



FEMA

**Grant Programs Directorate Information Bulletin**  
**No. 371**  
**August 31, 2011**

MEMORANDUM FOR: All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All State Emergency Management Agency Directors  
All State Homeland Security Directors  
All Tribal Nation Points of Contact  
All Urban Areas Security Initiative Points of Contact  
Port and Transit Points of Contact

FROM: Elizabeth M. Harman  
Assistant Administrator  
Grant Programs Directorate

SUBJECT: Streamlined submission of Environmental and Historic  
Preservation (EHP) Review Packets and Narrowbanding EHP  
Requirements

The purpose of this Information Bulletin is to advise grantees of four streamlining improvements to the EHP review process for the Grant Programs Directorate (GPD).

**1. New Contact Information:**

Effective immediately all EHP materials should be submitted to: [GPDEHPinfo@fema.gov](mailto:GPDEHPinfo@fema.gov). The GPD-EHP inbox can receive files up to 15 MB in size. (*Note: After September 30, 2011, EHP material sent to [askCSID@dhs.gov](mailto:askCSID@dhs.gov) will no longer be processed.*)

**2. Revised EHP Screening Form:**

In an attempt to further streamline the EHP review process, the GPD-EHP team has simplified and shortened the EHP Screening Form. A copy of the revised EHP Screening Form can be downloaded from: [http://www.fema.gov/doc/government/grant/bulletins/info329\\_final\\_screening\\_memo.docx](http://www.fema.gov/doc/government/grant/bulletins/info329_final_screening_memo.docx). This form must be completed for all of the following GPD funded activities:

- Physical security enhancements
- Renovations/upgrades/modifications to structures

- Any projects with the potential to cause adverse impacts to natural, biological or cultural resources (including historic properties)

Upon receipt of an EHP review packet, each project will be issued a Case ID number. Grantees will be sent an e-mail with this Case ID number within five business days. To facilitate communications, the Case ID number should be used in all future EHP-related correspondence for this project. Although the EHP Screening Form is comprehensive, further information and documentation may be required in order to complete the EHP review.

The following activities do not require submission of an EHP Screening Form:

- Management and Administration (M&A)
- Planning
- Classroom-based Training
- Tabletop Exercises and Functional Exercises
- Training and Operational Exercises in Existing Facilities
- Purchase of Mobile and Portable Equipment (without installation)

### **3. Need for timely response to requests for more information on EHP reviews:**

The first step of the EHP review is to ensure that the grantee's review packet is complete, as an EHP review cannot proceed if the packet is missing information/documentation. If an EHP packet is found to be incomplete, the grantee will be informed of this finding within 10 – 15 business days and given specific instructions on the information that is required before the EHP review can start.

To ensure that an EHP determination can be made without delay we ask that grantees comply with any requests for additional information from GPD as soon as possible. To encourage that response, the GPD-EHP Team and your Program Analyst will send grantees reminders and notifications until the information is received. However, if a grantee remains unresponsive for 12 weeks, the case will become inactive. Once a case has become inactive, the project will not be funded until the grantee has resubmitted a new and complete EHP review packet.

### **4. Environmental and historic preservation (EHP) requirements for grant-funded projects related to narrowbanding migration:**

In December 2004, the Federal Communications Commission (FCC) announced that all non-Federal radio licensees operating 25 kHz systems in the 150-174 MHz and 421-512 MHz bands (VHF and UHF) must migrate to more efficient 12.5 kHz (narrowband) channels by January 1, 2013. This will require a wide range of activities, ranging from replacing and retuning mobile and portable equipment to the replacing or upgrading fixed equipment.

GPD has defined several categories of narrowbanding projects and their associated EHP documentation requirements:

- **Category 1 - Software upgrades and retuning/reprogramming of existing equipment:** These projects involve no physical replacement of equipment and will not require the submission of an EHP Screening Form.
- **Category 2 – Purchase of mobile and portable or plug-in equipment:** These projects only include the purchase or replacement of mobile and portable or plug-in equipment, though no equipment that requires permanent installation on or in existing buildings or structures. These projects will not require the submission of an EHP Screening Form.
- **Category 3 – Replacement of components within existing consoles, sirens or radios:** These projects involve the replacement of plug-in equipment or components within existing boxes, consoles, sirens, or radios. These projects will not require the submission of an EHP Screening Form.
- **Category 4 – Installation of sirens, radios or other equipment:** These projects involve replacement or permanent installation of equipment on or in existing buildings or structures, not including the component replacement activities specified in Category 3. These projects will require the submission of an EHP Screening Form.

All other narrowbanding projects not described above will require the completion of an EHP Screening Form.

The GPD-EHP Team appreciates your understanding and cooperation. If you have any questions about submitting materials for an EHP review, please contact: [gpdehpinfo@fema.gov](mailto:gpdehpinfo@fema.gov).