



Wyoming
Association of
Municipalities
Building Strong Communities

MEMORANDUM

TO: All Mayors, County Commission Chairpersons, Municipal Clerks,
and County Clerks (All Municipal and County Clerks: Please distribute to
Mayors and County Commission Chairpersons)

FROM: Dave Fraser, WAM Executive Director, and
Jerimiah Rieman, WCCA Executive Director

DATE: July 11, 2022

SUBJECT: WAM-WCCA Energy Lease Program Request for Proposals

The Wyoming Association of Municipalities/Wyoming County Commission Association (WAM-WCCA) Energy Lease Program Joint Oversight Board is issuing a request for proposal for the 2022 Energy Lease Program Awards. Cities, towns, and counties are encouraged to apply for leases to increase energy efficiency. Zero interest leases between \$2,500 and \$100,000 will be awarded for projects that will increase the energy efficiency of public facilities, or other projects consistent with the State Energy Conservation Plan (contact WAM for a copy). Attached please find a Request for Proposal soliciting local government lease applications.

The WAM-WCCA Energy Lease Program is overseen by a Joint Oversight Board which consists of three county and three municipal officials appointed by the Presidents of WCCA and WAM. All leases will be for a period of two years, amortized over ten years, and each lease can be renewed up to four times. For example, a lease to replace an inefficient furnace, costing \$10,000, could be a two-year lease with \$1,000 annual payments and a balloon payment at the end of the term for \$8,000. The lease, however, could be renewed four times with a corresponding reduction in the balloon payment. Equal quarterly payments are required.

Applications must be received at the WAM Office no later than 5:00 p.m. on December 16, 2022. Lease applicants should use the attached WAM-WCCA Energy Lease Program application cover sheet. The Joint Oversight Board will review all applications for consistency with the State Energy Conservation Plan before consideration. Any application not consistent with the State Energy Conservation Plan will be returned to the applicant with an opportunity to revise the application. The Joint Oversight Board will meet in January 2023 to review applications. Awardees will have 90 days to accept the lease award. Funds will be available to the awardees on or after July 1, 2023 and must be requested by June 30, 2024.



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The total amount of lease money available for award on July 1, 2023, is expected to be approximately \$500,000.

Potential lease applicants should carefully read the attached Request for Proposal. For further information, please contact Earla Checchi at the WAM Office, call 307-632-0398 or email checchi@wyomuni.org.

WAM-WCCA Joint Oversight Board:

Commissioner, Jim Willox, Converse County

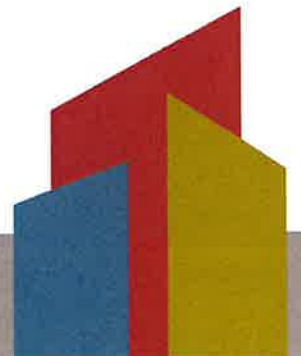
Commissioner, Rob Hendry, Natrona County

Commissioner, Troy Thompson, Laramie County

Facility Maintenance Manager, Scott Stevensen, City of Laramie

Council Member Hailey Morton-Levinson, Town of Jackson

Clerk/Treasurer Lynette Strecker, City of Torrington





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REQUEST FOR PROPOSALS (RFP)

WAM-WCCA ENERGY LEASE PROGRAM

The WAM-WCCA Energy Lease Program is soliciting Proposals (Lease Applications) for funding of zero interest (0%) leases for projects authorized under the State Energy Conservation Plan (SECP), including energy efficiency improvements to existing, or new public buildings. *The improvements must show a monetary savings, and, if possible, a BTU savings. The BTU savings should have documentation verifying this savings.*

Capitalization for the WAM-WCCA Energy Lease Program comes from a Petroleum Violation Escrow Account grant originally awarded to WAM and WCCA by former Governor Mike Sullivan on May 28, 1991.

Leases under the WAM-WCCA Energy Lease Program shall be in amounts of not less than \$2,500, not more than \$100,000. Leases will be amortized over no more than a ten (10) year period with four equal payments per year.

Lease Applications shall be no longer than three pages. Each lease application shall contain the following information, at a minimum: name of city, town, or county submitting the lease application; name, address, and phone number of the contact person; signature of the mayor or county commission chairman, as applicable; and a general description of the project.

A city, town, or county may submit applications for more than one project. However, each project should be submitted under a separate lease application. If a city, town, or county submits more than one application for this award period, the city, town, or county must **prioritize their project applications**. The total lease outstanding balance for any one city, town, or county shall not exceed \$150,000.

Lease applications will only be accepted from cities, towns, and counties. The city, town, and county submitting a lease application shall be held responsible for full re-payment of any lease award received.

Lease applications must be received at the office of the Wyoming Association of Municipalities (WAM) no later than 5:00 p.m. December 16, 2022. Lease applications can be mailed to the WAM Office at 315 W. 27th Street, Cheyenne, WY 82001, faxed to 307-632-1942, or emailed to checchi@wyomuni.org.

Lease awards will be determined by the Joint Oversight Board of the WAM-WCCA Energy Lease Program at their meeting in January 2023. Award letters will be mailed out shortly thereafter. Grantees shall accept or deny lease awards in writing within 90 days of award notification, or they shall lose the lease award. Email notification is acceptable. Lease funds will be available on or after July 1, 2023. Awards must be requested by June 30, 2024.

Interested cities, towns, and counties may contact Earla Checchi (307) 632.0398 at the WAM office for more information.





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LEASE APPLICATION COVER SHEET

WAM-WCCA ENERGY LEASE PROGRAM

NOTE: This cover sheet should be the first page of each application for a WAM-WCCA Energy Lease. A separate cover sheet and supporting documents showing the energy savings should be submitted for each project.

Please Print or Type

Title of Project: _____

Name of City/Town/County: _____

Name of Contact Person: _____

Address: _____

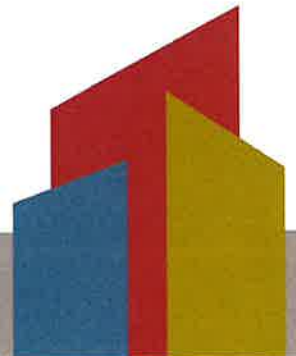
Phone: (307) _____

Amount of Lease Requested: \$ _____

On behalf of the City/Town/County of _____, I hereby agree that all the information submitted is correct to the best of my knowledge, and that this application is being submitted with the consent of the governing body.

Mayor/Chairman of Board of County Commissioners

Date



In May 1991, the State of Wyoming jointly granted the Wyoming Association of Municipalities (WAM) and the Wyoming County Commissioners Association (WCCA) a total of \$1 million dollars from the Petroleum Violation Escrow Account (PVEA) revenues. The PVEA grant would be used to award zero-interest leases for energy upgrades/savings in local public facilities. A Joint Oversight Board was formed with three representatives from municipalities and three representatives from counties, respectively. In 1991 the WAM-WCCA Energy Lease Program (ELP) came into existence.

Since May 1992 the ELP Joint Oversight Board has awarded leases totaling over \$5,000,000. The total exceeds the initial grant award due to interest earned on the account and payments that have been reinvested into the program.

The WAM-WCCA ELP has assisted in projects ranging from new boilers in Big Horn County, insulated doors at the Burns town shop to more efficient street lighting in Lusk. Electric systems in Cody and Lingle have benefited from the program while Rawlins made energy improvements to their city hall. To date, there have been 55 awards made to counties; 67 to cities; and 71 to towns, and the average lease is \$50,000.

Cities, towns and counties are encouraged to apply for the ELP leases to increase energy efficiency. The zero interest leases between \$2,500 and \$100,000 are awarded each year for projects that will increase the energy efficiency of public facilities or other projects consistent with the State Energy Conservation Plan (SECP). The maximum amount one entity can have in leases one time is \$150,000.

Each year cities, towns' and counties in the state are sent a letter with a Request for Proposal for the upcoming year's awards. The deadline for receipt of these proposals at the WAM Office is 5pm the middle of December. The WAM-WCCA Energy Lease Program Joint Oversight Board will meet in early January to review the proposals and to make the awards. The funds will be available July 1, 2012. Approximately \$300,000-400,000 is available each year for this program.

This is not a grant program, but a zero interest lease program. The term of the lease is 2 years with 4 renewals, for a total of 10 years. Payments are made quarterly.

If you have any questions or would like more information about this program, please contact Earla Checchi at the WAM office, 307-632-0398.