

TYPES OF HURRICANE FLORENCE DISASTER RESPONSE POND REPAIRS

A. Repair work already completed by landowner

1. Submit a TA request form with the following attachments:
 - Asbuilt survey and pond breach assessment form verifying the slopes meet standard
 - pictures of completed project
 - project map
2. An engineer will provide an approval letter (refer to template letter)
3. Allocation will be provided once receipts from the landowner and documentation of the amount of funding FSA is providing through EC 2 or 4. *40% cost share is available in this category.*
4. Funds will be allocated in CS2, and the RFP can be submitted as soon as the contract is approved and work is completed. The following items will need to be uploaded in CS2 for each contract:
 - Approval letter from Division engineer
 - Letter from FSA confirming amount of EC 2 or 4 funding available for project
 - Receipts obtained from landowner
 - Applicable Operation and Maintenance Form

B. Repair work with landowner requesting engineering assistance

1. Submit a TA request form with the following attachments:
 - [Embankment Spillway Breach Assessment](#)
 - pictures of project site
 - project map
2. A Division engineer will be assigned following the normal technical assistance process.
3. A Division Engineer will schedule a site visit and draft a Preliminary Engineering report, including a cost estimate. *The timeline for this step is dependent on workload, current turn-time is 10-15 business days.*
4. The District will receive the Preliminary Engineering Report and a Cooperator Acknowledgement Form. The District will need to review the report and work with the landowner to complete the Cooperator Acknowledgement Form within 30 days. Districts will upload the completed Acknowledgment form in Teamwork to trigger full design.
5. Final design will be assigned based off decisions in completed Acknowledgement forms.
6. Funds will be allocated in CS2 based off the cost estimate and amount of funding available for this project through FSA EC2 or 4. *Additional funds can be added to the contract if needed at once a bid has been received or at time of payment based on receipts received from landowner and the Division Engineer Construction Approval Letter.*
7. The following items will need to be uploaded in CS2 for each contract:
 - Approval letter from Division engineer
 - Letter from FSA confirming amount of EC 2 or 4 funding available for project
 - Applicable Operation and Maintenance Form

C. Repair work that landowner will hire a private professional engineer

If using a private Professional Engineer, the difference between receiving 40% and 75% cost share assistance will be based on meeting all items included in the NRCS 378 standard.

- Post approvals are eligible.
- All designs MUST be sealed by an private Professional Engineer. Cooperators may hire their own Professional Engineers. Engineering costs will be eligible for cost share payment up to \$15,000 (at the 75% cost share rate) for low hazard pond repairs and \$20,000 (at the 75% cost share rate) for intermediate and high hazard pond repairs for ponds repaired through Disaster Response funding.
- Sealed designs shall be submitted for review of compliance with NRCS 378 standard. This review will determine the eligible cost share rate. *The only way to guarantee the 75% cost share rate is to have the design reviewed prior to construction by following the Commission's [Policy for review of private Professional Engineer Designs for Commission Cost Share Program BMPs](#).*
- District staff will submit a TA Request Form with the sealed design to ensure conformance to BMP and program policies. *Review will be completed within two weeks of submittal.*
 - Based on past experiences, designs may be referred back to the design engineer for modification(s). The same 2 week clock will restart on each resubmission.
- Funds will be allocated in CS2 based off the cost estimate and amount of funding available for this project through FSA EC2 or 4. *Additional funds can be added to the contract if needed at once a bid has been received or at time of payment based on receipts received from landowner and the Engineer Construction Approval Letter.*
- The following items will need to be uploaded in CS2 for each contract:
 - Concurrence letter from Division engineer
 - Letter from FSA confirming amount of EC 2 or 4 funding available for project
 - Applicable Operation and Maintenance Form
- As will all other cost share funded projects, the landowner will be responsible for hiring a contractor to complete the pond repair work. The final product must be certified by the private sector engineer meeting required standards and specifications. *Division Technical Services Section staff will not be part of the construction or certification of repairs designed by others.*