

**Dam Repair Assistance Grant Program Application Checklist**  
**Attachment E**

The following eight items are required from all grant applicants to constitute a complete grant application for the Dam Repair Assistance Grant Program:

- ☐ Completed Application Form (Attachment A - SCDES Form 25-0005)
- ☐ Eligibility Narrative (explanation of why the dam is eligible for the grant)
- ☐ Project Narrative (description of dam's deficiencies, description of Scope of Work, etc.)
- ☐ Project Milestones (for the proposed Scope of Work)
  - See Attachment C – Milestones Worksheet Template for Non-Construction Projects or Attachment D – Milestones Worksheet Template for Construction Projects
- ☐ Detailed Budget (for the proposed Scope of Work)
  - Includes the project's cost estimate and provides a breakdown of project costs by major category, which may include but is not limited to: engineering and other services, construction, construction monitoring/supervision/testing, equipment, supplies, and project contingency. A detailed description of the owner's in-kind contributions and estimated value thereof should also be included in the budget.
  - Please note the cost estimate for construction projects has specific requirements described below
- ☐ Match Commitment Letter and Description of Match/Source of Match
- ☐ Copy of Property Deed(s) (or alternative proof of dam ownership in cases where ownership is not by fee simple title to property)
- ☐ This Completed Application Checklist

Additionally, as applicable, the following items must be provided with your grant application:

- ☐ Covenants, easements, and any other encumbrances to title
- ☐ Current By-laws (for Homeowner Associations or other community associations, if applicable)
- ☐ Tax Compliance Report from the Internal Revenue Service and Certification of Compliance from the SC Department of Revenue (not applicable to tax-exempt non-profit organizations)

- ☐ IRS Determination Letter and SCDOR Certificate of Existence (applicable only to tax-exempt non-profit organizations)
- ☐ A letter stating that all dam owners are in support of the project, cosigned by all dam owners (applicable only to multiple owner situations; not applicable to dam removal projects)
- ☐ Engineer's Report that identifies a specific deficiency, which of the regulatory requirements the dam fails to satisfy, and what is needed to correct the deficiency (applicable only to dams that do not have a "Poor" or "Unsatisfactory" condition assessment rating)

For Construction Projects ONLY, grant applicants must provide the following additional items:

- ☐ Engineer's statement that the application was prepared with the assistance of a Professional Engineer licensed in the state of South Carolina
- ☐ Construction cost estimate prepared by a licensed Professional Engineer registered in South Carolina with a signed statement that the cost estimate is complete and accurately reflects current economic conditions, pricing trends, and industry data to the best of the engineer's knowledge.
- ☐ An Engineer's statement regarding the adequacy of current risk reduction measures that have been implemented at the dam (such as reservoir drawdown or temporary siphon installation) and the need for additional risk reduction measures.
- ☐ Preliminary Engineering Report (PER) signed by an Engineer
  - Required only if the project has not received its dam safety permit nor has a complete permit application ready at the time of application
  - PER must provide a design basis, address regulatory requirements that will apply for the given scope of work and specific project circumstances, challenges the project may face, an alternatives analysis, and contain project design details sufficient to show that the project can be expected to be fully permitted and constructed within the grant's period of performance.