

Program:	Federal Lead Hazard Reduction Grant Program	MHN #	2020-004
Issued by:	MaineHousing, Energy and Housing Services	Effective Date:	07/08/2020

**MaineHousing Notice 2020-004 is being issued to provide clarification regarding the Environmental Reviews process.**

## Instruction for Completing Environmental Reviews

*Reference:* Instructions for Completing Environmental Reviews, Environmental Review Worksheet Bundles

Instructions have been revised and posted to the CAA Portal. Revisions include:

Section III(3): *Contamination and Toxic Substance Worksheet*, now requires that MaineHousing consult the resources required to complete the environmental review for the project.

Section IV(2): CAA uploads the completed HUD Worksheets and required documentation as one file and uploads the file to the CAA's Federal and State Lead Programs > Environmental Review ShareFile folder. Naming protocol: [CAA] ER for [property street address\_property city].

Section IV(4): MaineHousing EHS staff will review the ER for completeness, and document the review on the *Environmental Review Review Checklist* and on HUD's required system of record. In the event that follow-up is required, MaineHousing will reach out to the "Point of Contact" identified on the Program Information Worksheet."

Section IV(5): MaineHousing will upload ER results to the agency's Environmental Review ShareFile folder:

- If ER is approved and work can commence on the project, MaineHousing will upload the approved *ER Clearance Letter* to the Environmental Review ShareFile subfolder.
- If ER is incomplete (additional information is required), MaineHousing will upload the *ER Review Checklist* containing the open items to the Environmental Review ShareFile subfolder.
- If ER is denied and work cannot commence on the project, MaineHousing will upload denial notification containing the denial reason to the Environmental Review ShareFile subfolder.

## Notice Contact

Kim Ferenc, *Manager of Housing and Weatherization* ■ 207-626-4684 ■ [kferenc@mainehousing.org](mailto:kferenc@mainehousing.org)