# What to turn in for an Environmental Assessment project:

1. Click on the link on the CDBG page of the website to visit 24 CFR part 58 or click here: <http://www.gpo.gov/fdsys/pkg/CFR-2010-title24-vol1/xml/CFR-2010-title24-vol1-part58.xml>
2. Read about Environmental Assessments definitions, etc. in the law
3. Fill out the DETERMINATION LEVEL OF REVIEW form
4. Fill out the Environmental Assessment worksheet. This document includes the 24 CFR 58.6 Requirements and the Statutory Checklist. Remember to include all the backup documentation. For help with research please visit the CDBG page on the website and look for: *research information for categorically Excluded and Environmental Assessment Checklists.*
5. Publish the *Finding of No Significant Impact Notice - Intent to Request Release of Funds (FONSI-RROF)* notice included in this packet (instructions included)
6. Fill out the *Request for Release of Funds (RROF)* form (instructions included), have the Recipient sign the form (either the mayor for City projects or the board of supervisors for county projects). This will always be the same person who signed the contract.
7. Upload the Environmental Review Record (ERR) with all the documents to IowaGrants.gov by creating a new status report in the Compliance Forms component*.* Upload ALL your documents at one time and then submit. Funds will not be released until we have received and reviewed the ERR for the project..
8. Send in the RROF after the local comment period has expired with a copy of the FONSI-RROF publication. The authority needs the *original* RROF document. Once you upload it to IowaGrants.gov, we can start the comment based on the date of the email. **The original must follow in the mail.** Funds will not be release until we receive the original.

NOTE: The ERR includes the Determination Level of Review form, Environmental Assessment, any and all documentation, pictures, special studies, letters, etc. as well as the publication and RROF sent to the Authority.

Project Name:

CDBG Contract Number: Project Location:

## DETERMINATION OF LEVEL OF REVIEW ENVIRONMENTAL REVIEW RECORD

Project Description (Attach additional descriptive information, as appropriate to the project, including narrative, maps, photographs, site plans, budgets and other information.):

*The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58 “En vironmental Review Procedures for Entities Assuming HUD Environmental Responsibilities,” and the following determination with respect to the project is made:*

**Exempt** from NEPA review requirements per 24 CFR 58.34(a)( )

**Categorically Excluded NOT Subject** to §58.5 authorities per 24 CFR 58.35(b)( )

**Categorically Subject** to §58.5 authorities per 24 CFR 58.35(a)( ) (A Statutory Checklist for the §58.5 authorities is attached.)

An **Environmental Assessment** (EA) is required to be performed in accordance with subpart E of 24 CFR Part 58 is attached.

An **Environmental Impact Statement** (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

**Chief Elected Official:**

Print Name

Signature

Title

Date

**Updated 3/8/2012**

**All projects will need to submit this form with their ERR to IEDA prior to a release of funds being is issued.**

**U.S. Department of Housing and Urban Development**

451 Seventh Street, SW Washington, DC 20410 [www.hud.gov](http://www.hud.gov/)

espanol.hud.gov

**Environmental Assessment**

**Determinations and Compliance Findings for HUD-assisted Projects 24 CFR Part 58**

This is a suggested format that may be used by Responsible Entities to document completion of an Environmental Assessment.

## Project Information

### Project Name:

**Responsible Entity:**

**Grant Recipient** (if different than Responsible Entity):

**State/Local Identifier**:

**Preparer:**

**Certifying Officer Name and Title:**

**Grant Recipient** (if different than Responsible Entity):

**Consultant** (if applicable):

### Direct Comments to:

**Project Location:**

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

**Statement of Purpose and Need for the Proposal** [40 CFR 1508.9(b)]:

**Existing Conditions and Trends** [24 CFR 58.40(a)]:

## Funding Information

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| **Grant Number** | **HUD Program** | **Funding Amount** |
|  |  |  |
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### Estimated Total HUD Funded Amount:

**Estimated Total Project Cost** (HUD and non-HUD funds) [24 CFR 58.32(d)]**:**

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

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

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| **Compliance Factors**: Statutes, Executive Orders, | Are formal compliance steps or | Compliance determinations |

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| and Regulations listed at 24 CFR §58.5 and §58.6 | mitigation required? |  |
| **STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4****and 58.6** |
| **Airport Hazards**24 CFR Part 51 Subpart D | Yes No |  |
| **Coastal Barrier Resources**Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16USC 3501] | Yes No |  |
| **Flood Insurance**Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC5154a] | Yes No |  |
| **STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5** |
| **Clean Air**Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93 | Yes No |  |
| **Coastal Zone Management**Coastal Zone Management Act, sections 307(c) & (d) | Yes No |  |
| **Contamination and Toxic Substances**24 CFR Part 50.3(i) & 58.5(i)(2) | Yes No |  |
| **Endangered Species**Endangered Species Act of 1973, particularly section 7; 50 CFRPart 402 | Yes No |  |
| **Environmental Justice**Executive Order 12898 | Yes No |  |

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| **Explosive and Flammable Hazards**24 CFR Part 51 Subpart C | Yes No |  |
| **Farmlands Protection**Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part658 | Yes No |  |
| **Floodplain Management**Executive Order 11988,particularly section 2(a); 24 CFR Part 55 | Yes No |  |
| **Historic Preservation**National Historic Preservation Act of 1966, particularly sections106 and 110; 36 CFR Part 800 | Yes No |  |
| **Noise Abatement and Control**Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24CFR Part 51 Subpart B | Yes No |  |
| **Sole Source Aquifers**Safe Drinking Water Act of 1974,as amended, particularly section 1424(e); 40 CFR Part 149 | Yes No |  |
| **Wetlands Protection**Executive Order 11990,particularly sections 2 and 5 | Yes No |  |
| **Wild and Scenic Rivers**Wild and Scenic Rivers Act of1968, particularly section 7(b) and (c) | Yes No |  |

**Environmental Assessment Factors** [24 CFR 58.40; Ref. 40 CFR 1508.8 &1508.27] Recorded below is the qualitative and quantitative significance of the effects of the proposal on the character, features and resources of the project area. Each factor has been evaluated and documented, as appropriate and in proportion to its relevance to the proposed action. Verifiable source documentation has been provided and described in support of each determination, as appropriate. Credible, traceable and supportive source documentation for each authority has been provided. Where applicable, the necessary reviews or consultations have been completed and applicable permits of approvals have been obtained or noted. Citations, dates/names/titles of contacts, and page references are clear. Additional documentation is attached, as appropriate. **All conditions, attenuation or mitigation measures have been clearly identified.**

**Impact Codes**: Use an impact code from the following list to make the determination of impact for each factor.

* 1. Minor beneficial impact
	2. No impact anticipated
	3. Minor Adverse Impact – May require mitigation
	4. Significant or potentially significant impact requiring avoidance or modification which may require an Environmental Impact Statement

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| --- | --- | --- |
| Environmental Assessment Factor | Impact Code | Impact Evaluation |
| **LAND DEVELOPMENT** |
| Conformance with Plans / Compatible Land Use and Zoning/ Scale and Urban Design |  |  |
| Soil Suitability/ Slope/ Erosion/ Drainage/ StormWater Runoff |  |  |
| Hazards and Nuisancesincluding Site Safety and Noise |  |  |
| Energy Consumption |  |  |

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| Environmental Assessment Factor | Impact Code | Impact Evaluation |
| **SOCIOECONOMIC** |
| Employment and Income Patterns |  |  |
| Demographic Character Changes, Displacement |  |  |

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| Environmental Justice |  |  |

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| Environmental Assessment Factor | Impact Code | Impact Evaluation |
| **COMMUNITY FACILITIES AND SERVICES** |
| Educational and Cultural Facilities |  |  |
| Commercial Facilities |  |  |
| Health Care and Social Services |  |  |
| Solid Waste Disposal / Recycling |  |  |
| Wastewater / Sanitary Sewers |  |  |
| Water Supply |  |  |
| Public Safety - Police, Fire and Emergency Medical |  |  |
| Parks, Open Space and Recreation |  |  |
| Transportation and Accessibility |  |  |

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| Environmental Assessment Factor | Impact Code | Impact Evaluation |
| **NATURAL FEATURES** |
| Unique Natural Features,Water Resources |  |  |
| Vegetation, Wildlife |  |  |
| Other Factors |  |  |

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| Environmental Assessment Factor | Impact Code | Impact Evaluation |
| **CLIMATE CHANGE / ENERGY** |
| Impact on occupants, alteration of future site, effect on/from weather related disasters |  |  |
| Energy efficiency, Green building practices |  |  |
| Energy usage, Emissions |  |  |

### Additional Studies Performed:

**Field Inspection** (Date and completed by)**:**

**List of Sources, Agencies and Persons Consulted** [40 CFR 1508.9(b)]**:**

### List of Permits Obtained:

**Public Outreach** [24 CFR 50.23 & 58.43]**:**

**Cumulative Impact Analysis** [24 CFR 58.32]**:**

**Alternatives** [24 CFR 58.40(e); 40 CFR 1508.9]

**No Action Alternative** [24 CFR 58.40(e)]:

### Summary of Findings and Conclusions:

**Mitigation Measures and Conditions [40 CFR 1505.2(c)]**

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

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| Law, Authority, or Factor | Mitigation Measure |
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### Determination:

**Finding of No Significant Impact** [24 CFR 58.40(g)(1); 40 CFR 1508.27]

The project will not result in a significant impact on the quality of the human environment.

**Finding of Significant Impact** [24 CFR 58.40(g)(2); 40 CFR 1508.27] The project may significantly affect the quality of the human environment.

Preparer Signature: Date:

Name/Title/Organization:

Certifying Officer Signature: Date:

Name/Title:

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

## Sample Notice of Finding of No Significant Impact and Notice of Intent to Request a Release of Funds

**NOTICE OF FINDING OF NO SIGNIFICANT IMPACT AND NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS**

**Date of Publication:** *[date published]*

*Name of Responsible Entity (RE) Address (e.g., Street No. or P.O. Box) City, State, Zip Code*

*Telephone Number of RE*

**These notices shall satisfy two separate but related procedural requirements for activities to be undertaken by the** *name of RE.*

**REQUEST FOR RELEASE OF FUNDS**

**On or after** *at least one day after the end of the comment period* **the** *name of RE* **will submit a request to the State of Iowa, Iowa Economic Development Authority for the release of Community Development Block Grant funds under TITLE 1 of the HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, as amended (P.L. 97-35) to**

**undertake the following project: Project Title:** *project name* **Purpose:** *nature/scope of project* **Location:** *project location*

**Estimated Cost:** *both estimated HUD funding & total project cost, as applicable*

**FINDING OF NO SIGNIFICANT IMPACT**

**The** *name of RE* **has determined that the project will have no significant impact on the human environment. Therefore, an Environmental Impact Statement under the National Environmental Policy Act of 1969 (NEPA) is not required. Additional project information is contained in the Environmental Review Record (ERR) on file at** *name and address of RE office where ERR can be examined and name and address of other locations where the record is*

*available for review* **and may be examined or copied weekdays A.M to P.M.**

**PUBLIC COMMENTS**

**Any individual, group, or agency may submit written comments on the ERR to the** *RE designated office responsible for receiving and responding to comments.* **All comments received by** *if notice is published: publication date plus fifteen days; if notice is mailed and posted: mailing and posting date plus eighteen days* **will be considered by the** *name of RE* **prior to authorizing submission of a request for release of funds. Comments should specify which Notice they are addressing.**

**RELEASE OF FUNDS**

**The** *name of RE* **certifies to Iowa Economic Development Authority that** *name of Certifying Officer* **in** *his/her* **capacity as** *Official Title* **consents to accept the jurisdiction of the Federal Courts if an action is brought to enforce responsibilities in relation to the environmental review process and that these responsibilities have been satisfied. Iowa Economic Development Authority’s approval of the certification satisfies its responsibilities under NEPA and related laws and authorities and allows the** *name of grant recipient* **to use HUD program funds.**

**OBJECTIONS TO RELEASE OF FUNDS**

**The Iowa Economic Development Authority will accept objections to its release of funds and the** *RE’s* **certification for a period of fifteen days following the anticipated submission date or its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the Certifying Officer of the** *name of RE;* **(b) the** *RE* **has omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR part 58; (c) the grant recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by 24 CFR Part 58 before approval of a release of funds by the Iowa Economic Development Authority; or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. Objections must be prepared and submitted in accordance with the required procedures (24 CFR Part 58, Sec. 58.76) and shall be addressed to Iowa Economic Development Authority at 1963 Bell Avenue, Suite 200, Des Moines, IA 50315***.* **Potential objectors should contact the Iowa Economic Development Authority to verify the actual last day of the objection period.**

*Name and Title of RE Certifying Officer*

**Note: The fifteen (published) or eighteen-day (posted) public comment periods are the minimum time periods required by regulation prior to submission of a Request for Release of Funds and Certification (form HUD-7015.15) to HUD/State. The Responsible Entity may choose to allow a longer comment period. 24 CFR Part 58 requires, at Section 58.46, “Time delays for exceptional circumstances,” a 30- day comment period for controversial or unique projects or those similar to projects normally requiring preparation of an Environmental Impact Statement. The fifteen-day objection period is a statutory requirement. The objection period follows the submission date specified in the Notice or the actual date of receipt by HUD/State, whichever is later.**

LIST OF AGENCIES TO WHOM THE FINDING OF NO SIGNIFICANT IMPACT (FONSI) SHOULD BE DISTRIBUTED

If after following the Environmental Clearance Worksheet a Finding of No Significant Impact was reached, mail a copy of the FONSI notice to the following Agencies:

U.S. Department of Interior Fish and Wildlife Service 1511 47th Ave.

Moline, IL 61265

DNR Contact for **Water** Projects:

Mark Moeller, P.E., Section Supervisor Henry A. Wallace Building

502 East 9th Street

Des Moines, IA 50319-0034

Environmental Protection Agency (EPA)\*\* Environmental Protection Agency

Region VII

11201 Renner Blvd,

Lenexa, KS 66219

DNR Contact for **Sewer** Projects:

Satya Chennupati, P.E., Section Supervisor Department of Natural Resources

Henry A. Wallace Building 502 East 9th Street

Des Moines, IA 50319-0034

\*\*HUD regulations 24 CFR Part 58, Subpart E, require EPA to receive copies of FONSI notices. However, the EP A does not want to receive FONSI notices for the following categories:

* Replacement or upgrade of existing water supply or wastewater infrastructure which does not expand capacity by more than 30%
* Improvements to existing facilities to met ADA or public saf ety requirements (f ire, medical, etc.)
* Funds for administrative purposes, training, or to maintain existing programs (meals -on-wheels, homebuyers, etc.)

# IEDA CDBG Request for Release of Funds and Certification Instructions

**Release of Funds Form:** https://[www.hudexchange.info/resources/documents/HUD-Form-701515-](http://www.hudexchange.info/resources/documents/HUD-Form-701515-) Request-Release-Funds-Certification.pdf

Or

download from the CDBG page on the website in the environmental compliance section

## Instructions:

**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 f rom the following:
	1. Community Facilities
	2. Water / Sewer
	3. Housing
	4. Opportunities and Threats
	5. Downtown Revitalization
	6. Economic Development Set-Aside (EDSA)
	7. Public Facilities Set-Aside (PFSA)
2. **HUD/State Identification Number** – This number is related to the year your project was funded. The following are the HUD/State Identification Numbers for the last couple of years.
	1. 2015-B-12-DC-19-0001 for 2015 awards
	2. 2016-B-11-DC-19-0001 for 2016 awards
	3. 2017-B-10-DC-19-0001 for 2017 awards
	4. 2018-B-09-DC-19-0001 for 2018 awards
3. **Recipient Identification Number** – This is your project’s contract number with IEDA.
4. **OMB Catalog Number(s)** – This stays constant, **always 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

1. **For Information about this request, contact (name & phone number)** – Enter the Project Administrator’s name and phone number (person responsible for authoring the ER).
2. **Name and address of recipient (if different than responsible entity)** – *Leave Blank*
3. **HUD or State Agency and office unit to receive request** – Enter: Iowa Economic Development Authority, 200 East Grand Ave, Des Moines, Iowa 50309
4. **Program Activity(ies)/Project Name(s)** – Enter the project’s name.
5. **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 4th Street and Grand Avenue, *along with city, county, State*.
6. **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 f rom the Attachment A of your contract with IEDA.

**Part 2. Environmental Certification**

Part 2 is a very important step for the Responsible Entity/Recip ient. Please have the CEO of the Recipient review clauses 1-9.

* **4)** 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:**

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**

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

* *Only use this 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.*

JUST A SAMPLE DO NOT USE. Here is the link:

https://[www.hudexchange.info/resources/documents/HUD-Form-701515-](http://www.hudexchange.info/resources/documents/HUD-Form-701515-) Request-Release-Funds-Certification.pdf



Part 2, **En,ironment:il** Cutification (lo i,., COIJ!l)le:ed by respolliible emit)•)

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