



INSTRUCTIONS FOR COMPLETING THE PRELIMINARY APPLICATION

INTRODUCTORY COMMENTS

1. From time to time the Infrastructure and Jobs Development Council (Council) may amend the preliminary application form. Therefore, the project sponsor should check the Council's website (www.wvinfrastructure.com) or contact the Council at (304) 558-4607 prior to submitting a preliminary application to ensure that the application form being used is the most recent version. If the preliminary application submitted is not the current version, the preliminary application may be returned to the project sponsor.
2. The project sponsor **MUST** file with the Council **ONE** paper copy (*copy must be unbound and have original signatures*) and **FIVE** Electronic Copies (*on a CD in PDF format*) of the following:
 - a. Preliminary Application Form
 - i. The form is available in MS Word format for the Council on its website at www.wvinfrastructure.com or by E-mail by contacting achestnut@wvwda.org or bpauley@wvwda.org.
 - ii. The form contains fields that expand as necessary within certain limits. Leave no field blank. Indicate fields that are not applicable by inserting "NA".
 - b. Engineering report; (an area map no greater than 11x17 must be provided)
 - c. Latest Public Service Commission (PSC) annual report only if not currently available on the PSC website at www.psc.state.wv.us;
 - d. Copy of latest rate tariff;
 - e. Uniform Bidding Procedures and Acknowledgment.

NOTE: All applications must be complete at the time of submittal; if any of the above items are not submitted the application will be returned without review.

3. Address the application to:

**West Virginia Infrastructure and Jobs Development Council
180 Association Drive
Charleston, West Virginia 25311**

SECTION BY SECTION INSTRUCTIONS

I. ADMINISTRATIVE AND IDENTIFYING INFORMATION AND DATA

A. GENERAL PROJECT INFORMATION

1. Provide the name of the Project Sponsor. (e.g. AAA Public Service District or City of Example)
2. Identify the person and organization preparing the application.
3. Indicate the Project Type by clicking all appropriate boxes.
4. Indicate the approximate Project Location by municipality and/or county.
5. Indicate total number of existing customers and new customers served as result of the project. {Use actual connections and Equivalent Dwelling Units¹ (EDU)}
6. Describe the project including but not limited to approximate length of pipe, number of pump stations, number of tanks, plant additions, and/or other major additions to the Sponsor's infrastructure.
7. Indicate if the Sponsor is requesting emergency status as defined by West Virginia Code § 31-15A-2 which sets forth the definition of an emergency project as:

a project which the Council has determined (i) is essential to the immediate economic development of an area of the state and (ii) will not likely be developed in that area if construction of the project is not commenced immediately.

If the project sponsor is requesting the project be an emergency under the above definition, an explanation must be provided as to how the project qualifies under the definition. **Documentation must be attached or a negative opinion will be rendered.**

8. List, by name and approximate distance to the nearest connection point, all water or wastewater utilities adjacent to the project area.
9. Click "Yes" or "No".

¹ An explanation of the EDU calculation must be included in the Preliminary Engineering Report.

B. PROJECT FUNDING SCENARIOS

COLUMN 1 – Preferred Funding Package

Indicate the preferred funding package by listing the preferred funding sources, amounts and terms. **WARNING: This should not be an unreasonable scenario.**

Indicate the monthly rate for 4000 gallons of usage resulting from the preferred funding package. (A detailed cash flow substantiating the rate must be attached. If the cash flow is not attached the application will be returned without a review.)

COLUMN 2 – Loan Package

The purpose of this column is to get a snap shot of the rate impact of fully funding the project with a near market rate loan. Indicate the total project cost and resulting monthly rate, for 4000 gallons, from a loan at 5% with a term of 40 years. (A detailed cash flow substantiating the rate must be attached. If the cash flow is not attached the application will be returned without a review.)

Note: The source, amount and terms listed under the Preferred Funding Package in the blank form are examples and should be replaced prior to submittal.

C. APPLICATION IDENTIFICATION

Check either “New Application” or “Revised Application”. If the application is “Revised” then input the previous Council issued project number and explain in detail the revisions.

II. APPLICATION CHECKLIST AND DATA

- A. A preliminary engineering report (PER) in accordance with IJDC guidelines/instructions (see Appendix A of the instructions). The report must conform to the guidelines or the application will be returned.
- B. Documentation of compliance with WV Code § 5G-1-1 must be enclosed or the application will be returned.
- C. In order to foster better understanding of each Sponsor’s finances the Council will begin requiring a draft Rule 42 be submitted with each application on or about September 1, 2008. A project sponsor may request a waiver of this requirement if the project will have no impact on the Sponsor’s financial situation (including rates and Operation and Maintenance expenses).
- D. Self explanatory
- E. Self explanatory
- F. Indicate median household income, the source of the data and whether the MHI is for the county or municipality.
- G. Attach a copy of the Sponsor’s most recent audit.

III. BUDGET AND FINANCIAL INFORMATION

- A. PROJECT COST SUMMARY (Detail costs pertaining to the project.)
All costs shown should be completely detailed within the Preliminary Engineering Report.

Certification:

Indicate the name and company/agency of the person preparing the cost estimates reported in this section and the date of the estimate. (If the estimate is more than a year old the application will be returned without review.)

- B. PROJECT FINANCING SUMMARY - Indicate the general category of financing, check committed or uncommitted, input the amount and site the specific source for each source of funding.

Small Cities Block Grant Program:

As provided in the Small Cities Block Grant (SCBG) program, each unit of general local government (city or county) must determine, with citizen participation, its priority needs. If the project sponsor is including SCBG funds as a possible funding source, the project sponsor must include with the preliminary application a letter from the applicable unit of general local governmental (city or county) indicating its intention to seek SCBG funding for the project. A city or county may endorse only one project during a SCBG program year. If the city or county later decides not to seek SCBG assistance for the project, another preliminary application could be submitted. That preliminary application must include a letter stating the new project rather than the original project is the project of choice.

Include commitment letters of all funds currently committed to the project. Indicate who prepared the estimate and the date it was prepared. (If the estimate was prepared greater than 1 year before the application date, the application may be returned.)

- C. GENERAL FINANCIAL AND MANAGEMENT INFORMATION SUMMARY

1. If the project sponsor is a utility, the most recent annual report required to be on file at the Public Service Commission must be attached to the preliminary application unless it is available on the PSC's website. The previous year's annual report will not be accepted and the application will be returned without review. If the project sponsor is not a utility, and the project sponsor does or does not as a part of its normal operations complete an annual report, the project sponsor may file a financial statement.
2. Self explanatory.
3. Self explanatory. (www.psc.state.wv.us for performance measures)
4. Self explanatory.

5. Self explanatory.
6. List holders of outstanding bonds or other long term debts and the status of each. Status is defined as “Current”, “Delinquent”, or “Defaluted”.
7. Self explanatory. (NA only if no debt.)
8. Indicate the percentage of the debt service coverage for the current fiscal year.
9. Self explanatory.
10. Status Report – Note the three columns “Current Amount”, “Proposed Project Amount”, and “Total”. Complete each column for each listed item. The “Proposed Project Amount” column should reflect costs from the subject project only. This column should not be a cumulative total of current amounts and project amounts. However, please note on a separate attachment if the project sponsor has any projects currently under construction that are not included in the “Current Amount” column. This attachment should include the number of customers, gross revenues, and expenses to be experienced from these pending projects.

Note that itemized operation and maintenance costs for labor, power, chemicals, maintenance, administration, etc. must be presented in the PER substantiating the amounts input in this section. The debt service line item does not contain any administrative fees; principal and interest only are to be included.
11. Indicate the date of the Sponsor’s last rate increase and the percentage of the increase. List the PSC case number and/or if a municipality the effective date of the rate ordinance.
12. Self explanatory.

IV. JOB CREATION

A. ECONOMIC CONSIDERATIONS (provide brief description for 1 and 2)

1. Describe the area’s economic conditions and need for the project.
2. Describe the economic impact of the project.

B. JOB CREATION

1. Describe the nature and number of permanent full time and part time jobs created or retained by the project.
2. Indicate the number of construction jobs created by the project.

C. BUSINESS COMMITMENTS

1. Provide a list of businesses that are committed to the project and dollar amount of commitment.
2. Describe nature of business.

V. GENERAL ISSUES

A. NON DOMESTIC WASTEWATER DISCHARGE INFORMATION

1. Itemize and describe each specific non domestic discharge.
2. Is the discharge direct or indirect? (Check “direct” or “indirect”, and answer related questions.)
3. Do Clean Water Act Section 307 effluent guidelines or pretreatment standards apply? (Check “Yes” or “No”, and answer related questions.)

B. Self Explanatory

VI. TRAINING INFORMATION

If the project sponsor is a Public Service District or the project in any way involves service by a public service district, identify the public service district board members, date and location of the most recent Public Service Commission training seminar attended.

VII. PROJECT TEAM INFORMATION

To the extent possible complete all portions of this section.

VIII. CERTIFICATION

The person certifying the application must be an official of the sponsor with signature authority and must print name and title, sign and date. Notary must sign, date, and stamp with seal. (If the certification is not complete the application will be returned.)

ATTACHMENT 1 – Preliminary Engineering Report

ATTACHMENT 2

Attachment 2 must be signed by a representative of the utility that will own and operate the project, and also by the utility’s agent or engineer who will be involved in the bidding of the project.

WEST VIRGINIA INFRASTRUCTURE COUNCIL

REQUIRED CONTENTS OF A PRELIMINARY ENGINEERING REPORT

A preliminary engineering report shall be required as an attachment to all pre-applications for funding submitted to the West Virginia Infrastructure and Jobs Development Council. The format of a preliminary engineering report shall follow this outline:

I. INTRODUCTION

- A. A brief narrative description of the project, including a description of the planning area, the implementing authority, and the scope and the need for the project shall be provided in this section of the report.
- B. Site map indicating project area location (site map shall not be larger than 11x17).

II. CURRENT SITUATION

- A. **Sources/Discharge** - Information related to the current potable water system and/or wastewater disposal practices (e.g., wells, mine sources, septic tanks, direct discharges, public sewers), and the names of all water sources and/or streams currently receiving effluent shall be provided in this section of the report. If applicable, current storm water disposal practices shall also be described in this section. Also, describe the adequacy of the existing raw water source and list all of the entities served by the existing water or wastewater system.
- B. **Customers** - Indicate population and customer counts, with nonresidential customers shown as equivalent dwelling units, in this section of the report. Also, indicate the number of metered and unmetered water customers. Please reference source of all customer counts.
- C. **Distribution/Collection** - A complete water distribution system and/or sewer system map(s) shall be included in this section. USGS mapping, at a scale of 1"=2000', showing both the existing and proposed systems, shall be used unless more detailed mapping is available. Industrial or business park proposals shall include a detailed site layout. Storm sewer proposals shall be shown on a 1"-2000' USGS map.
- D. **Treatment** - A description of the existing water and/or wastewater treatment (including pretreatment) facilities, including schematic diagrams, shall be provided in this section of the report. The description of existing facilities shall include the physical condition, capacities, hours of current water plant operation, and other pertinent information for each component of the water or sewer facility. Show current unaccounted for water or estimated infiltration/inflow and list water and/or wastewater operators and their Bureau for Public Health Certification. This section shall also describe the need for the project. If the project is a proposed Abandoned Mine Lands water project, identify the mine causing damage to existing water sources.

E. Need for Project - Other documentation of need shall be included in this section of the report, including but not limited to:

i. SEWER NEEDS DOCUMENTATION

1. Septic tank failure rates,
2. West Virginia Health Department Reports or orders,
3. DEP Administrative Orders,
4. Penalty Orders, and Consent Decrees,
5. Orders of the Public Service Commission

ii. WATER NEEDS DOCUMENTATION

6. County Health department documentation of existing individual systems,
7. Bureau for Public Health Sanitary Surveys,
8. Bureau for Public Health Orders,
9. DEP orders,
10. Penalty Orders & Consent decrees,
11. PSC orders

iii. OTHER DOCUMENTATION

1. For storm sewers, list prior flood damage data (dates, amounts of damage, etc.), and copies of requests for storm channel improvements and/or dredging.

F. Existing Permits / Certificates - Provide a list of all existing environmental and other permits / certificates held by the facility (DEP, Health, PSC, APCC, EPA, COE, etc.).

III. FUTURE SITUATION

A. Population Projections - Population projections and supporting arguments for the growth rate selected shall be provided in this section of the report. Population figures must be translated into a customer count, with commercial/industrial flows being converted to equivalent dwelling units (EDU's) and then included in the customer count. Future growth capacity in rapidly growing areas should be quantified, with developable sites and owners identified. A consolidated water, sewer and economic development plan should be proposed for these areas.

B. Flow Projections - Water and wastewater flow projections, including the domestic water consumption of customers not currently connected to the water distribution system and/or sewage collection system, shall be provided in this section of the report. Both average flow and peak daily flow (water and wastewater) shall be included in these projections. Where water is being purchased, provide evidence that water supplier can meet the projected water demand and include resolution of acceptance between the parties for said water purchases. Where sewage is being treated by another utility, provide evidence that said utility has the capacity and ability to treat the sewage and include resolution of acceptance between the parties for said sewage treatment.

- C. Waste-Load Allocations** - A waste load allocation (to be obtained from the Department of Environmental Protection) for the proposed project (water or wastewater treatment plants) and any other pertinent NPDES permit requirements, including pretreatment requirements for non-domestic discharges, shall be incorporated into this section of the report. Identify all streams receiving effluent or storm water discharges resulting from the proposed project and indicate any discharges that will not be treated. Describe solid wastes (including sludge) produced by the project, and methods and location of disposal. Also locate the proposed raw water source by latitude and longitude, and give distance to the nearest wastewater discharge upstream of intake.
- D. Permits / Certificates Required** - List all permits that will be required for the proposed project (DEP, Health, PSC, Highways, APCC, COE, PLC, etc.).

IV. ALTERNATIVES

An extensive evaluation of alternatives (including present worth analysis) must be provided. Alternative technologies, methods of treatment, methods of conveyance, sites and routes should be studied for each project. Simply evaluating whether to do or not do a project is not acceptable.

Additionally, an evaluation must be made of utilizing existing facilities, such as water and wastewater treatment plants of neighboring utilities versus construction of new facilities. Identify all utilities adjacent to the project area by name and the distance to the nearest connection point. If these systems are not be utilized, provide a detailed explanation.

Cost estimates and narratives describing all alternatives must be included in the report. Also, USGS maps, at a scale of 1"-2000', showing all alternatives is required (no map should be larger than 11" x 17").

V. PLAN SECTION AND PUBLIC PARTICIPATION

A brief discussion of the factors influencing the choice of the selected alternative shall be provided in this section of the report. Also, describe citizen participation and how the public's input was obtained.

VI. ENVIRONMENTAL INFORMATION

An assessment of the environmental impacts of the proposed project is required. Unavoidable adverse impacts of the project, and the measures that will be taken to mitigate or minimize those impacts, shall be addressed in this assessment. Identify the 100 year flood elevation, and indicate whether the project will be subject to flooding and whether flood insurance is available for the proposed construction.

VII. PROJECT SUMMARIES

- A. Engineering Summary** - An engineering summary of the proposed project is required, including a description of all project elements (length and size of pipes, sizes of pumping stations and water tanks, capacities and descriptions of unit processes of the treatment plant, capacities of wells, number of fire hydrants, etc.).
- B. Cost Summary** - A project cost summary containing the following information is required:
- i. **PROJECT COSTS** - Provide preliminary cost estimates for treatment works and water distribution or sewage collection system construction business or industrial park or storm sewer system, ten percent (10%) contingency reserve, engineering services, administrative and legal services, land acquisition, and financing. Please round the total cost to the nearest thousand.
 - ii. **OPERATION AND MAINTENANCE COSTS** - Provide existing and proposed annual operation and maintenance costs for all categories as listed in the PSC annual report.
 - iii. **EXISTING DEBT** - Provide existing debt information including remaining debt, loan conditions (specify funding agency), term of loan in years, coverage, debt service per year, and total annual costs. Identify applicant's current or past delinquency on any State or Federal debt.
 - iv. **PROPOSED PROJECT FINANCING** - Provide proposed project financing, including anticipated loan and grant amounts and sources, and anticipated interest rate(s), term(s) of loan(s) and coverage rate(s).
 - v. **USER RATES PROJECTED** - Provide user charge information, including the number of existing and proposed customers, the existing rate schedule and the proposed rate schedule including resale contract rates. For business or industrial parks, information regarding proposed rental rates, fees, etc., must be included in the report.
- C. PROJECT SCHEDULE** - A project schedule shall be included in the report to detail the anticipated dates of critical project steps.
- D. LANDS AND RIGHTS-OF-WAY** - Provide status of land and/or rights-of-way acquisition (number required and number obtained).
- E. PUBLIC HEALTH BENEFITS** - Provide a summary of the public health benefits to be derived from the project.

- F. EVIDENCE OF FILING** - Provide status / evidence of the filing with the Public Service Commission (if applicable) of the engineering agreement between the engineer and the public service district, unless the public service district is applying for funding for an emergency project as defined by West Virginia Code §31-15A-8(a).
- G. EVIDENCE OF COMPLIANCE** - Provide evidence of the project sponsor's compliance with West Virginia Code §§5G-1-1, et seq. in its procurement of engineering services.