

2016 LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM
INSTRUCTIONS FOR COMPLETING *APPENDIX A (OF TIER 1 RER)* FORM

I. Background and General Instructions

MaineHousing has received a new Lead Hazard Reduction Demonstration Grant ("Lead Grant") from HUD running from October 17, 2016 through June 16, 2019. An environmental review of each property to be assisted with Lead Grant funds is required.

The attached HUD form, *Appendix A (of Tier 1 RER)*, must be used for environmental reviews of properties for which Lead Grant funds will be used. **Please note: This is HUD's form; please do not make any changes to it or use any other form for environmental reviews of properties to be assisted with Lead Grant funds.**

Some of the questions on Appendix A have already been answered, but may require you to attach supporting documentation. If a question on Appendix A has already been answered with an "X" in a YES or NO box, please do not alter the response. The instructions below indicate which questions you need to answer and what supporting documentation you need to attach. MaineHousing will answer certain other questions on Appendix A.

II. Instructions for Answering Questions on Appendix A

The Questions in Appendix A indicated below can be answered on line by typing or marking an "X" in the YES or NO box, as appropriate.

Start by filling in the property address (physical location, not mailing address) and the cost of the project on the *Project (Building/Unit) Address and project cost* line at the top of Appendix A.

IMPORTANT NOTE: Next, go to *Part VII, Flood Insurance/Flood Disaster Protection Act*. The Lead Grant does not allow funding of properties located in a 100-year floodplain, referred to as a "Special Flood Hazard Area" or "SFHA" in Part VII of Appendix A. It is any zone that includes the letter "A" or "V" in the zone designation on the FEMA flood map. Because projects located in a SFHA cannot be funded with Lead Grant funds, it is important to know from the outset whether or not a project site is located in a SFHA.

PART VII: How to Answer Part VII Questions on Flood Insurance/Flood Disaster Protection Act

Answer ONLY Question 2 in Part VII. Skip the Coastal Barriers Resources Act portion of Part VII.

Answer NO if: The property is not located in a zone containing the letter "A" or "V" in the zone designation. ***Insert flood map & panel number and map date on blank line.***

Answer YES if: Property is located in a zone containing the letter "A" or "V".
*Insert flood map & panel number and map date on blank line. **STOP ENVIRONMENTAL REVIEW HERE. NO FUNDING IS ALLOWED.***

NOTE: If you have determined that the property is **NOT** in an "A" or "V" flood zone, proceed with the environmental review as follows.

PART III: How to Answer Part III Questions on Historic Preservation

When to submit the project to the SHPO. Submit the project to the State Historic Preservation Officer (SHPO) if (a) the property is not a mobile home **or** (b) the property is a mobile home but the work will result in ground disturbance. ***If the property is a mobile home and no ground disturbance will result from the work, do not submit the project to the SHPO.***

If the project must be submitted to the SHPO, use the SHPO form showing a February 2017 date in the footer. The SHPO form must be accompanied by Attachments 1 through 4 listed on the SHPO form.

The topographic map listed as Attachment 4 on the SHPO form can be obtained for free from the Maine DOT's website noted on the SHPO form. The maps can be marked on-line to show the location of the project site and then printed, or can be printed and marked by hand to show the property location. Instructions for using the topo map website are attached, along with a sample map.

Answer ONLY Questions 1 & 4 in Part III.

Question 1:

Answer YES if: Mobile home and no ground disturbance. ***Do not fill in the blank line. Skip the rest of the Questions in Part III. Go to Part IV.***

Answer NO if: (a) Not a mobile home, **or**
(b) Mobile home but there is ground disturbance.
Skip Questions 2 & 3. Go to Question 4.

Question 4:

Answer YES if: SHPO signs SHPO form **or** SHPO sends letter stating that no adverse effect on property will result as long as conditions in letter are complied with.

Answer NO if: SHPO does not sign SHPO form; instead, SHPO sends letter stating that project will have adverse effect.

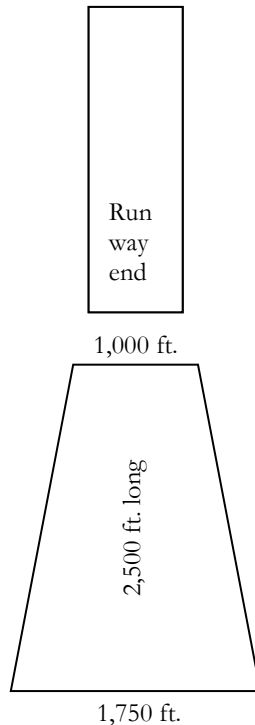
Attach SHPO form or SHPO letter to Appendix A. Skip Questions 5 & 6. Go to Part IV.

PART IV: How to Answer Part V Questions on Airport Clear Zones

Answer ONLY Question 2 in Part IV.

Question 2: *Print off usual map showing distance between closest airport and property. List of airports: Augusta State Airport, Bangor International Airport, Hancock County-Bar Harbor Airport, Knox County Regional Airport (Rockland), Northern Maine Regional Airport (Presque Isle), and Portland International Jetport. Attach map to Appendix A.*

Answer YES if: The property is located within cone-shaped area shown below at the **end** of the nearest runway at the closest airport. As noted on Appendix A, the Disclosure Statement is not applicable to any Lead Grant projects.



Answer NO if: Property is not located within this cone-shaped area.

NOTE: *Part V (Explosive & Flammable Operations) has already been completed by MaineHousing. Do not answer any other questions in Part V. Go to Part VI.*

PART VI: How to Answer Part VI Questions on Toxic/Hazardous/Radioactive Materials

Answer ONLY Questions 1, 2 and 5 in Part VI.

Question 1:

Briefly describe the general condition of the interior and exterior of the project property based on your field observations.

Question 2:

Answer YES if: You see a dump, landfill, gas station, dry cleaner, manufacturing plant or other business that might use hazardous substances near the project property.

Answer NO if: You do not see any of the above.

Question 5:

Attach the lead-abatement plan for the property. After the work has been completed, attach evidence of compliance with the lead-abatement plan, including clearance documentation, and any required disclosure documents.

SIGNATURE SECTION: Type in or print your name and title. Sign to the right of your printed name and title and insert the date you sign the form.