



# **Environmental and Historic Preservation (EHP)**

Office of the Governor – Homeland Security Grants Division (HSGD)



# EHP Reviews - Overview

- All projects funded with Federal grant funds **MUST** comply with Environmental & Historic Preservation (EHP) laws, regulations, and Executive Orders.
- EHP approval must be received in writing **prior** to initiating projects. DHS, FEMA and HSGD will not fund projects or pay for expenses that are initiated without the required EHP review.
- Depending on the complexity of the proposed project, the EHP process may take six months or longer. It is important to complete the EHP Screening Form and send it to HSGD soon after award acceptance to allow enough time and ensure the completion of the appropriate review process.
- Some projects may require multiple layers of review. For example, FEMA may be required to consult with the State Historic Preservation Office (SHPO), the U.S. Fish and Wildlife Service (FWS), or other interested organizations, individuals or parties.



# Projects that Always Require EHP Review\*

- Construction of new facilities or additions to existing buildings
- Modification or renovation of existing buildings or structures (cameras, generators, access controls, etc.)
- Physical security enhancements both interior and exterior and grounds (doors, lights, fences, bollards etc.)
- Construction or modification of communication towers (adding antennas, mounting equipment or shelters)
- Relocating equipment previously approved through EHP review process to new location (Not Plug & Play)

*\*This is NOT all-inclusive, please consult with your HSGD grant manager to discuss planned project activities and EHP requirements.*



# Projects that Always Require EHP Review\*

- All activities that involve ground disturbance
- Any activity requiring installation of items inside or outside of a building, including new wiring or cabling (Not Plug & Play)
- Training/exercises that involve ground disturbance or not held at a designated training facility
- Mobile equipment that involves radar/sonar technology

*\*This is NOT all-inclusive, please consult with your HSGD grant manager to discuss planned project activities and EHP requirements.*



# EHP Reviews – Initial Steps

- The EHP review process begins when the subgrantee submits an EHP Screening Form to HSGD.
- The EHP Screening Form requires a detailed project description that explains the objectives of the proposed project, along with supporting documentation.
- HSGD reviews the submission and then sends the EHP Screening Form and attachments to FEMA, who ultimately determines whether the proposed project has the potential to affect the environment and/or historic properties.
- After initial FEMA review, projects that have the potential to affect the environment are assigned to the FEMA Regional Environmental Office in which the project is located.



# EHP Screening Form

A properly completed EHP review packet will provide the necessary information to expedite the EHP review

- EHP Screening Form
- OMB Control#: 1660-0115
- Photographs

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
**ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM** OMB Control Number: 1660-0115  
Expiration: 4/30/2020

**Paperwork Burden Disclosure Notice**

Public reporting burden for this data collection is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

**PRIVACY NOTICE**

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102, 42 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent the organization from receiving grant funding.

**Directions for completing this form:** This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. *Be advised that completion of this form does not complete the EHP review process.* You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: <https://www.fema.gov/media-library/assets/documents/90195>. The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>.

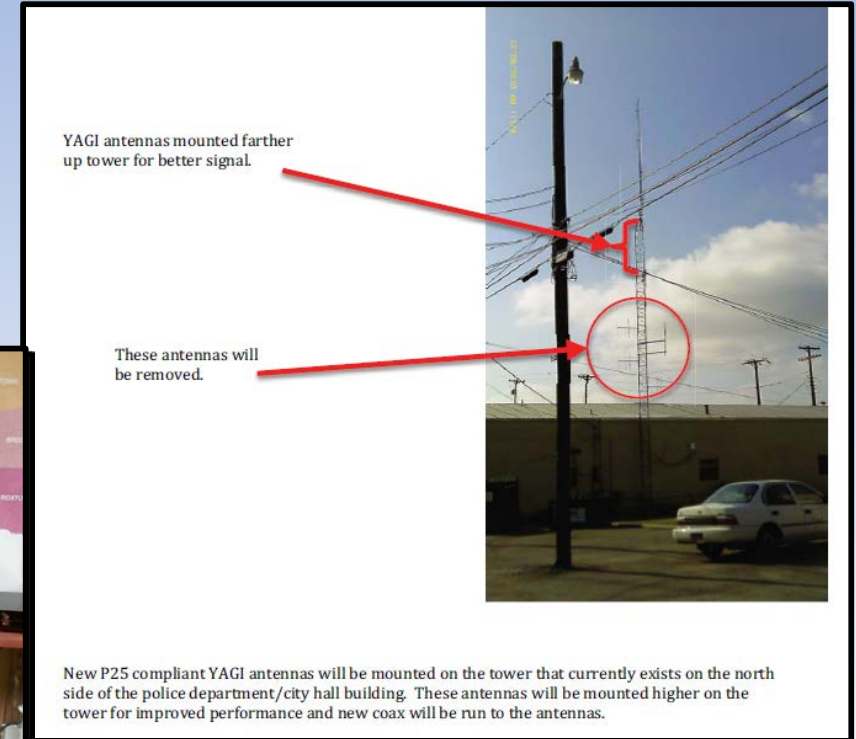
Submit completed form through your grant administrator who will forward it to [GPDEHPInfo@dhs.gov](mailto:GPDEHPInfo@dhs.gov). Please use the subject line: EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).

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# Photos



- Colored photographs are required as part of the submission packet.
- Be sure that each photo is labeled with relevant information.
- ***Guide for Preparing Project Photographs for EHP Review :***  
[https://egrants.gov.texas.gov/FileDirectory/EHP\\_PhotoSubmission\\_Guidelines.pdf](https://egrants.gov.texas.gov/FileDirectory/EHP_PhotoSubmission_Guidelines.pdf)



# Tips for a Timely EHP Review

- Start gathering documentation for your submittal as soon as you receive your award notice or during the planning phase of your project
- Provide a clear and thorough project description: **What** work is being proposed, **where** will it take place, and **how** will it be carried out
- Properly label color photos
- Include any previous Master Plans, SHPO research, or other available environmental documentation
- ***Check with your Grant Manager when uncertain about what/when to submit an EHP Screening Form and Give Yourself Plenty of Time!***





# Project Approval

- EHP approval will be provided in writing. Do not begin a project without written approval.
- EHP reviews do not address all federal, state and local requirements. Acceptance of federal funding requires the grantee to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.



# Project Changes

- **Any** change to the approved scope of work will require re-evaluation for compliance with National Environmental Policy Act (NEPA) and other laws and executive orders.
- Examples of project changes that may require re-evaluation and a revised EHP:
  - Moving the planned location of a camera, wiring, or other components
  - Adding an additional piece of (or changing) equipment that will be installed or adding activities not previously included such as cabling or trenching
  - Changing the scope or location of a full-scale exercise or altering the planned footprint of an installation

*\*This is NOT all-inclusive, please consult with your HSGD Grant Manager to discuss planned project changes and EHP requirements.*



# WARNING

- Grant guidance prohibits the reimbursement of activities that have not been preapproved by FEMA. If changes to approved activities will be needed, it is the responsibility of the grantee to identify these changes to HSGD and provide an updated EHP screening form for reconsideration by FEMA.
- Once an EHP review has been approved, any changes to those activities will require a scope change and approval from FEMA before the changes may be completed.
- EHP approval received previously for a location or activity do not exempt a location or activity from requiring future EHP approval.
- FEMA considers both the location and the specific activity that is being presented in the screening form. Locations or activities may require multiple EHP reviews.
- If you have any questions regarding whether the activities you wish to complete are covered under an EHP approval, please contact your grant manager for assistance prior to initiating any work or activities.



# EHP Resources

## **FEMA EHP Policy Guidance**

FP 108-023-1: <https://www.fema.gov/media-library/assets/documents/85376>

FP 108.24.4: <https://www.fema.gov/media-library-data/1388411752234-6ddb79121951a68e9ba036d2569aa488/18Dec13-NoNEPAREview.pdf>

## **FEMA Training: IS-253.A Overview of FEMA's Environmental and Historic Preservation Review**

<https://training.fema.gov/is/courseoverview.aspx?code=is-253.a>

## **EHP Screening Form**

[https://www.fema.gov/media-library-data/1501003650506-853eeedee8632ebd25408cd0241683c4/FEMA Form 024-0-1 Final Version 7-25-2017.pdf](https://www.fema.gov/media-library-data/1501003650506-853eeedee8632ebd25408cd0241683c4/FEMA_Form_024-0-1_Final_Version_7-25-2017.pdf)

## **EHP Review Process FAQs (eGrants Updates/FAQs)**

[https://egrants.gov.texas.gov/FileDirectory/EHP FAQs rev 08.24.16.pdf](https://egrants.gov.texas.gov/FileDirectory/EHP_FAQs_rev_08.24.16.pdf)