

Environmental Planning and Historic Preservation (EHP)

**You cannot begin work on ANY
equipment projects until your contract
is EXECUTED and FEMA has
approved your EHP.**



EHP Requirements



To ensure compliance with existing laws and regulations regarding the environment and historic preservation.



Only equipment projects that require installation must be reflected in the EHP.



All equipment locations must be placed in priority areas that protect the critical infrastructure of the building against a terrorist attack or other extremist attacks.

EHP Requirements Continued

What is needed?

Completed EHP Screening Form

Labeled color ground level photos of the project site.

Labeled color aerial photo with indication of ground disturbance, if applicable.

If building is over 45 years old:

-Labeled color ground level photos of each exterior side of the building must be submitted.

Labeled color photos of where the equipment will be installed and/or attached to the building.

If there are any structures/buildings 50 years old or older adjacent to the project area:

- Provide the location of the structure(s).
- Ground level color photos of the structure(s).
- Identify their location on an aerial map photo.



EHP Screening Form

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: EMW-2024-UA-05225

Grant Program: 2024 NSGP-NSS

Grantee: NYS Division of Homeland Security and Emergency Services

Grantee POC: _____

Mailing Address: 1220 Washington Avenue, Bldg. 7-A, Albany NY 12242

E-Mail: grant.info@dhses.ny.gov

Sub-Grantee: _____

Sub-Grantee POC: _____

Mailing Address: _____

E-Mail: _____

Estimated cost of project: _____

← Grantee name, address and point of contact

← Grant Amount

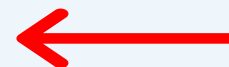
Project title: _____

Project location (physical address or latitude-longitude): _____

This is the actual street location(s) of the facility where target hardening activities will occur, not the business mailing address if it is different. See Appendix A – EHP Instructional Assistance for Nonprofits for more information.

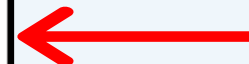
Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

We have pre-filled the top part of this form. Please do not alter or change the information.



Grantee POC: Please complete this with your DHSES Contract Representative's name.

Project Description should include a summary of all approved equipment projects that require installation. Include where project is proposed, how it will be implemented and what the project is designed to accomplish.



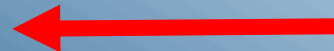
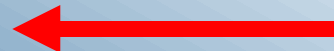
EHP Screening Form Continued

SECTION B. PROJECT TYPE Parts 1 and 3 are the only two areas that you will have to address.

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

- 1. Purchase of equipment. Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
- 2. Training and exercises. Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
- 3. Renovations/upgrades/modifications or physical security enhancements to existing structures. Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
- 4. Generator installation. Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
- 5. New construction/addition. Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
- 6. Communication towers, antennas, and related equipment. Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
- 7. Other. Projects that do not fit in any of the categories listed above. Complete Section C.7.

Check both boxes, 1 and 3 for commonly used equipment.



Check box 4 only if a generator will be installed.

EHP Screening Form Continued

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

1. Purchase of equipment. *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*

a. Specify the equipment, and the quantity of each: _____

b. Provide the Authorized Equipment List (AEL) number(s) (if known): _____

c. Complete Section D. [Refer to your E-Grants budget for AEL numbers](#)

2. Training and exercises. *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*

a. Describe the scope of the proposed training or exercise (purpose, materials, and type of activities required): _____

b. Provide the location of the training (physical address or latitude-longitude): _____

c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? Yes No

• If yes, provide the name of the facility and the facility point of contact (name, telephone number, and e-mail address): _____

• If no, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): _____

• Does the field-based training/exercise differ from previously permitted training or exercises in any way, including but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? _____

• If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: _____

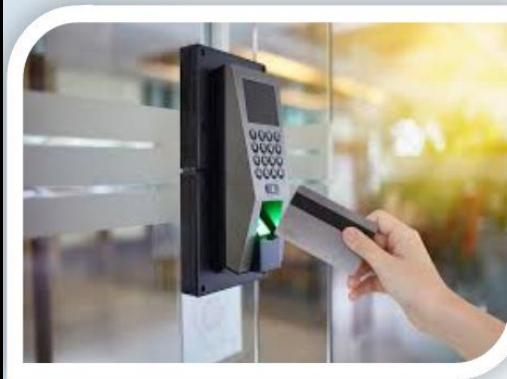
• If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): _____

d. Would any equipment or structures need to be installed to facilitate training? _____

• If yes, complete Section D

3. Renovations/upgrades/modifications, or physical security enhancements to existing structures. If so, Complete Section D.

Complete question 1 by specifying the equipment to be purchased, quantity and AEL numbers. If there is not enough room to enter what is requested, please include a Word document referencing this question.



Check box 3 and skip to section D.

EHP Screening Form Continued

4. Generator installation.

a. Provide capacity of the generator (kW): _____

b. Identify the fuel to be used for the generator (diesel/propane/natural gas): _____

c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator): _____

d. Complete Section D.

5. New construction/addition.

a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): _____

b. Provide technical drawings or site plans of the proposed project: Attached

c. Complete Section D.

6. Communication towers, antennas, and related equipment.

a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment): _____

b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment: _____

Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower: _____

d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted: _____

• If greater than 100 feet above ground level, state why this is needed to meet the requirements of the project: _____

e. Would the tower be free-standing or require guy wires? Free standing Guy wires

• If guy wires are required, state number of bands and the number of wires per band: _____

• Explain why a guyed tower is needed to meet the requirements of this project: _____

f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)? _____

g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating): _____

h. Describe the frequency and seasonality of fog/low cloud cover: _____

Only fill out if a generator is in your approved budget.



EHP Screening Form Continued

SECTION D. PROJECT DETAILS - Answer all of the questions in this section

Complete all of the information requested below.

1. Project Installation

a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

b. Would ground disturbance be required to complete the project or training? Yes No

- If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

Ground disturbance has the potential to disturb archaeological resources. Hence, a description of the length, depth, and width of soil disturbance is of particular interest to EHP reviewers.

- If yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development):

c. Would the equipment use the existing infrastructure for electrical distribution systems? Yes No

- If no, describe power source and detail its installation at the site:

2. Age of structure/building at project site

a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built:

See Appendix A - EHP Instructional Assistance for Nonprofits for more information.

- If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s):

b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? Yes No

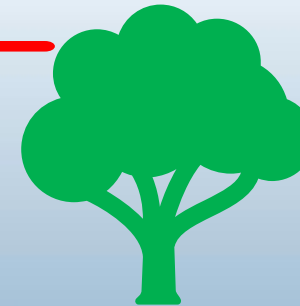
- If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map:

c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov/>

Yes No

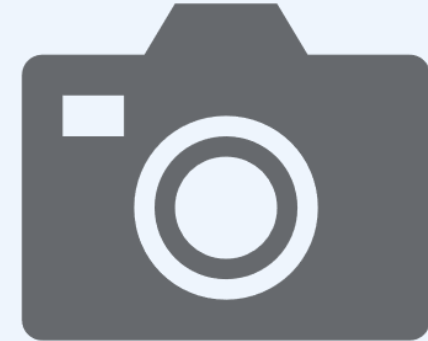
- If yes, identify the name of the historic property, site and/or district and the National Register document number:

If there is ground disturbance describe in detail. Include estimates for the measurements and if the holes will be hand dug or excavated. Please include if tree removal is necessary.



If your building location is historical and/or registered with the National Register of Historic Places, FEMA may reach out for additional information. The EHP review process will go through additional approvals with the State Historical Preservation Office (SHPO).

EHP Screening Form Continued



Check each required photograph box and additional boxes if they apply to your organization.

3. **Site photographs, maps and drawings**

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

Aerial and ground-level color photographs provide context and clarity for EHP reviewers. Photographs also allow reviewers to assess the environmental and historic resources on-site and in the area surrounding the proposed project. Refer to Appendix A - EHP Instructional Assistance for Nonprofits for additional information and examples for submitting photographs.

- Labeled, color, ground-level photographs of the project site: Required
- Labeled, color photograph of each location where equipment would be attached to a building or structure: Required
- Labeled, color aerial photographs of the project site: Required
- Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): Attached
- Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): Attached

b. Are there technical drawings or site plans available? Yes No

- If yes, attach: Attached

Appendix A has guidance on preparing photographs for EHP review

4. **Environmental documentation** *(This section does not apply to NFP grantees)*

a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)? Yes No

- If yes, attach documentation with this form: Attached

b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)? Yes No

- If yes, attach documentation with this form: Attached

c. Was a NEPA document prepared for this project? Yes No

- If yes, what was the decision? (Check one, and please attach):
 - Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or
 - Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency: _____

Date Attached: _____

EHP Screening Form Continued

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

Appendix A. Supporting Photographs for EHP Grant Submissions

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.



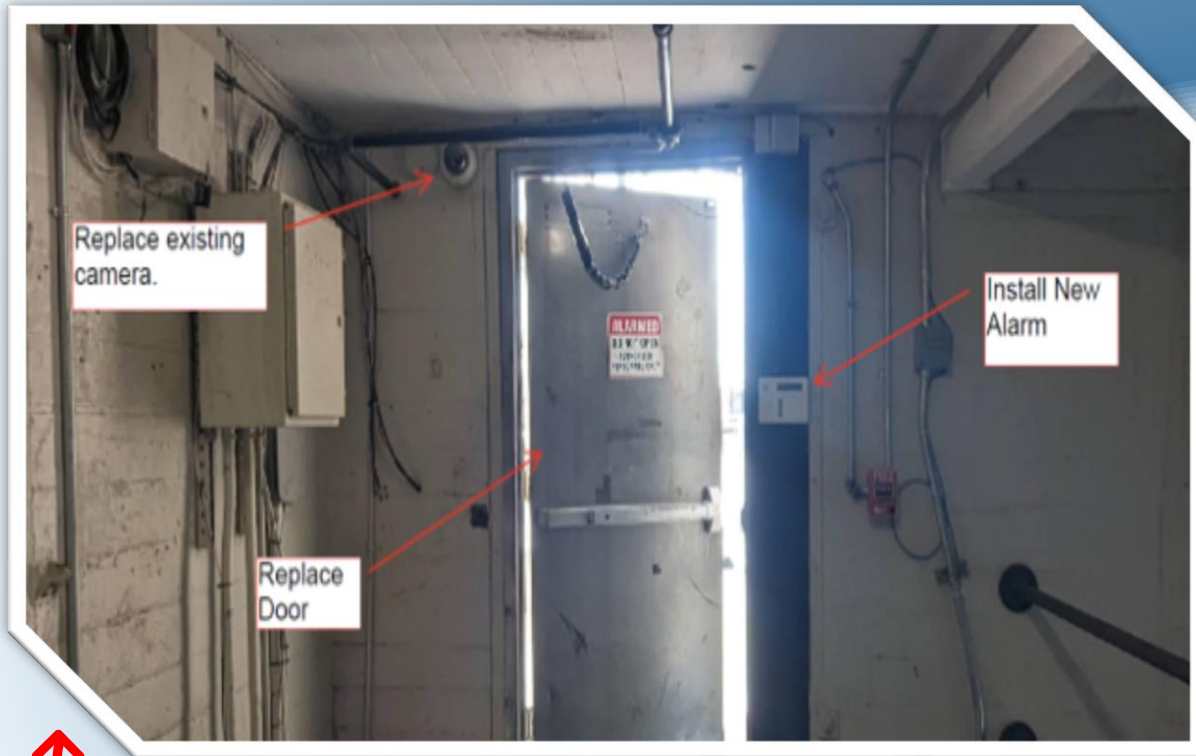
Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.



Figure 2. Example of ground-level photograph showing proposed attachment of new equipment.

EHP Screening Form Continued



ABC Grantee, Main Street, Anytown, NY

ABC Grantee, Main Street, Anytown, NY

Make sure to label ALL of your photos with the name and address of the facility.

EHP Screening Form Continued



ABC Grantee, Main Street, Anytown, NY

ABC Grantee, Main Street, Anytown, NY

Make sure to label ALL of your photos with the name and address of the facility.

EHP Screening Form Continued

Make sure to label ALL of your photos with the name and address of the facility.

ABC Grantee, Main Street, Anytown, NY

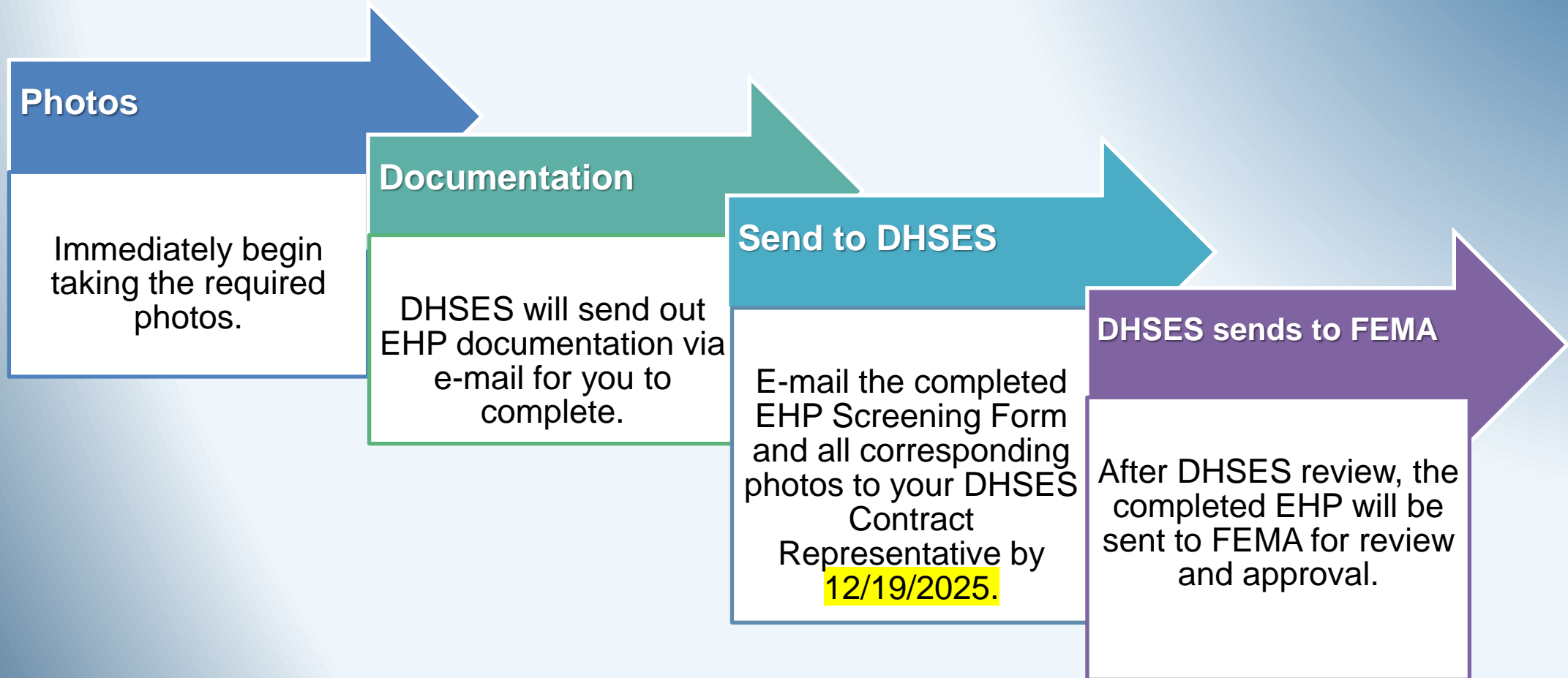


Labeled color aerial photograph:



EHP Requirements Continued

When should EHP documentation be sent to DHSES?



EHP Requirements Continued

EHP Rescope

If there are significant changes to your projects, reach out to your DHSES Contract Representative to see if an EHP Rescope is needed.

An EHP Rescope consists of:

- EHP Screening Form only addressing the new equipment.
- Labeled color photographs of the new equipment locations requiring installation.

An EHP Rescope is submitted to your DHSES Contract Representative via e-mail.

EHP Requirements Continued

FEMA EHP Review

