

Rehabilitation Assessment (3 - 6 months)

Sponsor and/or State Agency Actions	NRCS Actions	References
Begin a 'Rehabilitation Project Check List'		Rehabilitation Project Check List
Identify highest priority dams for possible rehab (possible hazard class change, dam condition, age, etc.)	Solicit requests for assessment reports	
Submit request for NRCS to conduct an assessment	Prioritize requests for assessment reports; notify sponsors of selected dams; schedule field review	Request for Assessment Form
Assure O&M is current; conduct camera inspection of pipe		
Develop contact list of all landowners affected by the dam and other sponsors of highest priority dams		
Contact landowners/renters to inform of review of the dam		Rehabilitation of Watershed Dams Information/Education Resource Kit
Participate in field review of dam to gather info for assessment report	Conduct field review of dam to gather info for assessment report	
	Determine current hazard classification	
	Prepare assessment report with summary of findings and recommendations for rehab eligibility	
Review findings of the assessment report and possible "next steps"	Review findings of the assessment report and possible "next steps"	

Application & Request Planning Funds (3 - 6 months)

Sponsor and/or State Agency Actions	NRCS Actions	References
Submit Application for Federal Assistance		SF-424 & Example
	Evaluate & prioritize all requests for assistance	
	Make request for funds from NHQ	NRCS "POINTS" web-based system
	Notify sponsors that funds have been requested for their rehab project	
Prepare listing of all landowners with easements (include contact information) for the dam		
Inform landowners and elected officials that application for assistance and funding request has been made		Rehabilitation of Watershed Dams Information/Education Resource Kit
	Analyze funds received from NHQ	
	If funds were received for a project, notify sponsors	
If funds were not received for a project, inform landowners of dams that funds were requested but not received	If funds were not received for a project, inform Sponsors that funds were requested but not received	Rehabilitation of Watershed Dams Information/Education Resource Kit

Rehabilitation Planning - Using Statewide EIS Procedures (9 - 18 months)

Sponsor and/or State Agency Actions	NRCS Actions	References
Meet to discuss "next steps" & prepare plan of work. Review & sign Memorandum of Understanding & identify "in-kind" services	Meet with CD Board and other interested sponsors to discuss "next steps", prepare plan of work, prepare Memorandum of Understanding & identify "in-kind" services	Sample MOU NWSM 508.44

Inform elected officials of the funding received to initiate planning		Rehabilitation of Watershed Dams Information/Education Resource Kit
Identify goals & objectives, define "Future Without Project" (include in mtg. minutes) & determine if need for public meetings	Assist Sponsors to identify goals & objectives, define "Future Without Project", & determine if need for public meetings	
Secure 35% local cost share arrangements		
Notify landowners of the planning start		Rehabilitation of Watershed Dams Information/Education Resource Kit
Notify local media of the planning start		Rehabilitation of Watershed Dams Information/Education Resource Kit
Obtain landowner access permission; gather resource data, etc.	Gather planning resource data (surveys, GI, cultural resources, erosion studies, etc.)	
Participate in field review of dam with state & federal agency representatives	Lead field review of dam with state and federal agency representatives	
Meet with landowners to identify any land rights issues, and discuss possible alternatives	Meet with landowners to identify any landrights issues, and discuss possible alternatives	
	Prepare draft supplemental rehab plan & watershed agreement	
Review draft plan and provide comments		
Meet with NRCS & state agency to review and comment on draft plan	Meet with sponsor & state agency to review and comment on draft plan	
Meet with landowners to review draft plan (if needed)	Meet with landowners to review draft plan (if needed)	
	Obtain technical peer review and interagency review of proposed plan	
	Resolve comments, prepare final plan	
Sign final plan and watershed agreement	STC sign final plan and watershed agreement	
	Submit request for NRCS Chief's authorization of the plan	NWSM 508.440
Inform elected officials and landowners of plan authorization	Inform elected officials of plan authorization	Rehabilitation of Watershed Dams Information/Education Resource Kit
Notify media of plan authorization		Rehabilitation of Watershed Dams Information/Education Resource Kit

Design & Pre-construction (9 -12 months)

Sponsor and/or State Agency Actions	NRCS Actions	References
If funding is received for implementation, inform landowners of planned detailed surveys and geologic investigation	If funding is received for implementation, obtain detailed surveys and geologic investigation	Rehabilitation of Watershed Dams Information/Education Resource Kit
	Complete design and prepare draft landrights work map	
Make on-site visit to review check prints & draft landrights work map with landowners; review fencing and veg plans	Conduct check-print review	
	Complete design and technical peer review; prepare final landrights work map	

Obtain easements for construction, flowage, and O&M; sign attorney's opinion and ADS-78 (Certification of Landrights) and certification of land treatment		ADS-78 Assurances Relating to Real Property Acquisition
Sign O&M agreement & plan	Prepare O&M agreement & plan	NOMM Subpart C
Work with local emergency management officials to develop and sign Emergency Action Plan (EAP) for high hazard dams	Provide sponsors information for EAP	
Obtain controls on future development in dam breach inundation area for low hazard dams		
	Submit request for dam safety and 404/401 permits on behalf of the sponsors	
Sign Project Agreement	Prepare and sign Project Agreement	

Construction (6 - 18 months)

Sponsor and/or State Agency Actions	NRCS Actions	References
Notify media of solicitation for bids, conduct bid-opening and contract award if locally awarded.	If funding is received for construction, conduct bid-opening & contract award if federally awarded	Rehabilitation of Watershed Dams Information/Education Resource Kit
Notify landowners, elected officials, and media of contract award		Rehabilitation of Watershed Dams Information/Education Resource Kit
Conduct pre-construction conference if locally awarded	Conduct pre-construction conference if federally awarded	
Prepare periodic news releases on construction progress	Construction inspection, monitor SWPPP	Rehabilitation of Watershed Dams Information/Education Resource Kit
Participate in final inspection	Conduct final inspection	
Notify landowners, elected officials, and public of construction completion		Rehabilitation of Watershed Dams Information/Education Resource Kit
Conduct site dedication with elected officials		Rehabilitation of Watershed Dams Information/Education Resource Kit
	Prepare as-built drawings	
	Submit National Inventory of Dams, watershed benefits data, and report to Congress	