

Leave Blank - DNR Use
Postmark Date

Notice: This form is authorized by s. 281.60, Wis. Stats. Submitting a completed form and all applicable items on the Checklist below to the Department is mandatory for all applicants seeking financial assistance from the LRLP. Failure to submit a complete application to the Department may be grounds for denial of the application by the LRLP.

Personally identifiable information provided on this form will be used to determine eligibility for LRLP assistance, may be used for LRLP newsletter and reference guide mailing lists, and may be provided to requesters as required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.].

Applicant	County(ies)	LRLP Project No.
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Checklist

The LRLP can allocate funds only after all application items are received and reviewed. A complete LRLP Application includes all applicable items on the list.

Are the following items included as part of this Application?

Yes No LRLP application form - 2 copies

One copy only of the following:

- Yes No N/A Executed contract(s) with architectural/engineering (A/E) firm(s) for Phase I and/or Phase II Environmental Assessments, if costs requested
- Yes No N/A Executed contract(s) with A/E firm(s) for Site Investigation/Remedial Action Options Report, if costs requested
- Yes No N/A Proposed or executed contract(s) with A/E firm(s) for engineering/remediation management, if costs requested
- Yes No N/A Reimbursement Resolution (Part I)
- Yes No Authorized representative resolution (Part III)
- Yes No Municipality's current year budget with budget year-to-date information (Part III)
- Yes No Municipality's financial audit reports for last 3 years (Part III)
- Yes No N/A Principal and interest payment schedule for each outstanding bond issue for next 5 years (Part III)
- Yes No N/A Latest official statements for publicly issued bonds/notes and bond authorizing resolutions (Part III)
- Yes No N/A Table of overlapping or underlying debt (Part III)
- Yes No N/A IRS tax related attachments (Part IV)
- Yes No N/A Debt instrument to be refinanced (Part V)

Did you check No for any of the above items? If so, provide a reason and/or a date by which you plan to submit the item(s).

Use the checklist on page 2 to keep track of your submittals of additional required items. It may be helpful to work with your LRLP project manager to establish target submittal dates.

Additional Required Submittals - This checklist is part of the application. Keep a copy to track your submittals to the LRLP.

At least 2 months prior to preparation of the LRLP Financial Assistance Agreement (FAA), the following information must be submitted to and reviewed by the Bureau of Community Financial Assistance. Supply as many target and actual submittal dates as are available.

Required Items - All Projects <i>(Submit to Bureau of Community Financial Assistance)</i>	N/A or ✓	Target Submittal Date	Actual Submittal Date
1. Remedial Action Options Report Approval from the DNR Bureau for Remediation and Redevelopment			
2. Bidding documentation for each prime contractor			
a. proposal of the successful bidder			
b. bid tabulation			
c. engineer's recommendation based on bid evaluation			
d. legal opinion of statutory compliance, if contract awarded to other than the low bidder			
e. evidence of bid advertisement			
f. a copy of the bid bond			
g. municipal resolution or meeting minutes awarding the remediation contract or notice of award			
h. a copy of the executed remediation contract			
i. remediation start date and expected substantial and final completion dates			
j. MBE/WBE/SBRA Solicitation Documentation			
3. Municipal MBE/WBE/SBRA Good Faith Certification (Form 8700-294)			
4. Legal statement on land ownership and acquisition of easements and right of ways			
5. Request for Disbursement (Form 8700-281) and supporting invoices			
Other Required Items - Only if applicable to your project <i>(Submit to Bureau of Community Financial Assistance)</i>	N/A or ✓	Target Submittal Date	Actual Submittal Date
6. Executed contract with A/E firm for engineering/remediation management, if costs requested			
7. Force Account Certification (Form 8700-245), if costs requested			
8. Statement of payoff amount, if refinancing a portion of or an entire debt			

Part I

Applicant Information

Provide the LRLP project number as it appears on the Project Priority List. Indicate the legal name of the municipality which will undertake the project and its authorized representative. Provide the names and other pertinent information for all the professional services applicable to your project.
NOTE: Bond Counsel is required to prepare the bond documents and the bond transcript for the loan on this project. Evidence of qualifications, experience and liability insurance coverage may be required by the LRLP to demonstrate the acceptability of the counsel.

Clerk or Secretary Name	Title	Phone No. ()
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When is your board or council's regular scheduled monthly or bi-weekly meeting (e.g., 1st Tues., 2nd and 4th Wed.)?	E-mail Address
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Authorized Representative		Main Contact*	
Name		Name	
Title		Title	
Street Address		Street Address	
City, State, Zip Code + 4		City, State, Zip Code + 4	
Phone No. ()	FAX ()	Phone No. ()	FAX ()
E-mail Address		E-mail Address	

Consulting Engineer		Bond Counsel**	
Firm		Firm	
Contact Name		Attorney Name	
Street Address		Street Address	
City, State, Zip Code + 4		City, State, Zip Code + 4	
Phone No. ()	FAX ()	Phone No. ()	FAX ()
E-mail Address		E-mail Address	

Municipal Attorney		Financial Advisor	
Firm		Firm	
Attorney Name		Financial Advisor Name	
Street Address		Street Address	
City, State, Zip Code + 4		City, State, Zip Code + 4	
Phone No. ()	FAX ()	Phone No. ()	FAX ()
E-mail Address		E-mail Address	

* Should be someone familiar with the project and available on a daily basis.
 ** Bond Counsel must be able to issue legal documents on the Municipal Obligations, i.e.; Legal Opinion, Authorizing Resolution, No Arbitrage, Closing Certificate, etc.

Project Information

Detailed Project Description (List major portions of the project)

Construction Start Date	Substantial Completion Date	Final Completion Date
<input type="checkbox"/> Estimated <input type="checkbox"/> Actual	<input type="checkbox"/> Estimated <input type="checkbox"/> Actual	<input type="checkbox"/> Estimated <input type="checkbox"/> Actual

Financial Assistance Requested

Indicate all types of LRLP financial assistance requested in this application. Check all boxes that apply.

- Financing Project - You have not proceeded with remediation and will use LRLP funds as costs are incurred for this project.
- Reimbursement of Municipality's Internal Fund - You used **internal** funds to pay for costs for this project and would like LRLP financing to reimburse your **internal** funds.
- Refinancing Outstanding Debt - You have already taken out a non-LRLP debt to pay some or all of your project costs and would like LRLP funding to refinance this debt. **Complete Part V.**
- Refinancing Planned Future Debt - You plan to take out non-LRLP debt to pay for remediation costs; this debt will be refinanced with LRLP financing when remediation is complete or when the debt is callable. **Complete Part V.**

For Reimbursement of Municipality's General Fund (or other fund)

Execution of a Reimbursement Resolution IS RECOMMENDED. If a Reimbursement Resolution is not executed, the LRLP may not be able to reimburse all of the costs paid by the municipality.

Attach a copy of the Reimbursement Resolution that shows municipal intent to borrow at a future date in order to reimburse the general fund, or other fund for project expenses paid by the municipality

Estimated amount of reimbursement for project costs paid from municipal funds: \$

Authorized Representative Certification

To the best of my knowledge and belief, data provided in this application is true and correct. Furthermore, the applicant assures it possesses the legal authority to apply for LRLP assistance and to finance and remediate the proposed landfill, site or facility. The person identified below is authorized to act as the representative of the applicant in connection with the application and to provide additional information as needed. **Attached is a copy of the Authorized Representative Resolution.**

Printed or Typed Name of Representative	Title
Signature of Representative	Date Signed

Part II

Instructions: Project Budget Sheet

Project Budget Sheet contains four (4) columns:

Column A - Total Project Costs

Include ALL costs related to this project regardless of the funding source. Also include costs of the project which the applicant identifies as ineligible for LRLP financial assistance as noted in directions for Column B.

Column B - Ineligible Costs

Identify and provide a brief narrative of project costs ineligible for LRLP financial assistance (e.g., land acquisition).

Column C - Eligible Costs Paid By Other Funding Sources

Provide project costs which the applicant anticipates funding with other sources (e.g., municipal funds, grants from other funding agencies), and identify the funding sources at the bottom of the Project Budget Sheet.

Column D - LRLP Costs Requested

Complete this column if the requested LRLP costs are different from the Total Project Costs. If Column D is different from Column A, complete Columns B and C.

The Project Budget Sheet contains 10 budget line items. The detailed costs under each line item must equal the amount on the shaded Total line. A total in the shaded area is required for each line item.

Budget

Line Instructions

1. Force Account is the work a municipality performs using its own employees and/or equipment. If Force Account work is anticipated, list the type of work to be completed and the cost on Force Account Certification Form No. 8700-245. Costs not eligible for Force Account are costs associated with elected officials or on-staff attorneys, computers, or legal fees.
2. Interim financing is a debt to temporarily finance a project. Include costs incurred or to be incurred prior to LRLP loan closing.
3. Indicate contract costs of the Phase I & II Environmental Assessments. Executed A/E agreement(s) must be attached for costs listed on this line. Costs outside the scope of the contract(s) should be included on line 9, Miscellaneous Costs.
4. Indicate contract costs of the Site Investigation and Remedial Action Options Reports preparation. Executed A/E agreement(s) must be attached for costs listed on this line. Costs outside the scope of the contract(s) should be included on line 9, Miscellaneous Costs.
5. Include the purchase price of the landfill, site or facility. Also include any easement and legal/appraisal costs of securing the land. **Note: These costs are not eligible for LRLP funding.**
6. Indicate all other contracted engineering/remediation management costs for this project. Include any ongoing maintenance and operations costs (for up to three years), such as groundwater monitoring, that must be incurred after the remediation has been completed. **This does not include** ordinary operating expenses.
7. Indicate all remediation and equipment costs included in the Remedial Action Options Report. Executed remediation contract(s) must be submitted for all costs prior to issuance of a FAA.
8. This amount should equal 10% of the amount requested in Line 7. The DNR may adjust the contingency amount based on as-bid remediation costs. The contingency may be reduced or eliminated.
9. Indicate project costs that are outside the scope of the engineering or remediation contracts. Non-contract costs include materials, supplies and bid advertising.
10. Include costs necessary for closing on the LRLP loan.
11. ADD LINES 1-10 FOR EACH COLUMN TO GET THE TOTAL COSTS.

The LRLP can provide funding for equipment, supplies, materials, and remediation, if procured in accordance with Wis. Stats. For information regarding bidding requirements, see the "Procurement Guide for Local Governments" at <http://dnr.wi.gov/org/caer/cfa/EL/FORMS/forms.html>.

Project Budget Sheet					
Total required for each line item (See Page 5 for Instructions)	A Contrast Number	B Total Project Costs	C Ineligible Costs*	D Eligible Costs Paid By Other Funding Sources**	E LRLP Costs Requested
1. Force Account Work #1 Total		\$			
2. Interim Financing					
a. Net Interest Expense					
b. Legal/Bond Counsel/Underwriter					
c. Financial Advisor					
#2 Total		\$			
3. Phase I and II Environmental Assessment #3 Total		\$			
4. Investigation/Options Report					
a. Site Investigation					
b. Remedial Action Options Report					
#4 Total		\$			
5. Land Acquisition #5 Total		\$			Ineligible
6. Engineering/Remediation Management					
a. Monitoring					
b.					
c.					
#6 Total		\$			
7. Remediation/Equipment #7 Total		\$			
8. Contingency (enter 10% of line 7; DNR will adjust amount) #8 Total		\$			
9. Miscellaneous Costs					
a. Administrative Expenses					
b. Legal Opinion on Land Ownership					
#9 Total		\$			
10. LRLP Closing Costs					
a. Bond Counsel					
#10 Total		\$			
11. Total Project Costs Total		\$			

*Provide a brief description and source of funds for any cost that is ineligible for LRLP funding.

**Name the other funding sources.

Part III

Financial Information - Direct questions to the Department of Administration (608) 267-1836

1. Checklist of documents to submit as part of this application (1 copy of each of the following must be sent with this application.)

- A. Municipality's current year budget with year-to-date information.
- B. The last 3 years of financial audit reports (or internal financial statements for your municipality if no audit was done.)

Audit Year	Audit Report ("A") or Financial Statement ("FS")? (Enter "A" or "FS")

- C. A schedule of the principal and interest payments for each outstanding bond issue of the municipality for the next 5 years. Include all outstanding general obligation and revenue bond issues.
- D. Latest official statement (prospectus) if the municipality has publicly issued bonds/notes and the bond authorizing resolution for most recent sewer bond.

2. Pledge of Security of the LRLP Loan.

The LRLP requires a General Obligation pledge by the political subdivision at the time of closing. This means the political subdivision pledges all municipal revenues including ad valorem taxes as security for the LRLP loan.

Cities, villages, towns and counties (municipalities) are authorized to issue general obligation debt. The total general obligation indebtedness, including the proposed LRLP loan, may not exceed 5% of the value of the taxable property within the municipality as equalized for state purposes. (Section 67.03, Wis. Stats.)

3. Debt Information

A. If your municipality currently has a bond or general obligation rating, please describe below (include rating, rating company, and date of rating):

B. Has your municipality ever defaulted on any of its loans or debt obligations?

Yes No If yes, please provide details.

C. Prepare and submit a table of overlapping or underlying debt for the municipality's jurisdiction. (Not necessary if included in official statement requested in section 1D.)

D. What is your municipality's current amount of revenue bonds and general obligation bonds/notes outstanding?

Revenue Bonds	General Obligation
\$	\$

E. Indicate any other General Obligation Bonds/Notes authorized, but unissued. List the amount, give a description of their purpose, and schedule for issuance.

Amount	Purpose
\$	

5. Legal Information

A. Is there any litigation or threatened litigation or factors known which may substantially affect the operation of the municipality in the future?

Yes No

If yes, please provide background information regarding the litigation or factors and the current status.

B. Are there unfunded retirement or pension liabilities? Yes No

If yes, please provide the amount of liability for each:

Retirement Liabilities	Pension Liabilities
\$	\$

Is this information contained in your audited financial statements? Yes No

C. Indicate the number of municipal bargaining units, the number of employees in each unit, and the status of each contract. (i.e., when does each current contract expire?) If your municipality does not have bargaining units, write N/A.

Number of Units	Number of Employees	
Expiration of Each Contract (month/year)	Unit Name	

Part IV

IRS Tax Related Information - Direct questions to the Department of Administration (608) 267-1836

ALL LRLP loan applicants must answer the following questions regarding the Project for which this application is submitted. Due to federal law, this information is needed before a loan can be made to finance the Project. Questions on this section should be directed to: Department of Administration, (608) 267-1836.

Please check "Yes" or "No" for each of the following questions. "Governmental Units" as used below does not include the federal government or any instrumentality thereof or any non-profit tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

- Yes No 1. Will any portion of the Project be owned by, leased or sold to any person or entity other than a governmental unit prior to repayment of the loan? **If yes, attach a description of the planned lease or sale.**
- Yes No 2. Does any private entity have any ownership interest in the Project, whether pursuant to an option to purchase, a land contract, a mortgage or any other interest in the Project? **If yes, please describe.**
- Yes No 3. Has the applicant entered into a development agreement with any private entity regarding the Project? **If yes, please attach a copy of the agreement.**
- Yes No 4. Has the applicant entered into any agreement, whether oral or written, formal or informal, to sell, lease or otherwise transfer the Project to any private entity? **If yes, please attach a copy of the agreement.**
- Yes No 5. Will any portion of the Project be managed (pursuant to a management contract or an incentive pay contract) by any person or entity other than a governmental unit? **If yes, include a copy of the operating or management contract.**
- Yes No 6. Will your municipality be lending any of the LRLP loan proceeds to other persons or entities? **If yes, attach a description of the loan program.**
- Yes No 7. Will any portion of the proceeds of the LRLP loan be used to reimburse your municipality for project costs paid or incurred to date? **If yes, you must complete PART I, Page 4 of this application.**
- Yes No 8. Will any portion of this LRLP loan be used to refinance outstanding tax-exempt indebtedness with respect to this Project? **If yes, you must complete PART V- #1 and #2 of this application.**

Footnotes, Comments or Clarifications by Applicant

Part IV of the application was completed by:	Phone No.
Name	()

Part V

Refinancing Transactions

The following section must be completed if LRLP loan proceeds will be used to refinance municipal debt issues or reimburse a municipality's general fund (or other fund) for remediation expenses related to this LRLP Project.

1. For Refinancing of Existing Municipal Debt

Complete the following summary for the debt issues to be refinanced (all or in part) with LRLP financial assistance.

	Debt #1	Debt #2	Debt #3
Total amount of interim debt	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Amount of interim debt eligible for LRLP funding	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Amount that has been received as of this date by the municipality to pay eligible project costs	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
Amount that has been received as of this date by the municipality and is currently being invested	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>

Enclose a copy of the OFFICIAL STATEMENTS OR PROMISSORY NOTES covering all outstanding debt issues to be refinanced. If an Official Statement is not available, then provide the following for each debt issue (note/bond). Most of the following information should be available in the bank note, promissory note, or other debt instrument that the municipality signed:

Original Issue Date	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Interest Rate	<input style="width: 95%;" type="text"/> %	<input style="width: 95%;" type="text"/> %	<input style="width: 95%;" type="text"/> %
Payment Dates (Principal)	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Payment Dates (Interest)	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Call Dates	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Notice Required for Call	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Maturity Date	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Prepayment Penalty/Premium	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Copy of Municipal Borrowing Resolution Submitted: Y N Submitted: Y N Submitted: Y N

(The amount of interest and debt issuance costs to be refinanced are detailed on the budget sheet. See Part II of this application.)

2. For Refinancing of Future Remediation Debt Issues

Estimated amount of debt to be issued:

\$

Source of Debt (e.g., bank name, financial advisor)

Use of Debt Proceeds

Call Date(s) for Proposed Debt

Maturity Date of Proposed Debt

Applicant Comments, Footnotes, or Clarifications

Part V of the application was completed by:

Phone No.

()

Notify the DNR Project Manager of any material changes in the above information so that they are considered in structuring the LRLP loan. Actual year-to-date refinance figures (accrued interest plus debt issuance costs plus principal amounts drawn by the municipality less interest earned on unspent funds) must be provided to the Bureau of Community Financial Assistance for preparation of the FAA.