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: Select One:

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 to both the Project Manager and OCRStatePrograms@hcr.ny.gov with the following Environmental Review documents:

1. Environmental Site Certification, with applicable supporting documents
2. Historic Preservation Worksheet for State-Funded Projects – Designation Compliance Certification, with applicable supporting documents.

Affirm which scenario applies below:	Conditions of site/activities
1. Flood Plains	
☐ Scenario 1 → Attach Map	Structure is not in a 100-year and/or 500-year floodplain
☐ Scenario 2 → Attach Map & Substantial Improvement Calculation	Structure is within a 100-year and/or 500-year floodplain and scope of work does not constitute substantial improvement
☐ Scenario 3	Other (contact OCR program staff for guidance)
2. Zoning Change/Special Use Permit	
☐ 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)
Certify the statement by checking the box:	
3. Site Contamination: Lead-Based Paint	
☐ Certified	Project will comply with the EPA Renovation, Repair and Painting Rule (RRP rule) if the project will involve disturbance of lead-based paint.
4. Site Contamination: Asbestos Containing Materials	
☐ Certified	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
5. Wetlands	
☐ Certified	Prior to the start of work involving ground disturbance, it will be assessed as to if a wetlands determination is necessary; if additional evaluation or permit is required it will be obtained from the DEC, ACOE or APA as applicable.

Certification

I am authorized signatory for the entity names 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 Unit.

LPA Name:

Print Name:

Title:

Signature: _____ **Date:**

NYS HOMES & COMMUNITY RENEWAL
Historic Preservation Certification For State-Funded Projects
(v. Spring 2026)

NYSHCR Program:	Select One:
Project ID #:	
Site Address:	

This Worksheet and these exemptions are for use by NYSHCR State-funded programs.[1]

Directions: Review the entire project scope (from all funding sources) and compare it to each of the exemptions. If any exemption applies, check the applicable box, sign this certification, and attach indicated attachments (if any). Only, if no exemption applies, submit the project for review to the New York State Office of Historic Preservation through the NYS Cultural Resource Information System ("CRIS") and provide the resulting correspondence to HCR in your application for funding or as otherwise requested. All project site work, regardless of exemption status, must comply with Appendix A (Human Remains Discovery Protocol) and Appendix B (Unanticipated Discoveries).

EXEMPTIONS

Single Family Housing (defined as one- to four-family residence(s) on approved lots):

☐ New construction of Single-Family Housing on approved lots that are not within a State Register ("SR") or National Register ("NR") eligible or listed historic district, as indicated in CRIS. (Attach CRIS search page).

☐ Demolition or rehabilitation of and/or site work associated with Single-Family Housing that is less than 50 years old. (Attach evidence of age).

☐ Demolition or rehabilitation of and/or site work associated with Single-Family Housing that is not State Register ("SR") or National Register ("NR") eligible or listed either individually or as part of a historic district, as indicated in CRIS. (Attach CRIS search page).

☐ Rehabilitation of and/or site work associated with Single-Family Housing that is State Register ("SR") or National Register ("NR") eligible or listed either individually or as part of a historic district as indicated in CRIS and the rehabilitation work consists solely of activities listed in Sections 2 and 3 on Attachment A (Attach CRIS search page and Attachment A).

Mobile homes:

☐ Replacement of mobile homes and all related infrastructure, including but not limited to wells, septic systems, and utility lines. (No attachments required).

All other projects:

☐ The building is less than 50 years old and any site work consists of only the exempt activities listed in Attachment A, Exemption 1 - Site Work. (Attach evidence of age and Attachment A).

☐ CRIS does not identify the building as State Register ("SR") or National Register ("NR") eligible or listed either individually or as part of a historic district and any site work consists of only the exempt activities listed in in Attachment A, Exemption 1 - Site Work. (Attach CRIS search page and Attachment A).

☐ CRIS does identify the building as State Register ("SR") or National Register ("NR") eligible or listed either individually or as part of a historic district and the entire project consists only of the exempt activities listed in Attachment A. (Attach CRIS search page and Attachment A).

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[1] A separate Designation and exemption worksheet applies to projects within HCR's Leading in Lead Prevention Pilot Program. Full terms supporting this Worksheet are found in the May 18, 2026 "Designation By Office Of Parks, Recreation and Historic Preservation Under 9 NYCRR Part 428.12 of Exemptions From OPRHP Review For Certain Undertakings Relating To New York State Homes & Community Renewal State-Funded Programs."

Signature

I am the authorized signatory to the project sponsor named below. I have read this 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 HCR.

Printed Name:

Title:

Signature: _____

On behalf of (sponsor name):

Attachment A

Definitions:

a. "In-Kind Repair" means an action to restore the mechanical, structural, or aesthetic function of an element of a historic resource using materials and methods compatible with the original nature and function of that element.

b. "In-Kind Replacement" means the removal of a deteriorated historic feature or material on a historic building, and the installation of a new feature composed of the same material and matching the design, form, dimension, color and texture as that of the feature or material being replaced. Replacement of non-historic, modern building materials with new materials of any appearance. Historic Feature" is any component of a building that was part of the original construction, or a later addition added within the period of significance of the building or Historic District"

c. "Historic Feature" is any component of a building that was part of the original construction, or a later addition added within the period of significance of the building or Historic District.

d. "Substantial earth moving" includes: (1) grading and excavation more than six inches deep; (2) grubbing, tree and stump removal; and (3) trenches more than three feet wide.

Exemptions:

1. Site Work –

a. Underground utilities. Repair or replacement of existing water, sewer, natural gas, electric or telecommunication lines within existing trenches or within new trenches that are three (3) feet or less in width. Directional boring of new/replacement utility lines.
b. Above Ground Utilities. Repair or replacement of existing wires, anchors, crossarms, and other miscellaneous hardware on existing overhead lines; not including pole replacement or installation outside city limits.
c. Septic systems. Repair or replacement of septic systems when there is no more than 0.25 acres of ground disturbance.
d. Fences. New fences and repair or replacement of existing fences.
e. Steps. In-kind repair/replacement of steps.
f. Streets, driveways, alleys, and parking areas. Repair and restriping of existing concrete or asphalt surfaces and parking areas provided that no changes are made in width, surface, vertical alignment or drainage.
g. Curbs, gutters, sidewalks, retaining walls. Repair of existing concrete or asphalt surfaces or in-kind replacement of brick, rock, or stone materials for curbs, gutters, sidewalks, and retaining walls.
h. Street lighting and traffic signals. Repair and replacement of non-historic streetlights, traffic signals, and traffic signs, outside of a listed or eligible historic district.
i. Park and playground equipment. Installation, repair or replacement of park and playground equipment that are less than 50 years old.
j. Temporary structures. Installation of temporary construction-related structures including scaffolding, barriers, screening, fences, protective walkways, signage, office trailers or restrooms.

k. Test holes and wells. Test borings, well drilling and perc tests that do not require a temporary or permanent new access road to the site.

l. Generators. Temporary installation of generators, and permanent installation of generators that occupy an area under 50 square feet behind the building they serve.

m. Plantings. Planting of grass, shrubs, bushes and trees unless the property is located within or adjacent to a listed or eligible historic property.

n. Site work conducted in association with Single Family Housing (a one-to four-family residence).

2. Exterior Rehabilitation

a. Exterior repairs. In-kind repair of porches, cornices, exterior siding, doors, balustrades, stairs or other trim.

b. Windows:

i. Historic Windows. Windows that were part of the original construction, or a later addition added within the period of significance of the building or Historic District: Caulking, weatherstripping, reglazing and repainting of existing historic wood or metal windows, installation of new window jambs or jamb liners; repair, replacement or installation of storm windows (exterior, interior, metal or wood), provided they match the historic shape and size of the historic prime windows and that the any structural division, such as a meeting rail, coincides with that of the prime window. If historic windows are still extant on a primary facade, and replacement windows are proposed for some, but not all, openings, the replacement windows must match the historic windows in terms of configuration (e.g., six-over-six double-hung should be replaced with six-over-six double-hung). Muntins should be exterior-applied.

ii. Non-historic Windows. Repair of non-historic windows, addition of storm windows, and replacement with new windows sized to fit the original window openings with structural components, mullions, and muntin configurations that approximate the historic window appearance. For example, if the historic windows were double hung, a meeting rail approximately in the middle.

c. Exterior Painting. Exterior painting of previously painted surfaces. Removal of exterior paint by non-destructive means, using lead-safe work practices (see 24C.F.R. Part 35.1330 (a) (4), and § 35.1350), limited to hand scraping, low-pressure water less than 600 p.s.i, heat plates, hot air guns, or chemical paint removers provided that the removal method is consistent with §35.140 Prohibited methods of paint removal, and National Park Service Preservation Briefs #10: *Exterior Paint Problems on Historic Woodwork*, and #37: *Appropriate Methods for Reducing Lead- Paint Hazards in Historic Housing*.

d. Roofing:

i. In-kind repair or in-kind replacement of historic roofing materials, defined as roofing that dates to the building's original construction or wood or slate shingles, terra cotta or clay tiles, standing-seam metal roofing, or stamped metal roofing, with no change in roof pitch or configuration.

ii. In-kind repair or in-kind replacement of decorative soffits, eaves, and cornices.

iii. Replacement of roof sheathing flashing, gutters, and downspouts with new materials of any kind.

iv. Installation of new roofing or reflective roof coatings on a flat-roofed building with a parapet, such that the roofing material is not visible from any public right-of-way.

v. Asphalt Roofing. Repair or replacement of asphalt roofing with new asphalt roofing of any color. Replacement of asphalt roofing with metal roofing outside of SR or NR eligible or listed building districts.

e. Awnings. Repair or in-kind replacement of awnings.

f. Mechanical systems. Placement and installation of exterior HVAC mechanical units and vents not on the front elevation and rooftop units that cannot be seen in conjunction with the front façade.

g. ☐ Basement bulkhead doors. Replacement or repair of basement bulkhead doors and installation of basement bulkhead doors not on the front elevation.

h. ☐ Mothballing. Securing or mothballing a property by boarding over window and door openings, making temporary roof repairs, and/or ventilating the building in accordance with National Park Service Preservation Brief 31: *Mothballing Historic Buildings.*

i. ☐ Accessibility Ramps. Graded ground paths that provide access to a building, repair of existing ramps, and installation of ramps. If modifying historic features, then work will be undertaken in a manner that substantially maintains historic features either intact or modified to the least extent practical.

j. ☐ Foundations. Below-grade repair of brick or stone foundations that does not include applying weatherproofing or sealers, and repairs to all other types of foundations.

k. ☐ Attic Vents. Repair or in-kind replacement of historic attic vents in original openings or installation of new attic vents painted to match gable. Installation of ridge vents on replacement roofs provided that the historic gable vents are retained. Existing historic gable vents may be covered or sealed on the interior if required.

l. ☐ Seismic and structural repairs. Seismic and structural repairs of buildings and parking facilities, provided that there is no substantial earth moving, such as new footings, foundation-trenching or excavation.

m. ☐ Chimney liners. Repair or in-kind replacement of chimney liners provided that the work does not affect the exterior of the chimney.

n. ☐ Solar Panels. New installations that are not visible from the public way or will be only minimally visible (defined as a level of visibility of one-foot above parapets or roofline).

o. ☐ Repair or replacement of existing non-historic exterior lighting fixtures. Re-wiring or re-lamping of historic light fixtures.

3. Interior Rehabilitation

a. ☐ Mechanical systems. Installation, replacement or repair of plumbing, HVAC systems and units, hot water heaters, furnaces, electrical wiring and fire protection systems, provided no structural alterations are involved. Included are bathroom improvements for handicapped access, provided the work is contained within the existing restroom walls. This allowance does not provide for the installation of new exposed ductwork nor does it allow for surface mounted wiring, conduits, piping, etc., unless previously existing.

b. ☐ Surfaces. Repair or in-kind replacement of interior surface treatment, such as floors, walls, ceilings, plaster and woodwork. If covering historic features, such as wood floors, then carpet or sheet goods (linoleum or vinyl) shall be installed in a reversible manner, either through tacking or with an underlayment so historic floors shall not be irreversibly damaged.

c. ☐ Replacement of damaged plaster and lath with drywall where the plaster is a non-character-defining detail.

d. ☐ Insulation:
   i. ☐ Installation of non-spray insulation in ceiling, attic, and basement spaces.
   ii. ☐ In-Kind Replacement or installation of insulation systems, provided that existing interior plaster, woodwork, exterior siding, or exterior architectural detail is not altered. The allowance does not apply to urea formaldehyde foam insulation or any other thermal insulation containing water, when installed within wall cavities. It does not apply to exterior insulation finishing systems (EIFS).

e. ☐ Caulking and weather-stripping to complement the color of adjacent surfaces or sealant materials.

f. ☐ Radiant Barriers. Installation of radiant barriers in unoccupied attic spaces.

g. ☐ Asbestos abatement. Abatement or control of asbestos that does not involve removal or alteration of interior features.

h. ☐ Floors and stairs. Repair and in-kind replacement of floors and stairs, replacement of carpets, and installation or repair of concrete basement floor in an existing basement.

i. ☐ Stairlifts. Installation of stairlifts.

j. ☐ Bath and kitchen fixtures. Repair or replacement of bathroom and kitchen equipment and fixtures.

k. ☐ Accessibility. Modification of an interior space for handicapped access within the walls of the existing space. If modifying historic features, then work will be undertaken in a manner that substantially maintains historic features either intact or modified to the least extent practical.

l. ☐ Lead-Based Paint hazard mitigation. Interior lead hazard mitigation and abatement using lead-safe work practices (see 24 C.F.R. Part 35.1330 (a) (4), and § 35.1350), when it is limited to washing, scraping and repainting, wallpapering, and chemical stripping of lead –painted surfaces, installation of new window jambs or jamb liners, installation of metal panning in window wells, and replacement of non-significant flat stock trim, provided that the work is consistent with §35.140 Prohibited methods of paint removal and National Park Service Preservation Brief #37: *Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing*.