

Application Checklist

Items that are part of the application

YES N/A

Application signed by authorized signatory - page 1	<input type="checkbox"/>	<input type="checkbox"/>
Professional contacts completed - page 2	<input type="checkbox"/>	<input type="checkbox"/>
Budget sheet completed - page 3	<input type="checkbox"/>	<input type="checkbox"/>
Proposed method of financing completed - page 4	<input type="checkbox"/>	<input type="checkbox"/>
Applicant information completed - pages 5	<input type="checkbox"/>	<input type="checkbox"/>
Status of existing SWMP grants or loans completed - page 6	<input type="checkbox"/>	<input type="checkbox"/>
Debt pledge by proposed security completed - page 7	<input type="checkbox"/>	<input type="checkbox"/>
Property tax information completed - page 8	<input type="checkbox"/>	<input type="checkbox"/>
Sales tax information completed - page 9	<input type="checkbox"/>	<input type="checkbox"/>

Items that must be attached to the application

****All applications must include items in bold**

Note: Proprietary Fund information for government entities is sufficient.

**Project narrative that includes all applicable information such as detailed scope of the project, engineering reports, or cost estimates.	<input type="checkbox"/>	<input type="checkbox"/>
**Current year budget with most recent revenue, expenditures reports and corresponding fee structure	<input type="checkbox"/>	<input type="checkbox"/>
**Previous two years of unaudited or audited financial statements and corresponding fee structure	<input type="checkbox"/>	<input type="checkbox"/>
Amortization Schedules for all debt pledged to proposed security	<input type="checkbox"/>	<input type="checkbox"/>
Local government resolution approving signatory of application, agreements, pay requests, and other required documents as needed for funding	<input type="checkbox"/>	<input type="checkbox"/>
Local government resolution approving current fee structure for Solid Waste Program	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative agreement with local government unit	<input type="checkbox"/>	<input type="checkbox"/>
Letters of financial commitment or support from other federal, state, or local agencies or private resources (letters must contain the specific terms or conditions)	<input type="checkbox"/>	<input type="checkbox"/>

Private for-profit entities only

Business Plan	<input type="checkbox"/>	<input type="checkbox"/>
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Solid Waste Management Program Application

Applicant

Proposed Funding Package

SWMP Funds: _____

Address

Local Cash: _____

Other: _____

Other: _____

Other: _____

Phone
Number

Total Project Cost: _____

Project Title:

Description:

The Applicant certifies that:

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Name and Title of Authorized Signatory (Typed)

Signature

Date

Professional Contacts:

Application Prepared By:

Contact Person:

Mailing Address:

City, State, and Zip:

Telephone Number:

Fax:

Email address:

Consulting Engineering Firm:

Contact Person:

Mailing Address:

City, State, and Zip:

Telephone Number:

Fax:

Email address:

Legal Counsel's Firm:

Legal Counsel:

Mailing Address:

City, State, and Zip:

Telephone Number:

Fax:

Email address:

Finance Office:

Contact Person:

Mailing Address:

City, State, and Zip:

Telephone Number:

Fax:

Email address:

BUDGET SHEET

Cost Classification	A SWMP Funds	B	C	D	E	Total Funds
1. Administrative Expenses						
A. Personal Services						
B. Travel						
C. Legal						
D. Other						
2. Land, Structure, Right of Way						
3. Engineering						
A. Planning & Design Fees						
B. Project Inspection Fees						
C. Other						
4. Construction & Project Improvements						
5. Equipment						
6. Contractual Services						
7. Other						
8. Other						
9. Subtotal (Lines 1- 8)						
10. Contingencies						
11. Total (Lines 9 - 10)						
12. Total Percentage	0.00%	0.00%	0.00%	0.00%	0.00%	

Columns A - E: Identify each funding source and enter the amounts budgeted by cost category.

Proposed Method of Financing

	Secured Funds	Unsecured Funds	Date
SWMP Funds			
Local Cash			
Other:			
Other:			
Other:			
Total			

Interest rate and term you are applying for: _____ %, _____ years.

What security is being pledged toward the repayment of this loan?

(Political Subdivisions Only)

- 1. General Obligation bond (requires bond election)
- 2. Revenue Obligation bond
- 3. Sales Tax Revenue bond

Other Funds to be Borrowed

	Amount	Rate	Term	Annual Debt Service	Security Pledged for Repayment	**Collateral Position
*Other:		0%				
*Other:		0%				
*Other:		0%				

***Please attach copies of commitment letters that contain specific terms and conditions for each source of financing.**

****Please attach collateral information such as cost, book, and market values.**

Applicant Type

Fiscal Year Ends _____

Population Served

Current: _____ 2010: _____ 2000: _____

Estimated date construction or acquisition will commence: _____

Estimated completion or acquisition and installation date: _____

**Estimated Useful Life of Project: _____

****The term of the loan cannot exceed the useful life of project**

Demographic Area

Identify and briefly describe the current area that is served and identify any new areas to be served as a result of this project.

Services Provided

Describe the current services provided and identify any additional service as a result of this project.

Describe how the services or products provided with this project will assist in promoting the goals of the Solid Waste Management Hierarchy, which are identified on page 4 of the instructions.

Status report for all existing Solid Waste Management Program grants or loans

Grant/Loan #	Status

If applicable, list the top three products that comprise the applicant's sales.

Name	City, State, & Phone	Products	% of Sales

If applicable, list the top three principal competitors and their current market share within the industry.

Name	City, State, & Phone	Products	% of Market Share

List all current debt pledged to the same proposed security for repayment of loan.

Purpose of Debt					
Year Debt acquired					
Security Pledged					
Amount Borrowed					
Maturity Date (mmm/yyyy)					
Debt Holder					
Debt Coverage Requirement					
Annual Required Payment					
Outstanding Balance					
Term					
Rate					

Please use additional sheets if necessary.

Property Tax Information:

(Complete this section only if General Obligation Bond is pledged to repay your loan)

Three year valuation trend:

Year			
Assessed Valuation	_____	_____	_____
Full & True Valuation	_____	_____	_____

Three year levies and collection trend:

Year			
Amount Levied	_____	_____	_____
Collected	_____	_____	_____
Penalties/Interest	_____	_____	_____
Late Payments	_____	_____	_____

Five Largest Taxpayers	Description	Assessed Valuation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Comments:

Sales Tax Information

(Complete this section only if sales tax is pledged to repay your loan.)

Sales tax revenue history for the most current fifteen months:

Month/Year	Amount Collected

Comments:

SOLID WASTE MANAGEMENT PROGRAM APPLICATION INSTRUCTIONS

Application Cover Page (page 1)

Applicant. Give the name, mailing address, phone number of the project sponsoring entity requesting funding or program participation.

Proposed Funding Package. Include the amount of SWMP funds requested rounded to the nearest thousand dollars, the amount of local funds being provided as match, including public or private direct contributions, loans and federal revenue sharing funds. Enter the total amount on the last line rounding up to the nearest thousand.

Project Title/Description. Give a one line title to the proposed project and then a brief narrative describing the project.

Certification. This section is to be read, signed, and dated by an official of the sponsoring entity who has been authorized by resolution of the governing body. Also specify the name and title of the person signing.

Professional Contacts (page 2)

Application Prepared By. Please identify the person who prepared the application in case questions arise on the application material.

Consulting Engineering Firm. If applicable, please identify the engineering firm and contact person at that firm responsible for any preliminary engineering or cost estimates associated with the project.

Legal Counsel's Firm. Please identify the sponsoring entity's legal counsel firm and contact person at that firm responsible for any legal review of the project and funding documents.

Finance Office. If applicable, please identify the contact person for any financial questions associated with the application.

Budget Sheet (page 3)

- Line 1.A. Enter the amount needed for personal services related to loan management and clerical duties.
- Line 1.B. Enter the amount needed for travel including vehicle rental.
- Line 1.C. Enter all legal fees associated with this project including bond counsel fees, if applicable.
- Line 1.D. Enter the amount needed for other administration expenses including: an independent financial audit, publishing, meetings, and any other expenses expected for project administration, including planning district contracts.

- Line 2. Enter amounts directly associated with the acquisition of land, existing structures, and related rights-of-way.
- Line 3.A. Enter fees for engineering planning and design services.
- Line 3.B. Enter fees for construction inspection.
- Line 3.C. Enter amounts for other technical services, such as surveys, operation and maintenance manual preparation, tests, and borings not included in Line 3.A or 3.B.
- Line 4. Enter amounts for the actual construction of, addition to, or restoration of a facility. Also include in this category the amounts of project improvements such as roads, access restrictions, new trenches, landscaping, and run-on/run-off control measures.
- Line 5. Enter the amount needed for purchase or rental of equipment required for the project.
- Line 6. Enter the amount of contracts (excluding legal, engineering, and construction) associated with the contract including: sampling and laboratory services.
- Lines 7 & 8. Enter amounts for items not specifically mentioned above. Please identify the costs.
- Line 9. Enter the sum of Lines 1-8.
- Line 10. Enter the estimated amount for contingencies. Contingencies may not exceed 10% of the amount on Line 9.
- Line 11. Enter the sum of Lines 9 and 10.
- Line 12. Percentage that column total is of total project costs.

Proposed Method of Financing (page 4)

Indicate the source of the secured and unsecured share of funding. If funds have been secured, indicate the amount in the "secured" column. If funds are unsecured at time of application, indicate the amount of unsecured funds and the date funds are anticipated to be secured in the "unsecured" column. Include any remarks regarding funding in the project narrative. Enter the total of all lines above.

Other Funds to be Borrowed (page 4)

Interest rate and term for which you are applying. Enter the term and interest rate the applicant is applying for from the SWMP. Current interest rates and terms may be found on the Department of Environment and Natural Resources website on the Solid Waste Management Program Funding page. The term of the loan may not exceed the estimated useful life of the project.

Provide the amount, rate, and term of the non-SWMP funds expected to be borrowed to help finance the proposed project. Also include the amount of the annual debt service and security pledged towards loan repayment. Please indicate the collateral position for all loans. Please attach copies of commitment letters that contain specific terms and conditions for each source of financing.

What security is being pledged toward the repayment of this loan? This section is for political subdivisions only all other applicant types will only have revenue available as a source for loan repayments. The correct loan repayment source should be marked for a political subdivision, if General Obligation or Sales Tax bonds are selected additional information on pages 8 and 9 will need to be filled in.

Applicant Information (page 5)

Applicant Type. Select the type of applicant from the choices present in the dropdown menu or type in selecting from: County, Federally Recognized Tribe, Municipality, Non-Profit Business, Planning Agency, Private Business, Special Purpose District, State or Public Agency.

Fiscal Year Ends. Enter the date on which the fiscal year ends for the applicant i.e. July 31st, September 30th or December 31st.

Population Served. Enter the current population anticipated to be served by the applicant, also enter the population for the area from 2010 and 2000 census data if available.

Estimated date construction or acquisition will commence. Enter the date the applicant anticipates construction starting or purchase of the equipment will occur.

Estimated completion or acquisition and installation date. Enter the date the applicant anticipates construction activities to be complete or the date that equipment has arrived and is operational.

Estimated Useful Life of Project. Enter the estimated number of years the acquisition or project will be able to be used for before replacement is necessary.

Demographic Area. Identify the communities, counties, and major businesses that are currently served by the applicant. If the project will result in an expansion of the service area list those new communities, counties, or major business that will be served after the project is complete.

Services Provided. Describe who the customer base will be (i.e. business types, individual consumers, government entities, etc.) for the service or product provided as a result of this project.

Solid Waste Management Hierarchy in descending order of preference as outlined in SDCL 34A-6-1.2.

- (1) Volume reduction at the source;
- (2) Recycling and reuse;
- (3) Use for energy production, if appropriate; and
- (4) Disposal in landfills or combustion for volume reduction.

Status of Existing SWMP funding (page 6)

Grant/Loan#. Enter the DENR grant or loan ID number for the specified project of any open grant or loan.

Status. Provide a brief description of the status of the existing loan to include an anticipated completion date.

If applicable, list the top three products that comprise the applicant's sales (page 6)

Percent of sales. Please list the top three products of the applicant's sales and indicate the percentage of each product compared to overall sales.

If applicable, list the top three principal competitors and their current market share within the industry (page 6)

Current Debt Pledged to Proposed Security (page 7)

Purpose of Debt. Enter the original purpose of the debt.

Year Debt Acquired. Enter the year the debt was taken out.

Security Pledged. Enter the security pledged for repayment of the debt, i.e. solid waste revenue, recycling revenue, general obligation bond, property tax, etc.

Amount. Enter the amount of the original debt.

Maturity Date. Enter the month year of when the final debt payment is due.

Debt Holder. Enter the name of the agency or financing entity holding the debt. If the debt is through the SWMP please list BWRN as the debt holder.

Debt Coverage Requirement. Enter the percentage of funds the applicant is required to show are available for debt repayment on a yearly basis.

Annual Required Payment. Enter the amount that the applicant is required to pay to the debt holder on an annual basis.

Outstanding Balance. Enter the amount of debt that is currently due.

Term. Enter the term in years of the original debt.

Rate. Enter the rate of interest in percent on the debt.

Property Tax Information (page 8)

Complete this section only if a General Obligation Bond will be used as the security to be pledged for the SWMP funds.

Sales Tax Information (page 9)

Complete this section only if Sales Tax will be used as the security to be pledged for the SWMP funds.

ATTACHMENTS

Project Narrative

The project narrative should include the following:

- A brief background of the applicant and how the applicant has been involved in the solid waste or recycling field;
- Explain how the project fits into the eligibility criteria of the SWMP;
- Identify the need or problem which makes the project necessary;
- Provide the benefit or ability of the project to solve the identified need or problem;
- Provide a detailed scope of the project to include a description, cost estimate, and timeline for project implementation;

If applicable, applicants should attach all preliminary engineering or architectural design and cost estimates developed for proposed projects involving construction. Applicants should also attach equipment requirements and detailed specification sheets for projects involving equipment purchase. Applicants need to explain their plans for implementing the final design and inspection of the project.

Current Year Budget

Attach copies of the current year budget for the applicant. Ensure that the most recent revenue and expenditure reports are included in the budget. (Current within 90 days)

Financial Statements

Attach the applicant's financial statements including balance sheet, income statement, and cash flow for the two previous years prior to application. These reports may be either unaudited or audited financial statements, with audited statements being preferred.

Amortization Schedules

Attach copies of all amortization schedules for the current debt pledged to the same proposed security for repayment of the loan.

Local Government Resolutions

For local governments or political subdivisions a resolution authorizing the submission of the SWMP application and designating a signatory for the application, agreements, pay requests, and other required documents as needed for funding must be submitted.

Resolutions for any fees charged by the local government or political subdivision for solid waste disposal or recycling must be submitted.

Cooperative Agreements

If the applicant has any cooperative agreements pertaining to the project with a local government unit or between local government units, such as a joint powers agreement, those agreements must be submitted.

Financial Commitment Letters

If the applicant has received any additional secured funding for the project, except for local cash contributions, letters from the agency or private firm must be submitted. The letters must contain the amount of financing, rate and term of the financing, and any special conditions related to receiving the funds. The letters shall be signed by a person at the agency or firm with authorization to do so.

PRIVATE AND FOR PROFIT ENTITIES ONLY

Private and Nonprofit entities must submit a business plan for their entity. The following should be used as an outline for information to be included in the business plan.

Business Plan Outline

A. Cover Sheet

Name of business, address and telephone number and the name of all principals.

B. Executive Summary - Statement of Purpose

A summary of the business covering at least the following items: business concept; product information; current stage of business (start-up, developing, or existing); and anticipated financial results and other benefits.

C. Table of Contents

D. The Business

1. Description of business: What product or service will you provide?
2. Historical development: List the name, date of formation, legal structure, subsidiaries, and all owners with percentage of ownership.
3. Product or service lines: What is the relative importance of each product or service? Include sales projections if possible.
 - a) Market segment: Who will buy your product?
 - b) Competition: Describe competing companies and how your business compares.
 - c) Location: Where will you locate and why?
 - d) Marketing: What marketing methods will you use?

E. Management

1. Business format: Is your business a proprietorship, partnership, or corporation?
2. Organizational chart: What is the personnel structure? Planned staff additions? Number of current full-time and part-time employees?
3. Personnel: What are the responsibilities and past experiences of owners? (Attach resume)?

F. Finance

1. Description of the project.
2. Total estimated project cost. Include any bids or quotes you have received.
3. Breakdown of the proposed uses of project funds.
4. Lending institution participation, including terms and conditions.
5. Equity participation of the owners and investors.
6. Three-year annualized Pro Forma statement. (future year-end)
7. Three years of both Profit and Loss statements and Balance Sheets (historical year-end).
8. One year of company Cash Flow on a month-by-month basis. (historical)
9. Personal financial statement of owner, current within 90 days.
10. Interim balance sheet and income statement, current within last 90 days.
11. Last two years of personal tax returns of owners with 20 percent or greater ownership.
12. Personal credit reports of owners with 20 percent or greater ownership, current within last 90 days.

G. Production

1. Description: How will production or delivery of services be accomplished?
2. Capacities: What physical facilities, suppliers, patents, labor and technology exist or will be used?
3. Capital equipment: What type and amount of machinery and durable equipment is needed to operate the business?
4. Supplies: Where and how will you obtain your components and day-to-day supplies and services?

H. Supporting Documents

Include personal resumes; personal financial statements; letters of intent; job descriptions; and copies of leases, contracts, and other legal documents that help convey an accurate picture of the business.