**Hazard Mitigation Assistance Grants**

**Environmental and Historic Preservation Information Checklist**

**Overview**

The following checklist details the minimum needed for the Federal Emergency Management Agency (FEMA) to carry out Environmental and Historic Preservation (EHP) review of a Hazard Mitigation Assistance (HMA) grant project. During the EHP review process, FEMA evaluates the potential impacts of a project on the human and natural environment to comply with federal laws, regulations, and Executive Orders (EO), and may include formal consultation with Federal, State, Tribal, regulatory, and permitting agencies.

As part of the project application development, the subapplicant should provide documentation that accurately describes the project so that FEMA can conduct its federal EHP compliance review. The level of detail should include information on the environmental and cultural resources that may be impacted by the proposed project, its purpose and location, existing environmental conditions in the project area, potential project impacts, best management practices (BMPs), different alternatives considered for the project, and mitigation strategies to address environmental impacts of the project.

The gathering of this information may include readily available information or data from relevant sources, but may also necessitate completing relevant EHP-specific technical studies or surveys, coordination with relevant regulatory and permitting agencies, and pertinent documentation completed by local, state, or federal agencies. Completion of some technical EHP studies may require hiring of a consultant.

Designs for projects should be developed to the point where location is clearly identified as well as methodology for project construction, implementation, and operation. For some projects, that may be conceptual or preliminary engineering, for others it may require at least 60 percent design to allow for those details to be clearly defined. Examples of proposed projects that require at least 60 percent design development are those that entail new construction, ground disturbance, structure retrofits (excluding single-family residential elevation or seismic), infrastructure development or improvements, and slope or embankment stabilization.

**Advance Assistance and Phased Projects**

Advance Assistance and Phased projects are two funding approaches that allow for studies to develop the details necessary for a full and eligible grant application. These funding options should include the completion of environmental studies and documentation required to conduct the required state and federal EHP reviews. A*ny ground disturbing studies (including borings for Geotechnical studies, shovel test pits for archaeological surveys, and wells for subsurface water testing) must be identified in these project applications and their location and methodolog*y *described using the same checklist criteria as a standard project review.*

**Standard Project EHP Review**

The following checklist provides instructions to identify the key details needed to conduct an EHP review for a project and is intended to reduce the need for an exhaustive Request for Information (RFI) from FEMA as part of the review process. It is organized by section to first list information needed for all projects, with additional sections for specific project types and resource impacts that require additional analysis and information. Not all line items are relevant for every project, so the “not applicable” boxes should be selected and sections skipped where appropriate.

The sections of the EHP Checklist are organized in the following manner:

**Section 1 – Scope of Work Information required for All Projects.** This section is scope and location information that allows for the capture of the critical project details for all projects – the “where” and the “how”.

**Section 2 – EHP Considerations required for All Projects.** This section requests specific information related to details needed to determine existing compliance actions already completed and project elements that prompt EHP compliance with specific laws or Executive Orders.

**Section 3 –** **EHP Considerations for Projects Impacting Buildings/Structures.** This section identifies additional information relevant to a project directly impacting a building/structure (including activities such as seismic or wind retrofit, fire hardening, floodproofing, elevation, and acquisition).

**Section 4– EHP Considerations for Hazardous Fuels Reduction Projects.** This section requests additional information that is relevant to vegetative fuels reduction/wildfire mitigation projects.

**Section 5 – EHP Considerations for Flood Risk Reduction Projects.** This section requests additional information for projects that impact hydraulic conditions and/or flood hazard areas.

**Section 1 - Scope of Work Information – ALL PROJECTS**

*For ALL PROPOSED PROJECTS, the following information is the minimum required for FEMA EHP compliance review.*

| **Basic Project Description: ALL PROJECTS** | **Location of Provided Information**  **(pdf. title, link, document reference, etc.)** | **Not Applicable** | **Not Provided (Project may not proceed to EHP review)** |
| --- | --- | --- | --- |
| Provide a description of the proposed work to be completed, inclusive of **related** work that would not be financially covered under this grant but completed concurrently. Include design drawings, photographs and other documents that provide a clear picture of the proposed funding action. |  |  |  |
| Provide project alternatives that could be utilized if the proposed project is determined to be not feasible. Include a “no action” alternative. These should be reasonable and realistic options. |  |  |  |
| Provide the geographic coordinates (latitude/longitude) and the physical site address of the project area. |  |  |  |
| Provide a geographic information system (GIS), computer-aided design (CAD), Google Earth files (.kmz), map, or image that clearly shows the boundaries of the project area. The information provided should include the boundaries of project activities (temporary and permanent), including staging areas, access routes, any areas of vegetation removal, and the affected structure(s). |  |  |  |
| If the project would disturb the ground for any reason:  Provide a description of the activities (both temporary and permanent) that would require ground disturbance and the method of disturbance (e.g. grading, trenching, excavating). Provide a map or image that clearly shows the activities (both temporary and permanent) that would require ground disturbance, inclusive of the depth and extent. |  |  |  |
| Provide an estimate of the area of ground disturbance in acres or square feet. |  |  |  |
| Provide a description of the existing ground surface conditions that would be disturbed at each site (e.g., pavement, landscape shrubs and trees, previously undisturbed soils with vegetation). |  |  |  |
| Provide a description of all vehicles and equipment that would be used to implement the project. |  |  |  |
| Provide a schedule that includes construction, operation, and maintenance activities, including the months or seasons when work would occur and typical number of workdays/work hours. |  |  |  |
| Provide a description of any known hazardous or contaminated materials that may be present in the project area or that are needed to implement the project. |  |  |  |
| If your project would use any hazardous materials:  Description of the BMPs that would be used to minimize exposure of people and the environment to those materials and how they would be discarded. |  |  |  |
| Provide an explanation of any controversy that exists or could exist related to the project. |  |  |  |
| Provide a description of any existing or planned public engagement activities for the project. |  |  |  |
| If burning is proposed:  Identify any state or local permits required and provide copies of permits. |  |  |  |
| Provide a list of all Best Management Practices (BMPs) to be implemented, as part of the project, to reduce potential impacts. |  |  |  |
| Describe any environmental or historic preservation mitigation measures that would be incorporated into the proposed project. |  |  |  |
| If any portion of this proposed project will occur on private land, notification and/or coordination must occur prior to review by EHP. Provide details about what portions of the project area this entails, and documentation of the coordination inclusive of a response from the landowner(s). EHP may require a right-of-entry to conduct environmental studies in support of compliance activities and having this in place before EHP review can expedite these activities. |  |  |  |

**Section 2 – EHP Considerations – ALL PROJECTS**

*For ALL PROPOSED PROJECTS, the following information is the minimum required for FEMA EHP compliance review.*

| **EHP Considerations: ALL PROJECTS** | **Location of Provided Information**  **(pdf. title, link, document reference, etc.)** | **Not Applicable** | **Not Provided (Project may not proceed to EHP review)** |
| --- | --- | --- | --- |
| **State and/or Federal Agency Coordination** | | | |
| Provide a description of any agency coordination and permits obtained from federal, state or local agencies to implement the project. Provide copies of any coordination materials, permit applications, or approvals. |  |  |  |
| Provide copies of USFWS Species List from the Information for Planning and Consultation for Project Area: <https://ecos.fws.gov/ipac/> |  |  |  |
| Provide copies of previous biological reports/studies/surveys for the project area. |  |  |  |
| Provide copies of archaeological, built-environment, and/or other cultural resources studies. Provide appropriate point-of-contact (POC) and contact information in the “Location of Provided Information”. POC will be contacted during EHP Project review to retrieve information. **(Do not attach or submit with application package to secure confidential cultural resources information)** |  |  |  |
| Does the project require a Section 404 Clean Water Act permit from the US Army Corps of Engineers?  If Yes, provide the permit, permit application, or identified permit type (for future application; i.e. Nationwide Permit, Individual Permit). |  |  |  |
| Does the project require a Section 401 Clean Water Act certification?  If one has been obtained, provide the documentation detailing any mitigation measures required (ex. riparian vegetation restoration a 3:1 ratio) |  |  |  |
| If any portion of this proposed project will occur on public lands managed by a Federal Agency (US Forest Service, Bureau of Land Management, National Park Service, US Fish & Wildlife, Bureau of Reclamation), notification and/or coordination must occur prior to review by EHP. Provide details about what portions of the project area this entails, project point of contact at the Federal Agency, and documentation of the coordination inclusive of a response from the Agency. |  |  |  |
| **Impacts to Surface Waters (e.g., ponds, lakes, rivers, streams, wetlands, or other waterbodies).** | **NOT APPLICABLE** | | |
| Provide a description of any surface waters in or near the project area. |  |  |  |
| Provide a description of any measures that would be used to avoid waterbodies or to avoid impacting water (e.g., setbacks, cofferdams, silt fence). |  |  |  |
| Provide any permits or applications that were developed related to project impacts on surface waters. |  |  |  |
| **Project Impacts on Floodplain** | | | |
| Provide a FIRM map showing the project location in proximity to mapped floodplains. |  |  |  |
| If the project and any elements (temporary or permanent) are within, adjacent to, or have any potential to impact a floodplain provide a narrative that details the impact. |  |  |  |
| If the project has any potential to impact a floodplain, or involves new activities related to channeling water flows (culverts, stormwater drainages) that may alter flow, provide a narrative that details the impact (including upstream and/or downstream impacts). An hydrologic and hydraulic (H&H) study for the project may be necessary for this. |  |  |  |
| **Vegetation Removal** (see Section 4 for hazardous vegetative fuels projects) | **NOT APPLICABLE** | | |
| Provide a description of the type and amount of vegetation (e.g., two oak trees, one-quarter acre of turf grass) that will be removed to complete the project activities. |  |  |  |
| Provide a description of how vegetation would be removed (e.g., rootball removal, flush cut, dug up, chemical weed killer). |  |  |  |
| Provide photographs of the vegetation to be removed in the project area. |  |  |  |
| Would you restore vegetation after the project is complete or is restoration and mitigation required as a condition of a permit (e.g Section 401 Clean Water Act permit)? Provide a description of where and how vegetation will be planted (e.g., by hand, with machinery, broadcast seeding), as well as the types and species of vegetation to be planted. |  |  |  |
| Would any special techniques be used to ensure survival of the plants/seeds (e.g., mulch, irrigation, protective fencing)? Provide a description of techniques used. |  |  |  |

**Section 3 – EHP Considerations – STRUCTURES**

*For projects that impact existing STRUCTURES, in addition to the information required for all projects, the following information is the minimum required to determine EHP compliance requirements.*

| **Additional Information: ALL STRUCTURES** | **Location of Provided Information**  **(pdf. title, link, document reference, etc.)** | **Not Applicable** | **Not Provided (Project may not proceed to EHP review)** |
| --- | --- | --- | --- |
| Provide a description of the structure(s) that would be physically modified as part of the implementation of the project, including the year that they were originally constructed. “Structures” can include any element of the built environment that would be altered; e.g. bridges, culverts, lampposts, utility lines, or buildings. |  |  |  |
| Provide a description of the proposed structural modifications (e.g., roof, eave, overhang, soffit, exterior wall, vent, gutter, downspout, window, or door modifications) for each structure. |  |  |  |
| Provide a description of any prior improvements or additions that have been made to the structure(s) (e.g., new windows, change in roofing material from original construction), changes to the original location (relocation), or other modifications to the original structure(s). |  |  |  |
| Provide photographs of each impacted structure. External photos should be taken of each side and the corners, resulting in a minimum of 8 photographs per structure.  For interior or modifications, provide photographs of the elements that would be altered or impacted. |  |  |  |
| If the structure(s) are designated historic properties or in a designated historic district, provide information on the known historic property/district, as applicable. |  |  |  |
| For Retrofit Projects (Ignition-Resistant Construction, Seismic Retrofit, Wind Retrofit), provide at least 60% engineering drawings. |  |  |  |
| **Structure Elevation** | **NOT APPLICABLE** | | |
| Provide a description of the number of structures to be elevated, including the size and type of structure(s), and foundation type. |  |  |  |
| Provide a description of the elevation method and the steps required to implement the project. What mechanism would be used to elevate the structure(s) (e.g., continuous foundation walls; elevation on open foundations, such as piles, piers, posts, or columns; or elevating on fill)? |  |  |  |
| Provide a description the existing conditions of the ground surface that would be disturbed at each site (e.g., pavement, landscape shrubs and trees, or previously undisturbed soils with vegetation) and the extent of proposed disturbance at each site due to the construction activities. |  |  |  |
| **Acquisition/Demolition** | **NOT APPLICABLE** | | |
| Provide a description of the type of foundation of each structure to be acquired and how it will be removed/demolished. |  |  |  |
| Provide a description of how the property would be restored to an open space. |  |  |  |
| Description of the activities that would require ground disturbance (e.g., foundation excavation, utility line removal, staging area clearing) and show locations on a map or plan view; include the length, width, and depth of the ground disturbance. |  |  |  |
| **Infrastructure Retrofit** | **NOT APPLICABLE** | | |
| Is the project considered part of the critical infrastructure of your community? If yes, describe. |  |  |  |
| Provide a description of how the project would change the capacity of the infrastructure in the area where the project is being implemented. |  |  |  |

**Section 4 – EHP Considerations – HAZARDOUS FUELS REDUCTION**

*For projects that include HAZARDOUS FUELS REDUCTION, in addition to the information required for all projects, the following information is the minimum required to initiate EHP compliance review.*

| **Hazardous Fuels Reduction** | **Location of Provided Information**  **(pdf. title, link, document reference, etc.)** | **Not Applicable** | **Not Provided (Project may not proceed to EHP review)** |
| --- | --- | --- | --- |
| Provide a description of the type of vegetation (e.g., species, sizes, invasive/native) to be removed and where would it be removed from (e.g. within 100 feet of structures). |  |  |  |
| Provide a description of methods proposed to remove vegetation (e.g., herbicides, hand tools, mechanical equipment). |  |  |  |
| Provide a description of any limits on vegetation removal (e.g., only trees less than 12 inches at diameter breast height, limbs up to 10 feet above the ground). |  |  |  |
| Provide a description of any hazardous trees to be removed, including the felling and removal method (dragging, skidding, etc.). |  |  |  |
| Provide a description of method and location of vegetation be disposal (e.g., burned on-site, chipped and mulched on-site and at other applicant properties, removed off-site to landfill or compost facility, left in place as snags). |  |  |  |
| Provide photos illustrating current vegetation conditions in the project area. |  |  |  |
| Provide a description of the topography within the project area (e.g., steep slopes/mountainous, rolling hills, relatively flat). Are there any restrictions related to slope where the project activities would occur (e.g., skid-steer masticators would only be used on gentle slopes)? |  |  |  |
| **Herbicide Use – Hazardous Fuels Reduction** | **NOT APPLICABLE** | | |
| Identify the types of herbicides proposed and describe whether the herbicides would be used in riparian areas near streams, wetlands, or other waterbodies. Provide an estimate of the distance from the waterbody. |  |  |  |
| Provide a description of any BMPs that would be used to minimize the impact of herbicides on the environment and people in the project area. |  |  |  |
| **Riparian Areas – Hazardous Fuels Reduction** | **NOT APPLICABLE** | | |
| Provide an estimate of the distance from waterbodies within the project area (streams, wetlands, or other waterbodies) and any BMPs related to work near these areas. |  |  |  |
| Describe methods and BMPs for work in these riparian areas. |  |  |  |

**Section 5 – EHP Considerations – FLOOD RISK REDUCTION**

*For projects that include FLOOD RISK REDUCTION, in addition to the information required for all projects, the following information is the minimum required to initiate EHP compliance review.*

|  |  |  |  |
| --- | --- | --- | --- |
| **FLOOD RISK REDUCTION** | **Location of Provided Information**  **(pdf. title, link, document reference, etc.)** | **Not Applicable** | **Not Provided (Project may not proceed to EHP review)** |
| Provide a description of the proposed project’s scope of work and clearly explain how the project elements relate or connect to existing flood control or drainage components. |  |  |  |
| Provide a description of how the project will reduce flood risks and the area that would benefit from flood risk reduction. |  |  |  |
| Provide an estimate of the size of the area that would benefit from the flood risk reduction. |  |  |  |
| Provide a narrative and supporting documentation on the upstream and/or downstream impacts of implementing the proposed project. For a project involving activities related to channeling and altering water flow (culverts, stormwater drainages) an H&H study is required. |  |  |  |