

**ENVIRONMENTAL REVIEW PROCEDURES
FOR
DOWNPAYMENT ASSISTANCE AND HOMEOWNER REHABILITATION PROGRAMS**

An Environmental Review must be completed prior to the funding of Down Payment Assistance or Homeowner Rehabilitation Assistance using HOME funds. Each Sub-Recipient will be required to complete this review prior to executing an agreement with the applicant, and will forward the completed, original, environmental review to the Division for review and approval. Copies of all paperwork are to be maintained by each Sub-Recipient in such a manner that they may be reviewed as public record if necessary. These records will also be reviewed during the annual compliance audit conducted by the Division.

The following are procedures for conducting the required environmental review. Please note that each recipient should become familiar with the appropriate Environmental Review regulations (24 CFR Part 58), and should attend available HUD trainings as they are provided:

1. Upon receipt of an application for assistance, the Sub-Recipient will prepare the appropriate Environmental Review form prior to awarding funds to ensure that the project meets the requirements set forth in 24 CFR Part 58. **Do not award funds until the successful completion of the review.**
2. Down Payment Assistance Program:

The 58.6 Short Form is to be completed to ensure that there is no environmental impact to the project. The areas of concern are the Flood Disaster Protection Act, Coastal Barriers Resource Act, and the Airport Runway Clear Zones and Clear Zones Disclosures.

- ?? Evidence must be obtained that reflects whether or not the project is located in a FEMA-identified Special Flood Hazard area. If the project is located in a Flood Zone, then the applicant must obtain Flood Insurance under the National Flood Insurance Program. This documented coverage must be maintained throughout the period of affordability, and copy of the policy declaration must be kept on file.
- ?? Evidence must be obtained that reflects any impact to the Coastal Barriers Resource Act. Since Nevada is not a coastal state the impact is none.
- ?? Evidence must be obtained that reflects whether or not the project involves the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone. Acceptable evidence is a map of the appropriate Clear Zone that shows that the project is located outside of the area of concern, or a signed letter from the Airport Authority that indicates the project is outside of the affected area.

3. Homeowner Rehabilitation Program:

The Statutory Worksheet, the Appendix AR, and the 58.60 Short Form are to be completed to ensure that there is no environmental impact to the project. Instructions for completing the Statutory Worksheet are attached to the form. If "Status A" has been determined in the status column for all authorities, and the Appendix AR has been successfully completed, funds may be committed and drawn. If there is a "Status B" determination on any of the applicable areas on the Statutory Worksheet, the Division must be contacted so that an Environmental Assessment Review can be conducted. **NOTE: Do not proceed on the project until the Division has successfully completed the Environmental Review if required.**