



**FEMA**

Grant Programs Directorate  
Federal Emergency Management Agency  
U.S. Department of Homeland Security  
Washington, DC 20472

# PORT SECURITY GRANT PROGRAM

## Plan Implementation Guidance

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## OVERVIEW

Once the Port-Wide Risk Management Plan has been approved and the Fiduciary Agent (FA) has received the final approval letter, the next phase is plan implementation. During this stage, the sub-grantee Investment Justifications (IJ) will be reviewed and approved by the FA, Federal Maritime Security Coordinator (FMSC)/ Captain of the Port (COTP) and the Area Maritime Security Committee (AMSC) or its sub-committee which has approval authority, and then submitted to FEMA for final review and approval. The purpose of this packet is to provide guidance on the following topics to the FAs who will be coordinating the plan implementation phase:

### **Investment Justifications (Pages 3-4)**

Each project must be aligned with the approved Port-Wide Risk Management Plan. Though sub-grantees will develop individual IJs for each project, the FAs may group project by type (i.e. fencing) and then compile them into one IJ with line items identifying where each project will take place. For example, the abstract for a fencing IJ would state it is for 20,000 feet of fencing installed at facilities. It would also include: Install 5,000 feet at Facility ABC, 10,000 feet at Facility XYZ, etc.).

### **FA/FMSC/COTP/AMSC Review (Page 5)**

Initial review will occur using the process established by the FA/FMSC/COTP/AMSC. The COTP will then score the projects through the FEMA/USCG established review process. Additionally, upon completion of the review, the FA must sign and date the “Acknowledgement of Fiduciary Agent” form (page 6) certifying the involvement of all required parties.

### **Final Investment Justification List (Page 7)**

When submitting the final IJs to FEMA, the FA must provide a compiled list of all the IJs that includes general information about sub-grantees, projects and funding, along with FA/FMSC/COTP/AMSC review scores and ranking.

### **Detailed Budget (Pages 8-11)**

The FA is required to submit a detailed budget for the FA as an entity and the official grantee receiving the funds. The detailed budget will provide the basis of computation of all project-related costs and will show the expenses of the FA in each of the standard cost categories (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, Other and Indirect Costs). It must reflect the cost share requirement and all sub-grantee awards should be listed under the Contracts category including the sub-grantee name.

### **Environmental Review (Pages 12-15)**

All projects must undergo a programmatic review for compliance with FEMA Environmental Planning and Historic Preservation (EHP) requirements. Though the FA is not responsible for determining each sub-grantee’s compliance, the FA is responsible for requiring the sub-grantees to submit additional information if needed. Providing as much information upfront with the initial submission of IJs to FEMA will help expedite the review process and reduce the additional correspondence that might be needed. Potential environmental/historical impact will not necessarily preclude a project from eligibility. Rather, EHP will consider level of impact as it relates to level of enhanced security/preparedness.

***Note: All IJs, along with the additional documents outlined in this packet, must be submitted to the FEMA Program Office through the PSGP Secure Portal.***

**PSGP INVESTMENT JUSTIFICATION TEMPLATE**

Investment Heading	
Port Area	
State	
Applicant Organization	
Investment Name	
Investment Amount	\$

**I. Background**

*Note: This section only needs to be completed once per application, regardless of the number of Investments proposed. The information in this section provides background and context for the Investment(s) requested, but does not represent the evaluation criteria used by DHS for rating individual Investment proposals.*

I. Provide an overview of the port system in which this Investment will take place	
Response Type	Narrative
Page Limit	Not to exceed 1 page
Response Instructions	<ul style="list-style-type: none"> <li>• Area of Operations:                             <ul style="list-style-type: none"> <li>○ Identify COTP Zone</li> <li>○ Identify eligible port area</li> <li>○ Identify exact location of project site (physical address of facility being enhanced)</li> <li>○ Identify who the infrastructure (project site) is owned or operated by, if not by your own organization</li> </ul> </li> <li>• Point(s) of contact for organization (include contact information):                             <ul style="list-style-type: none"> <li>○ Identify the organization's Authorizing Official for entering into grant agreement, including contact information (include sub-grantee entering agreement within Group 1 and 2 port areas under FA process)</li> <li>○ Identify organization's primary point of contact for management of the project(s)</li> </ul> </li> <li>• Ownership or Operation:                             <ul style="list-style-type: none"> <li>○ Identify whether the applicant is: (1) a private entity; (2) a state or local agency; or (3) a consortium composed of local stakeholder groups (i.e., river groups, ports, or terminal associations) representing federally regulated ports, terminals, US inspected passenger vessels or ferries.</li> </ul> </li> <li>• Role in providing layered protection of regulated entities (applicable to State or local agencies, consortia and associations only):                             <ul style="list-style-type: none"> <li>○ Describe your organization's specific roles, responsibilities and activities in delivering layered protection</li> <li>○ Important features: Describe any operational issues you deem important to the consideration of your application (e.g., interrelationship of your operations with other eligible high-risk ports)</li> </ul> </li> </ul>
Response	

**II. Strategic and Program Priorities**

II.A. Provide a brief abstract of the Investment	
Response Type	Narrative
Page Limit	Not to exceed 1 page
Response Instructions	Provide a succinct statement summarizing this Investment
Response	
II.B. Describe how the Investment will address one or more of the PSGP priorities and Area Maritime Security Plan or COTP Priorities (how it corresponds with PRMP for Group I and II)	
Response Type	Narrative
Page Limit	Not to exceed 1 page
Response Instructions	<ul style="list-style-type: none"> <li>• Describe how, and the extent to which, the investment addresses:                             <ul style="list-style-type: none"> <li>○ Enhancement of Maritime Domain Awareness</li> <li>○ Enhancement of IED prevention, protection, response and recovery capabilities</li> <li>○ Training and exercises</li> <li>○ Efforts supporting the implementation of TWIC</li> </ul> </li> <li>• Area Maritime Security Plan and/or Captain of the Port Priorities</li> </ul>
Response	

**III. Impact**

<b>III.A. Describe how the project offers the highest risk reduction potential at the least cost</b>	
Response Type	Narrative
Page Limit	Not to exceed ½ page
Response Instructions	<ul style="list-style-type: none"> <li>• Discuss how the project will reduce risk in a cost effective manner                             <ul style="list-style-type: none"> <li>○ Discuss how this investment will reduce risk (e.g., reduce vulnerabilities or mitigate the consequences of an event) by addressing the needs and priorities identified in earlier analysis and review. For facility specific investments, the anticipated risk reduction in MSRAM should be included</li> </ul> </li> </ul>
Response	
<b>III.B. Describe current capabilities similar to this Investment</b>	
Response Type	Narrative
Page Limit	Not to exceed ½ page
Response Instructions	<ul style="list-style-type: none"> <li>• Describe how many agencies within the port have existing equipment that are the same or have similar capacity as the proposed project</li> <li>• Include the number of existing capabilities within the port that are identical or equivalent to the proposed project</li> </ul>
Response	

**IV. Funding & Implementation Plan**

- Complete the IV.A. to identify the amount of funding you are requesting for this investment only
- Funds should be requested by allowable cost categories as identified below
- Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular Investment

*Note: Investments will be evaluated on the expected impact on security relative to the amount of the investment (i.e., cost effectiveness). An itemized Budget Detail Worksheet and Budget Narrative must also be completed for this investment. See following section for a sample format.*

The following template illustrates how applicants should indicate the amount of FY 2007 PSGP funding required for the investment, how these funds will be allocated across the cost elements, and the required cash match:

<b>IV.A. Investment Funding Plan</b>	<b>FY 2007 PSGP Request Total</b>	<b>Match</b>	<b>Grand Total</b>
<i>Maritime Domain Awareness</i>			
<i>IED Prevention, Protection, Response and Recovery Capabilities</i>			
<i>Training</i>			
<i>Exercises</i>			
<i>TWIC Implementation</i>			
<i>M&amp;A</i>			
<b>Total</b>			
<b>IV.B. Provide a high-level timeline, milestones and dates, for the implementation of this Investment such as stakeholder engagement, planning, major acquisitions or purchases, training, exercises, and process/policy updates. Up to 10 milestones may be provided.</b>			
Response Type	Narrative		
Page Limit	Not to exceed 1 page		
Response Instructions	<ul style="list-style-type: none"> <li>• Only include major milestones that are critical to the success of the Investment</li> <li>• Milestones are for this discrete Investment – those that are covered by the requested FY 2007 PSGP funds and will be completed over the 36-month grant period starting from the award date, giving consideration for review and approval process up to 8 months (estimate 28 month project period)</li> <li>• Milestones should be kept to high-level, major tasks that will need to occur (i.e. Design and development, begin procurement process, site preparations, installation, project completion, etc.)</li> <li>• List any relevant information that will be critical to the successful completion of the milestone (such as those examples listed in the question text above)</li> </ul>		
Response			

**ADDITIONAL GUIDANCE ON COTP/AMSC INVESTMENT JUSTIFICATIONS REVIEW**

Every Investment Justification submitted to FEMA must first be reviewed and approved by the FA/FMSC/COTP/AMSC to certify every project is aligned with the plan. It is particularly important that the FA/FMSC/COTP/AMSC reviewers recommend the level of funding for each project (full, partial, or no) and provide comments as needed. When conducting the FA/FMSC/COTP/AMSC review, projects should be rated using the criteria and scale outlined below.

Criteria	Description	Scale
<b>Criteria 1</b>	Projects that support the national port priorities: <ul style="list-style-type: none"> <li>▪ Enhancement of port area’s MDA</li> <li>▪ Enhancement of port area’s prevention, protection, response and recovery capabilities</li> <li>▪ Training and exercises</li> <li>▪ TWIC implementation projects</li> <li>▪ Efforts in support of the national preparedness architecture</li> </ul>	0 = Not applicable, project does not address one of the National Priorities 1 = Project will be marginally effective in addressing one of the National Priorities 2 = Project will be moderately effective in addressing one of the National Priorities 3 = Project will be very effective in addressing one of the National Priorities 4 = Project will be extremely effective in addressing one of the National Priorities 5 = Project will be extremely effective in addressing one of the National Priorities and moderately effective in addressing at least one additional National Priority 6 = Project will be extremely effective in addressing one of the National Priorities and very effective in addressing at least one additional National Priority 7 = Project will be extremely effective in addressing more than one of the National Priorities 8 = Project will be extremely effective in addressing ALL of the National Priorities
<b>Criteria 2</b>	Projects that address priorities outlined in the applicable Area Maritime Security Plan (AMSP), as mandated under the Maritime Transportation Security Act	0 = Project is not responsive to the AMSP 1 = Project is marginally responsive to the AMSP 2 = Project is moderately responsive to the AMSP 3 = Project is very responsive to the AMSP 4 = Project is extremely responsive to the AMSP
<b>Criteria 3</b>	Projects that address additional security priorities based on the COTP’s expertise and experience with the specific port area	0 = Project will not impact additional security priorities 1 = Project will have a marginal impact on additional security priorities 2 = Project will have a moderate impact on additional security priorities 3 = Project will have a substantial impact on additional security priorities 4 = Project will have a major impact on additional security priorities
<b>Criteria 4</b>	Projects that offer the highest potential for risk reduction for the least cost	0 = Project offers no risk reduction potential for the cost 1 = Project offers marginal risk reduction potential for the cost 2 = Project offers moderate risk reduction potential for the cost 3 = Project offers good risk reduction potential for the cost 4 = Project offers outstanding risk reduction potential for the cost

**ACKNOWLEDGEMENT OF FIDUCIARY AGENT**

The Investment Justifications have been reviewed and approved by the Captain of the Port and the Area Maritime Security Committee or its sub-committee which has approval authority

Per the FY 2007 Supplemental Port Security Grant Program and Application Guidance dated August 16, 2007, Fiduciary Agent deliverables, including the Concept of Operation (CONOPS), the Port Area-Wide Risk Management/Mitigation and Business Continuity/Resumption of Trade plans, and the Investment Justifications must be reviewed and approved at both the local and federal levels.

This document acknowledges and confirms that I, as the Fiduciary Agent, have reviewed and approved the Investment Justifications in consultation with both the Captain of the Port and the Area Maritime Security Committee or its sub-committee which has approval authority, who have approved its submission in its current form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Fiduciary Agent



**ADDITIONAL GUIDANCE ON BUDGET REVIEW**

The budget must be complete, reasonable and cost effective and the budget narrative should provide a detailed justification for each cost included in the budget. All project related costs should be included in the appropriate approved cost categories, outlined below. In addition to the Budget Worksheet included in this packet, the following checklist is provided to assist you in developing the require budget:

Cost Category	Explanation/Details
<b>Personnel</b>	<ul style="list-style-type: none"> <li>▪ Is the basis for determining each employee’s compensation described (annual salary and % time devoted)?</li> <li>▪ Is each position identified by title?</li> <li>▪ Are time commitments and the amount of compensation stated and reasonable?</li> <li>▪ Are salary increases anticipated during the grant period and are they justified (COLA, etc)?</li> </ul>
<b>Fringe Benefits</b>	<ul style="list-style-type: none"> <li>▪ Is the amount specified as a separate line item?</li> <li>▪ Is each type of benefit indicated separately or does the organization have an approved fringe benefit rate?</li> <li>▪ Are fringe increases contemplated during the grant period?</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>▪ Is the basis for computation provided?</li> <li>▪ Is the travel necessary for the purpose of the program?</li> <li>▪ Are travel costs separately identifiable and reasonable (transportation, hotel, meals, mileage)?</li> <li>▪ Does the organization have a written travel policy? Is this travel policy being followed?</li> <li>▪ If no written policy—must follow Federal guidelines</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>▪ Are equipment items specified by unit and cost?</li> <li>▪ Is the request reasonable and allowable under the project?</li> <li>▪ Does the organization have a procurement policy in place?</li> </ul>
<b>Supplies</b>	<ul style="list-style-type: none"> <li>▪ Are supplies listed separately (office, training, research, other types)</li> <li>▪ Is the basis for the cost reasonable? Monthly estimates are sufficient</li> </ul>
<b>Contractual</b>	<ul style="list-style-type: none"> <li>▪ Is the type of each service to be rendered described?</li> <li>▪ For Individuals                             <ul style="list-style-type: none"> <li>▪ Is an hourly, daily or weekly base rate given?</li> <li>▪ Are rates allowable, justified, reasonable and comparable to market?</li> </ul> </li> <li>▪ Is the total amount for any contract in excess of \$100,000?                             <ul style="list-style-type: none"> <li>▪ Is procurement method described?</li> <li>▪ If the contract is not competitively bid, has a sole source justification been provided?</li> </ul> </li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Are items listed by major type (space rental, printing, phone, maintenance, etc.)?</li> <li>▪ Space Rental:                             <ul style="list-style-type: none"> <li>▪ If owned by grantee organization, cannot charge “rental” costs</li> <li>▪ Is the square footage and cost per square foot provided?</li> </ul> </li> <li>▪ Are all costs justified, reasonable and allowable?</li> <li>▪ Reasonable basis for costs</li> </ul>
<b>Indirect Costs</b>	<ul style="list-style-type: none"> <li>▪ Defined as costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular award/project, but contribute to the ability of the recipient to support projects and programs and sustain the daily operations of the organization</li> <li>▪ Business operations and maintenance costs, such as personnel costs and items generally characterized as indirect or “overhead” costs, are unallowable</li> </ul>

**Notes on Management and Administration:**

- Submit M&A costs as actual expenses in detailed budget work sheet (i.e. Joe Smith, X hours, \$X/hour, \$total)
- Recommend keeping record of the percentage of work hours dedicated to M&A in the event of an audit (i.e. 8 of 40 hrs/week for PSGP M&A)
- Sub-grantees should provide to the FA the same detail that the FA provides to FEMA. The difference being that each all sub-grantees’ total cost, including M&A will be listed on the FA detailed budget as “Contracts”

**SAMPLE BUDGET DETAIL WORKSHEET**

**A. Budget Detail Worksheet Purpose.**

The Budget Detail Worksheet may be used as a guide to assist applicants in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel.** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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**Note:** Personnel costs are only allowable for direct management and administration of the grant award, i.e., preparation of mandatory post-award reports.

**TOTAL** \_\_\_\_\_

**B. Fringe Benefits.** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_

**Total Personnel & Fringe Benefits** \_\_\_\_\_

**C. Travel.** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_

**D. Equipment.** List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**TOTAL** \_\_\_\_\_

**E. Supplies.** List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project. These costs will contribute to the 3 percent M&A cap.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL \_\_\_\_\_

**F. Consultants/Contracts.** Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

Subtotal \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

Subtotal \_\_\_\_\_

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
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**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

Subtotal \_\_\_\_\_

TOTAL \_\_\_\_\_

**G. Other Costs.** List items (e.g., rent, reproduction, telephone, security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**Important Note:** If applicable to the project, construction costs should be included in this section of the Budget Detail Worksheet.

TOTAL \_\_\_\_\_

**PSGP PLAN IMPLEMENTATION GUIDANCE**

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**H. Indirect Costs.** Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
<b>TOTAL</b> _____		

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Federal Amount</u>	<u>Non-Federal Amount</u>
A. Personnel	_____	_____
B. Fringe Benefits	_____	_____
C. Travel	_____	_____
D. Equipment	_____	_____
E. Supplies	_____	_____
F. Consultants/Contracts	_____	_____
G. Other	_____	_____
<b>Total Direct Costs</b>	_____	_____
H. Indirect Costs	_____	_____
<b>* TOTAL PROJECT COSTS</b>	_____	_____
 <b>Federal Request</b>	_____	
<b>Non-Federal Amount</b>	_____	

## ADDITIONAL GUIDANCE ON FEMA EHP REVIEW

The following information, compiled from Information Bulletin 271 and the FEMA EHP website (<http://www.fema.gov/plan/ehp>), along with the Statement of Work (SOW) worksheet, provide guidance on how to help expedite the EHP review process.

### **Environmental Planning and Historic Preservation Requirements**

Site selection is a key factor that can affect the number and complexity of EHP issues that may need to be addressed for a project. Grantees are responsible for identifying environmental resources and historic properties in the project area, which may require coordination with appropriate local, State and/or Federal resource agencies. This information should be included in the Statement of Work (SOW) and submitted to FEMA in the initial stage of project formulation.

Based on the review of the SOW, FEMA may determine that projects with the potential to have significant adverse impacts to EHP resources and/or public controversy require additional evaluation and documentation, and FEMA will notify the grantee accordingly. Documents required to fulfill compliance responsibilities under Federal EHP laws must be prepared by qualified professionals with EHP expertise and may require a public comment period. Grantees are responsible for the preparation of such documents as well as for the implementation of any mitigation measures identified during FEMA's EHP review that are necessary to address potential adverse impacts. Costs associated with the preparation of EHP documents are allowable grant expenditures.

Inadequate project descriptions and/or documentation of the presence of environmental resources and historic properties in a project area may cause significant delays in the timeliness of the review and affect the project's implementation. Failure of the grantee to meet all Federal, State and local EHP requirements, comply with project conditions established during FEMA's EHP review, and/or obtain applicable permits and approvals may result in project delays or the denial of funding.

### **FEMA EHP Review Process**

Preferred submission formats are those supported by Microsoft Office (doc files), and Adobe Acrobat (pdf files). JPEG is the preferred picture format but other widely supported file types may be used. Project reviews may take several weeks or months to complete, so sufficient time and resources must be incorporated into the project planning process to accommodate EHP requirements. Grantees must receive written approval from FEMA prior to the use of grant funds for project implementation.

### *Writing Good Project Descriptions*

You can help expedite the environmental portion of your project review by including any or all of the following existing documents in your project application. These will help the reviewers screen your project and aid them in making expedited decisions as to what laws may or may not apply. They will also help you see and anticipate the environmental concerns that may be present.

- A clearly written description project scope of work for entire project, including any elements not federally funded or not funded by FEMA, that are likely to be done as part of the project in the foreseeable future
- Maps, studies, plans, drawings, sketches, schematics, etc., to help understand the entire project
- Clearly identify changes in footprints, ground disturbance and areas of previously undisturbed ground
- Be sure to include areas for construction access and staging areas in the project description
- For more complex projects or projects where impacts are likely, impacts viable alternatives considered should be described
- Photos as required showing the proposed project area in the context of its surroundings. If the project is a building, show all sides of the entire building (at least from opposite corners), and the context of the building in it's setting including the surrounding buildings and grounds. If the project is in a rural area, show the project site in the foreground with the surroundings in all four directions in the background
- Location maps (e.g., USGS maps, or other suitable maps), as necessary to show the project in the context of its surroundings. For projects in rural areas or for projects with ground disturbing activities, USGS maps are required

**FEMA EHP WORKSHEET**

Statement of Work	
1.	Grantee:
2.	Grant Number:
3.	Project Name or Number:
4.	Point of Contact:
5.	Description of Project:
6.	Budgeted Project Cost:
7.	Precise location of the project (address or latitude and longitude):
8.	Physical Description of the project, including (as applicable): <ul style="list-style-type: none"> <li>○ Dimensions/acreage/square footage of structure and/or land affected, with height and structural support information for all communication towers.</li> <li>○ Extent and depth of ground disturbance for new construction and structure modification, including trenching for utility lines, installation of fencing and light posts, tower footings and pads, etc.</li> </ul>
9.	Special elements of the project, including: <ul style="list-style-type: none"> <li>○ Special equipment that will be used, staging areas, access roads, easements, etc.</li> <li>○ Extent of structural modification</li> </ul>
10.	○ Year affected building/structure was built (if modifications or installation to a building will occur)
11.	Information about features, resources, and potential adverse impacts at or near the site, including:
11a.	Water bodies (rivers, lakes, streams, wetlands, etc.)
11b.	Floodplains.
11c.	Historic and cultural resources (historic districts, buildings, landscapes, bridges, piers, dams, archaeological sites, etc.)
11d.	Migratory birds
11e.	Threatened and endangered species and/or critical habitat
11f.	Vegetation, including general types of plants, trees, or lack thereof
11g.	Geologic features
11h.	Tribal cultural and religious sites
11i.	Special areas (forests, wildlife refuges, reserves, etc.)

**Additional Attachments**

- Visual documentation (site/structure photographs; plans/drawings that define the size and precise location of proposed work; US Geological Survey topographic, flood and wetlands maps; aerial photographs, etc.)
- Any recent or relevant studies, reports, or surveys that were prepared for other agencies or purposes and provide information on environmental resources and/or historic properties in the project area

USEFUL INFORMATION FOR EXPEDITING THE FEMA EHP REVIEW

EHP Item	Explanation/Details
<p><b>Useful Historic &amp; Cultural Resource Information</b></p>	<ul style="list-style-type: none"> <li>▪ Documentation of the year(s) of construction for original facility and any additions or modifications to existing facility (building permit records, tax records, newspaper accounts, architectural drawings, etc.) if readily available.</li> <li>▪ Copies of any available plans, site plans, etc., for the existing facility, as well as documentation of any changes made since the original construction</li> <li>▪ Plans showing the limits of proposed excavations or other ground-disturbing activities (compression, grading, excavation, drilling, etc.) associated with the project.</li> <li>▪ Topographic maps and location maps, if applicable, showing the project within local, state, or national historic districts.</li> <li>▪ Historic properties, including those listed in or eligible for listing in the National Register of Historic Places, National Historic Landmarks, or those in state or local registers within the project area or within view of the project site.</li> <li>▪ Any existing cultural resource surveys or reports describing the architectural/historic significance of the properties that exist within the project area or potentially affected by the project.</li> <li>▪ Documentation of coordination with the SHPO / THPO.</li> </ul>
<p><b>Useful Endangered &amp; Threatened Species Information</b></p>	<ul style="list-style-type: none"> <li>▪ Documents (e.g., Biological Assessment, initial study, Data Base Report, and environmental impact assessment) evaluating potential effects of the project activities on biological resources.</li> <li>▪ States species lists identifying endangered, threatened, or otherwise protected species potentially affected by the proposed project</li> <li>▪ Documentation of coordination with other agencies (e.g., USFWS, State Fish &amp; Game Agencies, State Natural Heritage Program), including studies, reports and recommendations.</li> </ul>
<p><b>Useful Air Quality Information</b></p>	<ul style="list-style-type: none"> <li>▪ Applicants can expedite the EHP review by:               <ul style="list-style-type: none"> <li>- Engaging in pre-disaster planning;</li> <li>- Obtaining required permits;</li> <li>- Evaluating the effects of actions on air quality; and</li> <li>- Following state and local laws and policies regarding: debris burning, equipment exhaust, construction dust</li> </ul> </li> </ul>
<p><b>Useful Wetlands Information</b></p>	<ul style="list-style-type: none"> <li>▪ Detailed maps (e.g. USACE, USFWS National Wetlands Inventory Maps) defining wetland boundaries within project area</li> <li>▪ Studies and reports (e.g., wetland survey maps and reports, flood elevations and velocities, etc.) documenting the project scope as related to the occupancy and modification of wetlands including direct and indirect effects.</li> <li>▪ Documentation of compliance and consistency with federal, state, tribal, county and local floodplain management programs and plans.</li> <li>▪ Documentation of any Public Notices or public meetings.</li> <li>▪ Documentation of coordination with other agencies (e.g., USACE, NRCS, NFIP, State and Local Floodplain Managers, etc.) including studies and reports and recommendations.</li> </ul>

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EHP Item	Explanation/Details
<b>Useful Water Quality Information</b>	<ul style="list-style-type: none"> <li>▪ Detailed descriptions and related studies and reports of proposed disturbances or discharges into bodies of water or wetlands. Disturbances include clearing, grading, dredging, cutting or filling. Discharges include storm water, wastewater, pollutants</li> <li>▪ Documents (e.g., Initial Study, Environmental Impact Statement) evaluating potential effects of the project activities on water resources.</li> <li>▪ Documentation of best management practices to be used for erosion and sediment control.</li> <li>▪ Documentation of coordination with other agencies (e.g. USACE, USEPA, state Department of Natural Resources, EPA, or Department of Environmental Protection), including studies and reports and recommendations.</li> </ul>
<b>Useful Coastal Zone Management Information</b>	<ul style="list-style-type: none"> <li>▪ Detailed maps, studies and reports documenting the project scope and surrounding areas as related to coastal zones (e.g., beaches, islands, transitional and intertidal zones, salt marshes, estuaries). Such documentation should include any land extending inward to the extent necessary to control shorelines.</li> <li>▪ Documentation of compliance and consistency with state coastal management programs and plans.</li> <li>▪ Documentation of coordination with state and federal agencies (e.g., NOAA, Office of Ocean and Coastal Resource Management, USFWS, State Coastal Zone Management Agency), including studies, reports and recommendations.</li> </ul>
<b>Useful Fish &amp; Wildlife Coordination Act Information</b>	<ul style="list-style-type: none"> <li>▪ Detailed plans and studies for the control or modification of a natural stream or body of water.</li> <li>▪ Detailed maps, studies and reports documenting the project scope and surrounding areas, including construction of dams, berms, impoundments, stream relocation, and water-diversion structures.</li> <li>▪ Detailed descriptions and related studies and reports of proposed discharges of pollutants, including industrial, mining, and municipal wastes or dredging and fill material into a body of water or wetlands.</li> <li>▪ Recommendations of the FWS and affected state(s) agency(s) for protecting game and non-game fish and wildlife and their habitat</li> <li>▪ Documentation of coordination with other agencies (e.g., USFWS, NMFS, State Fish and Game Departments), including studies, reports and recommendations.</li> </ul>
<b>Useful RCRA Information</b>	<ul style="list-style-type: none"> <li>▪ Develop a debris management plan during normal operations and activate the plan following a disaster</li> <li>▪ Identify and permit debris staging and disposal sites, also during normal operations</li> <li>▪ Use appropriate volume-reduction methods to minimize the solid waste that must be disposed of</li> </ul>
<b>Useful Environmental Justice Information</b>	<ul style="list-style-type: none"> <li>▪ Documentation from other agencies (e.g., U.S. Census Bureau, State and State Regional, County and Local Planning and Development Agencies, etc.) including studies and reports and recommendations.</li> <li>▪ Studies and reports (e.g., traffic, noise, dust, odor, hazardous and toxic materials, etc.) documenting the project scope and surrounding areas as related to low income and minority populations including direct and indirect effects.</li> <li>▪ Census data and income information of affected populations (e.g., location of public housing, minority and low-income neighborhoods, etc.).</li> </ul>