



FEMA

**Grant Programs Directorate Information Bulletin
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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All State Emergency Management Agency Directors
All Urban Areas Security Initiative Points of Contact
All Tribal Nation Points of Contact
All Public and Private Sector Port Security Partners
All Private Sector Transportation Security Partners
All Eligible Regional Transit Agencies

FROM: Elizabeth M. Harman
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SUBJECT: Environmental Planning and Historic Preservation (EHP) Screening Form

EHP Screening Form and EHP Review Packet

This Information Bulletin (IB) announces that the FEMA Grant Programs Directorate (GPD) has revised the EHP Screening Form (FEMA Form Number 024-0-1; OMB Number 1660-0115). The GPD EHP Screening Form is required as an integral part of the EHP review process and must be submitted to GPD by the direct recipient of FEMA funds via the Centralized Scheduling and Information Desk (CSID) at askcsid@dhs.gov. Please be reminded that the EHP review packet must be submitted prior to the initiation of a project. Please refer to IB #345 for detailed instructions on the types of projects that do not require further EHP documentation.

While the revised Screening Form is different than the Screening Form released with IB #329 on September 30, 2009, the detailed instructions provided in IB #329 regarding the required content and documents for an EHP Review Packet are still valid and in effect. GPD will accept older versions of the Screening Form for review, but we encourage grantees to use the most recent version in all future EHP Review Packets.

To ensure EHP compliance, State Administrative Agencies (SAA) and other grantees are encouraged to forward the attached Screening Form to their subgrantees before their subgrantees initiate their projects. Grantees must ensure their subgrantees have EHP approvals from GPD prior to the obligation of funds for projects.

For questions about the status of your EHP Review Packet, to request Technical Assistance (TA), or for any questions related to the EHP review process, please contact your Program Analyst or the GPD EHP Team via e-mail at GPDEHPinfo@dhs.gov.