

**Office for Victims of Crime
Tribal Victim Services Set-Aside Program
Construction and Renovation Efforts Questionnaire**

Instructions: Please complete this questionnaire if you are using OVC grant funds for any type of renovation, expansion, or construction project, including the purchase and installation of modular buildings, mobile homes, trailer homes, or other prefabricated structures. Please be as thorough as possible in your responses. The information provided will help OVC understand the full scope of your construction, renovation, or expansion project. The information provided is also important in helping OVC determine the level of construction training and technical assistance and National Environmental Policy Act (NEPA) compliance support needed for your project.

Applicant Name:

Project Title:

Application or Award # (if known):

Main Grant Point of Contact (POC):

Main POC Email:

Main POC Phone Number:

Construction POC (if different from above):

Construction POC Email:

Construction POC Phone Number:

Environmental (NEPA) POC If known:

Environmental (NEPA) POC Email:

Environmental (NEPA) POC Phone Number:

I. Project Summary – Required for all projects

Please describe the construction, renovation, or expansion project that is planned and how the building/space will be used. For renovation/expansion projects, provide details on the renovation/expansion activities taking place (e.g., wall demolition, equipment installation, electrical upgrades); the square footage of the renovation/expansion; the construction timeframe; current and future facility uses; and/or if the footprint of the facility will be expanded. For new construction projects, specify site preparation activities (e.g., vegetation removal, ground disturbance); if the establishment of driveway/parking areas and/or connection to utilities are anticipated; the new facility's purpose; and its square footage. If other actions need to occur, such as the demolition or relocation of an existing building, so that the new construction can take place, please state that as well. Also, please provide an estimated number of people/staff that the building will accommodate and any special requirements (security, privacy, boardwalk extension/connection,

etc.) required.

How much of the budget (total dollar amount) will support the construction, renovation, or expansion project?

- 1) Provide the location/address of the project. If the address is not known, include latitude and longitude coordinates. If none of this information is known, provide a description of the location.

Is the projected site located on reservation or trust land?

Yes No I'm not sure *(Please select only one.)*

- 2) Are there any foreseen challenges due to remote location or climate? Items to note include but are not limited to seasonal access limitations, limited local construction resources or labor, and extreme weather conditions.

- 3) Is there a preliminary design for the proposed project?

Yes* No I'm not sure *(Please select only one.)*

*If yes, please attach preliminary site plans if they are available.

- 4) Are other federal grant or non-federal funds being used for any part of the project?

Yes No I'm not sure *(Please select only one.)*

If so, please list the source(s) of the additional funds.

II. New Construction – Please answer the questions listed below if you will use OVC grant funds for new construction. This includes purchase, transportation, set up, foundation, and site-work for modular buildings, prefabricated buildings, mobile homes, and similar structures.

- 1) Does the proposed construction project include the purchase, set up, and installation (e.g., transportation and assembly of a unit, sewer and utility hookups, foundation setting, etc.) of a modular or other prefabricated building?

Yes No I'm not sure (Please select only one.)

If "Yes," how many modular units will be purchased?

What is the approximate size/square footage of each modular unit/building?

- 2) Does the proposed construction project include traditional new construction? (Traditional new construction is sometimes referred to as "stick build" or "from the ground up" construction. In this type of project, a structure is constructed "from the ground up" on a plot of land. The materials and components for the structure are brought to the plot of land where the building will be permanently located, and the structure is manually constructed.)

Yes No I'm not sure (Please select only one.)

3) Are any permits needed for this construction project?

Yes No I'm not sure *(Please select only one.)*

If "Yes," which permits?

4) Are there any other construction projects planned in the vicinity of the project?

Yes No I'm not sure *(Please select only one.)*

III. Existing facility renovation and expansion – Please answer the questions listed below if you will **expand or renovate** an existing facility with your OVC grant funds.

1) What is the current and proposed future use of the facility?

2) Will the funding be used for minor renovations to an existing facility? *Minor renovation examples include but are not limited to repairs and updates, which may include interior alteration or restoration projects to relocate/replace non-structural walls; replacement of doors, windows, roofing, flooring, paint, and/or ceiling tiles; replacement of utility components (air conditioning unit, hot water heater, breaker panel); and/or minor modifications to an existing utility system (HVAC, Electrical, Plumbing, Gas).*

Yes No I'm not sure (Please select only one.)

3) Will the funding be used for major renovations to a facility? *Examples of major renovations include but are not limited to renovations, which may include*

structural changes to the foundation, roof, floor, exterior, or load bearing walls of a facility; or the extension of a facility to increase its floor area. Major renovation also includes any extensive alteration of a facility such as to significantly change its function and purpose (e.g., converting an industrial facility to housing), even if such renovation does not include any structural change. Renovations that require additional utility systems to be installed, or where all or most interior walls are demolished, along with ceilings and floor coverings, and where the HVAC, plumbing, and electrical systems are reconfigured (sometimes referred to in colloquial terms as a “gut job”) are also considered major.

Yes No I’m not sure (Please select only one.)

- 4) Will this be a combined renovation and expansion project? (An expansion includes an increase in size (square footage) of the existing exterior of the building. The expansion could be a one-story expansion or a two- or more-story expansion. The expansion could be connected to an existing building where an exterior wall is now a wall between the existing and new area of a building, or an expansion can be a new stand-alone structure that is connected to the existing structure by a covered walkway.)

Yes No I’m not sure (Please select only one.)

- 5) Are minor or major renovation activities intended to change the function of a structure (Example: converting a school into a domestic violence shelter)?

Yes No I'm not sure (Please select only one.)

- 6) Has the structural integrity of the building where the proposed renovations would take place been assessed or inspected by a qualified architect, engineer, or construction contractor?

Yes* No I’m not sure (Please select only one.)

*If yes, please attach any documentation of building inspections that have been performed.

- 7) Does the proposed building have any known defects requiring repair to complete the renovation? Please provide details below.

Yes No I’m not sure (Please select only one.)

8) What year was the existing building constructed?

9) Is the existing facility considered to be a historic property? *(A historic property is typically 50 years of age or older and listed or eligible for listing on the [National Register of Historic Places \(NRHP\)](#).)*

Yes No I'm not sure *(Please select only one.)*

10) Is demolition of any structure(s) needed to complete the proposed renovations?

Yes No I'm not sure *(Please select only one.)*

11) Does the Tribe have a Tribal Historic Preservation Officer (THPO)?

Yes* No I'm not sure

*If yes, please provide their contact information _____

IV. Questions related to project exterior or land – Please answer any questions relevant to your proposed construction efforts.

1) Are there wetlands or waterbodies within the vicinity of the proposed construction project?

Yes No I'm not sure *(Please select only one.)*

2) Has the site location experienced a flooding event in the past 10 years?

Yes No I'm not sure *(Please select only one.)*

3) Are there any known hazardous materials or underground storage tanks in the existing building or at the site location?

Yes No I'm not sure *(Please select only one.)*

4) Will the project require exterior site work and/or utility connection/expansion?

Yes No I'm not sure *(Please select only one.)*

5) Will any ground disturbance occur as part of the project (i.e., excavating, digging, trenching, plowing, drilling, tunneling, auguring, backfilling, blasting, stripping topsoil, levelling, removing peat, quarrying, clearing, grading, and driving piles for building foundations)?

Yes No I'm not sure *(Please select only one.)*

6) Will any parking areas, roadways, boardwalks, or fencing be constructed as part of project activities?

Yes* No I'm not sure *(Please select only one.)*

*If yes, please describe.

V. Project Management – *Please answer any questions relevant to your proposed construction efforts.*

1) Is there a plan for how the project will be executed from start to finish? For example, project delivery approaches include Design-Build (DB), and Design-Bid-Build (DBB). These approaches help to ensure the project is completed within the proposed project timeline and that the cost does not exceed the grant award funding amount. *(Project in this case includes project planning, contract solicitation and execution, design, documentation completion, actual construction, etc.)*

Yes No I'm not sure *(Please select only one.)*

2) Along with a construction foreman to oversee the work of the construction site, will there be an entity program manager or a designated person responsible for coordinating the construction project?

Yes No I'm not sure *(Please select only one.)*

- 3) Will an architect or engineer be required to assist with the project?
Yes No I'm not sure *(Please select only one.)*