State Water Plan
Application Instructions

Note: The State Water Plan includes projects such as rural, municipal, and industrial drinking water; wastewater; storm sewer; and watershed restoration. Placement on the State Water Plan provides no guarantee of funding.

Application Cover Page (page 1)

Applicant. Name, mailing address, and phone number of the entity sponsoring the project.

Project Title/Description. Provide a one line title and a paragraph describing the project. Be specific, providing the feet or miles of pipe to be constructed, replaced or repaired; treatment process being utilized; gallon capacity of storage tanks; cubic yards of sediment to be removed; linear feet of shoreline to be stabilized; and so forth. Include the current monthly utility rate. If the rate is not a flat rate, compute the monthly water and wastewater rate at 5,000 gallons for municipalities and sanitary districts and at 7,000 gallons for all other systems. Additionally, indicate whether a reserve fund has been established for the utility benefiting from the project.

Proposed Funding Package. Include the amount and type of anticipated funding, the amount of local funds being provided as match, including public or private direct contributions, loans, federal funds, and water development district grants. Enter project funding as anticipated for the total project even if the project and funding will be phased.

Applicant Certification. This section is to be read and dated by an official of the sponsoring entity who has been authorized by resolution of the governing body to submit the application.

Professional Contacts (page 2)

Application Prepared By: Identify the entity, the individual that helped prepare the application, and the other contact information requested in case questions arise about the application.

Consulting Engineering Firm: Identify the engineering firm retained by the sponsor, the engineer’s name, and the other contact information requested in case questions arise about the application.

Legal Counsel’s Firm: Identify the law firm retained by the sponsor, the attorney’s name, and the other contact information requested in case questions arise about the application.
Note: Infrastructure projects requesting placement on the State Water Facilities Plan must provide a completed preliminary engineering report with this application and should be ready for construction within two years. Additionally, for drinking water projects complete the Drinking Water Project Eligibility and Priority Point Self-Assessment sections.

Watershed projects requesting placement on the State Water Facilities Plan must provide a completed watershed assessment report with this application and should be ready for implementation within two years.

Projects that are large, costly water projects that are requesting significant state cost share participation may be recommended for placement on the State Water Resources Management System. These projects are necessary for the needs and general welfare of the people of South Dakota.

Drinking Water Project Eligibility and Priority Point Self-Assessment (page 3)

Note: For drinking water projects complete the Drinking Water Project Eligibility and Priority Point Self-Assessment sections.

Note: Below is outline for the preliminary engineering reports.

Preliminary Engineering Report Requirements

I. Introduction
   A. Background Information
   B. Purpose/Scope of Report

II. Need for Project
   A. Health and Safety Issues
   B. Condition/Adequacy of Existing System

III. Description of Proposed System
   A. Map
   B. Land Requirements

IV. Design Parameters
   A. Identify Planning/Service Area
   B. Expected Usage
      1. Include I/I for wastewater projects
      2. Include water loss for water projects
   C. Population Trend
   D. Design Period

V. Cost Estimates
   A. Itemized Break-out of Construction Costs
   B. Other Costs
      1. Engineering
      2. Administration
3. Land Acquisition/Easements
4. Legal
5. Other
   C. Annual O&M Costs
   D. User Rate Impacts
VI. Other Alternatives Considered
VII. Implementation Schedule

**Watershed Assessment Report Requirements**

I. Summary Sheet

II. Statement of Need
   A. Project need - water quality problem(s) and priority.
   B. Waterbody and aquatic habitat description.
   C. Maps – watershed, sampling sites and sources of NPS pollution.
   D. Topography, land ownership/use, precipitation, geology.
   E. Define the quality problem.

III. Project Description
   A. Project Goal, objectives, tasks and products
   B. Milestone table with outputs, quantities and timing of each output,
   C. Environmental permits required to conduct the project.
   D. Why the sponsor is the appropriate entity to implement the project.
   E. Plans and responsibilities for BMPs operation and maintenance.

IV. Coordination Plan
   A. Sponsor and project partner responsibilities, roles and commitments.
   B. Local support and letters of commitment.
   C. Coordination with other 319 programs and projects.
   D. Similar activities taking place in the watershed.

V. Evaluation and Monitoring Plan
   A. EPA-approved Quality Assurance Project Plan (QAPP)
   B. Monitoring strategy
   C. How and when data will be stored, managed and reported.
   D. Models used.
   E. Funding for the operation and maintenance (O&M) of BMPs.

VI. Budget
   A. Budget identifying the sources and uses project year.

VII. Public Involvement
   A. How public involvement will be encouraged.

VIII. Threatened and Endangered Species
   A. Threatened and Endangered Species in the project area.