

Housing Development Assistance Program (HDAP)

OHFA Phase I Environmental Review Standards for HOME/HDAP Projects

2009

Ohio Housing
Finance Agency



ABRIDGED EDITION

Introduction

Congratulations! This Abridged Edition of OHFA's ER standards were written for projects that have been notified of recent successes with OHFA's HDAP/HOME program.

The purpose of these environmental review standards are to assist project developers with the requirements for a HOME environmental review that go beyond the ASTM Phase I review, (the Phase I that you previously submitted with your AHFA.) The intent of these standards is to assist projects to move quickly through the HOME ER process as stated in 24 CFR Part 58. It is OHFA's goal to see that projects receive HUD's environmental clearance as expeditiously as possible. So to that end, we require project developers to comply with these standards and to maintain an open line of communication with OHFA and its ER Contractor. **THERE IS NO NEED TO RE-SUBMIT THE ASTM PHASE I THAT WAS INCLUDED WITH YOUR AHFA.**

An overview of the HOME ER process as administered by OHFA staff:

- 1 Projects are notified by OHFA that they are scheduled to receive HOME funds. At that time they will receive a hard copy of the Abridged Edition of OHFA's ER Review Standards (this publication).
- 2 OHFA's ER contractor will provide initial guidance to the projects' designated point of contact/developer. The developer will be given a timeframe in which to supply OHFA's contractor with the responses to these standards.
- 3 OHFA's ER contractor will schedule a site visit and notify the developer of such.
- 4 OHFA's contractor will provide the developer with a "Needs List" of any additional items that are site specific and required to complete the ER "record". In the event that OHFA's ER contractor discovers items of concern after the initial needs list response, a project could receive an additional needs list(s).
- 5 Once all of the required and requested items are supplied to OHFA's ER contractor, the contractor will complete the work and supply the developer with a list of required mitigations. Once the mitigations are agreed to, OHFA's contractor will release the ER record to OHFA/OHCP (Office of Housing and Community Partnership a.k.a. the "Responsible Entity").
- 6 Once OHCP has reviewed the Record, the developer will be contacted; the public notice (a.k.a. FONSI) period and subsequent comment period will begin. This is typically a 4 to 6 week period.
- 7 Once the posting period is complete, OHCP will make a formal request to HUD for an ER "release" (a.k.a. RROF).
- 8 Once HUD issues the release the project will be notified. At this point, and not until then, construction will commence.

It is very important to understand that the above outlined process can take about 140 days from start to finish. It is also important to know that this time frame relies on a "clean site" and a motivated developer. Should either of these two things be missing the process will take longer, so PLEASE plan accordingly.

Information submitted in response to these Abridged Editions MUST be submitted in a tabbed three ring binder utilizing the format of the sample Index provided. Submissions require one hard copy with CD's containing the digital pictures as required.

OHFA ENVIRONMENTAL REVIEW REQUIREMENTS FOR HOME/HDAP PROJECTS

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Decision Points for Commonly Required Additional Studies for Specific Reviews

Working through the requirements of these Abridged Editions, each project developer may find themselves facing various situations and questions that could require additional reviews. Often these questions are derived from OHFA's interpretation of HUD regulations. To assist developers and ER professionals alike, OHFA and its ER Contractor have prepared these standards, and included some clarity on the most frequently questioned topics. We encourage all of our developers and their ER contractors to review these topics prior to beginning this review.

1. Project Information Checklist

This checklist is designed to provide OHFA's contractor with a complete understanding of the project and also includes such items as third party co-ordinations, a COMPLETE copy of the AHFA, and updates on any changes to the design of the project. The checklist is provided as an attachment to these standards.

2. Local Database Review

A review of local databases will be conducted for the subject project and adjoining properties. At a minimum that review will include:

- a. City Fire Marshal Records
- b. City or County Public Health Department Records

Although ASTM only requires the interview of one of the above listed agencies, projects must submit information from both the fire department and health department.

If there are any industrial facilities located adjacent to the project site, the health department is to provide comments on air quality or other health concerns specifically associated with the facility.

3. Rehabs and Projects Subject to Demolition

- a. Asbestos Containing Materials (ACM's) - Friable and Non-Friable

If these conditions are present, and the project is planned for rehabilitation, then the scope of the removal/encapsulation and a cost estimate from a reputable licensed contractor must be submitted.

- b. Lead-Based Paint

Buildings constructed before January 1, 1979 must provide a scope of work for the removal/encapsulation and the cost for this activity by a reputable licensed contractor.

4. Wetland and 100-Year Floodplain Observation

- a. Wetlands present on the proposed development site must be accurately noted on the site plan. The Phase I ESA must address the presence of any wetlands on the subject site. The following site conditions will trigger the need for a wetland screening on undeveloped sites: streams or possible wetland hydrology or vegetation observed at the project site; NRCS SSURGO soil map units classified as hydric by the County NRCS, or those classified as having hydric components where the land formations associated with the hydric components are present; or wetlands shown on the project site on the USDI National Wetland Inventory map. Do not use the STATSGO soil classifications provided by some database search companies. If wetlands are identified, a delineation must be performed. For rehabilitation projects, streams and known wetlands should be shown on the site plan and any impacts to these areas should be described. **Any wetlands and their relation to the building footprint must be clearly located on the proposed development site plan. If any identified wetlands/waters of the US will be affected by the proposed development, the project will need to obtain all necessary permits from USACE and OEPA for wetland or stream impacts before the environmental review will be completed. If the project will be configured to avoid impacts to wetlands/waters of the US, the project will need to obtain concurrence from USACE that wetlands/waters of the US have been accurately identified (i.e., project will need to request a jurisdictional determination).**

Wetland Screenings must provide documentation of the dominant vegetation present on the site (identified to the species level), a description of the subsurface soils to a depth of at least 14" from a field investigation, and a description of the existing hydrology on the site (evidence of presence or absence of wetland hydrology). Blanket statements that no wetlands are present on the property without the supporting documentation will not meet the wetland screening criteria.

- b. FEMA elevations for the project of the 100-year flood plain and the floodway are required. FEMA Flood Hazard maps including the Control Panel Number are required. **FEMA Map Center Firmettes are preferred, so screen shots from the FEMA web site or third party products are not acceptable.** Project boundaries must be noted on the FEMA map. The project (including buildings, parking lots, roadways, and pedestrian areas) must be at least one foot above the 100-year flood plain at project completion.

5. Manmade Hazards

- a. **Noise Analysis. No new construction will be allowed within 100 feet of a rail line.** The following information must be provided for all rail lines and roadways within 3,000 feet of the project site boundaries and having four (4) or more lanes and/or an ADT of 10,000 vehicles or more, to assist in the noise analysis that will be performed for the project site: traffic count data that differentiates between cars and heavy trucks/buses and that identifies daytime versus night-time (10 PM to 7 AM) are preferred. The ODOT website has traffic count data for Interstates and

State Routes. Also included in the data must be: the width of roadway; speed limit; road gradient; location of any stop signs within 1,000 feet; year in which data was collected and expected growth (percentage per year) of traffic volume in the future. Roadways must be identified on a location map and data clearly labeled with the roadway name used on the map. **Any applicable setback and its relation to site buildings must be located on the proposed development site plan.**

Other noise sources in the vicinity of the project site which may contribute to the noise level on the site must be documented.

- b. **Underground Storage Tanks (USTs).** Abandoned or temporarily closed USTs will require closure. Historical tank locations lacking closure documentation will require verification sampling. The Bureau of Underground Storage Tank Regulation (BUSTR) closure assessment procedures (OAC 1301:7-9-12(I)) are the standard by which all closure or verification sampling will be evaluated, including unregulated USTs. Regulated UST closures will be required to present OHFA with a “BUSTR No Further Action” determination before construction can begin.
- c. **Aboveground Storage Tanks (ASTs).** For aboveground storage tanks at the project site or adjacent sites, and for ASTs near the project site and having a direct line of sight to the project site, the following information must be provided in order to facilitate evaluation according to procedures set forth in HUD’s guidebook entitled Siting of HUD-Assisted Projects Near Hazardous Facilities: 1) Scaled drawing or figure showing project site boundaries; location of ASTs and any associated dikes; AST facility loading/unloading or staging areas for vehicles used for roadway, rail or water transport of the products stored in the ASTs; and existing barriers (hills, berms, buildings) between the project site and the ASTs; 2) Type and capacity of each AST; 3) Contents (specific chemical name, not trade name) of each AST; 4) Whether each AST’s contents are under pressure or not; 5) Capacity of the largest container or container compartment that would be filled/staged/parked in each depicted loading/unloading or staging area; 6) Height and nature (soil, construction materials) of any depicted existing barriers (hills, berms, buildings); and 7) Contact name and phone number for each AST facility.
- d. **EMF (Electric Magnetic Fields).** Sites impacted by high-voltage power transmission lines (60 kV and higher) will normally require a set back sufficient to achieve a 2mG exposure limit; an exposure of 2-3mG will require additional evaluation; exposures above 3mG are not acceptable. The EMF setback requirement is for transmission lines only. EMF exposures may be measured by the power company owning the transmission lines or may require determination by an independent on-site survey. For an outline of the required elements of an EMF study, contact OHFA. **Any applicable setback and its relation to site buildings must be clearly indicated on the proposed development site plan.**
- e. **High Pressure Buried Gas Lines or Liquid Petroleum Transportation Pipelines.** No residential structures will be allowed within 10 feet of the outer boundaries of the pipeline easement. Projects with sites located within 220 yards of a buried high-pressure (4” diameter or larger and 400 psi or higher) gas transmission line or liquid petroleum transportation pipeline must comply with

HUD's buried pipeline policy, found in HUD Handbook 4135.1 Version 2 Chapter 2, requiring a statement from an authorized official of the pipeline company certifying compliance with 49 CFR 192.607, 192.609, 192.611 and 192.613. The location and capacity of any buried pipelines located on or near the proposed development site, and the pipeline easement limits, must be noted in your report and located on the site map. **Any applicable setback and its relation to site buildings must be located on the proposed development site plan.**

6. Site Map Requirements

A site map must be included with the Phase I ESA; it must be to scale, noting features previously outlined. Adjoining property uses and proximity to adjoining structures must also be identified. The sizes and locations of gas and electric transmission utilities, wetlands, and flood plain boundaries must be noted. Aerial photos may be used as a site map; however, the plotted scale should not exceed 1" = 100' and the resolution should be sufficient to distinguish site features. **Projects must include a copy of the proposed development site plan with their application.**

7. Sellers Environmental Questionnaire and Disclosure Statement (copy attached).

This document is to be completed by the current property owner, reviewed by the Environmental Consultant performing the Phase I ESA, and included in their Phase I report.

8. OHFA as an Insured Party

The environmental consultant utilized for the proposed project is required to list the Ohio Housing Finance Agency as an insured party on their errors and omissions insurance policy. This insurance must cover OHFA for losses up to one million dollars and be listed on the consultant's insurance binder, a copy of which is required with the Phase I submittal.

9. "Letter of Reliance"

The consultant performing the Environmental Site Assessment must complete and sign a letter of reliance. It is strongly recommended that the consultant use the template letter supplied as an attachment to these standards.

10. OHFA Phase I Summary Cover Sheet

The consultant must complete and submit the cover sheet, supplied as an attachment to these standards, with their Phase I report.

SELLER'S ENVIRONMENTAL QUESTIONNAIRE AND DISCLOSURE STATEMENT

Dear Land Owner:

The prospective purchaser of your land is approaching you with this questionnaire because they are seeking HOME funds from the Ohio Housing Finance Agency (OHFA). The use of HOME funds through OHFA requires the completion of this document: "Sellers Environmental Questionnaire and Disclosure Statement".

OHFA requires the purchaser to include this completed questionnaire with the project's Environmental Site Assessment (ESA) Phase I report. We ask that you, the **property owner**, make a good faith effort to answer the questions in the checklist. Please take time and care to check whatever records are in your possession. Should you respond to any of the questions in the affirmative or if answers are unknown, are qualified or cannot be obtained, please understand that the burden is on the purchaser and his/her environmental consultant to determine whether further inquiry is appropriate. Please make your best effort to document the reason for any affirmative answer in order to provide the purchaser with all appropriate information. And again, please keep in mind that the prospective purchaser's environmental consultant must determine if further inquiry is warranted.

Purchaser: _____

Purchaser's Telephone No.: _____

Owner's Name: _____

Owner's Telephone No.: _____

Subject Property: _____

1. **Land use:** Is the property or adjoining property currently used for manufacturing or industrial use? Adjoining properties include those that border the immediate site and include properties across the street from the property. (circle one) YES NO (If "YES", please describe)

Subject Property: _____

Adjoining property north: _____

Adjoining property south: _____

Adjoining property east: _____

Adjoining property west: _____

2. Has the property or adjoining property been used for manufacturing or industrial purposes in the past? (circle one) YES NO (If "YES", please describe)

Subject Property Previous use: _____

Previous use (north): _____

Previous use (south): _____

Previous use (east): _____

Previous use (west): _____

3. Are there any pesticides, automotive or industrial batteries, paints or other chemicals stored on the property or at the facility (other than undamaged containers of consumer products under five gallons in total volume)? (circle one) YES NO (If "YES", please describe)

4. Are there any plastic or metal industrial drums (typically 55-gallon) located on the property or at the facility? (circle one) YES NO (If "YES", please describe)

5. Has fill dirt been brought onto the site that could be contaminated? (circle one)
YES NO (If "YES", please describe)

6. Have any construction debris, substances identified as hazardous, unidentified waste materials, tires, automotive or industrial batteries or any other waste materials been dumped above grade, buried and/or burned on the site? (circle one) YES NO (If "YES", please describe)

7. Are there any pits, ponds or lagoons located on the property in connection with waste treatment or waste disposal? (circle one) YES NO (If "YES", please describe)

8. Is there any soil on the property that has been obviously stained? (circle one)
YES NO (If "YES", please describe)

9. Are storage tanks above or underground located on the property? (circle one)
 YES NO (If "YES", please describe)
10. Are vent pipes protruding from the ground at the property or adjacent to any structure located on the property? (circle one) YES NO (If "YES", please describe)
11. Does the property discharge waste water, other than storm water, directly to a ditch or stream on or adjacent to the property? (circle one) YES NO (If "YES", please describe)
12. If the property is served by a private well or non-public water system, has the well or water system been designated as contaminated by a governmental environmental or health agency? (circle one)
 YES NO (If "YES", please describe)
13. **Asbestos:** Do the property and/or buildings located on the property contain any asbestos? (circle one) YES NO (If "YES", please describe)
14. **Polychlorinated biphenyls (PCBs):** Have polychlorinated biphenyls been used in electrical transformers, capacitors or other equipment at the property? (circle one)
 YES NO (If "YES", please describe)
15. Is there a transformer that is not owned by a public or private utility or group, and for which there are no records, indicating the absence of PCBs? (circle one) YES NO (If "YES", please describe)
16. **Radon:** Have the property and/or any buildings located on the property been tested for radon? (circle one) YES NO (If "YES", please describe)
17. **Urea-Formaldehyde:** Do the property and/or any buildings located on the property contain any urea-formaldehyde materials? (circle one) YES NO (If "YES", please describe)

18. **Lead:** Does the property or any buildings located on the property contain any lead-based paint or lead plumbing? (circle one) YES NO (If "YES", please describe)

19. **Miscellaneous:** Do you, the owner of the property or operator of the facility, have any knowledge of environmental liens or governmental notification relating to violations of environmental laws in regards to the property or any facility located on the property? (circle one)
YES NO (If "YES", please describe)

20. Have you, the owner of the property or operator of the facility, been informed of the presence of hazardous substances or environmental violations in regards to the property or the facility located on the property? (circle one) YES NO (If "YES", please describe)

21. Are you aware of any environmental assessment of the property that indicated the presence of hazardous substances on the site or recommended further assessment of the property? (circle one)
YES NO (If "YES", please describe)

22. Are there any past, current or pending lawsuits or administrative proceedings for alleged environmental damages involving the property or any owner or tenant of the property? (circle one)
YES NO (If "YES", please describe)

23. Does the purchase and/or sales price of this property reflect the presence of hazardous substances on the property? (circle one) YES NO (If "YES", please describe)

24. **Agricultural Land/Orchards/Plant Nurseries/Golf Courses:** Have pesticides, herbicides or other agricultural chemicals been stored on, mixed on or applied to the property? (circle one)
YES NO (If "YES", please describe)

25. This questionnaire was completed by the property owner (*required*):

Owner's/ Seller's Signature: _____

Owner's Printed Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Relationship to Site: _____

OHFA Phase I Summary Cover Sheet

Project Name: _____

Consultants' / Firm Name: _____

Consultants' Fax No.: _____ Email: _____

Project #: _____ Report Date: _____

Answer all questions below and note the appropriate page or appendix in your report that contains the supporting documentation. **Summary Cover Sheets containing blank or incomplete responses will not be processed and will be returned for correction.**

1. Report Findings

- a. Does this site contain any Wetlands? Yes No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec. IV.D.5)
- b. Is this site in the 100 year Flood Plain? Yes No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec. IV.D.5)
- c. Does this site contain any UST's or AST's? Yes No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec. IV.D.6)
- d. Does the Phase I ESA reveal any REC's? Yes No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec. IV.D.5)
- e. Are there any regulated substances, or any evidence of regulated substances on the site that exceed applicable residential screening levels? Yes No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec. V.)
- f. Is further evaluation or remediation required? Yes No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec. V)
- g. Are there any high power electrical transmission lines within 500 feet of the subject site? Yes No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec IV.D.6)
- h. Are there any buried high-pressure gas transmission lines (4" in diameter and 400 psi or greater) within 1000 feet of the subject site? Yes No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec IV.D.6)
- i. Is the subject site within 1,000 feet of a major roadway or 3,000 feet of a rail line? Yes No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec. IV.D.6)
- j. Were any Asbestos Containing Materials identified on site? Yes No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec. IV.D.4)

k. Were any Lead Based Paint hazards identified on site?

Yes _____ No; see report page / appendix: _____
(if Yes, meet OHFA requirements in Sec. IV.D.4)

2. Report Documentation

a. OHFA Letter of Reliance completed?

Yes, see report page / appendix: _____

No (if No, do not submit report)

b. OHFA as an insured party?
c. Sellers Disclosure Statement completed?

Yes, see report page / appendix: _____

Yes, see report page / appendix: _____

No (if No, do not submit report)

d. FEMA Flood Plain Map Included?

Yes, see report page / appendix: _____

No (if No, do not submit report)

e. Sanborn Maps or N.C. Letter Included?

Yes, see report page / appendix: _____

No, (if No, do not submit report)

f. Development Site Plan Included

Yes, see report page / appendix: _____

No (if No, do not submit report)

I represent that this Summary Cover Sheet accurately reflects the environmental information contained in the above captioned document.

Signature of Environmental Consultant / Date

Print or Type Legal Name

LETTER OF RELIANCE

(DATE)

PRIVILEGED AND CONFIDENTIAL

Project Administration Manager
Ohio Housing Finance Agency
57 East Main Street
Columbus, Ohio 43215

RE: Phase I ESA for: *(Insert Development Name)*

Dear Project Administration Manager:

Please find enclosed the Phase I Environmental Site Assessment for the subject property dated () to the Ohio Housing Finance Agency and Ohio Department of Development.

It is my understanding that the information contained in the Environmental Site Assessment will be used by OHFA in considering proposed financing of residential development of the property and, furthermore, that OHFA and the Ohio Department of Development (ODOD) may rely upon the Environmental Site Assessment as if it were issued to OHFA and ODOD.

I **certify** that the attached is a true, correct and complete copy of the Environmental Site Assessment and that the report represents my professional opinion of the site as of this date. I also confirm the evaluation, recommendations and conclusions contained in the Environmental Site Assessment as of this date and that the Environmental Site Assessment has been performed in conformance with the scope and limitations of **both** the ASTM Practice E1527-05, and OHFA'S Environmental Review Requirements.

Sincerely,

(CONSULTANT)

PROJECT INFORMATION CHECKLIST

The following items and information are required for each project under ER review.

ATTENTION PROJECT DEVELOPERS: Items 1 through 5 are to be supplied to OHFA's Contractor under separate cover and submitted within the first week after being contacted by OHFA's Contractor. Supplying this information prior to the information asked for in the standards allows the contractor to begin their work on your ER review.

- 1 A complete hard copy of the Affordable Housing Funding Application with tabs separating sections.
- 2 Project team's single point of contact for environmental review questions, including address, phone, fax and e-mail.
- 3 Any changes to the project since submission of the application. If changes have been made to the project site plan, building floor plans or elevations, provide revised copies of these drawings. For rehabilitation projects, if changes have been made to the scope of work, provide updated scope.
- 4 If not included in the Site Control Documentation, a complete project site list with site locations and addresses for all parcels in the project.
- 5 If not included in the Site Control Documentation, site maps and directions to the sites. Include project area and site-specific maps for all parcels.
- 6 Newspaper where legal notices will be published; include phone number of legal notice department.
- 7 Local review location near project site; the intent is that persons directly impacted by the project due to proximity can review the record without traveling great distances. Must have seating area where record can be examined and contact person willing to help interested members of the public get access to the review record. Provide contact name, facility name, address, phone and hours. Typical locations include, but are not limited to, local library, offices of existing phase of project or (in case of rehab) project offices, local government offices or local project team member offices.
- 8 If clearinghouse response was not received before application was submitted, provide response as soon as it becomes available.
- 9 Description of solid waste handling at the project:
 - a. Will project residents have individual bins or transport trash to central location? If central location, where?
 - b. If central location is within project building(s), who is responsible for moving waste to hauler's pick-up point?
 - c. How often will trash be picked up for hauling? Municipal or private hauler?

- e. If prospective project residents have mobility issues (elderly, handicapped, etc.), will assistance be provided for those unable to transport their own trash to the collection point?
- 10 Project Engineer/Project Architect must provide a description of the storm water control at the site (how collected, where released, etc.), including any comments that can be specifically directed toward limitations of the soils on-site.
- 11 Indicate the energy source that will be used for heating and cooling. If air conditioning will not be provided, indicate such.
- 12 If there is a known oil or gas well on the project site or within 300 feet of its boundaries, provide a scaled map showing its location relative to site boundaries and buildings. (A review of the ODNR oil and gas well map is required for this item.)
- 13 Provide a list of permits and approvals that will be required from the local or county government or state building office for construction, and the name(s) and phone number(s) of those supplying this information.
- 14 For sites with an existing or planned detention/retention basin or other body of water, provide slopes of basin or land surface adjacent to it and indicate any planned fencing or landscaping adjacent to it.
- 15 For sites with existing or proposed retaining walls or steep slopes (greater than 4:1), indicate how accidental access to the walls/slopes, and therefore accidental slips, trips and falls, will be prevented.
- 16 Copies of information request letters submitted to local health department, fire department, police department and school district, and the responses. If responses are via telephone, provide respondent's name and telephone number and a description of the responses. If desired, telephone responses can be recorded on a copy of the original letter. Senior housing projects that can commit to allowing no school-age co-tenants may indicate as such and omit the school district letter. **Form letter templates are included in these standards; wording should be copied exactly.**
- 17 Provide a map showing locations of nearest grocery, pharmacy, store(s) that carry basic items such as clothing and household goods, hospital, physician's office or clinic, parks and/or open space, library and recreational facilities relative to the project site.
- 18 Include any additional coordination or studies that have been conducted. If these studies are in progress, please indicate that they are pending and submit them as soon as they are complete:
- geotechnical soil testing
 - traffic studies
 - noise surveys or mitigation plans
 - Floodplain LOMA, LOMC, or similar floodplain modification documents
 - For projects receiving Historic Tax Credits, Parts 1 and 2 of Historic Preservation Certification Application
 - Local government Environmental Reviews and review officer name and telephone
 - Copies of building permits or other local permits that have been obtained

- 19 Evidence of the age of the structure(s).
- 20 Digital photographs submitted on a CD-R of the front, side and rear elevations of each building, the overall project site and the surrounding properties and area/streetscapes.
- 21 Map key for photographs, showing locations from which photos were taken and directions of shots.
- 22 Rehab Projects: Project Engineer/Architect needs to review buildings and comment briefly on any structural concerns and the necessary mitigations. Please also have Project Architect/ Engineer specifically comment on whether any of the structural concerns are attributed to soil conditions.
- 23 Rehab Projects: List of utility providers for project (water, sanitary sewer, electricity, natural gas). If any utility providers will be changed as a result of the project, provide a letter from each new provider indicating that service is available to the project site and listing any conditions that must be met before service is provided.
- 24 Demolition/New Construction: Follow requirements for utility letters in New Construction section below.

NEW CONSTRUCTION PROJECTS

- 25 Submit four sets of original, 35 mm color photographs of each site and surroundings and key the photographs to a map of the neighborhood.
- 26 Provide letters from all applicable utility providers (water, sanitary sewer, electricity, natural gas) indicating that service is available to the project site and listing any conditions that must be met before service is provided.

FIRE DEPARTMENT LETTER

[Date]

[Fire Department address]

Attn: [Fire Chief]

Re: Data Request for HUD Environmental Review, [Project Name] project
[Project Address/Intersection]
[City/Village/Township], [County] County, Ohio

Dear [Chief's Name]:

We are requesting information on behalf of the Ohio Housing Finance Agency in connection with the environmental review record for the [Project Name] project in [City/Village/Township], [County] County, Ohio. The project involves the [new construction *or* rehabilitation *or* adaptive reuse] of [Brief project description: number of buildings, number of units, senior housing/multi-family/single-family/permanent supportive housing/etc.]. A location map is attached.

Please provide the following information:

1. What station will provide service to this location?
2. What is the approximate response time for fire and medical emergencies?
3. Who provides ambulance service in the [city *or* village *or* township]?
4. Is the fire department included in the building plan review process? If not, would the fire department like to review the plans for this project?

Thank you for your assistance in this matter. If there are any questions regarding this request for information, please contact me at [phone number and/or e-mail].

Sincerely,

HEALTH DEPARTMENT LETTER

[Date]

[Health Department address]

Attn: [Health Commissioner/Head of Office]

Re: Data Request for HUD Environmental Review, [Project Name] project
[Project Address/Intersection]
[City/Village/Township], [County] County, Ohio

Dear [Commissioner's Name]:

We are requesting information on behalf of the Ohio Housing Finance Agency in connection with the environmental review record for the [Project Name] project located in [City/Village/Township], [County] County, Ohio. The project involves the [new construction *or* rehabilitation *or* adaptive reuse] of [Brief project description: number of buildings, number of units, senior housing/multi-family/single-family/permanent supportive housing/etc.]. A location map is attached.

Please provide the following information:

Is the health department aware of any environmental concerns at the project site or in the area?

Is the health department aware of any air quality concerns at the project site or in the area?

Thank you for your assistance in this matter. If there are any questions regarding this request for information, please contact me at [phone number and/or e-mail].

Sincerely,

POLICE DEPARTMENT LETTER

[Date]

[Police Department address]

Attn: [Chief of Police Name]

Re: Data Request for HUD Environmental Review, [Project Name] project
[Project Address/Intersection]
[City/Village/Township], [County] County, Ohio

Dear [Chief's Name]:

We are requesting information on behalf of the Ohio Housing Finance Agency in connection with the environmental review record for the [Project Name] project located in [City/Village/Township], [County] County, Ohio. The project involves the [new construction *or* rehabilitation *or* adaptive reuse] of [Brief project description: number of buildings, number of units, senior housing/multi-family/single-family/permanent supportive housing/etc.]. A location map is attached.

Please provide the following information:

1. Is criminal activity a significant problem in the area of the project site, as compared with the city in general? If so, what steps can the project take to promote safety in the area?
2. What is the approximate response time for emergency calls?
3. Are numerous traffic violations or accidents reported at the intersections near the project site? Is the area safe for pedestrian traffic?

Thank you for your assistance in this matter. If there are any questions regarding this request for information, please contact me at [phone number and/or e-mail].

Sincerely,

PUBLIC SCHOOL DISTRICT LETTER

[Date]

[School District Address]

Attn: [Superintendent]

Re: Data Request for HUD Environmental Review, [Project Name] project
[Project Address/Intersection]
[City/Village/Township], [County] County, Ohio

Dear [Superintendent's Name]:

We are requesting information on behalf of the Ohio Housing Finance Agency in connection with the environmental review record for the [Project Name] project located in [City/Village/Township], [County] County, Ohio. The project involves the [new construction *or* rehabilitation *or* adaptive reuse] of [Brief project description: number of buildings, number of units, senior housing/multi-family/single-family/permanent supportive housing/etc.]. A location map is attached.

Please provide the following information:

1. Which schools within the system will students attend?
2. Can the schools adequately absorb an influx of students that may result from the construction?
3. Will these students be on bus routes or will students walk to school?
4. Are pre-school and adult education classes available through the school system?
5. If available, please provide literature regarding the school system.

Thank you for your assistance in this matter. If there are any questions regarding this request for information, please contact me at [phone number and/or e-mail].

Sincerely,

Decision Points for Commonly Required Additional Studies for Specific Review Areas

Floodplain: Is project in the 100-year floodplain as depicted on the FEMA FIRM map? If so, all buildings, parking areas, and pedestrian and vehicular ingress and egress areas must be elevated at least one foot above the 100-year flood plain elevation. A topographical survey of the project site depicting ground elevation (existing and finished, if filling will be done) and locations and elevations of all buildings, parking areas, and pedestrian and vehicular ingress and egress areas will be required.

Wetlands: For developed project sites (rehabilitation, adaptive reuse), if no known wetlands, detention basins or drainage ways with wetland vegetation exist, then no further wetland evaluation will likely be necessary. If such features exist, a wetland screening may be required. Consultation with OHFA is recommended.

For undeveloped or partially developed (i.e., existing single-family residence on large lot to be demolished) sites, if the project site has any of the following a wetland/waters of the U.S. screening will be required.

- Hydric soils, as defined by NRCS Ohio County lists (please do not use the state or federal hydric soils lists)
- Soils with potential hydric inclusions, plus land formations indicated by the NRCS as the likely location of the hydric inclusions, as defined by the Ohio County lists
- Apparent wetland hydrology: standing water or areas with surface features indicating standing water during at least part of the growing season
- Apparent wetland vegetation
- Waterways, including drainage swales, that will be impacted by the project

If wetlands are identified, a full delineation should be performed. If any identified wetlands/waters of the U.S. will be impacted by the proposed development, the project will need to obtain all necessary permits from USACE and OEPA for wetland and stream impacts before the environmental review will be completed. If the project will be configured to avoid impacts to wetlands/waters of the U.S., the project must obtain concurrence from USACE that wetlands/waters of the U.S. have been accurately identified (i.e., project must request a jurisdictional determination) before the environmental review will be completed. In both cases, the project must provide all reports, correspondence and a site plan showing buildings, pavement and other features with respect to the locations of the wetlands/waters of the US.

Soil Suitability: If any soil type on a new construction or demolition-construction project site is characterized by the NRCS as moderately or severely limited for small commercial construction in the case of multi-family housing, or residences with or without basements (as appropriate) for single-family housing, a geotechnical survey will be required. This requirement will apply for the new construction area of any rehabilitation or adaptive reuse project site having a new construction (community building, Edition to existing building) component. For rehabilitation or adaptive reuse without a new construction component, the Project Engineer/Architect should review the existing building(s) for structural concerns and comment on necessary repairs or modifications.

Traffic: If the police department identifies traffic hazards in the project area that could directly impact the project site and/or project resident safety during normal activities (at a bus stop, for example), or if there is heavy vehicle and/or truck/bus traffic at the project ingress/egress, either a traffic study or written

confirmation of satisfactory resolution of the issue with the local traffic planning department (or equivalent) will be required.

Noise: Initial noise studies, if required, will be performed as part of the NEPA review after the project application is received. The project will be notified of the results of the study: either the noise level at the project site is acceptable, or additional information will be requested. If the project team is aware of a potential noise issue at the project site, they are free to proceed with mitigation design ahead of official notification.

Historic Properties: Request for OHPO coordination will be submitted as part of the NEPA review after the project application is received and the site visit is complete. If sufficient photographs and site plans have been submitted by the project team to characterize the site and surroundings prior to the site visit, the coordination request will be submitted at that time. OHPO's response will determine the need for any additional studies or coordination. Note: Projects receiving historic tax credits must submit both the Part 1 and Part 2 Historic Preservation Certification Applications before a request for OHPO coordination can be submitted as part of the HOME funds environmental review process.

Prime Farmland: Any NRCS coordination necessary for this issue will be handled as part of the NEPA review.

OHFA ER Standards - Abridged Edition
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