

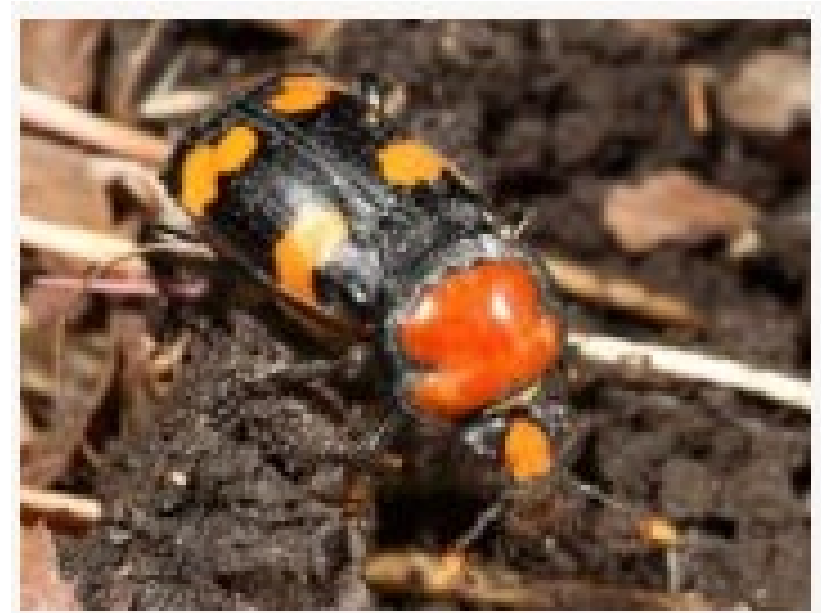
Environmental Planning and Historic Preservation Review (EHP)

2024



EHP Agenda

- Overview of EHP
- Laws and executive orders in EHP review
- EHP Review Process
- Importance of EHP compliance
- The EHP Form
- Questions and answers



The American Burying Beetle photo by the Missouri Dept. of Conservation

EHP – FEMA – DPS/OHS

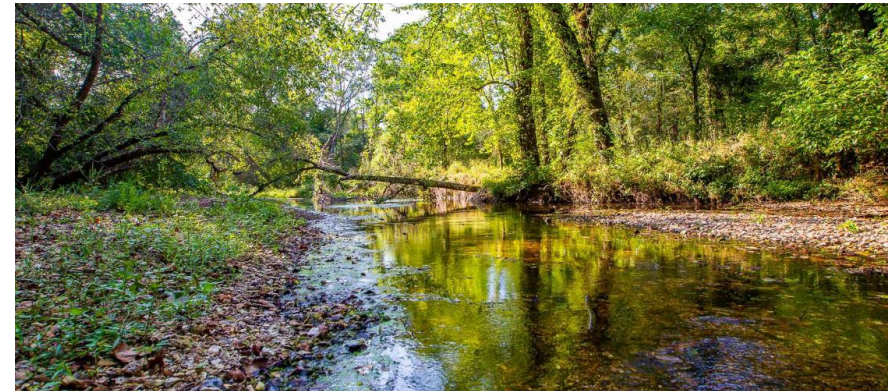
- For grant programs such as UASI and SHSP, FEMA is responsible for ensuring environmental review of their programs and grants is completed.
- Information is gathered from subrecipients by the Missouri Department of Public Safety (DPS) – Office of Homeland Security (OHS) to ensure the EHP Form is complete and accurate before it is submitted to FEMA.



What is an EHP Review?

Analysis of pertinent project information to determine compliance with environmental laws, regulations, and executive orders:

- All projects funded with federal grant dollars must comply with EHP laws, executive orders, and regulations
- EHP review should be completed before project initiation to ensure grant funding
- All FEMA grant programs have EHP responsibilities



Saline Valley Conservation Area photo by
Missouri Dept. of Conservation

EHP Reviews

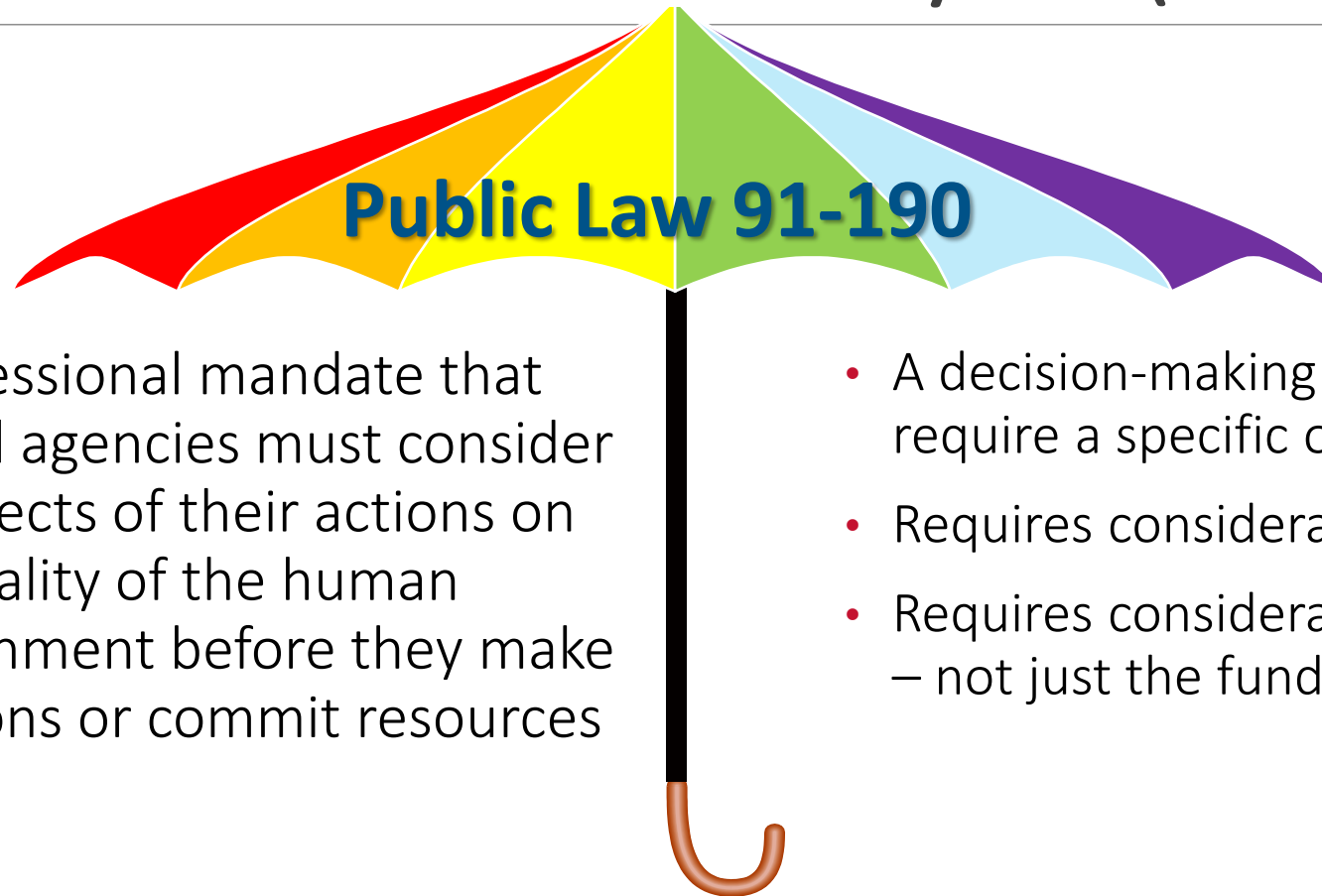
- Grant subrecipients are responsible for supplying complete and accurate information.
- Costs of environmental surveys and assessments (e.g., archeological and endangered species surveys, environmental assessments) are paid by grant subrecipient, and can be part of grant expenditures.
- Purpose of EHP Review is to ensure compliance - not to deny projects. We will work with you to achieve a compliant project.



Onondaga Cave photo by
Missouri Dept. of Natural Resources

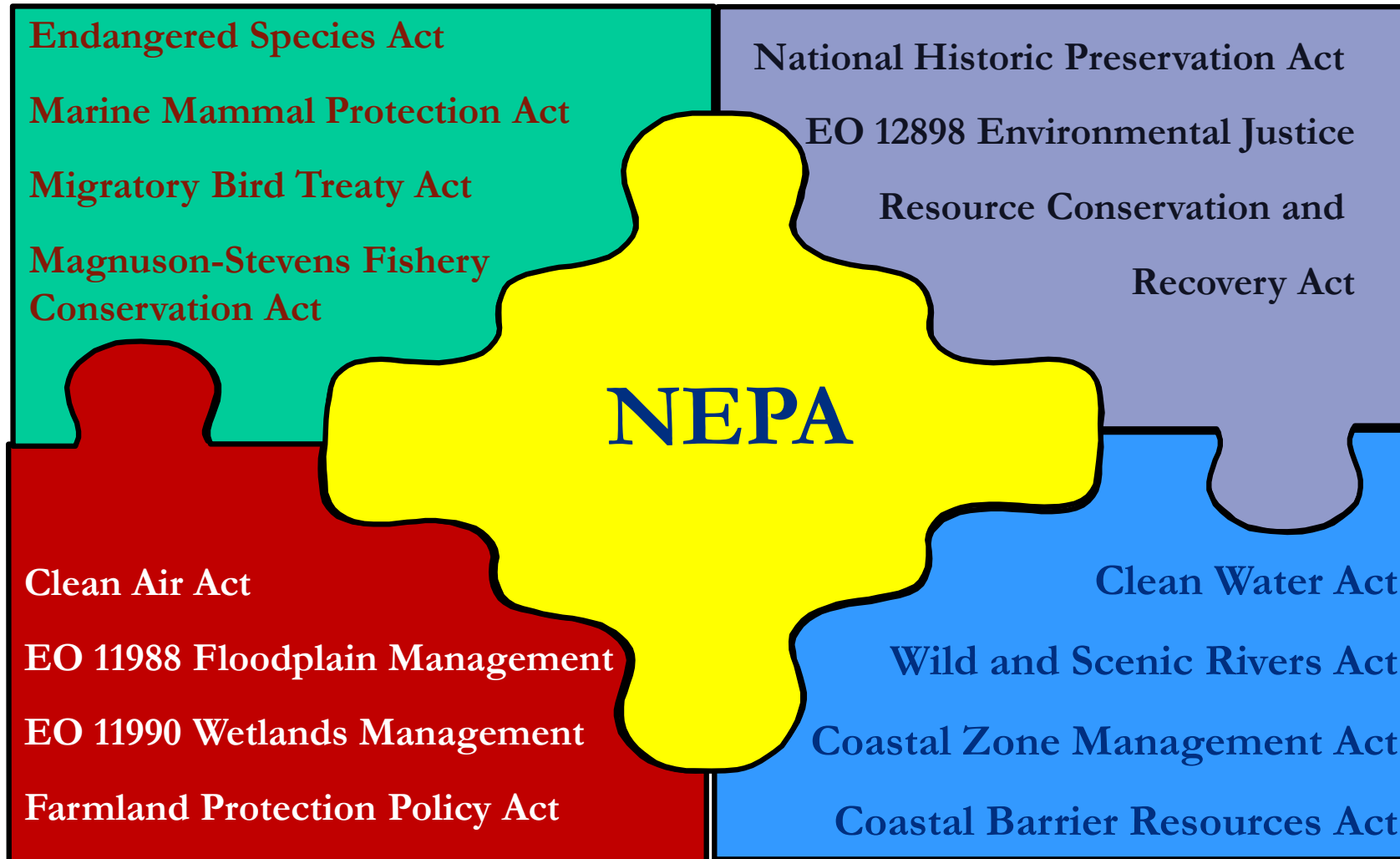
Laws and Executive Orders in EHP Review

National Environmental Policy Act (NEPA)



- Congressional mandate that federal agencies must consider the effects of their actions on the quality of the human environment before they make decisions or commit resources
- A decision-making process that does not require a specific outcome
- Requires consideration of alternatives
- Requires consideration of the entire action – not just the funded portion

EHP Laws and Executive Orders: Basis for FEMA EHP Review



Consultation and Coordination with Other Agencies

Some laws and executive orders require consultation or coordination on the EHP with other state and federal agencies. Some of those are:



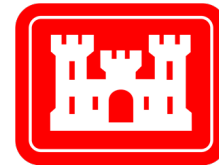
US Fish & Wildlife

- Endangered Species Act



State Historic Preservation Offices

- National Historic Preservation Act



US Army Corps of Engineers

- Wetlands and water bodies



Tribal Governments

- Tribal land, ground disturbance, other resources important to a Tribe

Consultation with other Agencies

- Timelines for these consultations are statutory or negotiated with the respective agencies and are not only at FEMA's discretion.
- FEMA submits its determination and requests concurrence. The other agencies can either concur or comment on the action and further negotiation may be necessary.



Pallid Sturgeon photo by
National Park Service

EHP Review Benefits

- Informed decision-making
- Protect community and investments
- Minimize or avoid potential adverse effects
- Protect our nation's natural and historic resources



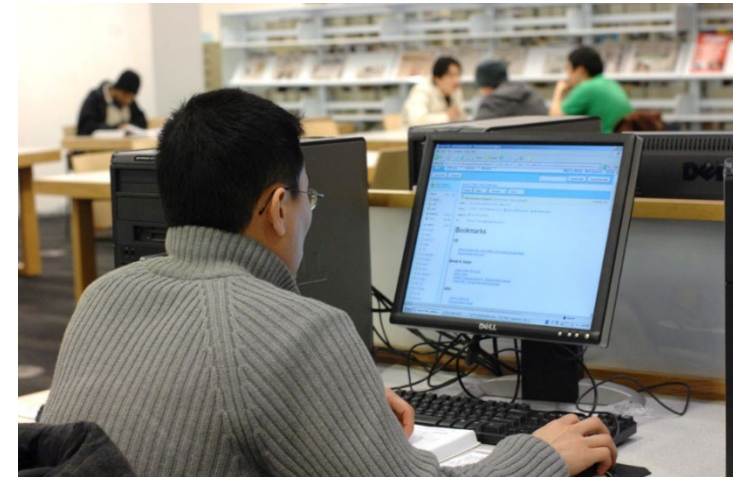
Hercules Glades Wilderness photo by
USDA Forest Service

EHP Review – Yes or No?

FEMA-Funded Projects That Do NOT Require an EHP Review*

- Planning documents
- Management and administration
- Classroom-based training/table-top exercises
- Mobile equipment and supplies
- Plug-in equipment; requires no wiring or installation onto walls, ceilings, or floors
- Equipment using existing wiring; requires no new wiring or installation onto walls, ceilings or floors

**Note that this list of examples is not all-inclusive*



FEMA-Funded Projects That DO Require an EHP Review*

- Facility construction
- Modification/renovation of existing structures
 - *Could be as simple as drilling a hole in a wall!*
- Physical security enhancements to buildings or structures
- Construction or modification of Communication towers
- All ground disturbances
- Training/exercises not at a designated training facility

**Note that this list of examples is not all-inclusive*



Previously Approved Facilities

- After an EHP has been submitted and approved by FEMA for construction projects at buildings that are less than 43 years of age, that facility can be considered “previously approved” for subsequent interior construction projects at that location.
- All “previously approved facilities” will remain valid for an individual recipient, and its subrecipients, for the year in which a project was approved plus two additional calendar years.
 - For example, a project receiving approval November 1, 2024 will not require an additional EHP for that type of activity through the remainder of 2024, 2025, and through October 31, 2026.
- All proposed activities at that location that include exterior changes or ground disturbance to require submittal of an EHP.

What Can Slow Down the Review?

Common Reasons for EHP Delays

- Inadequate project description
- Poor or absent aerial photographs
- Extent of ground disturbance unclear or not included
- No project location (physical addresses or latitude-longitude)
- Poor or absent ground-level photographs
- Unresponsiveness to requests for additional information

Other Circumstances That May Cause Delays

- National Historic Preservation Act (NHPA) consultation required with the State Preservation Office (Minimum 30 days, longer for complex projects)
- Consultation with other state and local agencies as needed, based on EHP Laws and Executive Orders
- Environmental assessment is required



Consequences of Non-Compliance

- Denial of funding
- Project delays
- Negative publicity
- Civil penalties
- Lawsuits



**DO NOT PROCEED WITH YOUR PROJECT
UNTIL YOU HAVE EHP CLEARANCE!!**

EHP Submission

The EHP packet must be completed and submitted early as the EHP process can be very time-consuming!!

Projects started before EHP approval is received from FEMA will NOT be reimbursed!

- **You may not** include any changes to your equipment for EHP review that were not included in your approved application
 - If you need to modify your equipment, you must first submit a detailed request to DPS/OHS justifying the change
- If the project scope changes after the initial EHP is approved, contact the DPS/OHS Grants Specialist for next steps as it is possible a second EHP review may be required
- The EHP must include each building/area that will be touched

The EHP Form

The EHP Form – Section A

DHS Grant Award Number:

The Federal Identification Number on your subaward agreement

Grant Program:

Listed in Funded By on your subaward agreement

Grantee:

Information is as listed here

SECTION A. PROJECT INFORMATION

DHS Grant Award Number:	EMW-2024-SS-05013
Grant Program:	FY 2024 Homeland Security Grant Program (HSGP)
Recipient:	Missouri Department of Public Safety
Recipient POC:	Chelsey Call
Mailing Address:	PO Box 749, Jefferson City, MO 65101-0749
E-Mail:	Chelsey.Call@dps.mo.gov

The EHP Form – Section A

The information requested here refers to your agency and project

The title assigned to the project in WebGrants

Use the Physical Address if it is an identifiable building with a street address.

Use latitude-longitude if it is an outdoor training location

Sub-Grantee:	<input type="text"/>
Sub-Grantee POC:	<input type="text"/>
Mailing Address:	<input type="text"/>
E-Mail:	<input type="text"/>
Estimated cost of project:	<input type="text"/>

Project title:	<input type="text"/>
Project location (physical address or latitude-longitude):	<input type="text"/>

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:

EHP Project Description

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.

Example of Descriptions

Bad	Good
Install cameras in courthouse	Install 4 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.

The EHP Form – Section B

Select all Project
Type(s) that apply

**For EES projects,
this generally is 1 and 3**

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.

The EHP Form: Section C

Complete the corresponding details for the Project Type you selected in Section B:

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. Complete Section D.

If you are unable to list all equipment in this character-limited box, please create a separate equipment list to submit with your EHP.

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

The EHP Form: Section C

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

The EHP Form: Section C

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.

The EHP Form: Section C

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.

The EHP Form: Section C

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 199 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:

The EHP Form: Section C

i. Provide a list of habitat types and land use at and adjacent to the tower site (within ½ mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh:

j. Is there evidence of bird roosts or rookeries present within ½ mile of the proposed site?

Yes No

• Describe how presence/absence of bird roosts or rookeries was determined:

k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable:

l. Distance to nearest existing telecommunication tower:

m. Have measures been incorporated for minimizing impacts to migratory birds?

Yes No

• If yes, Describe:

n. Has a Federal Communications Commission (FCC) registration been obtained for this tower?

Yes No

• If yes, provide Registration #:

• If no, why?

o. Has the FCCE106 process been completed?

Yes No

p. Has the FCC Tower Construction Notification System (TCNS) process been completed?

Yes No

• If yes, Describe:

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)?

Yes No

• If yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter:

r. Complete Section D.

The EHP Form: Section C

7. Other: Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description:

b. Complete Section D.

The EHP Form: Section D

Complete all of the requested information

SECTION D. PROJECT DETAILS

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):

- 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:

Ground Disturbance Considerations

Ground disturbance is anything that breaks ground or changes the condition of the ground's surface. Common examples include

- Installation of a concrete pad, fence posts, or bollards
- Trenching for utility lines
- Grading, removing, or digging into soil
- Adding soil to site
 - If adding soil, where did the soil come from? e.g., commercial source, borrow pit, etc.
- Grantee should provide length, width, and depth for ground disturbance
- Grantee should identify any fill material that will be used



The EHP Form: Section D

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:

- 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:

The EHP Form: Section D

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.

• 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

Photos


- All photos must be DIGITAL COLOR review-quality
- Either JPGs or TIFFs files are the best formats
 - Scans of photos lead to the loss of quality of the photos
 - Cropped and resized photos also lead to the loss of quality
- All photos must be a minimum of 4" X 6" with LANDSCAPE orientation preferred
- Label photographs with the address, the side(s) of the building that is visible, and the direction the photographer is facing using North, East, South, West directions
- No more than two (2) photos per page

Photos



- Take photos of all four sides of the subject building
 - Be sure to include outbuildings, such as garages, barns, sheds, etc.
- Make sure there is adequate lighting
- Take photos at an angle that gives a clear representation of the building
- To provide context, include photographs of the surrounding streetscape for each property
- Verify the aerial view is of the correct property
- If ground disturbance is involved, provide photos of the ground that show the surroundings and provide context
- Providing a photo key is recommended

Photos

- It is best if PowerPoint or Word is used to submit the photos
 - PDFs can be difficult to manipulate
- The top of each photo page should contain the agency's name and address, federal grant award number and appendix letter, as applicable
- Each photo on the page should have a figure number
- Provide a brief description of the equipment, its location, and its asset number
- Reminder: no more than two (2) photos per page

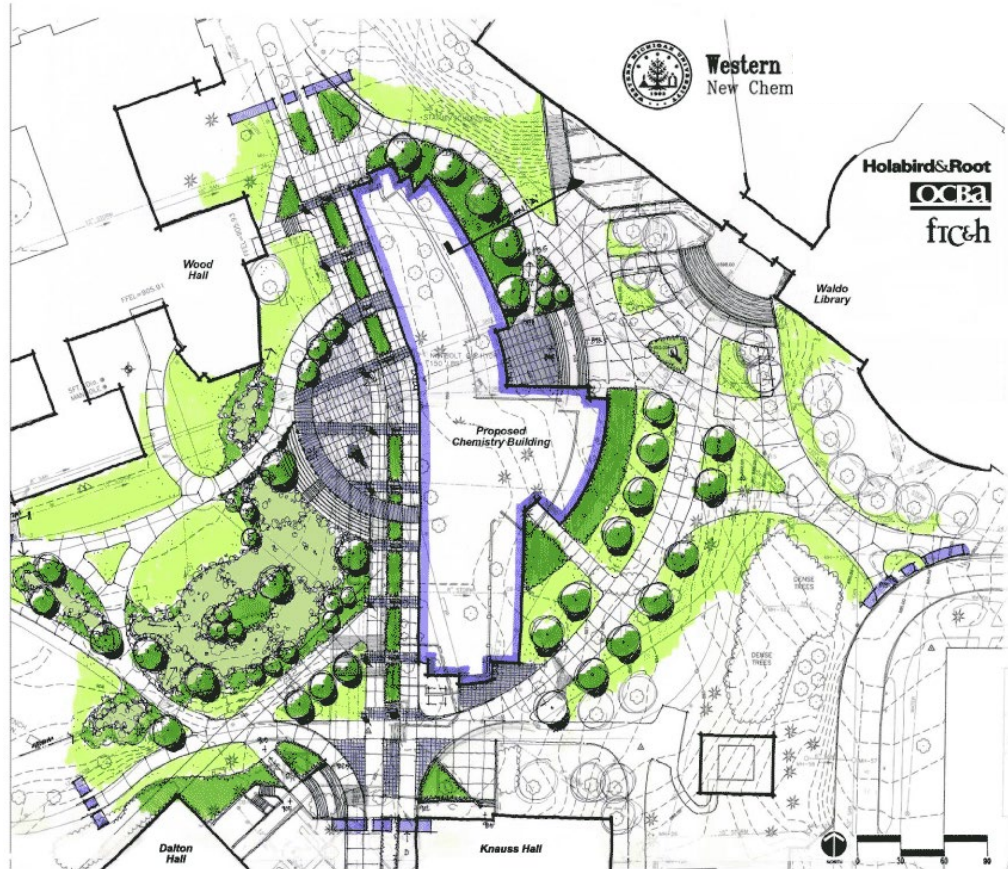


Example:
Agency Name
Street Address
City, State ZIP
EMW-2024-SS-05013
Appendix A: Project Details



Example:
Figure 1: West side of building -
Exterior camera 1

If Available, Plans, Drawings, Blueprints

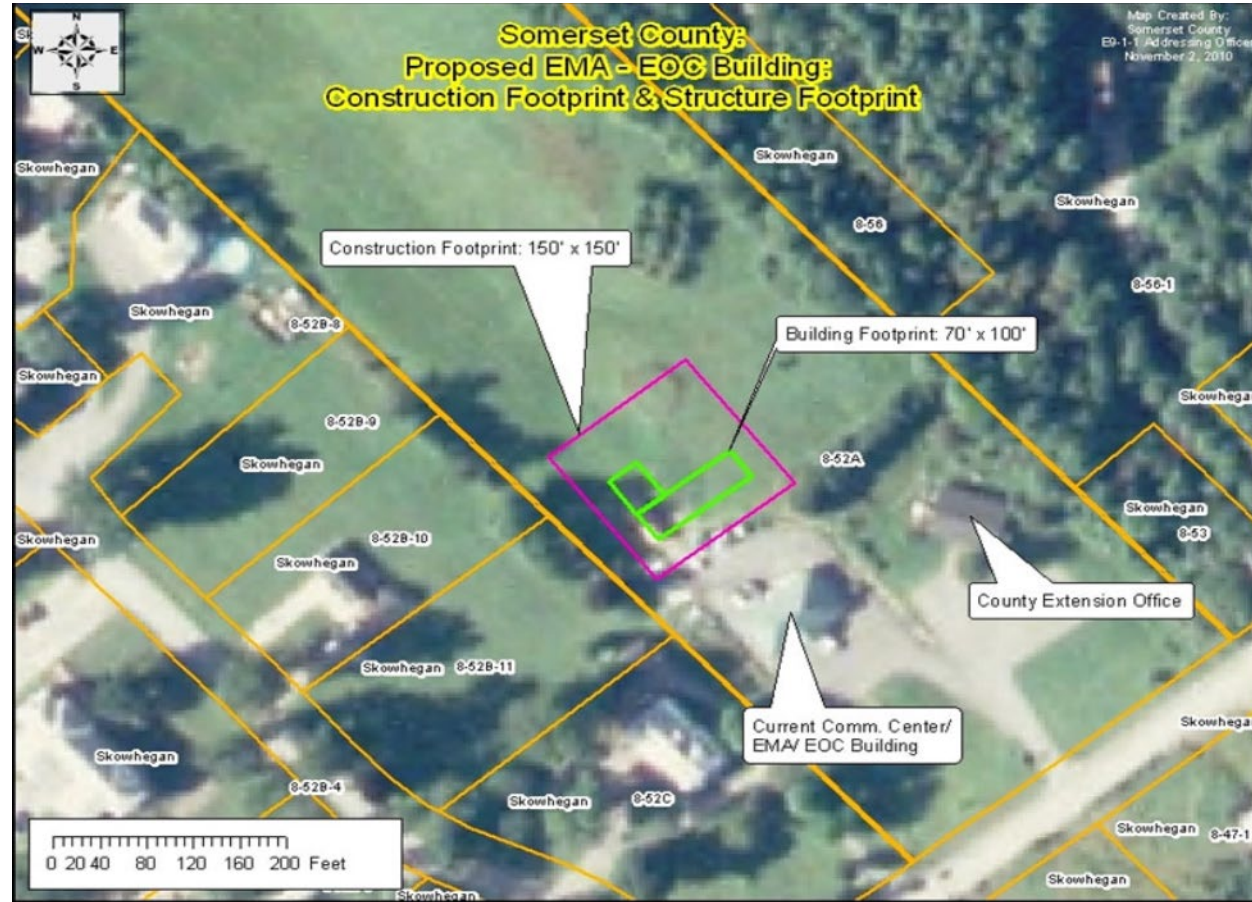


Required: Aerial Photograph

Aerial photo example

Can be obtained at <https://www.arcgis.com/apps/View/index.html?appid=019dd6f39fda4d3b811abfab0878b63b>

You will need to add the labels on additional structures, when applicable

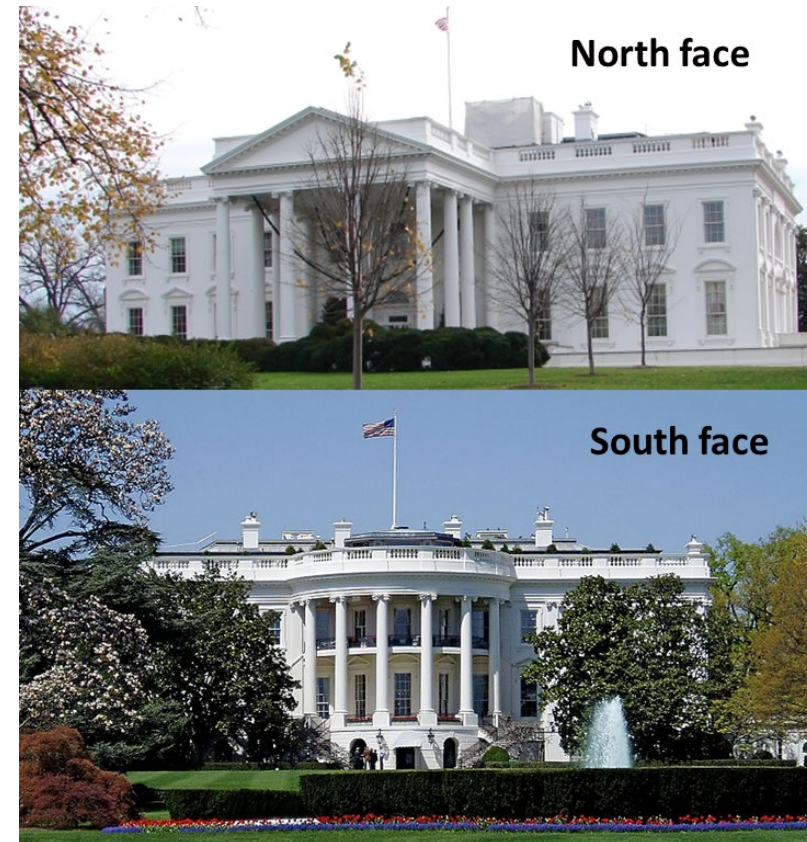


Required: Clear and Complete Ground Level Photographs Examples

Clear and complete ground level photos with captions examples

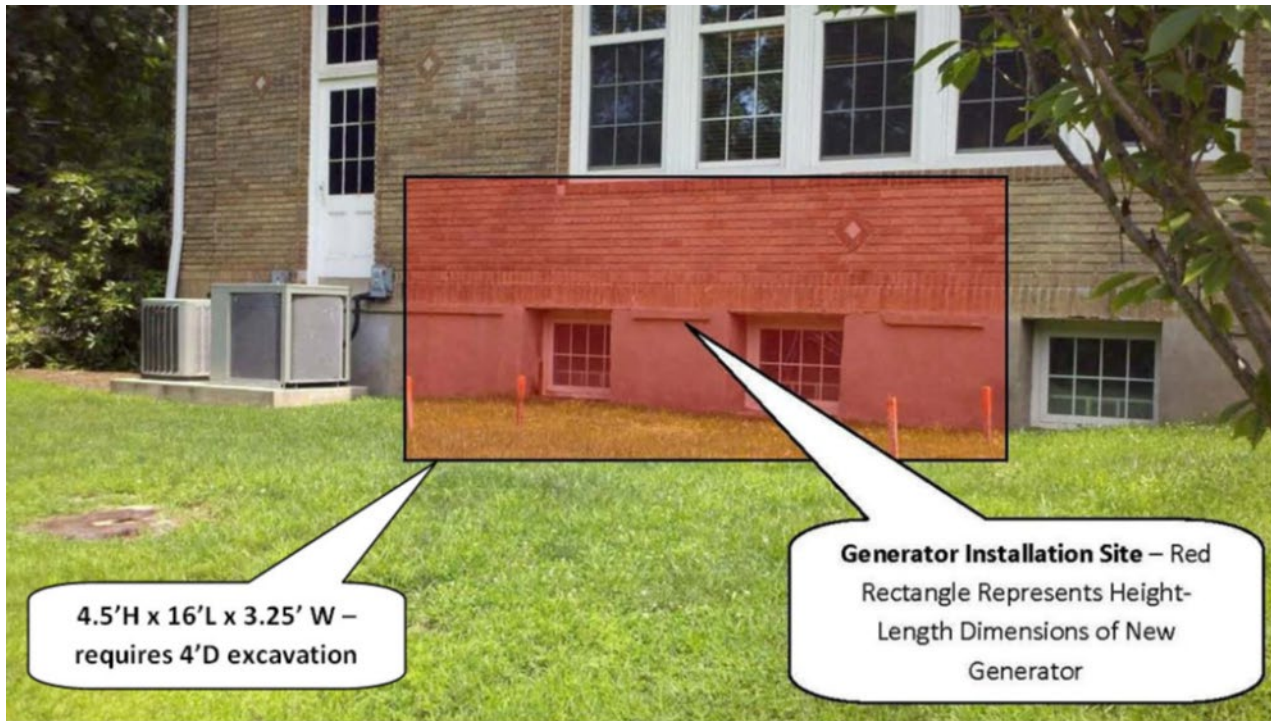


BUT, the text on the photo above is difficult to read, so should have been provided in a text box below the photo



Ground Level Photographs Examples

Captioned Installation Mockup Photos



Ground Level Photographs Examples

Interior Equipment Photographs

This example shows the use of graphic symbols to represent security features planned for a building.

The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building.

This example includes the name of the facility and its physical address



The EHP Form: Environmental Documentation*

4. Environmental documentation

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: _____

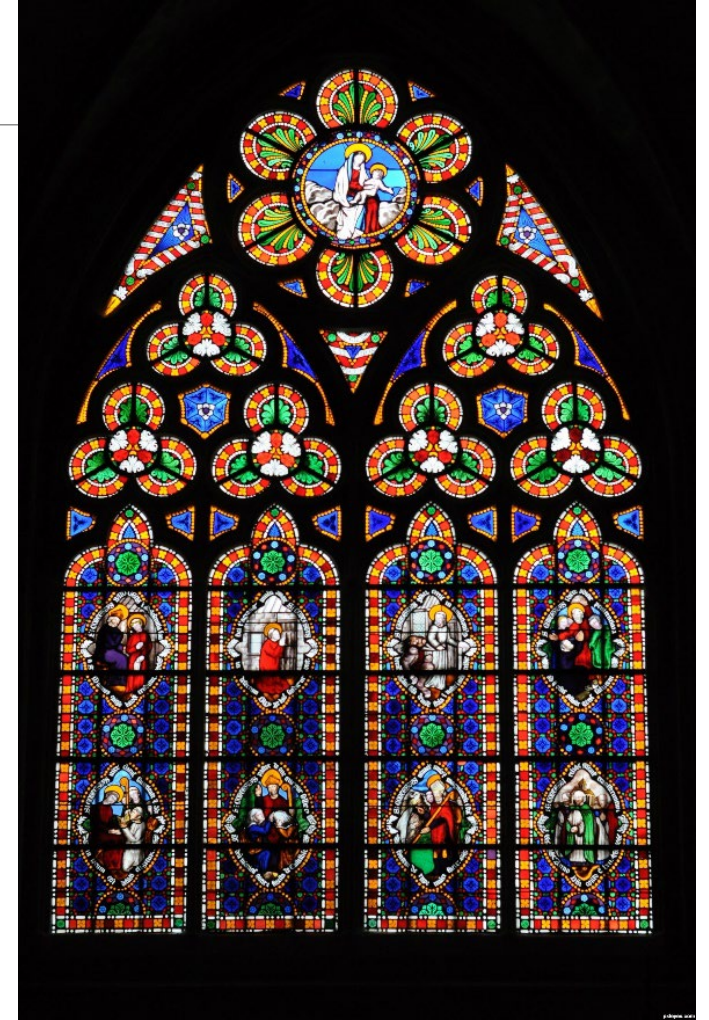
NEPA = National
Environmental Policy Act

*Appendix A has guidance on preparing photographs for the EHP review

EHP Conditions

EHP Conditions

- There are always standard conditions placed on the review of the project
 - Changes of the scope of work requires an additional EHP review
- EHP may put special conditions on a grant to avoid impacts to sensitive resources
- Ignoring these conditions can result in de-obligation of grant funding



Helpful Resources

EHP Policy Guidance

[FEMA Policy: Grant Programs Directorate EHP Policy Guide-Revision 2](#)



FEMA Policy: Grant Programs Directorate Environmental Planning and Historic Preservation

FEMA Policy #108-023-1, Revision 2

BACKGROUND

All Federal Emergency Management Agency (FEMA) Programs and Offices are responsible for the Environmental Planning and Historic Preservation (EHP) legal compliance requirements. However, recipients and subrecipients of Grant Programs Directorate (GPD) administered grants also have significant roles in assisting FEMA with those responsibilities. This policy will assist GPD recipients and subrecipients in meeting their legal compliance with EHP requirements and applies to all grants administered and managed by FEMA GPD. This policy supersedes FEMA Policy #108-023-1, Grant Programs Directorate Environmental Planning and Historic Preservation Policy Guidance (Revision 1) dated, July 26, 2018, and FEMA GPD Information Bulletin No. 404, Responsibility for Costs Incurred Implementing Environmental Planning and Historic Preservation Activities, April 13, 2015.

PURPOSE

This policy is intended to ensure that all FEMA GPD grant programs and activities, and FEMA GPD grant recipients and subrecipients comply with applicable federal EHP laws, Presidential Executive Orders and regulations.

PRINCIPLES

- A. Provide clear guidance to FEMA GPD grant recipients on their requirements for completing the EHP compliance review process.
- B. Provide clear, simple statements of how FEMA GPD intends to implement its authorities, actions and/or programs.

REQUIREMENTS

A. EHP Review Process

Outcome: FEMA GPD recipients and subrecipients have the information necessary to meet all EHP review process requirements for FEMA GPD-administered and managed projects.

1. Who is required to participate in the EHP review process: Recipients or subrecipients receiving funds administered or managed by GPD, with projects that involve changes to the natural or built environment, including but not limited to construction of communication towers; modification or renovation of existing buildings, structures, facilities and

EHP Checklist

[EHP Checklist](#)

If you answer “Yes” to any question, this indicates the environmental regulation or statute may apply to your project

Environmental Regulation or Statute		Yes	No
National Historic Preservation Act			
1.A	Would the proposed project affect, or is the proposed project in close proximity to, any buildings or structures 50 years or more in age?		
1.B	Will the proposed project involve disturbance of ground?		
Endangered Species Act and Wildlife Coordination Act			
2.A	Are federally listed or endangered species, or their critical habitat, present in or near the project area and, if so, which species are present?		
2.B	Will the proposed project remove or affect vegetation?		
2.C	Is the proposed project in or near (within 200 feet), or likely to affect, any type of waterbody or body of water?		
Clean Water Act, Rivers and Harbors Act			
3.A	Will the proposed project involve dredging or disposal of dredged material, excavation, the addition of fill material, or result in any modification to water bodies or wetlands designated as “waters of the United States” as identified by the U.S. Army Corps of Engineers or on the National Wetland Inventory?		
Executive Order 11988 (Protection of Floodplains) and Executive Order 11990 (Protection of Wetlands)			
4.A	Does a Flood Insurance Rate Map, Flood Hazard Boundary Map, hydrological study, or some other source indicate that the project is located in, or will affect, a 100-year floodplain, a 500-year floodplain (if a critical facility), an identified regulatory floodway, or an area prone to flooding?		
4.B	Is the proposed project located in, or will it affect, a wetland as listed in the National Wetland Inventory?		
4.C	Will the proposed project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation?		
4.D	Is the proposed project located in, or will it affect, a floodplain or wetland? If yes, the 8-step process summarized in Appendix J must be completed.		
Coastal Zone Management Act			
5.A	Is the proposed project located in the State’s designated coastal zone?		
Farmland Protection Policy Act			
6.A	Will the proposed project convert more than 5 acres of “prime or unique” farmland outside city limits to a non-agricultural use?		
Resource Conservation Recovery Act and Comprehensive Environmental Response, Compensation, and Liability Act			
7.A	Is there reason to suspect there are contaminants from a current or past use on the property associated with the proposed project?		
7.B	Are there any studies, investigations, or enforcement actions related to the property associated with the proposed project?		
7.C	Will any project construction or operation activities involve the use of hazardous or toxic materials?		

FEMA Region 3 EHP Photo Guide

Print guide available at

https://www.fema.gov/sites/default/files/documents/fema_region-3_ehp_photo-guide-2020.pdf

Webinar available at

<https://www.youtube.com/watch?v=8gojF08I1RU>

FEMA Region 3 EHP Photo Guide

Updated June, 2020

In the case of most of the properties in Hazard Mitigation Assistance (HMA) applications, these photographs will be the only and final record of the properties. The National Park Service oversees historic preservation at large in the country has guidelines and expectations on the quality of photographs and documentation as it relates to historic resources. The following information considers those guidelines to ensure that all photographs the Federal Emergency Management Agency (FEMA) submits to State Historic Preservation Officers (SHPOs) are adequate. If you are unclear if a photo is acceptable, refer to this guidance and/or consult Environmental and Historic Preservation (EHP) staff via your HMA Project Manager. Proper photographs following these guidelines will be required in order to complete EHP review and to issue Records of Environmental Consideration (REC). If they are not supplied, there could be a delay in the review.

Photo Composition and Quality DOs and DON'Ts

DOs

General Instructions:

- **DO** make sure each application has review-quality **DIGITAL COLOR** photographs of every property. If possible, please name the photographs appropriately with the address and side of the building using cardinal directions (North, East, South, West).
- **DO** orient photos in LANDSCAPE (horizontal) display if possible. This orientation provides more space for content in photographs.
- **DO** provide JPGs/TIFFs files of photographs. Scans of photographs from appraisal documents or application pages and Google Street View screenshots will not suffice for SHPO review. This can be achieved by submitting the original photographic files directly from the camera/phone.

For Building Related Projects:

- **DO** take photos of all four sides (in their entirety) of the subject buildings in application. Be sure to include outbuildings such as garages, barns, sheds, etc.
 - **DO** make sure there is adequate lighting in photos to ensure features of buildings are legible.
 - **DO** take photos at an angle which gives a clear representation of the building.
 - **DO** include photographs of the surrounding streetscape for each property. This provides context.
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Questions



OHS Contacts

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