

Generator Application Checklist

Supporting Documentation:

- SC Recovery Grants Application for HMGP
- FEMA Go Application for BRIC
- Budget Spreadsheet and Budget Support Documentation
 - Vendor Quote
 - Budget Narrative
 - Contingency (5%)
 - Pre-Award Costs (eligible only if project is awarded)
 - Strategic Funds Management Breakdown – if applicable
- Local Funding Commitment Letter
 - In-kind contributions must be captured
- Subrecipient Management Costs (5%) – Must be requested at time of application
 - Acceptance Letter
 - Refusal Letter
 - Yearly/Phase Breakdown
 - Budget Narrative
- Signed Assurances
 - SF 424
 - SF 424 C – Construction Projects
 - SF 424 D – Construction Projects
 - Summary Sheet of Assurances
 - Form 20-16C
 - Standard Form LLL (If applicable)
- Hazard Mitigation Plan Excerpt with Plan Expiration Sheet
 - FEMA APP/ADD Letter
- Generator Data Sheet or Electrical Engineering Statement
 - Signed by Electrical Engineer or Certified Electrician
- Property Tax Card/Year Built Justification
- Refueling Plan
- Generator Location List
- Art Tool – Separate Document

Environmental Documentation: (Per Location – Fixed) (Storage Location – Portable)

- Cover Pages (Including Address, Year Built and Concrete Pad Dimensions – Fixed Only)
- Colored Photos of Location
 - North, South, East and West Elevations
- Google Earth Map with Coordinates
- FIRM Map with Coordinates
- TOPO Map with Coordinates
- Wetlands Map with Coordinates
- EHP Checklist
- Generator Pad Dimensions

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Cost Effectiveness Documentation:

- Cost Effectiveness Memo for Projects Under 1 million
- BCA Report
- BCA Support Memo
- BCA Export File – Separate Document
- Maintenance Agreement
- Annual Maintenance Cost
- Individual Location Verification
 - Utilities – Official Letter from Utility Provider
 - Electrical/Potable Water/Wastewater/IT Communications
 - Number of People Served
 - Value of Unit of Service – Documentation required if not using standard values
 - Police Station – Official Letter from Police Chief
 - Type of Area Served – Metropolitan, City, Rural
 - Number of People Served
 - Number of Police Officers that work at this station
 - How many police officers would serve the same area if the station were shut down due to a disaster?
 - Fire Department – Official Letter from Fire Chief
 - Number of People Served
 - Area Served - Urban/Rural/Suburban/Wilderness
 - What is the distance in miles between this fire station and the fire station that would provide fire protection for the geographical area normally served by this fire station?
 - EMS Services – Yes or No
 - Hospital – Official Letter from Hospital Official
 - People Served by this Hospital
 - What is the distance in miles between this hospital and the hospital that would treat these people in the event this hospital was inoperative?
 - How many people are normally served by the alternate hospital?
 - Other Critical Facility (EOC Facility/Shelter)
 - Service Name and Annual Operating Budget
- Outage Data

Technical Documentation

- Pre-Screen Checklist
- Elevation Certificate (If applicable)
- Specification Sheets from manufacturer if provided

Community Engagement/Public Involvement

- Public Notice (Required for Projects in a Floodplain)
 - Copy of Posting

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- Link to Posting
- Dates Posted
- Location of Posting
- Lenth Posted
- Any Comments Received
- Community Meetings
- Council Minutes
- Other engagement