

NYS CDBG Tier II Site Specific Environmental Review Checklist Instructions

A checklist must be prepared for each property where the sites were not selected at a programmatic level and should be completed prior to construction.

Section I CDBG Recipient Information

1. Enter the Recipient/ Responsible Entities Name.
 - a. The City/Town/Village/County that was awarded NYS CDBG funding.
2. Enter the CDBG #
 - a. This is the OCR assigned CDBG project number.

Section II Site Information

1. Enter the street address
 - a. Provide the address and the City/Town/Village that the property is in, and the five (5) digit ZIP code
 - i. Address must match tax records.
 - ii. For Villages, provide Town and Village
 1. For Villages split between multiple Towns or Counties, provide the Town and County where the property is physically located.
 - b. Provide the number of units within the structure being rehabilitated, even if each unit will not be receiving CDBG assistance.
 - c. From the dropdown list, select which County the project is located in.

Section III Project Description

1. Provide a brief, narrative description of the project. This description can include, but is not limited to, anticipated ground disturbance, tree cutting, and the age of the structure.
2. From the dropdown list select the activity type that best describes the proposed activity to be undertaken. Contact Community/Economic Developer if uncertain.
3. Provide the total estimated cost to complete the project. This includes all sources of funds including NYS CDBG and all other Federal and State funds, private and owner equity.

Section IV Statutory Checklist Compliance Description

1. For each compliance factor choose whether it was addressed at the tier I or tier II level of the environmental review process.
2. For factors addressed at the tier II review level provide a brief compliance determination explanation and attach supporting documentation.

Section V Prepared by

1. Provide the name, and the organization of the person that completed the form, preparer must provide signature and date of signature.
2. Provide the name, and the organization of the Certifying Officer, Certifying Officer must provide signature and date of signature.

*The original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).