

Minor Home Repair Program

Tier 1

Attachment B: Site Specific Review



City of Everett
Housing and Community Development

Environmental Review Form
Federal Regulations – 24 CFR Part 58

TIER II SITE SPECIFIC REVIEW

PROJECT SPONSOR: Senior Services of Snohomish County dba Homage
Minor Home Repair Program
Site Specific Review

DATE: [Click here to enter text.](#) FUND AMOUNT: \$ _____

MARKET VALUE OF STRUCTURE BEFORE REHABILITATION: \$ [Click here to enter text.](#)

FILE NAME: _____ PROJECT # _____

PROPERTY ADDRESS: _____

CITY: Everett ZIP CODE: _____

CHECK ONE:

- SINGLE FAMILY DWELLING MOBILE HOME MULTI-FAMILY DWELLING

PROJECT DESCRIPTION OR ACTIVITY DESCRIPTION:

[Click here to enter text.](#)

SECTION A

Does the rehab project meet the 'routine maintenance' threshold as defined in HUD's environmental guidance?

Routine maintenance is described as activities that merely keep the structures in good operating condition, do not add to the value of the structure, appreciably prolong its useful life, or adapt it to new uses. **Examples of "routine maintenance" include repainting previously painted surfaces; waterproofing; servicing and maintenance of mechanical systems; reapplication of protective coatings; mending cracked plaster; fixing roofing or plumbing leaks; caulking, weather stripping and re-glazing; servicing and maintenance of mechanical systems; installation of protective plywood, alarm systems or temporary fencing; fixing gutters, floors, doors, fans, timers, ducting, broken windowpanes or door locks; sweeping chimneys; replacing thermostats; replacing hot water heaters without any additional plumbing necessary; unclogging sinks and toilets and installing smoke detectors, CO detectors or grab bars.**

- Yes. Project is categorically excluded, not subject to section 58.5. Proceed with repair and forward this form and supporting documentation.
- No. Proceed with Section B, and complete this form, along with supporting.

SECTION B

In contrast to the above-mentioned description of “routine maintenance”, the following activities are considered “repairs or rehabilitation” and therefore are subject to further environmental review as per 24 CFR 58.35 (a): **Installing handrails; repair or replacement of decks, porches or stairs;** adding a room; replacing a roof; comprehensive remodeling; adding an outside wheelchair ramp or replacing major fixtures inside the home. A fixture is an object that is physically attached to the building and cannot be removed without damage to the building.

For activities in this section, the following questions must be answered, before any CDBG funds can be used.

Historic Preservation and Archaeology

1. Does the project involve any “new” ground disturbing activities? (Actions such as digging up a broken sewer pipe in order to repair or replace it, does not require additional review unless new ground is disturbed. “New” ground disturbing activities involve digging that is done deeper or wider than original installation or placement. If deeper, wider or new digging is required, a “Yes” response would be given and an EZ-1 form described below will be required).
 - No. *Skip to question 2.*
 - Yes. Consultation with the Tribes and State Archaeological Officer is required. This process may take up to 30 days. If the project disturbs soil as described above, complete form EZ-1. You will find the forms at the SHPO website: <http://www.dahp.wa.gov/hud-reviews>. Then proceed to Question 2.

2. Is the residence a mobile home?
 - No. *Skip to question 4.*
 - Yes. *Go to question 3.*

3. Is the mobile home on a “Post & Pier” foundation?
 - Yes. Attach a copy of the property information (including the page showing the type of foundation) located at <http://assessor.snoco.org/>. **Proceed with this form, but skip to the Floodplain Management question. No further historical review is required.**
 - No. *Proceed with question 4.*

4. Does the project involve a structure that is less than 45 years old? Attach the Property Information/Parcel Data Information found at <http://assessor.snoco.org/>.
 - Yes. Please provide documentation and proceed with to the Floodplain Management section.
 - No. Consultation with the State Historical Preservation Officer is required. This process usually takes two weeks, but may take longer than 45 days if the home is determined historic. Complete form EZ-2 using the Historic Property Inventory Management System at <http://dahp.wa.gov/hpi-online-systems>. Proceed with the Floodplain Management section.

Floodplain Management and Flood Insurance

1. Is the project located in a FEMA designated floodway? (*Repairs can be funded in floodplains, just not in floodways*) You can obtain FEMA FIRM (Flood Insurance Rate Maps) at <http://www.msc.fema.gov/>.
 - Yes. Stop here. Federal financial assistance cannot be used in a floodway. Project activity is not eligible.
 - No. Provide FIRM map and FIRM map panel number then proceed to question 2.
FIRM Map Panel Number: _____ YEAR: [Click here to enter text.](#)

2. Is the project located in a FEMA designated 100 year floodplain? Visit this site for FIRM Maps: <http://www.msc.fema.gov/>

- No. Provide FIRM map and FIRM map panel number. Floodplain insurance is not required. FIRM Map Panel Number: Click here to enter text. YEAR: Click here to enter text. Proceed to Wetland section.
- Yes. Provide FIRM map and FIRM map panel number. Project will have to maintain flood insurance on the property and contents if Federal Funds are utilized. Attach a copy of the individual or community (NFIP) flood insurance. FIRM Map Panel Number: _____ YEAR: _____

If yes, is the project for rehabilitation of a single family unit that exceeds 50% of the market value of the structure before rehabilitation?

- Yes. The project must comply with Executive Order 11988 by completing the 8-step-decision-making process for the entire area of consideration, according to 24 CFR 55.20. Proceed with the other items on this checklist.
- No. Proceed to the Wetland Protection section.

Wetland Protection

1. Is the project going to increase the footprint of the building?

- No. Proceed to Noise Abatement section.
- Yes. Proceed to question 2.

2. Will the footprint extend into a designated wetland? You can get wetlands map at the National Wetlands Inventory website: www.nwi.fws.gov. You should also consult local resources for locally designated wetlands.

- No. Provide documentation and proceed to Noise Abatement section.
- Yes. Contact Snohomish County OHCD to determine if your project requires an 8-step wetlands review. Provide any local or Corps of Engineers wetlands permits. Proceed to Noise Abatement section.

Noise Abatement and Control

1. Is the project within 15 miles of a military or designated primary or commercial service airport, within 1000 feet of major highways or busy roads, or within 3000 feet of a railroad? <http://www.mapquest.com>.

- No. Proceed to the Toxic and Radioactive section.
- Yes. Consider noise mitigation methods appropriate to the rehabilitation project. Inform owner of other rehabilitation programs available to reduce noise level. Proceed to question 2.

2. What is the noise source?

- Military or designated primary or commercial service airport within 15 miles. **NO SUCH AIRPORTS ARE LOCATED IN SNOHOMISH COUNTY per current list.**
- Major highway or busy road within 1000 feet. Road Name(s): _____
- Railroad within 3000 feet.

Toxic Chemicals and Radioactive Materials

1. Is the property free of hazardous materials, contamination, toxic chemicals and gasses, and radioactive substances, where a hazard could affect the health and safety of occupants? (Special consideration should be given to properties that are located near toxic or solid waste landfill sites, underground storage tanks, or other areas known to contain toxic, hazardous, or radioactive substances.) provide maps found at www.epa.gov/enviro/ and <http://www.ecy.wa.gov/fs/>

- Yes. Stop here. Place documentation and final approval in project file.
- No. Stop here. Federal financial assistance cannot be used without mitigation of toxic hazards. Place this form and documentation in the file.

Determination:

The activity can cannot convert to exempt (if the activity can convert to exempt, a Request for Release of Funds (RROF) is not required. The activity may be initiated without further environmental review. For projects that cannot convert to exempt, consultation and mitigation must be completed as appropriate, the NOI/RROF must be published (with a 7 day comment period) and a Release letter from HUD must be obtained before the project is initiated. You do not need to publish a FONSI. Documentation including: notices, the NOI/RROF, and Release letter from HUD must be attached to the ERR)

REVIEWER'S NAME AND TITLE: _____

REVIEWER'S SIGNATURE: _____