

## Environmental and Historic Preservation General Subapplication Guidance

All projects are required to undergo an environmental and historic preservation review as part of the grant subapplication process. Moreover, all projects must comply with the National Environmental Policy Act (NEPA) and associated Federal, State, Tribal, and Local statutes to obtain funding. **NO WORK can be done prior to the NEPA review process. If work is done on your proposed project before the NEPA review is completed, it will NOT be eligible for Federal funding.**

### A. The following information is required for the Environmental and Historic Preservation review:

*All projects must have adequate documentation to determine if the proposed project complies with NEPA and associated statutes. The State Environmental Staff provide comprehensive NEPA technical assistance for Applicants, with their consent, to complete the NEPA review. The type and quantity of NEPA documents required to make this determination varies depending upon the project's size, location, and complexity. However, at a minimum, provide the applicable documentation from this section to facilitate the NEPA compliance process.*

1.  Detailed project description, scope of work, and budget/costs (include in relevant sections of the application).
2.  Project area maps (see Section I and Section II, below).
3.  Project area/structure photographs (see Section I and Section II, below).
4.  Preliminary project plans.
5.  Project alternatives description and impacts (include in relevant scope of work section of the application)
6.  Complete the applicable project worksheets.
7.  Environmental Justice – Provide any applicable information or documentation regarding low income or minority populations in the project area (see relevant section of the application).
8.  Provide any applicable information or documentation referenced on the *Information and Documentation Requirements by Project Type* below.

### B. Executive Order 12898; Environmental Justice for Low Income and Minority Population (see relevant section of the application)

1. Are there low income or minority populations in the project area or adjacent to the project area?  
 No  Yes; describe any disproportionate and adverse effects to these populations:  
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2.  To help evaluate the impact of the project, explain below or attach any other information that describes the population, or portion of the population, that would be either disproportionately or adversely affected. Include specific efforts to address the adverse impacts in your proposal narrative and budget.  
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**C. Tribal Consultation (*Information Required* - see relevant section of the application – NHPA – Archeological Resources)**

*Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effect of their undertakings on historic properties. The NHPA requires that agencies must complete this process prior to the expenditure of any Federal funds on the undertaking. A Tribal Consultation is required for any project disturbing ground or moving soil, including but not limited to: drainage projects; demolition; construction; elevation; communication towers; tree removal; utility improvements.*

1. Describe the current and future use of the project location. A land use map may be provided in lieu of a written description.

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2. Provide information on any known site work or historic uses for project location.

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- Attach a copy of a city or county scale map (large enough to show the entire project area) with the horizontal limits (feet) and vertical depths (square feet) of all anticipated ground disturbance of 3 inches or more.

**D. Alternative Actions (*Information Required* - include in relevant sections of the application)**

The NEPA process requires that at least two alternative actions be considered that address the same problem/issue as the proposed project. In this section, list **two feasible** alternative projects to mitigate the hazards faced in the project area. One alternative is the “No Action Alternative”.

- 1. No Action Alternative**

Discuss the impacts on the project area if no action is taken.

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- 2. Other Feasible Alternative**

Describe a feasible alternative project that would be the next best solution if the primary alternative is not accomplished. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project.

**I. Flood Insurance Rate Map (FIRM) Showing Project Site**

<p>1. <input type="checkbox"/> Attach one (1) copy of the FIRM map, a copy of the panel information from the FIRM, and, if available, the Floodway Map. <b>FIRM maps are required for this application (if published for your area). Also, all attached maps must have the project site and structures clearly marked on the map.</b> FIRMs are typically available from your local floodplain administrator who may be located in a planning, zoning, or engineering office. Maps can also be ordered from the Map Service Center at 1-800-358-9616. For more information about FIRMs, contact your local agencies or visit the FIRM site on the FEMA Web-page at <a href="https://msc.fema.gov/portal">https://msc.fema.gov/portal</a>.</p>	
<p>2. Using the FIRM, determine the flood zone(s) of the project site (Check all zones in the project area) <i>(See FIRM legend for flood zone explanations) (A Zone must be identified)</i></p>	
<input type="checkbox"/> VE or V 1-30	<input type="checkbox"/> AE or A 1-30
<input type="checkbox"/> AO or AH	<input type="checkbox"/> A (no base flood elevation given)
<input type="checkbox"/> B or X (shaded)	<input type="checkbox"/> C or X (unshaded)
<input type="checkbox"/> Floodway	<input type="checkbox"/>
<p><input type="checkbox"/> Coastal Barrier Resource Act (CBRA) Zone (Federal regulations strictly limit Federal funding for projects in this Zone; coordinate with your state agency before submitting an application for a CBRA Zone project).</p>	
<p>3. <input type="checkbox"/> <b>If the FIRM Map for your area is not published</b>, attach a copy of the Flood Hazard Boundary Map (FHBM) for your area, with the project site and structures clearly marked on the map.</p>	
<p>4. <input type="checkbox"/> Attach a copy of a Model Acknowledgement of Conditions for Mitigation in Special Flood Hazard Area</p>	

**II. Maps with Project Site and Photographs**

1.  Attach a copy of a city or county scale map (large enough to show the entire project area) with the project site and structures marked on the map.
2.  Attach a USGS 1:24,000 TOPO map with project site **clearly** marked on the map.
3.  For **acquisition** or **elevation** projects, include copy of Parcel Map (Tax Map, Property Identification Map, etc.) showing each property to be acquired or elevated. Include the Tax ID numbers for each parcel, and Parcel information – including year built and foundation.
4.  Attach photographs (at a minimum 4 photographs) for each project site per application. The photographs should be representative of the project area, including any relevant streams, creeks, rivers, etc. and drainage areas that affect the project site or will be affected by the project, and labeled. For each structure, include the following angles: front, back and both sides.

**FMA & BRIC ENVIRONMENTAL REVIEW**  
***Information and Documentation Requirements by Project Type***

<p><b><i>Retrofits to Existing Facilities/Structures</i></b></p> <p><b><i>Elevations</i></b></p> <p><b><i>Acquisitions with Demolition</i></b></p>
<ul style="list-style-type: none"><li>✓ Dates of Construction</li><li>✓ Ground disturbance map for projects with 3 inches or more of ground disturbance</li><li>✓ Structure photographs</li></ul>
<p><b><i>Drainage Improvements</i></b></p>
<ul style="list-style-type: none"><li>✓ Engineering plans/drawings</li><li>✓ Permit or Exemption letter to address any modifications to water bodies and wetlands<ul style="list-style-type: none"><li>o Department of Environmental Protection</li><li>o Water Management District</li><li>o U.S. Army Corps of Engineers</li></ul></li><li>✓ Ground disturbance map for projects with 3 inches or more of ground disturbance.</li><li>✓ Concurrence from U.S. Fish and Wildlife addressing any impacts to wildlife, particularly endangered and threatened species and their habitats.</li><li>✓ If the project is in a coastal area, attach a letter from the National Marine Fisheries Service addressing impacts to marine resources.</li><li>✓ Concurrence from Natural Resource Conservation Service if project is located outside city limits and may impact prime or unique farmland.</li><li>✓ Concurrence from your Local Floodplain Manager – if project is located in a floodplain.</li></ul>

*Note: This is a general guideline for most projects. However, there will be exceptions. Consult with state environmental staff on project types not listed.*