

COMMUNITY FACILITIES GRANT AND LOAN PROGRAM APPLICATION

Refer to Instructions and Checklists at the back of this document for
information to complete this application.
Submit 2 complete copies for grant applications and 3 complete copies for loan applications



By signing this application, applicant certifies that the project facility will not compete with existing governmental organizations or businesses and is not otherwise provided in the community.

WYOMING BUSINESS COUNCIL
214 West 15th Street; Cheyenne, Wyoming 82002
TEL: 307-777-2800 FAX: 307-777-2838
www.wyomingbusiness.org

INSTRUCTIONS AND CHECKLISTS FOR COMMUNITY FACILITIES PROJECTS:

- Purpose** The primary intent of this program is to assist communities to enhance existing school facilities and preserve former school and government facilities that have existing or future community uses.
- Project Type** A grant or loan may be made for the following types of community facility projects:
- Expansion, renovation or remodeling of existing surplus government facilities.
 - Expansion, renovation, conversion or purchase of an interest in a local enhancement to a school building or facility.
- Project Uses** A grant or loan may be used for economic development and enhancement of quality of life community facility projects that provide:
- Space for community gatherings and functions.
 - Appropriate recreational, swimming and athletic facilities for community members, particularly youth.
 - Other functions or uses determined by the Council to be consistent with the purposes of the Community Facilities Grant and Loan Program (CFP).
- Rules** The Wyoming Business Council (WBC) and the State Loan and Investment Board (SLIB) have each developed rules governing the CFP. Copies of the WBC rules are available through the WBC or www.wyomingbusiness.org.
- Eligibility** A county, an incorporated city or town, and joint powers boards (with written approval of all participating agencies) or other local governmental entities may apply. The county, city, town, joint powers board or other local governmental entity may contract with a Community Development Organization or a State Development Organization to use grant and loan funds from an approved application.
- Due Date** Applications must be postmarked by March 1, 2011.
- Funds** The maximum grant or loan amount is \$1,000,000. An applicant may request an additional amount up to \$1,000,000 in special assistance loan funds.
- Matches** A grant or loan in an amount up to \$250,000 for a project shall require a minimum match of 10 percent of total eligible project costs. A grant or loan in an amount over \$250,000 but not more than \$1,000,000 per project shall require a minimum match of 15 percent of total eligible project costs.
- Prior Awards** Previous applicants must show that satisfactory performance has been demonstrated under previous grants and loans awarded through this program. WBC staff will evaluate performance through project monitoring.
- Review** Applications will be reviewed and site visits made by staff. Staff will report deficiencies to applicant. Based on application and information collected after than point, staff will draft a report to the WBC Board who will in turn make recommendations to SLIB. The SLIB will determine grant and loan awards. Applicants will be notified of all meetings.

Partnership Applicant will ensure the long term viability of the project facility by establishing a partnership with at least one other local governmental entity. An agreement signed by all entities of the partnership is needed before a grant agreement is fully executed.

Submission Applicants shall submit one copy of the completed application to the WBC Regional Director, and two original complete applications to the WBC staff in Cheyenne. Applications must be submitted on 8 ½ X 11” format. It is recommended that applications be submitted in 3 ring binders with attachments clearly labeled or tabbed. Contact information follows.

<p>Converse, Niobrara, and Natrona Counties</p>	<p>Big Horn, Hot Springs, Park, and Washakie Counties</p>	<p>Campbell, Crook, Sheridan, Johnson, and Weston Counties</p>
<p>Kim Rightmer East Central Regional Director 300 South Wolcott, St 300 Casper, WY 82601 Tel: 307.577.6012, Fax: 307.577.6032, Cell: 307-287-2309 Email: kim.rightmer@wybusiness.org</p>	<p>Leah Bruscano Northwest Regional Director 143 South Bent, Ste B Powell, WY 82435 Tel: 307.754.5785 Fax: 307.754.0368 Cell: 307-421-0140 Email: leah.bruscano@wybusiness.org</p>	<p>Dave Spencer Northeast Regional Director PO Box 962 Gillette, WY 82716 Tel: 307.685.0283 Fax: 307.686.7268 Cell: 307-689-1320 Email: dave.spencer@wybusiness.org</p>
<p>Lincoln, Sublette, and Uinta Counties</p>	<p>Fremont and Teton, Counties</p>	<p>Albany, Goshen Laramie, and Platte Counties</p>
<p>Elaina Zempel Southwest Regional Director 1100 Pine Avenue, Ste F Kemmerer, WY 83101 Tel: 307.877.2203 Fax: 888.507.4482 Cell: 307-723.1510 Email: e.z@wybusiness.org</p>	<p>Roger Bower West Central Regional Director 213 West Main Street, Ste B Riverton, WY 82501 Tel: 307.857.1155 Fax: 307.857.0873 Cell: 307-851-0908 Email: roger.bower@wybusiness.org</p>	<p>Tom Johnson Southeast Regional Director LCCC 1400 E. College Dr., Ste 203 Cheyenne, WY 8 Tel: 307.635.7735 Fax: 307.635.7742 Cell: 307-631-9275 Email: tom.johnson@wybusiness.org</p>
<p>Carbon and Sweetwater Counties</p>	<p>Send 3 copies of completed applications to:</p> <p style="text-align: center;">Molly Davies Business Ready Community Program Manager Wyoming Business Council 214 W. 15th Street Cheyenne, WY 82002 Phone: (307) 777-2811 Fax: (307) 777-2838 Email: molly.davies@wybusiness.org</p>	
<p>Pat Robbins South Central Region Director 1400 Dewar Drive, Ste 208A Rock Springs, WY 82901 Tel: 307.382.3163 Fax: 307.382.3217 Cell: 307.389.0867 Email: pat.robbs@wybusiness.org</p>		

APPLICATION CHECKLISTS

Before submitting an application complete the following:

- Schedule Consultation with Regional Director.** The WBC Regional Director must be consulted during the application process and provided sufficient opportunity to provide written review and recommend adjustments to the application and required business/facility plan. The Regional Director, as part of the application, must provide preliminary comments about the project, how the project fits with regional economic and community development endeavors, and any early concerns that the Regional Director may have. An early consultation with the Regional Director will allow the applicant to begin addressing those concerns before the application is submitted.
 - Business/Facility Plan – Operations and Maintenance (must be to the Regional Director in advance to the first public hearing)
 - Final draft of Contingency Agreement (if applicable)
 - Lease Agreements (if applicable)
 - Revenue Recapture (if applicable)

- Complete Application.** All questions must be fully answered.

- Secure Local Match.** A local match of ten percent of *total eligible project costs* for grants or loans up to \$250,000, or fifteen percent for grants or loans more than \$250,000 is required. (If the total eligible project cost is \$1,250,000, then the 15% minimum required match would be \$187,500.) Local match may be demonstrated as cash and/or in-kind contributions. Examples of in-kind contributions include: infrastructure, labor, materials, and real estate. Attach an explanation of valuation for each item, any supporting documentation (i.e., appraisals, wage rates, market value, etc.) and a statement of intent from each donor. “Eligible Project Costs” means total project cost less ineligible costs which may include, but not be limited to: appliances, equipment, furnishings, and other features of the facility which are not physically attached.

- Financial Information for Loans.** For applicants requesting BRC loans, additional financial information is required. (See Section V of the application.)

- Ensure Facility Ownership** by applicant, an eligible community development organization or state development organization. No ownership interest to the project or facility under a project shall remain with the school district upon expenditure of any funds under this program for any project.

- Prepare Cost Estimate** with a qualified engineer or architect who can identify relevant tasks and provide an educated assessment of all project costs. *Note: Wyoming Statue 35-9-108 requires the State Fire Marshal to review and approve some construction plans for public buildings. There is a fee involved for plan review.*

- Public Hearing, Minutes, and Public Engagement Plan.** An applicant is required to inform and educate the public to the greatest extent possible about the proposed economic development project utilizing a variety of techniques and media. The applicant must make readily available to the public access to the application and associated materials, exclusive of

business plans or business financial information which are not subject to public information statutes. An applicant shall actively solicit citizen input which can be submitted via writing, electronic communication, or in person at a public hearing. A minimum of one public hearing before submission of an application. For the purposes of this program seven (7) days is the minimum period for notification of a hearing date. The public hearing must be held a minimum of fourteen (14) days prior to the deadline for submission of an application under this program. If the project facility is to be located outside the county boundaries of the applicant, the applicant shall hold the required public hearing near the location of the proposed project facility.

To inform the public and to gather information to satisfy the requirements of Section 14 (c) and (d) the public notice shall at a minimum: contain a concise description of the proposed project facility; ensure that comments are actively being solicited and time will be set-aside at the public hearing to take testimony from citizens who may feel that the proposed use of the project facility might compete with an existing business or governmental organization pursuant to the rules; and be published in a newspaper of general circulation within the boundaries of the applicant or as approved by the Business Council Staff.

A description of the applicant's public engagement process, written comments received by the applicant, evidence of the public hearing notification, minutes from the public hearing, and a copy of a signed resolution, passed after the public hearing is held and public comments are considered, supporting the submittal of the application from the governing body of the applicant or all participating agencies if the applicant is a joint powers board along with minutes of the public hearing and proof of publication.

- Resolution of Support.** After a public hearing is held, the applicant must pass a resolution of support. The resolution should state, at a minimum, the nature of the project, that the project facility will not compete with existing businesses or governmental organizations, desired economic or quality of life outcomes, identification of funding sources and partnerships, and a how revenue generated as a result of the project will be reused for future facility and/or economic development activities.
- Attach verification of project costs.** An engineer's or architect's cost estimate is required. Grants and loans will be made only to applicants who demonstrate that upon receipt of the grant and/or loan all project costs will be funded. If the project involves purchase of property, then there must be an appraisal of the property.
- Attach certifications, if applicable.**
 - If the applicant is a joint powers board, then attach a Certificate of Organization and an executed Joint Powers Agreement to the application.
 - A Certificate of Incorporation is required if a Community or State Development Organization will carry out the project.
- Attach site information.** Attach a detailed map, aerial photograph, and/or site plan showing the location of the project site and the facility proposed to be funded with CFP. If the project

includes public infrastructure activities, the map should sufficiently detail those improvements and their location.

- Development Agreement.** A Development Agreement is a required agreement/contract for any project to be administered by a "Community Development Organization" (CDO). It should establish the responsibilities the parties.
- Contingency Contract.** Attach a contingency contract for purchase or transfer of the project facility upon notification of a grant and/or loan award or evidence that the project facility is already owned by the applicant.
- Secure Partnerships.** At least one partnership with another local governmental entity and/or school district is required. Partnership/s will contribute to viability of the project facility for at least four (4) years. After a grant or loan is awarded then the partnership/s will need to be solidified into formal working agreements signed by all parties to each partnership. A letter of intent signed by all parties of each partnership can be included with the application if an agreement has not been formalized.
- Facility Status.** The project facility is not otherwise provided in the community or that such a facility exists except that the financing of that facility has not been paid in full.
- Address Competition.** The project facility will not compete with existing businesses or governmental organizations. (See Chapter 1, Section 10 (a)(i) of the Community Facilities rules).
- Identify Need Fulfillment.** The project facility relates to a community economic development plan or to the enhancement of quality of life in the community.
- Demonstrate Complete Funding.** That *all* project costs (eligible and ineligible) will be funded at the time of receipt of a grant or loan under this article with match and funding sources specified within the project application. "Eligible project costs" means total project cost, less ineligible project costs. Eligible project costs must be related to the expansion, renovation, conversion, improvement to, or purchase of a facility and/or associated infrastructure. "Ineligible project costs" are fixtures, appliances, equipment or other features of the facility which are not physically attached.
- Provide Maintenance Commitment.** Written certification by the applicant committing to adequately maintain the project facility for which the grant or loan is requested for at least four (4) years. The commitment can be presented at part of the resolution or through a separate signed document.
- Provide Maintenance Funding Sources.** The certification mentioned above shall clearly identify funding sources or make reference to the funding sources identified in the business plan. The sources and funds identified shall cover all maintenance and operational costs.

- Ownership Documentation.** Provide ownership deed or documentation that applicant owns or will assume ownership of the project facility before grant funds as expended.
- Zoning.** If the site is zoned, attach a description of the allowable uses under this zoning. If a zone change is necessary, attach a description of the allowable uses under the proposed zoning.
- Inspection Report.** An inspection report prepared by an engineer or architect documenting the structural condition of the facility or building to be renovated. The report shall also include information indicating the condition and age of the facility or building components to include but not limited to: plumbing, mechanical, electrical, roof and environmental hazards.
- State Fire Marshal Letter.** Include a letter from the state fire marshal documenting whether or not the facility needs to have a new or updated sprinkler system.
- Planning Documents.** Attach relevant portions of economic development, community plans, quality of life goals or studies that help answer community information questions. Reference the attachment in your answers.
- Maintenance and Operation Certification.** Attach written certification showing commitment to adequately maintain the project facility for at least four (4) years. The certification may be incorporated into the resolution or may be submitted as a separate document.
- Sources and Uses of Project Funds.** Identify a clear budget statement of the source and use of all funds needed to construct and/or complete the project facility including an explanation of the level of commitment of other funds to complete the project facility. The budget must be supported by an engineer or architect's estimate of project costs. Grants and/or Loans will be made only to applicants who demonstrate upon receipt of the grant and/or loan all project costs will be funded.
- Facility/Business Plan.** Attach the complete community facility business plan. The business plan needs to include at a minimum:
 - *Executive Summary* – one page summary the entire business plan (also include as Section III, Question 12 of the application)
 - *Financial projections* - Provide financial projections for at least four (4) years outlining maintenance and operations costs. Provide a clear identification of funding sources to cover all projected maintenance and operational costs for at least four (4) years.
 - *Equipment* - Description of the equipment necessary to operate and maintain the project facility.

- *Partners and Personnel* - Description of the personnel and partners necessary to operate and maintain the project facility. Include the management experience of the personnel and partners
- *Ownership* – identify all owners of the project facility.
- *Marketing Plan* - A project facility marketing plan which demonstrates a knowledge of the market area, people to be served and marketing campaign.
- *Performance Measures* - Performance measures of desired outcomes, in the form of baselines or other evaluation criteria, which will address how well the project meets local community economic development or enhancement of quality of life goals. (Summarize in Section III, Question 11 of the application).

SECTION I PROJECT APPLICATION - COVER SHEET

Project Title:
 Applicant:
 Responsible Official:

Mailing Address:
 City, Zip:

	Applicant Primary Contact	Grant Administration Contact
Contact Name		
Organization Name	Same as applicant	
Position		
Mailing Address		
City, Zip		
Phone		
Email		

Project Costs

Grant Requested: \$ _____
 Loan Requested: _____
 Total local contribution for *eligible* costs _____
 Total local contribution for *ineligible* costs: + _____
TOTAL Project Cost: \$ _____

(Total Project Cost will be the same figure found in the Project Budget Part A and Part B)

4. TYPE OF PROJECT (place an "x" where applicable)	Expansion	Renovation Remodeling	Conversion	Purchase Interest In	Brief Description of the proposed facility use (community gatherings, functions, type of recreation):
Existing Surplus Government Facility					
Former School Building or Facility					
School Building/Facility Enhancement					

Declaration: I herby certify that the information given in this application to the Wyoming Business Council is true and correct to the best of my knowledge. <i>By signing this application, applicant certifies that the project facility will not compete with existing governmental organizations or businesses and is not otherwise provided in the community or that such a facility exists except that the financing of that facility has not been paid in full.</i>		
	Signature	Date
	Print or Type Name and Title	

SECTION II PROJECT PURPOSE / BACKGROUND

1. REGIONAL DIRECTOR PROJECT REVIEW:

The WBC Regional Director, as part of the application process, must provide an overview of the project and address any concerns he or she may have. These concerns should be addressed by the applicant prior to the application, as part of the application, or in the ensuing 15 day period after application deadline. The Regional Director will have the opportunity to revise the comments during the review process.)

Regional Director Signature

Date

2. PROJECT DESCRIPTION.

Provide a full description of the proposed project.

3. HISTORIC OR CULTURAL SIGNIFICANCE.

Provide a brief background on why facility has historic or cultural significance. Describe the extent to which the project will preserve or enhance the historic or cultural significance of the facility and/or community.

Is facility on or has an application been filed to add this facility to the historic register?

Yes No

4. COMMUNITY PLANS.

List and attach relevant sections of plans which support the intentions of this project and dates plans were developed. Examples include:

- *community development plan*
- *CEDS (Comprehensive Economic Development Strategy)*
- *community assessments*
- *economic development plan*
- *community vision*
- *quality of life goals*
- *capital facilities plan*
- *etc.*

5. YOUTH BENEFIT.

Describe the extent to which the project facility is intended to benefit youth. Please reference the plans and page numbers for attachments provided in question 3.

6. COMMUNITY POPULATION AND NUMBERS PROJECT WILL SERVE

List the areas, towns, cities and/or counties that encompass the “community” this project will serve.

Fill out the following table:

	Total Population (A)	Population Project will Serve (B)	% of Population Project will Serve (B / A)
Community			
Youth in Community			

7. QUALITY OF LIFE.

Describe how the project facility will fulfill quality of life goals in the community as identified in community plans. Please reference the plans listed in question 3 and provide as attachments any relevant sections of the plans.

8. ECONOMIC DEVELOPMENT.

Describe how the project fulfills economic development goals as identified in economic development plans, or other documentation of economic development strategy. Please reference the plans listed in question 3 and provide as attachments any relevant sections of the plans.

Explain how this project will complement other economic or infrastructure development initiatives within the community.

9. COMPETITION.

Does facility compete with existing businesses or governmental organizations? (See Chapter 1, Section 10 (a)(i) of the Community Facilities rules)

Yes **No**

By signing this application, applicant certifies that the project facility will not compete with existing governmental organizations or businesses and is not otherwise provided in the community or that such a facility exists except that the financing of that facility has not been paid in full.

SECTION III PROJECT PLAN

Part A: Project Site and Timeline

1. LOCATION.

Provide the location /address of the proposed community facility. Attach map and current photograph if available

2. STRUCTURE and SITE DESCRIPTION.

Describe applicable features of the structure and site including: year built, total square footage, useable square footage, structure condition, total acres, and property features.

3. CURRENT USAGE.

Is the structure currently vacant?

Yes **No**

If no, how is the site currently used?

4. FACILITY OWNERSHIP.

Will the applicant own the facility and improvements funded for this project by this program? (Note: No ownership interest to the project or facility under a project shall remain with a school district upon expenditure of any funds under this program for any project.)

Yes **No**

List all owners (applicants) of the facility:

5. PROPERTY ACQUISITION.

Does the project involve land and/or building acquisition?

Yes **No**

If "yes," what steps are being taken for applicant to acquire the property?

6. ZONING.

Is the site zoned?

Yes **No**

If “yes”, what is the current zoning designation and is the proposed use consistent with that designation? Please explain any necessary zone changes.

7. STRUCTURAL AND ENVIRONMENTAL.

Are there any known structural and/or environmental concerns at the site (ie: asbestos, flood zone)? (Note: An inspection report prepared by an engineer or architect is required as an attachment for this application)

Yes **No**

If yes, explain:

8. INFRASTRUCTURE NEEDS.

Are there additional infrastructure needs necessary to serve this facility (i.e. water, sewer, electricity, natural gas, transportation facilities, telecommunications).

If any of these infrastructure needs fall outside the boundary of this project, who will incur those costs and how will the construction schedules be coordinated to benefit all projects?

9. STATE FIRE MARSHAL LETTER

Please include a letter from the state fire marshal documenting whether or not the facility needs to have a new or updated sprinkler system.

10. TIMELINE.

Describe the project timeline. Include the total number of months the project will take and any other necessary authorizations, permits, funding, or activities necessary prior to the commencement of the project.

SECTION IV: BUSINESS PLAN

1. PARTNERING.

Partnership with Other Local Governmental Entity/ies

At least one partnership or working agreement with another local governmental entity will be established to ensure the viability of the project facility for at least four years. List the partnership/s and how they will contribute to the viability of the project facility for at least four years.

Explain the partner's involvement in developing the Business Plan for this facility.

Other Partnerships

List other partnerships with non-profit organizations, Community Development Organizations or other community groups and how those partnerships will contribute to the viability of the project facility for at least four years.

Explain the partner's involvement in developing the Business Plan for this facility.

2. EXPERIENCE OF APPLICANT AND PROJECT PERSONNEL

Explain capacity of the applicant and/or partners to manage this grant and/or loan and project. This should include the name and qualifications of the individual who will manage the grant and/or loan and any previous grant or loan management experience.

3. PERFORMANCE MEASURES.

The Wyoming Business Council (WBC) may request performance measure data from the Grantee or Borrower for a period of four years after construction is complete.

Summarize performance measures that will address how well the project facility meets local community economic development or enhancement of quality of life goals. Measures should establish baselines and evaluation criteria.

Summarize additional performance measures for the facility. Measures should establish baselines and evaluation criteria. Grantees and/or borrowers may also be requested to report on progress toward these goals.

4. PRIORITIZATION.

Grants and loan recommended to the SLIB will be prioritized. A maximum 20 points is possible. The prioritized score is not intended to be the only basis for a final recommendation or award. The score will reflect an evaluation of the applicant’s financial readiness to operate and maintain the facility over a period of four years after construction is complete.

Applicant may use the following tables to aid in the development of financial projections. The tables are not exhaustive lists of expenses or income sources. Applicant may provide financial projections data in a separate tab.

Projected Expenses - Operations and Maintenance (10 points):

Cost Category	Expenses Year 1	Expenses Year 2	Expenses Year 3	Expenses Year 4
Salaries and Benefits				
Utilities				
Supplies				
Marketing				
Travel				
Insurance				
Legal/Accounting				
Equipment				
Routine Maintenance				
Major Maintenance				
Other Projected Expenses				
TOTAL PROJECTED EXPENSES				

Projected Income Sources (10 points):

Income Source Category	Income Year 1	Income Year 2	Income Year 3	Income Year 4
Rentals / Sales				
Long Term Leases				
Memberships				
Donations				
Annual fundraising				
Grants/Loans				
General Fund				
Taxes				
Interest Income				
Other Sources				
TOTAL PROJECTED INCOME				

5. BUSINESS PLAN

Provide a one-page executive summary of the business plan.

SECTION IV: PROJECT BUDGET - CONSTRUCTION

The project budget pages need to show how construction will be covered by cash and in-kind contributions. Construction costs represented here must be supported by estimates from a qualified engineer or architect.. All project costs and funding sources will be considered to identify leveraging for the project.

The project budget pages also assist the applicant in calculating the necessary minimum match for the eligible project costs.

If property is donated as part of the project, the appraised value of that property may be calculated as both an eligible project cost (Part A. 1.) and as an in-kind match (Part B. 2.b.). An applicant must choose between an appraised value of the property OR the monetary equivalent of work done affecting the structure. An applicant may not use both figures.

Part A: Project Costs

Eligible Project Costs	
1. Land, structures, rights-of-way, appraisals, etc.	\$
2. Architectural and engineering fees	\$
3. Other fees (surveys, tests, etc.)	\$
4. Project inspection fees	\$
5. Site work	\$
6. Demolition and removal	\$
7. Construction	\$
8. Miscellaneous/Other (Please explain in detail below)	\$
9. Subtotal (sum of lines 1 through 8)	\$
10. Contingencies	\$
Total Project Costs	
11. Total Eligible Project Costs (sum of lines 9 and 10) <i>Use this amount for Part B, Number 1 and as the Total Project Costs as listed on the cover sheet.</i>	\$

Further explanations:

Part B: Funding Sources

1. Total Project Cost <i>This amount will be the same as Part A, Number 11 and will be reflected on the Cover Sheet as the Total Project Cost.</i>	\$	1a		
2. Local Match a. Cash Match. List cash match funding source(s) that will be used to fund construction. Provide the status and date the funds were approved or the date that funds are expected to be approved.				
Cash Match Source	Status (approved or pending)	Date of Approval	Cash Amount	
			\$	
			\$	
			\$	
Total Cash Match			\$	2a
b. In-kind Match. List in-kind contribution types, descriptions, sources and values. These amounts should also be reflected in Part A: Project Costs.				
Description	Source	Value		
<i>Example: Road Grading</i>	<i>City Employee</i>	<i>40 hrs @ \$15/hr = \$600</i>		
		\$		
		\$		
		\$		
Total In-kind Match			\$	2b
c. Total Local Match (Sum 2a and 2b)			\$	2c
Match Percentage (2c divided by 1a) <i>If grant or loan request ≤ \$250,000 minimum match is 10%</i> <i>If grant or loan request > \$250,000 minimum match is 15%</i> <i>If percentage is below the required minimum then match must be increased and/or project costs reduced.</i>			%	
4. Community Facilities Program (CFP) Request (Subtract 1 - 2c) <i>This is the amount of money you need to complete the project. If amount is greater than \$1M then project costs must be lowered and/or match must increase.</i>			\$	

Part C: Ineligible Costs

Ineligible project costs include fixtures, appliances, equipment or other features of a facility not physically attached.

1. Ineligible Project Costs (if applicable)	
Ineligible Items	Amount
	\$
	\$
TOTAL Ineligible project costs	\$
2.. Local Contribution Toward <i>Ineligible</i> Project Costs (if applicable)	
Source of Funding	Amount
	\$
	\$
TOTAL Source of Funding for Ineligible Project Costs	\$

SECTION V: ADDITIONAL INFORMATION FOR LOAN REQUESTS

Skip this section if you are applying only for a grant.

A general CFP loan may be made to fund all of the funding request of fund a portion of the project in conjunction with a CFP grant request. A Special Assistance Loan may be used to loan additional funding in excess to the maximum CFP award amount and/or the full or partial funding of the required match.

The WBC Council will recommend an interest at either no or low interest and a term for repayment. The State Loan and Investment Board will have final approval.

In addition to completing the application and providing all necessary documents, the following must be submitted:

- Proposed security for the loan
- Method of repayment for the loan
- An additional resolution passed by the applicant stating the method of repayment and proposed security for the loan
- A summary of the applicant's total investments and cash balances for the two preceding years (Complete chart on the following page)

Should an applicant be awarded a CFP loan, the applicant will have to enter into a loan agreement with the WBC.

1. Identify the revenue source(s) that will be used to service loan debt for total public project costs.

2. List all sources of proposed security for the loan.

3. Complete following General Financial Information Form.

General Financial Information Form for CFP Loan Requests			
Financials prepared by:			
Date:			
Entity:			
Tax ID Number			
	Current FY	Previous Two Y's	
<i>GENERAL FUND ANALYSIS</i>	FY :	FY :	FY :
REVENUES			
Taxes			
Local Property Taxes			
Local Sales Tax			
Other Local			
Intergovernmental Revenues			
Other			
EXPENDITURES			
General Gov't.			
Physical Security			
Other			
ASSESSED VALUATION			
TOTAL MILLS LEVIED			
Provide Breakdown of the mill levy distribution for this FY			
TOTAL INVESTMENTS			
TOTAL CASH BALANCES			
	<i>Current FY</i>		
TOTAL BONDED AND NON-BONDED INDEBTEDNESS			
Principal Balance			
Interest Rate			
Remaining Term			
SALES AND USE TAX LEVY			

PRIORITIZATION TOOL

This tool is used as a scoring system and method to assist with prioritization. The score is not intended to be the only basis for a final recommendation.

Community Facilities Grant and Loan Program Project Prioritization Worksheet

Project: Project Name
Applicant: Applicant name

Total Points for Prioritization 0.0
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Prioritization Consideration	Rating Guidelines	Points Available	Points Awarded	Total Awarded Points
Clear understanding of equipment costs, operational costs and maintenance costs	0 = No understanding 1 = One lump estimate - no basis for estimate 2 = One lump O&M estimate with little basis for estimate or basic categories, no escalation and no basis for estimate 3 = Basic categories with no escalation and little support for estimate 4 = Very broad O&M categories with little support for estimate 5 = Broad categories with some support for estimate 6 = Defined categories with some support for estimate 7 = Defined categories with good support for estimate 8 = Well defined categories with good support and escalation 9 = Well defined categories with very good support documentation and escalation 10 = Very detailed and well defined categories with very good support documentation, escalation. Projections go beyond requirements of program.	10	0	0
Clear identification of sources of ongoing funding for equipment, operations and maintenance	0 = No sources identified and no system in place to manage funding 1 = One ambiguous source referenced and no system in place to manage funding 2 = Sources very ambiguous and no system in place to manage funding 3 = Sources ambiguous and system to manage is unclear 4 = Sources identified but system to manage funding is unclear 5 = Sources identified and system to manage is identified 6 = Sources identified and well thought out. System to manage is identified 7 = Sources identified and well thought out. System to manage is identified and well thought out 8 = Proven sources identified and well thought out. System to manage is identified and well thought out 9 = Proven sources identified and may include some income from endowment. Proven system to manage is identified 10 = Proven sources identified and includes >25% of income from an established endowment. Proven system to manage is identified.	10	0	