



Guide to UFR Resources for Applicants and Practitioners

The goal of the Unified Federal Review (UFR) process is to implement tools and resources that support expedited and unified federal agency environmental and historic preservation (EHP) compliance reviews of disaster recovery projects. The successful implementation of the UFR process ensures compliance with EHP requirements, improves consistency with applicable laws and Executive Orders, and accelerates the recovery process. Disaster recovery grant applicants with projects involving multiple federal agencies should be informed of the benefits of the UFR process and may request UFR implementation to streamline EHP review of disaster recovery projects.

As the lead agency in disaster recovery, FEMA has developed a library of tools and resources to communicate the benefits of the UFR process to disaster recovery grant applicants. These resources also provide guidance on how to communicate with federal agencies about using the UFR process to streamline disaster recovery projects. The “Guide to UFR Resources for Practitioners and Applicants” serves as a directory of UFR product for disaster recovery grant applicants. The list below provides a synopsis of each resource. While the primary audiences are disaster recovery grantees and subgrantees, other federal and state partners may find these resources useful to guide post-disaster engagements or pre-disaster planning.

Each document listed below is included in the internal [UFR SharePoint](#) site. They are also available to agency partners and the general public via the [UFR Libraries on FEMA.gov](#).

Unified Federal Review Memorandum of Understanding (UFR MOU)

The UFR MOU was executed by 11 departments and agencies in July 2014. The MOU defines the UFR process and includes a commitment by the signatories to provide staffing and resources needed to achieve UFR implementation. The MOU also commits agency partners to promote the use of tools and resources developed through the UFR process. These include interagency programmatic agreements and other products designed to ensure accuracy and consistency while achieving timely delivery of EHP reviews.

UFR Communication and Outreach Strategy

The Communication and Outreach Strategy (Comms Strategy) outlines a plan to improve understanding of UFR obligations and for FEMA headquarters, regional, and field staff. The Comms Strategy defines UFR practitioner roles and outlines a process and strategy for outreach and communication of UFR’s scope, mission, and function to internal and external agency partners. The goal of the Comms Strategy is to ensure UFR implementation is communicated consistently and accurately. The Comms Strategy is primarily focused on FEMA UFR practitioners but is designed to be expanded to include other agency communication and outreach strategies for implementation across the federal family.



FEMA

UFR FAQ

The UFR FAQ provides answers to frequently asked questions regarding the UFR process. Questions are posed from the perspective of UFR practitioners from federal, state, local, tribal, and territorial (SLTT) partners, disaster recovery grant applicants, and the general public.

UFR Process Fact Sheet

The UFR Process Fact Sheet is a streamlined informational tool for UFR practitioners engaging with federal and SLTT partners, disaster recovery grant applicants, and the general public. This fact sheet provides an overview of the UFR process and describes how UFR fits into the EHP compliance review process for disaster recovery projects.

Joint Field Office Checklist for UFR Advisors

Designed for FEMA UFR Advisors, the Joint Field Office Checklist for UFR Advisors details key actions and responsibilities generally applicable to the disaster joint field office (JFO) or joint recovery office (JRO). These include actions to develop a UFR strategic plan and engagement with internal and external stakeholders. Activities are organized chronologically and mapped to field office lifecycles and operational milestones.

UFR Advisor Roles and Responsibilities Job Aid

UFR Advisor Roles and Responsibilities Job Aid is designed to serve as a reference to the typical roles and responsibilities of the UFR Advisor deployed to a FEMA disaster. This document provides a roadmap to the UFR Advisor position as it relates to other FEMA disaster field, regional, and national level staff positions. Also included are organizational charts depicting typical staffing for FEMA JFOs and UFR Advisor reporting and communication pathways.

UFR in EHP Management Plans

UFR in EHP Management Plans serves as a template for the UFR Advisor to provide timely inputs to the EHP Management plan. EHP Management Plans are developed to administer the FEMA EHP Program for each recovery program and describe the decision-making processes for EHP in the joint field office. During disaster recovery operations, EHP management develops and maintains this plan to establish EHP goals and the guidelines and procedures for attaining them. Management plans are reviewed and updated throughout recovery operations to reflect the most current available data, including planned, ongoing, or forecast UFR efforts.

Data Gathering for Internal Reporting Job Aid

Data Gathering for Internal Reporting identifies documents prepared at the JFO that authored, or informed, by the UFR Advisor. These formal and informal inputs keep disaster recovery leadership apprised of EHP compliance concerns and highlight opportunities for and challenges to implementing the UFR process.

External Stakeholder Engagement Guide

The External Stakeholder Engagement Guide highlights key information to consider when planning stakeholder outreach, describes when establishing a more focused UFR workgroup is needed, and provides a list of key FEMA and UFR resources for targeted information gathering in support of UFR planning and identification of related internal and interagency resource needs.

UFR After Action Reporting (AAR) Template

Designed for the FEMA UFR Advisor, this fillable template captures disaster specific UFR successes, challenges, best practices, and lessons learned. Information from the AAR is used to inform the UFR Annual Report, and guides the creation or refinement of resources that improve efficiencies and reduce EHP compliance review timelines.

UFR Annual Report

The UFR Annual Report summarizes UFR activity at the disaster, regional, and national levels to promote best practices, highlight advancements achieved through UFR implementation, and propose or solicit solutions to resolve resource gaps and other challenges that restrict UFR advancements.