

**Grant Application**

**Grant Applicant:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**APPLICATION CHECKLIST**

**Application: See Grant Application Instructions (attached)**

- Application Forms and Certification (*with original signature*)
- Narrative

**Attachments (*assembled in the following order*):**

1. Preliminary Engineering Cost Estimate
2. Maps:
  - Project Location and Service Area
  - Existing Infrastructure
  - Proposed Improvements
3. Program Documentation:
  - Basic Infrastructure (*attach as appropriate*)
    - DHEC Sanitary Survey – For all Water Projects
    - DHEC Compliance Evaluation Inspection– For all Sewer Projects
    - Notice of Violation or Consent Order
    - Corrective Action Plan
    - Other “Need” Documentation
    - Operating Budget and Actual Revenues/Expenses
    - Capital Improvement Plan
    - Residential Customer User Rates
  - Economic Infrastructure (*attach as appropriate*)
    - Economic Development/Jobs**
      - Jobs & Capital Investment Commitment
      - Planned or Approved Incentives
    - Product Development**
      - Industrial Site/Park Public Ownership Documentation
      - Industrial Site/Park Master Plan with utilities and capacity
      - DHEC Sanitary Survey – For all Water Projects
      - DHEC Compliance Evaluation Inspection– For all Sewer Projects
4. Funding and Other Commitments
  - Local Funds - Required
  - Other Funds
  - New Customers(70% documented commitment to connect)
  - Property ownership certification (Easements/ROW/Real Property)
  - Agreement to apply on behalf of an eligible entity

*Submit original and 4 copies of the application and attachments to the South Carolina Rural Infrastructure Authority.  
 Applications must be received by 5:00 pm on the due date. No postmarks will be accepted.*

Applicant Information				
<b>Applicant Name:</b>				
<b>Mailing Address:</b>				
<b>City, State and Zip:</b>				
<b>State Legislative Districts:</b>	Senate:	House:		
<b>Applicant Type:</b>	<input type="checkbox"/> Local Government <input type="checkbox"/> Special Purpose District <input type="checkbox"/> Public Works Commission <input type="checkbox"/> Joint Municipal System		<input type="checkbox"/> Applicant is submitting on behalf of a not-for-profit water/sewer company or other eligible entity ( <i>attach written agreement</i> )  Name: _____	
Project Summary				
<b>Project Title:</b>				
<b>Project Summary:</b> <i>(Limit to 2/3 sentences)</i>				
<b>Project Location:</b>				
<b>County Development Status/Census Tract(s):</b>	<input type="checkbox"/> Tier I or II County <input type="checkbox"/> Tier III or IV County		Project Census Tract(s):	
Funding Request		Grant Category		Type of Project
<b>RIA Funds Requested:</b>	\$	<input type="checkbox"/> Basic Infrastructure  <input type="checkbox"/> Economic Infrastructure	<input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Stormwater Drainage <input type="checkbox"/> Other (Describe):	
<b>Other State Funds:</b>	\$			
<b>Federal Funds:</b>	\$			
<b>Local Funds:</b>	\$			
<b>Total Project Funding:</b>	\$			
Contact Information	Name	Title	Phone	Email Address
<b>Chief Elected or Administrative Official:</b>				
<b>Local Project Contact:</b>				
<b>Local Financial Contact:</b>				
<b>Engineer/Consultant:</b>				

<b>Project Budget</b>				
Activity	RIA Funds	Other Funds	Identify Source	Total
<b>Construction</b>				
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
<b>Construction Total</b>	\$	\$		\$
<b>Percent of RIA &amp; Other Funding</b>		*		<b>100%</b>

*\*Percent of Other Funding: Applicants in Tier I and II Counties are required to provide at least 25% of the total construction costs.*

Activity		Other Funds	Identify Source	Total
<b>Non-Construction</b>				
Engineering		\$		\$
Permits		\$		\$
Land Acquisition		\$		\$
Legal or Administrative		\$		\$
Other:		\$		\$
Other:		\$		\$
<b>Non-Construction Total</b>		\$		\$

<b>Total Project Funding**</b> <i>Construction+ Non-Construction</i>	\$	\$		\$
<b>Percent of RIA &amp; Other Funding</b>				<b>100%</b>

*\*\*Total Project Funding should match Total Project Funding on Page 2 of this application.*

Project Benefit		Residential	Business
Total Customers( <i>existing and new</i> ) to be Served by Project			
Number of New Customers to be Served by Project			
Number of New Customers Committed to Connect ( <i>minimum of 70% of all new customers</i> )			
Number of Jobs ( <i>Economic Development/Jobs Project</i> )		New:	Existing:
New Capital Investment ( <i>Economic Development/Jobs Project</i> )		\$	
Project Schedule & Readiness			
Ready to Go Status	Completed or Planned Completion	Permits	Obtained
Preliminary Engineering Report	Date: _____	DHEC	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Final Design	Date: _____	DOT	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Acquisition	Date: _____	Railroad	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Permits	Date: _____	Wetlands	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Construction Bid Opening	Date: _____	Other: _____	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA
Construction Start	Date: _____	<i>If permit in hand, select Y. If needed and not yet obtained, select N. If permit not needed, select NA.</i>	
Construction Completion	Date: _____		
Are multiple contracts planned?	<input type="checkbox"/> Y <input type="checkbox"/> N		
Property Acquisition	Completed or Planned Completion	Quantity	
<input type="checkbox"/> Easements/ROW	Date: _____	Number needed: _____	
<input type="checkbox"/> Real Property	Date: _____	Number needed: _____	
<i>Attach certification of public ownership for all real property, easements or ROW already acquired for this project.</i>			
Certification			
<p><i>As the Chief Executive Official for the applicant, I certify that the information submitted in this request and the attachments are complete and correct and that the applicant has authorized the submission of this grant application for SC Rural Infrastructure Authority funding to assist in carrying out the project described herein. I concur with the commitments implied and contained in this application and agree to abide by the program requirements as well as any future grant assessments. The applicant certifies that it has complied with state law with respect to the submission and contents of this application and has disclosed any conflicts of interest with regard to the project.</i></p>			
Name of Chief Executive Official (Elected or Administrative)		Title	
Signature		Date	

## **Application Forms and Required Attachments**

To ensure the proposed project complies with program guidelines (including eligibility, match and budget/cost feasibility), please review the [Program Strategy](#) before completing the application.

**Application Forms** – must be accurate and filled out completely. They include:

- Cover Page/Application Checklist;
- Applicant Information, Project Summary, Funding Request and Contact Information;
- Project Budget; and
- Project Benefit, Schedule and Certification.

**Application Narrative**– Attach a brief narrative about the project that addresses each of the following:

### **NEED**

- Explain the need for this project including a summary of the current condition, capacity and deficiencies of existing facilities.
- Describe the number of customers directly impacted by each problem identified as well as the frequency and severity of the problem.
- Describe actions taken or planned with local/other resources to address this or similar system problems.
- For **Emergency** Infrastructure projects, also describe the circumstances that have created an imminent threat, when it occurred and why immediate action is required.

### **SERVICE AREA**

- Identify the project's service area and explain how it was determined.

### **PROJECT DESCRIPTION**

- Provide a detailed description of the entire project, including all project activities regardless of funding source.
- Explain how the project will be carried out, particularly where multiple funding sources are involved.
- Indicate the name of the proposed subrecipient who will carry out any portion of the project and describe the subrecipient's project responsibilities.

### **FEASIBILITY**

- Identify how the project will solve the problem or improve conditions.
- If the project does not completely solve a system or area-wide problem, indicate plans for addressing the remaining need and a timeframe.
- Justify the total construction cost based on the number of customers directly benefitting. If new services are proposed, justify construction costs based on the number of new customers.
- Identify any regional or cost saving alternatives considered.
- Address the proposed project schedule and any anticipated or potential delays.

### **SUSTAINABILITY**

- Explain how project improvements will be maintained including:
  - Operating budget compared to actual revenues and expenditures;
  - Capital improvement plan;
  - Extent of cash reserves in the system to handle repairs and emergencies;
  - Extent of system transfers to the general fund;
  - Identify the average residential bill (per 5,000 gallons); and
  - Indicate any recent and planned rate increases and the expected timeframe.

**BENEFITS/IMPACT**

- Quantify and explain the number of direct and indirect beneficiaries.
- How will the project address one or more of the following:
  - Resolve regulatory or health issues;
  - Improve quality of life;
  - Provide a regional solution that will lead to greater sustainability;
  - Contribute to the area's economic competitiveness; or
  - Support economic development, including the new jobs and capital investment expected and the timeframe.
- Include any additional information that should be considered in evaluating the proposed project activities.

**Attachments** – In addition to the Application Forms and Narrative, applicants must also include the following attachments in the order specified below when submitting a grant application.

**Attachment 1: Preliminary Engineering Cost Estimate**-A *PER* may be attached.

- Include a detailed cost estimate for each activity (Prepared within the past 12 months.)

**Attachment 2: Project Location and Service Area Maps**(*Use symbols and color-coding to identify activities.*)

- Attach a county or municipal road/street map identifying the project's service area and census tracts.
- Attach a map showing the location, size and/or capacity of existing infrastructure within the project area.
- Attach a map showing the location, size and/or capacity of all proposed project improvements within the project service area.

**Attachment 3: Program Documentation**- Attach all applicable documentation for this project.

**BASIC INFRASTRUCTURE**

- For water projects, attach a copy of the most recent DHEC Sanitary Survey.
- For sewer projects, attach results of the most recent DHEC Compliance Evaluation Inspection.
- Attach a copy of any Consent Orders or Notice of Violations from federal or state agencies, as well as the approved (or proposed if not yet approved) Corrective Action Plan.
- Attach any other relevant documentation of health concerns (i.e., test results, customer complaints, photos, etc.) documenting frequency, quantity and severity of problem.
- Residential customer user rates.
- Operating budget compared to actual revenues and expenditures.
- Capital improvement plan.

**ECONOMIC INFRASTRUCTURE**

Economic Development/Jobs

- Attach a letter of commitment from a company official for the number of jobs to be created/retained as well as the planned amount of capital investment within 5 years.
- Attach documentation of the source and amount of all planned or approved incentives.

Product Development

- Attach documentation of public ownership of industrial sites or parks.
- Attach Master Plan of industrial site or park with utilities and capacity.

System Capacity

- DHEC Sanitary Survey – For all Water Projects.
- DHEC Compliance Evaluation Inspection Results – For all Sewer Projects.

**Attachment 4: Funding and Other Commitments**

- Attach a letter of commitment (with original signature) from the chief elected/administrative official for all construction funding required to implement the project, including the source and amount of funding to be provided and when funds will be available.
- Attach a letter of commitment for all non-construction costs from the chief elected/administrative official (including engineering, permitting and acquisition).
- Attach evidence of new customer commitments to connect.
- Attach certification of public ownership for all necessary easements/rights-of-way or other real property already acquired for this project.
- Attach written agreement to apply on behalf of another eligible entity.

**Submit an original and four copies of the unbound application and attachments to RIA.** Postmarked applications will not be accepted. Applications may be submitted electronically in addition to submission of an original and four copies, which also must be received by the deadline. Failure to submit the required copies by the deadline could delay consideration of your project or result in a determination that the application is incomplete. Applications must be submitted to:

**SC Rural Infrastructure Authority  
1201 Main Street, Suite 1600  
Columbia, SC 29201**

**Email address: [pgantt@ria.sc.gov](mailto:pgantt@ria.sc.gov)**

Application Due Dates

**Round 1: September 14, 2020**

**Round 2: March 15, 2021**

*NOTE: These instruction sheets DO NOT need to be submitted with the grant application.*