

JOB AID: ACQUISITION AND DEMOLITION

April 2017 | Job Aid No. 1.1

Information for Technical and Environment Planning and Historic Preservation (EHP) Reviews



Property acquisition and structure demolition projects involve the purchase of structures and underlying land in a hazard-prone area and the removal of the structures, thus converting the land to open space. The owner of the acquired property must voluntarily agree to sell the land, and the property must be deed-restricted in perpetuity to open space that restores and/or conserves the natural floodplain functions.

The purpose of this Job Aid is to help communities applying for Hazard Mitigation Assistance (HMA) grants understand the documentation needed to meet eligibility requirements and comply with Environmental Planning and Historic Preservation (EHP) regulations. This Job Aid provides the application information necessary for Federal Emergency Management Agency (FEMA) to determine feasibility and effectiveness, cost effectiveness, and potential impacts a proposed project may have on environmental and cultural resources. Additionally, FEMA must review all applications to ensure proposed project activities comply with all applicable laws, Executive Orders, and FEMA policy. **Early submission of accurate and complete eligibility and pre-award information will facilitate FEMA's review process and the release of HMA funds.**

ELIGIBILITY

Items that must be included in the grant application to determine eligibility.

PRE-AWARD

Information that FEMA will need to review prior to award. In addition to EHP and technical requirements, FEMA may have additional programmatic requirements.

IMPLEMENTATION/CLOSEOUT

Project Conditions specified in the Award Letter and Record of Environmental Considerations that will be enforced during project Implementation and Closeout. Project Conditions are identified during the EHP review and not reflected in the Job Aid.

For more information, refer to the Job Aid Supplements and FEMA's HMA Guidance at FEMA.gov.

| PROPERTY INFORMATION | Eligibility | Pre-Award |
|--|-------------|-----------|
| Property address | ■ | |
| Latitude and longitude | ■ | |
| Property map showing project location with boundaries of all properties being acquired (e.g., parcel maps, U.S. Geological Survey topographic map) | ■ | |
| Photographs of all sides of the structure(s) (showing foundation, walls, entrances, and roof) and surrounding area from all directions | ■ | |
| Date of structure (year built) | ■ | |
| Existing foundation type (e.g., crawlspace, basement, slab-on-grade or piers) | ■ | |
| Construction material, size, function, and existing condition of the structure | ■ | |
| List of outbuildings on the property, a photograph of each, and dates of construction | | ■ |
| Is the structure listed, or been determined eligible for listing, in any local, state or National Historic Register(s)? Please describe | | ■ |
| Is the project located within a 0.5 mile radius of a local, state or National Historic District(s)? Please describe | | ■ |
| SCOPE OF WORK | | |
| Flood Insurance Rate Map showing project location | ■ | |
| Amount and depth of ground disturbance associated with this project (e.g., grading; digging for buried lines; new, temporary, and permanent access roads; staging areas) | ■ | |
| Identify all known contaminated materials located on-site (e.g., asbestos, lead-based paint, underground storage tanks, chemical storage containers) | ■ | |
| Describe proposed post acquisition land uses | ■ | |
| Describe other alternatives to acquisition and demolition that were considered and why they were dismissed from further consideration | | ■ |
| List of construction equipment that will be used for the project | | ■ |
| Description of demolition activities and all debris/infrastructure/utility removal activities | | ■ |

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| SCOPE OF WORK (CONTINUED) | Eligibility | Pre-Award |
|--|-------------|-----------|
| Map showing the type and location of any vegetation that will be affected (e.g., removed, cut, pruned, replanted) | | ■ |
| Description of debris or other materials that will be removed and hauled off-site, and information on where it will be disposed (including temporary staging areas), in accordance with local and state requirements | | ■ |
| Type and source of fill that will be imported to the project area from an off-site source (e.g., existing borrow pit) | | ■ |
| SCHEDULE, COST ESTIMATES, AND BENEFIT-COST ANALYSIS | | |
| Work/demolition schedule (schedule must be for 3 years or less) | ■ | |
| Project cost estimate with line items | ■ | |
| Demonstration of cost-effectiveness through FEMA-approved methodology, including pre-calculated benefits or Benefit-Cost Analysis (BCA). If a BCA is needed, provide a .pdf and export the BCA to a .zip file. | ■ | |
| If BCA performed: Documentation of the flood risk, including scenario flood elevations and discharges from the FEMA Flood Insurance Study or other engineering study, if available, or damage history | ■ | |
| If BCA performed: Documentation of the Building Replacement Value | ■ | |
| If BCA performed: For buildings that provide a general public service, documentation of the annual operating budget from that building. For buildings that provide critical services, such as police, fire or medical functions, documentation supporting impacts from loss of service | ■ | |
| ADDITIONAL INFORMATION | | |
| Enclose copies of any previous coordination, correspondence or consultation with federal, state, and local resource agencies (e.g., U. S. Fish and Wildlife Service, State Historic Preservation Office, U.S. Army Corps of Engineers) | | ■ |
| Describe or provide any public outreach that has occurred (e.g., public notices issued, published newspaper notices, public meetings held, public comments solicited) | | ■ |
| Describe property history (e.g., commercial, residential) and provide details and/or copies of documents of any studies, investigations or enforcement actions related to the property | | ■ |
| Describe any known archaeological artifacts, cultural resources or human remains on the property or within a 0.5-mile radius | | ■ |
| Is the property located on or adjacent to Native American tribal land or are there any known Traditional Cultural Properties or other Native American resources (e.g., traditional fishing areas) on or adjacent to the property? | | ■ |
| Describe any known federally or state listed threatened/endangered species or their critical habitat within the project area | | ■ |
| Is the project within 200 feet of a body of water (e.g., river, stream, wetland or pond)? | | ■ |
| Is the project in a designated Coastal Zone or Coastal Barrier Resource System under the state's coastal management program? | | ■ |
| Describe if demolition activities will involve the use of hazardous or toxic materials | | ■ |

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