



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-1000

This Worksheet was designed to be used by those “Partners” (including Public Housing Authorities, consultants, contractors, and nonprofits) who assist Responsible Entities and HUD in preparing environmental reviews, but legally cannot take full responsibilities for these reviews themselves. Responsible Entities and HUD should use the RE/HUD version of the Worksheet.

Environmental Review Project Information

This format may be used by Partners to submit information for Part 50 or Part 58 reviews

Project Information

**Required fields are marked with an asterisk.*

***Project Name:**

***Applicant/Grant Recipient:**

***Point of Contact:**

***Consultant:**

***Point of Contact:**

***HUD Program Information**

Add as many rows as necessary to include all sources of HUD assistance.

Grant or Project Number	HUD Program (e.g. CDBG, 223(f) Refinance, Public Housing Capital Fund, RAD)
MELHBO741-19	LBPHC

***Estimated Total HUD Funded, Assisted, or Insured Amount:**

***Estimated Total Project Cost (HUD and non-HUD funds):**

***Project Location:**

Provide a street address or intersection for your project. Provide additional information on the project located beyond the address as necessary for the scope of the project in a narrative in the provided textbox. For example, any new construction and projects affecting a larger area may require more context than simply a street address. If the project affects a large area, such as an infrastructure or community services project, select a representative address and describe the project location.

***Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:**

Provide a project description that captures the maximum anticipated scope of the proposal. It should include all contemplated actions which logically are, either geographically or functionally, a composite part of the project,

regardless of the source of funding. Describe all physical aspects of the project, such as plans for multiple phases of development, size and number of buildings, and activities to be undertaken. Include details of the physical impacts of the project, including whether there will be ground disturbance. If applicable, indicate whether the project site will require acquisition or if the sponsor already has ownership.

***Does this project involve over 200 lots, dwelling units, or beds?**

- Yes
- No

***Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities**

Record the compliance or conformance determinations for each statute, executive order, or regulation using the Related Law and Authority Worksheets available at

<https://www.hudexchange.info/resource/5119/environmental-review-record-related-federal-laws-and-authorities-partner-worksheets/>. Provide credible, traceable, and supportive source documentation for each authority. Attach all Partner worksheets as well as additional documentation as appropriate.



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Flood Insurance (CEST and EA) – PARTNER

<https://www.hudexchange.info/environmental-review/flood-insurance>

1. Does this project involve mortgage insurance, refinance, acquisition, repairs, rehabilitation, or construction of a structure, mobile home, or insurable personal property?

No. This project does not require flood insurance or is excepted from flood insurance.

→ Continue to the Worksheet Summary.

Yes → Continue to Question 2.

2. Provide a FEMA/FIRM map showing the site.

The Federal Emergency Management Agency (FEMA) designates floodplains. The [FEMA Map Service Center](#) provides this information in the form of FEMA Flood Insurance Rate Maps (FIRMs).

Is the structure, part of the structure, or insurable property located in a FEMA-designated Special Flood Hazard Area?

No → Continue to the Worksheet Summary.

Yes → Continue to Question 3.

3. Is the community participating in the National Flood Insurance Program or has less than one year passed since FEMA notification of Special Flood Hazards?

Yes, the community is participating in the National Flood Insurance Program.

Flood insurance is required. Provide a copy of the flood insurance policy declaration or a paid receipt for the current annual flood insurance premium and a copy of the application for flood insurance.

→ Continue to the Worksheet Summary.

Yes, less than one year has passed since FEMA notification of Special Flood Hazards.

If less than one year has passed since notification of Special Flood Hazards, no flood insurance is required.

→ Continue to the Worksheet Summary.

No. The community is not participating, or its participation has been suspended.

Federal assistance may not be used at this location. Cancel the project at this location.

Worksheet Summary

Provide a full description of your determination and a synopsis of the information that it was based on, such as:

- Map panel numbers and dates
- Names of all consulted parties and relevant consultation dates
- Names of plans or reports and relevant page numbers
- Any additional requirements specific to your program or region

Include all documentation supporting your findings in your submission to HUD.



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Contamination and Toxic Substances (Single Family Properties) – PARTNER

General requirements	Legislation	Regulations
It is HUD policy that all properties that are being proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of the occupants or conflict with the intended utilization of the property.		24 CFR 58.5(i)(2) 24 CFR 50.3(i)
Reference		
https://www.hudexchange.info/programs/environmental-review/site-contamination		

1. Evaluate the site for contamination. Were any on-site or nearby toxic, hazardous, or radioactive substances found that could affect the health and safety of project occupants or conflict with the intended use of the property?

Provide a map or other documentation of absence or presence of contamination¹ and explain evaluation of site contamination in the Worksheet below.

No

Explain:

→ *If the RE/HUD agrees with this recommendation, the review is in compliance with this section. Continue to the Worksheet Summary below.*

Yes

→ *Describe the findings, including any recognized environmental conditions (RECs), in Worksheet Summary below. Continue to Question 2.*

Check here if an ASTM Phase I Environmental Site Assessment (ESA) report was utilized.

[Note: HUD regulations does not require an ASTM Phase I ESA report for single family homes]

2. Mitigation

¹ Utilize EPA’s Enviromapper and state/tribal databases to identify nearby dumps, junk yards, landfills, hazardous waste sites, and industrial sites, including EPA National Priorities List Sites (Superfund sites), CERCLA or state-equivalent sites, RCRA Corrective Action sites with release(s) or suspected release(s) requiring clean-up action and/or further investigation. Additional supporting documentation may include other inspections and reports.

Work with the RE/HUD to identify the mitigation needed according to the requirements of the appropriate federal, state, tribal, or local oversight agency. If the adverse environmental mitigation cannot be mitigated, then HUD assistance may not be used for the project at this site.

Can adverse environmental impacts be mitigated?

Adverse environmental impacts cannot feasibly be mitigated

→ Project cannot proceed at this location.

Yes, adverse environmental impacts can be eliminated through mitigation.

→ *Provide all mitigation requirements² and documents. Continue to Question 3.*

3. Describe how compliance was achieved. Include any of the following that apply: State Voluntary Clean-up Program, a No Further Action letter, use of engineering controls³, or use of institutional controls⁴.

If a remediation plan or clean-up program was necessary, which standard does it follow?

Complete removal

Risk-based corrective action (RBCA)

Other

4. Continue to the Worksheet Summary.

Worksheet Summary

Compliance Determination

Provide a clear description of your determination and a synopsis of the information that it was based on, such as:

- Map panel numbers and dates
- Names of all consulted parties and relevant consultation dates
- Names of plans or reports and relevant page numbers
- Any additional requirements specific to your region

² Mitigation requirements include all clean-up actions required by applicable federal, state, tribal, or local law. Additionally, provide, as applicable, the long-term operations and maintenance plan, Remedial Action Work Plan, and other equivalent documents.

³ Engineering controls are any physical mechanism used to contain or stabilize contamination or ensure the effectiveness of a remedial action. Engineering controls may include, without limitation, caps, covers, dikes, trenches, leachate collection systems, signs, fences, physical access controls, ground water monitoring systems and ground water containment systems including, without limitation, slurry walls and ground water pumping systems.

⁴ Institutional controls are mechanisms used to limit human activities at or near a contaminated site, or to ensure the effectiveness of the remedial action over time, when contaminants remain at a site at levels above the applicable remediation standard which would allow for unrestricted use of the property. Institutional controls may include structure, land, and natural resource use restrictions, well restriction areas, classification exception areas, deed notices, and declarations of environmental restrictions.

LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)
CONTAMINATION AND TOXIC SUBSTANCE INSPECTION REPORT

CAA: _____

Inspection Date: _____

Inspector Name: _____

Inspector Phone: _____

Inspector Email: _____

Owner: _____ Property: _____ _____	Co-Owner: _____ Project Type: <input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family # Units in Dwelling _____
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INSTRUCTIONS: A personal interview with the dwelling owner and/or occupant(s) and an on-site field (visual) inspection of the interior and exterior of the property is required. Document results as follows: Yes = presence detected; No = presence not detected; N/A = not applicable. If Yes, findings must be entered on this report and documentation provided, if any. This report must be attached to the Contamination and Toxic Substance Worksheet and submitted to MaineHousing as part of the Environmental Review for this property.

A personal interview with the dwelling owner/occupant(s) resulted in the following findings:

Personal Interview	Yes	No	N/A	Findings
Are you aware of contaminants and/or toxins at or near the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know if the site has ever been used as a commercial or other non-residential purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

A visual inspection of the dwelling resulted in the following findings.

Visual Inspection	Yes	No	N/A	Findings
A. Dumps, landfills, industrial sites, or other locations (such as gas stations or dry cleaners) containing or potentially releasing toxic or hazardous substances near the property and whether any such facilities are upgradient or downgradient of a project site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Vents or pipes (other than natural gas piping).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Monitoring wells (small diameter wells drilled into the ground used to monitor groundwater and water quality).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Distressed vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Tanks, drums or other containers (including information on any label or a statement that a container is unlabeled).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Pits, trenches, or any waste pond.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. Stained soil, lawn areas, or pavement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. Petroleum or other pungent, noxious or foul odors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. Dumped material (including a description of that material).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J. Mounds of dirt, rubble, or fill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K. Other Observations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I hereby certify that an inspection for contamination and toxic substances was conducted on the above referenced Property and my findings are reported herein.

 CAA Inspector/Technician Signature _____
Date

 CAA Inspector/Technician Name

NOTE: In the event that information discovered during the due diligence review of a property indicates a potential for contamination, MaineHousing will ask its environmental consultant, CES, Inc., to conduct a further review of records and perform limited further on-site investigations, as appropriate, and any contamination will be addressed to assure that occupants of properties enrolled in the Program are not adversely affected by the hazards..



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Historic Preservation (CEST and EA) – PARTNER

<https://www.hudexchange.info/environmental-review/historic-preservation>

Threshold

Is Section 106 review required for your project?

- No, because a Programmatic Agreement states that all activities included in this project are exempt. (See the [PA Database](#) to find applicable PAs.)

Either provide the PA itself or a link to it here. Mark the applicable exemptions or include the text here:

→ *Continue to the Worksheet Summary.*

- No, because the project consists solely of activities included in a No Potential to Cause Effects memo or other determination [36 CFR 800.3(a)(1)].

Either provide the memo itself or a link to it here. Explain and justify the other determination here:

→ *Continue to the Worksheet Summary.*

- Yes, because the project includes activities with potential to cause effects (direct or indirect).

→ *Continue to Step 1.*

The Section 106 Process

After determining the need to do a Section 106 review, HUD or the RE will initiate consultation with regulatory and other interested parties, identify and evaluate historic properties, assess effects of the project on properties listed on or eligible for the National Register of Historic Places, and resolve any adverse effects through project design modifications or mitigation.

Step 1: Initiate consultation

Step 2: Identify and evaluate historic properties

Step 3: Assess effects of the project on historic properties

Step 4: Resolve any adverse effects

Only RE or HUD staff may initiate the Section 106 consultation process. Partner entities may gather information, including from SHPO records, identify and evaluate historic properties, and make initial assessments of effects of the project on properties listed in or eligible for the National Register of Historic Place. Partners should then provide their RE or HUD with all of their analysis and documentation so that they may initiate consultation.

Step 1 - Initiate Consultation

The following parties are entitled to participate in Section 106 reviews: Advisory Council on Historic Preservation; State Historic Preservation Officers (SHPOs); federally recognized Indian tribes/Tribal Historic Preservation Officers (THPOs); Native Hawaiian Organizations (NHOs); local governments; and project grantees. The general public and individuals and organizations with a demonstrated interest in a project may participate as consulting parties at the discretion of the RE or HUD official. Participation varies with the nature and scope of a project. Refer to HUD's website for guidance on consultation, including the required timeframes for response. Consultation should begin early to enable full consideration of preservation options.

Use the [When To Consult With Tribes checklist](#) within [Notice CPD-12-006: Process for Tribal Consultation](#) to determine if the RE or HUD should invite tribes to consult on a particular project. Use the [Tribal Directory Assessment Tool \(TDAT\)](#) to identify tribes that may have an interest in the area where the project is located. Note that only HUD or the RE may initiate consultation with Tribes. Partner entities may prepare a draft letter for the RE or HUD to use to initiate consultation with tribes, but may not send the letter themselves.

List all organizations and individuals that you believe may have an interest in the project here:

Maine Historical Preservation Office

→ Continue to Step 2.

Step 2 - Identify and Evaluate Historic Properties

Provide a preliminary definition of the Area of Potential Effect (APE), either by entering the address(es) or providing a map depicting the APE. Attach an additional page if necessary.

Evaluation conducted by Maine Historical Preservation Office; See attached SHPO Report.

Gather information about known historic properties in the APE. Historic buildings, districts and archeological sites may have been identified in local, state, and national surveys and registers, local historic districts, municipal plans, town and county histories, and local history websites. If not already listed on the National Register of Historic Places, identified properties are then evaluated to see if they are eligible for the National Register. Refer to HUD's website for guidance on identifying and evaluating historic properties.

In the space below, list historic properties identified and evaluated in the APE.

Every historic property that may be affected by the project should be listed. For each historic property or district, include the National Register status, whether the SHPO has concurred with the finding, and whether information on the site is sensitive. Attach an additional page if necessary.

N/A

Provide the documentation (survey forms, Register nominations, concurrence(s) and/or objection(s), notes, and photos) that justify your National Register Status determination.

Was a survey of historic buildings and/or archeological sites done as part of the project?

If the APE contains previously unsurveyed buildings or structures over 50 years old, or there is a likely presence of previously unsurveyed archeological sites, a survey may be necessary. For Archeological surveys, refer to HP Fact Sheet #6, [Guidance on Archeological Investigations in HUD Projects](#).

Yes → *Provide survey(s) and report(s) and continue to Step 3.*
Additional notes:

No → *Continue to Step 3.*

Step 3 - Assess Effects of the Project on Historic Properties

Only properties that are listed on or eligible for the National Register of Historic Places receive further consideration under Section 106. Assess the effect(s) of the project by applying the Criteria of Adverse Effect. ([36 CFR 800.5](#)) Consider direct and indirect effects as applicable as per HUD guidance.

Choose one of the findings below to recommend to the RE or HUD.

Please note: this is a recommendation only. It is **not the official finding, which will be made by the RE or HUD, but only your suggestion as a Partner entity.**

No Historic Properties Affected

Document reason for finding:

No historic properties present.

Historic properties present, but project will have no effect upon them.

No Adverse Effect

Document reason for finding and provide any comments below.

Comments may include recommendations for mitigation, monitoring, a plan for unanticipated discoveries, etc.

Adverse Effect

Document reason for finding:

Copy and paste applicable Criteria into text box with summary and justification.

Criteria of Adverse Effect: [36 CFR 800.5](#)]

Provide any comments below:

Comments may include recommendations for avoidance, minimization, and/or mitigation.

Remember to provide all documentation that justifies your National Register Status determination and recommendations along with this worksheet.