

Region III EHP Documentation Checklist

All Projects Must Include:

- Complete and accurate scope of work
- Statement as to whether the facility will be repaired to pre-disaster condition. Any changes from pre-disaster condition because of codes and standards or mitigation must be clearly explained and include details of changes in design, materials, footprint, etc.
- Location, including GPS coordinates (for projects spanning over 200 linear feet start/stop coordinates are required)
- Construction details including annotated site maps and/or engineering plans
- Details about new ground disturbance (any work outside of the pre-disaster footprint, e.g. temporary access roads; staging areas; tree removal) that include depth and limits of ground disturbance
- Date of construction for all built structures
- Clear, color digital photographs of damages and completed work (see FEMA Region 3 EHP Photo Guide)

See also: PAPPG, Chapter 8, I., pages 141-143 for general Environmental and Historic Preservation Considerations, and pages 143-144 for detailed items.

Debris Removal Projects Must Include:

- Method of debris disposal (e.g. cut and toss; disposal at landfill; recycle; vegetative debris burning)
- Permits for current use of temporary disposal sites (this may include coordination with state regulatory agencies and/or permits from the local floodplain administrator) and plans for final disposal
- Location and method of vegetative debris burning, as well as documentation in accordance with state and/or local permitting requirements
- Information on the disposal of hazardous debris (PAPPG, Chapter II.K., p. 116)

See also: PAPPG, Chapter 7, Environmental and Historic Preservation Considerations for emergency work and debris removal, pages 98-99, 101; Chapter 7, I. for additional necessary items, page 100; Chapter 9, B. for Expedited Projects for Emergency Work, page 184

Completed Work May Require (as applicable):

- Permits from state regulatory agencies
- 401/404 Permits for work in water (individual permits and/or pre-construction notifications must be included where applicable; if work is completed under an emergency exemption, USACE Nationwide Permit or state general permit that should be noted)
- Authorization from the local floodplain administrator for all development in the regulatory floodplain
- Proof of compliance with the Endangered Species Act (e.g. finalized PNDI receipts; IPaC Official Species Lists; coordination with U.S. Fish and Wildlife Service)

RFI Triggers

The provided project documentation should be able to answer the following questions. If the answers to these questions cannot be determined based upon the provided documents, a request for more information may be necessary.

- Where exactly is the project site?
- What is its footprint? Does this include equipment access roads and/or staging?
- Is the project in a floodplain?
- What does the site look like before FEMA involvement?
- How will the project be executed? What equipment will be used and where will it be placed?
- What materials will be used?
- Do the new materials differ in form, composition, or function from the materials originally associated with the facility?
- Is the work temporary or permanent?
- For work 100% complete, what does the final product look like?