INTRODUCTION

All projects and related activities funded through CDBG, ESG and HOPWA are subject to the provisions of the National Environmental Policy Act of 1969, as amended (NEPA). The primary purpose of the laws and authorities governing the environmental process is to establish national policy, goals and procedures to protect, restore and enhance environmental quality. Programs funded or assisted by the State with Federal money (HUD) must consider impacts on the environment and be consistent with Federal programs and policies. An Environmental Review Record (ERR) is required to be established for each project. An ERR is a concise public record containing original documentation related to the environmental review, decision-making, and activities undertaken in a project. The ERR must be available to the public upon request at the Responsible Entity's location; County Courthouse or City offices. It is a legal document and the best and often only defense to prove compliance with applicable laws and regulations.

This document contains information and links to information that can assist in conducting and preparing an ERR and the required documentation. The information provided here is ***not*** intended to be all inclusive and only serves as a ***possible*** form of documentation.

LEVELS OF REVIEW

There are five (5) possible levels of review and they are all subject to the laws and authorities located in the Code of Federal Regulations (CFR) Title 24, Part 58. Those levels are "Exempt", "Categorically Excluded Subject to §58.5", "Categorically Excluded Not Subject to §58.5", "Environmental Assessment", and "Environmental Impact Statement". In order to properly determine what level of review the project is subject to, consult 24 CFR Part 58. An online version of these regulations can be found here. Based on the types of activities in the project, determine what level of review is required. Below, the levels of review are listed, along with the required forms that must be completed in order to properly document the determinations.

1. EXEMPT

If it has been determined that the project consists of the exempt activities listed at 24 CFR 58.34(a), the following forms are required to be completed and a copy (or the original for forms not required to be submitted to ADECA) kept in the ERR.

1. Level of Review Determination form (ENV-LRD)*
2. Finding of Exemption form (ENV-FOE)
3. Other Requirements Checklist form (ENV-ORC)

*- Required form or documentation is required to be submitted to ADECA

2A. CATEGORICALLY EXCLUDED SUBJECT TO §58.5

If it has been determined that the project consists of the activities listed at 24 CRF 58.35(a), the following forms and documents are required to be completed and a copy (or the original for forms not required to be submitted to ADECA) kept in the ERR.

1. Level of Review Determination form (ENV-LRD)*
2. Categorically Excluded Subject to from (ENV-CEST)
3. Other Requirements Checklist form (ENV-ORC)
4. Request for Release of Funds and Certification form (ENV-RROFC)*
5. Floodplain Notices (if required)*
6. Notice of Intent to Request Release of Funds (ENV-NOI) and affidavits of publication or posting*

*- Required form or documentation is required to be submitted to ADECA

2B. CATEGORICALLY EXCLUDED SUBJECT TO §58.5 CONVERTS TO EXEMPT

If after completing the Form ENV-CEST it has been determined that there are no mitigations required (all authorities are marked "No"), then the project converts to Exempt. The following forms and documents are required to be completed and a copy (or the original for forms not required to be submitted to ADECA) kept in the ERR.

1. Level of Review Determination form (ENV-LRD)*
2. Categorically Excluded Subject to from (ENV-CEST)
3. Other Requirements Checklist form (ENV-ORC)

*- Required form or documentation is required to be submitted to ADECA

3. CATEGORICALLY EXCLUDED NOT SUBJECT TO §58.5

If it has been determined that the project consists of the activities listed at 24 CFR 58.35(b), the following forms are required to be completed and a copy (or the original for forms not required to be submitted to ADECA) kept in the ERR.

1. Level of Review Determination form (ENV-LRD)*
2. Categorically Excluded Not Subject to form (ENV-CENST)
3. Other Requirements Checklist form (ENV-ORC)

*- Required form or documentation is required to be submitted to ADECA

4. ENVIRONMENTAL ASSESSMENT

If it has been determined that the project is not "Exempt" or "Categorically Excluded" under §58.34 and §58.35, prepare an Environmental Assessment (EA). The following forms are required to be completed and a copy (or the original for forms not required to be submitted to ADECA) kept in the ERR.

1. Level of Review Determination form (ENV-LRD)*
2. Environmental Assessment form (ENV-HUDEA)
3. Other Requirements Checklist form (ENV-ORC)
4. Request for Release of Funds and Certification form (ENV-RROFC)*
5. Floodplain Notices (if required)*
6. Finding of No Significant Impact and Notice of Intent to Request Release of Funds (Combined Notice (ENV-CN)) and affidavits of publication or posting*

*- Required form or documentation is required to be submitted to ADECA

5. ENVIRONMENTAL IMPACT STATEMENT

An Environmental Impact Statement (EIS) is required when the project is determined to have a potentially significant impact on the human environment. An EIS is required under any of the following circumstances:

1. The project would provide a site or sites for, or result in the construction of, hospitals or nursing homes containing a total of 2,500 or more beds.

2. The project would remove, demolish, convert or substantially rehabilitate 2,500 or more existing housing units (but not including rehabilitation projects categorically excluded under §58.35), or would result in the construction or installation of 2,500 or more housing units, or would provide sites for 2,500 or more housing units.
3. The project would provide enough additional water and sewer capacity to support 2,500 or more additional housing units. The project does not have to be specifically intended for residential use nor does it have to be totally new construction. If the project is designed to provide upgraded service to existing development as well as to serve new development, only that portion of the increased capacity which is intended to serve new development should be counted.

Since the vast majority of CDBG, ESG and HOPWA projects either do not meet these thresholds or use previously conducted EIS's from other entities, this level of review is rarely needed. See 24 CFR 58.37 for more information on how and when to conduct an EIS or contact the ADECA Environmental Officer.

OTHER REQUIREMENTS @ 58.6

All projects are subject to the laws and authorities listed at 24 CFR 58.6. ***Every*** project, regardless of complexity, must comply with the regulations. These laws and authorities can be cleared by completing the Other Requirements Checklist (form ENV-ORC). Below the *Other Requirements* have been detailed along with guidelines on how to document that each item on the list has been cleared environmentally. HUD has provided guidance on the HUD Exchange that gives a detailed introduction to the regulation or authority as well as some guidance on how to clear that regulation or authority and what is considered as proper compliance and documentation.

Flood Insurance

Section 202 of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) requires that projects receiving federal assistance and located in an area identified by the Federal Emergency Management Agency (FEMA) as being within a Special Flood Hazard Areas (SFHA) be covered by flood insurance under the National Flood Insurance Program (NFIP). Steps on how to clear this regulation are provided below.

> These regulations do not apply to HUD financial assistance in the form of formula grants to states, including financial assistance under the State-administered CDBG Program and Emergency Shelter Grant amounts allocated to States and HOME funds provided to a state under Title II of the Cranston-Gonzalez National Affordable Housing Act per 24 CFR §55.1(b)(1), §58.6(a)(3) and 42 USC 4003(a)(3). The required forms should already have this field prepopulated with this information. If not, contact the ADECA Environmental Officer.

Coastal Barrier Resources

The Coastal Barrier Resources Act (CBRA) of 1982 designated relatively undeveloped coastal barriers along the Atlantic and Gulf coasts as part of Coastal Barrier Resources System (CBRS) and made these areas ineligible for most new Federal expenditures and financial assistance. Steps on how to clear this regulation are provided below.

1. Use the map below to determine if the project area is located in a CBRS unit.

2. If the project ***IS NOT*** located in a CBRS unit, document the determination on the map and place a copy in the ERR. Documentation is complete.

3. If the project ***IS*** located in a CBRS unit, contact the U.S. Fish & Wildlife Service for approval. Place all correspondence and concurrence in the ERR. Documentation is complete.

- CBRS Unit Map
- CBRS website

Airport Hazards

It is HUD's policy to apply standards to prevent incompatible development around civil airports and military airfields. The policy can be found at 24 CFR 51, Subpart D. Applicable airports are designated in the National Plan of Integrated Airport Systems. A list of these civilian airports and military airfields can be found below as well as a Google Earth file that contains the locations of both types of airports. Steps on how to clear this regulation are provided below.

1. Determine if the project is within 15,000 feet of a military airport or 2,500 feet of a civilian airport.

2. If the project ***IS NOT*** within the proximity of an airport, document the determination and place in the ERR. Documentation is complete.

3. If the project ***IS*** within the proximity of an airport, determine if the project activities involve major rehabilitation, new construction, or will significantly prolong the life of an existing building.

4. If the project ***DOES NOT*** involve any of the activities listed above, document the determination and place in the ERR. Documentation is complete.

5. If the project ***DOES*** involve any of the activities listed above, contact the airport operator to determine if the project is located in the Runway Protection Zone (civilian) or Accident Potential Zone (military).

6. If the project ***IS NOT*** located in the RPZ/APZ, document the correspondence and concurrence in the ERR. Documentation is complete.

7. If the project ***IS*** located in the RPZ/APZ, get approval from the airport operator. Place all correspondence and concurrence in the ERR. Documentation is complete.

If the project consists of down-payment assistance or minor rehabilitation, or the sale or purchase of land, the Airport Clear Zone Waiver form must be completed and placed in the ERR.

- NPIAS Airport List
- NPIAS Airport List kmz file
- Airport Clear Zone Waiver Request Form
- Sample Airport Proximity Map

STATUTORY CHECKLIST

In the process of completing the "Categorically Excluded Subject to" form (ENV-CEST) and the "Environmental Assessment" form (ENV-HUDEA) one must complete the Statutory Checklist. There are a total of fourteen Statutes, Executive Orders and Regulations that must be considered and cleared in order to complete the environmental review. A detailed list can be found at 24 CFR 58.5. Below the Statutory Checklist has been detailed along with guidelines on how to document that each item on the list has been cleared environmentally. HUD has provided guidance on the HUD Exchange that gives a detailed introduction to the regulation or authority as well as some guidance on how to clear that regulation or authority and what is considered as proper compliance and documentation.

Historic Preservation

All projects are required to complete a Section 106 review. The Alabama State Historic Preservation Office (SHPO) and ADECA have entered into a Programmatic Agreement (PA) that allows for an automatic compliance of the regulation when the project activities are those listed in the PA. Steps on how to clear this regulation are provided below.

1. Compare the project activities to those listed in the Programmatic Agreement (PA).

2. If the project's activities ***ARE*** found in the PA, place a copy of the PA in the ERR. Documentation is complete.

3. If the project's activities ***ARE NOT*** found in the PA, submit a Project Review Consultation Form (found in Appendix A of the PA) to SHPO along with a letter of explanation. (30 Day comment period)

4. Complete any mitigation that SHPO may require and document all correspondence. Once concurrence from SHPO has been given place all correspondence in the ERR. Documentation is complete.

- ADECA SHPO Programmatic Agreement
- Project Review Consultation Form
- Sample SHPO Letter of No Adverse Effect

Tribal Historic Preservation

Tribal consultation must be considered with all projects. Steps on how to clear this regulation are provided below.

1. Determine if Tribal consultation is required by completing the "When to Consult with Tribes under Section 106 Checklist".

2. If it is indicated that consultation with Tribes ***SHOULD NOT*** be initiated, place the completed checklist in the ERR. Documentation is complete.

3. If it is indicated that consultation with Tribes ***SHOULD*** be initiated then use the Tribal Directory Assessment Tool (TDAT) to determine which, if any, Tribes have interests in the project area.

4. Request consultation with the specified Tribe(s) and await concurrence. If no response has been received after a thirty (30) day wait period, consider the concurrence given. If a response letter

is received, then comply with any mitigation requirements that may have been stipulated. Place all correspondence and concurrence in the ERR. Documentation is complete.

A much more detailed process for complying with Tribal consultation is available in notice CPD 12-006 from HUD.

- Tribal Directory Assessment Tool (TDAT)
- Section 106 Checklist
- Sample Tribal Consultation Letter
- HUD Notice CPD 12-006

Floodplain Management

Executive Order (EO) 11988 requires that projects avoid impacts to floodplains and to avoid direct and indirect support of floodplain development to the extent practicable. Steps on how to clear this regulation are provided below.

1. Create a FIRMette by using a Flood Insurance Rate Map (FIRM) from the FEMA website and outline the project area. Determine if the project is located in a floodplain.

2. If the project ***IS NOT*** located in a floodplain put a copy of the map in the ERR. Documentation is complete.

3. If the project ***IS*** located in a floodplain put a copy of the map in the ERR and check to see if any of the exceptions listed at 24 CFR 55.12(c) apply.

4. If an exception ***DOES*** apply, document the exception and place it in the ERR. Documentation is complete.

5. If an exception ***DOES NOT*** apply, complete the 8-Step Process and request concurrence from U.S. Army Corps of Engineers and complete any mitigation requirements. Place the completed 8-Step Process and all correspondence with the Corps in the ERR. Documentation is complete.

- FEMA website
- How to Create a FIRMette Map
- Sample Floodplain Map (single)
- Sample Floodplain Map (area)
- Sample 8-Step Process
- Sample Floodplain/Wetland Notices

Wetlands Protection

Executive Order (EO) 11990 requires that projects avoid adverse impacts to wetlands where practicable. Steps on how to clear this regulation are provided below.

1. Create a wetland map by using the U.S. Fish and Wildlife Wetlands Mapper and outline the project area. Determine if the project is located in a wetland.

2. If the project ***IS NOT*** located in a wetland put a copy of the map in the ERR. Documentation is complete.

3. If the project ***IS*** located in a wetland put a copy of the map in the ERR and check to see if any of the following exceptions apply: 55.12(a)(3), 55.12(a)(4), 55.12(c)(3), 55.12(c)(7), 55.12(c)(10).

4. If an exception ***DOES*** apply, document the exception and place it in the ERR. Documentation is complete.

5. If an exception ***DOES NOT*** apply, complete the 8-Step Process and request concurrence from U.S. Army Corps of Engineers and complete any mitigation requirements. Place the completed 8-Step Process and all correspondence with the Corps in the ERR. Documentation is complete.

- U.S. Fish and Wildlife Wetland Mapper website
- How to Create a Wetlands Map
- Sample Wetland Maps (single)
- Sample Wetland Maps (area)
- Sample 8-Step Process
- Sample Floodplain/Wetland Notices

Coastal Zone Management

Projects that can affect the coastal zone must be carried out in a manner consistent with the state Coastal Zone Management Program (CZMP) under Section 307(c) and (d) of the Coastal Zone Management Act (CZMA) of 1972 (16 U.S.C. 1451 et seq). Steps on how to clear this regulation are provided below.

1. Use the Coastal Zone Management (CZM) Map (below) to determine if the project is located in the Coastal Zone Management Area (CZMA).

2. If the project ***IS NOT*** located in the CZMA, mark the project location on the CZM Map and place it in the ERR. Documentation is complete.

3. If the project ***IS*** located in the CZMA, contact the State CZM Agency to ensure the project is consistent with the CZM plan. Place all correspondence and concurrences in the ERR. Documentation is complete.

   The Google Earth file below can be used to create a map showing that the project is not within the CZMA for projects located along the coast in Alabama.

- Coastal Zone Management Area KMZ file
- Coastal Zone Management Map

Sole Source Aquifers

The Safe Drinking Water Act of 1974 requires the protection of drinking water systems that are the sole or principle drinking water source for an area and which, if contaminated, would create a significant hazard to public health. Steps on how to clear this regulation are provided below.

1. No Sole Source Aquifers in Alabama. Place a copy of the Sole Source Aquifer map in the ERR. Documentation is complete.

- Sole Source Aquifer Map

Endangered Species

The Endangered Species Act (ESA) of 1973, as amended, and its implementing regulations were designed to protect and recover species in danger of extinction and the ecosystems that they depend on. Steps on how to clear this regulation are provided below.

1. Determine if the project will consist of any of the following types of activities: ground disturbance, vegetation removal, an increase in impervious area, or generation of atypical noise levels (post-construction).

2. If the project ***DOES NOT*** consist of one of the listed activities, document this determination and place it in the ERR. Documentation is complete. (Example – minor rehabilitation of an existing structure)

3. If the project ***DOES*** consist of one of the listed activities, consult with the U.S. Fish & Wildlife Service (FWS) and ask for their concurrence on the project. Use the sample letter below as a guide. Place all correspondence and concurrence in the ERR. Documentation is complete.

- FWS Office List
- Endangered Species List
- Sample Endangered Species Consultation Letter

Wild and Scenic Rivers

The Wild and Scenic Rivers Act provides federal protection for the National Wild and Scenic Rivers System (NWSRS). There are **three (3)** types of rivers that have to be cleared. Steps on how to clear this regulation are provided below.

- **Wild & Scenic**: Use the Wild & Scenic River map below to determine if the project is located within ¼ mile of a Wild & Scenic River. Place the documentation in the ERR.

    1. If the project ***IS NOT*** located within ¼ mile of a Wild & Scenic River, mark the project area on the map and put a copy in the ERR.

    2. If the project ***IS*** located within ¼ mile of a Wild & Scenic River, contact the U.S. Fish & Wildlife Services to get concurrence on the project. Place all correspondence and concurrences in the ERR.

AND

- **Study Rivers**: Use the Study River map below to determine if the project is located within ¼ mile of any Study Rivers. (As of January 2017, there is only one Study River, the Escatawpa River in Washington and Mobile Counties) Place the documentation in the ERR.

    1. If the project ***IS NOT*** located within ¼ mile of a Study River, mark the project area on the map and put a copy in the ERR.

    2. If the project location ***IS*** within a ¼ mile radius of a Study River, then contact the U.S. Fish & Wildlife Services to get concurrence on the project. Place all correspondence and concurrences in the ERR.

AND

- **Nationwide Rivers Inventory (NRI):** Use the NRI Proximity Map to determine if the project is located within ¼ mile of a river on the NRI list. Place the documentation in the ERR.

1. If the project IS NOT located within ¼ mile of an NRI River, then mark the project area on the map and put a copy in the ERR.

2. If the project location ***IS*** within a ¼ mile radius of a NRI River, then contact the U.S. Fish & Wildlife Services to get concurrence on the project. Place all correspondence and concurrences in the ERR.

Documentation is only completed when all **three (3)** types of rivers has been cleared and the appropriate documentation is in the ERR. Use the provided GoogleEarth files (kmz) below if a better scale is needed.

- Wild and Scenic River website
- Wild & Scenic River Map
- Study River website
- Study River Map
- Study River kmz file
- NRI website
- NRI Proximity Map
- NRI kmz file

Air Quality

The Clean Air Act was implemented to remedy the damaging effects that bad air quality can have on human health and the environment. Steps on how to clear this regulation are provided below.

1. Determine if the project is located in a nonattainment area. Check the EPA Green Book on Nonattainment Areas for Criteria Pollutants for those locations.

2. If the project area ***IS NOT*** in a nonattainment area, document the determination and place it in the ERR. Documentation is complete. (Sample Non-Attainment Chart)

3. If the project area ***IS*** in a nonattainment area, determine if project will generate more than the de Minimis level of emissions. (Contact ADECA if for assistance in making the determination)

    a. If the project ***WILL NOT*** generate more than the de Minimis level of emissions, document the determination and place it in the ERR. Documentation is complete.

    b. If the project ***WILL*** generate more than the de Minimis level of emissions, contact the State Implementation Plan (SIP) agency (Alabama Department of Environmental Management [ADEM]). Place all correspondence and concurrence in the ERR. Documentation is complete.

Farmlands Protection

The purpose of the Farmland Protection Policy Act (7 U.S.C. 4201 et seq, implementing regulations 7 CFR Part 658, of the Agriculture and Food Act of 1981, as amended) is to minimize the effect of Federal programs on the unnecessary and irreversible conversion of farmland to nonagricultural uses. Steps on how to clear this regulation are provided below.

1. Determine if the project will result in the conversion (farmland to non-agricultural use) of prime, unique or state/locally important farmland.

2. If the project ***DOES NOT*** result in land conversion, document the determination and place it in the ERR. Documentation is complete.

3. If the project ***DOES*** result in land conversion, complete Form AD-1006 and submit it to the proper USDA office found on the website. Place all correspondence and concurrence in the ERR. Documentation is complete.

- USDA NRCS website
- Form AD-1006 Farmland Conversion Impact Rating form
- 7 CFR Part 658 link

Noise Abatement and Control

HUD's noise standards may be found in 24 CFR Part 51, Subpart B and apply to "noise sensitive activities", including projects that generate noise (other than during construction). Steps on how to clear this regulation are provided below.

1. Determine if the project involves a "noise sensitive activity". (i.e. senior/community centers, residential structures…)

2. If the project ***DOES NOT*** involve a noise sensitive activity, document the determination and place it in the ERR. Documentation is complete.

3. If the project ***DOES*** involve a noise sensitive activity, determine if the project is located within 1,000 feet of a major roadway, 3,000 feet of a railroad, 15 miles of a military or FAA-regulated airport.

4. If the project ***IS NOT*** located within the vicinities given above, document the determination with a proximity map and place it in the ERR. Documentation is complete.

5. If the project ***IS*** located within the vicinities give above, refer to the HUD website to complete a noise assessment. Place all documents used to conduct the noise assessment along with the determination in the ERR. Documentation is complete.

- 24 CFR Part 51, Subpart B link
- NPIAS List
- NPIAS Airport List kmz file
- HUD Noise Assessment website

Explosive and Flammable Facilities

HUD requires that projects located near hazardous facilities which store, handle or process hazardous substances of a flammable or explosive nature include measures to reduce if not eliminate potential risk of injury in the event of an explosion to occupants or end-users of the project. Steps on how to clear this regulation are provided below. You must complete the documentation for both items below.

Aboveground Stationary Storage Tanks (AST)

1. Determine if the project activities include development, construction or rehabilitation that will increase residential densities, or conversion.

2. If the project ***DOES NOT*** include the activities above, document the determination and place it in the ERR. Documentation is complete.

3. If the project ***DOES*** include the activities above provide:
    a. evidence that there are no current or planned aboveground storage containers with a 100+ gallon capacity within 1 mile of the project location or
    b. that the Acceptable Separation Distance (ASD) is sufficient for the containers found or
    c. that existing or planned barriers would serve as sufficient mitigation, including correspondence with a licensed Engineer.

Place all documentation used to make the determination in the ERR. Compliance is complete.

Hazardous Facilities

1. Determine if the project includes a hazardous facility (one that mainly stores, handles or processes flammable or combustible chemicals such as bulk fuel storage facilities or refineries).

2. If the project ***DOES NOT*** involve a hazardous facility, document the determination and place it in the ERR. Documentation is complete.

3. If the project ***DOES*** involve a hazardous facility show that:
    a. the Acceptable Separation Distance (ASD) is sufficient with respect to residences and other facilities where people may congregate or be present or
    b. that existing or planned barriers would serve as sufficient mitigation, including correspondence with a licensed Engineer.

Place all documentation used to make the determination in the ERR. Compliance is complete.

- ASD Guidebook website
- ASD Assessment Tool website
- Barrier Design Guide website
- HUD Explosive & Hazardous Facilities website

Site Contamination

Guidance on HUD's policy concerning Site Contamination can be found at 24 CFR Part 50.3(i) and 24 CFR 58.5(i)(2). A basic summation of the policy is that project sites that are funded by HUD must be free from hazardous materials, contamination, toxic chemicals and gases, and radioactive substances. Steps on how to clear this regulation are provided below.

1. Use the ***Site Contamination Checklist*** to assist you in conducting your required "due diligence". At a minimum, the following steps should be taken:
    a. Conduct a Field Inspection
    b. Investigate project area for Historic uses
    c. Conduct a Records search (Use the How-to Guide to determine if the project is located within a 3,000 feet radius of a site listed on the Superfund (CERCLIS), Brownfields (ACRES) and Hazardous Waste (RCRAInfo) databases.

Multifamily housing with five (5) or more dwelling units and sites to be used as gathering places (community/senior centers, etc.) should have a Phase I Environmental Site Assessment conducted to search for possible contaminates.

- NEPAssist website
- Site Contamination Checklist
- How to for Site Contamination Reviews
- Sample Site Contamination Proximity Map

Environmental Justice

Environmental justice means ensuring that the environment and human health are protected fairly for all people regardless of race, color, national origin, or income. Since CDBG only funds projects that assist those residents in low to moderate income areas, it could be said that all projects fall under this provision and therefore are exempt from this regulation. The required forms should already have this field prepopulated with this information. If not, contact the ADECA Environmental Officer.

NOTICES

After completing the forms ENV-CEST and ENV-HUDEA a "Notice to the Public" is required to be made (except in the case of the ENV-CEST converting to "Exempt"). Below you will find the required notices as well as the distribution lists for those notices. Using the incorrect type of notice, not adhering to the correct time frame for the notice and not distributing the notice to the required agencies are all infractions that will result in a Finding at the time of the Environmental Monitoring. The forms are listed in order of publication/posting. Note – not all notices are required.

Categorically Excluded Subject to (Form ENV-CEST):

- Early Notice and Public Review of a Proposed Activity in a Floodplain/Wetland (Early Floodplain/Wetland Notice) (if required)
  - Must be ***PUBLISHED*** (needs to be published for ***1 day*** only)
  - Must have a ***15 day*** minimum Public Comment period

- Notice of Intent to Request Release of Funds (NOI/RROF)
  - Can be published or posted (remains posted ***throughout*** comment period)
  - Must have a ***7 day*** minimum Public Comment period if published
  - Must have an ***10 day*** minimum Public Comment period if posted

- Final Notice and Public Explanation of a Proposed Activity in a Floodplain/Wetland (Final Floodplain/Wetland Notice) (if required)
  - Must be ***PUBLISHED*** (needs to be published for ***1 day*** only)
  - Must have a ***7 day*** minimum Public Comment period

The NOI/RROF and the Final Floodplain/Wetland Notice may be disseminated simultaneously.

Environmental Assessment (Form ENV-HUDEA):

- Early Notice and Public Review of a Proposed Activity in a Floodplain/Wetland (Early Floodplain/Wetland Notice) (if required)
  - Must be ***PUBLISHED*** (needs to be published for ***1 day*** only)
  - Must have a ***15 day*** minimum Public Comment period

- Finding of No Significant Impact and Notice of Intent to Request Release of Funds (Combined Notice)
  - Can be published or posted (remains posted ***throughout*** comment period)
  - Must have a ***15 day*** minimum Public Comment period if published
  - Must have an ***18 day*** minimum Public Comment period if posted

- Final Notice and Public Explanation of a Proposed Activity in a Floodplain/Wetland (Final Floodplain/Wetland Notice) (if required)
  - Must be ***PUBLISHED*** (needs to be published for ***1 day*** only)
  - Must have a ***7 day*** minimum Public Comment period

The Combined Notice and the Final Floodplain/Wetland Notice may be disseminated simultaneously. In addition to notifying the public through the methods listed above, appropriate Federal and State agencies must also be notified. Consult the Distribution Lists below to determine which Notices must be sent to Federal and State agencies and when they are required to be sent. Use the form letters below as a guide for notifying the agencies.

- Floodplain-Wetland Distribution List
- Combined Notice Distribution List
- Notice of Intent (ENV-NOI)
- Combined Notice (ENV-CN)
- Early and Final Floodplain-Wetland Notice
- Sample Early Floodplain-Wetland Notice Notification Letter
- Sample Final Floodplain-Wetland Notice Notification Letter
- Sample Combined Notice Notification Letter
- Sample Notice of Intent Notification Letter

MONITORING

All projects are subject to monitoring. After submitting the required information to ADECA, a "desk review" will be made in order to determine if the submittal meets HUD's requirements. A copy of the form that is used for this review can be found below. Once it has been determined that the submittal has been made successfully a "Notice of Removal of Grant Conditions" will be issued. A copy will be forwarded along in the Grant Agreement Package.

At some point beyond the 30% fund expenditure point an "onsite review" will be conducted. This review is conducted during the monitoring visit. A copy of the form that is used for this review can be found below. A successful review is conducted when all appropriate fields of the form have been completely filled in and proper documentation has been included in the ERR.

- Desk Environmental Review Monitoring Checklist
- On-site Environmental Review Monitoring Checklist