# Acquisition and Relocation: Information Required for Environmental Review

This Job Aid is to help communities applying for Hazard Mitigation Assistance grants for acquisition and relocation mitigation projects. It outlines the required documentation needed for FEMA to carry out an Environmental Planning and Historic Preservation review of a project.

## ABOUT THIS RESOURCE

It is required by law that all projects funded with Hazard Mitigation Assistance (HMA) grants comply with Environmental Planning and Historic Preservation (EHP) laws, regulations and Executive Orders (EOs). During the EHP review process, FEMA evaluates the potential impacts of the project on the human and natural environment.

**Figure 1. A photo of a house on a large truck being transported along a road to a new location.**

FEMA begins the EHP review process once the project application is submitted. It is your responsibility as the subapplicant to provide documentation that accurately describes the project, its purpose, 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.

FEMA will assess the potential impacts of the project. The applicant must wait until the EHP review has been completed by FEMA before starting work on the project. FEMA will also conduct a technical review to verify your project's technical feasibility and cost-effectiveness. Refer to the Acquisition Technical Review Job Aid.

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## What is the EHP Review?

During the EHP review, FEMA assesses the potential impacts of your project on nearby physical, cultural (historic and archaeological), biological and social resources. The National Environmental Policy Act (NEPA) requires FEMA and other federal agencies to assess the environmental impacts of proposed federal actions prior to making decisions. FEMA must also ensure your project is compliant with various federal laws and presidential EOs, such as the Clean Water Act (CWA), the Endangered Species Act (ESA), the National Historic Preservation Act (NHPA), EO 11988 on floodplains and EO 11990 on wetlands. The EHP review may include consultation with other federal and state agencies, which may add time to the review process.

Projects with less potential for impacts may be covered by a Categorical Exclusion (CATEX) under NEPA. Complex projects may need more extensive review through the preparation of an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). For your project, FEMA will prepare or provide support for the development of the NEPA-required documentation, and you can help by providing the information discussed in this Job Aid.

FEMA has predetermined that projects complying with certain criteria do not have significant environmental impacts and may be covered by a CATEX for NEPA compliance. Many acquisition and relocation projects will meet the criteria for CATEX N6 *Federal Assistance for Relocation/Realignment of Structures and Facilities*. CATEX N6 covers actions involving the relocation of structures and facilities, including the realignment of linear facilities that are part of a bigger system, when they do not involve ground disturbance of more than one acre.

## What Information is Required for the EHP Review of Acquisition and Relocation Projects?

This section outlines information that should be included in your application so that FEMA can review your project for EHP compliance. FEMA HMA program staff will conduct a review to make sure the project complies with HMA program eligibility. For each item, there is an explanation as to why it is needed, where you can find this information and an example of how the information should be provided to FEMA. Each piece of information requested is needed to develop a comprehensive project description to be included with your application.

## 1. SCOPE OF WORK
## 1A: What are you proposing to do?

- ☐ Describe your acquisition and relocation project's scope of work. An acquisition and relocation scope of work will include at least two project areas: 1) existing and 2) proposed locations for the structure.
- ☐ Describe how the structure would be removed and what would happen to the land after the structure is removed. FEMA grant conditions require acquired land to become open space in perpetuity. Describe, in detail, how the land would be rehabilitated to an open and natural state.
- ☐ Describe the existing conditions at the proposed relocation site and how the building would be placed in the new location.
- ☐ If the project would disturb the ground for any reason at either location (e.g., foundation excavation, utility line connections, clearing a staging area), describe the activities (both temporary and permanent) that would require ground disturbance and show the locations on a map or plan view; include the length, width and depth of the ground disturbance at each site.
- ☐ Describe the existing condition of the ground surface (e.g., pavement, landscape shrubs and trees, previously undisturbed soils with vegetation) that would be disturbed at each site.

**Why It's Needed:** Acquisition and relocation projects are intended to reduce flood risks to people and structures by acquiring property inside floodplains, relocate structures to areas outside of the floodplain and restore the acquired property to open space. A complete project description is essential for FEMA to understand how the project may impact human, environmental and cultural resources. The methods used to remove structures and buildings may temporarily increase erosion and sedimentation, impact species or affect human communities. Ground disturbance could affect archaeological resources, soils or utilities. FEMA will use this information to evaluate impacts and it may affect the complexity of the EHP review.

**Potential Sources:** Project architects, engineers, contractors

**EXAMPLE:**

The project would relocate a residential building out of the VE flood zone within the Sandy Beach neighborhood. To remove the building, the area surrounding the building would be excavated 2 feet from the building and 1 foot below the concrete foundation. Hydraulic jacks would then be placed underneath the building, and it would be raised up and secured to a plastic skid. The structure would be moved inland out of the VE flood zone to a pre-leveled lot with a new foundation in the Rosy Gardens Community, which is located outside of the floodplain. Preparation of the relocation site would include installation of the foundation, water, sewer, and utility hookups. A backhoe would be used to dig trenches 3 feet deep by 1 foot wide to match the footprint of the house. The trenches would then be backfilled with concrete and anchor bolts. Once the house arrives at the new site, it would be lifted off the skid and oriented on the new foundation using tilted jacks and attached to the anchor bolts.

## 1B: How would the project area be accessed and where would the staging areas be located?

- ☐ Describe how the project area would be accessed at both sites. Show the boundaries of the access routes or points on a map or plan view of the project area and describe the surface type (e.g., asphalt, dirt, gravel).
- ☐ If any new access routes would need to be created for the work to be completed, show where the routes would be located on a map or plan view of the project area for both sites.
- ☐ Describe where materials and equipment would be stored and staged during construction at both sites. Show the boundaries of the staging areas on a map or plan view of the project area, and describe the surface type (e.g., asphalt, dirt, gravel) at both sites.
- ☐ If the creation of new access routes or staging areas would require ground disturbance or vegetation removal, describe the extent of the ground disturbance (see Item 1A) and vegetation removal (see Item 3H) at both sites.
- ☐ Describe the vehicles and equipment that would be used to implement the project.
- ☐ Describe any local restrictions on equipment use (e.g., seasonal or daily restrictions, work hours, local noise ordinances).
- ☐ Describe the route that would be taken from the existing location to the new location. Would the move require traffic permits or utility modifications?

**Why It's Needed:** Construction of the project may require a new access point or leveling a staging area for construction. FEMA will evaluate the potential for impacts from activities that disturb the ground or remove vegetation. Some types of equipment may have impacts related to erosion, noise, air pollution or accidental releases of fuel and lubricants. Vehicle and equipment use may cause ground disturbance that could impact archaeological resources. Moving a large building along public roadways may require consideration of overhead utilities or traffic management.

**Potential Sources:** Project planners, construction contractors, engineers

**EXAMPLE:**

The equipment to be used would include a backhoe, hydraulic jacks and a flatbed hauler. The same equipment would be used at the new site, as well as a concrete pump truck to pour the new foundation. The equipment would be staged on the adjacent Dune Road and driveway at the existing site and located on an empty dirt lot across the street at the relocation site. A 15-foot zone around the entire building would be disturbed to properly trench, move and place the building at the relocation site. The backhoe and concrete pump truck can operate within the front yard of the relocation site. The building would be moved along Dune Road to Second Avenue and then up Second Avenue to Ocean Street. Overhead powerlines at each intersection would need to be lifted to allow the building to pass underneath. The power would not need to be shut off. See attached aerials that show equipment access and disturbance areas at each site.


**Figure 2. Example of a project site map. Map clearly shows the locations of the existing building and the new location where it will be moved to, the staging area and the access route between the two locations. The site features are overlaid on an aerial photo.**

## 1C: What are alternatives to the project?

- ☐ Describe what would happen if the project were not implemented.
- ☐ If any other alternatives were developed, describe how they would have achieved the same goal and explain why those options were dismissed. If the public (including groups and agencies) provided input on the alternative(s), include the feedback you received.

**Why It's Needed:** FEMA may need to compare the impacts of the project with the impacts of alternatives (including any alternatives that were dismissed).

**Potential Sources:** Project planners, public outreach meetings, board meeting notes, preliminary designs

**EXAMPLE:**

The City developed two alternatives to the reduce flood losses at the existing site. The first alternative proposed to elevate the building to 2 feet above the base flood elevation (BFE). The second alternative proposed to acquire the property and demolish it. The elevation alternative was removed because the cost to elevate the building 2 feet above the BFE was cost-prohibitive and coastal regulations prohibit structures of that height in the area (total height above ground level to the first floor would have been 15 feet). Considering the building's historic significance, the property owner would not agree to demolition. The no-action alternative was also dismissed because the building would continue to be at risk for flood loss.

## 1D: What is the project schedule?

☐ Provide a schedule that includes construction, operation and maintenance activities, including the months or seasons when work would occur.

**Why It's Needed:** FEMA will use information on the timing and duration of different activities to evaluate the significance of impacts on people and the environment.

**Potential Sources:** Project engineer

**EXAMPLE:**
The project is expected to take 8 weeks to completely remove and relocate the building. Site preparation at the relocation site (including foundation preparation and utility hookups) is expected to take 3 weeks. Site preparation at the existing site would occur at the same time. Once the building is loaded on the flatbed truck, the move to the new relocation site would take one day. Connecting the home to utilities at the relocation site is expected to take a week but may take longer if weather conditions do not permit work activities. The project would be implemented in April and May.

## 2. PROJECT AREA AND STRUCTURE INFORMATION
## 2A: Where is the structure(s) currently located, and where is the new location?

☐ Provide the geographic coordinates (latitude and longitude) and the physical site addresses of the project areas.

☐ Provide a geographic information system (GIS), computer-aided design (CAD), Google Earth files (.kmz), or map or image that clearly shows the boundaries of the project areas. If your project area has a complex boundary, a GIS or .kmz file is preferred. The information provided should show the boundaries of all temporary and permanent project activities, including staging areas, access routes, any vegetation removal and the affected structure(s).

☐ Provide an estimate of the area of ground disturbance in acres or square feet.

☐ Provide a few representative photographs of the surrounding area to the north, south, east and west of both project areas.

☐ Provide engineering drawings, if available.

**Why It's Needed:** FEMA needs the project location to evaluate existing conditions in the project area and potential project impacts.

**Potential Sources:** Municipal GIS or CAD data or Google Earth files developed for the project design, local building inspectors, tax assessor records, property deeds, engineering plans. The geographic coordinates of your project area can be obtained using software such as GIS or Google Earth, websites such Google Maps, Bing Maps or latlong.net, smartphone mapping apps or with a Global Positioning System (GPS) device.

**EXAMPLE:**
The building removal area encompasses a single residential building at 123 Dune Road, Sandy Beach, MD, at latitude/longitude 37.299, –68.612. The building would be relocated to 456 Ocean Street at latitude/longitude 38.432, –68.722. The map and GIS shapefile included with the application show the project area boundaries, existing building site, proposed relocation site, access routes, equipment staging locations, structure footprints, and the route that would be used for the move.

## 2B: Describe the structure(s) in the project area.

- ☐ Provide a description of the type, number, size and dimensions of structure(s) that would be relocated, including photographs of all sides and the year they were originally constructed.
- ☐ Describe adjacent structures, including photographs and the year they were originally constructed at both the original location and the new location.
- ☐ Describe the type of foundation for the structure(s) at both locations and how it will be removed from the original location.
- ☐ Describe any prior improvements or additions that have been made to the structure(s) to be relocated (e.g., new windows, change in roofing material from original construction), changes to the original location (i.e., relocation) of the structures or other changes to the original design of the structure(s).
- ☐ If the structure(s) is designated historic or is in a designated historic district, provide information on the known historic property/district at both sites, as applicable.

**Why It's Needed:** FEMA will use the date of construction to screen whether affected structures might be historic and to help determine the effect the project may have on historic properties. Structures that are 45 years or older at the time of application may be eligible for listing In the National Register of Historic Places. Older structures may require additional EHP review. Photographs of the structures may allow FEMA to make a determination without needing to visit the site. Actions that change the character or setting of structures and buildings may also change the cultural value of a building. This could have a negative impact on structures, buildings, sites, objects or historic districts that may be eligible for listing or be listed in the National Register of Historic Places. The removal or addition of structures in an area may also change the cultural values of neighboring properties.

**Potential Sources:** Tax assessor data (provide the URL for the tax assessor if possible), GIS-based tax assessor database

**EXAMPLE:**
The project area includes the existing structure. The homes on either side of the existing structure were demolished in buyouts in 2014. The proposed relocation site is vacant and does not contain any structures. The building is a two-story, split-level home that was constructed in 1972. The home is on a slab foundation

that is 75-feet-long by 80-feet-wide. See attached maps of current building location and the proposed footprint of the new location.

*Photo of south and east side of building*

*Photo of north and west side of building*

**Figure 3. Photos showing the structure in the project area. Photos include all sides of the building from different cardinal directions.**

## 3. POTENTIAL IMPACTS ON PEOPLE, THE ENVIRONMENT AND CULTURAL RESOURCES
### 3A: Has the public been notified or provided input?

☐ Explain any controversy that exists or could exist related to the project.

☐ Describe any existing or planned public engagement activities for the project.

**Why It's Needed:** If there is or could be controversy around a project, FEMA may need to use a higher level of NEPA documentation. Public input can help identify potential impacts on environmental and cultural resources or low-income and minority communities. You may also be involved in the publication of public notices, in accordance with FEMA procedures.

**Potential Sources:** Notices in the local newspapers, public outreach meetings, website postings, project planners

**EXAMPLE:**

A public meeting on the acquisition of properties in the floodplain was held at the Osprey Community Center for all eligible residents. The meeting was held in May 2019 and offered residents a chance to begin the process of having their property acquired and either demolished or relocated. Many residents chose to relocate their properties at this meeting and are now part of the current grant application.

## 3B: Did you coordinate with or consult regulatory agencies?

☐ Describe any agency coordination and permits you obtained from federal, state or local agencies to implement the project. Provide copies of any coordination materials, permit applications or approvals.

**Why It's Needed:** If you have already coordinated with an agency, then FEMA may be able to avoid duplication of effort. FEMA also may coordinate with state or federal agencies that have issued permits and approvals to confirm findings, identify BMPs or determine mitigation measures for project impacts. Many agencies, including the U.S. Army Corps of Engineers, offer a pre-application process where you can learn more about the permits and conditions that may be required for your project.

**Potential Sources:** Project planners

**EXAMPLE:**
In December 2019, the Town of Atlantis consulted with the state coastal agency on the proposed relocation of the building and subsequent dune installation (after the building is relocated). The agency determined that the project would be consistent with state coastal zone policies. See attached consultation.

## 3C: Were environmental or cultural studies conducted?

☐ If any environmental or cultural studies were completed either for the project or for other projects in the same area by local, state or federal entities, please provide copies. Studies could include evaluations of cultural resources (e.g., historic, archaeological) or environmental resources (e.g., threatened and endangered species, wetlands, hydrology).

**Why It's Needed:** FEMA may use the findings during the EHP review to avoid duplicating efforts.

**Potential Sources:** Project contractor or engineer, EHP studies required by state law or local ordinances, environmental studies completed within or near the project area

**EXAMPLE:**
For a prior project along the Dune Road corridor that passes through the project area, the County Department of Transportation conducted a biological survey for the threatened Red knot (*Calidris canutus rufa*) and an architectural and archaeological survey. The reports from those studies are attached. Those prior studies overlap with the existing site for the current project area.

## 3D: Would your project encroach on floodplains?

☐ Describe the project activities in the floodplain, if applicable, as well as use and occupancy of the facility.

**Why It's Needed:** FEMA needs to understand whether your proposed project will physically impact a floodplain or whether the project could be impacted by flooding during and after construction pursuant to EO 11988 — Floodplain Management. If the project has the potential to impact floodplains, you may be involved in the publication of public notices required by FEMA procedures.

**Potential Sources:** Local floodplain agency/administrator, history of flooding/flood claims, FEMA Flood Map Service Center

**EXAMPLE:**
Based on a review of FIRM Map #06087C0357F effective 9/27/2017, the entire existing project area is within the VE flood zone. The removal of the structure would allow the area to be restored to a natural condition, reducing development within the floodplain. The relocation site is outside of the floodplain.

## 3E: Are there surface waters or wetlands in the project area?

- ☐ Describe any surface waters in or near the project area (e.g., ponds, lakes, rivers, streams, wetlands, other waterbodies).
- ☐ Describe any measures that would be used to avoid waterbodies or avoid impacting water (e.g., setbacks, cofferdams, silt fence).
- ☐ Provide any permits or applications that were developed related to project impacts on surface waters.

**Why It's Needed:** FEMA needs to evaluate existing conditions and potential project impacts on water resources regulated by the CWA, the Coastal Zone Management Act and EO 11990 – Protection of Wetlands. If the project has the potential to impact wetlands, you may be involved in the publication of public notices required by FEMA procedures. Temporary construction measures, such as silt fencing, and their manner of placement, may cause ground disturbance and could affect archaeological resources or Waters of the U.S.

**Potential Sources:** CWA permits and approvals, wetland delineations of the site, National Wetlands Inventory Wetlands (NWI) Mapper

**EXAMPLE:**
There are no known wetlands or waterways within or adjacent to the existing site or proposed relocation site. As the structure is moved up Second Avenue, it will need to cross Trout Creek, but bridge alterations would not be necessary. A wetland delineation is planned prior to any work and an avoidance plan would be developed if any wetlands are found. The delineation study and a map of any identified wetlands would be provided to FEMA.

## 3F: Would your project have an impact on hazardous or contaminated materials?

- ☐ Describe 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, describe the BMPs that would be used to minimize exposure of people and the environment to those materials and how the materials would be discarded.

**Why It's Needed:** The presence, management, use or generation of hazardous materials can impact the natural and human environment. FEMA needs to evaluate potential project impacts from (or use of) hazardous and contaminated materials regulated by federal and state law including the Comprehensive Environmental Response, Compensation, and Liability Act, and the Resource Conservation and Recovery Act. Any site that has or has had recorded hazardous waste issues will require a Clean Site Certification prior to grant approval.

**Potential Sources:** Environmental site assessments, site visits, state environmental agency/databases, EPA Envirofacts

**EXAMPLE:**
There is a buried oil fuel tank at the proposed relocation site. The State Department of Environmental Services was contacted to coordinate the removal or remediation of the tank. The tank would be removed or remediated in accordance with all applicable state laws. See attached correspondence with the Department of Environmental Services.

## 3G: Would your project use imported fill?

- ☐ If your project involves the use of fill, describe the type and source of the fill material.

**Why It's Needed:** FEMA needs to confirm that the fill used is free from contaminants and is in compliance with federal and state hazardous and contaminated materials laws. FEMA also needs to evaluate the source of fill for potential effects to historic properties. If a borrow site is being used, it's also important to ensure that the area is not archaeologically sensitive.

**Potential Sources:** Project planner or engineer, and similar completed projects

**EXAMPLE:**
Once the building removal is complete, imported fill would be used to create a natural dune at the existing site. The fill source would likely come from offshore dredging activities. Coordination with USACE is underway; see attached correspondence. The need for off-site fill at the relocation site is not expected.

## 3H: Is vegetation removal required?

- ☐ If the project would remove vegetation for any reason, describe the type and amount or area of vegetation (e.g., two oak trees, one-quarter acre of turf grass).
- ☐ Describe how vegetation would be removed, if applicable (e.g., root ball removal, flush cut, dug up, chemical weed killer).
- ☐ Provide photographs of the vegetation to be removed in both project areas.
- ☐ Would you restore vegetation after the project is complete or does the project include planting or seeding of vegetation? If so, describe where and how it will be planted (e.g., by hand, with machinery, broadcast seeding) and the types (e.g., grasses, trees, shrubs) and species of vegetation that would be planted.
- ☐ Would any special techniques be used to ensure survival of the plants/seeds (e.g., mulch, irrigation, protective fencing)?

**Why It's Needed:** Vegetation removal could cause the loss of habitat for wildlife species including endangered or threatened species. Root ball removal could also impact archaeological resources that may be present within the root system. FEMA will evaluate the impact vegetation removal has on environmental and cultural resources.

**Potential Sources:** Project planner or engineer, landscape architects, and similar completed projects

**EXAMPLE:**
Vegetation to be removed would consist of landscape shrubs and bushes around the residential dwelling at the existing site. Approximately 500 square feet of plants would be removed using a backhoe and handheld tools and the vegetative debris would be hauled to the nearest county transfer station. Once the building is removed, the existing site would be planted with native grasses. At the relocation site, the existing turf grass in the building footprint would be removed during foundation construction using a backhoe.

## 3I: What Best Management Practices would the project use?

- ☐ List all BMPs to be implemented, as part of the project, to reduce potential impacts.

**Why It's Needed:** Most projects require BMPs to limit noise, dust and erosion while the project is being implemented. FEMA needs to document BMPs that will be used to ensure the project's environmental impacts will be avoided and minimized, where possible, in compliance with federal and state environmental laws.

**Potential Sources:** Project engineers, BMP guidance provided by federal, state or local environmental agencies, BMPs specified in permit approvals issued by federal, state or local agencies.

**EXAMPLE:**

The city would implement the following BMPs during project implementation:

*Air Quality:* The selected contractor would keep vehicle and mechanical equipment running times to a minimum and all engines would be properly maintained.

*Water Quality:* A silt fence would be installed prior to excavation and removal of the structure at the existing site to minimize the potential for soil erosion while the project is being implemented.

*Coastal Zone*: All construction equipment would stay within the property line and work would always remain 3 feet away from the dune system beyond the project property.

*Hazardous Materials:* Equipment and vehicles would be inspected daily for fuel and fluid leaks. Any spills or leaks would promptly be contained and cleaned up and the equipment would be repaired. A spill prevention plan would be developed for hazardous materials to be used during project implementation. Storage and handling of hazardous and toxic materials would occur at least 150 feet away from streams and waterbodies.

*Noise:* No project activities would occur between the hours of 10:00 p.m. to 7:00 a.m., in compliance with the town's noise ordinance.

## What Happens Next?

The EHP review process occurs throughout the life cycle of the HMA project and has three specific steps where different aspects of the review process occur. The three steps are detailed below.

- ☐ **Pre-Award:** This is the information and documentation-gathering stage of the EHP grant review process. Following the directions provided in this Job Aid will help you create a comprehensive application that includes all foreseeable required information needed for the EHP review. Providing this information as quickly and as accurately as possible will help expedite the next steps and reduce the need for FEMA to request additional information. The need for additional information may significantly impact the length of time for the EHP review by up to 60 days, if not more, for every request for information sent.
- ☐ **Formal EHP Review:** Once the required information and documentation is gathered, FEMA will review the project to ensure it is compliant with all EHP-related laws, EOs and regulations. The level of EHP review necessary for a particular project will depend on the type of project, its complexity and the potential impacts it may have on the human and natural environment. Less complex projects with no potential impacts may undergo a short EHP review, while more complex projects with several potential impacts may take longer to review and may require consultation with other federal/state agencies and/or the creation of an EA or EIS. At the end of this process, a Record of Environmental Consideration (REC) will be completed, itemizing the project conditions that will be included with your award packet. These conditions could include measures such as reaching out to other federal agencies for potential permits, ensuring proper documentation is followed during waste disposal and stopping work if a sensitive historic resource is discovered. You will want to carefully review all the conditions in your award packet during project implementation to remain compliant with the grant.
- ☐ **Closeout:** Once the project is complete, the applicant (State/Tribe) will request project closeout from FEMA. FEMA will begin closing out the project, and during this time, will follow up on all the conditions stipulated in the REC. If any condition required you to document activities or outcomes, FEMA will request that documentation

during closeout. If FEMA discovers that any of the conditions were not met, the project could be found non-compliant, and FEMA may seek to recover the grant money.

If deviations from the proposed scope of work result in design changes, the need for additional ground disturbance, additional removal of vegetation or result in any other unanticipated changes to the physical environment, you must contact FEMA, and a re-evaluation under NEPA and other applicable environmental laws would be conducted.

**ADDITIONAL RESOURCES:**

- Supplemental Job Aid – Acquisition and Relocation Technical Review
- FEMA's Office of Environmental and Historic Preservation – Home page of FEMA's EHP office
- HMA EHP At-a-Glance Guide – Provides a general overview of EHP review considerations
- FEMA Directive 108-1 – Legal document that directs how FEMA EHP reviews projects
- DHS Instruction Manual 023-01-001-01, Rev 01 – Appendix A lists CATEXs
- FEMA Guidance on Property Acquisition and Relocation for the Purpose of Open Space

## Scope of Work Checklist

Below is a summary checklist of all the questions from the previous sections. Use this checklist to help you as you complete your information packet.

## 1. SCOPE OF WORK

- ☐ Describe your acquisition and relocation project's scope of work. An acquisition and relocation scope of work will include at least two project areas: the 1) existing and 2) proposed locations for the structure.
- ☐ Describe how the structure would be removed and what would happen to the land after the structure is removed. FEMA grant conditions require acquired land to become open space in perpetuity. Describe, in detail, how the land would be rehabilitated to an open and natural state.
- ☐ Describe the existing conditions at the proposed relocation site and how the building would be placed in the new location.
- ☐ If the project would disturb the ground for any reason at either location (e.g., foundation excavation, utility line connections, clearing a staging area), describe the activities (both temporary and permanent) that would require ground disturbance and show the locations on a map or plan view; include the length, width and depth of the ground disturbance at each site.
- ☐ Describe the existing condition of the ground surface (e.g., pavement, landscape shrubs and trees, previously undisturbed soils with vegetation) that would be disturbed at each site.
- ☐ Describe how the project area would be accessed at both sites. Show the boundaries of the access routes or points on a map or plan view of the project area and describe the surface type (e.g., asphalt, dirt, gravel).
- ☐ If any new access routes would need to be created for the work to be completed, show where the routes would be located on a map or plan view of the project area for both sites.
- ☐ Describe where materials and equipment would be stored and staged during construction at both sites. Show the boundaries of the staging areas on maps or plan view of the project area and describe the surface type (e.g., asphalt, dirt, gravel) at both sites.
- ☐ If the creation of new access routes or staging areas would require ground disturbance or vegetation removal, describe the extent of the ground disturbance and vegetation removal at both sites.
- ☐ Describe the vehicles and equipment that would be used to implement the project.
- ☐ Describe any local restrictions on equipment use (e.g., seasonal or daily restrictions, work hours, local noise ordinances).
- ☐ Describe the route that would be taken from the existing location to the new location. Will the move require traffic permits or utility modifications?
- ☐ Describe what would happen if the project were not implemented.

- ☐ If any other alternatives were developed, describe how they would have achieved the same goal and explain why those options were dismissed. If the public (including groups and agencies) provided input on the alternative(s), include the feedback you received.
- ☐ Provide a schedule that includes construction, operation and maintenance activities, including the months or seasons when work would occur.

## 2. PROJECT AREA AND STRUCTURE INFORMATION

- ☐ Provide the geographic coordinates (latitude and longitude) and the physical sites addresses of the project areas.
- ☐ Provide a geographic information system (GIS), computer-aided design (CAD), Google Earth files (.kmz), or map or image that clearly shows the boundaries of the project area. If your project area has a complex boundary, a GIS or .kmz file is preferred. The information provided should show the boundaries of all temporary and permanent project activities, including staging areas, access routes, any vegetation removal and the affected structure(s).
- ☐ Provide an estimate of the area of ground disturbance in acres or square feet.
- ☐ Provide a few representative photographs of the surrounding area to the north, south, east and west of both project areas.
- ☐ Provide engineering drawings, if available.
- ☐ Provide a description of the type, number, size and dimensions of structure(s) that would be relocated, including photographs of all sides and the year that they were originally constructed.
- ☐ Describe adjacent structures, including photographs and the year they were originally constructed at both the original location and the new location.
- ☐ Describe the type of foundation for the structure(s) at both locations and how it will be removed from the original location.
- ☐ Describe any prior improvements or additions that have been made to the structure(s) to be relocated (e.g., new windows, change in roofing material from original construction), changes to the original location (i.e., relocation) of the structures or other changes to the original design of the structure(s).
- ☐ If the structure(s) is designated historic or is in a designated historic district, provide information on the known historic property/district at both sites, as applicable.

## 3. POTENTIAL IMPACTS ON PEOPLE, THE ENVIRONMENT AND CULTURAL RESOURCES

- ☐ Explain any controversy that exists or could exist related to the project.
- ☐ Describe any existing or planned public engagement activities for the project.
- ☐ Describe any agency coordination and permits you obtained from federal, state or local agencies to implement the project. Provide copies of any coordination materials, permit applications or approvals.

- ☐ If any environmental or cultural studies were completed either for the project or for other projects in the same area by local, state or federal entities, please provide copies. Studies could include evaluations of cultural resources (e.g., historic, archeological) or environmental resources (e.g., threatened and endangered species, wetlands, hydrology).
- ☐ Describe the project activities in the floodplain, if applicable, as well as use and occupancy of the facility.
- ☐ Describe any surface waters in or near the project area (e.g., ponds, lakes, rivers, streams, wetlands, other waterbodies).
- ☐ Describe any measures that would be used to avoid waterbodies or avoid impacting water (e.g., setbacks, cofferdams, silt fence).
- ☐ Provide any permits or applications that were developed related to project impacts on surface waters.
- ☐ Describe 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, describe the BMPs that would be used to minimize exposure of people and the environment to those materials and how the materials would be discarded.
- ☐ If your project involves the use of fill, describe the type and source of the fill material.
- ☐ If the project would remove vegetation for any reason, describe the type and amount or area of vegetation (e.g., two oak trees, one-quarter acre of turf grass).
- ☐ Describe how vegetation would be removed, if applicable (e.g., root ball removal, flush cut, dug up, chemical weed killer).
- ☐ Provide photographs of the vegetation to be removed in both project areas.
- ☐ Would you restore vegetation after the project is complete or does the project include planting or seeding of vegetation? If so, describe where and how it will be planted (e.g., by hand, with machinery, broadcast seeding) and the types (e.g., grasses, trees, shrubs) and species of vegetation that would be planted.
- ☐ Would any special techniques be used to ensure survival of the plants/seeds (e.g., mulch, irrigation, protective fencing)?
- ☐ List all BMPs to be implemented, as part of the project, to reduce potential impacts.