

Consolidated Resource Center (CRC) National EHP Completeness Checklist

FEMA Environmental and Historic Preservation (EHP) Specialists at the CRCs perform completeness reviews of all projects to ensure they include sufficient scopes of work (SOW) and adequate documentation to conduct EHP compliance review in the field. The following checklist supports CRC EHP Specialists in identifying required SOW elements and documentation for a project to be considered complete. In addition, State-specific guidance documents will be referred to when reviewing for completeness, as applicable.

Note: This checklist does not substitute for comprehensive review of laws, regulations and guidance. Full analysis must be completed by Field EHP for compliance with federal laws and regulations.

All Projects – Permanent Work

All permanent work projects should be reviewed for a complete and detailed damage description and SOW to include the following elements:

- Verification of “In-Kind” Work**
 - SOW clearly describes whether work will be returned to pre-disaster condition, have codes and standards upgrades, include 406 mitigation, or will be using 428 funding. Any change in design, material, or footprint must clearly be explained.
- Method of Repair**
 - Description of materials used and method of repair, including cleaning methods.
 - Description of equipment used for repair.
- GPS Coordinates (For Each Site)**
 - Coordinates are required for all damaged sites, staging areas, and facilities such as built structures, culverts, bridges, lift stations, docks, cemeteries, etc.
 - Must be formatted in decimal degrees, and accurate to at least five decimal points.
 - For sites more than 200 linear feet, coordinates for the site’s beginning and end are required (roadways, dunes, embankments, trenching, transmission lines, irrigation canals, etc.).
- Dates of Construction**
 - Required for all built structures, culverts, bridges, lift stations, water control facilities (i.e. earthen dams, irrigation canals, etc.), parks, etc. For multiple buildings/structures within the same facility (i.e. school campus), dates of construction are required for each individual building.
- Ground Disturbance:**
 - Description of the extent of ground disturbance (Area: length, width, and depth).
 - SOW clearly indicates whether ground disturbance will be outside of existing footprint or right-of-way (ROW).
 - SOW indicates if there will be vegetation removal.

- Source of Fill/Material – Completed Work**
 - Fill borrow source is required for all completed work projects and should include source type (private, commercial, etc.), name, GPS coordinates/address, and type of material.
- Equipment Staging Areas/Access Roads**
 - Location and description of ground disturbance (length, width, depth) associated with staging activity areas or the construction of temporary access roads.
 - Description of vegetation clearing, if applicable.
- Photos, plans, drawings, blueprints for projects, if available**
- Description of Other Federal Funding, if applicable**
 - ❖ **Please refer to State-specific guidance (if applicable) for the following regarding all permanent work projects:**
 - **Work in Water**
 - **H & H Study Requirements for projects occurring in water.**

Debris

In addition to “All Projects” requirements, debris projects and those including debris should be reviewed for a complete and detailed damage description and SOW to include the following elements:

- GPS Coordinates/Location**
 - For Collection Location, Debris Staging Areas, and Final Disposal Sites.
 - SOW clearly identifies whether debris is within a waterway.
- Debris Type** (Vegetative, Construction & Demolition, White Goods, Hazardous Trees, Stumps, etc.)
 - If vegetative, refer to State-specific guidance regarding Invasive Species.
 - If stumps/rootballs, identify amount, method of removal, and source of fill, if used.
- Total Amount of Debris (Cubic Yardage or Tonnage)**
- Method of Final Debris Reduction and Disposal** (cut and toss, chipping & spreading, hauling to landfill, burning, etc.)
 - Name of contractor used to haul debris and name of disposal location.
 - Timeframe work was completed.
- ❖ **Please refer to State-specific guidance (if applicable) for the following regarding debris projects:**
 - **Permits for Debris Staging Areas and Final Disposal Locations**
 - **Burning of Debris**
 - **Debris Removal from Water or Shoreline**
 - **Hazardous Trees**

Emergency Protective Measures

In addition to “All Projects” requirements, emergency protective measures projects should be reviewed for a complete and detailed damage description and SOW to include the following elements:

Description of Repairs or Pre-disaster Protection Measures

- Must clearly identify whether actions are temporary or permanent.
- Description must include GPS coordinates, level of ground disturbance, and identification of staging areas and/or the construction of temporary access roads.
- Timeframe work was completed.

Mold Remediation and/or Power Washing of Buildings/Structures

Age of building/structure. If over 45 years, then also include:

- Timeframe work was completed.
- Detailed description of remediation (removal of sheetrock, ceiling tiles, chemicals used, surfaces treated, etc.).
- For power washing, pounds per square inch (PSI) range.

❖ Please refer to State-specific guidance (if applicable) for the following regarding emergency protective work projects:

- Demolitions
- Asbestos Remediation
- Vector Control
- Emergency Work in Water
- Installation of Temporary Facilities/Utilities, including beach berms
- Snow Removal
- Handling and Disposal of Sandbags

Roads, Culverts, and Bridges

In addition to “All Projects” requirements, roads, culverts, and bridges projects should be reviewed for the following:

Culverts or Cross Drains

- Size of damaged culvert and replacement culvert (diameter and length) and type of construction material (brick, pre-cast concrete, metal etc.)

Bridges

- Bridge report, if available, or description of bridge that includes type, material, height, width, length, condition, date of construction, etc.
- ❖ Please refer to State-specific guidance (if applicable) for the following regarding roads, culverts, and bridges projects:
 - H & H Study Requirements
 - Permits

Water Control Facilities

Water control facility work should be reviewed for “All Projects” requirements.

Buildings and Equipment

In addition to “All Projects” requirements, buildings and equipment projects should be reviewed for the following:

If the facility or structure is 45 years or older, ensure the SOW includes:

- Thorough description of materials to be used and method of repair including cleaning methods. (If substitute materials will be used, please make sure it specifies whether they match the originals in color, texture, and design).
- Photos of the damage and all sides of the facility or structure.
- Date(s) of any previous major renovation(s) to exterior or interior, if known.

Mold Remediation/Power washing

- See Requirements under Emergency Protective Measures.

Debris Removal

- See Requirements under Debris.

Utilities

In addition to “All Projects” requirements, utilities projects should be reviewed for the following:

Transformers

- Type of Transformers** (PCB [>500 ppm], PCB-Contaminated [>50 ppm and <500 ppm] v. Non-PCB)
- Final disposal location of transformers.**
- SOW clearly indicates whether there was a spill. If there was a spill, describes type of material spilled, approx. quantity and extent of spill, remediation measures, and disposal site.**

Power Lines (Transmission and Distribution)

- Description of any upgrades, reduced spans, rerouting, or replacement of existing lines.**

Utility Poles

- Quantity and location of new poles** (placed back in same hole or in new location).
- Final disposition location of damaged poles.**
- Description of ground disturbance (location and dimensions) occurring) for staging areas, access areas, or utility relocations.**

Parks, Recreation, Other

In addition to “All Projects” requirements, parks, recreation and other projects should be reviewed for the following:

Trails and Remote Park Facilities

- Provides facility maps that identify the alignment of damaged locations in addition to start/stop GPS coordinates.
- Clearly identifies access and equipment requirements (i.e. foot traffic, small motorized/tracked equipment, hand tools).
- ❖ **Please refer to State-specific guidance (if applicable) for the following regarding parks, recreation and other projects:**
 - **Beach Projects**
 - **Cemeteries**
 - **Permits**