

# FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) GREENSHEET FOR TN



## INTRODUCTION

FEMA eligibility review for funding projects require compliance with environmental planning and historic preservation laws and Executive Orders (EOs). Early identification of projects with potential compliance issues and coordination with appropriate federal, state, tribal, and local regulatory agencies is needed to anticipate and expedite review, approval, and funding of projects.

FEMA's Environmental Planning and Historic Preservation (EHP) specialists are available to assist you, the subrecipient, in gathering information for informed decision-making during project development and implementation. EHP provides technical assistance and support through the Public Assistance (PA) Program Delivery Manager (PDMG) or other designated points of contact (POCs). Should you have questions regarding your project please direct those questions to the designated PDMG and the State Emergency Management Agency's designated POCs who will in turn advise the assigned EHP specialist.

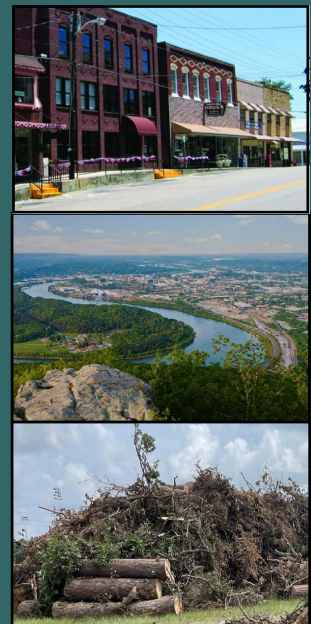
## ALL PROJECTS REQUIRE EHP COMPLIANCE REVIEW

**NOTE: Even if a project repairs a facility back to pre-disaster condition, federal, state, and local laws still apply. The following often require additional documentation or request for information:**

- Involving improved projects, new construction, hazard mitigation, or scope of work (SOW) changes.
- Affecting buildings, structures, sites, objects, or districts that are 45 years or older, historic landmarks of any age and any work resulting in soil movement or change to the pre-disaster footprint.
- Work near or within a special flood hazard area (regulatory floodway or 1% annual chance flood zone [100-year], or critical actions in the 0.2% annual chance flood zone (500-year).
- Work in or near environmentally sensitive areas such as barrier islands, conservation easements, fish hatcheries, preserves, state and national parks, and wildlife management areas.
- Work in or near beaches, canals, lakes, rivers, streams, wetlands, or other bodies of water including fishing piers.
- Staging and disposal / recycling of debris including, but not limited to vegetative, construction/demolition, and hazardous materials as a result of either the disaster event or the project work.
- Federally funded actions require considerations to avoid disproportionately high and adverse effects to Low Income and Minority Populations per EO 12898.

## TIPS TO NAVIGATE THE COMPLIANCE PROCESS

- Obtain any necessary permits prior to construction. FEMA does not obtain permits. Failure to obtain applicable permits may jeopardize federal funding.
- If you have existing permits, provide copies to your designated PDMG. FEMA may be able to expedite the EHP compliance review based upon existing and applicable permit documentation.
- If you are unsure whether you need permits, use the contact information on the last page. Document and keep copies of any correspondence with federal or state agencies regarding permits. Attach those copies to your grant application.
- Adhere to permit conditions for implementing work and utilize identified best management practices. Verify conditions met if work is completed.
- EHP compliance reviews may require detailed information for assessing potential impacts. A complete and clear scope of work will minimize any clarification requests.
- Providing maps or sketches of work details, site plans, area descriptions, and minimization measures (not mitigation) for proposed or completed work is very informative and cuts down on requests for information (RFI) from EHP.



## CHECKLIST ITEMS

### INFORMATION NEEDED FOR MOST PROJECTS:

#### GPS Coordinates

- Decimal degrees to five decimal places for all damaged sites
- If over 200 feet in length, the start and end coordinates
- All debris temporary staging sites
- Final disposal sites
- Source(s) of fill material (soil, gravel, rip-rap, etc.)

#### Dates of Construction

- All structures and buildings
- Format: Circa year, or exact built date
- Renovation dates: exterior, interior

#### Ground Disturbance

- Include the length, width, and depth descriptions
- Any vegetation removal and how many cubic yards?
- Within existing footprint or right-of-way?

### HELPFUL DOCUMENTS/INFO TO PROVIDE:

- Site/Design Plans
- Photos of before and after damages
- Maps with ground disturbance locations identified
- Expected start and end dates
- Correspondence with regulatory authorities such as:
  - Local floodplain manager
  - U.S. Army Corps District Office(s)
  - Other state agencies such as natural resources/ environmental/health departments
- Details on flood risk minimization measures and any alternatives considered

### COLLECTION, REMOVAL, AND DISPOSAL OF DEBRIS:

#### Temporary Debris Staging & Reduction Sites (TDSR)

- Type of surface (paved, gravel, crop fields, etc.)
- Method of reduction (chipping, burning, etc.)
- Provide any permitting documents for TDSR from TDEC (email, letter, or form is acceptable)

#### Final Disposal or Disposition of Debris

- Permitted landfill, recycling or composting site ID or Permit Number
- Burn approval from TDEC Division of Air Quality
- Beneficial Ash reuse letter from TDEC Division of Solid Waste Management (if ash is being disposed of at an area other than a permitted landfill)
- Chipping final location
- Identify any transformers, oil, or other specials or hazardous waste

#### Collection, Transport, and Road Clearing

- Provide appropriate documents for cross state transport
- Method of clearing (cutting and tossing, scraping)

### EMERGENCY AND TEMPORARY WORK:

#### Sandbagging Operations

- Disposal location if sandbags were flood impacted
- If storing sandbags for further use, provide GPS coordinates of location

#### Vector Control (Mosquito Abatement)

- See available Mosquito Abatement Quick Guide

### QUICK GUIDES AVAILABLE UPON REQUEST

Disaster-wide Public Notice	Floodplain Quick Guide
Debris Removal Quick Guide	Work-in-Water Quick Guide
Roads and Bridges Quick Guide	Mosquito Abatement Quick Guide

**NOTE:** This checklist may not fully apply to your projects and some states, regions, and districts require specific documents. Request additional information or send questions to your FEMA and TEMA designated Point of Contacts.

## CONTACTS AND RESOURCES

### FEMA:

Teresa Billups  
Infrastructure Branch Director  
EMAIL: [teresa.billups@fema.dhs.gov](mailto:teresa.billups@fema.dhs.gov)  
Phone: 202-578-3776

Elijah Lipps  
Environmental and Historic Preservation Advisor  
EMAIL: [elijah.lipps@fema.dhs.gov](mailto:elijah.lipps@fema.dhs.gov)  
Phone: 202-957-4115

Zachary Hansen  
406 Hazard Mitigation Assistance  
EMAIL: [Zachary.hansen@fema.dhs.gov](mailto:Zachary.hansen@fema.dhs.gov)  
Phone: 202-704-0257

### TEMA:

TEMA Public Assistance Homepage  
<https://www.tn.gov/tema/recover/public-assistance.html>

Shannon Ball  
State Hazard Mitigation Officer  
EMAIL: [shannon.ball@tn.gov](mailto:shannon.ball@tn.gov)  
Phone: 615-946-5887

### GRANTS PORTAL:

<https://grantee.fema.gov/>

### Other Federal Agencies:

**United States Army Corps of Engineers (USACE)**  
Nashville District Regulatory Branch  
Phone: 615-369-7500

Memphis District Regulatory Branch  
Phone: 901-544-3682

**United States Fish & Wildlife Service Cookeville Field Office**  
Robbie Sykes  
EMAIL: [Robbie\\_sykes@fws.gov](mailto:Robbie_sykes@fws.gov)  
Phone: 931-525-4979

**Natural Resources Conservation Service**  
Sheldon Hightower  
State Conservationist  
EMAIL: [Sheldon.Hightower@usda.gov](mailto:Sheldon.Hightower@usda.gov)  
Phone: 615-277-2534

### Tennessee Department of Environment and Conservation (TDEC):

Burn Permitting POC  
Bill McCabe  
Division of Air Pollution Control  
Phone: 615-687-7046

TDSR and Beneficial Ash Reuse Letter POC  
Jeremy Hooper  
Division of Solid Waste Management  
Phone: 615-686-7847

Contact your local field office for information and specific permitting requirements:

Chattanooga Field Office  
Phone: 423-634-5745

Cookeville Field Office  
Phone: 931-520-6688

Jackson Field Office  
Phone: 731-512-1300

Johnson City Field Office  
Phone: 423-854-5124

Knoxville Field Office  
Phone: 865-594-6035

Columbia Field Office  
Phone: 931-380-3371

Memphis Field Office  
Phone: 901-371-3000

Nashville Field Office  
Phone: 615-687-7000

### STATE AGENCIES:

**National Flood Insurance Program**  
Jeremy Holley  
NFIP State Coordinator  
EMAIL: [Jeremy.b.holley@tn.gov](mailto:Jeremy.b.holley@tn.gov)  
Phone: 629-266-9961

**Tennessee Historical Commission**  
<http://www.tn.gov/environment/history>  
Jennifer Barnett  
Historic Preservation Specialist  
EMAIL: [Jennifer.barnett@tn.gov](mailto:Jennifer.barnett@tn.gov)  
Phone: 615-687-4780