



FFY2024 HHPD Grant Application Checklist for Construction Projects
Revision 1 (10/31/2024)

A subapplication that proposes construction should include the following:

- Project Summary Sheet**
- Construction Project description:**
 - Project location and community description
 - Summary of the watershed characteristics including topography, soils, ground cover, and land use etc.
 - Summary of dam data including National Inventory of Dams (NID) identifier height, storage volumes, purpose of the dam and reservoir, designed and incidental flood control benefits, and other relevant data
 - The dam deficiency(ices) identified to bring the dam in compliance with state dam safety regulations for each of the static, hydrologic, and seismic failure modes
- Design Summary** — A summary of alternatives evaluated to address the dam deficiency(ices) and the justification for selection of the construction alternative.
- Design Objective** — Describe how the design of the construction project brings the dam in full compliance with state dam safety regulations for static, hydrologic, and seismic failure modes or is part of a phased program for full compliance of “all dam risk”. This should include a description of how the completed project will reduce the risk of potential life loss, reduce the risk of economic consequences, reduce the risk to critical infrastructure and facilities, and reduce the risk to disruptions to lifelines including interdependencies of the dam.
- Basis for Design** — Summarize the guidelines, regulations, and design criteria used for the project. Reference the Design Report for full details of the basis of design.

- **Environmental Considerations** — Provide a list of all environmental permits that are required to construct the project along with the status of each (e.g., application under development, application submitted, permit received, permit expired). This includes but is not limited to local environmental permits, state permits including water quality and permits allowing construction in areas owned by or under the jurisdiction of the state, and federal permits (e.g., US Army Corps of Engineers) including the National Environmental Policy Act compliance documentation.
- **State and local permits** — Provide a list of all other local planning, zoning, site design, land disturbance, floodplain, and building permits required for construction along with status of each (e.g., application under development, application submitted, permit received, permit expired).
- **Provide Bid and Construction Schedule** — List major milestone dates. Please note typically, HHPD projects have a 3-Year Period of Performance.
- **Project Cost Estimate** — Identify the source(s) of the cost estimate and any contingencies and cost escalation factors. Where lump sum bids may be acceptable, lump sum cost estimates are not. Cost estimates must have enough itemized breakdowns for FEMA or an independent cost estimator to evaluate if costs are reasonable and necessary. Soft costs such as bond costs, general conditions, escalation factors, etc. must be identified separately in the cost estimate. Costs must be signed/sealed by a professional cost estimator or A/E licensed to practice in the jurisdiction. The project cost estimate must include and identify the 35% required match.
- **Operation and Maintenance (O&M)** — A summary of the O&M plan activities for a period of not less than 50-years after construction of the project and include responsibilities of the eligible subrecipient and state to ensure O&M is performed. Also, include a legally enforceable covenant or agreement that has been exercised by the dam owner and the local government with jurisdictional authority under the National Flood Insurance Program that ensures that the feature will be maintained by the eligible subrecipient or state if not maintained according to the O&M plan by the dam owner.
- **Construction Review** — A summary of items, conditions, or features encountered during construction that require a field review by the designer, geologist, soil engineer, or other specialist to ensure that conditions anticipated during the design are verified and consistent with the design assumptions. Include the request for timely notification.

- **Authority** — The name, title, and signature of the Engineer of Record for the project design in accordance with the requirements of sealing engineering plans in the state for which the project is located.
- **Land Ownership/Land Rights** — A statement documenting that land ownership or easements have been obtained for all temporary or permanent impacts. Land rights and easement plans should be included in the construction plans.
- **State Assurance Letter** — State assurance letter signed by State Dam Safety authorized Official and Governor’s Authorized Representative (GAR) stating review and approval of construction ready project documents and quality assurance for compliance with state dam safety and construction standards.
- **Preliminary Engineering Design (Final Design if Completed)** — Describe the engineering design measures for the project to comply with state dam safety regulations:
 - Geotechnical design considerations – Address foundation and embankment design measures for stability, factor of safety, and seepage control
 - Hydrologic and hydraulic design considerations – To address principal, auxiliary and emergency spillway performance. Identify the designed hydraulic capacity of the combined outlet works by frequency compared to the Probable Maximum Precipitation or flood.
 - Structural design considerations – Describe the assumptions, loading conditions, and design considerations.
- **Construction Drawings (Optional)** — Reference applicable local, state, or federal standards used to prepare the construction drawings. The drawings must be certified by a Professional Engineer licensed in the state for which the project is constructed.
- **Specifications (Optional)** — Specifications and any special provisions specific to the project. Identify sections of the specifications that address “Buy American” requirements of the Infrastructure Improvement and Jobs Act and Davis-Bacon Act compliance.
 - “Buy American” <https://www.fema.gov/grants/policy-guidance/buy-america#:~:text=A%20%22Buy%20America%22%20preference%20applies,affixed%20to%20an%20infrastructure%20project.>
 - Davis-Bacon Act:
https://www.fema.gov/sites/default/files/documents/fema_contract-provisions-guide_6-14-2021.pdf

Attachment J Revision History

Revision 1 – Effective 10/31/2024

- For the FY24 HHPD grant, FEMA no longer requires construction projects to be “construction-ready” at the time of application, so the FEMA HHPD construction-ready checklist is no longer applicable, hence this revision to the checklist. Still, the proposed construction project must be well defined, and the selected rehabilitation alternative known at the time of application. The SCDES understands that design details may change through the permitting process. Should there be substantial design changes as a result of the permitting and environmental/historic review process, a Scope of Work and/or Budget Amendment may be required and will have to be approved by FEMA as well as by SCDES. Be advised, budget increases are highly unlikely to be possible and cannot be guaranteed.
- The following documents are no longer required at the time of application, but may be voluntarily submitted as supplemental documents in whatever state of completion they may be in:
 - Final Engineering Design
 - Construction Drawings
 - Specifications
- In lieu of submitting all environmental permits at the time of application, subapplicants must instead provide a list of all required environmental permits and the status of each.