

**Regional Feasibility Planning Grant Application**

<b>Grant Applicant:</b> _____	<b>Date Submitted:</b> _____
<b>Project Title:</b> _____	

**APPLICATION SUBMISSION PAGE**

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

- Application Form, including Certification (*with original signature*)
- Narrative

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

	Applicant	Additional Participants
1. Maps:		
• Service area, including census tracts, of each participating system	<input type="checkbox"/>	<input type="checkbox"/>
2. Regulatory Compliance Documentation:		
• DHEC Sanitary Surveys or Compliance Evaluation Inspections	<input type="checkbox"/>	<input type="checkbox"/>
• Notice of Violation or Consent Order	<input type="checkbox"/>	<input type="checkbox"/>
• Corrective Action Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. Financial Documentation:		
• Residential customer user rates	<input type="checkbox"/>	<input type="checkbox"/>
• Operating budget for current year	<input type="checkbox"/>	<input type="checkbox"/>
• Actual revenues/expenditures for last 2 years	<input type="checkbox"/>	<input type="checkbox"/>
• Capital improvement plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
4. Letters of Support:		
• A letter of support from each additional participating entity		<input type="checkbox"/>
• Funding commitments for all non-RIA funds	<input type="checkbox"/>	<input type="checkbox"/>

**Certification**

*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.*

<b>Signature of Chief Executive Official (Elected or Administrative)</b>	<b>Date</b>

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. PDF may be emailed to [info@ria.sc.gov](mailto:info@ria.sc.gov).

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

Due Dates: Round 1 – September 13, 2021  
 Round 2 – March 14, 2022

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	
<b>Additional Participating System(s)</b>				
Project Summary				
<b>Project Title:</b>				
<b>Project Summary:</b> <i>(Limit to 2/3 sentences)</i>				
<b>County Development Status:</b>	Is any participating system located in a Tier III or Tier IV county? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, which one(s)?		
Funding Request				
<b>RIA Funds Requested:</b>	\$			
<b>Other State Funds:</b>	\$	Specify source(s):		
<b>Federal Funds:</b>	\$	Specify source(s):		
<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>Project Budget</b>				
Activity	RIA Funds	Other Funds	Identify Source	Total
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
<b>Total</b>	\$	\$		\$
<b>Percentage of Project Total*</b>				
<p><i>*Percentage of Project Total: If all participants are in Tier I or II Counties, the applicant must provide non-RIA funds for at least 25% of the total project budget.</i></p> <p><i>**Total Project Budget should match Total Project Funding on page 2 of this application.</i></p>				
<b>Project Benefit</b>				
System Name <i>Include the applicant and all other participating systems.</i>	Water Customers ( <i>Taps</i> )		Sewer Customers	
	Residential	Business	Residential	Business
<b>Total customers served by participants</b>				
<b>Project Schedule</b>				
Task	Estimated Date	Comments		
Advertise for Proposals				
Receive and Begin Review of Proposals				
Award Contract and Begin Study				
Receive Draft Report				
Finalize Report				
Are multiple contracts planned? <input type="checkbox"/> Y <input type="checkbox"/> N				

## Application Instructions

*These do not need to be submitted with the grant application.*

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:

- Page 1: Application Submission Page, including Certification with original, pen-and-ink signature;
- Page 2: Applicant Information, Project Summary, Funding Request and Contact Information;
- Page 3: Project Budget, Project Benefit and Project Schedule.

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

### NEED

- Explain the need for a study and issues faced by the system(s) involved, including some or all of the following:
  - Regulatory compliance issues in last five years
  - Staffing issues, including size and general qualifications of utility and finance staff
  - Local economic conditions
  - Trends in size of customer base
  - Age and condition of infrastructure
  - Specific, long-term challenges the system(s) face
- Describe steps that have been taken to strengthen long term viability. Address at least the following:
  - *Asset management and capital planning*: inventory mapping, and repair and maintenance of assets, capital improvement planning
  - *Financial conditions*: revenue vs. expenditures, debt service coverage ratio, transfers to/from the water/sewer fund, whether the system budgets for long-term capital improvements/loss of revenues
  - *Customer rates*: current rate structure, average rate for 5,000 gallons, historical and planned rate increases, any concerns about customer affordability
  - *Previous studies*: any studies of viability issues that have previously been completed, including recommendations, outcomes, and reason(s) for success or failure
  - *Current and previous regional efforts*: any previous or ongoing efforts to find regional solutions to identified issues, including parties involved, results achieved, obstacles, and reason(s) for success or failure

### FEASIBILITY

- Provide a detailed description of the study including:
  - Problem or opportunity to be analyzed
  - All project activities, regardless of funding source
  - Deliverables
  - Proposed schedule and potential delays
- Present the proposed budget for the study, detailing major components and identifying the sources of any non-RIA funds. The total budget should be commensurate with the scope of the study and justification should be provided for the amount proposed.

- Describe the role of each involved party, including participating water/sewer systems and other local governments
- Explain how the study will be carried out, particularly where multiple responsible parties and/or funding sources are involved

**IMPACT**

- Describe how the study will contribute to a regional solution or improve the long-term viability of one or more systems
- Describe any regulatory or health issues that may be improved by the study
- Detail the total number of customers that will be affected by the study
- Explain how all participants plan to use the results of the study, including a schedule for implementing study recommendations
- Describe any additional planned or proposed steps to address needs after the completion of the study

**Attachments** – In addition to the Application Form and Narrative, applicants must include the following attachments for each participating system in the order specified below. Additional relevant attachments may be included at the applicant’s discretion.

**Attachment 1: Service Area Maps**

- County or municipal road/street maps identifying the service area and census tracts of each participating system

**Attachment 2: Regulatory Compliance Documentation** - Attach all applicable documentation.

- Most recent DHEC Sanitary Survey or Compliance Evaluation Inspection for participating system(s)
- Notices of violation or consent orders
- Corrective action plans

**Attachment 3: Financial Documentation** - Attach the following for each participating system.

- Residential customer rate schedule and monthly rate for 5,000 gallon usage
- Operating budget for current fiscal year
- Actual revenues/expenditures for two most recent years
- Capital improvement plan

**Attachment 4: Letters of Support** – Letters must include an original (pen-and-ink) signature from the chief elected/administrative official of each entity.

- A letter of support from each additional system participating in the study.
- A letter of funding commitment from each entity contributing funds to the study, including the applicant. Letters should include the source and amount of funding to be provided and when funds will be available.

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