

## Site-Specific Checklist



Updated 4/14/2020

<p>Internal Tracking (Interim tracking process)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Environmental Review Record (ERR) tracked in an Excel Spreadsheet by Responsible entity (RE) from the date received until ERR is cleared.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Excel spreadsheet tracking Information:                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant name <span style="margin-left: 150px;"><input type="checkbox"/> Applicant ID#</span></li> <li><input type="checkbox"/> ERR/SWE/RVR <span style="margin-left: 150px;"><input type="checkbox"/> Address</span></li> <li><input type="checkbox"/> City <span style="margin-left: 150px;"><input type="checkbox"/> Zip Code</span></li> <li><input type="checkbox"/> County <span style="margin-left: 150px;"><input type="checkbox"/> Site/Field Inspection date</span></li> <li><input type="checkbox"/> Review Type: 1-Housing 2-Infrastructure 3-Other</li> <li><input type="checkbox"/> Review: 1-Initial 2-Supplemental <span style="margin-left: 50px;"><input type="checkbox"/> Site/Field Inspector</span></li> <li><input type="checkbox"/> QA/QC Review Date <span style="margin-left: 100px;"><input type="checkbox"/> QA/QC Reviewer</span></li> <li><input type="checkbox"/> Date DEO Received ERR <span style="margin-left: 100px;"><input type="checkbox"/> Assigned Date</span></li> <li><input type="checkbox"/> Return Date: 1-Corrections 2- special condition</li> <li><input type="checkbox"/> Updates/Corrections Received <span style="margin-left: 50px;"><input type="checkbox"/> LBP Testing</span></li> <li><input type="checkbox"/> Lead-based paint report/documents <span style="margin-left: 20px;"><input type="checkbox"/> Programmatic Agreement</span></li> <li><input type="checkbox"/> Date Review Completed <span style="margin-left: 100px;"><input type="checkbox"/> Comments</span></li> <li><input type="checkbox"/> Date Reviewed/Supervisor <span style="margin-left: 50px;"><input type="checkbox"/> Date signed/Certifying Officer</span></li> <li><input type="checkbox"/> Clearance to proceed issue date <span style="margin-left: 20px;"><input type="checkbox"/> Unique Lat/Long Center of Home</span></li> </ul> </li> </ul> </li> <li><input type="checkbox"/> The following are Special Conditions/Mitigation attached to the approval:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Lead-based paint (LBP): Interim Controls/Abatement</li> <li><input type="checkbox"/> Historical/Section 106</li> <li><input type="checkbox"/> Asbestos</li> <li><input type="checkbox"/> Elevation</li> <li><input type="checkbox"/> Certificate of Occupancy</li> <li><input type="checkbox"/> Flood Insurance</li> <li><input type="checkbox"/> Date Special Condition received/cleared</li> </ul> </li> <li><input type="checkbox"/> The following are Special Conditions to be received at Closing:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> LBP test report from consultant conducted (Step 10)</li> <li><input type="checkbox"/> Homeowner notification of LBP test results (provide within 15-days)</li> <li><input type="checkbox"/> LBP Clearance received at the end of construction and report submitted to RE.</li> <li><input type="checkbox"/> Flood Insurance document related to the structure receiving rehab/recon.</li> <li><input type="checkbox"/> Provided by homeowner or RE prior to construction (Step 14)</li> </ul> </li> <li><input type="checkbox"/> The following Special Conditions are received during construction:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> LBP Abatement Clearance report (Step 15). Abatement of all LBP first followed by an LBP Clearance. Report is submitted to RE immediately after clearance issued. Process is completed prior to regular construction commencing.</li> <li><input type="checkbox"/> Confirmation/document of report sent to owner within 15 days.</li> <li><input type="checkbox"/> LBP Interim Control Clearance report (Step 15). Interim controls may be completed with regular construction activities.</li> <li><input type="checkbox"/> Certificate of Occupancy (Step 15). Relates to mobile/manufactured homes</li> <li><input type="checkbox"/> Elevation Certificate (Step 15). Relates to site built homes raised due to the floodplain or mobile/manufactured homes.</li> <li><input type="checkbox"/> Asbestos (Step 15). Relates to permits issued.</li> </ul> </li> </ul>
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<p>(Site-Specific) Environmental Review Record (ERR) by RE</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> RE determine the next available ERR to work from the Excel Spreadsheet and pull from the K-drive only when both the ERR and Damage Assessment (DA) have been received.</li> <li><input type="checkbox"/> RE reviews the ERR for accuracy and ensure all associated compliance documentation is included.</li> <li><input type="checkbox"/> Compare ERR and Damage Assessment and confirm address and application ID match.</li> <li><input type="checkbox"/> Reference address on Google Earth and confirm/compare locations; make sure correct lot is referenced in all ERR maps.</li> <li><input type="checkbox"/> Damage Assessment is the Scope of Work and will include the estimated cost to repair the home. DA will be compared to documents in the ERR to determine: if project will should remain a rehabilitation or possibly convert to a reconstruction (determined by RE staff); elevation required.</li> <li><input type="checkbox"/> All maps and pictures should be in color and have good resolution.</li> </ul>
<p>ERR Review Process</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review of ERR:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant information section: ensure each box is completed.</li> <li><input type="checkbox"/> Application ID <input type="checkbox"/> Property Street Address <input type="checkbox"/> City <input type="checkbox"/> Zip Code/County</li> <li><input type="checkbox"/> Field Inspection Date <input type="checkbox"/> Field Inspector <input type="checkbox"/> QA/QC Reviewer <input type="checkbox"/> QA/QC Date of Review <input type="checkbox"/> RE Submission Date (field usually left blank) <input type="checkbox"/> Grant Number</li> <li><input type="checkbox"/> Construction Intent: based on the documentation provided in the ERR.</li> <li><input type="checkbox"/> Structure Type.</li> <li><input type="checkbox"/> Verify Environmental Review Determinations.</li> <li><input type="checkbox"/> Preparer signature will be consulting firm or assigned staff</li> <li><input type="checkbox"/> RE environmental reviewer will verify compliance has been met for each section and all associated documentation is provided in the ERR.</li> </ul> </li> <li><input type="checkbox"/> <b>Historical Preservation:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> All sections completed (if applicable).</li> <li><input type="checkbox"/> Section is properly documented?</li> <li><input type="checkbox"/> Programmatic Agreement (PA) utilized – when PA is approved.</li> <li><input type="checkbox"/> Property Appraiser report (housing projects).                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Property address</li> <li><input type="checkbox"/> Date home was built (LBP inspection required if pre-78 and project is rehabilitation)</li> <li><input type="checkbox"/> Market value of the structure (do not include the property land value)</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Determine if the project is 45-years of age or older; historical neighborhood or surrounding area.</li> </ul> </li> <li><input type="checkbox"/> <b>Floodplain Management:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Floodplain map included in review? Check/confirm source data.</li> <li><input type="checkbox"/> Verify project is not located in a floodway.</li> <li><input type="checkbox"/> Verify if the project is located within a floodplain. (see FEMA website <a href="https://msc.fema.gov/portal/home">https://msc.fema.gov/portal/home</a>) (see NEPassist website for supporting floodplain data with better resolution on aerial imagery. Helpful when determining floodplain requirements on structures during site specific reviews <a href="https://nepassisttool.epa.gov/nepassist/nepamap.aspx">https://nepassisttool.epa.gov/nepassist/nepamap.aspx</a> )</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> If Special Conditions/Mitigation measures apply:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevation required? (refer to the market value on the Property Appraiser document and DA estimated cost. Elevation required if substantial improvement over 50%)</li> <li><input type="checkbox"/> As needed, 8-step Decision Making process updated (See Tier I).</li> </ul> </li> <li><input type="checkbox"/> <b>Wetlands:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm wetland map included in review.</li> <li><input type="checkbox"/> Verify if the project is or is not located within a wetland. (see FEMA FIRM map website <a href="https://www.fws.gov/wetlands/data/mapper.html">https://www.fws.gov/wetlands/data/mapper.html</a>)</li> <li><input type="checkbox"/> Special Conditions apply:                 <ul style="list-style-type: none"> <li><input type="checkbox"/> Permits required? Broad level or Tier I review? (refer to U.S. Army Corps of Engineers)</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> <b>Noise:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project utilize funds from a disaster recovery grant?</li> <li><input type="checkbox"/> Noise documentation is required if additional funds are used</li> <li><input type="checkbox"/> Project expands the footprint of the home by 122% or changes location?</li> <li><input type="checkbox"/> Noise documentation is required for home construction outside of original footprint</li> </ul> </li> <li><input type="checkbox"/> <b>Endangered Species Act</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> U.S. FWS IPaC documentation in review.</li> <li><input type="checkbox"/> Bald Eagles:                 <ul style="list-style-type: none"> <li><a href="https://www.arcgis.com/apps/webappviewer/index.html?id=253604118279431984e8bc3ebf1cc8e9">https://www.arcgis.com/apps/webappviewer/index.html?id=253604118279431984e8bc3ebf1cc8e9</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maps included in review to determine the following distances:                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Within 1-mile</li> <li><input type="checkbox"/> Within 660 feet</li> </ul> </li> <li><input type="checkbox"/> For nest located within 660 feet of a project, may require Federal permit from U.S. FWS.</li> </ul> </li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Special Conditions apply:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Permits required?</li> </ul> </li> <li><input type="checkbox"/> <b>Air Quality</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Map with project location with the location of designated Nonattainment and Maintenance areas.</li> <li><input type="checkbox"/> For projects located in a Nonattainment and Maintenance area, include the following:                 <ul style="list-style-type: none"> <li><input type="checkbox"/> County</li> <li><input type="checkbox"/> Criteria Pollutants</li> <li><input type="checkbox"/> Status</li> </ul> </li> <li><input type="checkbox"/> Special Conditions apply</li> </ul> </li> <li><input type="checkbox"/> <b>Hazardous Operations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Refer to 24 CFR Part 51, Subpart C                 <ul style="list-style-type: none"> <li><input type="checkbox"/> For rehabilitation projects:                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Does occupancy density increase?                         <ul style="list-style-type: none"> <li><input type="checkbox"/> No, project is exempt from requirement.</li> <li><input type="checkbox"/> Yes, complete Acceptable Separation Distance (ASD).</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> For reconstruction (considered "new" construction) projects:                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the Acceptable Separation Distance (ASD).</li> <li><input type="checkbox"/> See HUD's Acceptable Separation Distance guidebook.</li> <li><input type="checkbox"/> ASD applies to Above Ground Storage Tanks (AGST) more than 100-gallons within a one-mile radius from the project. (see appendix I for list of hazardous gases/substances)</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Methods to locate tanks:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Google EarthPro.</li> <li><input type="checkbox"/> Florida DEP website to search for any tanks permitted by DEP.  <a href="https://floridadep.gov/waste/permitting-compliance-assistance/content/tank-facility-all-locations-and-tank-information">https://floridadep.gov/waste/permitting-compliance-assistance/content/tank-facility-all-locations-and-tank-information</a></li> </ul> </li> <li><input type="checkbox"/> Documentation:             <ul style="list-style-type: none"> <li><input type="checkbox"/> From the project location, review a one-mile radius for tanks.</li> <li><input type="checkbox"/> Map each tank and provide distance from the project to the tank. Each tank should be numbered.</li> <li><input type="checkbox"/> Calculate ASD for each tank. Ensure the tank is safely outside the ASD limits.</li> <li><input type="checkbox"/> Color pictures of each tank.</li> </ul> </li> <li><input type="checkbox"/> Special Conditions or mitigation apply?</li> <li><input type="checkbox"/> <b>Toxics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Refer to the U.S. EPA NEPAAssist website and DEP contamination locator (<a href="https://www.epa.gov/nepa/nepassist">https://www.epa.gov/nepa/nepassist</a>) (<a href="https://ca.dep.state.fl.us/mapdirect/?focus=contamlocator">https://ca.dep.state.fl.us/mapdirect/?focus=contamlocator</a>)</li> <li><input type="checkbox"/> Include the following:                 <ul style="list-style-type: none"> <li><input type="checkbox"/> A color NEPAAssist map.</li> <li><input type="checkbox"/> A color Contamination Locator Map.</li> <li><input type="checkbox"/> Project location.</li> <li><input type="checkbox"/> ECHO reports for EPA facilities within 3,000 feet of the project.</li> <li><input type="checkbox"/> ECHO report for Superfund facilities within 1-mile of the project.                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Brownfields/Superfunds require additional clearance. DR environmental staff will check clearance information provided by the contractor and follow up on facility as appropriate when reported in the ERR.</li> </ul> </li> <li><input type="checkbox"/> Additional documentation/reports if needed: Phase I/II; Contamination Locator Map/documents; Florida DEP; U.S. EPA.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> <b>Lead-based paint (see special conditions section)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reconstruction projects are exempt.</li> <li><input type="checkbox"/> Rehabilitation projects:                 <ul style="list-style-type: none"> <li><input type="checkbox"/> Project built prior to 1978. (Confirm with property appraiser document)</li> <li><input type="checkbox"/> LBP report.</li> <li><input type="checkbox"/> Refer to HUD's Lead Safe Housing Rule (LSHR).                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Interim controls or Abatement.</li> <li><input type="checkbox"/> Certification of tester.</li> <li><input type="checkbox"/> Homeowner notification (provide within 15-days).</li> <li><input type="checkbox"/> Clearance report(s).</li> <li><input type="checkbox"/> Abatement requires two-clearances be conducted.</li> <li><input type="checkbox"/> Interim controls require one-clearance to be conducted (at the end of the project).</li> </ul> </li> </ul> </li> </ul> </li> <li><input type="checkbox"/> <b>Asbestos (see special conditions section)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project built prior to (1989) – potential for asbestos identified.</li> <li><input type="checkbox"/> Testing required?                      <input type="checkbox"/> Notices?</li> <li><input type="checkbox"/> Permits?                                      <input type="checkbox"/> Other documentation?</li> </ul> </li> <li><input type="checkbox"/> <b>Airport Clear Zones</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project located within (<a href="https://www.airnav.com/airports/">https://www.airnav.com/airports/</a>):</li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li><input type="checkbox"/> 2,500 feet of civilian airport.</li> <li><input type="checkbox"/> 15,000 feet of military airport.</li> <li><input type="checkbox"/> Airport operator contacted?                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Project involve new construction, substantial rehabilitation, acquisition of undeveloped land, or activities that would significantly prolong the physical or economic life of the existing facilities that will be frequently used or occupied by people?</li> </ul> </li> <li><input type="checkbox"/> Written notice provided to prospective buyer of potential hazards from airplane accidents.</li> <li><input type="checkbox"/> Section properly documented?</li> <li><input type="checkbox"/> <b>Coastal Barrier Resources</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project located in a designated unit of the Coastal Barrier Resource system?                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes. Attach appropriate map showing site location. Application not eligible.</li> <li><input type="checkbox"/> No. Attach appropriate map showing site location. (review concluded) <a href="https://www.fws.gov/CBRA/Maps/Mapper.html">https://www.fws.gov/CBRA/Maps/Mapper.html</a></li> </ul> </li> </ul> </li> <li><input type="checkbox"/> <b>Coastal Zone Management</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project located in a Coastal Zone? (Federal funds may not be used)</li> <li><input type="checkbox"/> Color Coastal Zone map with project location. (See U.S. Fish &amp; Wildlife Service Coastal Barrier Resources System website: <a href="https://www.fws.gov/cbra/Maps/Mapper.html">https://www.fws.gov/cbra/Maps/Mapper.html</a>)</li> </ul> </li> </ul>	
	Special Conditions Process	<ul style="list-style-type: none"> <li><input type="checkbox"/> The following special condition is to be implemented at the Application &amp; Eligibility Stage                             <ul style="list-style-type: none"> <li><input type="checkbox"/> LBP test.</li> <li><input type="checkbox"/> Homeowner notification of test results (confirm provided within 15-days).</li> <li><input type="checkbox"/> Tester certifications.</li> </ul> </li> <li><input type="checkbox"/> The following special condition is to be implemented at Closing                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Flood Insurance document related to the structure receiving rehab.                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Provided by homeowner or DEO prior to construction.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> The following Special Condition is received during construction                             <ul style="list-style-type: none"> <li><input type="checkbox"/> LBP Abatement Clearance report. Abatement of all LBP hazards with interim controls for all remaining LBP followed by an LBP Clearance. Report is submitted to DEO immediately after clearance issued. Process is completed prior to regular construction commencing. See second clearance at completion of the project.</li> </ul> </li> <li><input type="checkbox"/> The following special conditions are to be implemented at Closeout                             <ul style="list-style-type: none"> <li><input type="checkbox"/> LBP Interim Control: Interim controls may be completed with regular construction activities. LBP Clearance received at the end of construction.</li> <li><input type="checkbox"/> LBP Abatement: Second clearance at completion of construction project.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"><li><input type="checkbox"/> Certificate of Occupancy. Relates to mobile/manufactured homes.</li><li><input type="checkbox"/> Elevation Certificate. Relates to site built homes raised due to the floodplain or mobile/manufactured homes.</li><li><input type="checkbox"/> Asbestos. Relates to permits issued.</li><li><input type="checkbox"/> Flood insurance document related to the structure for recon project, provided by RE or homeowner at completion of construction project.</li><li><input type="checkbox"/> The Closeout process cannot be completed until all related Special Conditions have been satisfied and cleared.</li></ul>	
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*This is intended to support the environmental review process of the Responsible Entity (RE). Additional considerations may be dependent upon what is cleared in the broad level review. If the Responsible Entity has any questions about conducting reviews, contact DEO.*