

DRAFT  
[City of \_\_\_\_\_ Letterhead]  
Date

Jennifer Wasinger, Assistant Division Chief  
Financial Assistance Division  
Oklahoma Water Resources Board  
3800 North Classen Blvd.  
Oklahoma City, OK 73118

Re: Request for Placement on the Clean Water State Revolving Fund (CWSRF) Project Priority List/FY  
2012 Intended Use Plan for <INSERT PROJECT NAME>, <AUTHORITY NAME>  
Public Works Authority

Dear Ms. Wasinger:

In accordance with CWSRF program rules, we are requesting that our proposed <INSERT PROJECT NAME> be added to the CWSRF Project Priority List and included in the FY 2012 Intended Use Plan. The proposed system improvements are identified in an Engineering Report.

<INSERT BRIEF PROJECT DESCRIPTION>

We currently estimate all construction and non-construction cost at approximately <AMOUNT>.

The proposed improvements are required in order to comply with an enforceable order issued by the Oklahoma Department of Environmental Quality. For purposes of the CWSRF program planning, we anticipate the following project schedule:

- Submit Plans and Specifications: <INSERT DATE>
- Submit Loan Application: <INSERT DATE>
- OWRB Loan Approval: <INSERT DATE>
- Start Construction: <INSERT DATE>
- Complete Construction: <INSERT DATE>

In addition, please note that the <AUTHORITY NAME> Public Works Authority has engaged <INSERT SERVICE PROVIDER NAME> to prepare all related CWSRF loan application financial documents and <INSERT SERVICE PROVIDER NAME> to prepare all engineering and environmental documents.

If we may answer any questions regarding our proposed project and CWSRF loan application, please feel free to contact <INSERT CONTACT PERSON AND TITLE> or our service providers.

Sincerely,

Mayor/Chairman

Cc: Engineering Firm  
Financial Advisor  
Bond Counsel