

Federal Emergency Management Agency Individual Assistance Programs

Once your county receives an Individual Assistance designation, these FEMA Programs are available to those who are eligible. You are eligible if you are a disaster-impacted individual with expenses not covered by insurance.

Individuals and Households Program

Housing Assistance provides financial and/or direct assistance to eligible disaster survivors who have necessary expenses and serious needs unmet through other resources, such as insurance.

- Financial Housing Assistance can include Rental Assistance, Lodging Expense Reimbursement, Home Repair Assistance, and Home Replacement Assistance.
- Direct Housing Assistance can include Manufactured Housing Units, Multi-Family Lease and Repair, and Permanent or Semi-Permanent Housing Construction.

Other Needs Assistance provides financial assistance to individuals and households who have other disaster-related necessary expenses such as medical, childcare, funeral, personal property, and transportation costs. The U.S. Small Business Administration's (SBA) Disaster Assistance Program provides low-interest, long-term loans to those impacted by a declared disaster.

Crisis Counseling Assistance & Training Program assists in recovery from the effects of a disaster through community based outreach and psycho-educational services.

Disaster Case Management involves creating a Disaster Recovery Plan together with a disaster case manager to reach disaster recovery by meeting unmet needs through available resources.

Disaster Unemployment Assistance provides unemployment benefits and re-employment services to individuals who have become unemployed because of the disaster and who are not eligible for regular State unemployment insurance.

Disaster Legal Services provides legal assistance to low-income individuals who are unable to secure legal services adequate to meet their disaster related needs.

HOW TO APPLY

- Internet: <https://www.disasterassistance.gov>
- Smartphone: downloading FEMA application through <https://www.fema.gov>
- FEMA Toll-Free Helpline: 800-621-3362
- FEMA Toll-Free Helpline for deaf, hard of hearing, or speech disability: 800-462-7585
- Disaster Recovery Center open for limited periods post-disaster near your community.
- U.S. SBA Disaster Loan Assistance: <https://disasterloan.sba.gov/ela>

Restrictions: Financial assistance is limited to an annually adjusted amount based on the Department of Labor Consumer Price Index. Applicants whose homes are located in a Special Flood Hazard Area and who receive assistance because of a flood-caused disaster must obtain and maintain flood insurance. Disaster survivors may need to provide documentation to help FEMA evaluate their eligibility, such as proof of occupancy, ownership, income loss, and/or information concerning an applicant's housing situation prior to the disaster. Assistance is limited to 18 months following the disaster declaration.

Florida Division of Emergency Management

Debris Removal Quick Guide

Public Assistance Projects

Florida Division of Emergency Management (FDEM), Public Assistance (PA) Program, is providing this information to **avoid jeopardizing applicants' eligibility for reimbursement** from the Federal Emergency Management Agency (FEMA) for debris removal and disposal.

Debris can include downed trees, silt, sand, building components, wreckage, and personal property. Debris must be separated for proper handling, transport and disposal of hazardous materials and toxic waste including asbestos containing materials, lead-based paints, and household chemicals.

FEMA may reimburse reasonable costs associated with debris removal, such as labor, disposal fees, monitoring costs, equipment costs, material costs, or contract costs. Contracts must comply with federal regulations (2 CFR 200.320) as well as State and local procurement standards.

FEMA ELIGIBILITY REQUIREMENTS

1. You must be an **Eligible Applicant** as defined in the Public Assistance Program and Policy Guide (PAPPG), page 10, and have the legal responsibility, page 21, to be reimbursed for debris removal. <https://www.fema.gov/media-library/assets/documents/111781>
2. Debris was generated by the disaster event and is located on improved property or rights-of-way of an eligible Public Assistance applicant.
3. When there is a serious threat to lives, public health and safety, it eliminates the immediate threat of damage to improved property, or it assists the economic recovery of the community-at-large.

PERMITTING AND DOCUMENTATION REQUIREMENTS

1. **Source documentation** including timesheets, work logs, equipment use logs, receipts, load tickets, monitoring logs, contracts, mutual aid agreements;
2. **Document** including volume or weight and pickup location(s)
3. **Document** debris management site(s), transfer stations, and final disposal location(s) including permit documentation including Florida Dept. of Environmental Protection authorization or landfill permit number;
4. **TDSR/Debris Management Site Approval:** To obtain approval for a new TDSR or final disposal location, or to activate a site pre-approved, contact your regional FL Department of Environmental Protection (FDEP). Permit information may be found here: <http://www.dep.state.fl.us/secretary/info/permitting.htm>
5. **Debris burning (vegetative debris only):**
Must obtain a burn permit or letter of approval from the FL Department of Agriculture and Consumer Services: <http://www.freshfromflorida.com/Divisions-Offices/Florida-Forest-Service/Wildland-Fire/Resources/Fire-Tools-and-Downloads/Web-Based-Open-Burn-Authorization-Request-WebOBA>
 - a. All burning MUST comply with State regulations including FDEP guidance on **Open Pile Burning** here: http://www.dep.state.fl.us/mainpage/em/2017/files/PostStorm_Guidance_OpenPileBurning.pdf
 - b. For **Air Curtain Incinerators** guidance, visit: http://www.dep.state.fl.us/mainpage/em/2017/files/PostStorm_Guidance_AirCurtainIncinerator.pdf

In addition, there may be other local ordinances that apply in your area; be sure to check with your local fire department or county fire marshal prior to burning.

HANDLING DEBRIS

1. Separate waste types such as vegetative, C&D, white goods, household hazardous waste, electronic waste, animal carcasses, sand and mud, etc.
2. For guidance regarding **animal mortality waste disposal**, contact the State Agricultural Response Team online at <http://www.flsart.org/acmwg/>
3. For guidance on **household hazardous waste**, contact your local FDEP hazardous waste office: <http://www.dep.state.fl.us/mainpage/em/2017/files/Management%20of%20Storm%20Hazardous%20Waste.pdf>
4. For guidance on **asbestos removal**, additional information is available here: http://www.dep.state.fl.us/mainpage/em/2017/files/PostStorm_Guidance_Asbestos.pdf
5. For information on abandoned or derelict vessels, contact the Florida Fish and Wildlife Conservation Commission (FWC) at 850-617-9540.

TEMPORARY DEBRIS STAGING AND REDUCTION SITES (TDSRs)

1. The FDEP Guide on Establishing, Operating and Closing a Debris Management Sites is located here: http://www.dep.state.fl.us/mainpage/em/2017/files/debris_guidance.pdf
2. **Chipping/Grinding**
Grinding, chipping, recycling, or disposal should be at permitted landfills are preferred methods of disposal over burning.

FL STATE POINT OF CONTACT

To coordinate your debris removal operations or for more information please contact **Rick Knowles**, Debris Program Officer, at 850-815-4405 or 850-363-8409 or richard.knowles@em.myflorida.com.

OTHER FEDERAL AGENCIES

Debris Removal from Watersheds:

USDA Natural Resources Conservation Service may make available the Emergency Watershed Program (EWP) to assist state agencies, county governments, towns and other subdivisions of state government to relieve storm caused impairments and imminent threats to watershed function. EWP may support removal of storm debris that poses a threat to health, life, or property. Not all storm debris in water is eligible for EWP. For more information, visit <https://www.nrcs.usda.gov/wps/portal/nrcs/site/fl/home/> or contact Jason Strenth, State Conservation Engineer, at (352) 338-9559.

Debris Removal from Farms and Ranches

USDA Farm Service Agency may provide assistance with debris removal from farming or ranching operations through the Emergency Conservation Program, animal mortality through the Livestock Indemnity Program, and assistance to eligible non-industrial private forest owners thru the Emergency Forest Restoration Program. For more information contact your county FSA office or visit: <https://www.fsa.usda.gov/state-offices/Florida/index>

Debris Removal from Federal Waterways

U.S. Army Corps of Engineers is responsible for removing debris from federally designated navigable channels and turning basins. They also provide direct assistance through FEMA Mission Assignment. Additional information on waterway debris responsibility is found here: <http://www.dep.state.fl.us/mainpage/em/2017/files/FloridaIncidentWaterwayDebrisResponseFlowchart.pdf>.



PUBLIC ASSISTANCE: PRIVATE PROPERTY DEBRIS REMOVAL

The Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program provides supplemental assistance to States, Territories, Tribes and Local governments, as well as certain private nonprofit organizations, (herein referred to as Applicants). FEMA's Public Assistance Program and Policy Guide (<https://www.fema.gov/media-library/assets/documents/111781>) provides comprehensive information regarding FEMA assistance and the requirements that Applicants must meet in order to receive assistance. The purpose of this Fact Sheet is to provide key information to consider when planning for debris removal.

Private property debris removal (PPDR) is generally not eligible for reimbursement under the PA Program. However, when debris on private property is so widespread that it threatens public health and safety or economic recovery of a community, FEMA may provide PA funding for debris removal from private property. The debris removal must be in the public interest, not merely benefiting an individual or limited group of individuals within the community, and be within the legal authority of the Applicant to perform. In such cases, FEMA works with the State, Territorial, Tribal, or Local government to designate specific areas where debris removal from private property, including private waterways, is eligible.

Approval for PPDR

Due to the magnitude of recent disaster events, FEMA is simplifying the process for PPDR approval. Applicants must provide a written notice through the Recipient (State, Tribal, or Territorial government) to FEMA identifying areas where PPDR activities will occur (including identification of gated or ungated communities, orphaned roads, or commercial properties). Once the notice is submitted, the Applicant does not need to wait for FEMA approval to start work. However, the Applicant must submit its written request for FEMA approval so that it may receive reimbursement for PPDR work. FEMA may only approve reimbursement based on the Applicant's satisfactory demonstration (including relevant documentation) that the:

- PPDR was in the public interest,
- Applicant has legal authority to perform debris removal activities on private property,
- Applicant agrees to indemnify the Federal Government (including FEMA),
- Applicant obtained and complied with applicable permits or approvals for the locations of temporary debris staging and reduction sites and final debris disposal sites, and
- Applicant has satisfied all legal processes and obtained permission from the property owners (rights-of-entry or other unconditional authorization) and agreements to indemnify and hold harmless the Federal government.

Debris Removal from Commercial Property

Removal of debris from commercial properties, such as industrial parks, golf courses, cemeteries, apartments, condominiums, and trailer parks, is generally ineligible because commercial enterprises are expected to retain insurance that covers debris removal. In very limited, extraordinary circumstances, FEMA may provide an exception.

Duplication of Benefits

The Applicant should work with private property owners to pursue and recover insurance proceeds and credit FEMA the Federal share of any insurance proceeds received. In some circumstances, FEMA may provide assistance to individuals through the Individual Assistance (IA) Program for debris removal. In these cases, FEMA PA will coordinate closely with IA to ensure FEMA does not fund the same work under both programs.

Environmental Considerations for Debris Removal

FEMA must ensure that the Applicant's debris removal operations avoid impacts to floodplains, wetlands, federally listed threatened and endangered species and their critical habitats, and historic properties (including maritime or underwater archaeological resources if waterways are impacted). The Applicant must stage debris at a safe distance from property boundaries, surface water, wetlands, structures, wells, and septic tanks with leach fields. For more information on EHP compliance associated with debris removal please refer to the *Environmental and Historic Preservation (EHP) Fact Sheet: Debris Removal Activities* as well as the Public Assistance Program and Policy Guide dated April 2017.

PPDR WRITTEN REQUEST: ELEMENTS

Public Interest Determination

- Provide the basis for its determination that removing the debris from the private property requested is in the public interest. The determination must be made by the State, Territorial, Tribal, county, or municipal government's public health authority or other public entity that has legal authority to make a determination that disaster-generated debris on private property in the designated area constitutes an immediate threat to life, public health, or safety, or to the economic recovery of the community at-large. FEMA will evaluate the applicant's submission to determine if it concurs that PPDR is in the public interest.
- Submit the established, specific legal requirements for declaring the existence of a threat to public health and safety.

Legal Authority and Responsibility: Provide documentation to confirm the Applicant's legal authority and responsibility to enter private property and remove disaster-related debris. This includes:

- Citation of the law, ordinance, code, contractual arrangement, or emergency powers under which it is exercising its legal authority to remove debris from private property. The authority cited must be applicable to the condition representing the immediate threat and not merely the Applicant's uniform level of services. Typically, solid waste disposal ordinances are part of the Applicant's uniform level of services and not a justification for entering private property to remove disaster-related debris.
- Confirmation that a legally authorized official of the Applicant has ordered the exercise of public emergency powers or other appropriate authority to enter onto private property in the designated area to remove debris to address immediate threats to life, public health, and safety.

Indemnification: The Applicant must indemnify the Federal Government and its employees, agents, and contractors from any claims arising from the removal of debris from private property.



PUBLIC ASSISTANCE: DEBRIS REMOVAL TIPS

The Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program provides supplemental assistance to states, tribes, and local governmental entities, as well as certain private non-profit organizations (hereinafter referred to as applicants). FEMA's *Public Assistance Program and Policy Guide* (<http://www.fema.gov/public-assistance-policy-and-guidance>) provides comprehensive information regarding assistance that FEMA can provide and the requirements that applicants must follow in order to receive the assistance. The purpose of this Fact Sheet is to provide key information to consider when planning and initiating debris removal operations.

Costs to remove incident-related debris (including, but not limited to, vegetative debris, components of structures, sand, mud, silt, gravel, rocks, boulders, vehicles, and vessels) from improved public property and public rights-of-way (ROWs), including Federal-aid roads, are reimbursable. FEMA also reimburses a limited timeframe for vehicle and vessel storage when necessary to provide applicants time to identify the owner.

If applicants authorize residents to place incident-related debris on the public ROW, including Federal-aid roads, costs to subsequently remove the debris from the ROW are reimbursable. In such cases, local governments should provide guidance to citizens to avoid placing hazardous waste on the ROW and to avoid placing debris near fire hydrants and power poles. Applicants should consider placing large roll-off trash bins on public property and ROW for use by the citizens to minimize significant debris piles on the ROW and establishing debris drop-off sites for household hazardous waste.

Various types of resources are reimbursable, including the applicants' employees, temporary hires, mutual aid, and contractors. Additionally, the value of volunteer hours or donated equipment may be used to offset the non-Federal cost share (usually 25%).

Monitoring Debris Operations

FEMA requires that applicants monitor all contracted debris removal operations. If it does not monitor contracted debris removal operations, it jeopardizes FEMA funding. Applicants may use employees (including temporary hires), contractors, or a combination for monitoring. FEMA will provide debris monitor training to an applicant's employees upon request. It is not necessary, or cost-effective, to have Professional Engineers or other certified professionals perform debris

DOCUMENT THESE ITEMS

Applicants need to document the following information to support debris removal claims:

- Quantity and type of debris:
 - Hauled to a temporary staging site
 - Reduced, including reduction method (e.g., chipped, burned)
 - Hauled to a final disposal site
 - Recycled
- Pick-up locations
- Disposal locations (temporary staging, recycling, and final disposal)
- Owned ("Force Account") equipment:
 - Type of equipment and attachments used
 - Year, make, model, size/capacity
 - Days and hours used
 - Operator name
- Contracted equipment
 - Certifications of truck size/capacity
- Labor:
 - Name
 - Days and hours worked
 - Work performed

monitoring. FEMA considers costs unreasonable when associated with the use of staff that are more qualified than necessary.

SELECTING DISPOSAL SITES

- DO: If burning debris as a reduction method, obtain guidance from applicable State, Territorial, Tribal, or local regulatory agencies to determine if and where burning can be conducted.
- DO: Obtain permits from applicable Federal, State, Territorial, Tribal, and local regulatory agencies.
- AVOID: Areas such as endangered species' critical habitats, archeologically sensitive areas, rare ecosystems, contaminated sites, well fields, or surface waters. If near these areas, establish buffer and/or turbidity barriers.
- AVOID: Areas of close proximity to schools, nursing homes, hospitals, historic buildings, residences, or public water supplies especially in windy areas due to dust and odor.
- DO NOT: Dispose of debris in floodplains or wetlands.

Alternative Procedures Pilot Program for Debris Removal

FEMA is currently conducting the Alternative Procedures Pilot Program for Debris Removal. Under this pilot program, applicants may elect to participate in one or more of the following:

- Reimbursement of straight-time for employees (limited to overtime under standard program)
- Retention of income generated from recycling debris
- 2-percent increased cost-share incentive for applicants with a FEMA-accepted debris management plan with pre-qualified debris removal contractors before the start of the incident period
- Increased Federal cost share based on a sliding scale to accelerate completion of debris removal (This procedure must be authorized in the President's major disaster declaration for declarations requested on or after August 28, 2017):

Debris Removal Conducted (Days from Start of Incident)	Federal Cost Share
1-30	85%
31-90	80%
91-180	75%
FEMA will NOT provide funding for debris activities after 180 days (unless FEMA grants an extension)	

FEMA's *Public Assistance Alternative Procedures Pilot Program Guide for Debris Removal*, <http://www.fema.gov/alternative-procedures> provides detailed guidance on the pilot program.

Additional Fact Sheets are available for debris removal from waterways, removal of animal carcasses, and contract requirements.



PUBLIC ASSISTANCE: CONTRACTING REQUIREMENTS CHECKLIST

The Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program provides supplemental assistance to states, tribes, and local governmental entities, as well as certain private non-profit organizations (hereinafter referred to as applicants). FEMA's *Public Assistance Program and Policy Guide* (<http://www.fema.gov/public-assistance-policy-and-guidance>) provides comprehensive information regarding assistance that FEMA can provide and the requirements that applicants must follow in order to receive the assistance. The purpose of this Fact Sheet is to provide key information that applicants need to consider when utilizing contracted resources.

Avoid the Risk of Not Being Reimbursed for Contract Costs in a Time of Need

Failure to follow federal contracting requirements when procuring and selecting contractors puts applicants at risk of not receiving full reimbursement for associated disaster costs. Both FEMA and the U.S. Department of Homeland Security's Office of Inspector General (OIG) closely review applicant procurement actions and contract selections to evaluate whether Federal requirements were met. Where requirements were not met, funding can be disallowed and, in some cases, taken back even years after the event. Due to the frequency of applicants not following contracting requirements and the millions of dollars subsequently put at risk, FEMA and the OIG are increasing their efforts to ensure applicants understand Federal requirements for contracting resources. In addition to this Fact Sheet, FEMA has extensive procurement and contracting resources for applicants, including the *Procurement Under Grants Field Manual Supplement*, which are available at www.fema.gov/procurement-disaster-assistance-team. Additionally, the OIG in July 2016 issued its *Audit Tips for Managing Disaster-Related Project Costs* (OIG-16-109-D-Jul16).

FEMA reimburses costs incurred using fixed-price or cost-reimbursement contracts. FEMA advises against the use of Time and Materials (T&M) contracts and generally limits the use of these contracts to a reasonable time based on the circumstances during which the applicant could not define a clear scope of work because T&M contracts do not adequately incentivize contractors to control costs or maximize labor efficiency.

AVOIDANCE CHECKLIST

DO NOT:

- "Piggyback" on other jurisdiction's contracts.
- Award cost-plus-a-percentage-of-cost contracts or contracts with a percentage-of-construction-cost method.
- Include local preference.

AVOID:

- Time & Material (T&M) Contracts (FEMA may reimburse costs incurred under a T&M contract **only if all** of the following apply:
 - No other contract was suitable;
 - The contract has a ceiling price that the contractor exceeds at its own risk; and
 - The Applicant provides a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- Sole-Source Contracts unless you can support their use under the procurement rules.
- Pre-disaster/stand-by contracts with price proposals that increase when awarded post-disaster.

"FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards."

REQUIREMENTS CHECKLIST

- Provide full and open competition;
- Place qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- Maintain oversight to ensure contractors perform according to the terms, conditions, and specifications of their contracts or purchase orders;
- Maintain written standards of conduct covering conflicts of interest and governing the performance of employees who engage in the selection, award, and administration of contracts;
- Negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed;
- Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications. The Federal threshold is currently \$150,000, if state or local procurement law is more restrictive, then the state or local law must be followed;
- Include required provisions in all contracts awarded; and
- Maintain records sufficient to detail the history of the procurement. These records will include, but are not limited to the rationale for the method of procurement, selection of contract type; contractor selection or rejection; and basis for the contract price.

Noncompetitive procurement may be used under certain circumstances, one of which is when the public exigency or emergency will not permit a delay resulting from competitive solicitation.

Examples Illustrating the Meaning of Exigency and Emergency

Emergency: A tornado impacts the City and causes widespread and catastrophic damage, including loss of life, loss of power, damage to public and private structures, and millions of cubic yards of debris across the City, leaving almost the entire jurisdiction inaccessible. The City needs to begin debris clearance activities immediately to restore access to the community and support search and rescue operations and power restoration.

Exigency: A tornado impacts the City in June and causes widespread and catastrophic damage, including damage to a City school. The City wants to repair the school and have it ready for the beginning of the following school year in September. The City estimates, based on past experience, that the sealed bidding process will take at least 90 days, and the City's engineer estimates that the repair work would take another 60 days. This would bring the project completion to well after the beginning of the school year. Rather than going through sealed bidding, the City—in compliance with State and local law—wants to solicit bids from five contractors that have previously constructed schools in the State and award the contract to the lowest bidder among those five. This would be an example of an "exigency", such that sealed bidding would cause a delay under the circumstances and the use of some other procurement method was necessary based on the particular situation.

Applicants should ensure their attorneys review all procurement actions and contracts. FEMA has a Procurement Disaster Assistance Team that is available to review contracts to ensure they include required provisions. Applicants may contact the State or Territory to request FEMA assist with review.



FEMA

OFFICE OF ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION
PARTNERS IN SHAPING RESILIENT COMMUNITIES



Environmental and Historic Preservation (EHP) Fact Sheet: Debris Removal Activities

Environmental resources, cultural institutions, and historic assets define communities and contribute to their well-being and unique character. The Federal Emergency Management Agency (FEMA) plays a critical role in helping communities incorporate environmental stewardship and historic preservation into emergency management decisions. As disasters continue to challenge our nation and communities grapple with issues of preparedness and sustainability, FEMA offers expertise to ensure both legal compliance and informed local, State, Tribal, and national planning.

Debris Removal and EHP Review

FEMA's Public Assistance program awards funds to eligible applicants for debris clearance, removal, and disposal operations. Examples are debris removal from public right-of-ways to allow the safe passage of emergency vehicles and from public property to eliminate health and safety hazards. In some instances, it includes collection of private property debris placed at the curb. This fact sheet does not apply to the demolition of privately owned structures. Although FEMA's statutory exclusions under Section 316 of the Stafford Act exempt most debris removal actions from review by the National Environmental Policy Act, compliance with other laws—such as the Endangered Species Act, National Historic Preservation Act, Clean Air Act, and Clean Water Act—is still required.

Considering EHP Impacts

FEMA's team of EHP experts reviews all debris removal projects to assure that debris removal and disposal complies with environmental laws and regulations. When planning and conducting debris operations, applicants should identify potential sites for temporary debris storage, reduction, and final disposal that take into consideration environmental resources and avoid impacts on floodplains, wetlands, endangered species' critical habitats, and archaeologically sensitive areas, including maritime or underwater archaeological resources if waterways are impacted. Debris must be staged a safe distance from property boundaries, surface water, wetlands, structures, wells, and septic tanks with leach fields. Communities may contact their State environmental protection agency for guidance on site selection. Upon completion of debris removal and disposal, site remediation may be necessary at staging and other areas of impact.

Completing EHP Review

Applicants play a critical role in streamlining EHP review by identifying and resolving potential environmental compliance issues early in the debris removal process and providing information necessary for EHP review. A critical emergency activity that takes place in the immediate aftermath of a disaster, debris removal generally occurs in advance of project review. However, EHP review must be completed before all funding is obligated to ensure that debris removal was carried out in compliance with environmental laws and regulations. Applicants must include information on temporary staging and reduction sites, as well as final disposal sites (e.g., permitted landfill, recycling center, etc.). FEMA encourages States and local communities to develop Debris Management Plans that will provide clear guidance on site selection and processing requirements, as well as establish procedures for quickly acquiring permits in the event of a disaster.

EHP Considerations for Debris Removal

When planning and implementing debris removal operations, FEMA advises States and communities to:

- Avoid archaeological sites and historic buildings.
- Avoid sensitive areas such as wetlands, floodplains, critical habitats for protected species, rare ecosystems, contaminated sites, public water supplies, well fields, or surface waters. If near these areas, establish buffer and/or turbidity barriers.
- Consider potentially negative impacts to schools, nursing homes, hospitals, residences, etc.
- Consider prevailing winds for dust and odors, and evaluate and implement site remediation requirements at staging areas.

Debris Removal Activities: EHP Checklist

The checklist below describes project information that FEMA requires in order to complete EHP review of a debris removal project.

<input checked="" type="checkbox"/>	Location	State the location of temporary staging or reduction sites and final disposal sites. Include site addresses and latitude/longitude in decimal degrees (e.g., 38.5342° N, -77.0212° W). Identify flood hazard areas, wetlands, and other sensitive areas that should be avoided.
<input checked="" type="checkbox"/>	Description of Project Scope of Work	Provide a detailed description of the project scope of work, including potential debris types, such as vegetative, construction and demolition (C&D), white goods, or hazardous waste, etc., as well as debris quantities and waste disposal methods (e.g., incineration, chipping, recycling).
<input checked="" type="checkbox"/>	Permits	Provide appropriate Federal, State, and local permits, including operating permits for temporary staging sites and final disposal sites. Permits are required in certain States for the burning of vegetative debris, and, in some cases, a letter of approval or permit may be required from more than one State agency. Applicants may also need to secure a State permit for the disposal of residual ash. Check with the State environmental protection agency to determine which permits are needed.
<input checked="" type="checkbox"/>	Photographs and Site Information	Provide floodplain and wetland maps showing temporary staging and/or reduction sites and final disposal site locations in relation to these resources. Include aerial imagery of the sites.
<input checked="" type="checkbox"/>	Agency Coordination	Note any communications with resource agencies, such as the State Historic Preservation Officer, Environmental Protection Agency, State Department of Environmental Quality, U.S. Fish and Wildlife Service, or U.S. Army Corps of Engineers and provide copies of correspondence and permits.
<input checked="" type="checkbox"/>	Additional Information	Include a Debris Management Plan, if one exists. Also include copies of other available relevant information, such as traffic studies, air quality reports, environmental site assessments and remediation reports, historic property surveys, or archaeological surveys.

Timeframes for EHP Review

Timeframes for EHP review vary depending on a project's potential to impact environmental and historic resources and the complexity of the effort. Review generally takes 30 days after FEMA has received a complete project application with supporting documentation. However, some projects may require consultation with resource agencies, such as the U.S. Fish and Wildlife Service and the State and/or Tribal Historic Preservation Office(s), which may extend the review period as it involves coordination with other agencies. Applicants can work with their FEMA Regional EHP contact to obtain more details on documentation requirements and best practices for expediting the review process.

EHP Best Practice: Connecticut Debris Removal Following Hurricane Irene

In August 2011, Hurricane Irene struck the State of Connecticut with 70 mile per hour winds and heavy rains. The State turned to its State Disaster Debris Management Plan developed in 2008 as an annex to the State Natural Disaster Plan. In addition, the State produced a website on debris management and disaster preparedness that provided fact sheets on debris management operations and guidance on environmental compliance and permitting requirements. These tools helped ensure that applicants secured permits and other information needed for quick and efficient EHP review.

Additional Resources: For more information on EHP review and FEMA grant assistance, contact your State Emergency Management Agency or Tribal office or visit <http://www.fema.gov/environmental-planning-and-historic-preservation-program>.

**Florida Division of Emergency Management
Private Property Debris Removal Quick Guide
Environmental Compliance Criteria**

Florida Division of Emergency Management (FDEM), Public Assistance (PA) Program, is providing this information to **avoid jeopardizing applicants' eligibility for reimbursement** from the Federal Emergency Management Agency (FEMA) for debris removal and disposal. Debris may include downed trees, silt, sand, building components, wreckage, and personal property. Debris must be separated for proper handling, transport and disposal of hazardous materials and toxic waste including asbestos containing materials, lead-based paints, and household chemicals.

FEMA may reimburse reasonable costs associated with debris removal, such as labor, disposal fees, monitoring costs, equipment costs, material costs, or contract costs. Contracts must comply with federal regulations (2 CFR 200.320) as well as State and local procurement standards.

When the criteria below are met, PPDR is less likely to have an adverse effect on natural resources or historic properties. Following these criteria will remove the requirement for environmental compliance review prior to the start of private property debris removal.

The Applicant may remove and collect debris, including the transport and disposal, from private properties providing the criteria below are met:

- Debris is taken to existing licensed solid waste facilities or landfills, licensed transfer stations, or a pre-approved temporary debris staging site, reduction site or disposal area.
- No new or temporary access roads are built to support removal operations.
- No structures or facilities, including damaged structures, are affected.
- Ground disturbance is minimal and minimized (e.g., avoid tire rutting, scraping, mechanized debris removal) and in-ground elements, such as driveways, walkways, swimming pools, and tree root balls, are left in place. Use vehicles with rubber wheels or tracks to minimize ground disturbance.
- Limit work with the potential to cause subsurface impacts in extremely saturated soil conditions or areas inundated with standing water.
- Heavy equipment should be limited to existing rights-of-way or hardened surfaces wherever possible. Loading vehicles and equipment should be staged and conducted on paved or graveled surfaces when safety isn't a concern.
- No listed threatened or endangered species or designated critical habitat is present in the removal or disposal areas or will be indirectly impacted.
- Prior coordination with FEMA is required prior to debris removal from waterways, lakes, streams, ponds or other natural or manmade water features or from marine or beach environments, including sand dunes.
- Prior coordination with FEMA is required prior to debris removal in Coastal Barrier Resource Units.
- Prior coordination with FEMA is required prior to demolition or standing tree removal.

PPDR is prohibited in areas designated as federally protected critical habitat, if threatened or listed species are present in the project area, or if species or habitat may be indirectly harmed by the activities. To determine if threatened or endangered species, or designated critical habitat, may be present in your county, refer to the United States Fish and Wildlife's Service website here: <https://www.fws.gov/angered/> or contact your state agency with the responsibility to oversee the protection and recovery of threatened and endangered species.

PPDR should not occur in coastal areas within designated Coastal Barrier Resource Units without prior coordination and approval from FEMA. A map of the Coastal Barrier Resource System Units may be accessed here: <https://www.fws.gov/CBRA/maps/index.html>. Note, these maps are only representations of the official Coastal Barrier Resource System boundaries and are not to be considered authoritative. If the property in question is in or near a mapped area contact FEMA for further coordination.