

Levee Certification & Accreditation Checklists



Pennsylvania
Emergency Management Agency



Pennsylvania
Department of Environmental Protection

Levee Certification Requirements Checklist

What is Certification? Engineering proof that a levee meets the National Flood Insurance Program (NFIP) Standard

SCOPE & GOVERNANCE	ENGINEERING EVIDENCE (SIGNED/SEALED)	LEGAL, O&M, AND COMMITMENTS	QA/QC + SUBMITTAL READINESS	STAKEHOLDER ALIGNMENT
<ul style="list-style-type: none"> <input type="checkbox"/> System limits defined (tie-ins, closures, protected area) <input type="checkbox"/> Identify owner/sponsor/operator and authority over the system <input type="checkbox"/> Official briefing and documented commitment <input type="checkbox"/> PE Procurement 	<ul style="list-style-type: none"> <input type="checkbox"/> As-built drawings <input type="checkbox"/> Hydrology & Hydraulics (H&H): 1% water surface, profiles, tie-ins, no bypass/overtopping pathways <input type="checkbox"/> Geotechnical: stability/seepage/settlement as applicable <input type="checkbox"/> Structures + appurtenances evaluated (closure structures, floodwalls, pump stations/outfalls) <input type="checkbox"/> Interior drainage basis (gravity/pumps, criteria, capacity, O&M, & compliance with Act 167) <input type="checkbox"/> Embankment condition documentation 	<ul style="list-style-type: none"> <input type="checkbox"/> O&M program evidence + inspection/repair records <input type="checkbox"/> Emergency Action Plan (inundation mapping and evacuation trigger points) <input type="checkbox"/> Regulatory compliance documentation (DEP Chapter 105 permit, Act 167) <input type="checkbox"/> Community concurrence letter 	<ul style="list-style-type: none"> <input type="checkbox"/> Independent QA/QC complete; issue log closed <input type="checkbox"/> MT-2 Form 3 completeness check <input type="checkbox"/> Pre-submission consultation with FEMA Region 3 <input type="checkbox"/> Administrative prerequisites confirmation (NFIP status, current annual report, FEMA processing fee confirmed) 	<ul style="list-style-type: none"> <input type="checkbox"/> PEMA engagement <input type="checkbox"/> State coordination (if applicable) <input type="checkbox"/> Community NFIP alignment + outreach/adoption plan <input type="checkbox"/> Official alignment

Levee Accreditation Submittal Checklist (44 CFR 65.10 / MT-2)

What is Accreditation? Federal Emergency Management Agency's (FEMA) decision to recognize levee on flood maps for NFIP

Community Eligibility

- NFIP participation in good standing
- Local hazard mitigation plan (opt. for Grant Funding)
- Compliant floodplain management ordinance

MT-2 Submission Package

- MT-2 Form 1 – Overview & Concurrence Form
- MT-2 Form 3 – Riverine Structure Form

Geometry + Survey

- As-builts (plan/profile/sections)
- Crest/low-point table + datum-controlled survey

Hydrology & Hydraulics (H&H)

- Hydrology basis + 1% WSELs
- Hydraulic models/files + freeboard demonstration
- Tie-ins/transitions/overtopping checks

Interior Drainage

- Ponding/runoff analysis behind levee
- Gravity outlets/backflow prevention
- Pump capacity/reliability (power, redundancy)

Geotechnical + Performance

- Subsurface data + stability analyses
- Seepage / underseepage + mitigation features
- Settlement allowance + erosion/scour protection

Structures + Appendages

- Closures (gates/stoplogs/floodwalls) calcs/details
- Penetrations/utilities/outfalls details + condition

O&M + Emergency Preparedness

- O&M manual + inspection program
- Emergency Action Plan (EAP) + flood-fight plan
- Training/drills + deficiency tracking