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## **Region 6 EHP Guidelines for Hazard Mitigation Assistance Applications**

**\* Please Note: These are general guidelines based on project type. Additional information, studies, design plans, consultation letters, etc. may be needed on a case by case basis depending on the project's specific scope of work and location.**

### **New Construction and Facility Improvements**

- Scope of Work Details:
  - GPS and Address for project site(s).
  - Age of Structure(s).
  - Is structure being installed on original or new footprint?
  - Dimensions, acreage and depth of ground-disturbance, building height.
  - For improvements, indicate location in relation to building: inside, outside, on top, below, etc.
  - Provide complete project details. For example, will access roads and parking lots be installed? Will new above or below ground utilities be installed?
  - Past site usage information.
  - Design plans, maps, drawings, photos, etc. to illustrate work to be completed.
  
- Agency Consultation Letters:
  - SHPO response needed if (1) structure is 45 years or older; (2) new ground is being disturbed; and/or (3) project is located in or adjacent to a Historic District.
  - USACE response needed if project in a wetland or in/near or otherwise affects a water body.
  - NRCS response if developing in a rural, agricultural, or previously undisturbed area.
  - Local floodplain administrator response if project in or affects the floodplain.
  - State coastal management response if project in the coastal area.
  - State environmental quality department response.
  - State wildlife department response.
  - Applicant should provide FEMA with copies of USFWS letters and response, if available.
  
- FIRM with project location marked. Panel number and effective date should be included.
  - If project located within the floodplain, provide alternative actions (including “no action” alternative) and narrative rationale for the decision to pursue the primary project.
  - If project in the floodplain, scope of work should indicate details on elevation heights.
  
- Signed environmental justice statement.



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## **Generators**

- Scope of Work Details:
  - GPS and Address for generator installation and/or storage site(s).
  - Age of Structure(s).
  - Is the generator internal or external to the building?
  - Is it being placed on an existing pad or a new pad?
  - Is the generator fixed or portable?
  - Maps, photos, etc. to illustrate generator site.
  
- Agency Consultation Letters:
  - SHPO letter needed if (1) structure is 45 years or older and/or (2) new ground is being disturbed. For Texas only, SHPO letter also needed if (3) generator is being installed at a current or past courthouse.
  - USACE letter needed if project in a wetland or in/near a water body.
  - NRCS letter if developing in a rural, agricultural, or previously undisturbed area.
  - State coastal management letter if project in the coastal area.
  - State environmental quality department letter.
  
- FIRM with generator location marked. Panel number and effective date should be included.
  - If project located within the floodplain, provide alternative actions (including “no action” alternative) and narrative rationale for the decision to pursue the primary project.
  - If project in the floodplain, scope of work should indicate details on elevation heights.

## **Community Safe Rooms**

- Scope of Work Details:
  - GPS and address for project site(s).
  - Age of structure(s) where safe room being installed.
  - Safe Room Location:
    - Inside an existing structure.
    - As part of a larger structure being constructed.
    - Connected to an existing structure.
    - As a stand alone facility.
  - Is structure being installed on original or new footprint?
  - Dimensions, acreage and depth of ground-disturbance.
  - Provide complete project details. For example, will access roads and parking lots be installed? Will new above or below ground utilities be installed?
  - Past site usage information.
  - Design plans, maps, drawings, photos, etc. to illustrate work to be completed.



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- Agency Consultation Letters:
  - SHPO response needed if (1) structure is 45 years or older; (2) new ground is being disturbed; and/or (3) project is located in or adjacent to a Historic District.
  - USACE response needed if project in a wetland or in/near or otherwise affects a water body.
  - NRCS response if developing in a rural, agricultural, or previously undisturbed area.
  - Local floodplain administrator response if project in or affects the floodplain.
  - State coastal management response if project in the coastal area.
  - State environmental quality department response.
  - State wildlife department response.
  - Applicant should provide FEMA with copies of USFWS letters and response, if available.
  
- FIRM with project location marked. Panel number and effective date should be included.
  - If project located within the floodplain, provide alternative actions (including “no action” alternative) and narrative rationale for the decision to pursue the primary project.
  - If project in the floodplain, scope of work should indicate details on elevation heights.

### **Acquisition and Demolition**

- Scope of Work Details:
  - GPS and Address for project site(s), including any alternate properties.
  - Age of Structure(s), including alternate properties.
  - Maps, photos, etc. to illustrate project site.
  
- Agency Consultation Letters:
  - SHPO response needed for any structures that are 45 years or older, including alternate properties, and if project is located in or adjacent to a Historic District.
  - USACE response needed if project in a wetland or otherwise affects a water body.
  - State coastal management response if project in the coastal area.
  - State environmental quality department response.
  
- FIRM with project location marked. Panel number and effective date should be included.
  - If project located within the floodplain, provide alternative actions (including “no action” alternative) and narrative rationale for the decision to pursue the primary project.
  
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## Elevation and Relocation

- Scope of Work Details:
  - GPS and Address for project site(s), including alternate properties. If relocation, provide this information for existing *and* proposed new site.
  - Age of Structure(s), including alternate properties.
  - Foundation type, dimensions, acreage, depth of ground-disturbance.
  - Building elevation height.
  - How will the work be done? Mechanism for elevation. Mechanism for transport. Will any structure be temporarily stored? If so, where?
  - For relocations, provide past site usage information for proposed new site.
  - Design plans, maps, drawings, photos, etc. to illustrate work to be completed.
- Agency Consultation Letters:
  - SHPO response needed if (1) structure is 45 years or older; (2) new ground is being disturbed; or (3) project is located in or adjacent to a Historic District.
  - USACE response needed if project in a wetland or in/near or otherwise affects a water body.
  - NRCS response if developing in a rural, agricultural, or previously undisturbed area.
  - Local floodplain administrator response if project in or affects the floodplain.
  - State coastal management response if project in the coastal area.
  - State environmental quality department response.
  - State wildlife department response.
  - Applicant should provide FEMA with copies of USFWS letters and response, if available.
- FIRM with project location marked. Panel number and effective date should be included.
  - If project located within the floodplain, provide alternative actions (including “no action” alternative) and narrative rationale for the decision to pursue the primary project.
  - If project in the floodplain, scope of work should indicate details on elevation heights.
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### **Drainage and Channelization**

- Scope of Work Details:
  - GPS and Address (if available) for project site(s).
  - Is the project an upgrade to an existing system or does it involve the installation of new drainage systems?
  - Acreage, depth of new ground-disturbance.
  - Pre-existing vs. proposed new system capacity.
  - Description of outfall and where water will discharge.
  - Age of existing drainage structures.
  - Design plans, flow calculations, maps, drawings, photos, etc. to illustrate work to be completed.
- Agency Consultation Letters:
  - SHPO response needed if (1) structure is 45 years or older; (2) new ground is being disturbed; or (3) project is located in or adjacent to a Historic District.
  - USACE response.
  - State environmental quality department response.
  - NRCS response if developing in a rural, agricultural, or previously undisturbed area.
  - Local floodplain administrator response if project in or affects the floodplain.
  - State coastal management response if project in the coastal area.
  - State wildlife department response.
  - Applicant should provide FEMA with copies of USFWS letters and response, if available.
- FIRM with project location marked. Panel number and effective date should be included.
  - If project located within the floodplain, provide alternative actions (including “no action” alternative) and narrative rationale for the decision to pursue the primary project.
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### **Communication and Warning Systems**

- Scope of Work Details:
  - GPS and Address, if available, for project site(s).
  - Where is the device being mounted? On a pole, tower, building, etc?
  - Provide tower or pole heights.
  - Are new poles being installed? Will they replace existing poles in the same location or will a new hole be required?
  - Are lattice or guy wires being installed?
  - Age of building if co-locating equipment.
  - Provide complete project details. For example, will new above or below ground utilities be installed?



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- Maps, photos, etc. to illustrate work to be completed.
- Agency Consultation Letters:
  - SHPO response needed if (1) structure is 45 years or older; (2) new ground is being disturbed; or (3) project is located adjacent to historic resources. As an alternative to the SHPO letter, a copy of the completed and signed FCC Form 620 or 620 packet for the project, with all attachments and a SHPO approval of the project, may be provided.
  - State wildlife department response.
  - NRCS response if developing in a rural, agricultural, or previously undisturbed area.
  - State coastal management response if project in the coastal area.
  - State environmental quality department response.
  - Applicant should provide FEMA with copies of USFWS letters and response, if available.
- FIRM with project location marked. Panel number and effective date should be included.
  - If project located within the floodplain, provide alternative actions (including “no action” alternative) and narrative rationale for the decision to pursue the primary project.



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### **Extraordinary Circumstances**

**Note: If any of the following circumstances exists with any project, an Environmental Assessment is likely required. This list is not all inclusive and other project complexities may trigger an Environmental Assessment.**

- I. Greater scope or size than normally experienced for a particular category of action.
- II. Actions with a high level of public controversy.
- III. Potential for degradation, even though slight, of already existing poor environmental conditions.
- IV. Employment of unproven technology with potential adverse effects or actions involving unique or unknown environmental risks.
- V. Presence of endangered or threatened species or their critical habitat, or archaeological, cultural, historical or other protected resources.
- VI. Presence of hazardous or toxic substances at levels which exceed Federal, state or local regulations or standards requiring action or attention.
- VII. Actions with the potential to affect special status areas adversely or other critical resources such as wetlands, coastal zones, wildlife refuge and wilderness areas, wild and scenic rivers, sole or principal drinking water aquifers.
- VIII. Potential for adverse effects on health or safety.
- IX. Potential to violate a federal, state, local or tribal law or requirement imposed for the protection of the environment.
- X. Potential for significant cumulative impact when the proposed action is combined with other past, present and reasonably foreseeable future actions, even though the impacts of the proposed action may not be significant by themselves.