



**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Administrator**

All Fields with an * are Required for Submission

I. General Project

Sponsor		Expiration Date	
Type		Secondary County	
Category		Secondary Project Area	
Project Number		Primary County	
Prior Project Number		Primary Project Area	
Description			

II. General Administrative

*1. Customers Served - Existing

*2. Customers Served - New

*3. Is the Sponsor Requesting
Emergency Status as Defined by
WV Code § 31-15A-2?

4. Emergency Status Request
Documentation **Attach**

5. Median Household Income

*6. IJDC Income Survey Requested?

Attach

*7. Status of Engineering Agreement

*8. Status of Accounting Agreement

9. List the adjacent or nearby water,
sewer or stormwater utilities

*10. Have the adjacent or nearby
water, sewer or stormwater utilities
been notified with regard to this
application?

*11. Does this project infringe on the
service area of an adjacent or nearby
water, sewer or stormwater utility?

Attach



**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Administrator**

II. General Administrative (cont.)

*1. Has the sponsor completed and filed its most recent performance measures as required by PSC?

*2. Does the sponsor have a formal asset management plan in place?

*3. Has the sponsor completed the annual maintenance audit for the current year?

*4. Has the Office of Environmental Health Services (OEHS) completed a capacity development analysis of the sponsor's operation/system within the last five years?



**West Virginia Infrastructure and Jobs Development
 Preliminary Application Form Administrator**

III. General Budget

Construction			
Construction Cost Estimate			
Construction Contingency		<i>Construction Subtotal</i>	
<i>Construction Contingency %</i>			
Technical Services			
Preliminary Design (D)		Final Design (D)	
		<i>Design Fees (D) Subtotal</i>	
		<i>Design Fees to Construction %</i>	
Study & Report		Bidding & Negotiation	
Resident Project Representative (C)		Engineering During Construction (C)	
<i>Construction (C) Subtotal</i>		Operation	
Geotechnical Engineering (SS)		Establish/Demonstrate Design Criteria (SS)	
Land Surveys & Easement Prep (SS)		Engineering Surveys & Topo (SS)	
Mat'ls & Equip Inspections (SS)		Add'l Copies of Eng. Documents (SS)	
Extra Travel & Subsistence (SS)		Value Engineering (SS)	
Redesign Requested or Approved (SS)		Expert Witness Before Agencies (SS)	
Final Investigations (SS)		Preparation of Funding Applications (SS)	
Land Planning & Partitioning Activities (SS)		Env'l Assessment & Impact Statement (SS)	
Add'l Studies & Design for Const.		Project Development Assistance (SS)	
Assessment of Completed Project (SS)			
<i>Special Services (SS) Subtotal</i>			
		<i>Total Technical Services Fee Subtotal</i>	
		<i>Total Fee to Construction %</i>	
Legal Services			
Local Project Attorney		PSC Attorney	
Lands & ROW Attorney		<i>Legal Services Subtotal</i>	
Administrative Services			
Project Administrator		Project Accountant (CPA)	
Other Administrative Costs		<i>Administrative Services Subtotal</i>	
Financing			
Interim Financing		Capitalized Interest	
Bond Counsel/Other Closing Costs		<i>Financing Subtotal</i>	
Permits			
Permits		<i>Permits Subtotal</i>	
Land Costs			
Land Acquisition		Easements	
Fee Takes		<i>Land Costs Subtotal</i>	
TOTAL PROJECT BUDGET			
Project Contingency		<i>Soft Costs Subtotal</i>	
<i>Project Contingency %</i>		TOTAL PROJECT BUDGET	

Explanation of other administrative costs
 255 max. chars

Explanation of land, easement & fee take estimates
 255 max. chars



**West Virginia Infrastructure and Jobs Development
 Preliminary Application Form Administrator**

IV. Project Funding Information

*1. Does the project currently have committed funds?

Source	Source Name	Amount	Rate	Years	Date Committed	Letter
						Attach
						Attach
						Attach
						Attach
						Attach

*2. Is the sponsor requesting an IJDC Soft Cost Grant to cover other funding sources' ineligible costs? Amount

3. Provide Details of Costs to be Funded by the Grant **Attach**

*4. Is the sponsor requesting planning and design funds? Amount

5. Provide Details of Costs to be Funded by the Loan **Attach**

6. Engineering Agreement (Only required if requesting planning & design funds) **Attach**

*7. PSC approval of engineering agreement?

8. Evidence of filing for PSC approval of engineering agreement **Attach**

9. Engineering agreement PSC case number

*10. Documentation of compliance with WV Code § 5G-1-1 **Attach**



**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Administrator**

V. Job Creation

1. Describe the area's economic conditions and needs for the project
255 max. chars

2. Describe the economic impact of the project
255 max. chars

*3. Will there be permanent jobs created by this project?

Nature of Job	# Permanent Full-Time Jobs	# Permanent Part-Time Jobs



**West Virginia Infrastructure and Jobs Development
Preliminary Application Form Administrator**

V. Job Creation (cont.)

*4. Number of temporary jobs created by project during construction

*5. Have any businesses committed financially to the project?

Name of Business	Nature of Business	Commitment Amount	Jobs Retained	Jobs Created

VI. Training

*1. Is the project sponsor a Public Service District?

Board Member Name	Date of Most Recent PSC Training Seminar Attended	Location of Most Recent PSC Training Seminar Attended

2. Does the project in any way involve service by a Public Service District?

3. Name of the Public Service District involved in the project

Board Member Name	Date of Most Recent PSC Training Seminar Attended	Location of Most Recent PSC Training Seminar Attended



West Virginia Infrastructure and Jobs Development Preliminary Application Form Administrator

VII. Attachments

*1. Executed Sponsor Certification

*2. Uniform Bidding Procedures and Acknowledgement

[Click Here to Download a Blank Copy of the Sponsor Certification Letter](#)

[Click Here to Download a Uniform Bidding Procedures & Acknowledgement](#)

Additional Comments:

Submission Date