**HOUSING TRUST FUND CORPORATION**

**ACCESS TO HOME, ACCESS TO HOME FOR MEDICAID RECIPIENTS, ACCESS TO HOME FOR HEROES, & RESTORE PROGRAM**

**Environmental Site Certification**

|  |  |  |  |
| --- | --- | --- | --- |
| SHARS ID |  | PROGRAM NAME: |  |
| COUNTY: |  | MUNICIPALITY |  |
| SITE ADDRESS: |  | | |
| SCOPE/PROJECT DESCRIPTION (INCLUDE ALL FUNDING SOURCES): | | | |
|  | | | |

Prior to starting work on a site, a Project Set Up form must be submitted with this Environmental Site Certification with supporting documentation and Attachment A to OCR staff at [OCRStatePrograms@hcr.](mailto:OCRStatePrograms@hcr.)ny.gov.

The scenarios below describe the nature of the work site and proposed scope of work activities. For Section 5. Historic and Cultural Resources Compliance, use Attachment A to determine if the project requires SHPO review. Attachment A is a list of scope of work activities indicating which scope items are exempt or not exempt from review.

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| 1. **Flood Plains** | | |
| Affirm which scenario applies below: | Conditions of site/activities | |
| Scenario 1  🡪 Attach Map | Structure is not in a 100-year floodplain | |
| Scenario 2  🡪 Attach Map & Substantial Improvement  Calculation | Structure is within a 100-year floodplain and scope of work does not constitute substantial improvement | |
| Scenario 3 | Other (contract OCR program staff for guidance) | |
| 1. **Zoning Change/Special Use Permit** | | |
| Affirm which scenario applies below: | Conditions of site/activities | |
| Scenario 1 | Project conforms to the local land use plans and has received all necessary site plan approvals/site plan permits | |
| Scenario 2  🡪 Attach zoning change permit | Project requires site plan approval, zoning change, or is a change in actual use (contact OCR program staff for guidance) | |
| 1. **Site Contamination: Lead-Based Paint** | | |
| Certify the statement by checking the box: | | Conditions of site/activities |
| Scenario 1 | | Project will comply with the EPA Renovation, Repair and Painting Rule (RRP rule) if the project will involve disturbance of lead-based paint. |
| 1. **Site Contamination: Asbestos Containing Materials** | | |
| Certify the statement by checking the box: | Conditions of site/activities | |
| Scenario 1 | Asbestos Containing Materials (ACM) that will be disturbed as part of program activities will be handled and disposed of according to NYS Department of Labor requirements | |

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| 1. **Historic and Cultural Resources Compliance** | |
| Affirm which scenario applies below: | Conditions of site/activities |
| Scenario 1  🡪 Proof of age letter required | Structure is under 50 years old and the project does not involve disturbance of previously undisturbed ground. |
| Scenario 2  🡪 Include completed Attachment A Checklist to confirm scope of work activities are all exempt | 1. Structure is over 50 years old |
| 2. All project activities are consistent with exempt tasks in Attachment A(check project scope of work tasks against exempt vs non-exempt activities in Attachment A) |
| 3. No SHPO consultation required |
| 4. Compliant with Human Remains Protocol |
| Scenario 3  🡪 SHPO review and letter required | 1. Structure is over 50 years old |
| 2. Project activities include tasks that are both exempt and non-exempt (per Attachment A) |
| 3. Project has been reviewed by SHPO and a “No Impact” letter is attached |
| Scenario 4  🡪 Seek guidance from OCR | If none of the conditions listed above apply to your project, contact OCR program staff for guidance |

**Certification**

I am the authorized signatory for the Access to Home, Access to Home for Veterans, Access to Home for Medicaid Recipients or RESTORE award to the entity named below.  I have read this Environmental Site Certification and by signing this document agree with the statements made herein and agree that this project will comply with the rules and regulations outlined herein and that a copy of this Certification is subject to further review by HTFC’s Environmental Analysis Unit prior to the start of site work in these circumstances: substantial improvement in a flood zone; work on a building determined by SHPO to have historic or cultural significance; ground disturbance; zoning changes; if the work constitutes a SEQR Unlisted Action.

**Prepared by:**  **Date:**

**Title:**

**Preparer’s Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Environmental Site Certification – Attachment A Checklist**

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| --- | --- | --- | --- |
| SHARS ID |  | SITE ADDRESS: |  |

Using the scope of work prepared for the site address above, complete the checklists below to identify which work scope items apply to the project.

If any items in the scope of work are not subject to exemption, i.e., non-exempt, select Scenario Three on the Environmental Site Certification form, as the existence of any non-exempt tasks requires SHPO review and a SHPO response letter. Below is a summary of work scope items that are not subject to an exemption that will require SHPO review.

If the scope of work contains only exempt items, SHPO review is not required for the project, as indicated in Scenario Two on the Environmental Site Certification form. Complete, submit, and retain this Attachment A checklist to document the exemptions for this project site.

**SUMMARY OF SCOPE ITEMS NOT SUBJECT TO EXEMPTION**

The following list identifies non-exempt work scope items. If the project includes any of these items, SHPO review and a SHPO review letter are required.

**Building Interior Work**

* Interior rehabilitation/replacement projects that serve to enhance purely aesthetic features:  
  🡪 Murals

🡪 Glazed paint  
🡪 Gold leaf   
🡪 Ornamental plaster

* Installation of new exposed ductwork
* Surface mounted wiring, conduits, or piping
* Replacement of existing archaic or decorative glass  
  🡪 Stained glass, decorative glass features

**Exterior Walls, Porches, Foundations**

* Use of surface preparation treatments  
  🡪 Water blasting, sandblasting, power sanding, and chemical cleaning
* Construction of accessibility ramps that requires removal of or damage to historic porch/landing fabric or details
* Repairs to a flat roof that may result in visibility from ground level

**Weatherproofing and Insulation**

* Installation of insulation systems that alter architectural detail
* Exterior insulation finishing systems (EIFS) that do not include adequate vapor and moisture drainage system and cannot be performed in enclosed spaces that are not finished

**Ground Disturbing activities**

* Ground disturbing activities that do not conform to the original footprint require review, with the exception of existing water lines/laterals.

**SECTION I. BUILDINGS**

|  |  |  |  |
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| **A. Interior Work** | **Exempt vs. Non-Exempt** | **In-Kind** | |
| **Repair** | **Replace** |
| 1. **Decorative finishes that contribute to the architectural significance of a property (e.g., murals, glazed paint, gold leaf, ornamental plaster)** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. **Interior modifications that alter significant features** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. **Replacement of plaster with character-defining detail** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. Floors | Exempt |  |  |
| 1. Walls | Exempt |  |  |
| 1. Stairs | Exempt |  |  |
| 1. Ceilings | Exempt |  |  |
| 1. Trim | Exempt |  |  |
| 1. Non-destructive or concealed testing for hazardous materials (e.g., lead paint) or assessment of concealed damages | Exempt |  |  |
| 1. Interior finishes including plaster and wallboard (must be restricted to damaged areas) | Exempt |  |  |
| 1. Sheetrock or prefabricated panel walls (to pre-disaster appearance) | Exempt |  |  |
| 1. Damaged plaster and lath with drywall | Exempt |  |  |
| 1. Installation of grab bars (must not alter significant features) | Exempt |  |  |
| **B. Utilities** | **Exempt vs. Non-Exempt** | **In-Kind** | |
| **Repair** | **Replace** |
| 1. **New exposed ductwork** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. **Non-Preexisting surface mounted wiring, conduits, piping** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. Heating, ventilation, air conditioning | Exempt |  |  |
| 1. Electrical and plumbing systems (e.g., well and sump pumps) | Exempt |  |  |
| 1. Plumbing fixtures including toilets and bathtubs | Exempt |  |  |
| 1. Interior fire detection, fire suppression, or security alarm systems | Exempt |  |  |
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| **C. Interior Work** | **Exempt vs. Non-Exempt** | **In-Kind** | |
| **Repair** | **Replace**  ***(Must match original detail* *and material)*** |
| 1. **Replacement of existing archaic or decorative glass** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. Damaged or deteriorated Windows and Windowpanes (clear plate, double, laminated or triple insulating glazing) | Exempt |  |  |
| 1. Shutters and Storm Shutters | Exempt |  |  |
| 1. Doors | Exempt |  |  |
| **D. Exterior Work** | **Exempt vs. Non-Exempt** | **In-Kind** | |
| **Repair** | **Replace** ***(Must match original detail and material)*** |
| 1. **Surface preparation treatments (e.g., water blasting, sandblasting, power sanding, chemical cleaning)** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. **Removal, damage, or destruction of historical porch/landing fabric or details** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. Repainting of surfaces | Exempt |  |  |
| 1. Walls | Exempt |  |  |
| 1. Porches | Exempt |  |  |
| 1. Foundation | Exempt |  |  |
| 1. Columns and cornices | Exempt |  |  |
| 1. Siding, trim | Exempt |  |  |
| 1. Balustrades | Exempt |  |  |
| 1. Stairs | Exempt |  |  |
| 1. Dormers | Exempt |  |  |
| 1. Brackets | Exempt |  |  |
| 1. Masonry walls | Exempt |  |  |
| 1. Parapets | Exempt |  |  |
| 1. Chimneys | Exempt |  |  |
| 1. Brick-and-mortar components | Exempt |  |  |
| 1. Accessibility ramps | Exempt |  |  |
| **E. Roofing** | **Exempt vs. Non-Exempt** | **In-Kind** | |
| **Repair** | **Replace** |
| 1. **Roof replacement that does not fit the in-kind specifications in #5 must be directly reviewed by SHPO.** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. Roofing, rafters | Exempt |  |  |
| 1. Fascia | Exempt |  |  |
| 1. Soffits | Exempt |  |  |
| 1. Replacement of roofing materials:  * Three-tab asphalt shingles with dimensioned architectural shingles; * Cement asbestos shingles with asphalt-based shingles or other roofing of similar appearance to the original such as slate; * Corrugated asbestos panels with corrugated metal panels or other roofing of similar appearance to the original;  Untreated wood shingles or shakes with similar items of fire-resistant wood; and * In-kind replacement of corrugated metal panels. | Exempt |  |  |
|  |  |  |  |
| 1. Gutters | Exempt |  |  |
| 1. Verge boards | Exempt |  |  |
| 1. Leader boxes | Exempt |  |  |
| 1. Downspouts | Exempt |  |  |
| 1. Metal roofs (replaced with in-kind material) | Exempt |  |  |
| **F. Weatherproofing and Insulation Activities:** | **Exempt vs. Non-Exempt** | **In-Kind Replace** | |
| 1. **Urea formaldehyde foam insulation or thermal insulation containing water** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. Installation of insulations systems that do not alter architectural detail | Exempt |  | |
| 1. Exterior insulation finishing systems with vapor & moisture drainage system | Exempt |  | |

**SECTION II. GROUND DISTURBING ACTIVITIES**

**Ground disturbing activities are considered “in-kind” when the proposed activities substantially conform to the original footprint and/or are performed in previously disturbed soils, including the area where the activity is staged.**

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| **A. Footings and Foundations** | **Exempt vs. Non-Exempt** | **In-Kind** | |
| **Repair** | **Replace** |
| 1. **Activity that disturbs previously undisturbed ground** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. Footings | Exempt |  |  |
| 1. Foundations | Exempt |  |  |
| 1. Retaining walls | Exempt |  |  |
| 1. Slopes/Slope stabilization systems | Exempt |  |  |
| 1. Gabion baskets | Exempt |  |  |
| 1. Crib walls | Exempt |  |  |
| 1. Soldier pile | Exempt |  |  |
| 1. Lag walls | Exempt |  |  |
| 1. Existing water lines/laterals | Exempt |  |  |
| **B. Driveways and Parking Lots** | **Exempt vs. Non-Exempt** | **In-Kind** | |
| **Repair** | **Replace** |
| 1. **Activity that disturbs previously undisturbed ground** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. Driveways | Exempt |  |  |
| 1. Parking lots | Exempt |  |  |
| 1. Walkways | Exempt |  |  |
| 1. Driveway railings to support elderly/disabled person | Exempt |  |  |
| **C. Wells and Septic Systems** | **Exempt vs. Non-Exempt** | **In-Kind** | |
| **Repair** | **Replace** |
| 1. **Activity that disturbs previously undisturbed ground** | **Non-Exempt 🡪 Requires SHPO Review** |  | |
| 1. Repair, replacement, and reinforcement of water wells, septic systems, water main, and sewer lines. | Exempt |  |  |