

U.S. Department of Homeland Security
Federal Emergency Management Agency
Louisiana Transitional Recovery Office
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FEMA

December 15, 2006

Colonel Thomas Kirkpatrick
State Coordinating Officer
State of Louisiana
415 North 15th Street
Baton Rouge, LA 70802

RE: Information Required for Improved Projects
EMA-1603/1607-DR-LA

Dear Colonel Kirkpatrick:

As provided in 44 CFR §206.203(d), subgrantees performing restoration work on a damaged facility may choose to make additional improvements while still restoring the pre-disaster function.

The Grantee has authority to approve both small and large improved projects. However, to ensure completion of the appropriate environmental or historic reviews, FEMA approval is required prior to construction for any improved project that results in a significant change from the facility's pre-disaster configuration (i.e., different location, footprint, function, or size). Any request must include the documentation to support an approval. Please see the attached enclosure for a listing of the necessary information.

If it will be useful, FEMA staff will work with you to advise you on how to document an improved project request so that your future packages can move quickly through the evaluation process. As part of the submission of any improved project request, please have the State Public Assistance Coordinator (SPAC) for the parish in which the project is located refer to the FEMA PA organizational chart and contact the corresponding FEMA PAC.

Inasmuch as project funding can be in jeopardy if floodplain, environmental, and historic provisions of law,
executive order and regulation are not met, I also offer you the help of FEMA staff in advising on
documentation for the State's approval.

Please do not hesitate to call if you need additional information.

Sincerely,

by: James Stark

James Stark

Director

Louisiana Transitional Recovery Office

Enclosure

cc: John Connolly, PAO

Improved Project Application: Information Required for FEMA Review

For the required FEMA review, the following information is needed:

- Exact location of all aspects of project using latitude and longitude in addition to address;
- Relative location to waterways and wetlands;
- Clear definition of any new construction/changes from pre-disaster form, function, capacity, and footprint;
- Elements of construction to be used (e.g., machinery, site preparation, etc.);
- Definition of all ground-disturbing activities (digging, excavation, removal of structures, replacement of soil and site work including foundation, utilities, etc.);
- Copies of all permits and other relevant documentation with the project worksheet;
- Function and purpose of building(s);
- Description of hazard mitigation measures if the proposed facility is not a relocation; and
- Documentation of consultation with the State Historic Preservation Officer (SHPO) and other relevant State and local agencies.