanitary Sewer	8 points	6 points	4 points	2 points	1 point	1 point		
	<input type="checkbox"/> Treatment/ Reclamation	<input type="checkbox"/> Interceptor or Trunk Line	<input type="checkbox"/> Pump Lift Station	<input type="checkbox"/> Collector	<input type="checkbox"/> Telemetry or Equipment	<input type="checkbox"/> Conservation or Other		
Storm Water	8 points	6 points	4 points	2 points	1 point			
	<input type="checkbox"/> Treatment	<input type="checkbox"/> Storage or Detention	<input type="checkbox"/> Interceptor or Trunk Line	<input type="checkbox"/> Collector	<input type="checkbox"/> Other			
Solid Waste/ Recycling	8 points	6 points	4 points	2 points	1 point			
	<input type="checkbox"/> Remedial Action	<input type="checkbox"/> Final Disposal	<input type="checkbox"/> Transfer Station	<input type="checkbox"/> Waste Reduction or Recycling	<input type="checkbox"/> Other			
Road/ Street or Bridge	8 points	6 points	4 points	2 points	1 point			
	<input type="checkbox"/> Principal Arterial or bridge designed for trucks weighing 36 tons or more	<input type="checkbox"/> Minor Arterial or bridge designed for trucks weighing between 27 to 35 tons	<input type="checkbox"/> Major Collector or bridge designed for trucks weighing between 21 to 26 tons	<input type="checkbox"/> Minor Collector or bridge designed for trucks weighing 20 tons or less	<input type="checkbox"/> Local/Other			

GENERAL PROJECT NEED QUESTIONS

The answers to Questions 3.2 through 3.7 must relate to the **primary system** as identified at the top of the application. Be thorough and complete when responding.

(Max 52 points; scoring will be derived from the responses to Questions 3.2-3.24)

3.2	How old are the components being corrected by the project?	What are the component materials and what are they made of?	What is the condition of the system components, which are being corrected by the project?	
	<i>Example: 40 years old</i>	<i>Example: asbestos cement pipes</i>	<i>Example: Deteriorating: they crumble when flushed for routine maintenance.</i>	
3.3	What are the impacts the existing situation has, or will have, on the system's operation and expenses, if this project is not completed?			
3.4	What are the impacts the existing situation has, or will have, on the environment and/or endangered species, if this project is not completed?			
3.5	Is this project being done in partnership with any other organizations/agencies? If Yes, please identify the partner(s) and describe the roles of each partner. See Guidelines for details. <i>(The Board may take this into consideration during deliberation of the construction loan list as a balancing factor.)</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<u>PARTNER</u>	<u>ROLE</u>		
3.6	Is this project being done to comply with emerging/maintaining/anticipating regulatory requirements or economic opportunities? If yes, please describe.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.7	Have any other measures/activities been undertaken to address the problem/situation/opportunity? If Yes, please describe. If No, explain why not?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

SYSTEM-SPECIFIC QUESTIONS

Please answer only those questions that relate to the **primary system** as selected at the top of the application.

Domestic Water Projects ONLY (in the last five years)						
3.8	What is the current status of the applicant's operating permit? http://www.doh.wa.gov/ehp/dw/sentry.htm	Red	Yellow	Blue	Green	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.9	Does the applicant have sufficient water rights for the project? If no, explain the status of the situation including a time when the water rights will be acquired.	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
3.10	Is the applicant taking over a failing water system?	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
		Identify system:		Date taken over:		<input type="checkbox"/> N/A
3.11	Has the system had any boil water orders? If yes, indicate when, for how long, and how (or if) the issue was corrected.	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
		Date(s):		Duration(s):		
3.12	Have there been any connection moratoriums? If yes, indicate when, for how long, and how (or if) the moratorium was lifted.	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
		Date(s):		Duration(s):		
3.13	Has there been more than 10% unaccounted for water loss? If yes, please describe the current situation including whether or not the water loss has been stopped or decreased.	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
3.14	Does the system have a bilateral compliance order from Dept of Health?	<input type="checkbox"/> Yes		<input type="checkbox"/> No		

Sanitary Sewer/Storm Water Projects (in the last five years)

3.15	Is the applicant currently meeting National Pollutant Discharge Elimination System (NPDES) permit and/or State Waste Discharge Permit (SWDP) limits?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
3.16	Has the applicant had violation(s) of NPDES and/or SWDP permit(s)? If yes, indicate the type of violation, when it occurred, and how (or if) it was resolved.	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
		Violation(s):		Date(s):	
3.17	Has the applicant had any Combined Sewer Overflows (CSO)? If yes, indicate the type of violation, when it occurred, the volume of the violation, and how (or if) it was resolved.	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
		Violation(s):	Date(s):	Volume(s):	
3.18	Has the applicant's system caused any environmental degradation (i.e., shellfish bed closures, water temperature increase, 303(d) list water body, etc.)? If yes, indicate the type of degradation, when it occurred, and how (or if) it was resolved.	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
3.19	Has the applicant's system had hookup moratoriums? If yes, indicate when, for how long, and how (or if) the moratorium was lifted.	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
		Date(s):		Duration(s):	

Solid Waste/Recycling Projects ONLY (in the last five years)

3.20	Has the applicant's system caused negative impacts on ground water? If yes, please explain the impact and, if resolved, what was done to solve the problem.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.21	Is the applicant's system currently under a consent decree or any other order? If yes, please identify the consent decree(s) and/or order(s) and, if lifted, what was done to lift the decree(s)/order(s).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.22	Has the applicant's system caused any environmental degradation (i.e., shellfish bed closures, water temperature increase, 303(d) list water body, ground water, etc.)? If yes, indicate the type of degradation, when it occurred, and how (or if) it was resolved.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.23	Is the solid waste or recycling facility consistent with, and necessary for, the implementation of local government's adopted comprehensive solid waste management plan? If no, please clarify.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

NEED AND SOLUTION NARRATIVE STATEMENT

3.24 Please include a Problem-Solution-Result narrative about the problem being solved. This is the applicant's opportunity to state the problem or possibility, its impact on the community, and the benefits to be achieved through this project. Attach relevant documents (i.e., regulatory orders, negotiated letter of agreements, resolutions, moratoriums, etc.) to clarify the degree of the problem or opportunity. The project need will be evaluated on:

- Clarity of the need, including whether it is substantiated by data and documentation
- A comparison of the relative hardship or possibility and the frequency of the identified need
- The level of urgency required to address the need.

Please use a maximum of 4,000 characters in each response box: Problem, Solution, and Result (including letters, spaces, and punctuation). 1 page with 1-inch margins and 61 lines is approximately 4,000 characters. SEE GUIDELINES

Problem/Opportunity: Please describe the problem, or opportunity, facing the community.

Solution: Please describe the solution proposed to address the **Problem** or develop the **Opportunity**.

Result: Please describe the results or benefits anticipated with the proposed **Solution**.

SECTION 4: LOCAL MANAGEMENT EFFORT

Local Management Effort responses are system specific and should be based on the primary system identified at the top of the application.

READINESS-TO-PROCEED

4.1	All responses are based on “at the time of application.” If the applicant is not required to do a particular task, list N/A in “% completed at time of application” box <u>and</u> explain why the task is not required. In order to receive points for a task marked “N/A,” an explanation must be included in the box below.	% completed at time of application (or N/A)
	Applicant certifies that the status of engineering and design is complete Name and license number of certified engineer <u>assigned</u> to the project: Name: _____ License #: _____	%
	Applicant certifies that all applicable permits are in hand*	%
	Applicant certifies that bid documents are ready*	%
	Applicant certifies that right-of-way/easement for project is acquired*	%
	Applicant certifies that cultural and historic and environmental reviews are complete. <i>Please attach verification that consultation with both Department of Archeological and Historic Preservation (DAHP) and concerned tribe(s) has been completed.*</i>	%
If “N/A” is listed for any of the above tasks explain why the activity is not required.		

LOCAL MANAGEMENT EFFORT (In the last 5 years)

4.2	<ul style="list-style-type: none"> What is the applicant’s process for establishing the project system’s maintenance schedule? How frequently is the system’s maintenance schedule reviewed and updated? <p>Give two specific examples of maintenance or operations activities performed on this system. If unable to give two examples from the prior five years, please explain why not. (Max 1 point)</p>
Maintenance/ Operations Activity Example 1:	
Maintenance/ Operations Activity Example 2:	

4.3	<p>List two distinct and separate capital improvements, other than <u>this</u> project, made to the system.</p> <p>If unable to give two examples from the prior five years, please explain why not. (Max 1 point)</p>
Capital Improvements Example 1:	
Capital Improvements Example 2:	

4.4	<ul style="list-style-type: none"> • Describe the planning and public involvement activities performed that identify and/or prioritize local public works maintenance and capital needs for the applicant system. • Give two specific examples of planning activities performed on this system in the last five years. If unable to do so, please explain why not. (Max 1 point) 			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Planning Activity Example 1:</td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">Planning Activity Example 2:</td> <td style="height: 30px;"></td> </tr> </table>	Planning Activity Example 1:		Planning Activity Example 2:
Planning Activity Example 1:				
Planning Activity Example 2:				

STEWARDSHIP OF WASHINGTON'S NATURAL RESOURCES (RCW 70.235.070) (In last 12 months)

4.5	<p>During the last 12 month period, what activities have been done on the:</p> <ol style="list-style-type: none"> 1. Jurisdiction level to conserve Washington state's natural resources? 2. System level to conserve Washington state's natural resources? <p>If nothing has been done, please explain why not. SEE GUIDELINES FOR EXAMPLES (Max 3 points)</p> <p>What aspect of this project will result in the conservation of Washington state's natural resources? (e.g., metering the system; reusing methane gas for energy creation; planting trees to offset carbon emissions, etc.)</p> <p>This may be a contractually obligated item. See below.</p>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Jurisdiction level conservation activity Example 1:</td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">System level conservation activity Example 2:</td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">Project level conservation activity Example 3:</td> <td style="height: 30px;"></td> </tr> </table>	Jurisdiction level conservation activity Example 1:		System level conservation activity Example 2:		Project level conservation activity Example 3:	
	Jurisdiction level conservation activity Example 1:						
System level conservation activity Example 2:							
Project level conservation activity Example 3:							
<p>NOTE! In order to receive the point for the Project level conservation activity, applicant must be willing to have that response included in the 2013 Construction Loan Contract as a contractually obligated requirement.</p> <p>Do you agree to this requirement: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>							

APPLICANT CERTIFICATION

WHEREAS, [redacted] (name of local government) is applying to the Washington State Public Works Board Construction Loan program for a low-interest loan for an eligible project; and

WHEREAS, RCW 43.155.070 requires that applicants planning under RCW 36.70A.040 must have adopted comprehensive plans in conformance with the requirements of chapter 36.70A RCW, and must have adopted development regulations in conformance with the requirements of chapter 36.70A RCW; and

WHEREAS, RCW 70.95 requires a comprehensive Solid Waste Management plan be adopted by the city or county; and

WHEREAS, RCW 43.155.070(10) requires that solid waste or recycling facility is consistent with and necessary to implement the comprehensive solid waste management plan adopted by the city or county under chapter 70.95 RCW.

WHEREAS, the applicant certifies that it has a currently adopted plan for each and every one of the systems it owns and operates and that these plans fully conform to the specifics within this application; and

WHEREAS, RCW 43.155.070 requires that county and city applicants must have adopted the local optional one-quarter of one percent Real Estate Excise Tax, as described in Chapter 82.46 RCW; and

WHEREAS, the applicant states that their Capital Facility Plan is consistent with the Comprehensive Land Use Plan of the jurisdiction in which they provide service; and

WHEREAS, the local governing body has approved submission of this application for a Public Works Board Construction Fund loan; and

WHEREAS the applicant certifies that if they have permitting authority (Counties and Cities) that they have developed and are adhering to guidelines regarding their permitting process for those applying for development permits consistent with section 1(2) of Chapter 31, 2007 laws.

WHEREAS the applicant certifies that it has adopted, and that this project adheres to policies to reduce greenhouse gas emissions in accordance with RCW 70.235.070. POLICY TITLE: _____ DATE ADOPTED: _____

WHEREAS the applicant certifies that, there is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described public facilities project or to enjoin the applicant from repaying the Public Works Board Construction loan extended by the Public Works Board with respect to such project. The applicant is not a party to litigation, which will materially affect its ability to repay such loan on the terms contained in the loan agreement.

WHEREAS, the applicant recognizes and acknowledges that the information in the application forms is the only information, which will be considered in the evaluation and/or rating process. Incomplete responses will result in a reduced chance of funding. In order to ensure fairness to all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

WHEREAS, it is necessary that certain conditions be met as part of the application process; and

WHEREAS, RCW 43.155.060 requires that the project will be advertised for competitive bids and administered according to standard local procedure; and

WHEREAS, the loan will not exceed the maximum amount allowed by the Board of eligible costs incurred for the project; and

WHEREAS, the applicant certifies that the improvement has a minimum life expectancy of at least the number of years of the loan term for which they are applying; and

WHEREAS, any loan arising from this application constitutes a debt to be repaid, and [redacted] (person/title) has reviewed and concluded it has the necessary capacity to repay such a loan; and

WHEREAS, the information provided in this application is true and correct to the best of the government's belief and knowledge and it is understood that the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent loan agreement(s); and

NOW THEREFORE, [redacted] (name of local government) certifies that it meets these requirements, and further that it intends to enter into a loan agreement with the Public Works Board, provided that the terms and conditions for a Public Works Board Construction loan are satisfactory to both parties.

Signed: _____
Name: _____
Title: _____
Phone Number: _____
Date: _____
Attest: _____

CERTIFICATION BY PREPARER OF APPLICATION

To Be Completed by Staff Member or Consultant

WHEREAS, [] has prepared this application for a Washington State Public Works Board Construction loan; and

WHEREAS, the preparer recognizes and acknowledges that the information in this application is the only information that will be considered in the evaluation and/or rating process. Incomplete responses will result in a reduced chance of funding, and that in order to ensure fairness for all, the Public Works Board does not accept any additional written materials or permit applicants to make presentations before the Board; and

WHEREAS, the information provided in this application is true and correct to the best of the preparer's belief and knowledge; and

NOW THEREFORE, [] recognizes and acknowledges the above declarations and certifies that this application meets the above requirements.

Signed: _____
Name: _____
Title: _____
Phone Number: _____
Date: _____
Attest: _____