

Applicant Information					
<b>Applicant Name:</b>					
<b>Mailing Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
		<b>County:</b>			
<input type="checkbox"/> Check here if applicant is submitting on behalf of a not-for-profit water/sewer company or other eligible entity. Entity Name: _____					
Project Description					
<b>Project Title:</b>					
<b>Project Summary:</b> <i>2-3 sentences</i>					
<b>Project Location:</b> <i>Include city &amp; county</i>				<b>Census tract(s):</b>	
Grant Category		Project Benefit			
<i>Choose only one</i>		<i># of customer accounts/taps directly served by the project</i>		<i>For Economic/Jobs projects only</i>	
<input type="checkbox"/> Basic Infrastructure <input type="checkbox"/> Economic Infrastructure <input type="checkbox"/> Infrastructure Planning <sup>1</sup>			Residential	Business	Economic Impact
<b>Type of Project</b>		Existing			Existing jobs:
<input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Stormwater		New			New jobs:
		Total			New capital investment: \$
Funding Request & Budget Summary					
Source	Construction Costs		Non-Construction Costs*		Total
<b>RIA Funds Requested:</b>	\$	%	\$	%	\$
<b>Other:</b> _____	\$		\$		
<b>Other:</b> _____	\$	%**	\$	%**	\$
<b>Local Funds:</b>	\$		\$		
<b>Total Project Funding:</b>	\$		\$		\$
* All Infrastructure Planning costs should be included as non-construction costs. For Basic/Economic Infrastructure grants, non-construction costs are not eligible for RIA funds, but must be included in this section along with the funding source. ** Local investment requirements (the minimum percentage of costs that must be provided by non-RIA funds): <b>Tier I &amp; II counties:</b> Basic/Economic Infrastructure - 25% of construction costs Infrastructure Planning - 25% of non-construction costs; may be waived for a non-viable utility <b>Tier III &amp; IV counties:</b> None					

<sup>1</sup> Only utilities serving up to 10,000 people or those in Tier III/IV counties are eligible to apply for Infrastructure Planning grants.

Project Schedule					
Basic/Economic Infrastructure				Infrastructure Planning	
Milestone	Date	Permits	Obtained?	Milestone	Date
Final Design Started	<input type="checkbox"/> N/A	SCDES	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	RFP/RFQ Drafted	
Final Design Complete	<input type="checkbox"/> N/A	SCDOT	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	RFP/RFQ Advertised	
Permits Acquired	<input type="checkbox"/> N/A	Railroad	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Firm Selected	
Acquisition Complete	<input type="checkbox"/> N/A	USACE	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Contract Executed	
Advertise for Bids		OCRM	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	Data Collection Complete	
Start of Construction		# of easements/ parcels needed:		Draft Complete	
Construction Complete				Final Report Complete	
Grant Close Out		# of grant-funded contracts:		Grant Close Out	
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					
<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		
<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>					

**Infrastructure Planning Only:** Complete pages 3-4 of this form.

**All applicants:** Attach **narrative and required documentation** as outlined in **instructions** at the end of this document.

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

Note: **Only** utilities serving up to 10,000 people or those in Tier III/IV counties are eligible for Infrastructure Planning grants.  
Do not complete this form if applying for a Basic or Economic Infrastructure (construction) grant.

**Infrastructure Planning Applicants:**

Please rank the activities proposed for this project from highest priority (1) to lowest. Please note that some studies must be completed as a basis for others. Use the estimated costs as a guide for choosing work that can be performed within the project budget. Actual costs will be determined through competitive procurement and contract negotiation. **RIA reserves the right to modify the requested scope or budget based on the needs identified.**

**All activities should result in a written deliverable (i.e., map and/or report).** Most studies will include a report summarizing findings and providing specific recommendations for future action, with estimated costs as appropriate.

Rank	Description	Estimated Cost
	<b>A. Comprehensive System Assessment (DW/WW<sup>1</sup> only)</b> For systems with significant viability concerns, the planning grant will fund a general system assessment and gap analysis of the key technical, financial, or managerial/operational issues impacting the system’s ongoing operations and identification of both short-term actions and long-term potential solutions. Technical assessment may include analysis of inflow and infiltration, water loss, hydraulics, age of assets, repair history, performance, and regulatory compliance. Includes development of recommended next steps toward viability, a detailed plan of action and timeline.	\$250,000
	<b>B. Regional Assessment (DW/WW only)</b> Evaluation of potential regional solutions, involving two or more utilities, to address issues such as regulatory compliance, financial viability, growth, and/or economic opportunities. Includes: broad assessment of asset conditions; financial and management capability to operate, maintain and make needed improvements; identification of challenges; exploration of options for regional partnerships; facilitation of discussion between parties; and recommendations of next steps and timeframes.	\$250,000* <i>*Up to \$500,000 may be requested in certain circumstances. See <a href="#">Program Strategy</a>.</i>
	<b>C. Technical System Studies</b>	
	<b>C1. GIS Mapping</b> Digitally mapping major assets in the utility system. This will have many benefits that include operational efficiency, long-term planning, and risk assessment and management. Needed as a basis for many other planning activities.	\$25,000- \$50,000
	<b>C2. Hydraulic Modeling</b> Simulates system behavior under a variety of scenarios to improve operational efficiency, pinpoint potential problem areas, and inform future planning efforts. Requires GIS maps of the system.	\$25,000- \$50,000
	<b>C3. Strategic Plan</b> A short-term and long-range plan of improvements and changes needed to achieve or maintain viability. Should address asset conditions and capacity as well as multi-year financial and service area projections. A prioritized Capital Improvement Plan with cost estimates will also be developed. <i>Note: Do not rank both C3 and D1, as they overlap.</i>	\$75,000- \$100,000
	<b>C4. Asset Age and Condition Assessment (DW/WW only)</b> Field inspections and testing of existing assets, leading to a report that includes the assessment findings and conclusions and provides location of assets and a list of needed improvements, with cost estimates, in priority order.	Up to \$200,000

<sup>1</sup> DW = Drinking Water; WW = Wastewater; SW = Stormwater

Rank	Description	Estimated Cost
	<p><b>C5. Stormwater Assessment and Plan (SW only)</b> Develop a plan to reduce flooding in the community by evaluating the current stormwater flow conditions and assessing the condition of current assets. A report should be prepared that includes the assessment findings and conclusions and provides a prioritized list of needed improvements, with cost estimates.</p>	Up to \$250,000
	<p><b>C6. Inflow and Infiltration Study (WW only)</b> Identifies surface and/or groundwater entering the wastewater system. May include targeted manhole inspections, smoke testing, CCTV of lines and complex data analysis. Includes report of findings and prioritized list of improvements, with cost estimates.</p>	Up to \$250,000
	<p><b>C7. Treatability Studies and/or Pilot Testing (DW/WW only)</b> Evaluate the effectiveness and feasibility of potential solutions to address specific violations and meet regulatory requirements.</p>	Up to \$250,000
<b>D. Financial Studies</b>		
	<p><b>D1. Capital Improvement Plan (CIP)</b> A multi-year plan for capital projects based on asset age and conditions, an evaluation of future system needs and availability of funds. The plan should include timelines and estimated costs for needed capital projects.</p>	\$10,000-\$50,000
	<p><b>D2. Rate Study</b> Analyzes current and future operational and capital costs as outlined in a CIP, with the goal of projecting future financial needs to arrive at an equitable and fair rate/fee structure, maintain adequate cash reserve and meet debt service obligations.</p>	\$50,000
	<p><b>D3. Financial Systems Assessment</b> A review of the utility's current financial systems and procedures to evaluate efficiency, internal controls, functionality and the ability to produce monthly statements that accurately reflect the condition of the utility. A report should be issued that details the findings of the assessment and provides recommendations to enhance the financial viability of the system and/or results in the development of financial documents such as an updated budget or rate study.</p>	\$75,000-\$100,000
	<p><b>D4. Managerial and Staffing Assessment</b> Identify the organizational structure of the system as well as management and oversight qualifications. Conduct an assessment of personnel needs and realistic costs to properly manage and operate the system and current challenges. Include an evaluation of direct hire, contract and shared services options. A report should be issued that details the findings and provides recommendations.</p>	\$10,000
	<p><b>E. Other Planning Studies</b> Other planning activities may be needed to promote system viability, resiliency, meet regulatory requirements and/or satisfy customer needs.</p> <p><b>Brief Description of Proposed Activities and Deliverables:</b></p> <p>_____</p> <p><i>In the attached application narrative, clearly outline the scope of the proposed project and the issue/problem that will be addressed and justify the cost.</i></p>	<p>\$_____</p> <p><i>Complete if selecting Item E</i></p>

Attach **narrative and required documentation** as outlined in **instructions** at the end of this document.

*In the narrative, include any additional details about the work proposed.*

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 instructions 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 I-4. Submission instructions are included on page I-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. [RIA grants staff](#) are available to answer any questions.

## **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. Only applicants in Tier III and IV counties are eligible to apply for emergency funding.

#### **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 by a qualified engineer within the past year. A contingency of up to 10% of the estimated construction cost may be included.
- 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 Department of Environmental Services (DES) Sanitary Survey.
- For sewer projects, results of the most recent DES 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 DES Sanitary Survey.
- For sewer projects, results of the most recent DES 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.
- If the project includes construction of new lines, written agreements/commitments to connect from at least 70% of the potential customers.
- Documentation of system challenges.
- The summary report of the online Viability Assessment Tool or other information, such as audited financial statements, 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

Eligible applicants for **Infrastructure Planning** grants are as follows:

- Public utilities with a service population of 10,000 or less
- Municipalities with a population of 10,000 or less
- Utilities located in Tier III and IV counties regardless of service population, if addressing water quality regulatory violations
- Larger public utilities or local governments applying on behalf of or in partnership with another eligible applicant

### 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: PLANNING PROJECT SCOPE FORM

Pages 3-4 of the application form. Carefully review the list of potential activities and rank only those that are proposed as part of this project. Use the estimated costs as a guide to build a reasonable scope for the project budget.

### ATTACHMENT 2: APPLICATION NARRATIVE

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

#### A. NEED & ELIGIBILITY

Provide the applicant's service population or other eligibility criteria and explain the need for this project, including:

- Specific system technical, financial and managerial challenges for each participant in the study. You may also address items of concern highlighted in the results of the Utility Viability Tool (Attachment 4) or in recent audited financial statements.
- Steps that have been taken in the last 5 years to improve system operations and management, achieve regulatory compliance or explore regional cooperation.

#### B. PROJECT DESCRIPTION

- List each proposed planning activity, as ranked on the Planning Project Scope Form, with corresponding estimated costs. If different from those provided on the Planning Project Scope Form, explain the basis of the estimate. Add any additional details of how the scope will be tailored to individual needs.
- If Other Planning Studies (Item E on the Planning Project Scope Form) are proposed, provide a detailed explanation of the scope and expected deliverables. Also include estimated cost and how it was determined.
- All proposed planning activities should be included in this description regardless of funding source.



**C. FEASIBILITY**

- 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 planning activities and recommendations will be used to improve long-term viability.
- Include any additional information that should be considered in evaluating the proposed project.

**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 & FINANCIAL INFORMATION**

**For water and sewer utilities only:** 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.

**For all applicants:** Provide the most recent annual audited financial statements for the applicant (or subrecipient, if applicable).

**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. **One hard copy** of the signed application and attachments, with **original, pen-and-ink** signatures on the application certification and any local funding commitment letters

**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

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

*Electronic files must be emailed to [info@ria.sc.gov](mailto:info@ria.sc.gov).*

Mailing Address	Delivery Address	Email Address
SC Rural Infrastructure Authority 1201 Main Street, Suite <b>1600</b> Columbia, SC 29201	SC Rural Infrastructure Authority 1201 Main Street, Suite <b>1740</b> Columbia, SC 29201	<a href="mailto:info@ria.sc.gov">info@ria.sc.gov</a>

**Application Deadlines: October 28, 2024** (Round 1) ♦ **March 17, 2025** (Round 2)

All application submissions (both hard copy 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)



South Carolina  
**Rural Infrastructure Authority**  
Creating water solutions.  
Improving communities statewide.