Getting a DUNS number

All KPWSLF loan applicants must have a DUNS number. Please go to http://fedgov.dnb.com/webform/ to start the process or call the number below

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 AM to 8 PM C.S.T.
The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.
You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

Kansas Public Water Supply Loan Fund Fees

Once a loan agreement is executed and the first disbursement is made, KDHE will charge the municipality a Loan Origination Fee (LOF) calculated at 0.25% (a quarter of a percent) of the loan amount. This is a one-time fee and the payment of this fee is typically made from loan funds (capitalized into the loan). If the municipality wishes to pay this fee from other funds, you must notify KDHE when submitting the loan application and payment must be made to KDHE prior to the first loan disbursement. Section 2b of the loan application provides instructions on how to calculate the loan amount when this fee is paid from loan funds. If the entire loan amount is not used at the end of the project, the LOF will be recalculated and overpayment will be credited back, which will further reduce the final loan amount.

Municipalities with no taxing authority (typically Rural Water Districts) are subject to additional requirements that include additional fees. To make up for the absence of the financial security due to the absence of taxing authority, those municipalities are required to submit quarterly financial data, annual audits, and annual budgets to the Kansas Rural Water Finance Authority (KRWFA) for review and monitoring. This requirement is implemented by the Financial Integrity Assurance Contract (FIAC) which will be included as an exhibit to the loan agreement. The KRWFA will also serve as a financial advisor if the municipality cannot meet debt service coverage requirements of the loan agreement. The fee for this FIAC is calculated at 1% of the loan agreement. The payment of this one-time fee is typically made from loan funds (capitalized into the loan). If the municipality wishes to pay this fee from other funds, you must notify KDHE when submitting the loan application and payment must be made prior to the first loan disbursement. Section 2b of the loan application provides instructions on how to calculate the loan amount when this fee is paid from loan funds. If the entire loan amount is not used at the end of the project, the FIAC fee will be recalculated and overpayment will be credited back, which will further reduce the final loan amount.

While it is not a fee, non taxing municipalities are required to either establish a loan reserve calculated at 10% of the loan amount while maintaining an annual debt service coverage of 125%, or maintain an annual debt service coverage of 140% without a loan reserve. The loan reserve is held by KDHE and can only be used to prevent a default in the municipality's loan repayment. Any interest earnings the loan reserve receives will be credited to the municipality to reduce the semi-annual loan repayment amount. If the loan reserve is never used to prevent a payment default, it will be used to prepay the loan during the final years of repayments (typically the last 3 payments). The loan reserve is typically paid from loan funds (capitalized into the loan) but the municipality can provide the funds to KDHE prior to the first disbursement if desired. If the municipality chooses to maintain a 140% debt service coverage without a loan reserve, this must be noted in section 2b of the application.

Kansas Public Water Supply Loan Fund

Program Year 2017

Loan Application: **Part I of III**

Date received by KDHE: _____

Project Number: _____

City or RWD Name:

_____

Name **AND TITLE** of contact person for this project:
(Should be an elected official or employee of the applicant.)

_____

Street Address or Post Office Box:

_____

D-U-N-S #:

_____

City: _____

State, and Zip Code: _____

Tax-Identification Number: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Mayor or Chairman: _____

Telephone Number: _____

Administrator/Supt. or Operator Manager: _____

Clerk / Bookkeeper: _____

Telephone Number: _____

Certified Operator: _____

Operator ID #: _____

Attorney: _____

Attorney Phone Number: _____

Auditor: _____

Auditor Phone Number: _____

Engineer: _____

Engineer Phone Number: _____

Please place a check mark in the space(s) next to the project type(s) which best describe your project:

1. _____ Emergency
2. _____ Plant Rehabilitation
3. _____ Line Construction
4. _____ Plant Construction: Wells
5. _____ Water Storage
6. _____ Line Rehabilitation
7. _____ Other

1. Provide a brief narrative of the proposed project:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

2a. Provide estimated costs for the project by line item:

Construction Cost	_____	Other	_____
Engineering Design	_____	Contingencies	_____
Construction Engineering	_____	Legal & Abstracting	_____
Inspection	_____	Soils Investigations	_____
		Total Project Cost	_____

2b. Loan Origination & Financial Integrity Assurance Contract:

	Non Taxing Applicants (RWD):	Applicants Pledging Tax Authority (City):
Loan Reserve (10%)	_____	
Loan Origination Fee (0.25%)	_____	_____
F.I.A.C. (RWD Only 1%)	_____	
Total Loan Amount	**$**_____	**$**_____

Note: to determine the total loan amount when borrowing the loan reserve, Origination Fee, and F.I.A.C. divide the total project cost (subtracting other funding sources if any) by .8875. The Loan Reserve can be waived if the applicant agrees to maintain a 140% debt service coverage (indicate "140% DSC on the blank for the Loan Reserve and divide the total project cost by .9875). Use the total loan amount and the listed percentages to calculate the costs of the individual items. To determine the total loan amount when borrowing only the Origination Fee divide the total project cost (subtracting other funding sources if any) by .9975.

3. List all anticipated funding sources which are intended to be utilized to complete this project:

Amount of loan requested from the Kansas Public Water Supply Loan Fund	_____
Other Funding Source(s), if any	_____
Total Funding	**$**_____

4. What is the proposed project schedule? If dates are known, include them in the appropriate Column:

	Proposed / Actual Date:
Notice of Public Hearing Application	_____
Date of Public Hearing	_____
Environmental Letters Sent	_____
Completion of Project Planning	_____
Plans Submitted to KDHE	_____
Bid Opening	_____
Notice of Award	_____
Start of Construction	_____
Completion of Construction	_____

5. List any major expansions and/or improvements in the existing system in the past 10 years:

Year: Project Title / Description:

_____ _____

_____ _____

_____ _____

6. Number of Customers:

Year	Residential	Commercial	Other	Stock Water	Total
2015					
2014					
2013					
2012					
2011					

7. Present source of water and/or any contractual agreements (include water supply contract):

_____

8. Does your water utility have any single customer which provides 5% or more of the utility's revenue from water sales? Yes____ No____ If YES, please provide name(s) of customer(s):

_____

9. Have you distributed requests for the Environmental Comments (Review)? Yes____ No____

If NO, are you in the process of preparing and submitting a review to agencies? Yes____ No____

10. Water Production History (previous 3 years):

Year	Gallons Produced/ Purchased	Gallons Sold	Gallons Flushed or Accounted For	Water Loss	Unaccounted for Water Loss Ratio
2015					
2014					
2013					

11. Sources of Revenue: Please attach the following information:

Most recently adopted water rate _____

Any previous water rate in effect during the last 4 years _____

Proposed water rate adjustment, if any _____

12. Are water revenues used to support other operations? Yes____ No____

13. Provide 2 copies from each of the last <u>three</u> years of financial statements (If audited financial statements for the most recent year are not complete please provide unaudited statements): _____

14. Have you issued bonds that were rated or insured? Yes____ No____

If YES, provide the date, rating, and agency or insurance for any issues in the last 5 years: _____

_____

15. Have you ever been delinquent or defaulted on any bond or loan payment? Yes____ No____

If YES, please attach a statement of explanation: _____

16. List Outstanding Debt / Lease (if any) <u>AND</u> attach payment schedule:

Lender / Bond Issue	Amount Outstanding	Payment Amount	Payment Frequency	Interest Rate	Years Remaining or Maturity

17. Valuation (for Cities only):

	2015	**2014**	**2013**
Assessed Valuation of Taxable Tangible Property (City limits)			
Tangible Valuation of Motor Vehicles (City limits)			
Total			

I certify that I am authorized to sign this application on behalf of the governing body. To the best of my knowledge and belief, the data in this application is true and accurate.

_____ _____

Signature and Title of Authorized Official Print or Type Name and Title

_____ _____

Attest: City Clerk or Secretary of RWD Board Date

Note: Return Part I with **2** copies of the last <u>three</u> years of financial statements and any other attachments to:

KDHE, Attn: Water Supply Loan Fund, 1000 SW Jackson; Suite 420; Topeka, KS 66612-1367.

Kansas Public Water Supply Loan Fund

Program Year 2017

Loan Application: **Part II of III**

For Agency Use
Date received by KDHE: _____
Project Number: _____

City or RWD Name:

_____

Name **AND TITLE** of contact person for this project:
(Should be an elected official or employee of the applicant.)

_____

Street Address or Post Office Box:

_____

City: State, and Zip Code:

_____ _____

Telephone Number: Fax Number: E-mail:

_____ _____ _____

1. Public hearing notice. The public hearing date for local participation/review of this project application was held on _____. Attach a copy of Proof of Publication showing it was advertised 30 days prior the scheduled hearing, and the minutes from the public hearing.

2. Attach resolution by the governing body of intent to proceed with project.

3. The applicant agrees to comply with relevant provisions of the Civil Rights Act of 1964, the Kansas Act against Discrimination, the Americans with Disabilities Act, and the Uniform Relocation Assistance and Real Property Acquisition Policies (40 CFR part 4).

4. Environmental Assessment has been completed: Yes____ No____

5. EPA From 6600-06, Certification Regarding Lobbying, has been completed and attached.

I certify that I am authorized to sign this application of behalf of the governing body. To the best of my knowledge, and belief, the data in Part II is true and accurate.

_____ _____
Signature and Title of Authorized Official Print or Type Name and Title

_____ _____
Attest: by City or Secretary of RWD Board Date

Note: Return this section with attachments to: **KDHE, Attn: Water Supply Loan Fund, 1000 SW Jackson; Suite 420; Topeka, KS 66612-1367.**
If you have any questions concerning this application, contact KDHE at 785-296-5514.

Kansas Public Water Supply Loan Fund

Program Year 2017

Loan Application: **Part III of III**

Part III of the Loan Application requires the municipality to complete a Capacity Development Survey. If the loan applicant has already submitted a 2014 Kansas Public Water Supply Capacity Development Survey, no further action is needed. The survey can be completed online or on this form.

In order to complete the survey online the loan applicant must first register a user with the Kansas Environmental Application Portal (KEAP) found at **http://keap.kdhe.state.ks.us .** Once a user is registered, the survey can be accessed at **http://pwsdc.kdhe.state.ks.us** otherwise known as the Public Water Supply Data Collector**.** At the top of the page click on the "Take A Survey" option. This will open the "Select a Survey" page. Using the drop down menu in the "Template Name" field, select "SRF Application Part 3", and then click on the Filter button. Then on the right side of the page under "Resulting Water Systems", select the name of your system. A pop up window will open with a green box titled "SRF Application Part 3 : 2014", click on this box to start the survey.

Kansas Public Water Supply Loan Fund
Loan Application: Part III of III

Program Year **2017**

Muncipality Name:

Technical

Sources

1.- What is your system's raw water source and/or who do you purchase water from (check and fill in all that apply)?

☐ Surface ☐ Ground ☐ Purchased

Lake Name(s): _____ Number of Wells Used: _____ From: _____

Stream Name(s): _____

☐ Don't Know

2.- Does your system have an emergency or supplemental water supply?

◯ Yes ◯ No ◯ Don't Know

☐ Back-up Wells

☐ Connection to another PWS

Name of PWS _____

☐ Back-up Surface Source

Name _____

☐ Other

Specify _____

3.- If water is purchased from or treated by another system, is there a drought or other "cut-off" clause limiting the amount of water in your system's purchase contract?

◯ Yes ◯ No ◯ Don't Know ◯ No purchased water

4.- If water is not purchased, does your water system have sufficient water rights issued from the Kansas Department of Agriculture, Division of Water Resources?

◯ Yes ◯ No ◯ Don't Know ◯ No water rights, purchase water only

5.- How many times during 2015 did your system impose water use restrictions? Were restrictions mandatory or voluntary, and were they drought related?

◯ No Restrictions Imposed

◯ Once	◯ Twice	◯ Three or more times
◯ Mandatory, Drought Related	◯ Mandatory, Drought Related	◯ Mandatory, Drought Related
◯ Mandatory, Not Drought Related	◯ Mandatory, Not Drought Related	◯ Mandatory, Not Drought Related
◯ Voluntary, Drought Related	◯ Voluntary, Drought Related	◯ Voluntary, Drought Related
◯ Voluntary, Not Drought Related	◯ Voluntary, Not Drought Related	◯ Voluntary, Not Drought Related

◯ Don't Know

6.- If restrictions were imposed during 2015 what was the total time duration?

◯ No Restrictions Imposed ◯ Less than one month ◯ One to three months ◯ Three to six months ◯ Six or more months

7.- How many times during 2014 did your system impose water use restrictions? Were restrictions mandatory or voluntary, and were they drought related?

◯ No Restrictions Imposed

◯ Once	◯ Twice	◯ Three or more times
◯ Mandatory, Drought Related	◯ Mandatory, Drought Related	◯ Mandatory, Drought Related
◯ Mandatory, Not Drought Related	◯ Mandatory, Not Drought Related	◯ Mandatory, Not Drought Related
◯ Voluntary, Drought Related	◯ Voluntary, Drought Related	◯ Voluntary, Drought Related
◯ Voluntary, Not Drought Related	◯ Voluntary, Not Drought Related	◯ Voluntary, Not Drought Related

◯ Don't Know

8.- If restrictions were imposed during 2014 what was the total time duration?

◯ No Restrictions Imposed ◯ Less than one month ◯ One to three months ◯ Three to six months ◯ Six or more months

9.- How many times during 2013 did your system impose water use restrictions? Were restrictions mandatory or voluntary, and were they drought related?

◯ No Restrictions Imposed

◯ Once	◯ Twice	◯ Three or more times
◯ Mandatory, Drought Related	◯ Mandatory, Drought Related	◯ Mandatory, Drought Related
◯ Mandatory, Not Drought Related	◯ Mandatory, Not Drought Related	◯ Mandatory, Not Drought Related
◯ Voluntary, Drought Related	◯ Voluntary, Drought Related	◯ Voluntary, Drought Related
◯ Voluntary, Not Drought Related	◯ Voluntary, Not Drought Related	◯ Voluntary, Not Drought Related

◯ Don't Know

10.- If restrictions were imposed during 2013 what was the total time duration?

No Restrictions Imposed Less than one month ◯ One to three months ◯ Three to six months ◯ Six or more months

11.- If restrictions were imposed during 2013 2014 or 2015 was the restriction due to: (check all that apply)

☐ Treatment Capacity ☐ Distribution or Storage Capacity ☐ Raw Water Supply Source ☐ Water Right Limitations ☐ Water Quality

☐ Water Purchase Contract ☐ Minimum Desirable Streamflow ☐ Other ☐ No Restrictions Imposed

Specify: _____

12.- If restrictions were imposed during 2013 2014 or 2015 have the cause(s) for restriction been corrected?

◯ Yes ◯ No ◯ Don't Know

Explain: _____ Explain: _____

◯ No Restrictions Imposed

13.- Does your system have an approved Source Water Protection Plan or Wellhead Protection Plan?

◯ Yes ◯ No ◯ Don't Know ◯ Purchase Treated Water

14.- Has your Protection Plan been reviewed and updated within the last 3 years?

◯ Yes ◯ No ◯ Don't Know ◯ Not applicable, no plan

15.- Has your Source Water Assessment been updated to include any new or reactivated sources (surface or wells) that were not in use prior to 2003?

◯ Yes ◯ No ◯ Don't Know ◯ Purchase Treated Water ◯ Not applicable, No new/reactivated sources

16.- Is your system's source capacity higher than your peak day demand by a margin of 50%?

◯ Yes ◯ No ◯ Don't Know ◯ Purchase Treated Water

17.- How many times in the previous three years 2013 2014 2015 has your system experienced taste and odor problems?

☐ No taste or odor problems during 2014, 2015 or 2016

☐ 2013	☐ 2014	☐ 2015
◯ None	◯ None	◯ None
◯ Once	◯ Once	◯ Once
◯ Twice	◯ Twice	◯ Twice
◯ Three or more times	◯ Three or more times	◯ Three or more times

18.- What is the average length of time your system's taste and odor problems persist?

◯ No Taste or Odor Problems ◯ Less than a week ◯ One to two weeks ◯ Two to four weeks ◯ More than four weeks

19.- What type of taste and odor problems does your system typically experience? Check all that apply and indicate the severity of the problem.

☐ No taste or odor problems

☐ Musty or Earthy	☐ Fishy	☐ Grassy	☐ Rotten Egg
◯ Most Severe	◯ Most Severe	◯ Most Severe	◯ Most Severe
◯ Moderately Severe	◯ Moderately Severe	◯ Moderately Severe	◯ Moderately Severe
◯ Least Severe	◯ Least Severe	◯ Least Severe	◯ Least Severe

☐ Chlorine	☐ Metallic/Iron	☐ Other
◯ Most Severe	◯ Most Severe	Specify: _____
◯ Moderately Severe	◯ Moderately Severe	◯ Most Severe
◯ Least Severe	◯ Least Severe	◯ Moderately Severe
		◯ Least Severe

Treatment Plants

20.- Did your system have any primary drinking water standard violations in 2013?

◯ Yes ◯ No ◯ Don't Know

List the violations: _____

21.- Did your system have any monitoring, reporting, or other violations in 2013?

◯ Yes ◯ No ◯ Don't Know

List the violations: _____

22.- What is your system's daily average water production expressed as a percentage of peak production capacity?
◯ Less than 50% ◯ 50% - 75% ◯ Greater than 75% ◯ Purchase Treated Water ◯ Don't Know

23.- What is your system's average daily production in Gallons per Day (GPD)?
◯ Enter Daily Production ◯ Don't Know ◯ Purchase Treated Water

Gallons per Day: _____

24.- Does your system have emergency/standby electrical service (production and/or distribution)?
◯ Yes ◯ No ◯ Don't Know

25.- Can your system maintain full pumping and production operations during a 100 year flood event?
◯ Yes ◯ No ◯ Don't Know ◯ Purchase Treated Water

26.- If your system has a surface water treatment plant constructed more than 20 years ago, have treatment processes been upgraded to meet current standards?
◯ Yes ◯ No ◯ Don't Know ◯ Not Applicable (ground water treatment, purchase treated water)

Distribution

27.- Does your system's operation pressure for any customer service connection fall below 20 psi?
◯ Yes ◯ No ◯ Don't Know

28.- Does your system have at least 24 hours of finished water supply storage at average daily use?
◯ Yes ◯ No ◯ Don't Know

29.- Have your system's water storage facilities been inspected during the past 24 months?
◯ Yes ◯ No ◯ Don't Know ◯ PWS does not have storage

30.- What is your system's unaccounted for water loss as a percentage of total production or purchase?
◯ Less than 15% ◯ Between 15% and 29% ◯ More than 29% ◯ Don't Know

31.- Does your system have an active cross-connection control program?
◯ Yes ◯ No ◯ Don't Know

32.- Does your system have accurate maps of your distribution system?
◯ Yes ◯ No ◯ Don't Know

33.- Does your system's distribution system overlap or intertwine with another public water supply distribution system with which it is not interconnected?
◯ Yes ◯ No ◯ Don't Know

Managerial

34.- What is your system's governance structure?
◯ Elected board/council ◯ Appointed ◯ Sole ownership ◯ Other ◯ Don't Know

Describe: _____

35.- Does your system utilize any of industry related service organizations listed below (check all that apply)?
◯ Yes ◯ No ◯ Don't Know

- ☐ League of Kansas Municipalities
- ☐ Kansas Municipal Utilities
- ☐ Kansas Rural Water Association
- ☐ Kansas Section - AWWA
- ☐ Midwest Assistance Program
- ☐ Wichita State Environmental Finance Center

36.- Do your system's operators have appropriate levels of certification according to the Kansas Department of Health and Environment classifications?
◯ Yes ◯ No ◯ Don't Know

Provide Name of Operator-In-Responsible Charge: _____

37.- If you system does not have a certified operator, has an operator-in-training (OIT) beein issued by KDHE?
◯ Yes ◯ No ◯ Don't Know ◯ Not Applicable, operators have appropriate levels of certification

Name of OIT: _____

38.- Does your system have a back-up operator with the appropriate level of certification?
◯ Yes ◯ No ◯ Don't Know

Back-up Operator Name: _____

39.- Does your system have written personnel policies and job descriptions signed by the employees?
◯ Yes ◯ No ◯ Don't Know ◯ No Employees, Contract Labor ◯ No Employees, Volunteer Labor

40.- Does your system provide benefits to employees (retirement, insurance, etc.)?
◯ Yes ◯ No ◯ Don't Know ◯ No Employees, Contract Labor ◯ No Employees, Volunteer Labor

41.- Does your system have and enforce formal policies for: payments/collections, main extensions/connections, etc.?
◯ Yes ◯ No ◯ Don't Know ◯ Don't Have Formal Policies

42.- Does the governing body review a monthly summary of revenues and expenses of the utility system?
◯ Yes ◯ No ◯ Don't Know

43.- Does your system have a formal plan for operations and maintenance (line flushing, pumps, meters, storage tanks, etc.)?

◯ Yes ◯ No ◯ Don't Know

44.- Does your system have an emergency plan approved by the Kansas Department of Health and Environment?
◯ Yes ◯ No ◯ Don't Know

45.- Have you reviewed and updated your emergency plan within the past 12 months?
◯ Yes ◯ No ◯ Don't Know ◯ Don't Have A Plan

46.- Does your emergency plan coordinate with your county emergency plan?
◯ Yes ◯ No ◯ Don't Know ◯ Don't Have Approved Plan

47.- Does your system have a Water Conservation Plan approved by the Kansas Department of Agriculture, Division of Water Resources or the Kansas Water Office?
◯ Yes ◯ No ◯ Don't Know

48.- Has your system been cited for violations for any deficiencies on the most recent sanitary survey, which have not been corrected?
◯ Yes ◯ No ◯ Don't Know

49.- Does your system have a public information program?
◯ Yes ◯ No ◯ Don't Know

50.- Does your system have a computerized record-keeping system?
◯ Yes ◯ No ◯ Don't Know

51.- Does the governing body approve expenses prior to payment being issued?
◯ Yes ◯ No ◯ Don't Know

52.- Are at least two signatures required to purchase goods and services over $100?
◯ Yes ◯ No ◯ Don't Know

Financial

53.- Does your water system income exceed operating expenses (including debt services)?
◯ Yes ◯ No ◯ Don't Know

54.- Does your system fund a depreciation/capital improvement account?
◯ Yes ◯ No ◯ Don't Know

55.- Does your system have a capital budget or capital improvement plan that projects future capital needs for at least five years?
◯ Yes ◯ No ◯ Don't Know

56.- Does your system have financial reserves for emergencies?
◯ Yes ◯ No ◯ Don't Know

57.- Does your water utility support other enterprise funds or the general fund (cities)?
◯ Yes ◯ No ◯ Don't Know ◯ Not Applicable (RWD)

58.- Does your system require revenues from other enterprise funds or the general fund for normal operations?
◯ Yes ◯ No ◯ Don't Know

59.- Does your system develop and follow an annual budget that is approved by the governing body?
◯ Yes ◯ No ◯ Don't Know

60.- Does your system have an audited financial statement prepared by a certified public accountant?
◯ Yes ◯ No ◯ Don't Know

61.- Has the auditor submitted a copy of their most recent peer review?

○ Yes ○ No ○ Don't Know

62.- Are your audited financial statements prepared according to generally accepted accounting principals (GAAP)?

○ Yes ○ No ○ Don't Know ○ GAAP requirement waived by KS Dept. of Administration

63.- Have your system's water rates been reviewed within the last three years?

○ Yes ○ No ○ Don't Know

64.- Does your system's current rate structure produce income to cover current expenses, replacement costs, reserves, and/or contractual obligations?

○ Yes ○ No ○ Don't Know

○ All Expenses Covered

○ Some Expenses Covered (check all that appy)

☐ Current Expenses

☐ Replacement Costs

☐ Reserves

☐ Contractual Obligations

65.- Answer the following questions about your retail residential water rates; first select the rate type your system uses. After selecting rate type, enter monthly minimum fee and quantity information. Select gallons or cubic feet and enter your rate data in the boxes.

○ Flat Rate (Not Metered)

What is the monthly flat fee? _____

○ Uniform Block Rate (Cost per unit does not change)

Minimum Monthly Fee _____

Quanitity of Water Included with Monthly Minimum Fee _____

○ Gallons

○ Cubic Feet

○ Increasing Block Rate (cost per unit increases with higher volume use)

Minimum Monthly Fee _____

Quanitity of Water Included with Monthly Minimum Fee _____

○ Gallons

○ Cubic Feet

○ Decreasing Block Rate (cost per unit decreases with higher volume use)

Minimum Monthly Fee _____

Quanitity of Water Included with Monthly Minimum Fee _____

○ Gallons

○ Cubic Feet

○ Seasonal Rate (tiered rate structure based on average winter consupmtion)

Minimum Monthly Fee _____

Quanitity of Water Included with Monthly Minimum Fee _____

○ Gallons

○ Cubic Feet

○ Wholesale Water Provider Only, No Retail Residential Sales

○ Do Not Charge for Residential Water Use

○ State or Federal Facility

○ Mobile Home Park

○ School

○ Other

Specify: _____

66.- Do you sell wholesale water to other public water supply systems?

◯ Yes ◯ Do not sell wholesale water

Monthly Minimum Fee

Charge per 1,000 gallons In Addition To Monthly Minimum

67.- Do you operate a waste water system?

◯ Yes - please provide monthly residential charge information ◯ Don't operate a waste water system

Monthly Minimum Charge

Total Residential Charge for 5,000 gallons

◯ Do Not Charge for Waste Water Treatment

◯ State or Federal Facility

◯ Mobile Home Park

◯ School

◯ Other

Specify:

68.- Please provide the number of service connections for each category.

☐ Residential 2015

☐ Commercial 2015

☐ Industrial 2015

☐ Wholesale 2015

☐ Stock Water/Pasture 2015

☐ Power Production 2015

69.- Did your system's governing body review this survey before submission to the Kansas Department of Health and Environment?

◯ Yes ◯ No ◯ Don't Know

Planning

70.- Is your system considering an additional or different water supply source (raw or treated)?

◯ Yes, considering the following sources: ◯ No, not considering another source

Sources Considered:

71.- If your system is considering additional sources, within what time frame do you anticipate activation?

◯ Not considering another source at this time ◯ Five years or less ◯ Six to ten years ◯ Eleven to twenty years ◯ Don't Know

I certify that I am authorized to sign this application on behalf of the governing body. To the best of my knowledge and belief, the data in Part III is true and accurate.

Signature and Title of Authorized Official

Print or Type Name and Title

Attest: by City or Secretary of RWD Board

Date

Note: Return this section to: KDHE, Attn: Water Supply Loan Fund, 1000 SW Jackson; Suite 420; Topeka, KS 66612-1367. If you have any questions concerning this application, contact KDHE at 785-296-5514.

(Published in [Name of Newspaper] on [Date of Publication])***

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of Directors (the "Board") of Rural Water District No. [District Name] County, Kansas (the "District") will conduct a public hearing on [Date of Public Hearing] at [Time of Public Hearing] at the following location:

[Location of Public Hearing]

regarding a proposed loan in an amount not to exceed $[Maximum Amount of Loan] (the "Loan") to be taken by the District from the Kansas Public Water Supply Loan Fund (the "Fund") administered by the Kansas Department of Health and Environment ("KDHE") pursuant to K.S.A. 65-163c *et seq.* The District has made preliminary application to KDHE for the Loan, the proceeds of which will be used by the District to finance certain modifications and improvements (the "Project") to the District's water supply and distribution system (the "System"), to pay Loan origination costs and interest during construction of the Project. Further information regarding the nature and scope of the Project, the source of revenues pledged to secure the Loan, the District's financial information, the District's water conservation plan, environmental impact information which could qualify for a categorical exclusion, the proposed Loan documents and the schedule of rates proposed by the Board to enable the District to meet its financial obligations for the Loan are available for public inspection and copying at any time during normal business hours at the address set forth below.

The Board will not adopt a resolution authorizing the completetion of the Loan application and the execution and delivery of the Loan documents until after the conclusion of the public hearing described in this Notice.

All persons having an interest in this matter will be given an opportunity to be heard at the time and place herein specified.

Dated: [Date of Notice]

[Address where Loan and Project information is available]

RURAL WATER DISTRICT NO.
[DISTRICT NAME] COUNTY, KANSAS

_____,
Secretary

***** NOTE: To be published at least 30 days prior to [Date of Public Hearing]**

EXCERPT OF MINUTES OF A MEETING
OF THE BOARD OF DIRECTORS OF
RURAL WATER DISTRICT NO. [DISTRICT NAME] COUNTY, KANSAS
HELD ON [Date of Public Hearing]

The Board of Directors (the "Board") of Rural Water District No. [District Name] County, Kansas (the "District") met in [regular][special] session at [Location of Public Hearing] at [Time of Public Hearing]. The following Board members were present:

The following Board members were absent:

The Chairman declared that a quorum was present and called the meeting to order.

In accordance with a Notice published on [Date of Publication] in [*Name of Newspaper*], a newspaper of general circulation in the District, a public hearing was held by the Board relating to a proposed loan in an amount not to exceed $[Maximum Amount of Loan] (the "Loan") to be taken by the District from the Kansas Public Water Supply Loan Fund (the "Fund") administered by the Kansas Department of Health and Environment ("KDHE") pursuant to K.S.A. 65-163c *et seq*. Proceeds of the Loan would be used by the District to finance certain modifications and improvements (the "Project") to the District's water supply and distribution system (the "System").

A record of persons attending the public hearing and a transcript of summary of the proceedings at the public hearing are on file with the Secretary of the District.

The Chairman informed those present of the issues involved in the Board making a decision whether to proceed with the Loan process, including entering into a loan agreement (the "Loan Agreement") with KDHE to fund the Project. Information regarding the scope of the Project, the proposed Loan repayment terms, the covenants proposed to be contained in the Loan Agreement and other relevant matters were discussed by the Chairman and consultants to the District.

Members of the public were permitted to make statements and ask questions of the Board and the District's consultants. After all present were given an opportunity to speak and ask questions, the Chairman closed the public hearing.

The matter of proceeding with the application process came on for consideration and was discussed. Thereupon, Board member _____ presented and moved the adoption of a Resolution entitled:

A RESOLUTION AUTHORIZING THE COMPLETION OF AN APPLICATION TO THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT REGARDING A LOAN FROM THE KANSAS PUBLIC WATER SUPPLY LOAN FUND

Board member _____ seconded the motion to adopt the Resolution. Thereupon, the Resolution was read and considered, and, the question being put to a roll call vote, the vote thereon was as follows:

Aye: _____.

Nay: _____.

The Chairman declared the Resolution duly adopted; the Secretary designating the same Resolution No._____.

****

(Other Proceedings)

On motion duly made, seconded and carried, the meeting thereupon adjourned.

_____
Secretary

RESOLUTION NO._____

A RESOLUTION AUTHORIZING THE COMPLETION OF AN APPLICATION TO THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT REGARDING A LOAN FROM THE KANSAS PUBLIC WATER SUPPLY LOAN FUND

WHEREAS, Rural Water District No. [District Name] County, Kansas (the "District") is a duly incorporated rural water district organized under the laws of the state of Kansas (the "State") which operates a public water supply and distribution system (the "System"); and

WHEREAS, the Board of Directors (the "Board") of the District has heretofore determined in to be in the best needs of the customers of the System to undertake certain modifications and improvements (the "Project") to the System; and

WHEREAS, the pursuant to K.S.A. 65-163c *et seq.* (the "Act"), the Kansas Department of Health and Environment ("KDHE") administers the Kansas Public Water Supply Loan Fund (the "Fund") from which loans are made to certain qualified Municipalities (as said term is defined in the Act) to finance modification and improvements to public water supply systems; and

WHEREAS, the District has heretofore made an application to KDHE for a loan in an amount not to exceed $[**Maximum Amount of Loan**] (the "Loan") to finance the Project; and

WHEREAS, the Board has conducted a public hearing this date on the advisability of proceeding with the completion of the application for the Loan and desires to authorize the appropriate officials of the District to accomplish the completion process.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF RURAL WATER DISTRICT NO. [DISTRICT NAME] COUNTY, KANSAS, AS FOLLOWS:

Section 1. Loan Application. The Chairman and Secretary of the District are hereby authorized to cause to be prepared and to execute a Loan Application, including all attachments thereto (jointly, the "Application"); in substantially the form presented to the Board this date, in order to provide financing for the Project. The Application shall be forwarded to KDHE as soon as possible.

Section 2. Further Proceedings. The Chairman, Secretary and the other officers and representatives of the District are hereby authorized and directed to take such other action as may be necessary to complete the Application and to coordinate processing of a loan agreement for the Loan (the "Loan Agreement"); provided that the authorization to execute the Loan Agreement shall be subject to further resolution of the Board.

Section 3. Further Authority. This Resolution shall be in full force and effect from and after its adoption.

Adopted by the Board of Directors of Rural Water District No. [District Name}County, Kansas on [Date of Public Hearing].

(SEAL)

_____

Chairman

ATTEST:

_____

Secretary

United States Environmental Protection Agency

KDHE PROJECT #

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____
Typed Name & Title of Authorized Representative

_____
Signature and Date of Authorized Representative

Kansas Department of Health and Environment
Bureau of Water
Public Water Supply Section

INSTRUCTIONS TO INITIATE THE ENVIRONMENTAL REVIEW PROCESS

One of the requirements, which must be completed to receive a loan through the Kansas Public Water Supply Loan Fund, is preparation of an "environmental clearance document" by KDHE. The environmental clearance document is based on comments received through the intergovernmental review process. It is the responsibility of each loan applicant to obtain these comments by following these steps:

1. The agencies listed on page 2 must be contacted in writing, or by email if allowed by the agency, (see page 3 for a sample letter) for clearance/comment. Each agency must be provided with:

    a. A narrative description of the project, including location expressed in Section, Township, and Range.
    b. A site map (USGS or satellite map is acceptable) indicating the project site and the waterline alignment, if applicable.
    c. A summary of the total cost or budget for the project.
    d. An email address to respond to (this may speed up response time)

2. A review form (see page 4) should be sent to each of the reviewing agencies.

3. If the project will convert farmland to non farm use, a USDA Farmland Conversion Impact Rating form must be sent to the Natural Resources Conservation Service in addition to items 1 and 2. Forms and instructions start on page 5 of this packet.

4. Copies of ALL letters requesting clearances, and ALL responses should be submitted with Part II of the Public Water Supply Loan Fund application when all clearances/comments are received, or after the allowable review time has expired (30 days).

5. Projects that do not have a significant effect on the quality of the environment may be excluded from further environmental review requirements. If the municipality wishes to pursue exclusion for their project, please submit to KDHE a request along with copies of the environmental review letters. Such projects may include:

    1. Replacement projects of existing mechanical equipment or structures;
    2. Upgrading of existing treatment process and minor expansion of existing treatment works;
    3. Water transmission, distribution and storage projects, especially if the project remains in existing easements.

Agencies and Addresses to Contact for Clearance/Comments on the
Environmental Review Process for the Kansas Public Water Supply Loan Fund

Kansas Dept. of Health & Environment
Bureau of Water - Public Water Supply
1000 SW Jackson St., Suite 420
Topeka, KS 66612
Dfisher@kdheks.gov

Kansas Corporation Commission
266 N. Main St., Ste. 220
Wichita, KS 67202-1513
j.rains@kcc.ks.gov

U.S. Fish and Wildlife Service
Ecological Serv./Partners for Fish & Wildlife
2609 Anderson Avenue
Manhattan, KS 66502-2801

Kansas Water Office
901 S. Kansas Ave.
Topeka, KS 66612-1249

U.S. Department of Agriculture
Natural Resources Conservation Service
760 S. Broadway
Salina, KS 67401-4642
cynthia.lucas@ks.usda.gov

KS Dept. of Agriculture
Division of Water Resources
1320 Research Park Dr.
Manhattan, KS 66502-5000

Kansas State Historical Society
State Historical Preservation Office
6425 SW 6th Avenue
Topeka, KS 66604-1099
tweston@kshs.org - for ground disburbance projects
shunter@kshs.org - for structures

Kansas Geological Survey
University of Kansas
1930 Constant Ave.,
Lawrence, KS 66047-3724

Kansas Biological Survey
University of Kansas
2101 Constant Avenue, Higuchi Hall
Lawrence, KS 66047-3759

U.S. Army Corp. of Engineers
Kansas City District
700 Federal Building - 601 East 12th Street
Kansas City, Missouri 64106-2896

KS Dept. of Wildlife, Parks, and Tourism
Environmental Services Section
512 SE 25th Avenue
Pratt, KS 67124-8174
ess@ksoutdoors.com

KS Dept. of Agriculture,
Division of Conservation
1320 Research Park Dr.
Manhattan, KS 66502-5000
doc@kda.ks.gov

Re: Name of Applicant

Kansas Public Water Supply Loan Fund
Project No. _____

The (name of applicant) is preparing a application to the Kansas Department of Health and Environment for a loan from the Kansas Public Water Supply Loan Fund for the referenced project. The proposed project will construct [Project Description including area details and Section Township and Range]

We would appreciate your review of the project description and location, and any comments you may have, within 30 days. A project review form is enclosed for your use.

Please call (contact) at (phone number) if you have any questions [include email address if you wish the responses to be sent electronically].

The following form may be used by the Review Agency/Commission for comments in response to the request for clearance from the proposed Public Water Supply Loan Fund Project.

_____ Army Corps of Engineers
_____ Kansas Biological Survey
_____ State Conservation Commission
_____ Kansas Corporation Commission
_____ Division of Water Resources/Kansas Department of Agriculture
_____ Kansas Geological Survey
_____ Kansas State Historical Society, State Historic Preservation Office
_____ Kansas Water Office
_____ Kansas Department of Wildlife & Parks
_____ US Dept of Agriculture - Natural Resources Conservation Service
_____ Kansas Department of Health and Environment
_____ US Dept of the Interior - Fish and Wildlife Service

Agency Review Comments: (to be completed by reviewing agency and returned to applicant contact person at name and address shown below)

Comments: _____

_____

_____

Recommended Action: (to be completed by the reviewing agency and returned to applicant contact person at name and address shown below.)

_____ Clearance of project should be granted
_____ Clearance of project should not be granted
_____ Clearance of project should be delayed until the issues or questions have been clarified.
_____ Clearance of project should not be delayed, but the applicant (in the application) should address or clarify the questions or concerns indicated above.)

_____	_____	_____
Reviewer's Name	Division/Agency/Commission	Date

Project Title: Public Water Supply Loan Fund Application

Applicant: _____

Contact Person: _____

Address: _____

City, State: _____Zip: _____ Phone: (____)-_____-_____

Instructions for completing Farmland Conversion Impact Rating Form

If the proposed project will convert farmland to non farm use, an additional form must be submitted to USDA Natural Resources Conservation Service. If the project will only construct water lines on farmland, Form NRCS-CPA-106, Farmland Conversion Impact Rating for Corridor Type Projects, must be submitted. Otherwise, Form AD-1006, Farmland Conversion Impact Rating, must be submitted. Both forms are included in this packet.

1. Complete Part 1 and Part 3. The system must complete these sections; disregard the statement "To be completed by Federal Agency". If there are alternate project sites, please list each alternative separately in Part 3. Include the appropriate form with the letter and Agency Review Comment form sent to USDA Natural Resource Conservation Service (NRCS).

2. The NRCS will complete Part 2, 4, and 5, and then return the form with its Agency Comment Letter. If NRCS enters 0 on Part 5, no further action is required by the system.

3. If a value greater than 0 is entered in Part 5 by NRCS, then the system must complete Part 6 using the site assessment criteria numbering system as outlined on pages 10 and 11 of this packet.

4. Submit a copy of the form to KDHE along with the NRCS environmental review response letter and/or comment form.

5. KDHE will complete part 7.

U.S. Department of Agriculture

FARMLAND CONVERSION IMPACT RATING

PART I *(To be completed by Federal Agency)*	Date Of Land Evaluation Request
Name of Project	Federal Agency Involved **EPA/Kansas DWSRF**
Proposed Land Use	County and State
PART II *(To be completed by NRCS)*	Date Request Received By NRCS

Does the site contain prime, unique, statewide or local important farmland? *(If no, the FPPA does not apply - do not complete additional parts of this form)*	YES ☐ NO ☐	Acres Irrigated	Average Farm Size
Major Crop(s)	Farmable Land In Govt. Jurisdiction Acres: %	Amount of Farmland As Defined in FPPA Acres: %	
Name of Land Evaluation System Used	Name of State or Local Site Assessment System	Date Land Evaluation Returned by NRCS	

PART III *(To be completed by Federal Agency)*	Alternative Site Rating			
	Site A	Site B	Site C	Site D
A. Total Acres To Be Converted Directly				
B. Total Acres To Be Converted Indirectly				
C. Total Acres In Site				
PART IV *(To be completed by NRCS)* Land Evaluation Information				
A. Total Acres Prime And Unique Farmland				
B. Total Acres Statewide Important or Local Important Farmland				
C. Percentage Of Farmland in County Or Local Govt. Unit To Be Converted				
D. Percentage Of Farmland in Govt. Jurisdiction With Same Or Higher Relative Value				
PART V (To be completed by NRCS) Land Evaluation Criterion Relative Value of Farmland To Be Converted (Scale of 0 to 100 Points)				

PART VI *(To be completed by Federal Agency)* Site Assessment Criteria *(Criteria are explained in 7 CFR 658.5 b. For Corridor project use form NRCS-CPA-106)*	**Maximum Points**	Site A	Site B	Site C	Site D
1. Area In Non-urban Use	(15)				
2. Perimeter In Non-urban Use	(10)				
3. Percent Of Site Being Farmed	(20)				
4. Protection Provided By State and Local Government	(20)				
5. Distance From Urban Built-up Area	(15)				
6. Distance To Urban Support Services	(15)				
7. Size Of Present Farm Unit Compared To Average	(10)				
8. Creation Of Non-farmable Farmland	(10)				
9. Availability Of Farm Support Services	(5)				
10. On-Farm Investments	(20)				
11. Effects Of Conversion On Farm Support Services	(10)				
12. Compatibility With Existing Agricultural Use	(10)				
TOTAL SITE ASSESSMENT POINTS	160				
PART VII ***(To be completed by Federal Agency)***					
Relative Value Of Farmland *(From Part V)*	100				
Total Site Assessment *(From Part VI above or local site assessment)*	160				
TOTAL POINTS *(Total of above 2 lines)*	260				

Site Selected:	Date Of Selection	Was A Local Site Assessment Used? YES ☐ NO ☐

Reason For Selection:

Name of Federal agency representative completing this form:	Date:

(See Instructions on reverse side) **Form AD-1006 (03-02)**

STEPS IN THE PROCESSING THE FARMLAND AND CONVERSION IMPACT RATING FORM

Step 1 - Federal agencies (or Federally funded projects) involved in proposed projects that may convert farmland, as defined in the Farmland Protection Policy Act (FPPA) to nonagricultural uses, will initially complete Parts I and III of the form. For Corridor type projects, the Federal agency shall use form NRCS-CPA-106 in place of form AD-1006.

Step 2 - Originator (Federal Agency) will send one original copy of the form together with appropriate scaled maps indicating location(s)of project site(s), to the Natural Resources Conservation Service (NRCS) local Field Office or USDA Service Center and retain a copy for their files. (NRCS has offices in most counties in the U.S. The offices can usually be found in the Phone Book under U.S. Government, Department of Agriculture. A list of field offices is available from the NRCS State Conservationist and State Office in each State.)

Step 3 - NRCS will, within 10 working days after receipt of the completed form, make a determination as to whether the site(s) of the proposed project contains prime, unique, statewide or local important farmland. (When a site visit or land evaluation system design is needed, NRCS will respond within 30 working days. In the event NRCS fails to complete a response within the required period, the agency may proceed as thought the site were not farmland.)

Step 4 - For sites where farmland covered by the FPPA will be converted by the proposed project, NRCS will complete Parts II, IV and V of the form.

Step 5 - NRCS will return the original copy of the form to the Federal agency involved in the project, and retain a file copy for NRCS records.

Step 6 - The Federal agency involved in the proposed project will complete Parts VI and VII of the form.

Step 7 - The Federal agency involved in the proposed project will make a determination as to whether the proposed conversion is consistent with the FPPA and the agency's internal policies.

INSTRUCTIONS FOR COMPLETING THE FARMLAND CONVERSION IMPACT RATING FORM

(For Federal Agency)

Part I: When completing the "County And State" questions, list all the local governments that are responsible for local land use controls where site(s) are to be evaluated.

Part III: When completing item B (Total Acres To Be Converted Indirectly), include the following:

1. Acres not being directly converted but that would no longer be capable of being farmed after the conversion, because the conversion would restrict access to them.
2. Acres planned to receive services from an infrastructure project as indicated in the project justification (e.g. highways, utilities) that will cause a direct conversion.

Part VI: Do not complete Part VI if a State or Local site assessment is used.

Assign the maximum points for each site assessment criterion as shown in § 658.5(b) of CFR. In cases of corridor-type project such as transportation, powerline and flood control, criteria #5 and #6 will not apply and will, be weighted zero, however, criterion #8 will be weighed a maximum of 25 points and criterion #11 a maximum of 25 points.

Federal agencies may assign relative weights among the 12 site assessment criteria other than those shown on the FPPA rule. In all cases where other weights are assigned, relative adjustments must be made to maintain the maximum total points at 160. For project sites where the total points equal or exceed 160, FPPA suggests the agency consider alternative actions, as appropriate, that could reduce adverse impacts (e.g. Alternative Sites).

In rating alternative sites, Federal agencies shall consider each of the criteria and assign points within the limits established in the FPPA rule. Sites most suitable for protection under these criteria will receive the highest total scores, and sites least suitable, the lowest scores.

Part VII: In computing the "Total Site Assessment Points" where a State or local site assessment is used and the total maximum number of points is other than 160, adjust the site assessment points to a base of 160.
Example: if the Site Assessment maximum is 200 points, and the alternative Site "A" is rated 180 points:

$$\frac{\text{Total points assigned Site A}}{\text{Maximum points possible}} = \frac{180}{200} \text{ X } 160 = 144 \text{ points for Site A}$$

For assistance in completing this form or FPPA process, contact the local NRCS Field Office or USDA Service Center.

NRCS employees, consult the FPPA Manual and/or policy for additional instructions to complete the AD-1006 form.

U.S. DEPARTMENT OF AGRICULTURE
Natural Resources Conservation Service

NRCS-CPA-106
(REV.3-02)

FARMLAND CONVERSION IMPACT RATING FOR CORRIDOR TYPE PROJECTS

PART I *(To be completed by Federal Agency)*	3. Date Of Land Evaluation Request:	4. Sheet 1 of _____
1. Name of Project:	5. Federal Agency Involved: **EPA/Kansas DWSRF**	
2. Proposed Land Use:	6. County and State:	

PART II *(To be completed by NRCS)*	1. Date Request Received By NRCS	2. Person Completing Form:

3. Does the corridor contain prime, unique, statewide or local important farmland? YES ☐ NO ☐ *(If no, the FPPA does not apply - do not complete additional parts of this form)*	4. Acres Irrigated	Average Farm Size
5. Major Crop(s)	6. Farmable Land In Government Jurisdiction Acres: %	7. Amount of Farmland As Defined in FPPA Acres: %
8. Name of Land Evaluation System Used	9. Name of State or Local Site Assessment System	10. Date Land Evaluation Returned by NRCS

PART III *(To be completed by Federal Agency)*	Alternative Corridor For Segment: Corridor A	Corridor B	Corridor C	Corridor d
A. Total Acres To Be Converted Directly				
B. Total Acres To Be Converted Indirectly				
C. Total Acres In Site				
PART IV *(To be completed by NRCS)* Land Evaluation Information				
A. Total Acres Prime And Unique Farmland				
B. Total Acres Statewide Important or Local Important Farmland				
C. Percentage Of Farmland in County Or Local Govt. Unit To Be Converted				
D. Percentage Of Farmland in Govt. Jurisdiction With Same Or Higher Relative Value				
PART V (To be completed by NRCS) Land Evaluation Criterion Relative Value of Farmland To Be Converted (Scale of 0 to 100 Points)				

PART VI *(To be completed by Federal Agency)* Corridor Assessment Criteria *(Criteria are explained in 7 CFR 658.5 b & c. For Non-Corridor project use form AD-1006)*	**Maximum Points**	Corridor A	Corridor B	Corridor C	Corridor D
1. Area In Non-urban Use	(15)				
2. Perimeter In Non-urban Use	(10)				
3. Percent Of Corridor Being Farmed	(20)				
4. Protection Provided By State and Local Government	(20)				
5. Size Of Present Farm Unit Compared To Average	(10)				
6. Creation Of Non-farmable Farmland	(25)				
7. Availability Of Farm Support Services	(5)				
8. On-Farm Investments	(20)				
9. Effects Of Conversion On Farm Support Services	(25)				
10. Compatibility With Existing Agricultural Use	(10)				
TOTAL CORRIDOR ASSESSMENT POINTS	160				
PART VII *(To be completed by Federal Agency)*					
Relative Value Of Farmland *(From Part V)*	100				
Total Corridor Assessment *(From Part VI above or local site assessment)*	160				
TOTAL POINTS *(Total of above 2 lines)*	260				

1. Corridor Selected:	2. Total Acres of Farmlands to be Converted by Project:	3. Date Of Selection	4. Was A Local Site Assessment Used? YES ☐ NO ☐

5. Reason For Selection:

Signature of Federal agency representative completing this form:	Date:

NOTE: Complete one form for each segment with more than one Alternate Corridor

(See Instructions on reverse side)

Form NRCS-CPA-106 (03-02)

STEPS IN THE PROCESSING THE FARMLAND AND CONVERSION IMPACT RATING FORM

(Use this form only for Corridor type projects. Other projects use form AD-1006)

Step 1 - Federal agencies (or Federally funded projects) involved in proposed projects that may convert farmland, as defined in the Farmland Protection Policy Act (FPPA) to nonagricultural uses, will initially complete Parts I and III of the form. For Non-Corridor type projects, the Federal agency shall use form AD-1006 in place of form NRCS-CPA-106

Step 2 - Originator will send one original copy of the form together with appropriate scaled maps indicating location(s)of project site(s), to the Natural Resources Conservation Service (NRCS) local Field Office or USDA Service Center and retain a copy for their files. (NRCS has offices in most counties in the U.S. The offices can usually be found in the Phone Book under U.S. Government, Department of Agriculture. A list of field offices is available from the State Conservationist and State Office in each State.)

Step 3 - NRCS will, within 10 working days after receipt of the completed form, make a determination as to whether the site(s) of the proposed project contains prime, unique, statewide or local important farmland. (When a site visit or land evaluation system design is needed, NRCS will respond within 30 working days. In the event NRCS fails to complete a response within the required period, the agency may proceed as thought the site were not farmland.)

Step 4 - For sites where farmland covered by the FPPA will be converted by the proposed project, NRCS will complete Parts II, IV and V of the form.

Step 5 - NRCS will return the original copy of the form to the Federal agency involved in the project, and retain a file copy for NRCS records.

Step 6 - The Federal agency involved in the proposed project will complete Parts VI and VII of the form.

Step 7 - The Federal agency involved in the proposed project will make a determination as to whether the proposed conversion is consistent with the FPPA and the agency's internal policies.

INSTRUCTIONS FOR COMPLETING THE FARMLAND CONVERSION IMPACT RATING FORM

(For Federal Agency)

Part I: When completing the "County And State" questions, list all the local governments that are responsible for local land use controls where site(s) are to be evaluated.

Part III: When completing item B (Total Acres To Be Converted Indirectly), include the following:

3. Acres not being directly converted but that would no longer be capable of being farmed after the conversion, because the conversion would restrict access to them.
4. Acres planned to receive services from an infrastructure project as indicated in the project justification (e.g. highways, utilities) that will cause a direct conversion.

Part VI: Do not complete Part VI if a State or Local site assessment is used.

Assign the maximum points for each site assessment criterion as shown in § 658.5(b and c) of CFR. In cases of corridor-type project such as transportation, powerline and flood control, criteria #5 and #6 do not apply or show on form CPA-106, however, original criterion #8 will be weighed a maximum of 25 points and original criterion #11 a maximum of 25 points.

Federal agencies may assign relative weights among the 12 site assessment criteria other than those shown on the FPPA rule. In all cases where other weights are assigned, relative adjustments must be made to maintain the maximum total points at 160. For project sites where the total points are equal to or exceed 160, FPPA suggests the agency consider alternative actions, as appropriate, that could reduce adverse impacts (e.g. Alternative Sites).

In rating alternative corridors, Federal agencies shall consider each of the criteria and assign points within the limits established in the FPPA rule. Corridors most suitable for protection under these criteria will receive the highest total scores, and sites least suitable, the lowest scores.

Part VII: In computing the "Total Corridor Assessment Points" where a State or local site assessment is used and the total maximum number of points is other than 160, adjust the site assessment points to a base of 160.
Example: if the Site Assessment maximum is 200 points, and the alternative Site "A" is rated 180 points:

$$\frac{\text{Total points assigned Corridor A}}{\text{Maximum points possible}} = \frac{180}{200} \text{ X } 160 = 144 \text{ points for Corridor A}$$

For assistance in completing this form or FPPA process, contact the local NRCS Field Office or USDA Service Center.

NRCS employees consult the FPPA Manual and/or policy for additional instructions to complete form NRCS-CPA-106.

SITE ASSESMENT CRITERIA
Use to complete Part 6 (If using NRCS-CPA-106, items 5 and 6 are not used)

(1) How much land is in non-urban use within a radius of 1.0 mile from where the project is intended?

More than 90 percent—15 points
90 to 20 percent—14 to 1 point(s)
Less than 20 percent—0 points

(2) How much of the perimeter of the site borders on land in non-urban use?

More than 90 percent—10 points
90 to 20 percent—9 to 1 point(s)
Less than 20 percent—0 points

(3) How much of the site has been farmed (managed for a scheduled harvest or timber activity) more than 5 of the last 10 years?

More than 90 percent—20 points
90 to 20 percent—19 to 1 points(s)
Less than 20 percent—0 points

(4) Is the site subject to State or unit of local government policies or programs to protect farmland or covered by private programs to protect farmland?

Site is protected—20 points
Site is not protected—0 points

(5) How close is the site to an urban built-up area? (Not used in NRCS-CPA-106)

The site is 2 miles or more from an urban built-up area—15 points
The site is more than 1 mile but less than 2 miles from an urban built-up area—10 points
The site is less than 1 mile from, but is not adjacent to an urban built-up area—5 points
The site is adjacent to an urban built-up area—0 points

(6) How close is the site to water lines, sewer lines and/or other local facilities and services whose capacities and design would promote nonagricultural use? (Not used in NRCS-CPA-106)

None of the services exist nearer than 3 miles from the site—15 points
Some of the services exist more than 1 but less than 3 miles from the site—10 points
All of the services exist within 1⁄2 mile of the site—0 points

(7) ((5) if using NRCS-CPA-106) Is the farm unit(s) containing the site (before the project) as large as the average-size farming unit in the county? (Average farm sizes in each county are available from the NRCS field offices in each State. Data are from the latest available Census of Agriculture, Acreage of Farm Units in Operation with $1,000 or more in sales.)

As large or larger—10 points
Below average—deduct 1 point for each 5 percent below the average, down to 0 points if
50 percent or more below average—9 to 0 points

(8) ((6) if using NRCS-CPA-106) If this site is chosen for the project, how much of the remaining land on the farm will become non-farmable because of interference with land patterns?

Acreage equal to more than 25 percent of acres directly converted by the project—10 points (25 points if NRCS -CPA-106 is used)
Acreage equal to between 25 and 5 percent of the acres directly converted by the project—9 to 1 point(s) (24 to 1 points if NRCS-CPA-106 is used)
Acreage equal to less than 5 percent of the acres directly converted by the project—0 points

(9) ((7) if using NRCS-CPA-106) Does the site have available adequate supply of farm support services and markets, i.e., farm suppliers, equipment dealers, processing and storage facilities and farmer's markets?

All required services are available—5 points
Some required services are available—4 to 1 point(s)
No required services are available—0 points

(10) ((8) if using NRCS-CPA-106) Does the site have substantial and well-maintained on-farm investments such as barns, other storage buildings, fruit trees and vines, field terraces, drainage, irrigation, waterways, or other soil and water conservation measures?

High amount of on-farm investment—20 points
Moderate amount of on-farm investment—19 to 1 point(s)
No on-farm investment—0 points

(11) ((9) if using NRCS-CPA-106) Would the project at this site, by converting farmland to nonagricultural use, reduce the demand for farm support services so as to jeopardize the continued existence of these support services and thus, the viability of the farms remaining in the area?

Substantial reduction in demand for support services if the site is converted—10 points (25 points if NRCS -CPA-106 is used)
Some reduction in demand for support services if the site is converted—9 to 1 point(s) (24 to 1 points if NRCS-CPA-106 is used)
No significant reduction in demand for support services if the site is converted—0 points

(12) ((10) if using NRCS-CPA-106) Is the kind and intensity of the proposed use of the site sufficiently incompatible with agriculture that it is likely to contribute to the eventual conversion of surrounding farmland to nonagricultural use?

Proposed project is incompatible with existing agricultural use of surrounding farmland— 10 points
Proposed project is tolerable to existing agricultural use of surrounding farmland—9 to 1 point(s)
Proposed project is fully compatible with existing agricultural use of surrounding farmland—0 points