

# Potential Local Project Triage Worksheet

## Acquisition/Demolition, Mitigation/Reconstruction, and Elevation Projects

This worksheet is designed to help local officials better understand the potential eligibility of a potential local project to receive grant funding through FEMA’s Hazard Mitigation Assistance (HMA) programs.

Once you have identified a project and are considering funding sources, such as grants from FEMA’s Hazard Mitigation Grant Program (HMGP) or Building Resilient Infrastructure and Communities (BRIC) programs, your first step should be determining eligibility. This worksheet presents a series of statements designed to help you assess your project’s eligibility and identify areas where additional work may be required. If you agree with a statement below, please check the associated box. Boxes left unchecked may indicate that additional research, information, and/or work could be required. You may need to address this before moving forward with the application.

The **General Statements** apply to ALL types of projects you may be pursuing. There are additional specific statements for **Acquisition/Demolition**, **Mitigation/Reconstruction**, **Elevation**, **Structural/Wet and Dry Floodproofing**, **Generator**, and **Acquisition/Relocation** projects and usually require more information.

*Please note that within this document, the term “property” refers to the land designated by a parcel, while “structure” refers to the building(s) on the property.*

**Project Name:** \_\_\_\_\_

**Please note, for any potential project to be eligible:**

- The community must be in good standing with the National Flood Insurance Program (NFIP)
- The community must have a current Hazard Mitigation Plan (HMP) with action item specified

### General Statements to Help Assess Project Eligibility

STATEMENTS	<input checked="" type="checkbox"/>	NOTES
The property owner is a U.S. citizen.	<input type="checkbox"/>	
If residential, the structure is a primary residence, and the property owner has proof of this.	<input type="checkbox"/>	
The property owner has a clear title (no liens, leases, or mineral rights surface/sub-surface).	<input type="checkbox"/>	
This property is in the floodplain or floodway.	<input type="checkbox"/>	

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STATEMENTS	✓	NOTES
This property is not in a historic district (State and/or federally designated).	<input type="checkbox"/>	
This structure is less than 50 years old.	<input type="checkbox"/>	
There are no State/federally endangered or special species/wildflowers/trees on the property.	<input type="checkbox"/>	
There are no hazardous material possibilities on the property.	<input type="checkbox"/>	
The property owner understands that HMA is a voluntary program.	<input type="checkbox"/>	
The property owner has a National Flood Insurance Program (NFIP) policy, and it is up to date.	<input type="checkbox"/>	
A non-NFIP policy is in effect, if there is not an NFIP policy.	<input type="checkbox"/>	
FEMA Individual Assistance (IA) funds have been received for the property.	<input type="checkbox"/>	
Other disaster recovery sources have been offered and/or accepted for the property.	<input type="checkbox"/>	
The property owner has receipts on the use of any funds that were received (from NFIP, non-NFIP insurance, IA or donations).	<input type="checkbox"/>	
The property owner has access to NFIP or a private insurer Increased Cost of Compliance (ICC) funds.	<input type="checkbox"/>	
The property owner has tried to access NFIP ICC funds prior to this attempt.	<input type="checkbox"/>	
The structure was deemed Substantially Damaged by a Floodplain Manager (FPM).	<input type="checkbox"/>	
The community has a Cumulative Substantial Damage or modification clause/amendment in effect.	<input type="checkbox"/>	
The structure has been damaged by previous flood events.	<input type="checkbox"/>	
The structure is identified by FEMA as a Repetitive Loss or Severe Repetitive Loss property.	<input type="checkbox"/>	
The property owner has not withdrawn from any federally funded grant programs before.	<input type="checkbox"/>	
No renters are involved with this property.	<input type="checkbox"/>	
No adjacent lots are involved with this property.	<input type="checkbox"/>	

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STATEMENTS	✓	NOTES
The municipality or individual would be able to contribute if cost share is needed to assist in a required match.	<input type="checkbox"/>	
The property is served by municipal water and sewer infrastructure.	<input type="checkbox"/>	

## Acquisition/Demolition Projects

STATEMENTS	✓	NOTES
The structure was deemed Substantially Damaged or Substantially Improved by an FPM.	<input type="checkbox"/>	
There is a cumulative Substantial Damage clause.	<input type="checkbox"/>	
The property owner has communicated a tentative timeline to the municipality.	<input type="checkbox"/>	
The property has been deemed eligible for acquisition.	<input type="checkbox"/>	
A demolition permit that complies with local requirements can be been acquired.	<input type="checkbox"/>	
The homeowner has confirmed their understanding that HMA is a voluntary program.	<input type="checkbox"/>	
A demolition date has been set.	<input type="checkbox"/>	
There is an estimated cost for acquisition/demolition.	<input type="checkbox"/>	
There is a plan for what will be done with the land once the structure is removed from the property.	<input type="checkbox"/>	
The community is aware of the 3-year monitoring requirement.	<input type="checkbox"/>	
There is a plan for maintenance by the municipality.	<input type="checkbox"/>	

## Mitigation/Reconstruction Projects

STATEMENTS	✓	NOTES
The structure can be relocated to higher ground out of the floodplain on the current parcel.	<input type="checkbox"/>	
The structure must be relocated, and there are no deed restrictions on the land identified for relocation.	<input type="checkbox"/>	

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STATEMENTS	✓	NOTES
The property owner has considered manufactured homes to rebuild under the FEMA cap, if necessary.	<input type="checkbox"/>	
The property owner has communicated a tentative timeline for creating the foundation and/or for delivery of the manufactured home.	<input type="checkbox"/>	
The property owner is aware that not all reconstruction costs, wants, or needs are eligible for funding.	<input type="checkbox"/>	
The property owner is aware that they must maintain NFIP insurance in perpetuity once the structure has been rebuilt.	<input type="checkbox"/>	

## Elevation Projects

STATEMENTS	✓	NOTES
The existing foundation type has been identified (i.e. crawlspace, basement, slab-on-grade or piers).	<input type="checkbox"/>	
There is no wood degradation from previous floods.	<input type="checkbox"/>	
The property owner has received quotes for elevating the structure.	<input type="checkbox"/>	
The property owner has communicated a tentative timeline to the municipality prior to the grant application period or design work from engineer or architect.	<input type="checkbox"/>	
The municipal engineer knows how to conduct a FEMA Benefit Cost Analysis.	<input type="checkbox"/>	
The structure has an Elevation Certificate stamped/certified by an engineer or surveyor.	<input type="checkbox"/>	
The structure is not identified as NFIP Non-Compliant or under follow-up from a State or FEMA Community Assistance Visit (CAV).	<input type="checkbox"/>	
Location of utilities (utility room build, closet, raised) are accounted for in the proposed elevation.	<input type="checkbox"/>	
The property is not involved in an estate or resale.	<input type="checkbox"/>	
The property's NFIP policy was kept in effect after the application was submitted.	<input type="checkbox"/>	
The property owner would consider an acquisition/demolition if the property is in a floodway.	<input type="checkbox"/>	
The property owner is aware that not all elevation costs, wants, or needs are eligible for funding.	<input type="checkbox"/>	
The property owner is aware that they must maintain NFIP insurance in perpetuity once the structure has been elevated.	<input type="checkbox"/>	

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## Structural/Wet and Dry Floodproofing Projects

STATEMENTS	✓	NOTES
The land/structure proposed for mitigation action is owned by an Eligible Applicant Agent.	<input type="checkbox"/>	
The proposed mitigation action provides a long-term solution.	<input type="checkbox"/>	
The project engineer has a certified and stamped "no risk" letter.	<input type="checkbox"/>	
A hydrologic and hydraulic study has been completed.	<input type="checkbox"/>	
The required cost share/match has been obtained and committed to.	<input type="checkbox"/>	
At the project's completion, the project will comply with ASCE-7, ASCE-24, and 2015 IBC or higher.	<input type="checkbox"/>	
An Insurance Services Office (ISO) Building Code Effectiveness Grading Schedule has been completed for the municipality.	<input type="checkbox"/>	
If mitigation property is needed, wetlands and/or woodland areas have been identified for the required (other) mitigation.	<input type="checkbox"/>	
Permitting authorities have been contacted regarding project intentions.	<input type="checkbox"/>	

## Generator Projects

STATEMENTS	✓	NOTES
It has been confirmed whether the generator will be a mobile or fixed asset.	<input type="checkbox"/>	
If the generator is a fixed asset, the facility owner is an Eligible Applicant.	<input type="checkbox"/>	
If it is a fixed asset, has the facility has been entered into the U.S. Army Corps of Engineers Emergency Facility Power Assessment Tool (EFHAT) Program?	<input type="checkbox"/>	
The facility owner is aware that funding through HMA may not be eligible for non-profits.	<input type="checkbox"/>	
The facility owner has contacted the Federal and/or State Surplus system.	<input type="checkbox"/>	

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STATEMENTS	✓	NOTES
This activity has been identified in the county's Hazard Mitigation Plan and Mitigation Action Section.	<input type="checkbox"/>	
The facility that needs back-up power has been identified in the Emergency Operations Plan as a Critical Facility or Critical Business Activity/Function.	<input type="checkbox"/>	
The facility has been prioritized on the local power plan.	<input type="checkbox"/>	
The FEMA Generator Questionnaire has been completed by a qualified engineer.	<input type="checkbox"/>	
A plan for required maintenance training and testing of the obtained generator has been confirmed.	<input type="checkbox"/>	
If a mobile generator is being requested, there is a temperature-controlled facility for storage.	<input type="checkbox"/>	
The required cost share/match has been obtained and committed to.	<input type="checkbox"/>	

## Acquisition/Relocation Projects

STATEMENTS	✓	NOTES
Flood Insurance Rate Maps (FIRMs) show project location (both original and relocated sites).	<input type="checkbox"/>	
Amount and depth of ground disturbance associated with project (grading; digging for buried lines; new, temporary, permanent access roads; staging areas) have been identified.	<input type="checkbox"/>	
All contaminated materials located on-site (asbestos, lead-based paint, underground storage tanks, chemical storage containers) have been identified.	<input type="checkbox"/>	
Project includes a description of the relocation process, how it was selected, and why.	<input type="checkbox"/>	
The proposed level of protection of the relocated structure is included in the SOW.	<input type="checkbox"/>	
The list of construction equipment that will be used for the project is included in the SOW.	<input type="checkbox"/>	
The description of demolition and construction activities and all debris/infrastructure/utility removal activities is included in the SOW.	<input type="checkbox"/>	
SOW includes a map showing the type and location of any vegetation that will be affected (e.g., removed, cut, pruned, replanted).	<input type="checkbox"/>	

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STATEMENTS	✓	NOTES
SOW includes a description of debris or other materials that will be removed and hauled off-site, and information on where it will be disposed, in accordance with local and state requirements.	<input type="checkbox"/>	
SOW includes type and source of fill that will be imported to the project area from an off-site source (e.g.: existing borrow pit).	<input type="checkbox"/>	
There is demonstration of cost-effectiveness through FEMA-approved methodology, including pre-calculated benefits or Benefit Cost Analysis (BCA).	<input type="checkbox"/>	
If BCA performed, documentation of the flood risk is included.	<input type="checkbox"/>	
If BCA is performed, documentation of the Building Replacement Value is included.	<input type="checkbox"/>	
Copies of any previous correspondence, coordination, or consultation with federal, state, and local resource agencies are documented and included.	<input type="checkbox"/>	
Description and documentation of any public outreach that has occurred (e.g., public notices, public meetings, public comment periods, etc.)	<input type="checkbox"/>	
Description of site history is provided, including copies of documents of any studies, investigations, or enforcement actions related to the site.	<input type="checkbox"/>	
Any known federally or state listed threatened/endangered species or their critical habitat within the project area are described and documented.	<input type="checkbox"/>	

## RESOURCES

For additional information on HMA project eligibility, please refer to the following resources:

Publication	Link
FEMA Hazard Mitigation Assistance Job Aid No. 1.1: Acquisition and Relocation	<a href="https://www.fema.gov/sites/default/files/2020-09/fema_acquisition_demolition_job_aid_08-21-17.pdf">https://www.fema.gov/sites/default/files/2020-09/fema_acquisition_demolition_job_aid_08-21-17.pdf</a>
FEMA Hazard Mitigation Assistance Job Aid No. 1.3: Elevation	<a href="https://www.fema.gov/sites/default/files/2020-09/fema_elevation_job_aid_08-21-17.pdf">https://www.fema.gov/sites/default/files/2020-09/fema_elevation_job_aid_08-21-17.pdf</a>
FEMA Hazard Mitigation Assistance Guidance: Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, and Flood Mitigation Assistance Program	<a href="https://www.fema.gov/sites/default/files/2020-07/fy15_HMA_Guidance.pdf">https://www.fema.gov/sites/default/files/2020-07/fy15_HMA_Guidance.pdf</a>
HMA EHP at-a Glance Guide: Project Planning with Considerations for EHP Compliance	<a href="https://www.fema.gov/sites/default/files/2020-06/fema_ehp_ataglance_final_051313.pdf">https://www.fema.gov/sites/default/files/2020-06/fema_ehp_ataglance_final_051313.pdf</a>

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FEMA Homeowner's Guide to the Hazard Mitigation Grant Program Brochure	<a href="https://s29422.pcdn.co/wp-content/uploads/2018/12/Homeowners-Guide-to-the-Hazard-Mitigation-Grant-Program.pdf">https://s29422.pcdn.co/wp-content/uploads/2018/12/Homeowners-Guide-to-the-Hazard-Mitigation-Grant-Program.pdf</a>
FEMA Frequently Asked Questions: Property Acquisitions for Open Space	<a href="https://www.pema.pa.gov/Mitigation/Grants-Projects/Documents/FEMA-Property-Acquisitions-Open-Space-FAQ.pdf">https://www.pema.pa.gov/Mitigation/Grants-Projects/Documents/FEMA-Property-Acquisitions-Open-Space-FAQ.pdf</a>