



**PROJECT APPLICATION**

(check either Grant or Loan)

- Grant  
 Loan

AMOUNT REQUESTED: \_\_\_\_\_

Section 1: Applicant Information	
Project Title:	Date Submitted:
<b>APPLICANT CONTACT INFORMATION</b>	
Applicant: Organization: _____ : Responsible Official: Mailing Address: City, Zip: Telephone: Email	
<b>PROJECT CONTACT</b>	
Project Contact Name, Title: Telephone (if different from above): Email (if different from above):	
<b>SAM# (required)</b> To register for a System for Award Management (SAM) go to: <a href="https://www.sam.gov/">https://www.sam.gov/</a>	
<b>DUNS # (required)</b> To register for a DUNS Number go to: <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>	
Type of Eligible Applicant:	
City <input type="checkbox"/>	County <input type="checkbox"/>
Tribe <input type="checkbox"/>	Non-for-Profit <input type="checkbox"/>
Private <input type="checkbox"/>	Other (please describe): <input type="checkbox"/>
<b>Answer Yes or No to the following:</b>	
<ul style="list-style-type: none"> <li>• Has applicant received 80% or more of its annual gross revenues in Federal awards?</li> <li>• Does \$25 million or more of applicants' revenues come from Federal awards?</li> <li>• Does the public have access to information about the compensation of the senior executives of the applicant?</li> </ul>	
Summary of Proposed Project (include all project details and as many pages as needed to adequately describe project):	

\_\_\_\_\_  
 Responsible Official (Print)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature – Responsible Official

\_\_\_\_\_  
 Date

*By signing this application, the Responsible Official agrees that if awarded funds, the Applicant will comply with all State and Federal requirements for financial management, reporting, environmental review and labor standards.*

Section 2: Proposed Site Information: If applicable, reference VRP application and documents.		
Name/Title of Site Facility		Street Address:
City:	State:	Zip:
Current Use of Site/Facility (if any):		
Number of Parcels:		Size of Site in Acres:
VRP Site Number:		VRP Eligibility Date:

Section 3: Current Site Ownership: If applicable, reference VRP application and documents.		
Name:		
Address:		
City:	State:	Zip:
Phone:		
If property is not owned by applicant, the applicant must secure access to the property by having the appropriate property access form signed by the property owner. ( <i>Property access is granted when a site is enrolled in the VRP, or the applicant secures a signed property access form from the owner</i> )		

Section 4: Site History: If applicable, reference VRP application and documents.			
PAST SITE USES (Residential, Commercial, Industrial, Greenspace)		APPROXIMATE DATES:	
BUILDING ON SITE (List office, stores, guard house, etc.):	SQUARE FOOTAGE	MULTI-STORY <input type="checkbox"/> YES <input type="checkbox"/> NO	CONDITION (usable, gutted, razed, etc.)
PRIOR SITE ASSESSMENT ACTIVITIES:		Date of Phase I	Date of Phase II
Describe conclusions of prior site assessment activities and attach relevant portions of report(s).			

Section 5: Future Site Activities
Describe difficulties related to perceived contamination that have hindered reuse of the property.
ANTICIPATED FUTURE USE (Please note that cleanup and re-use planning can be flexible and integrated when performed under the VRP with RLF funds):
RESIDENTIAL <input type="checkbox"/> RECREATIONAL <input type="checkbox"/> COMMERCIAL/RETAIL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/>
Other: <input type="checkbox"/>
Describe applicant's proposed reuse, redevelopment or expansion plan:

**Section 5: Future Site Activities (cont.)**

DESCRIBE ALL FINANCIAL OR PUBLIC INTEREST INCENTIVES PLANNED TO SPUR DEVELOPMENT AND/OR CLEANUP AND PROPOSED FUNDING SOURCES: (Tax incentives, other grants or resources, etc.)

**Signature:**

**Date:**

## INSTRUCTIONS AND CHECKLIST:

**Purpose** To provide low-interest loans and/or grants to eligible public and private sector entities to clean up Brownfields sites in Wyoming; a portion of the RLF can be used as a cleanup sub-grant for eligible entities in the State; the RLF can help to bridge the gap in financing a cleanup and redevelopment project in Wyoming.

Projects will be evaluated based on environmental impact, public health and safety, economic development, community benefit, and community revitalization potential.

### What are Brownfields

A Brownfield site is defined as “real property, the expansion, redevelopment, or reuse of which may be complicated by the presences of a hazardous substance, pollutant, or contaminant

**Eligibility** Municipality, quasi-governmental entity, non-profit community development group, non-governmental entity, etc. or a private for-profit developer

### Eligible Sites for RLF

Located in Wyoming, enrolled in the *Voluntary Remediation Program (VRP)*, and must qualify as a “Brownfields Site”. For more information, please follow the link: <http://deq.wyoming.gov/shwd/brownfields-assistance/>

### Eligible Borrowers Must:

Demonstrate credit-worthiness and ability to repay loan; own the property or have long-term site control; meeting the definition of innocent land owner; and, apply for and be found eligible for enrollment in Wyoming DEQ’s VRP.

**Funds** The State of Wyoming received an \$800,000 RLF grant; grant match funds, and Borrower match funds or in-kind matches.

### Use of Funds

- Remediation of sites;
- Engineering costs for cleanup;
- Documentation of cleanup activities.

**Matches** Eligible applicants are required to provide a minimum 5% cash match (or in-kind matches accepted on a case-by-case basis) to leverage the available Federal RLF funds.

### Review & Award

Application review team will be the RLF Advisory Board which will include representatives from the Wyoming Business Council staff, Wyoming Department of Environmental Quality Department staff and a private developer or other individual familiar with Brownfields revitalization projects. The team will report any deficiencies in the application packet to applicant. Applicant will have at least five (5) working days from notification to remedy a deficiency.

Other considerations include but are not limited to the applicant’s capacity to administer the grant and the ability of the applicant to proceed with the project in a timely manner.

### Federal Laws, Rules and Regulations:

The successful applicant or other officer pre-approved consents to or will comply with the following:

**A133 Audit** Entities that receive \$750,000 or more in federal funds in one year are required to perform an A133 Audit. The entity bears the cost of this audit. All entities should consult with their accountant to determine if and when this audit is required. Documentation from that audit will be required for SEO files.

**Reporting** Applicant agrees that if awarded funds, monthly status reports will be submitted, and all documentation required by the VRP and the loan or sub-grant agreements will be provided to WBC/VRP, as applicable.

**SHPO** If facility is 50 years of age or older applicant will contact the State Historic Preservation Office (SHPO) prior to application. Provide SHPO two photos of your building along with a letter describing the building and the proposed project, and request SHPO's assessment of whether the project can proceed as described. Copies of communication must be sent with the application or added to the file as they occur. SHPO website: <http://wyoshpo.state.wy.us/index.asp>

**Federal Funds** Borrower shall be in compliance with the terms of all governmental regulations pertaining to the Project, including the regulations contained in 2 CFR Part 200 and the requirements of the Davis-Bacon Act.

**Submission**

- Submit **one original hard copy and one electronic copy** of the completed application
- Hard copy application must be submitted in 8½ X 11" format – no staples.
- It is recommended that attachments are clearly labeled or tabbed

**Send completed applications to:**

Wyoming Business Council  
Attn: Sherry Hughes  
214 W. 15<sup>th</sup> Street  
Cheyenne, WY 82002  
[sherry.hughes@wyo.gov](mailto:sherry.hughes@wyo.gov)

Questions may be directed to:  
Cindi Martinez  
Phone: (307) 777-2948  
[cindi.martinez@wyo.gov](mailto:cindi.martinez@wyo.gov)

OR

Sherry Hughes  
Phone: (307)777-2824  
Fax: (307) 777-2837  
[sherry.hughes@wyo.gov](mailto:sherry.hughes@wyo.gov)

## APPLICATION CHECKLIST

### Before submitting an application:

#### REQUIRED ATTACHMENTS TO APPLICATION

- ATTACHMENT A: Project Description.** Include Phase I, Phase II, any preliminary cleanup plans.
- ATTACHMENT B: Voluntary Remediation Program Application and Eligibility documentation.**
- ATTACHMENT C: State Historic Preservation.** If facility is 50 years of age or older applicant will contact the State Historic Preservation Office (SHPO) prior to application. Provide SHPO two photos of your building along with a letter describing the building and the proposed project then request SHPO's assessment if the project can proceed as described. Copies of communication need to be sent with the application or added to the file as they occur. SHPO website: <http://wyoshpo.state.wy.us/index.asp>

*Note: Wyoming Statue 35-9-108 requires the State Fire Marshal to review and approve some construction plans for public buildings. Contact the State Fire Marshal office to determine if this project will require review. There is a fee involved for plan review.*

- ATTACHMENT D: Ownership Documentation.** An eligible applicant must own the facility which will be affected by these grant funds. Provide deed or documentation that applicant owns the project facility.

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