



Governor's Office of Homeland Security and Emergency Preparedness

Homeland Security Grants EHP Instructions

Sub-grantees shall not undertake any project having the potential to impact Environmental & Historic Preservation (EHP) resources without prior approval from GOHSEP through FEMA, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment.

Per the 2011 HSGP Guidance (page 54), “the following activities would not require the submission of the FEMA EHP Screening Form: planning and development of policies and processes; management, administration or personnel activities; classroom-based training; table top exercises; and acquisition of mobile and portable equipment (not involving installation).” Review the Grant Guidance for additional information pertaining Environmental & Historic Preservation Guidance for the grant and grant year your project will be funded under.

On the project application, sub-grantees are asked if the item being purchased is mobile or portable and if the item requires installation. If no is answered to the question “is this equipment mobile or portable” and/or if yes is answered to the question “does this equipment require installation”, a brief explanation must be provided. These questions will assist the grant specialist in determining if an EHP is needed. Once it has been determined that an EHP Screening Form must be completed. The sub-grantee must complete the information on the screening form, attach photographs and include all of the additional required information indicated below. After the grant specialist reviews the EHP Screening Form and attachments and verifies the documentation is complete, the documentation will be submitted to FEMA for review.

The EHP Screening Form consists of 8 pages and an appendix which provides examples. Complete section's A and B. For section C, complete each portion which corresponds to the box selected in section B. Finally, complete all of section D that applies to the project.

The sub-grantees EHP must include the following attachments:

- ❖ Photographs – Ground level and Aerial
 - The photographs must include clear markings indicating where the equipment will be installed.
- ❖ FEMA Flooding Insurance Rate Map (FIRM)
 - <http://www.fema.gov/hazard/map/firm.shtm>
- ❖ U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map
 - <http://www.fws.gov/wetlands/Data/Mapper.html>

To expedite a timely EHP review write a clear and descriptive project description, include clear photos and maps and include any previous Master Plans or other environmental documentation.

The sub-grantee is NOT authorized to begin work on the project until the project has been approved. The sub-grantee will be notified via email once approval is received. The approval email will include a letter of approval from FEMA.

It is the sub-grantee's responsibility to submit the EHP screening form. If it is determined during the reimbursement process that items were installed without proper EHP approval, those items will be considered non-compliant.

The following link provides additional information on Environmental & Historic Preservation Guidance for FEMA Grant Applicants: <http://www.fema.gov/environmental-planning-and-historic-preservation-program/environmental-historic-preservation-1>

The EHP form can be located on the GOHSEP homeland security grants website at <http://gohsep.la.gov/hsgrantprgfrmdocs.aspx>