Acquisition and Demolition: Overview

*The following information is intended for guidance only and is not a request for information. The following template is only intended to help the reader understand the FEMA Hazard Mitigation Grant Program (HMGP) application process.

**Purpose:** Application templates have been developed to provide step-by-step instructions for specific project types. This application can be used for projects that involve the voluntary acquisition of an existing flood-prone structure and the conversion of the acquired land to open space following structure demolition. Acquisition projects are a long-term effort and require multiple steps. Figure 1 shows the general process flow and decision points from issuing a Major Presidential Disaster Declarations to grant award.

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**Notes:**

1 These activities may also occur prior to the Disaster Declarations and/or the Notice of Funding Opportunity.

**Figure 1:** Acquisition Project Process Overview
Prior to starting an application, it is recommended that you review the summary of data requirements (Table 1) needed to complete the application. Early submission of accurate and complete eligibility and pre-award information will facilitate FEMA’s review process and the release of Hazard Mitigation Grant Program (HMGP) funds.

The methodology—used to evaluate cost-effectiveness—will affect data requirements for the application. Follow the flowchart in Figure 2 for guidance on which cost-effectiveness methodology is recommended for the project. There are three methods to evaluate cost-effectiveness for an acquisition/demolition project:

- Substantial damage waiver
- Pre-calculated benefits
- Benefit-cost analysis (BCA) using the BCA Tool via: Modeled Damages or Historical or Professional Expected Damages

**Figure 2: Benefit-Cost Analysis Decision Tree:** Data you will need to provide for your application will vary depending on the cost-effectiveness methodology. This decision tree will assist in determining a recommended approach.

**Key Resources**

**ACQUISITION/DEMOLITION PROJECT APPLICATION AND INSTRUCTIONS**

This application form is designed specifically for projects that involve the acquisition of a flood-prone structure and the conversion of the acquired land into open space through structure demolition. The accompanying instructions provide definitions, explanations, and clarification on the information requested in each section of the
application. This step-by-step guidance references additional Job Aids and FEMA resources to help direct you to more detailed information, if needed.

HAZARD MITIGATION TECHNICAL ASSISTANCE REVIEW | JOB AID SERIES, ACQUISITION TECHNICAL REVIEW

This Job Aid describes the requirements for the technical review process for Hazard Mitigation Assistance-funded acquisition projects and provides a step-by-step approach to addressing each of the major components of an acquisition project application.

HAZARD MITIGATION ASSISTANCE ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) REVIEW | JOB AID SERIES, ACQUISITION AND DEMOLITION

This Job Aid provides detailed guidance regarding information that should be included for acquisition/demolition project applications, including recommended documentation and supplemental information needed to help FEMA conduct an EHP review. This Job Aid categorizes the components considered within FEMA’s EHP review process, describes the information needed under each component, identifies potential sources of documentation, and provides examples.

Table 1: Summary of Data Requirements

<table>
<thead>
<tr>
<th>Location and Scope of Work Information</th>
<th>Required Eligibility Data¹</th>
<th>Required Pre-Award Data²</th>
<th>Application Section and Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant/subapplicant contact information</td>
<td>✓</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>List of properties and locations</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year built for each structure</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Map showing project location with parcel boundaries of all properties being acquired</td>
<td>✓</td>
<td></td>
<td>K</td>
</tr>
<tr>
<td>Photograph that represents the appearance of each property site at the time of application</td>
<td>✓</td>
<td></td>
<td>B2</td>
</tr>
<tr>
<td>Tax card or tax assessor information for each structure</td>
<td>✓</td>
<td></td>
<td>B3</td>
</tr>
<tr>
<td>Project narrative describing the flood risk in the area</td>
<td>✓</td>
<td></td>
<td>B4</td>
</tr>
<tr>
<td>Detailed scope of work including details on site access, staging, and demolition activities (e.g., debris/infrastructure/utility removal information, construction equipment, and ground disturbance)</td>
<td>✓</td>
<td></td>
<td>B5</td>
</tr>
<tr>
<td>Description and photos of adjacent structures</td>
<td>✓</td>
<td></td>
<td>B6</td>
</tr>
<tr>
<td>Identify post mitigation land uses</td>
<td>✓</td>
<td></td>
<td>B7</td>
</tr>
<tr>
<td>Description of alternatives (no action, alternative action, proposed project)</td>
<td>✓</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Schedule (schedule must be for 3 years or less)</td>
<td>✓</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>Project cost estimate with line items and supporting documentation</td>
<td>✓</td>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>

Cost-Effectiveness: Information required depends upon the methodology used to show cost-effectiveness as determined in the flowchart

Note: This includes common data requirements to show cost-effectiveness; some projects may require additional documentation of damages to demonstrate a benefit-cost ratio over 1.0. The technical job aid provides step-by-step instructions and additional resources.

Substantial Damage Waiver

Maps showing each structure’s footprint within riverine Special Flood Hazard Area (SFHA) on a preliminary or effective Flood Insurance Rate Map (FIRM) | ✓ | K |
Documentation of substantial damage | ✓ |  |
# Location and Scope of Work Information

<table>
<thead>
<tr>
<th>Required Eligibility Data¹</th>
<th>Required Pre-Award Data²</th>
<th>Application Section and Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-calculated Benefits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maps showing each structure’s footprint within or intersecting with the clearly delineated SFHA, using the FIRM or best available data OR clear demonstration that the finished floor elevation is less than the Base Flood Elevation</td>
<td>✓</td>
<td>K</td>
</tr>
<tr>
<td>Average cost per structure is less than or equal to $323,000 (times a locality multiplier, if used)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Documentation of locality multipliers, if used.</td>
<td>If Applicable</td>
<td></td>
</tr>
<tr>
<td><strong>FEMA BCA Toolkit: Modeled Damages</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure information: lowest floor elevation, building type, and building size</td>
<td>✓</td>
<td>K</td>
</tr>
<tr>
<td>Flood hazard data</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Export of the BCA tool, PDF of the BCA Report from the toolkit, and supporting documentation</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>FEMA BCA Toolkit: Historical or Professional Expected Damages</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documented Historical or Estimated Flood Damages</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Estimated recurrence intervals for one or more damage event, or at least three historical damage events from different years</td>
<td>✓</td>
<td>K</td>
</tr>
<tr>
<td>Export of the BCA tool, PDF of the BCA Report from the toolkit, and supporting documentation</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Additional EHP Documentation: Needs vary based on potential impacts considerations include:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of public outreach that has occurred.</td>
<td>✓</td>
<td>D1</td>
</tr>
<tr>
<td>Description of any federal, state, or local agency coordination, and permitting</td>
<td>✓</td>
<td>D2</td>
</tr>
<tr>
<td>Description of any environmental and/or cultural studies that have been conducted in the area</td>
<td>✓</td>
<td>D3</td>
</tr>
<tr>
<td>Is the project in a known floodplain?</td>
<td>If yes, additional documentation and discussion of impacts and potential mitigation measures will be required</td>
<td>D4</td>
</tr>
<tr>
<td>Are there nearby surface waters or wetlands?</td>
<td></td>
<td>D5</td>
</tr>
<tr>
<td>Are their known hazardous or contaminated materials at the project site?</td>
<td></td>
<td>D6</td>
</tr>
<tr>
<td>Does the project involve the use of imported fill?</td>
<td></td>
<td>D7</td>
</tr>
<tr>
<td>Will the project remove vegetation?</td>
<td></td>
<td>D8</td>
</tr>
<tr>
<td>List any best management practices that will be used during construction</td>
<td>✓</td>
<td>D9</td>
</tr>
<tr>
<td><strong>Other Required Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample deed restriction language consistent with FEMA Model Deed Restriction</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Documentation of voluntary interest for each property owner</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Citizenship Forms (Declaration &amp; Release Form 90-69B)</td>
<td>If using Pre-Event Fair Market Value in the project cost</td>
<td>H</td>
</tr>
<tr>
<td>Consultation Documentation for USACE and Department of Transportation</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Fund commitment letters</td>
<td>✓</td>
<td>J</td>
</tr>
<tr>
<td>Applicable signed SF-424 forms and Assurances</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

¹ Eligibility: Items that must be included in the grant application to fully evaluate eligibility.

² Pre-Award: Information that FEMA will need to review prior to award.