

# GPD EHP Screening Form Instructions

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# The GPD EHP Screening Form

- GPD's Environmental Planning and Historic Preservation (EHP) review process begins with submission of an EHP Screening Form
- The Screening Form requires a detailed project description that explains the objectives of the proposed project, along with supporting documentation
- GPD EHP uses this information to determine whether the proposed project has the potential to affect the environmental and/or historic properties.
- Projects that have the potential to affect the environment will be sent for review to the FEMA Regional Environmental Office in which the project is located.



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# The GPD EHP Screening Form

## Frequently Asked Questions

**Question:** Does my project need an EHP Screening Form?

**Answer:** The following two slides will list types of projects that:

- Do not need an EHP Screening Form
- Always need an EHP Screening Form
- There are some projects that do not fit well into any of the categories listed. If you have a question about whether your project needs an EHP Screening Form, you can contact us to ask by sending an email to [GPDEHPinfo@dhs.gov](mailto:GPDEHPinfo@dhs.gov).



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# Projects that Do Not Require EHP Review

- Preparation of Planning Documents
- Management and Administration
- Classroom-based Training/Table-top Exercises Only
- Training or exercises at designated training facilities using established procedures for a specific training/exercise
- Hand-held mobile equipment and supplies
- Motorized vehicles, watercraft, or trailers that will use existing staging or storage areas
- Personal Protection Equipment (PPE)
- Plug-in equipment; requires no wiring or installation onto walls, ceilings or floors



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# 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)
- All activities that cause ground disturbance
- Training/exercises that involve ground disturbance or are not located at a designated training facility
- Mobile equipment that involve radar/sonar technology



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# The GPD EHP Screening Form

## Frequently Asked Questions

**Question:** What is “ground disturbance”?

**Answer:** Ground disturbance is anything that breaks ground or changes the condition of the ground’s surface. Common examples include installation of a concrete pad, construction of a guard shack, installation of fence posts or bollards, and trenching for utility lines.

**Note:** Some training activities can create ground disturbance, including vehicle or equipment movement, heavy foot traffic, trenching or hole excavation, explosive ordinance, or any other activity that could change the condition of the ground.



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# Completing the EHP Screening Form

- The screening form can be found at:  
<https://www.fema.gov/media-library/assets/documents/90195>.
- Sections A and B are required for all projects.
- The form will indicate which additional sections must be completed based on the type of project.
- Provide all information in the sections required for your project
- Completed forms can be submitted by email to  
[GPDEHPinfo@dhs.gov](mailto:GPDEHPinfo@dhs.gov).



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# The GPD EHP Screening Form

## Frequently Asked Questions

**Question:** Can I change the form to MS Word or other format?

**Answer:** No. This is an official DHS and OMB form that cannot be modified and must be completed and submitted in pdf format.

**Question:** Can I submit a “hand written” form?

**Answer:** No. Due to difficulties understanding “hand written” forms, all Screening Forms need to be completed in the pdf format on a computer.

**Question:** Can I still use older versions of the Screening Form?

**Answer:** No. As of December 31, 2017, only the version with the expiration date 4/30/2020 will be accepted.



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# Section A – Project Information

## Critical Information

**SECTION A. PROJECT INFORMATION**

DHS Grant Award Number: \_\_\_\_\_

Grant Program: \_\_\_\_\_

Grantee: \_\_\_\_\_

    Grantee POC: \_\_\_\_\_

    Mailing Address: \_\_\_\_\_

    E-Mail: \_\_\_\_\_

Sub-Grantee: \_\_\_\_\_

    Sub-Grantee POC: \_\_\_\_\_

    Mailing Address: \_\_\_\_\_

    E-Mail: \_\_\_\_\_

Estimated cost of project: \_\_\_\_\_

Project title: \_\_\_\_\_

Project location (physical address or latitude-longitude): \_\_\_\_\_

**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:

Grant Number and Grant Program

Point of Contact (POC)

Project street address (building) or GPS coordinates (if not a building)

Project Description



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# Section A - Project Information

- Provide a description of your project that includes specific details about equipment, location, installation, and/or activities involved.
- For training exercises, provide the date the training is scheduled.
- Providing complete detailed information will help avoid delays.



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# Section A - Project Information

## Bad

Install cameras  
in courthouse

## Good

Install 4 Panasonic VT-5 video cameras on first floor of 1898 county courthouse. Cameras will be installed opposite exit doors, 2 feet below drop ceiling (see diagram for location, position, and height). Wiring will use existing conduits... etc.



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# Section B - Project Type

- Select the boxes which describes the project type. Example: Generators, Communication towers, or building modifications.
- Select all boxes that apply.
- The selected boxes show the parts of Section C to be completed.

## SECTION B. PROJECT TYPE

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.



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## Section C: Project Type Details

- Go to the sections per the selected boxes from Section B.
- Read and complete each bulleted question.
- Note the sections that require Section D to be completed as well.



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# The GPD EHP Screening Form

## Frequently Asked Questions

**Question:** For Section C.1, the project involves purchasing mobile/portable equipment and it states the EHP Screening Form does not need to be completed and submitted - what next?

**Answer:** Ensure the mobile/portable equipment does not require installation onto walls, ceilings, or floors and only plugs in to an existing electrical outlet. If you verify that the equipment does not require installation, additional utilities, and it does not meet one of the exceptions noted below, then no EHP Review is needed.

**Note:** Purchase of vehicles does not require EHP review unless the vehicle requires a staging or storage area such as a garage or dock. If a facility will be built to store the vehicle, (grant funded or not) the project will require an EHP review. Rooftop antennas, whether temporary or permanent, require EHP review. All radar/sonar devices require EHP review.



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# The GPD EHP Screening Form

## Frequently Asked Questions

**Question:** For Section C.6, construction of a new communications tower. Does the FCC registration and FCCE 106 process need to be completed prior to submitting for the GPD EHP review process?

**Answer:** Yes. To prevent delays in the GPD EHP review process, both the FCC and FCCE 106 processes should be completed prior to submitting the EHP SF. If the FCC indicates that completion of the two processes are not required due to the height of the proposed tower, put "N/A" in those sections on the EHP SF and attach the FCC correspondence.



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## Section D - Project Details

- This section is very important to complete for all projects involving buildings or structures (e.g. towers, bridges, water towers, existing or new utility poles, etc.) that involve installation of equipment and/or ground disturbance.
- Read and complete each bullet question.
- All ground disturbances should be described as Length x Width x Depth. An aerial photo should be attached showing where all ground disturbance will occur.
- Building or structure construction date is required.
- For all buildings and structures, attach ground level color photos that are accurately labelled. Further guidance regarding photos is located in Appendix A of the GPD EHP SF.



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# Construction Date

## *Example 1*

- Construction began 1792, completed 1800
- Rebuilt 1817, additions in 1824, 1829, 1901
- Interior structural renovations 1927, 1946, 1948



## *Example 2*

- Built 2005



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# Appendix A - Photos

- Photos, maps, drawings, or other environmental documentation can be combined with the GPD EHP Screening Form to create one pdf file (recommended).
  
- To combine into one pdf file:
  - (A.) Open completed GPD EHP Screening form saved to desktop.
  - (B.) In the upper left corner select FILE, then CREATE, then COMBINE FILES into a SINGLE PDF
  - (C.) When the combine files window appears, drag the completed form from desktop first, then photos and maps in pdf, jpeg, or word formats into combine window. Then select the COMBINE tab.
  - (D.) Close original form pdf and save the new pdf combined with photos and label.
  
- All photos should be labeled showing project location, location of where equipment will be installed, or ground disturbances occur where applicable.



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# Location and Aerial Photos

Good Example



Note: Use  
Google maps  
For aerial photos



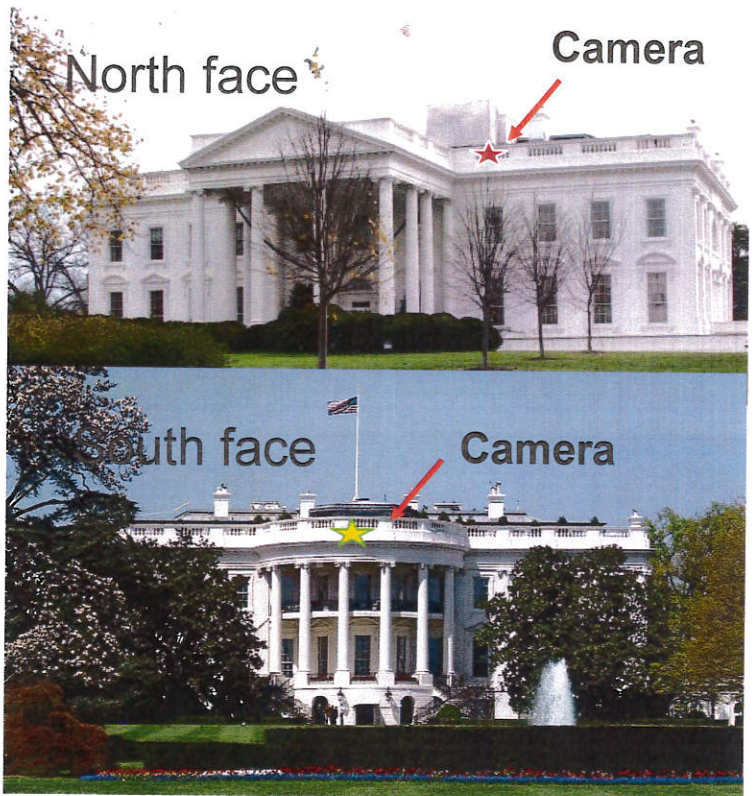
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# Exterior Ground Level Photographs

▪ Bad



▪ Good

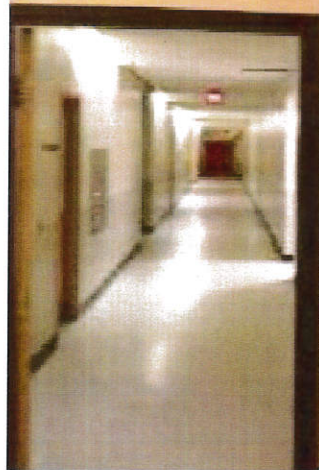


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# Interior Photographs

A camera will be added in the upper right corner and a proximity door access reader will be added for access control

Some County Sheriff Dept. 123 Elm Street,  
Some Town, State

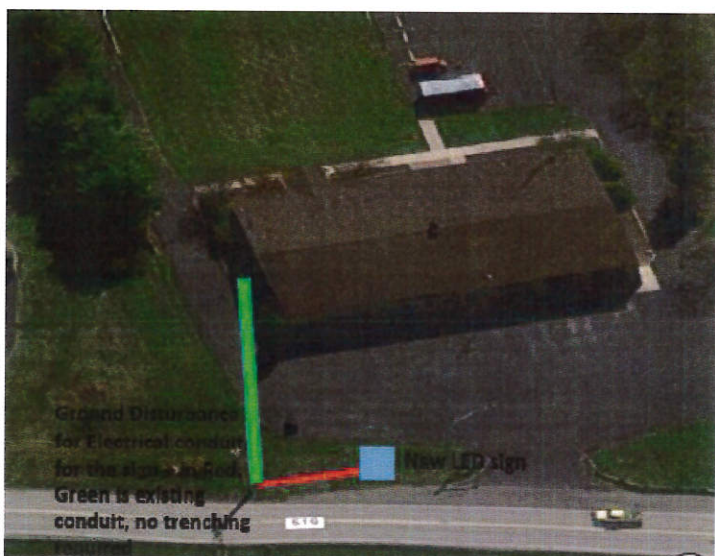


# Ground Disturbance Photographs

Bad



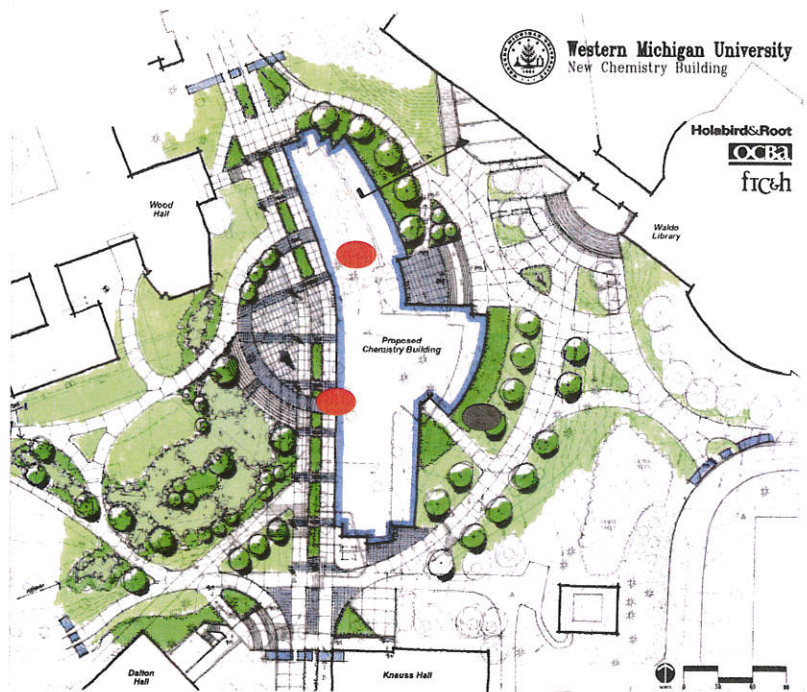
Both  
Good



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# Plans, Drawings, Blueprints

1. Plans/drawings are required for new construction of buildings or towers.
2. Plans or blueprints can be used instead of aerial photos.
3. Label plans/drawings with equipment type and location including an index.



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● Generator ● Cameras

# Common Reasons for EHP Delays

## Incomplete Information = Project Delays

- Poor or absent ground-level photographs
- Inadequate project description
- Poor or absent aerial photographs
- Photos that are not clearly labeled
- Extent of ground disturbance unclear or not included
- No project location (physical addresses or latitude-longitude)



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# Submitting the EHP Package

1. Email the GPD EHP Screening form with attached photos to [GPDEHPinfo@dhs.gov](mailto:GPDEHPinfo@dhs.gov)
2. In the email subject line reference the following:
  - Grant Program and Year
  - Location
  - One or two words regarding the project description

Example: "Submittal: 2016 HSGP Greenwood, OH – Cameras"

3. Ensure the GPD EHP Screening Form is attached before sending.
4. You should receive an email response within 2-4 days stating that GPD EHP received the submittal and a timeframe as to when the review will begin.



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# The GPD EHP Screening Form

## Frequently Asked Questions

**Question:** If I have additional questions regarding the GPD EHP review process, whom do I ask?

**Answer:** Email your question to [GPDEHPinfo@dhs.gov](mailto:GPDEHPinfo@dhs.gov).

**Question:** If I want to know the status of my review, whom do I ask?

**Answer:** Email your review status request to [GPDEHPinfo@dhs.gov](mailto:GPDEHPinfo@dhs.gov). Be sure to include the subject line information from your submittal email (Example: "Submittal: 2016 HSGP Greenwood, OH – Cameras") and the date you originally submitted the review.



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