

Sanitary/Storm Sewer Facilities Funding Application

Clean Water State Revolving Fund Program (CWSRF)
 Consolidated Water Facilities Construction Program (CWFCP)

| | |
|---|--|
| Applicant: Address: Subapplicant: DUNS Number: | Proposed Funding Package <div style="text-align: right;"> Requested Funding _____ Local Cash _____ Other: _____ Other: _____ Other: _____ TOTAL _____ </div> |
|---|--|

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 & Title of Authorized Signatory
 (Typed)

 Signature

 Date

Professional Consultants

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: _____

Contact Person: _____

Mailing Address: _____

City, State, and Zip: _____

Telephone Number: _____ Fax: _____

Email address: _____

Bond Counsel's Firm: _____

Contact Person: _____

Mailing Address: _____

City, State, and Zip: _____

Telephone Number: _____ Fax: _____

Email address: _____

Budget Sheet

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

Proposed Method of Financing

| | Secured Funds | Unsecured Funds | Date Unsecured Funds Anticipated |
|-----------------------------|---------------|-----------------|----------------------------------|
| Local Cash(Identify Source) | | | |
| Other (Explain) | | | |
| Other (Explain) | | | |
| Other (Explain) | | | |
| Total | | | |

Other Funds to be Borrowed

| | Amount | Rate | Term | Annual Debt Service | Security or Collateral Pledged |
|-------|--------|------|------|---------------------|--------------------------------|
| Other | | | | | |
| Other | | | | | |
| Other | | | | | |

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

General Information

The month and day your fiscal year begins: _____

Population Served Current: _____ 2010 _____ 2000 _____

Top three employers
within 30 miles

Number of Employees

Type of Business

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Repayment Information

Interest rate you are applying for: _____ Term: _____

What security is being pledged toward the repayment of this loan?
(Political Subdivisions Only)

- 1. General Obligation Bond (Requires Bond Election)
- 2. Revenue Bond
- 3. Project Surcharge Revenue Bond
- 4. Sales Tax Revenue Bond

Documents That Must Be Submitted With The Application

Financial Documents

1. Most recent audited or unaudited financial statements to include specific accounting for the wastewater fund.
2. Current year's budget for the wastewater fund.
3. Amortization schedules for all existing debt secured by proposed revenue pledged.

Planning and Legal Documents

1. Current governing user charge ordinance or resolution and its effective date.
2. Resolution of authorized signatory for submission of the Sanitary/Storm Sewer Facilities Funding application and signing of payment requests. This resolution must also include the maximum amount requested and description of proposed project.
3. Documentation that the applicant has an active registration on the Federal System for Award Management (SAM) database.
(<https://www.sam.gov>)
4. Facilities Plan.
5. Cultural Resources Effects Assessment Summary.

Items 6-8 apply to Non-profit Entities only

- 6. By-laws.
- 7. Articles of Incorporation.
- 8. Certificate of Good Standing from Secretary of State.

Wastewater Fund Debt Information

| | | | | | | |
|------------------------------------|-------|-------|-------|-------|-------|-------|
| Year | _____ | _____ | _____ | _____ | _____ | _____ |
| Purpose | _____ | _____ | _____ | _____ | _____ | _____ |
| Security Pledged | _____ | _____ | _____ | _____ | _____ | _____ |
| Amount | _____ | _____ | _____ | _____ | _____ | _____ |
| Maturity Date (mmm/yyyy) | _____ | _____ | _____ | _____ | _____ | _____ |
| Debt Holder | _____ | _____ | _____ | _____ | _____ | _____ |
| Debt Coverage Requirement | _____ | _____ | _____ | _____ | _____ | _____ |
| Avg. Annual Required Payment | _____ | _____ | _____ | _____ | _____ | _____ |
| Outstanding Balance | _____ | _____ | _____ | _____ | _____ | _____ |

Comments:

Wastewater Fund Cash Flow Information

| Negative cash should be in (Decrease) format | Prior Year | Prior Year | Current Year | Future Year | Future Year | Future Year |
|---|------------|------------|--------------|-------------|-------------|-------------|
| Fiscal Year | | | | | | |
| Operating Revenue | | | | | | |
| Base Fees | | | | | | |
| Surcharge Fees | | | | | | |
| Other (Explain) | | | | | | |
| Operating Expenses | | | | | | |
| Personal Services | | | | | | |
| Chemical, Material & Supplies | | | | | | |
| Electric & Other Utilities | | | | | | |
| Other (Explain) | | | | | | |
| Operating Net Cash | | | | | | |
| Nonoperating Cash Flow | | | | | | |
| Interest Revenue | | | | | | |
| Transfers In (Explain) | | | | | | |
| Fixed Asset Purchases | | | | | | |
| Transfers Out (Explain) | | | | | | |
| Principal Debt Payments | | | | | | |
| Interest Debt Payments | | | | | | |
| Other (Explain) | | | | | | |
| Nonoperating Net Cash | | | | | | |
| Increase (Decrease) Cash | | | | | | |
| Beginning Cash Balance | | | | | | |
| Ending Cash Balance | | | | | | |
| Restricted Balance | | | | | | |
| Unrestricted Balance | | | | | | |

Additional Comments (Explanations)

Restricted Funds Breakdown:

| <u>Amount</u> | <u>Anticipated Expense</u> | <u>Method Used to Encumber</u> |
|---------------|----------------------------|--------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Wastewater Fees:

** Attach current and proposed rate ordinances or resolutions and rate schedules.

Municipal or Sanitary District - monthly rates at 5,000 gallons (670 cubic feet)

Other Community System - monthly rates at 7,000 gallons (935 cubic feet)

Check one: Incorporated Municipality or Sanitary District
 or
 Other Community System

| Monthly | Current Rate | Proposed Rate | # of Accounts | Average use Gallons/Cubic Feet |
|--------------|--------------|---------------|---------------|--------------------------------|
| Domestic | _____ | _____ | _____ | _____ |
| Business | _____ | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ | _____ |

Are fees based on usage or flat rate? _____

When is proposed fee scheduled to take effect? _____

When did the current fee take effect? _____

What was the fee prior to the current rate? _____

Storm Sewer Projects Only: Does applicant have a separate storm water fee? _____

If yes, attach the current and proposed rate ordinances or resolutions and rate schedules.

| Two Largest Customers | Type of Business | % of System Revenue |
|-----------------------|------------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Property Tax Information

(Complete section only if General Obligation bond is pledged to repay your loan.)

Three year valuation trend:

| | | | |
|--------------------|-------|-------|-------|
| Year | _____ | _____ | _____ |
| Assessed Valuation | _____ | _____ | _____ |

Three year levies and collection trend:

| | | | |
|---------------|-------|-------|-------|
| Year | _____ | _____ | _____ |
| Amount Levied | _____ | _____ | _____ |
| Collected | _____ | _____ | _____ |

| Five Largest Taxpayers | Description | Assessed Valuation |
|------------------------|-------------|--------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Comments:

General Fund Debt Information

| | | | | | | |
|------------------------------------|-------|-------|-------|-------|-------|-------|
| Year | _____ | _____ | _____ | _____ | _____ | _____ |
| Purpose | _____ | _____ | _____ | _____ | _____ | _____ |
| Security Pledged | _____ | _____ | _____ | _____ | _____ | _____ |
| Amount | _____ | _____ | _____ | _____ | _____ | _____ |
| Maturity Date (mmm/yyyy) | _____ | _____ | _____ | _____ | _____ | _____ |
| Debt Holder | _____ | _____ | _____ | _____ | _____ | _____ |
| Debt Coverage Requirement | _____ | _____ | _____ | _____ | _____ | _____ |
| Avg. Annual Required Payment | _____ | _____ | _____ | _____ | _____ | _____ |
| Outstanding Balance | _____ | _____ | _____ | _____ | _____ | _____ |

Comments:

Sales Tax Information

(Complete 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:

Sales Tax Debt Information

| Year | | | | | | |
|------------------------------------|--|--|--|--|--|--|
| Purpose | | | | | | |
| Security Pledged | | | | | | |
| Amount | | | | | | |
| Maturity Date (mmm/yyyy) | | | | | | |
| Debt Holder | | | | | | |
| Debt Coverage Requirement | | | | | | |
| Avg. Annual Required Payment | | | | | | |
| Outstanding Balance | | | | | | |

Comments:

Facilities Plan Checklist

Before submitting the application, please take a few moments to complete the following checklist. Addressing these items prior to submitting the application will expedite the review process.

Clean Water Facilities Plan document can be found at <http://denr.sd.gov/dfta/wwf/cwsrf/sanstsewerfunding.aspx>

Checklist of SRF Facilities Plan Requirements

Have the following items been addressed?

- ◆ Submission of a Facilities Plan to the department that addresses those items found in the Wastewater Facilities Plan document.
- ◆ A public hearing held discussing the project and the use of an SRF loan to finance the project.
- ◆ Minutes of the public hearing prepared and submitted to the department's engineer for inclusion into the final Facilities Plan.
- ◆ The affidavit of publication of the public hearing received and submitted to the department's engineer for inclusion into the final Facilities Plan.
- ◆ The four review agencies contacted and responses received for inclusion into the final Facilities Plan.
- ◆ The Cultural Resources Effects Assessment Summary and supporting documentation, such as an archaeological survey or Historic Register database search.

Cost and Effectiveness Certification Form

This is to certify compliance with Subtitle A, Section 5002, Subsection 602(b)(13) of the Water Resources Reform Development Act of 2014 in that project has been studied and evaluated for the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity for which assistance is sought; and to the maximum extent practicable, the project or activity selected maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation, taking into account (i) the cost of constructing the project; (ii) the cost of operating and maintaining the project over the life of the project; and (iii) the cost of replacing the project.

| |
|-----------------|
| Applicant Name: |
|-----------------|

| |
|---------------|
| Project Name: |
|---------------|

We certify that the proposed project is in compliance as described above.

Applicant's Authorized Signatory

Project Engineer

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

License #: _____

Date: _____

Date: _____

Certification of Point Source Needs Categories

Identify the loan amount associated with the needs categories described below. If the loan addresses needs in more than one category, please break down the total amount into estimated amounts for each category.

| Category | Definition | Loan Amount |
|----------|---|-------------|
| I | <u>Secondary Treatment and Best Practicable Wastewater Treatment Technology.</u> Costs for facilities to achieve secondary levels of treatment, regardless of the actual treatment levels required at the facility site. Incremental costs for treatment levels above secondary are to be reported in Category II. For purposes of the Survey, "best practicable wastewater treatment technology" and secondary treatment are considered synonymous. Identified alternative conveyance systems (e.g., small diameter gravity, pressure and vacuum sewers) are to be included in Category I. | _____ |
| II | <u>Advanced Treatment.</u> Incremental costs above secondary treatment for facilities which require advanced levels of treatment. This requirement generally exists where water quality standards require removal of such pollutants as phosphorus, ammonia, nitrates, or organic and other substances. In addition, this requirement exists where removal requirements for conventional pollutants exceed 85 percent. | _____ |
| III A | <u>Infiltration/Inflow Correction.</u> Costs for correction of sewer system infiltration/inflow (I/I) problems. Costs should also be reported for the preparation of preliminary I/I analysis or for a detailed sewer system evaluation survey. | _____ |
| III B | <u>Major Sewer System Rehabilitation.</u> Replacement and/or major rehabilitation of existing sewer systems. Costs are reported if the corrective actions are necessary to the total integrity of the system. Major rehabilitation is considered to be extensive repair of existing sewer beyond the scope of normal maintenance programs (i.e., where sewers are collapsing or structurally unsound). | _____ |

| Category | Definition | Loan Amount |
|----------|---|-------------|
| IV A | <u>New Collectors and Appurtenances.</u> Costs of construction of new collector sewer systems and appurtenances designed to correct violations caused by raw discharges or seepage to waters from septic tanks, or to comply with Federal, State, or local actions. | _____ |
| IV B | <u>New Interceptors and Appurtenances.</u> Costs for new interceptor sewers and pumping stations necessary for the bulk transmission of clean water. | _____ |
| V | <u>Correction of Combined Sewer Overflows.</u> Costs for facilities, including conveyance, storage, and treatment, necessary to prevent and/or control periodic bypassing of untreated wastes from combined sewers to achieve water quality objectives and which are eligible for Federal funding. It does not include treatment and/or control of storm waters in separate storm and drainage systems. | _____ |
| VI | <u>New Construction or Rehabilitation of Storm Sewer Systems and Appurtenances.</u> Costs of new construction or rehabilitation associated with the bulk transmission or detention of storm sewer flows. This category includes only runoff projects in communities with Phase I or Phase II storm water permits. | _____ |
| TOTAL: | | _____ |

Name & Title of Authorized Representative

Signature of Authorized Representative

Date

Certification of Nonpoint Source Needs Categories

Identify the loan amount associated with the needs categories described below. If the loan addresses needs in more than one category, please break down the total amount into estimated amounts for each category.

| Category | Definition | Loan Amount |
|----------|--|-------------|
| VII A | <u>NPS pollution - agricultural activities.</u> Plowing, pesticide spraying, irrigation, fertilizing, planting, and harvesting. Example BMPs include conservation tillage, nutrient management, and irrigation water management. | _____ |
| VII B | <u>NPS pollution - animal production.</u> Confined animal facilities and grazing. Example BMPs include animal waste storage, animal waste nutrient management, composting, and planned grazing. | _____ |
| VII C | <u>NPS pollution - forestry.</u> Removal of streamside vegetation, road construction and use, timber harvesting, and mechanical preparation for the planting of trees. Example BMPs include pre-harvest planting, streamside buffers, road management, and revegetation of disturbed areas. | _____ |
| VII D | <u>NPS pollution - new or existing development in urban or rural setting.</u> Erosion, sedimentation, and discharge of pollutants (e.g. inadequately treated wastewater, oil grease, road salts, and toxic chemicals) into water resources from construction sites, roads, bridges, parking lots, and buildings. Example BMPs include wet ponds, construction site erosion and sedimentation controls, sand filters, and detention basin retrofit. This category includes only runoff projects in communities without Phase I or Phase II storm water permits. | _____ |
| VII E | <u>NPS pollution - ground water protection.</u> Wellhead and recharge protection areas. Activities attributed to specific causes are included in a later, more specific category. | _____ |
| VII F | <u>NPS pollution - boating and marinas.</u> Poorly flushed waterways, boat maintenance activities, discharge of sewage from boats, and physical alteration of shoreline, wetlands, and aquatic habitat during operation or construction of a marina. Example BMPs include pump out systems and oil containment booms. | _____ |

| Category | Definition | Loan Amount |
|----------|---|-------------|
| VII G | <u>NPS pollution - mining and quarrying activities.</u> Example BMPs detention berms and seeding or revegetation. | _____ |
| VII H | <u>NPS pollution - abandoned, idle, and under used industrial sites.</u> All pollution control activities at these sites regardless of activity. Example BMPs include ground water monitoring wells, in situ treatment of contaminated soils and ground water, capping to prevent storm water infiltration, and storage tank activities at brownfields. | _____ |
| VII I | <u>NPS pollution - tanks designed to hold chemicals, gasoline, or petroleum products.</u> Tanks may be located either above or below ground. Example BMPs include spill containment, in situ treatment of contaminated soils and ground water, and upgrade, rehabilitation, or removal of petroleum/chemical storage tanks. | _____ |
| VII J | <u>NPS pollution - sanitary landfills.</u> Example BMPs include leachate collection or on-site treatment, gas collections and control, and capping and closure. | _____ |
| VII K | <u>NPS pollution - channel modification, dams, streambank and shoreline erosion, and wetland or riparian area protection or restoration.</u> Example BMPs include conservation easements, swales or filter strips, shore erosion control, wetland development and restoration, and bank and channel stabilization. | _____ |
| VII L | <u>NPS pollution - rehabilitation or replacement of individual or community sewerage disposal system.</u> Construction of collector sewers to transport wastes to a cluster septic tank or other decentralized facilities. Collection sewers and expansion of existing or construction of new centralized treatment facilities that replace individual or community sewerage disposal system are included on Point Source Category table. | |
| TOTAL: | | _____ |

Name & Title of Authorized Representative

Signature of Authorized Representative

Date

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forger, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. Attached is my explanation

Sanitary/Storm Sewer Facilities Funding Application Instructions

Note: This application is for Clean Water State Revolving Fund Program and Consolidated Water Facilities Construction Program funding. This application is for sanitary and storm sewer projects only.

Application Cover Page (page 1)

Applicant. Name, mailing address and phone number of the entity sponsoring the project. Sub applicant is an organization who is submitting the application on behalf of an entity.

DUNS Number. The Data Universal Numbering System (DUNS) number is a nine-digit number, issued by D&B, assigned to each business location in the D&B database, having a unique, separate, and distinct operation for the purpose of identifying them. To applicant must submit documentation that the applicant has an active registration on the Federal System for Award Management (SAM) database.

Proposed Funding Package. Include the amount and type of funds requested, the amount of local funds being provided, including direct public or private contributions, loans, federal funds, and water development district grants. Multi-year or phased projects should enter only the costs associated with activities for which assistance is being requested.

Project Title/Description. Provide a one line title for the project and a brief narrative describing the project. Be specific, providing the feet or miles of pipe, treatment process being utilized, capacity of the storage, and so forth. Include the current monthly wastewater rate. If the rate is not a flat rate, compute the monthly rate at 5,000 gallons for municipalities or sanitary districts and at 7,000 gallons for all other sanitary systems. Additionally, indicate whether a reserve fund has been established for the wastewater utility.

Certification. An official of the sponsoring entity, who has been authorized by resolution of the governing body to submit the application, must read and sign the application.

Professional Contacts (page 2)

Application Prepared By: Identify the entity, the individual that helped prepare the application, and the other contact information requested in case questions arise about the application.

Consulting Engineering Firm: Identify the engineering firm retained by the sponsor, the engineer's name, and the other contact information requested in case questions arise about the application.

Legal Counsel's Firm: Identify the law firm retained by the sponsor, the attorney's name, and the other contact information requested in case questions arise about the application.

Bond Counsel's Firm: This section is required only if the applicant is a political subdivision. Identify the bond counsel firm retained by the sponsor, the attorney's name, and the other contact information requested in case questions arise about the application.

Budget Sheet (page 3)

Note: Multi-year projects should enter only budget costs associated with activities for which financial assistance is being requested.

Line 1.A - Amount needed for personal services related to loan management and clerical duties.

Line 1.B - Amount needed for travel including vehicle rental.

Line 1.C - All legal fees associated with this project including bond counsel fees.

Line 1.D - 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 - Amounts directly associated with the acquisition of land, existing structures, and related rights_of_way.

Line 3.A - Fees for engineering bidding and design services.

Line 3.B - Fees for engineering construction inspection and audit of construction and related programs.

Line 3.C- Amounts for other technical services, such as surveys, O&M manual preparation, tests, and borings not included in Line 3.A or 3.B.

Line 4 - 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-off control measures.

Line 5 - Amount needed for purchase or rent equipment required for the project.

Line 6 - Amount of contracts (excluding legal, engineering, and construction) associated with the project, including sampling and laboratory services.

Lines 7 - Identify amounts for items not specifically mentioned above.
& 8

Line 9 - Sum of Lines 1 through 8.

Line 10 - Estimated amount for contingencies. Contingencies may not exceed 10% of the amount on Line 9.

Line 11 - Sum of Lines 9 and 10.

Line 12 - Funding percentage of total project costs.

Proposed Method of Financing (page 4)

Indicate the source of the secured/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 the unsecured funds and the date funds are anticipated to be secured in the "unsecured" column. Include any remarks regarding funding in a separate narrative. Total the secured and unsecured funding amounts at the bottom of the table.

Other Funds to be Borrowed (page 4)

Provide the amount, rate, and term of other funds to be borrowed to help finance the project. Include the amount of the annual debt service and security pledged towards loan repayment. For "other," explain the source of funds along with the above mentioned items. Please attach copies of commitment letters that contain specific terms and conditions for each source of financing.

General Information (page 5)

The following information will be used to evaluate the applicant's capacity to provide local funds for the project and the continuing operation, maintenance, and replacement of the system.

Fiscal Year - The month and date your fiscal year begins.

Population Served - Fill in population data. Estimate current year if necessary.

List the top three employers in a 30 mile radius of your service area. Also list the number of employees at the facility and the type of business.

Repayment Information (page 5)

Identify the specific rate and term of the loan for which the sponsor is applying. If the applicant is a political subdivision, specify the security pledged to repay the loan.

Documents That Must Be Submitted With The Application (page 5)

Provide a copy of the most recent audited or unaudited financial statements to include specific accounting for the utility affected by the project. If certain funds are reported in separate documents, include all reports concerning fiscal operations of the entity. If different funds are accounted for by differing fiscal years, make this notation. If the audit for the most recent year is not available, list the reason.

Provide a copy of the current year's budget, if approved by the governing board. Also include amortization schedules for all existing debt secured by proposed revenue pledged.

Provide a copy of the existing or any proposed user charge ordinance or resolution currently governing the utility department.

Provide a copy of the resolution of authorized signatory for the person or persons signing the loan agreement and payment requests. The resolution must also include the maximum loan amount requested and description of proposed project.

Submit documentation that the applicant has an active registration on the Federal System for Award Management (SAM) database (<https://www.sam.gov>).

Submit the Facilities Plan and Cultural Resources Effects Assessment Summary.

For Non-profit entities submit a copy of the organization's By-laws, Articles of Incorporation, and Certificate of Good Standing from the Secretary of State.

Wastewater Fund Debt Information (page 6)

Provide the information requested in the table for each obligation pledged towards repayment. Include all required debt information requested in the table to assure an appropriate review of the applicant's finances.

Wastewater Fund Cash Flow Information (page 7)

Note: Enter negative numbers for cash out activities.

Complete the Utility Cash Flow table. Obtain prior years information from previous utility audits. The Current Year column should contain information from the system's current year budget and expenditures. The Future Year column should contain anticipated cash flow information for the utility's next three full fiscal years of operation.

Provide the total balance for each restricted account or activity. Utilize the explanation section below to describe numbers inputted in the "other" sections and any other pertinent information.

(page 8)

Restricted Funds Breakdown: Provide a the balances for each restricted account or activity, identify the activity to be completed with the funding, and specify the method used to restrict the funds (*i.e.* governing board resolution, board motion, by-laws, etc.).

Wastewater Fees: Check whether the sponsor is an incorporated municipality, sanitary district or other system. Municipalities and Sanitary Districts provide rate information based on 5,000 gallons (670 cubic feet) per month. All Other Systems provide rates based on 7,000 gallons (935 cubic feet) per month.

Fill in the current monthly rate being charged to domestic and business users to include individual households and farmsteads. If fees are billed quarterly, calculate the monthly rate. Include the proposed new monthly rate. Complete the information for the total number of domestic and business hookups which will be served system wide. Provide the current average monthly usage by business, domestic, and other customers and specify either gallons or cubic feet. If there is a special rate being charged for users other than business and domestic hookups, provide information about that rate, the number of customers for which the rate applies, and the user's average usage.

Indicate whether fees are calculated on the amount used or on a flat rate.

Furnish dates for when the current rate was adopted, when the proposed fee schedule will take effect, and what the rate was prior to the current rate.

Provide the two largest customers, the type of business, and the percentage of system revenues.

Property Tax Information (page 9)

Note: Fill out this section only if a general obligation bond is being pledged towards repayment of the loan.

The property tax information will be used to evaluate the applicant's ability to repay the loan. The purpose of this section is to evaluate a borrower's tax base and customers in order to assess the condition of the community.

Provide the assessed valuation and full and true valuation for the current and last two years.

Provide the amount levied and collected for the most recent three years for which data is available. Indicate any penalties, interest charged, or late payments.

List the five largest taxpayers within the system's service area and describe the type of property involved and the assessed valuation.

General Fund Debt Information (page 10)

Note: Fill out this section only if a general obligation bond is being pledged towards repayment of the loan.

Provide the information requested in the table for each obligation pledged towards repayment. Include all required debt information requested in the table to assure an appropriate review of the applicant's finances.

Sales Tax Information (page 11)

Note: Fill out this section only if a sales tax is being pledged towards repayment of the loan.

The sales tax information will be used to evaluate the applicant's ability to repay the loan. Provide the amount of sales tax collections by month for each of the last fifteen months.

Sales Tax Debt Information (page 12)

Note: Fill out this section only if a sales tax is being pledged towards repayment of the loan.

Provide the information requested in the table for each obligation to which sales tax has been pledged towards repayment.

Facilities Plan Checklist (page 13)

The Facilities Plan Checklist is provided for your convenience. Please review the checklist and make sure that the required steps have been taken to ensure that an adequate Facilities Plan has been prepared.

Clean Water Facilities Plan document can be found at <http://denr.sd.gov/dfta/wwf/cwsrf/sanstsewerfunding.aspx>

Cost and Effectiveness Certification Form (page 14)

Form is self-explanatory.

Certification of Point Source Needs Categories (pages 15 -16)

Form is self-explanatory.

Certification of Nonpoint Source Needs Categories (pages 17 -18)

Form is self-explanatory.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters (page 19)

Under Executive Order 12549, an individual or organization debarred or excluded from participation in federal assistance or benefit programs may not receive any assistance award under a federal program, or a sub-agreement thereunder for \$25,000 or more.

Accordingly, each prospective recipient of an EPA grant, loan, or cooperative agreement and any contract or sub-agreement participant thereunder must certify to or provide an explanation why they cannot. For further details, see 40 CFR 32.510, Participants' responsibilities.