

FY2024 HHPD Grant Application Checklist for Potential Subapplicants

Subapplications for the High Hazard Potential Dam (HHPD) Program must be prepared with the assistance of a licensed Professional Engineer registered in South Carolina. The following is required to constitute a complete grant application:

- Completed Application Form (SCDES Form 4132)
- Eligibility Narrative
- Project Narrative (description of dam's deficiencies, description of Scope of Work, alternatives analysis (if applicable), etc.)
- Plan to advance project to a construction-ready stage
- Project Milestones (for the proposed scope of work)
- Detailed Budget (for the proposed scope of work)
- Procurement Policy
- Description of Match (i.e., source of non-federal funds or in-kind services)
- Match Commitment Letter
- FEMA Approval of Local Hazard Mitigation Plan OR Copy of Extension Request to FEMA Citing Extraordinary Circumstances
- Copy of Dam's Floodplain Management Plan (N/A if subapplicant is certifying that he will develop a Floodplain Management Plan as described below)
- Completed Environmental and Historic Preservation Checklist (Appendix I) for the proposed scope of work
- Completed Checklist (Appendix K) for construction projects (if applicable)
- Assurance Statements/Certifications:
 - Subapplicant participates in and complies with federal flood insurance programs
 - Subapplicant acts in accordance with the state's dam safety program
 - Dam owner has an emergency action plan approved by the state dam safety program
 - Statement from the state dam safety program that dam fails to meet minimum dam safety standards (obtain from SCDES)

- Statement that an O&M Agreement will be in place for the expected lifetime of the dam following completion of rehabilitation
- Statement that subapplicant will ensure adequate funding resources for O&M for the expected lifetime of the dam
- Statement that subapplicant will carry out activities around the dam in accordance with the local hazard mitigation plan
- Statement that the subapplicant will develop a floodplain management plan not later than one (1) year after the execution date of the subaward agreement and implement said plan not later than one (1) year after completion of rehabilitation
- Statement that the subapplicant will comply with Section 5196(j)(9) of the US Code of Laws Title 42
- Statement that the subapplicant will comply with Chapter 11 of the US Code of Laws Title 40 (for procuring architecture or engineering services valued greater than \$1,000,000)
- FEMA Certifications for Lobbying, Debarment, and Drug-Free Workplace (FEMA Form 112-0-3C)