Technical Assistance Resource: Environmental Review

Each CoC grant recipient is responsible for determining which level of Environmental Review is required for their HUD-assisted project(s).

- Projects that only have *operating, administrative, or supportive services* budget lines:
    - ❖ The level of review is "Exempt." The requirement for this level of review is to annually place in the file the Nationwide Programmatic Review for Soft Costs (see "Resources" section on the next page to obtain this document) completed by HUD (for reference, see the CoC Part 50 Flow Chart).
- Projects that have *leasing or rental assistance budget lines and operate as tenant-based (i.e., allow participants to select the location of their unit)* without rehab or repair beyond routine maintenance:
    - ❖ The level of review is "Categorically Excluded Not Subject to Section 58.5," referred to as CENST. The requirement for this level of review is to annually place in the file the CoC Statewide Illinois CENST review completed by HUD (for reference, see the CoC Part 50 Flow Chart). See "Resources" section on the next page to obtain this document.
- Projects that are *project-based (participants do **not** select the location of their unit)* without rehab or repair beyond routine maintenance:
    - ❖ The level of review to complete is "Site-Specific Environmental Review." This is to be done every 5 years for each site. The agency completes Part 1 and then submits to CPD Field Office to complete Part 2 (for reference, see the CoC Part 50 Flow Chart).
- Projects (any of the above) that include major rehabilitation, conversion of land use, new construction, or demolition:
    - ❖ The level of review to complete is "Environmental Assessment." This is to be done every 5 years for each site. Complete the Environmental Assessment form and email it to your CPD Field Office Representative (for reference, see the CoC Part 50 Flow Chart).

Create a policy to include in the agency's Standard Operating Procedure (SOP) that identifies how the agency complies with Environmental Review requirements. In the policy, it is recommended to include the following elements: identify the officer/job title responsible for the process, identify the level of review required for each project, identify that the person responsible for the process will make adjustments to the level of review determination as needed, identify how you will ensure the Environmental Review documentation is completed within the timeframe for the applicable level of review, identify where/how the record will be kept.

If you are unsure which level of review applies to your project, please review the CoC Part 50 Flow Chart and consult with your CPD Representative. Please ensure that all your environmental reviews for grants have been completed and are not older than five years (applicable to EA and Site Specific Reviews). If your environmental reviews are older than five years, please contact your CPD

Representative so that your environmental review records can be updated. Please note that your environmental reviews must be up to date before you can spend any funds on a grant.

Frequently Asked Questions:

1. **Are there any projects that are exempt from adhering to Environmental Review requirements?**

   All projects must document their compliance with Environmental Review. The extent of the required examination varies depends on certain factors, and in some cases very minimal effort and documentation is required. See the CoC Part 50 Flow Chart, which is also explained on the previous page.

2. **The CoC Part 50 Flow Chart references projects where the participants select the locations of their units or do not select the location of their units. How do I interpret that statement?**

   Generally speaking, the participant selects the location of the unit if:
   - The assistance is tied to the participant, not the unit
   - The participant chooses where they want to live

   The recipient selects the location of the unit if:

   - The assistance is tied to the unit, not the participant
   - The participant doesn't have choice over where their housing is located

   Recipients should include a section explaining how this works in the program policies/procedures.

3. **How is "routine maintenance" defined?**

   Route maintenance includes activities that slow or halt deterioration of a building and do not materially add value or adapt it to new uses (cleaning, replacement of appliances, fixing leaks, replacing door locks, etc.). Check Notice CPD-16-02 for additional details.

Resources:

- Recorded Webinar Environmental Review for CoC Grantees
- Need a copy of the most recent Nationwide Programmatic Review for CoC Soft Costs or the CoC Statewide Illinois CENST review? These have been completed by HUD and are available for you to put in your files. We have saved copies of these documents within the course materials of the Recorded Webinar Environmental Review for CoC Grantees .