

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 **Regional 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, 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. Note that the application form must be submitted electronically *and* as a hard copy with original signature. See page I-6 for submission instructions.

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 to be addressed, within the project area as well as for the system as a whole
- Why the identified problem is a current priority
- 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.
- Describe the planned procurement method and contract process, including total number of contracts.
- 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.
- Is the project part of an approved Capital Improvement Plan?

- 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

- Will the proposed project fully solve the identified problem for the entire system? If not, explain.
- 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 Priorities:

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 AND VIABILITY DOCUMENTATION

- **Water or sewer projects:** the summary report produced after completing the Utility Viability Tool that can be downloaded at ria.sc.gov/utility-viability/. *Contact RIA for assistance, if needed.*
- **Stormwater projects:** current or planned stormwater fees; operating budgets or recent plans for staffing and maintaining improvements.

In addition, attach all applicable documentation for the appropriate type of project, as listed on the next page.

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 Notices 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.
- Any other documentation relevant to the application narrative, such as a Capital Improvement Plan or recent rate increases.

Economic Infrastructure:**A. *Economic Development/Jobs***

- A letter of commitment from a company executive official to enter into a performance agreement 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. Note that all local funds commitment letters must be submitted electronically *and* as a hard copy with original signature. See page I-6 for submission instructions.
 - 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 public 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.
- If the project includes construction of new lines, written agreements/commitments to connect from at least 70% of the potential customers.

REGIONAL PLANNING Application Form & Attachments

Public water/sewer utilities may apply for **Regional Planning** grants. Larger public utilities or local governments may apply on behalf of or in partnership with another eligible applicant.

APPLICATION FORM (two pages)

- Must be accurate and filled out completely. Note that the application form must be submitted electronically *and* as a hard copy with original signature. See page I-6 for submission instructions.

ATTACHMENT 1: APPLICATION NARRATIVE

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

A. NEED

Identify all participants and their service population. Explain the overall 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 by each system in the last 5 years to improve operations and management, achieve regulatory compliance or explore regional cooperation.
- Any existing regional partnerships.

B. PROJECT DESCRIPTION

- Describe the key objective(s) of the study.
- Describe the regional partnership option(s) and any alternative solution(s) to be evaluated.
- To the extent feasible, describe the activities/assessments (e.g., asset condition, operational compliance with water quality standards, organizational and management factors including legal assessment of solutions) to be undertaken as part of this study.
- Indicate how the proposed activities/assessments address each required component of the study: technical/operational, financial, and managerial.
- Indicate how cost estimates were determined.

Contact RIA if assistance is needed with scope/cost development. All proposed planning activities should be included in this description regardless of funding source.

C. FEASIBILITY

- Explain how the project will be carried out in accordance with the schedule in the application to meet the **18-month grant period**, including any anticipated problems or delays.
- Define the role of all participants in this study.

D. BENEFITS/IMPACT

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

ATTACHMENT 2: COST ESTIMATE

Detailed cost estimate for each component or type of assessment to be conducted as part of the study.
Contact RIA if assistance is needed with scope/cost development.

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

The summary report produced after completing the Utility Viability Tool for the applicant. The tool can be downloaded at ria.sc.gov/utility-viability/.
Contact RIA for assistance.

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. Note that all local funds commitment letters must be submitted electronically *and* as a hard copy with original signature. See page I-6 for submission instructions.
 - 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
- Audited financial statements

Submission Instructions

All application documents must be submitted via email; **some** application documents must also be mailed or hand delivered with original signatures. Please carefully review the required submissions:

1. **One hard copy** of the signed application form only (2 pages) and any funding commitment letter(s) with **original, pen-and-ink** signatures
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.

Mailing Address	Delivery Address	Email Address
SC Rural Infrastructure Authority 1201 Main Street, Suite 1600 Columbia, SC 29201	SC Rural Infrastructure Authority 1201 Main Street, Suite 1740 Columbia, SC 29201	info@ria.sc.gov

Application Deadlines for Basic and Economic Infrastructure Grants:

September 14, 2026 (Round 1) ♦ **March 22, 2027** (Round 2)

Applications for Emergency or Regional Planning grants may be submitted at any time and will be considered in the order they are received.

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



South Carolina
Rural Infrastructure Authority

Creating water solutions.
Improving communities statewide.