



MEADE COUNTY - SOUTH DAKOTA

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MEMORANDUM FOR: Eligible Applicants for Meade County Funds

24 March 2020

FROM: Meade County Highway Superintendent

SUBJECT: Policy Regarding Application for Meade County Funds

1. Meade County may annually allocate funds for the purpose of cost-sharing with eligible applicants for improvements to non-County maintained roads within the County. Funds for this program will be drawn from the General Fund and not from any individual department's budget. This program is intended to assist entities on major projects who can show a proper history of road maintenance and road maintenance initiatives. It is not intended to provide funds to recover a degraded road from short or long-term neglect. Program eligibility, the application process, supporting justification, and critical timelines are set forth below.

A. ELIGIBILITY

Eligible parties are as follows: certified local taxing districts, organized groups of Meade County citizens (i.e. Homeowner's Associations (HOA)), or Meade County neighborhoods along a shared road who have experienced a hardship due to unanticipated events or face the need of a major project. Applicants should have a history of vigorous maintenance, and an execution plan for continued road improvement and sustainment.

Preference will be given to road districts, sanitary districts with road district powers, and/or HOAs that are formally established and have a history of maintaining their roads. Eligible projects must serve at least ten residences. The residences may be comprised of a single neighborhood, or multiple neighborhoods if connected by a through road. Any applicant who has received County funds under this program within the last five years is not eligible for additional assistance unless there is an actual or imminent risk to public safety.

General maintenance projects, hard-surface road/street projects, and private road projects are not eligible. Project funds may be made available for major gravel road rebuilds, reconstruction of gravel roads, or other significant gravel road projects. The County's financial contribution shall not exceed 75% of the total project cost. Selected applicants shall be required to deposit their portion of the cost-share with Meade County prior to contract award or before any work begins.

B. PROCESS

Program applicants will be required to submit an online or paper application with supporting justification to the Meade County Highway Department Office located in the Erskine Building. Applications must be delivered or post-marked prior to the designated deadline; late submissions will not be considered. Upon receipt of the applications, County employees from Equalization and Planning, and the Highway Departments will review and score timely submitted applications.

The five (5) packages receiving the highest scores will then be given the opportunity to make a presentation to the Meade County Board of Commissioners at a regularly scheduled Commission meeting. If there is a tie for fifth place, all tied parties will have the opportunity to present before the Commission. If less than five submissions are initially received, all eligible applicants will present before the Commission.

Each group will have at least 10 minutes to make their presentation followed by Commissioner questions. The Commission will decide how much of the allocated funds will be awarded, if any, and to whom. Funds will be made available in the first quarter of the following fiscal year. Meade County will work closely with awardees in planning for the project(s); however, Meade County retains full authority on how the funds will be executed and South Dakota State bid laws will be followed.

C. SUPPORTING JUSTIFICATION

All supporting justification will be used by the scoring team, and the Commission (as necessary), as they adjudicate applicant packages. Following are the suggested items for scoring purposes. Use this list as a guideline for thoroughness of your application package.

- Completed/signed application with a single point of contact for your organization to include full name, email address, and telephone number.
- Is public safety at risk if this work is not completed? If yes, provide explanation.
- Detailed, one-page, narrative of the work you would like to complete; include miles of road, width of road, and estimated gravel depth. Does your work involve bridges, culverts, tree or debris removal, and/or drainage issues? Are any other government agencies involved?
- Provide information pertaining to your organization (i.e. organizational charter, road maintenance policy, boundaries of organization, historical maintenance records, etc.).
- What is the annual revenue (from all sources) of your organization? Do you have liquid assets? Do you have emergency funds available? What is your current mill levy and/or secondary road tax? Have you considered combining with another entity? Are any other groups willing to contribute to this project; if yes, how much?
- Provide a copy of your current budget (annual costs, annual maintenance, projected costs for improvements, etc.). Have you considered 'opting out' and increasing your mill levy to establish a funding rate which would bring your roads up to a level you desire?
- Provide a map of your area. How many housing units? How many currently under construction? How many vacant lots are eligible to be built upon? Can the lots in your area be subdivided? Is the road use limited to your road district, HOA, or neighborhood or is it also used by people outside your maintenance boundary?
- Has any design work or cost estimates been completed for this work and who performed/provided the service?

D. IMPORTANT DATES

All dates below are for the year prior to the project's anticipated start year.

- May 1st: Electronic or paper submissions due
- July 1st: Applicants are notified whether they are being advanced to the Commission
- August: Advanced applicants present before the Commission

- September: Commission determines what projects will receive funds, if any, and how much

2. Please direct any questions to the Meade County Highway Superintendent at 605.490.0116.

Regards



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Highway Superintendent
Meade County, South Dakota