## *Environmental Review Requirements*

**A. Exempt or Categorically Excluded not Subject to 24 CFR 58.5 Projects**.

HUD has determined that the following Emergency Shelter Grant (ESG) activities will not alter any environmental conditions. Please review the following list. Those portions of your agency’s proposal which meet one of the following criteria are classified as exempt from environmental review and do not require any further documentation. Please keep in mind that a proposal may contain both exempt and non-exempt activities.

1. Tenant-based rental assistance **(24 CFR 58.35(b)(1))**;
2. Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, and Federal government benefits and services. **Note: Many agencies’ homeless prevention activities and/or essential services fall into this category (24 CFR 58.35(b)(2)).**
3. Operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs. **Note: Many shelters’ requests for assistance with operations and code correction activities fall into this category (24 CFR 58.35(b)(3)).**
4. Activities to assist homeownership of existing or new dwelling private units (not assisted with Federal funds) including closing costs and down payment assistance to home buyers, interest buy downs and similar activities that result in the transfer of title to a property **(24 CFR 58.35(b)(5)**;
5. Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact **(24 CFR 58.35(b)(6)**.
6. Information and financial services; administrative and management activities; inspections and testing of properties for hazards or defects; the purchase of insurance; the purchase of tools; engineering or design costs; technical assistance; and training are exempt **(24 CFR 58.34(a)(2-9).**
7. ***Emergency activities*** for the alleviation of imminent threats to health and safety, such as the replacement of a furnace or boiler, are also exempt, as long as they do not alter environmental conditions. They can be for either temporary or permanent improvement, but they must be limited to protection, repair or restoration necessary only to control or arrest the effects from disasters, imminent threats or physical deterioration. **(24 CFR 58.34(a)(10).**

# *Exempt Project Activities Certification*

Name of Applicant:

List exempt project activities (list as *homeless prevention, operations, etc.* and provide a brief clear description, such as: re-dry walling the upstairs bedrooms, re-wiring the kitchen; painting the exterior, buying insurance, purchasing food, etc.):

The project, or portions of the project listed above, will not alter any environmental conditions that would require an environmental review or compliance determination under federal laws and authorities.

Signed: Date:

*For those proposals or sections of proposals, which are affirmed to be exempt, the environmental review process is complete at this point.*

#### B. Environmental Requirements for Non-exempt Activities

Any other proposed activities**, including renovation/rehabilitation of existing buildings, increasing the number of homeless individuals or families served through the acquisition or construction of new facilities, or making a facility barrier-free**, must meet additional environmental review requirements, as follows.

ESG funds available to the State of Wisconsin are from the U.S. Dept. of Housing and Urban Development (HUD). Projects funded by the ESG are required to meet federal environmental standards, as contained in both federal legislation and executive orders. Specific environmental concerns addressed by these standards include:

1. Historic preservation: protecting buildings and sites of historic significance 50 years of age or older;
2. Floodplain management: discouraging new construction or substantial rehab (defined as investing 50% or more of the equalized assessed value of an existing building) in zones prone to flooding, including the 100-year floodplain and wetlands;
3. Noise: discouraging projects next to major highways, railroads, airport runways, or other major noise sources, and taking measures to reduce the interior noise levels of those projects that are located near such noise sources;
4. Man-made hazards: Discouraging the placement of projects near industrial facilities that store or use gasoline, propane, or other hazardous materials of a flammable nature; near sites that may cause environmental contamination (such as toxic waste disposal sites); or sites within or adjacent to airport runway clear zones.

DEHCR is asking applicants who are requesting funds for **non-exempt activities** to assist in making a preliminary evaluation of their projects, by gathering the information necessary to make an accurate environmental determination.

Projects, or portions of projects, which propose the rehabilitation of buildings (renovation, remodeling, repair, or physical expansion beyond code correction and routine maintenance) are termed categorically excluded if one of the following conditions is met:

1. The shelter, or other multi-family building—already acquired through other funding sources—will be retained in its original use without change in its size, capacity, or character;
2. The proposed rehabilitation of the building will replace or upgrade an existing shelter with only a minimal change in the use, size, capacity, or location;
3. The improvements to the shelter are consistent with the use of that site, and the improvements will not change the use, size, capacity or character of the building.

Other kinds of projects requiring Environmental Review are:

1. Those that remove material or architectural barriers that restrict the mobility and accessibility of elderly and/or persons with disabilities (these include Section 504 ADA compliance projects, such as projects to construct ramps or install grab bars in bath tubs; and
2. Those that propose the acquisition or rehab of 1- to 4- unit residential buildings.

If your proposal, or portions of your proposal, can be characterized in any of the above ways, then contact the DOA Environmental Desk at[**DOAEnvironmentalDesk@wisconsin.gov**](mailto:DOAEnvironmentalDesk@wisconsin.gov)**.  Include a description of the proposed activities and a street address in the email**.

**Funding Policy.** DEHCR will not fund those project proposals for which it concludes, based upon the information you provide, significant harmful impacts are likely to occur on either the physical or man-made environments, or both. Furthermore, DEHCR has also determined that it will generally not fund the cost of measures necessary to bring a project into environmental compliance. Such costs, when undertaken, must be paid by the grantee out of other, non-federal revenues. In those cases in which a project cannot be brought into compliance without expensive mitigating measures, it could mean that portion of your proposal could only be approved if it were significantly modified or if other compensatory measures were taken.

A series of questions has been developed for each environmental review issue that is likely to confront an agency applying for ESG funds. Some of the questions which follow (marked with an \*) may require consultation with a technically competent professional, such as officials in the planning units of local government, fire departments, regional planning commissions, or units of emergency government. Please make sure that your answers are as accurate as possible. The final determination of the environmental status of project proposals remains the responsibility of the State.

You will find that the environmental concerns addressed in these screening questions embody common sense concerns for safety and other widely accepted values. Please do not hesitate to ask for help in answering the questions. Much technically competent assistance can be found within the planning departments of local government, regional planning commissions, fire departments and similar places. Do not hesitate to request it.

***Activities Exempt from Further Review***

General Guidance: Any activity that repairs or replaces existing installations is generally permitted without review by the State Historical Society of Wisconsin (SHWS). Any activity that modifies or enlarges an installation may have an effect on its historic character and must be reviewed by the SHWS. Note, however, that the replacement of an existing wheelchair ramp, as well as the replacement of existing landscaping features are activities that must be reviewed by the SHSW.

**Non-Construction Work**

1. Acquisition of properties when there is assurance by the Division that historic structures and buildings will be secured and protected from vandalism, arson, and the elements, pending their rehabilitation, disposal or reuse.
2. Architectural and engineering fees and other non-construction fees and costs.
3. Rental or purchase of vehicles or other motorized equipment.
4. Rental and installation of scaffolding.
5. Temporary bracing or shoring as part of stabilization, provided that it is installed without permanent damage to the building site.

**Site Work**

1. Installation of temporary, reversible barriers such as chain link fences and polyethylene sheeting and tarps.
2. Repair, line painting, resurfacing, and maintenance of existing streets, alleys, sidewalks, and curbs, provided that no change in width, surface, vertical alignment, or drainage will result.
3. Maintenance and repair of existing landscape features, including plantings, fences, walkways, and statuary. Note: Replacement of these features is considered to be new construction and is subject to SHSW review.

**Building Exterior**

1. Repair or partial replacement of porches, cornices, exterior siding, doors, balustrades, stairs, or other trim when the repair or replacement is done in-kind and matches the appearance of the material being replaced.
2. Repair of existing wheelchair ramps, unless the ramps are to be substantially replaced. **Note:** Because ramps may significantly affect the appearance of a historic building, the replacement of ramps is considered to be new construction and is subject to SHS review.
3. Foundation repair and replacement of cast-in-place concrete.
4. Removal of exterior paint by non-destructive means, limited to:

* Hand-scraping;
* Low-pressure water wash, less than 600 psi;
* Heat plates or hot air guns;
* Chemical paint removers, if the cleaning contract requires that the chemicals be tested on the surfaces to ensure that no damage will result.

**Note that water washes, heat plates, hot air guns and chemical paint removers can be destructive to the building or harmful to the person removing paint. These mEHHods should be used cautiously.**

1. Exterior painting of wood siding, features and trim.
2. Exterior painting of brickwork, if existing surfaces are already painted.
3. Repair or in-kind installation of roofing, gutters, and down spouts. The SHPO will not review color choices in roofing materials.
4. Window repair, including caulking and weather-stripping of existing window frames, installation of new, clear glass in existing sashes, and replacement glazing compound in existing sashes.
5. Installation of storm windows, as follows:

a. Glass and screen replacement in existing storm window units.

b. New wood or baked-enamel finished metal storm windows, installed on the exterior, provided

they:

* Completely fill the original window openings with glazed window units;
* Match the meeting rail (or other major division) pattern of the primary window;
* Do not protrude beyond the face of the building.

c. New interior storm windows, provided they:

* Completely fill the original interior window opening with glazing;
* Do not cause damage to the original interior trim;
* Match the meeting rail (or other major division) pattern of the primary window;
* Are designed to seal completely so as to protect the primary window from condensation damage.

1. Replacement of primary (non-storm) windows, provided they:

* Completely fill the original window opening with glazing;
* Do not cause damage to the original interior trim;
* Match the meeting rail (or other major division) pattern of the existing windows.

1. Installation of storm doors on elevations not facing streets, if the storm doors are undecorated and have a painted finish. Decorated storm doors include those with false metal hinges, scalloped windows, applied window mullions, and stamped metal to imitate framing members.
2. Caulking and weather-stripping with compatibly colored materials.
3. Repair or in-kind replacement of signs and awnings.

**Building Interior**

1. Finishing of unfinished basements or attics.
2. Repair of existing interior walls. Note: This exemption applies to limited repair of wall surfaces only. Removal and replacement of entire wall surfaces, and reconstruction of walls is subject to SHS review.
3. Application of new drywall over plaster surfaces if:

* Interior trim and features are removed and reapplied in original locations over the new drywall; and
* No decorative plasterwork exists on the wall surfaces.

1. Repair and refinishing of interior floors.
2. Replacement of floors in-kind when original floors have been damaged beyond repair.
3. Installation of wallpaper.
4. Installation of carpeting, providing that installation does not damage any underlying wood, stone, or terrazzo floor surfaces.
5. Replacement of vinyl or similar floor coverings.
6. Repair or installation of new basement floors.
7. Kitchen and bathroom remodeling, if no walls, windows, or doors are altered.

**Mechanical, Electrical, and Plumbing Systems**

1. Installation of new furnaces and water heaters, if:

* The work utilizes the existing heat distribution system; and
* Does not result in installation or relocation of chimneys or condenser units.

1. Upgrading, repair and replacement of electrical systems and plumbing systems and fixtures. Note: The removal of original electrical fixtures, such as lights, and the installation of new electrical fixtures is subject to SHS review.
2. Asbestos abatement activities that do not involve removal or alteration of interior decorative features.

***Environmental Assessment Questions***

For assessing categorically excluded projects \* = technical consultation is recommended

*Historic Preservation*

**\***1. Is the structure 50 years of age or older? **YES**  **NO**

If **NO**, go toB. Floodplain Management and Wetlands Protection

1. If **YES**, have you (or your local unit of government) consulted with the State Historical Society (SHS) **in the last 5 years** to determine whEHHer the property is either listed on, or eligible to be listed on, the National Register of Historic Places? **YES**  **NO**

2a. If **YES**, what was the determination? (check one)

No historical properties affected

No adverse affect on historical properties

Adverse affect on historical properties

1. Are all of the proposed activities listed in Appendix B-2?

If **YES**, go to B. Floodplain Management and Wetlands Protection

If **NO**, complete and submit Appendix B-1.

#### *Floodplain Management and Wetlands Protection*

1. Are there drainage ways, streams, rivers, or coastlines on-site or adjacent to the site?

**YES**  **NO**

**\***2. Is the project site located in the 100-year floodplain? **YES**  **NO**

Flood Insurance Rate Map (FIRM) #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Effective Date: \_\_\_\_\_\_\_\_\_\_\_.

*NOTE:* If a project is determined to lie within a 100-year floodplain, it may be necessary to consider an alternate site.

1. Is the project site located in, or within 500 feet of, a wetland area (i.e., ponds, marshes, bogs, swamps or other wetlands)? **YES**  **NO**

1. If the project site is located in or near a wetland area, will your project result in fill such as topsoil or gravel being placed in the wetland area, or will it result in greatly increased usage of the wetland? **YES**  **NO**

***NOTE****:* If the answer to any of the four questions is “yes,” further technical analysis may be required to determine if mitigating measures are necessary.

##### *Noise Standards*

1. Is the project site located within 1,000 feet of a major road, highway (including county trunk highways), truck routes, State or federal highways, or an urban business route?

**YES**  **NO**

1. Is the project site located within 3,000 feet of an active rail line (used at least daily)?

**YES**  **NO**

3. Is the project located with 2 miles of a general aviation or military airport handling jet operations with scheduled air service? **YES**  **NO**

1. Is the project site located within 1,000 feet of any other noise-generating source, such as an industrial plant?

**YES**  **NO**

If the answer to any of the above four questions is “yes,” then a potential noise problem exists which may require additional mitigation measures.

##### *Thermal and Industrial Hazards*

\*1. Is the project site located within 2,500 feet of an area where conventional petroleum fuels (such

as gasoline), hazardous gases (such as liquid propane), or chemicals of a flammable nature (such as benzene or hexane) are stored within a structure or in an aboveground storage tank?

**YES**  **NO Source:**

2. Is the project site located within a runway clear zone? **YES**  **NO**

\*3. Is the project site located on or within 2,500 feet of a known active or closed waste dump or landfill site?

**YES**  **NO Source:**

1. 4. Is the project site located within 2,500 feet of an industry that disposes of chemicals or

hazardous waste on its own premises? **YES**  **NO Source:**

\*5. Is there any evidence that asbestos should be removed from the structure?

**YES**  **NO**

*An answer of “yes” to one or more of the questions in Sections A through D may mean that a significant environmental impact problem exists. As noted above, such a finding may cause the application to be denied, or it may entail a significant cost to mitigate the problem. You are reminded that the BOH will generally* ***not*** *fund the cost of measures necessary to bring a project into environmental compliance.*

**A*rchitecture/Historical Resources Review Form***

Date:

County Where Activity Located: Age:

Activity Address:

Owner Name:

Requesting Agency:

Contact Person: Title

Mailing Address:

City: State: WI Zip:

Phone: Email

**I. Administrative Data**

Program Category Name:

Subrecipient ID Number:

Name(s) of Federal and/or State Agency(ies) Involved in Project:

Description of Activity Use the following procedure to describe the nature and extent of work involved in the proposed project.

1. Submit list of proposed work to be done (use Section 8 Inspection form completed for the activity to determine required work).
2. Submit list of proposed work items, which DO NOT appear on the Activities Exempt from Further Review, list (Appendix B-2).

3. Submit Project Site Map.

**II. Architectural/Historic Resources Checklist**

To the best of your ability, indicate if the Activity site may impact property(ies) on the following lists:

\_\_\_\_\_ National Register of Historic Places

\_\_\_\_\_ Properties determined eligible for the National Register

\_\_\_\_\_ State Register of Historic Places

\_\_\_\_\_ Wisconsin inventory of historic places

\_\_\_\_\_ Locally-designated historic property

\_\_\_\_\_ Local intensive survey--see attached list of community surveys (Give name and date

\_\_\_\_\_ None of the above

**III. Activity Location and Maps**

1. If the activity is within an **incorporated** area submit a City Map (such as a DOT map). Fill out this section:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Location of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

(Village/City) (Town) (County)

Name of Project Map, if available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If the project is within an **unincorporated** area, submit a 7.5” USGS Quad Map; copies of quad maps (available from surveyor or planning offices) must include the map’s name. Fill out this section:

Township(s) \_\_\_\_\_\_\_ Range(s) \_\_\_\_\_\_\_ Section(s) \_\_\_\_\_\_\_

**IV. Photographs**

Please include clear 3 x 5-inch general photographs of each building 50 years or older and specific photos of areas in which work will be carried out. Photographs should be appropriately labeled (i.e., name of property, location of property, description of view, name of photographer and date photograph was taken.) All photographs must be keyed on the accompanying map.

[Note: Black & white photographs, color photographs, Polaroid’s or colored copies are acceptable. Black and white photocopies are not acceptable. Photographs must be unobstructed, in focus and properly developed to be acceptable. Your activity may be delayed if the photographs do not meet these requirements.]