**EIGHT STEP PROCESS FORM (REQUIRED FOR FLOODPLAINS & WETLANDS)**

<https://www.fema.gov/media-library-data/20130726-1642-20490-7647/8_step.pdf>

**Step 1** Project is not located in a wetland area

 Project is with the 100 year floodplain, Special Flood Hazard Area (SFHA), as the area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year (formally the 100 year floodplain)

Project is not a critical action since the scope consists of Elevation/Removal of homes \_\_\_\_\_\_\_\_\_\_\_\_.

**Step 2** The public has been notified, and the homeowners are aware of the intent of this project. Two preliminary meetings were held at the \_\_\_\_\_\_\_\_ Municipal Building; one on \_\_\_\_\_\_ and the other on \_\_\_\_\_\_\_\_. At which time representatives from the Pennsylvania Emergency Management Agency (PEMA), the US Army Corps of Engineers, County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Municipality), and representatives from the \_\_\_\_\_\_\_\_ (whomever attended) and US Representative \_\_\_\_\_\_\_\_\_\_\_\_ office were present. Meetings with the homeowners took place at the municipal building on \_\_\_\_\_\_\_\_\_\_\_\_. In the interim there were numerous telephonic, electronic, written and face-to-face contacts made.

**Step 3** Non-Applicable; there are no alternative locations for the project as it is an (elevation or acquisition/demolition) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ project.

**Step 4** This project consists of the (Elevation, Acquisition/Demolition) of the property(ies) located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_within the SFHA. This will have a positive effect on the floodplain and its ability to convey creek flows in a flood condition.

**Step 5** Potential adverse impacts do not apply to this project since it is a (elevation, acquisition/demolition) within the floodway. This will, however, will have a positive impact on the structure in the floodplain.

**Step 6** Non-Applicable; since there are no alternative locations for the project as it is a (elevation/demolition) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ project.

**Step 7** The floodplain is inherently the only practical location since the existing home(s) are within the floodplain, and they are being (removed/elevated) \_\_\_\_\_\_\_\_\_ due to flooding hazards as documented.

**Step 8** The requirements of 44 Code of Federal Regulation Section 9.11 will be implemented, primarily due to the inherent scope of this project. The scope of this project is to (remove an obstruction, or elevate a structure) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within the SFHA due to the risks associated with the home(s) which have shown the property to be damaged during flooding events.

**Eight-Step Planning Process for Floodplains and Wetlands (44 CFR 9)**

**Step 1:** Determine whether the Proposed Action is located in a wetland and/or the 100-year floodplain, or whether it has the potential to affect or be affected by a floodplain or wetland

**Step 2:** Notify public at earliest possible time of the intent to carry out an action in a floodplain or wetland, and involve the affected and interested public in the decision-making process.

**Step 3:** Identify and evaluate practicable alternatives to locating the Proposed Action in a floodplain or wetland.

**Step 4:** Identify the full range of potential direct or indirect impacts associated with the occupancy or modification of floodplains and wetlands, and the potential direct and indirect support of floodplain and wetland development that could result from the Proposed Action.

**Step 5:** Minimize the potential adverse impacts from work within floodplains and wetlands (identified under Step 4), restore and preserve the natural and beneficial values served by wetlands.

**Step 6:** Re-evaluate the Proposed Action to determine: 1) if it is still practicable in light of its exposure to flood hazards; 2) the extent to which it will aggravate the hazards to others; 3) its potential to disrupt floodplain and wetland values.

**Step 7:** If the agency decides to take an action in a floodplain or wetland, prepare and provide the public with a finding and explanation of any final decision that the floodplain or wetland is the only practicable alternative. The explanation should include any relevant factors considered in the decision-making process.

**Step 8:** Review the implementation and postimplementation phases of the Proposed Action to ensure that the requirements of the EOs are fully implemented. Oversight responsibility shall be integrated into existing processes.