

Region III EHP Documentation Checklist

All Projects Must Include:

- Complete and accurate scope of work
- Statement as to whether the facility will be repaired to pre-disaster condition. Any changes from pre-disaster condition because of codes and standards or mitigation must be clearly explained and include details of changes in design, materials, footprint, etc.
- Location, including GPS coordinates (for projects spanning over 200 linear feet start/stop coordinates are required)
- Construction details including annotated site maps and/or engineering plans
- Details about new ground disturbance (any work outside of the pre-disaster footprint, e.g. temporary access roads; staging areas; tree removal) that include depth and limits of ground disturbance
- Date of construction for all built structures
- Clear, color photographs of damages and completed work

RFI Triggers

The provided project documentation should be able to answer the following questions. If the answers to these questions cannot be determined based upon the provided documents, a request for more information may be necessary.

- Where exactly is the project site?
- What is its footprint? Does this include equipment access roads and/or staging?
- Is the project in a floodplain?
- What does the site look like before FEMA involvement?
- How will the project be executed? What equipment will be used and where will it be placed?
- What materials will be used?
- Do the new materials differ in form, composition, or function from the materials originally associated with the facility?
- Is the work temporary or permanent?
- For work 100% complete, what does the final product look like?