



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

This Worksheet is 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. This document should be submitted along with the Related Law and Authority worksheets documenting compliance with the environmental requirements listed at 24 CFR 50.4 and 58.5-6.

## 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:** ENTER THE PROJECT ADDRESS

**\*Applicant/Grant Recipient:** ENTER THE APPLICANT NAME

**\*Point of Contact:** ENTER THE CONTACT NAME AND PHONE NUMBER

**Consultant** (if applicable): CAA INSPECTOR NAME (THE RISK ASSESSOR WHO PERFORMED THE VISUAL INSPECTION OF THE PROPERTY AND SURROUNDING AREA

**Point of Contact** (if applicable): CAA NAME, ADDRESS, PHONE # AND EMAIL ADDRESS OF THE CAA STAFF PERSON COMPLETING THE ER WORKSHEET.

### \*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)
MELHB0741-19	LBPHC

**\*Estimated Total HUD Funded, Assisted, or Insured Amount:** ESTIMATED PROJECT COST PAID BY MH FEDERAL LEAD PROGRAM

**\*Estimated Total Project Cost** (HUD and non-HUD funds): ESTIMATED TOTAL PROJECT COST

### \*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.*

**PROJECT ADDRESS** (see Instructions for guidance when the project includes multiple addresses).

**\*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.*

**BE AS SPECIFIC AS POSSIBLE (See Instructions for guidance when the project includes multiple buildings.)**

***Example: Property is located at 265 Smith St. in the town of Anytown, Maine. This is a multi-family project with one building containing four (4) units on the property. The building was constructed in 1925, is in good condition, and appears to have been well maintained. The building is situated on an approximate ¾ acre lot and accesses public water and sewerage.***

**\*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.

## 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 **PROVIDE FEMA (NATIONAL FLOOD HAZARD) MAP**
- Names of all consulted parties and relevant consultation dates **N/A**
- Names of plans or reports and relevant page numbers **INCLUDE LEAD DESIGN PLAN**
- Any additional requirements specific to your program or region **N/A**

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

**FEMA/FIRM FLOODPLAIN ZONE DESIGNATION, PANEL NUMBER, DATE**

## Contamination and Toxic Substances (Multifamily and Non-Residential Properties) – PARTNER

<https://www.hudexchange.info/programs/environmental-review/site-contamination>

**1. How was site contamination evaluated? <sup>1</sup> Select all that apply.**

- ASTM Phase I ESA
- ASTM Phase II ESA
- Remediation or clean-up plan
- ASTM Vapor Encroachment Screening
- None of the above

→ Provide documentation and reports and include an explanation of how site contamination was evaluated in the Worksheet Summary.

**Continue to Question 2.**

**2. 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? (Were any recognized environmental conditions or RECs identified in a Phase I ESA and confirmed in a Phase II ESA?)**

- No → Explain below.

**A VISUAL OBSERVATION OF THE PROPERTY AND SURROUNDING AREA INDICATE THERE ARE NO TOXIC, HAZARDOUS, OR RADIOACTIVE SUBSTANCES FOUND THAT COULD AFFECT THE HEALTHY AND SAFETY OF THE PROJECT OCCUPANTS OR CONFLICT WITH THE INTENDED USE OF THE PROPERTY. SEE ATTACHED CONTAMINATION AND TOXIC SUBSTANCES INSPECTION REPORT.**

→ 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 3.

**3. Can adverse environmental impacts be mitigated? SKIP--MAINEHOUSING WILL ANSWER**

- Adverse environmental impacts cannot feasibly be mitigated → HUD assistance may not be used for the project at this site. Project cannot proceed at this location.
- Yes, adverse environmental impacts can be eliminated through mitigation.

→ Provide all mitigation requirements<sup>2</sup> and documents. Continue to Question 4.

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<sup>1</sup> HUD regulations at 24 CFR § 58.5(i)(2)(ii) require that the environmental review for multifamily housing with five or more dwelling units or non-residential property include the evaluation of previous uses of the site or other evidence of contamination on or near the site. For acquisition and new construction of multifamily and nonresidential properties HUD strongly advises the review include an ASTM Phase I Environmental Site Assessment (ESA) to meet real estate transaction standards of due diligence and to help ensure compliance with HUD's toxic policy at 24 CFR §58.5(i) and 24 CFR §50.3(i). Also note that some HUD programs require an ASTM Phase I ESA.

<sup>2</sup> 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.

4. 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 controls<sup>3</sup>, or use of institutional controls<sup>4</sup>. ? [SKIP - MAINEHOUSING WILL ANSWER](#)

[Click here to enter text.](#)

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

- Complete removal  
 Risk-based corrective action (RBCA)

→ *Continue to the Worksheet Summary.*

### **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 [MAINEHOUSING WILL ANSWER](#)
- Names of all consulted parties and relevant consultation dates [N/A](#)
- Names of plans or reports and relevant page numbers [MAINEHOUSING WILL ANSWER](#)
- Any additional requirements specific to your program or region [MAINEHOUSING WILL ANSWER](#)

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

**A VISUAL INSPECTION WAS CONDUCTED BY THE LEAD RISK ASSESSOR AND CONCLUDED THERE WERE NO POTENTIAL HAZARDS OBSERVED. SEE ATTACHED CONTAMINATION AND TOXIC SUBSTANCE INSPECTION REPORT. CONTAMINATION AND TOXIC SUBSTANCE INSPECTION REPORT ATTACHED.**

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<sup>3</sup> 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.

<sup>4</sup> 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.

## 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:**

Click here to enter text.

→ *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 HISTORIC 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.

**N/A EVALUATION CONDUCTED BY THE MAINE HISTORIC PRESERVATION OFFICE.**

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:

Click here to enter text.

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](#)]

Click here to enter text.

**Provide any comments below:**

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

Click here to enter text.

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