

## **Recipients of CHIP Awards in 2009 and Prior Funding Years Tier 2 Environmental Review Process**

Recipients of 2009 and earlier CHIP Awards submitted applications for funding to DCA that contained documentation associated with a Tier One Environmental Review. Through the application review process, DCA approved a Tier 1 Environmental review for these Recipients. Under the Tier One process, DCA received documentation from the Recipients that stated where the information used to clear specific sites would be gathered once sites were identified. The Tier 1 review did not clear a specific issue or a specific site; but, simply indicated to DCA that the Recipient understood the source they would use to clear specific sites.

All Recipients are responsible under 24 CFR §58.38(b) for maintaining an environmental review file which contains verifiable source documentation that is available for inspection by interested parties. DCA will be conducting a review of this source documentation associated with the Tier 2 Environmental Process associated with these CHIP awards.

### **OWNER OCCUPIED HOUSING REHABILITATION ACTIVITIES:**

For the 2009 and prior year grants, DCA will be conducting a limited review of the Recipient's documentation associated with an Owner-Occupied Housing Rehabilitation activity. For activities of this type, the Recipient must submit the following documentation to DCA at time of project set-up:

1. Completed *Site Specific* Environmental Screening Checklist
2. Proof of Age of the House as evidenced by one of the following:
  - a. Title
  - b. Tax record
  - c. Warranty deed
3. Floodplain Map with location of the property identified and which includes a map legend
  - a. If the Property is located in a floodplain, the Recipient must also submit proof of the Recipient's completion of the 8-step Process to show that no practical alternative exists to siting the project in the floodplain. The documentation submitted must include a narrative showing how the Recipient will mitigate the effect of the property's location in the floodplain. This narrative must include a work write-up outlining the total rehabilitation costs for the property, including those associated with mitigation.
4. If property is over 50 years old and therefore historic, the Recipient must submit the following:

- a. For those rehabilitation activities that are exempt under the DCA's programmatic agreement with the State Historic Preservation Office (SHPO), the Recipient must submit the following:
  - i. Work write up
  - ii. Detailed pictures of areas of the house where the work is to be completed
- b. For those rehabilitation activities other than those exempt under DCA's programmatic agreement with SHPO, the Recipient must submit the SHPO Clearance Letter for the property

**NEW CONSTRUCTION ACTIVITIES:**

For the 2009 and prior year grants, DCA will be conducting a full review of the Recipient's environmental review file for a New Construction activity. All thirteen federal regulations on the *Site Specific* Environmental Screening Checklist are applicable and full documentation must be cleared by DCA. At time of project set-up, all supporting documentation supporting the Recipient's clearance determination must be submitted with the project set-up.

**DOWN PAYMENT ASSISTANCE ACTIVITIES:**

Down payment assistance is considered categorically excluded not subject to 24 CFR §58. Therefore, only a limited environmental review must be conducted by the Recipient. For the 2009 and prior year grants, Recipients administering a Down Payment Assistance activity must submit at time of project set up the following for DCA's review:

1. Completed DCA CHIP/HOME Environmental Screening Checklist
2. Floodplain Map with location of the property identified and which includes a map legend
3. Wetlands Inventory Map with location of the property clearly identified.
4. Location map identifying the property in relation to the closest commercial or military airport with the distance between both sites indicated.

**SIGNATURE AUTHORITY ASSOCIATED WITH ALL ACTIVITIES:**

Please remember that all Site Specific Environmental Screening Checklist forms completed for new construction and owner-occupied housing rehabilitation activities must be signed by the recipient's Authorizing Official (Mayor or County Commissioner). DCA will not accept delegation of this authority to another person.

The DCA CHIP/HOME Environmental Screening Checklist completed for down payment assistance activities may be signed by a local government official delegated by the Authorizing Official.

## **FORMATTING AND DOCUMENT REQUIREMENTS**

All documentation must be completed with the anticipation of inspection by interested parties. Additionally, in order to produce a concise and reader-friendly environmental document, please adhere to the following recommendations.

1. Write documents as if no one knows anything about the project. Do not complete documents for the benefit of staff. Write them as if they will be read by the public.
2. IMPORTANT! You must show that you have documented compliance. Do not assume anything, no matter how much common sense it makes to you. If you have provided no documentation, the explanation you provided is not supported, and/or documentation leaves questions in the mind of the reader, then you have not adequately documented compliance.
3. Complete the most current forms of the DCA CHIP/HOME Environmental Screening Checklist of the Site Specific Environmental Screening Checklist! You will be asked to re-submit documents on current forms, so stay up-to-date.
4. When completing the *Site Specific Environmental Screening Checklist*, **ensure that you site the source where you received the clearance information and note the reader to “See Attachment” of your evidence documentation.**
5. Maps should be in color, particularly if there are color-coded legends, and should always include a legend.
6. Photographs are best when in color.
7. Ensure that all supporting documentation is current. Circumstances change – make sure you obtain the most up-to-date information. If you encounter a broken link on a website or if a contact person or address is changed to which DCA has referred you, please report this to CHIP Staff so that we may update our records.