

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
 - System 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, if applicable

Submit **original application documents and attachments** and either:

(a) 5 hard copies of the application and attachments; or

(b) 1 hard copy and a PDF version of the application and attachments.

Applications must be received by 5:00 pm on the due date. No postmarks will be accepted.

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

Project Budget				
Activity	RIA Funds	Other Funds	Identify Source	Total
Construction				
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
Construction Total	\$	\$		\$
Percent of RIA and Other Funding				

**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
Non-Construction				
Engineering		\$		\$
Permits		\$		\$
Land Acquisition		\$		\$
Legal or Administrative		\$		\$
Other:		\$		\$
Other:		\$		\$
Non-Construction Total		\$		\$
Total Project Funding** Construction + Non-Construction	\$	\$		\$
Percent of RIA and Other Funding				

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

Project Benefit		Residential	Business
Total Customers/Taps (<i>existing and new</i>) to be Served by Project			
Number of New Customers/Taps to be Served by Project			
Number of New Customers/Taps 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	Actual or Planned Completion	Permits	Obtained
Preliminary Engineering Report	Date: _____ NA	DHEC	Y N NA
Final Design	Date: _____ NA	DOT	Y N NA
Acquisition	Date: _____ NA	Railroad	Y N NA
Permits	Date: _____ NA	Wetlands	Y N NA
Construction Bid Opening	Date: _____ NA	Other: _____	Y N NA
Construction Start	Date: _____ NA	<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: _____ NA		
Grant Closed	Date: _____ NA		
Are multiple contracts planned?	Y N		
Property Acquisition	Actual or Planned Completion	Quantity	
Easements/ROW	Date: _____	Number needed: _____	
Real Property	Date: _____	Number needed: _____	
NA			
<i>Attach certification of public ownership for all easements, ROW or real property 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 agreements. 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/taps 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

- Describe 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 and proposed funding for 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.
- Explain the applicant's ability to operate and maintain system improvements.

VIABILITY

- Provide the following items as a measure of system viability.
 - 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;
 - The average residential bill (per 5,000 gallons); and
 - Any recent and planned rate increases and the expected timeframe.

BENEFITS/IMPACT

- Quantify and explain the number of direct and indirect beneficiaries of the project including the number of households and businesses that will benefit.
- Explain how the project will 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 system viability;
 - 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 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, a copy of the most recent DHEC Sanitary Survey.
- For sewer projects, results of the most recent DHEC Compliance Evaluation Inspection.
- 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.
- Any other relevant documentation (i.e., test results, customer complaints, repair logs, photos, etc.) of the frequency, quantity and severity of the problem.
- Residential customer user rates.
- Operating budget compared to actual revenues and expenditures.
- Capital improvement plan.

ECONOMIC INFRASTRUCTURE

Economic Development/Jobs

- 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.
- Documentation of the source and amount of all planned or approved incentives.

System Capacity

- For water projects, a copy of the most recent DHEC Sanitary Survey.
- For sewer projects, results of the most recent DHEC Compliance Evaluation Inspection.

Product Development

- Documentation of public ownership of the industrial site or park.
- A master plan of the industrial site or park showing utilities and capacity.

Attachment 4: Funding and Other Commitments

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

Submit an original and five copies of the unbound application and attachments to RIA or submit the application and all attachments as a PDF file (by email or flash drive) plus an original and one copy. An original application must have a pen and ink signature. Postmarked applications will not be accepted. Failure to submit the application as required 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: info@ria.sc.gov

Application Due Dates

Round 1: September 13, 2021

Round 2: March 14, 2022

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