



Project Schedule					
Milestone	Expected/Actual Date	Permits	Obtained?	Permits	Obtained?
Final Design Started	<input type="checkbox"/> N/A	SCDHEC	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	USACE	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Final Design Complete	<input type="checkbox"/> N/A	SCDOT	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	OCRM	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Permits Acquired	<input type="checkbox"/> N/A	Railroad	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Acquisition Complete	<input type="checkbox"/> N/A	# of easements/parcels needed:			
Advertise for Bids	<input type="checkbox"/> N/A	# of contracts to be grant-funded:			
Start of Work	<input type="checkbox"/> N/A				
Completion of Work	<input type="checkbox"/> N/A				
Grant Close Out	<input type="checkbox"/> N/A				

Contacts			
	Name	Title	Contact Information
<b>Chief Elected Official or Board Chair:</b>			Phone:
			Email:
<b>Chief Administrative Official:</b>			Phone:
			Email:
<b>Local Project Contact:</b>			Phone:
			Email:
<b>Local Financial Contact:</b>			Phone:
			Email:
<b>Engineer/Consultant:</b> <i>If applicable</i>			Phone:
			Email:

**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>Name of Chief Executive Official (Elected or Administrative)</b>	<b>Title</b>
_____	
<b>Signature*</b>	<b>Date</b>
<p><i>*Please save this completed form for electronic submission <b>prior</b> to signing. <b>Do NOT submit a scanned version.</b> The printed form with original, pen-and-ink signature must be mailed or delivered to RIA.</i></p>	

Please see the following pages for **required attachments and application submission instructions.**

**Applications must be received by 5:00 pm on the deadline.**

In addition to the two-page application form, there are **five required attachments** that must be included with the application submission in order to ensure a complete application package is sent to RIA. There are two sets of guidelines for these attachments: one for the **Basic and Economic Infrastructure** programs, starting on this page; and the other for the **Infrastructure Planning** program, starting on page 4. Submission instructions are included on page 6.

For all State Grant Applications (Basic, Economic and Planning), please ensure the proposed project complies with program guidelines (including eligibility, local investment and budget/cost feasibility). It is recommended that applicants review the [Program Strategy](#), available at [ria.sc.gov](http://ria.sc.gov), before completing the application.

## BASIC & ECONOMIC Application Form & Attachments

### APPLICATION FORM (two pages)

*Must be accurate and filled out completely. Includes:*

- Page 1: Applicant Information, Project Description, Grant Category, Project Benefit, Type of Project, and Funding Request & Budget Summary
- Page 2: Project Schedule, Contacts, and Certification

### ATTACHMENT 1: APPLICATION NARRATIVE

*Attach a brief narrative about the project that addresses each of the topics indicated.*

#### A. NEED

Explain the need for this project, including:

- A summary of the current condition, capacity and deficiencies of existing facilities
- The frequency and severity of the problem
- A description of actions taken or planned with local/other resources to address this or other similar issues in system

For **Emergency Infrastructure projects only**, also describe the circumstances that have created an imminent threat, when it occurred, and why immediate action is required.

#### B. PROJECT DESCRIPTION

- Provide a detailed description of the project, including all 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, if applicable, who will carry out any portion of the project and describe the subrecipient's project responsibilities.

#### C. FEASIBILITY

- Identify how the project will cost-effectively 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 grant request based on the number of customers directly benefitting. If new services are proposed, justify the grant request based on the number of new customers.
- Explain how the project will be carried out to meet the 24-month grant period, including any anticipated problems or delays.
- Provide specific plans for preparing for and dealing with cost overruns.

**D. BENEFITS/IMPACT**

Explain how the project will address one or more of the following priorities. Include any additional information that should be considered in evaluating the proposed project.

**Basic Infrastructure Priorities:**

1. Provide a regional solution that will lead to greater system viability.
2. Resolve Consent Orders, unsatisfactory ratings, or emergencies.
3. Improve water quality or resolve other emerging health and environmental issues.
4. Address aging infrastructure, improve other services, or increase capacity for existing and new customers.

**Economic Infrastructure:**

1. Support new jobs and capital investment. Provide timeframe for benefits.
2. Contribute to the area's economic competitiveness through projects that expand system capacity to help existing businesses create or retain jobs or to accommodate reasonable growth.
3. Support development of publicly owned industrial sites or industrial parks.
4. Serve other publicly owned properties with demonstrated potential to create or retain jobs and private investment.

**ATTACHMENT 2: PRELIMINARY ENGINEERING COST ESTIMATE**

- A detailed, itemized cost estimate for both construction and other costs, prepared within the past year.
- A PER may be attached but is NOT required.

**ATTACHMENT 3: PROJECT LOCATION AND SERVICE AREA MAPS**

One or more maps showing the system service area as well as location, size and/or capacity of existing and proposed infrastructure within the project service area. Identify census tracts for the proposed infrastructure. Use symbols and color-coding to show the location of activities identified in the cost estimate.

**ATTACHMENT 4: PROGRAM DOCUMENTATION**

*Attach all applicable documentation for either a Basic or Economic Infrastructure 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.

**Economic Infrastructure:**

**A. Economic Development/Jobs**

- A letter of commitment from a company executive 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.

**B. 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.

**C. 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 5: FUNDING AND OTHER COMMITMENTS**

- Commitments of all non-RIA funds required to implement the project:
  - For local funds, a letter of commitment (with original, pen and ink signature) from the chief elected or administrative official. The letter should identify the source of the funds (e.g., general fund or enterprise fund) and when the funds will be available.
  - For other sources, a copy of the award letter or other documentation from the agency that includes the amount of funds awarded.
- Certification of public ownership for all necessary easements/rights-of-way or other real property already acquired for this project.
- If the applicant proposes improving infrastructure that it does not own, include a letter from the system owner describing the partnership between the two entities and granting permission for the applicant to carry out the project.

**ADDITIONAL ATTACHMENTS**

*Include any other relevant documentation that supports the application narrative. Examples may include:*

- Any other relevant documentation (i.e., test results, customer complaints, repair logs, photos, etc.) of the frequency, quantity and severity of the problem.
- Documentation of system challenges.
- The summary report of the online Viability Assessment Tool or other information to document system challenges and ability to operate and maintain improvements. The Viability Tool can be downloaded at [ria.sc.gov/utility-viability/](http://ria.sc.gov/utility-viability/). Contact RIA for assistance, if needed.

## INFRASTRUCTURE PLANNING Application Form & Attachments

### APPLICATION FORM (two pages)

*Must be accurate and filled out completely. Includes:*

- Page 1: Applicant Information, Project Description, Grant Category, Project Benefit, Project Type, and Funding Request & Budget Summary
- Page 2: Project Schedule, Contacts, and Certification

### ATTACHMENT 1: APPLICATION NARRATIVE

*Attach a brief narrative about the project that addresses each of the topics indicated.*

#### A. NEED

Explain the need for this project, including:

- Specific technical, financial and managerial challenges faced by the applicant or other regional participants as applicable.
- Steps that have been taken to strengthen viability or achieve regulatory compliance.

#### B. PROJECT DESCRIPTION

- Provide a detailed description of each proposed planning activity regardless of funding source. Describe how costs were determined.

#### C. FEASIBILITY

- Identify how the planning activities will cost-effectively address the challenges identified.
- Explain how the planning activities will be carried out to meet the 18-month grant period, including any anticipated problems or delays.
- If a regional study, define all participants and describe their roles.

#### D. BENEFITS/IMPACT

- Describe how the outcome of the planning activities will be used to support long-term viability, including plans for the implementation of any recommendations.
- Include any additional information that should be considered in evaluating the proposed project.

### ATTACHMENT 2: DETAILED COST ESTIMATE

A detailed, itemized cost estimate for all proposed planning activities, prepared within the past year.

### ATTACHMENT 3: SERVICE AREA MAPS

County or municipal road/street maps identifying the applicant's service area including the census tracts and, if relevant, where the proposed activities will be carried out.

### ATTACHMENT 4: UTILITY VIABILITY TOOL

Attach the summary report after completing the on-line Utility Viability Assessment Tool which can be downloaded at [ria.sc.gov/utility-viability/](http://ria.sc.gov/utility-viability/). Contact RIA for assistance, if needed.

**ATTACHMENT 5: FUNDING AND OTHER COMMITMENTS**

- Commitments of all non-RIA funds required to implement the project:
  - For local funds, a letter of commitment (with original, pen and ink signature) from the chief elected or administrative official. The letter should identify the source of the funds (e.g., general fund or enterprise fund) and when the funds will be available.
  - For other sources, a copy of the award letter or other documentation from the agency that includes the amount of funds awarded.

**ADDITIONAL ATTACHMENTS**

*Include any other relevant documentation that supports the application narrative. Examples include:*

- Most recent sanitary surveys
- Compliance inspections
- Consent Orders
- Notices of Violation or other documentation of regulatory issues

**Submission Instructions**

Applications must be submitted **both** electronically and in hard copy. Please carefully review the required submissions:

1. **2 hard copies** of the signed application and attachments:
  - a. One original version with **original, pen-and-ink** signatures on the application certification and any local funding commitment letters
  - b. One duplicate copy of the full application (all attachments included)

*Hard copies may be mailed or hand-delivered but must be **received** by 5:00 p.m. on the deadline.*

**AND**

2. **Required electronic files** (2 separate PDFs):
  - a. The PDF of the application form, completed but unsigned and saved in its original format (NOT printed and scanned)
  - b. A **single** PDF of all attachments, in the requested order

*Electronic files may be emailed to [info@ria.sc.gov](mailto:info@ria.sc.gov) or sent on a flash drive with the hard copies.*

<p><b>Mailing Address</b> SC Rural Infrastructure Authority 1201 Main Street, Suite <b>1600</b> Columbia, SC 29201</p>	<p><b>Delivery Address</b> SC Rural Infrastructure Authority 1201 Main Street, Suite <b>1740</b> Columbia, SC 29201</p>	<p><b>Email Address</b> <a href="mailto:info@ria.sc.gov">info@ria.sc.gov</a></p>
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**Application Deadlines: September 11, 2023** (Round 1) ♦ **March 11, 2024** (Round 2)

All application submissions (both hard copies and electronic files) must be **RECEIVED** by **5:00 p.m.** on the deadline.

Please contact RIA staff with any questions about application requirements or submission procedures.

803-737-0390 ♦ [info@ria.sc.gov](mailto:info@ria.sc.gov)

