



March XX, 2020

Township Clerk  
Address  
Brookings County

Dear Clerk,

The Brookings County Commission is continuing their grant program for townships to request funding assistance for culvert projects. The Commission has budgeted \$100,000 in FY2020 and will assist with funding up to 50% of approved projects. The application is included with this letter.

Overview of process:

- Funding Availability. Funding of projects will be granted based on funding availability and after approval by the Highway Superintendent and County Commission. This is a one-time funding request for FY2020 and is not guaranteed to happen in future years. Any approved county funding will be distributed after the project is finished and inspected.
- Eligible Projects. Townships can request assistance for culvert repair/replacement projects within their respective township **in accordance with SDCL 31-14-27: County construction or replacement of bridges and culverts on township secondary roads--Reimbursement of county.** *If a township board of supervisors or county highway superintendent requests the board of county commissioners to construct or replace in its entirety any bridge or the placing or replacing of any culvert with an opening of sixteen square feet or more including material upon the secondary roads within the township, the board of county commissioners may cause the work to be done and the township shall reimburse the county up to and including five hundred dollars. If the cost is in excess of five hundred dollars, the county and township may enter into an agreement as to how the cost in excess of five hundred dollars will be split between the county and the township. After the placing or replacing of any culvert as provided in this section, the culvert shall be maintained and kept clean at the expense of the township. The construction or replacing of any bridge or the placing or replacing of any culvert with an opening of less than sixteen square feet upon a secondary road within a township shall be at the total expense of the township. The bridge or culvert shall be maintained and kept clean at the expense of the township.*
- Project Review. The Brookings County Highway Superintendent **MUST** review all projects **PRIOR TO THE SUBMITTAL OF AN APPLICATION.** Priority will be given to projects that affect public safety, pose a risk to other property, have an effect on a large number of residents and provide a benefit to the local road system. If an entity has more than one project, a separate application must be submitted for each project.
- Project Requirements.
  - A bid proposal or estimate is required as part of the application process and must be attached to the application.
  - Applicants are required to purchase culverts off the County's approved bid.
  - If a project requires permitting those costs can be part of the overall project total and would be eligible for reimbursement. The Highway Superintendent can also provide assistance in acquiring the correct permits.
- Completion Date. The Highway Superintendent **MUST** review all projects once they are complete. For the project to be eligible for funding, it must be completed and inspected in 2020. Reimbursement requests must be submitted no later than November 30, 2020.

- Deadline for Applications. The deadline for applications will be **May XX, 2020 at 5:00 p.m.** The applications will be reviewed and given a recommendation by a subcommittee and then approved by the County Commission.
- How to Apply. Complete and enclose the following:
  - Application form
  - Bid proposal/estimate
  - Culvert bid information
  - Purchasing information from TruNorth Steel in Huron (if you haven't contacted them already)
  - Return the application to: Brookings County Commission  
Attn: Stacy Steffensen  
520 3<sup>rd</sup> Street, Suite 210  
Brookings, SD 57006

If you have additional questions on the application process, please don't hesitate to contact me at [ssteffensen@brookingscountysd.gov](mailto:ssteffensen@brookingscountysd.gov) or by calling (605)696-8205. Or you can contact Brookings County Highway Superintendent Brian Gustad at [bgustad@brookingscountysd.gov](mailto:bgustad@brookingscountysd.gov) or by calling (605)696-8270.

Sincerely,

Brookings County  
Commission Department Director  
Stacy Steffensen