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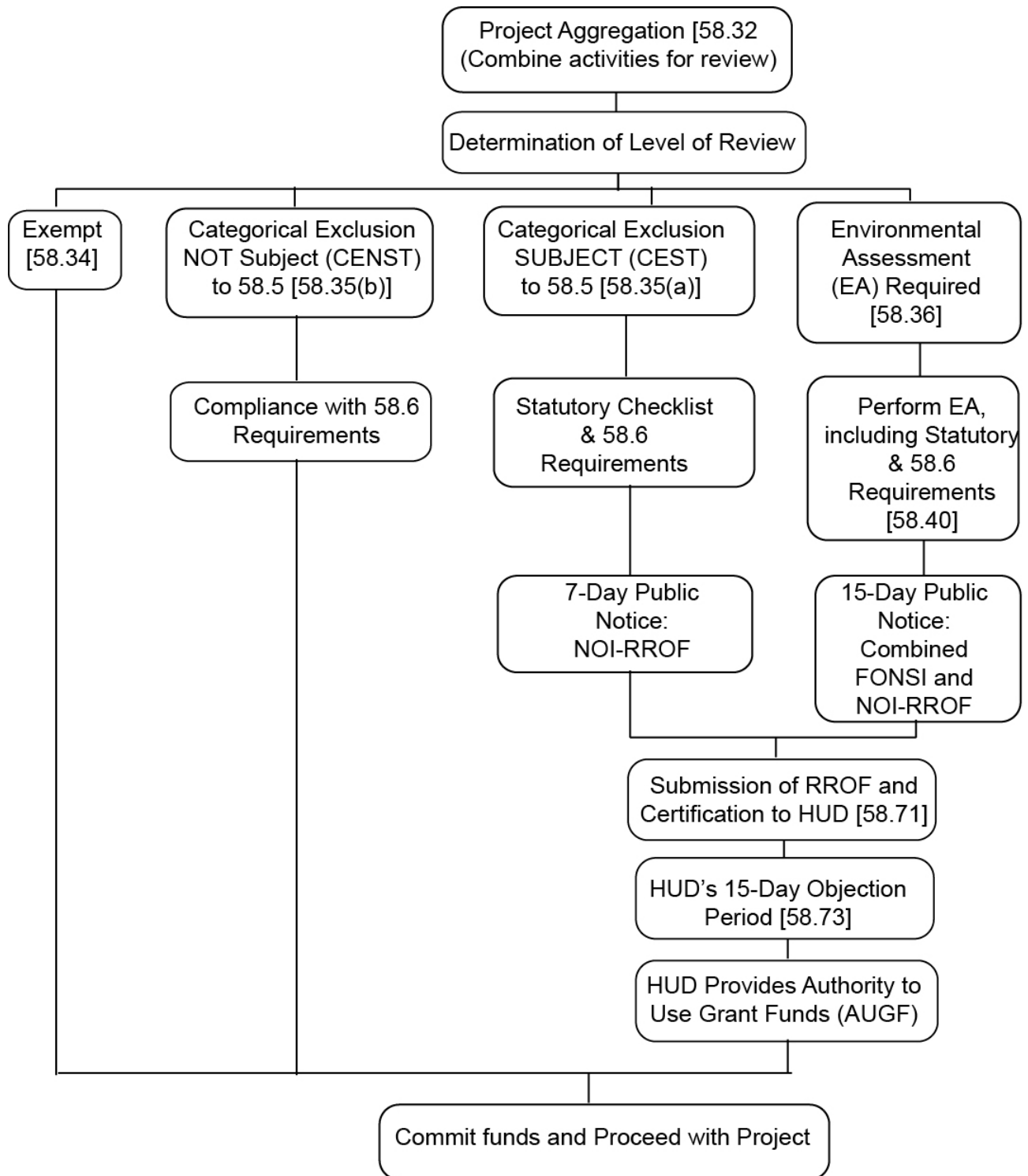
## COMMONLY USED ENVIRONMENTAL ACRONYMS

**ACHP** – Advisory Council on Historic Preservation  
**ACM** – Asbestos Containing Material  
**ADT** – Average Daily Traffic  
**AICUZ** – Air Installation Compatible Use Zone  
**APCP** – Air Protection Control Program  
**APE** – Area of Potential Effect  
**APZ** – Accident Potential Zones  
**ASD** – Acceptable Separation Distance  
**AST** – Aboveground Storage Tanks  
**ASTDR** – Agency for Toxic Substances and Disease Registry  
**ASTM** – American Society for Testing and Materials  
**BMP** – Best Management Practices  
**CAA** – Clean Air Act  
**CAFO** – Confined Animal Feeding Operation  
**CDBG** – Community Development Block Grant  
**CDC** – Center for Disease Control  
**CENST** – Categorically Excluded Not Subject To  
**CEST** – Categorically Excluded Subject To  
**CERCLA** – Comprehensive Environmental Response, Compensation and Liability Act  
**CFR** – Code of Federal Regulations  
**CEQ** – Council on Environmental Quality  
**CLG** – Certified Local Government  
**COG** – Council of Government  
**CWA** – Clean Water Act  
**DNL** – Day Night (average sound) Level  
**DNR** – Department of Natural Resources  
**DOE** – United States Department of Energy  
**EA** – Environmental Assessment  
**EIS** – Environmental Impact Statement  
**EJ** – Environmental Justice  
**EO** – Executive Order  
**ERR** – Environmental Review Record  
**EPA** – United States Environmental Protection Agency  
**ESA** – Endangered Species Act  
**FAA** – Federal Aviation Administration  
**FEMA** – Federal Emergency Management Agency  
**FHBM** – Flood Hazard Boundary Map  
**FHWA** – Federal Highways Administration  
**FIRM** – Flood Insurance Rate Map  
**FONSI** – Finding of No Significant Impact  
**FOSI** – Finding of Significant Impact  
**FPPA** – Farmland Protection Policy Act  
**FR** – Federal Register  
**HAP** – Hazardous Air Pollutant  
**HUD** – United States Department of Housing and Urban Development  
**IEDA** – Iowa Economic Development Authority  
**LBP** – Lead Based Paint  
**LESA** – Land Evaluation and Site Assessment  
**MOA** – Memorandum of Agreement  
**DOT** – Department of Transportation  
**MOU** – Memorandum of Understanding  
**NAAQS** – National Ambient Air Quality Standards

**NAL** – Noise Assessment Location  
**NBC** – National Building Code  
**NEPA** – National Environmental Policy Act  
**NESHAP** – National Emission Standards for Hazardous Air Pollutants  
**NFIP** – National Flood Insurance Program  
**NFPA** – National Fire Protection Association  
**NHPA** – National Historic Preservation Act  
**NIOSH** – National Institute for Occupational Safety and Health  
**NOAA** – National Oceanic Atmospheric Administration  
**NOI/RROF** – Notice of Intent to Request Release of Funds  
**NPDES** – National Pollutant Discharge Elimination System  
**NPL** – National Priority List  
**NPS** – National Park Service  
**NRCS** – National Resources Conservation Service, USDA  
**NRI** – National Rivers Inventory  
**NWI** – National Wetlands Inventory  
**OSHA** – Occupational Safety and Health Act  
**ORV** – Outstandingly Remarkable Values  
**PA** – Programmatic Agreement  
**PAR** – Preliminary Architectural Report  
**PER** – Preliminary Engineering Report  
**PZ** – Protection Zones  
**RAP** – Remedial Action Plan  
**RCRA** – Resource Conservation and Recovery Act  
**RCZ** – Runway Clear Zones (also known as Runway Protection Zones)  
**RE** – Responsible Entity (CDBG applicant or grantee)  
**REC** – Recognized Environmental Condition  
**RPC** – Regional Planning Commission  
**RPZ** – Runway Protection Zones (also known as Runway Clear Zones)  
**RROF/C** – Request for Release of Funds and Certification  
**SBC** – Standard Building Code  
**SDWA** – Safe Drinking Water Act  
**SFHA** – Special Flood Hazard Area  
**SHPO** – State Historic Preservation Office  
**SIP** – State Implementation Plan  
**SWD** – Storm Water Discharge  
**SWPPP** – Storm Water Pollution Prevention Plan  
**THPO** - Tribal Historic Preservation Officer  
**TMDL** – Total Maximum Daily Loads  
**TRI** – Toxic Release Inventory  
**UBC** – Uniform Building Code  
**UST** – Underground Storage Tank  
**USACE** – United States Army Corps of Engineers  
**USDA** – United States Department of Agriculture  
**USDA RD** – Rural Development - United States Department of Agriculture  
**USFWS** – United States Fish and Wildlife Service  
**USGS** – United States Geological Survey  
**WSR** – Wild and Scenic River

# ENVIRONMENTAL REVIEW PROCESS FLOW CHART

## Environmental Review Process – Typical Flow (24 CFR Part 58)



**All projects will need to submit the ERR to IEDA prior to a release of funds being issued.**

# CDBG RECIPIENT INSTRUCTIONS FOR DESIGNATING A LEAD FEDERAL AGENCY

## CDBG Recipient Guide to Lead Federal Agency Designation to Complete a Portion of the Environmental Review

This guide is to be used for larger scale projects that usually require preparation of an Environmental Assessment and where the CDBG project is jointly funded with another agency using federal assistance such as DNR SRF or USDA-RD. If the project is jointly funded, the CDBG recipient may either be the Lead Federal Agency or designate a Lead Federal Agency for the project. This will allow one agency to complete the **environmental review and/or historical review** for the project. As the CDBG recipient, you are not required to work with the other agency, but it is strongly encouraged in order to reduce duplication of effort. There are several choices to make when selecting who will be the Lead Federal Agency and for determining what portion of the review the Lead Federal Agency will be responsible for completing.

**Note:** The CDBG Recipient remains responsible for ensuring the project fully complies with 24 CFR Part 58 even where another agency has prepared the environmental assessment. This includes completing and documenting, as necessary, the 58.5 and 58.6 checklists. IEDA encourages the use of findings/documentation gathered by other federal agencies to assist in completing the CDBG review process. However, the RE must still review the environmental analysis, prepare the ERR, be responsible for the required environmental finding, and complete their own RROF process.

**Note:** HUD's unique requirements not covered by other federal agencies – 24 CFR Part 51 Airports/ Noise/ ASTs/ Air Quality / Explosive Operations (for applicable projects)

If the CDBG recipient would like to enter into a Lead Agency Agreement, first determine the co-funding agency and then use the following list to contact them:

- **Iowa DNR's State Revolving Loan Fund** – Contact: Jean Mayne, (515) 725-0487. DNR will most likely be lead for section 106 as they complete the process prior to CDBG project funding. DNR prefers to establish the lead agency relationship via an email.
- **USDA –RD** – Contact the Environmental Representative at each district field office. Visit <https://www.rd.usda.gov/contact-us/state-offices/ia> to determine the district office.

**Complete the following steps if you or the participating funding agency will be the Lead Federal Agency:**

**1. 36 CFR part 800, Section 106 review:**

The USDA-RD, the DNR, or the CDBG recipient may be the lead federal agency and conduct the "Section 106" historical review under the requirements of 36 CFR part 800, including tribal consultation.

**2. Environmental Assessment** excluding 36 CFR part 800, Section 106 review:

The USDA-RD or the CDBG recipient may be the lead federal agency to conduct the Environmental Assessment excluding 36 CFR part 800, Section 106 review. Whoever takes on this responsibility must conduct the Environmental Assessment in accordance with 24 CFR Part 58 and 51. Fill out the appropriate form to designate a lead federal agency for completing the Environmental Review.

**3. Make a Finding of No Significant Impact (FONSI)** after the environmental assessment has been completed. For your convenience, please complete Section IV the conclusion section of the *Environmental Assessment Worksheet*. Make sure the page is signed by the CDBG recipient Chief Elected Official.

**4. Publish the *combined notice to the public of Finding of No Significant Impact on the Environment (FONSI) and Notice of Intent to Request Release of Funds (FONSI/NOI-RROF notice)*.** You must comply with local and state comment periods. You must have all environmental paperwork in the project file before you publish the CDBG notice. Remember, even if the designated lead agency published a FONSI notice you must also still publish one.

The Notice must also be sent to individuals, groups, and agencies known to be interested in the project. A list of agencies can be found in this appendix.

**5. Submit the *Request for Release of Funds and Certification*.** After the local comment period has ended, submit this form to IEDA with a copy of the public notice. Once received, the state comment period will begin. After 15 days IEDA can release funds.

# NOISE ASSESSMENT GUIDELINES

## ADDITIONAL INFORMATION FOR EA AND CEST PROJECTS

### Noise: The Quiet Communities Act (24 CFR Part 51, Subpart B):

The Act establishes specific noise control requirements for CDBG-funded projects. Grant Recipients must take into consideration the noise criteria and standards in the environmental review process and consider ameliorative actions when noise sensitive land development is proposed in noise exposed areas.

The prime concern of a CDBG environmental impact assessment for noise should be the effect of existing and projected noise levels on the proposed activities and facilities.

**If your project is not noise sensitive (e.g., water & sewer projects) then you can skip this assessment and note in the environmental review that the nature of the project, as described, is not noise sensitive.**

**An assessment will be needed if housing and other noise sensitive uses are proposed:**

1. Document the following on a map (either your project meets this criterion or not):
  - a. Existing or proposed commercial or military airports within 15 miles of the site.
  - b. Roadways within 1,000 feet of the site with such characteristics (e.g., high traffic levels, high speed, heavy truck/bus usage, slope gradients, etc.) that would indicate high ambient vehicular noise levels.
  - c. Railroads within 3,000 feet of the site.
  - d. Other significant noise sources (e.g., industrial/manufacturing facilities, power generating stations, firing ranges) in proximity to the site.
  
2. If your project is within the distance criteria above, you must perform a noise calculation. It can be found here: <https://www.hudexchange.info/environmental-review/dnl-calculator/>.
  - a. Airports: contact Airport for noise contour maps
  - b. Road data: <https://iowadot.gov/maps/digital-maps/traffic-maps/county>
  - c. Railroads: <http://safetydata.fra.dot.gov/OfficeofSafety/publicsite/crossing/xingqryloc.aspx>
    - i. Some defaults:
      1. Diesel Engines: # of diesel = 2, # of rail cars = 50, Average Speed = 30, nighttime of ATO = .15 or 15%
      2. Electric Engines: # of electric = 1, # of rail cars = 8, Average Speed = 30, nighttime of ATO = .15 or 15%
  
3. If your decibel level is above 65 dB – 75 dB:
  - a. For new construction – you MUST mitigate
  - b. For Rehab – you are strongly encouraged to mitigate

However, if above 75 dB you MUST contact IEDA for additional instructions.

# INSTRUCTIONS FOR REQUEST FOR RELEASE OF FUNDS

After you have completed your appropriate level of review, published proper notices, and publication, you can request release of funds from IEDA. Visit the IEDA website for all necessary forms.

## Part 1. Program Description and Request for Release of Funds

- 1) **Program Title(s)** – There are seven options for the programs related to Iowa’s CDBG yearly allocation. Use State of Iowa CDBG – (*insert program title*) – pick from the following:
  - a. Community Facilities
  - b. Water / Sewer
  - c. Housing
  - d. Opportunities and Threats
  - e. Downtown Revitalization
  - f. CDBG-CV
  - g. Career Link
- 2) **State Identification Number** – This number is related to the year your project was funded. It follows a pattern: B-20-19-0001 for 2020 grants, B-21-19-0001 for 2021 grants, etc. You can find this number in IowaGrants under the Appropriations tab on the “home page” of your grant.
- 3) **Recipient Identification Number** – This is your project’s contract number with IEDA.
- 4) **OMB Catalog Number(s)** – Please use **14.228**
- 5) **Name and address of responsible entity** – Enter: Recipient’s name (City or County)  
Recipient’s Address  
Recipient’s City, IA Zip Code
- 6) **For information about this request, contact (name & phone number)** – Enter the Project Administrator’s name and phone number (person responsible for preparing the ERR).
- 7) **Name and address of recipient (if different than responsible entity)** – *Leave Blank*
- 8) **HUD or State Agency and office unit to receive request** – Enter:  
Iowa Economic Development Authority  
1963 Bell Avenue, Suite 200  
Des Moines, IA 50315
- 9) **Program Activity(ies)/Project Name(s)** – Enter the project’s name.
- 10) **Location (Street Address, City, County, State)** – If the project has an exact location provide the correct information. If the project is city-wide or does not have a dedicated address provide a description of the location (i.e., The Northwest Quadrant of East 4<sup>th</sup> Street and Grand Avenue, *along with city, county, State*).
- 11) **Program Activity/Project Description** – Enter a clear, complete, and concise description of the activity/project to which this form pertains. Include all project activities, including non-HUD funded actions. Provide the performance targets, budget amounts, and people served from the Attachment A of your contract with IEDA.



## **Part 2. Environmental Certification**

Part 2 is a very important step for the Responsible Entity/Recipient. Please have the CEO of the Recipient review clauses 1-8.

- Select that the ER did not require an EIS (select the second box or the box to the right), if in fact an EIS is not required.
- **Signature of Certifying Officer of the Responsible Entity (RE):**

After the end of the required public comment period, the Certifying Officer signs his/her name, title, and the date. The Certifying Official is the chief elected official of the government (local, tribal, or state). The chief elected official or legislative body of the responsible entity may authorize the Certifying Officer's legal responsibility to reside with another official of the RE if the other official is acceptable. For purposes of being authorized to carry out this responsibility, HUD requires that the substituted official provide evidence, in the form of a formal delegation by the chief elected official or resolution by the legislative body of the RE, that the substituted official has the authority to consent on behalf of the chief elected official to federal court jurisdiction and to bind the RE to satisfy any judgment entered in federal court relating to the RE's performance of environmental responsibilities under 24 CFR Part 58 and as set forth in Items 1 through 8 in Part 2 of the RROF.
- **Signature of Certifying Officer of the Responsible Entity** – Either Mayor or County Chairperson's Signature
- **Title of Certifying Officer**
- **Date Signed**
- **Address of Certifying Officer** – Enter the Recipient's Address

## **Part 3. To be completed when the Recipient is not the Responsible Entity**

**DO NOT FILL OUT – NOT APPLICABLE**

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**Here are some key tips that will help you avoid submission errors that could delay the release of funds (i.e., environmental approval):**

- *Only use the current official OMB-approved form, HUD-7015.15, and follow the attached instructions for its completion.*
- *The form should be printed and certified (signed) using one sheet of paper; that is, duplex-copied, having the first and second page on a single sheet.*
- *Pay particular attention to describing the location of the project (Box 10) and provide a complete yet concise project description (Box 11). Include in the description all non-HUD funded activities that comprise the project.*
- *Do not use attachments for the project location or description. Rather, describe the project in the space provided on the form. If the project location will not fit in Box 10, include the location in project description (Box 11).*
- *Ensure that the Certifying Official does not sign the RROF until after the expiration of the public comment period and after any comments, as appropriate, have been addressed.*

## LINKS TO ENVIRONMENTAL REVIEW FORMS AND PROGRAM GUIDANCE

Environmental review forms and additional resources can be found here:

<https://www.iowaeda.com/cdbg/management-guide/>  
(under *Environmental Compliance*)

Documents included at this website include the following:

- What is a Floodway?
- Categorically Excluded Packet - forms, notice, RROF
- Environmental Assessment Packet - forms, notice, RROF
- Exempt or Categorically Excluded Not Subject To Packet
- Categorically Excluded Subject to 58.5 Final Review of Tiered Projects
- Section 106 Summary and Tribal Consultation including *when to consult tribes under section 106 form*
- Programmatic Agreement, executed 08/23/2016
- Section 106 Iowa Site Inventory form
- Section 106 Exempt from Review form
- Section 106 Authorization for Alternate Signatories
- Floodplain & Wetland Information - Eight (8) Step Process with Notices
- Research Information for Categorically Excluded and Environmental Assessment Checklists
- HUD Research Website for Related Federal Laws and Authorities
- Web-based Instructional System for Environmental Review (WISER)
- HUD Request for Release of Funds 7015.15 and Instructions
- Code of Federal Regulations Chapter 24, Part 58: Environmental Review Procedures
- IEDA Internal Review Checklist for ERRs
- Sample 58.5 Checklist Narratives
- Finding of No Effects- Endangered Species