

## Exempt / CENST Activities Checklist for Agencies 24 CFR 58.34(a) and 24 CFR 58.35(b)

<p><b>Agency Information</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify activities are either Exempt or CENST.</li> <li><input type="checkbox"/> Ensure no funds have been committed or work started. (Includes all portions of a project whether funded with HUD or non-HUD funds)</li> <li><input type="checkbox"/> Verify the Certifying Officer (e.g. Mayor or Chairman) section is complete with a signature, printed name and date. <ul style="list-style-type: none"> <li><input type="checkbox"/> If signed by someone other than the CO, include a copy of the agency's Delegation of Signature Authority.</li> </ul> </li> <li><input type="checkbox"/> All documents involving maps, pictures, etc. are to be in color.</li> <li><input type="checkbox"/> Maps are to include the location of the exempt activities.</li> <li><input type="checkbox"/> HUD worksheets are located on the following HUD Exchange website. <ul style="list-style-type: none"> <li><input type="checkbox"/> Note: there are two forms on this website, (i) an Agency worksheet to be completed by grant recipient/agency only, and (ii) a Partner worksheet to be completed by consultants. <a href="https://www.hudexchange.info/programs/environmental-review/federal-related-laws-and-authorities/">https://www.hudexchange.info/programs/environmental-review/federal-related-laws-and-authorities/</a></li> </ul> </li> <li><input type="checkbox"/> All relevant documentation has been submitted for each Compliance Factor?</li> <li><input type="checkbox"/> Verify the review is complete?</li> <li><input type="checkbox"/> Note: see 24 CFR 58.35(b)(7)(c) for when a CENST activity requires a NEPA review.</li> <li><input type="checkbox"/> After the Exempt documents are submitted, email correspondence with DEO should occur on the original email chain.</li> </ul>
<p><b>Submit in the following order:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemption and CENST form: <ul style="list-style-type: none"> <li><input type="checkbox"/> Specific areas to note: <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Description: be specific and detailed. May include a chart of all exempt activities and expenditures for each.</li> <li><input type="checkbox"/> Funding Source: list separately the HUD and non-HUD funding amount(s).</li> <li><input type="checkbox"/> Check all exempt activities that apply (may correspond with the project description).</li> <li><input type="checkbox"/> Note: for activities involving "Imminent Threat" under exemption #10, refer to the Imminent Threat Addendum Checklist.</li> <li><input type="checkbox"/> If applicable, include additional attachments related to the "Project Description".</li> </ul> </li> <li><input type="checkbox"/> All documentation related to the compliance factors as noted below.</li> </ul> </li> </ul>

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<p><b>Airport Hazards (Runway Clear Zone)</b></p> <p>Clear Zones and Accident Potential Zones; 24 CFR Part 51 Subpart D</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> HUD Airport Hazards worksheet completed.</li> <li><input type="checkbox"/> Civilian airport(s):             <ul style="list-style-type: none"> <li><input type="checkbox"/> Map of civilian runway protection zone to ensure activity location is not within 2,500’.</li> <li><input type="checkbox"/> If applicable, letter from the airport operator indicating the project is outside the designated area.</li> </ul> </li> <li><input type="checkbox"/> Military airport(s):             <ul style="list-style-type: none"> <li><input type="checkbox"/> Map of military airfield accident potential zone to ensure the activity location is not within 15,000’.</li> <li><input type="checkbox"/> If applicable, document consistency with DOD Land Use Compatibility Guidelines.</li> </ul> </li> <li><input type="checkbox"/> For projects located within a designated RPZ/CZ, verify and document the project will not be occupied or frequently used by people (see information below).</li> </ul> <div style="text-align: center; margin: 10px 0;">               RPZ-CZ.pdf         </div> <ul style="list-style-type: none"> <li><input type="checkbox"/> If applicable, refer to the “Contacting Agencies” section to document the process if agencies are contacted.</li> </ul>
<p><b>Coastal Barrier Resources Act</b></p> <p>Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> HUD Coastal Barrier Resources worksheet completed.</li> <li><input type="checkbox"/> Coastal Barrier Resources System (CBRS) map with activity location. <a href="https://www.fws.gov/cbra/maps/Mapper.html">https://www.fws.gov/cbra/maps/Mapper.html</a></li> <li><input type="checkbox"/> If applicable, refer to the “Contacting Agencies” section to document the process if agencies are contacted.</li> </ul>
<p><b>Flood Insurance</b></p> <p>Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> HUD flood insurance worksheet completed.</li> <li><input type="checkbox"/> FEMA FIRM map with “effective date” and “project location”.             <ul style="list-style-type: none"> <li><input type="checkbox"/> FEMA website: <a href="https://msc.fema.gov/portal/home">https://msc.fema.gov/portal/home</a></li> </ul> </li> <li><input type="checkbox"/> Provide the National Flood Insurance Program (NFIP) information indicating the community participates in the program.</li> <li><input type="checkbox"/> If applicable, copy of the flood insurance information.</li> <li><input type="checkbox"/> If applicable, refer to the “Contacting Agencies” section to document the process if agencies are contacted.</li> </ul>