

OHFA ENVIRONMENTAL REVIEW REQUIREMENTS FOR FEDERALLY FUNDED PROJECTS

Table of Contents

Section I	Introduction	Page 2
Section II	Choice Limiting Activities	Page 3
Section III.	Phase I ESA	Page 3
Section IV.	Phase II ESA	Page 9
Section V.	Submittal Requirements	Page 11
Section VI.	Additional Studies for Specific Review Areas	Page 13

Attachments

- A Standard Mitigations
- B Phase I ESA Checklist
- C Letter of Reliance (Sample)
- D Fire Department Letter (Sample)
- E Health Department Letter (Sample)
- F Police Department Letter (Sample)
- G School Letter (Sample)

SECTION I INTRODUCTION

The purpose for this publication is to inform developers of proposed projects, Environmental Consultants, and interested parties of the Ohio Housing Finance Agency's (OHFA) ESA (environmental site assessment) and ER (environmental review) requirements. Environmental Consultants can trust that these guidelines and directives will be used to evaluate Phase I submissions for all projects funded by OHFA with federal funds. Consultants should use this document to plan their work accordingly for each project for which they are involved. All Phase I ESAs must meet these requirements. ESAs that do not satisfy OHFA's environmental review requirements or are incomplete will be returned to the sponsor.

Questions concerning OHFA's environmental review requirements should be directed to Karen Banyai, Ohio Housing Finance Agency, 57 East Main Street, Columbus, OH 43215, phone: 614-752-4185, fax: 614-995-0295, e-mail: kbanyai@ohiohome.org.

An overview of the HOME ER process as administered by OHFA and Ohio Department of Development (ODOD) Office of Housing and Community Partnerships (OHCP) staff:

1 Projects are notified by OHFA that they are scheduled to receive federal funds.

2 OHFA's ER contractor will provide initial guidance to the projects' designated point of contact/developer. The developer will be given a timeframe in which to supply OHFA's contractor with the responses to these standards.

3 OHFA's ER contractor will schedule a site visit and notify the developer of such.

4 OHFA's contractor will provide the developer with a "Needs List" of any additional items that are site specific and required to complete the environmental review record (ERR). In the event that OHFA's contractor discovers items of concern after the initial needs list response, a project could receive an additional needs list(s).

5 Once all of the requested items are supplied to OHFA's contractor, the contractor will complete the ERR and supply the developer with a list of site specific mitigations. Once the mitigations are agreed to, OHFA's contractor will release the ERR to OHFA and ODOD OHCP (Office of Housing and Community Partnerships).

6 Once OHCP has reviewed the ERR, the developer will be contacted with the instruction for posting the public notice. Once the notice is published, the comment period will begin. This is typically a 4 to 6 week process.

7 Once the posting period is complete, OHCP will make a formal request to HUD for the request for release of funds (RROF).

8 Once HUD issues the release the project will be notified. At this point, and not until then, construction can commence.

It is important to understand that the above outlined process can take about 60-360 days from start to finish. It is also important to know that this time frame relies on a "clean site" and a motivated developer. Should either of these two things be missing the process will take longer, so PLEASE plan accordingly.

Information submitted in response to this standard must be submitted in pdf form with items numbered or otherwise clearly named. They can be provided on a cd or uploaded to an ftp site with instructions and password information.

SECTION II CHOICE LIMITING ACTIVITIES

OHFA will be reviewing all projects for compliance with the requirements under 24 CFR Part 58 which includes compliance with the restriction against conducting choice limiting activities. Once a project sponsor contemplates an application for federal funding, no choice limiting activities may be conducted. OHFA considers choice limiting activities to be physical alterations of the site or the site improvements. This can include, but is not limited to the following:

- Demolition
- Tree removal
- Clearing and grubbing
- Placement of fill
- Mobilization of construction related equipment or material to the site
- Excavation
- Structure modifications

SECTION III PHASE I ENVIRONMENTAL SITE ASSESSMENT

Section III of this document is written for the Environmental Consultant who is performing the Phase I Environmental Site Assessment. The Environmental Site Assessment (ESA) must conform to ASTM Environmental Site Assessment Standards for Commercial Real Estate Transactions, **E 1527-05**, and with additional OHFA requirements outlined herein. The review must be conducted in a manner consistent with the meaning of the phrase "all appropriate inquiry into previous ownership and use of the property consistent with good commercial or customary practices" [42 USC 9601 (35)(b)]. Phase I ESAs will be reviewed for strict adherence to the ASTM standards and reports must include all of the ASTM required text. The checklist used to review Phase I ESAs is included in the attachments of this standard for reference. We encourage all Phase I ESA providers to review the checklist when preparing Phase I ESAs. The subsections below describe the requirements for a Phase I ESA for OHFA federally funded projects.

A. Interview Requirements. Interviews with the seller and the client (the user of the report) must be included. Additionally, interviews with BOTH the health department and the fire department are required and responses must be included in the Phase I ESA in order for the report to be fully compliant. In addition to asking the typical Phase I ESA questions, we encourage Phase I providers to also ask the questions in Attachments D (Fire Department Letter) and E (Health Department Letter) of this document.

B. Federal and State Environmental Database Review. Listed sites identified within the search radius for each of the databases listed below must be geo-coded to a scaled map showing the location of the listed facilities in relation to the subject site. Each database site within the applicable search radius must be evaluated for significance as required by ASTM E1527-05 paragraph 8.1.9. The evaluation discussion must include reasons for the environmental professional's conclusions. Because distance is considered in the exclusion from consideration of sites outside the ASTM radii, distance alone will not be considered sufficient justification for removing a database site from consideration as a

recognized environmental condition. **File reviews will generally be required for active release sites within 500 feet of the project site and may be required in other site-specific cases.** In the case of scattered sites projects, each project site must be evaluated separately for each search radius and database. In such cases, the database search must be performed to allow this individual evaluation.

- NPL sites: Identify/list sites within 1-mile radius
- Delisted NPL sites: Identify/list sites within ½-mile radius
- CERCLIS sites: Identify/list sites within ½-mile radius
- CERCLIS NFRAP sites: Identify/list sites within ½-mile radius
- RCRA TSD: Identify/list sites within ½-mile radius
- RCRA CORRACTS: Identify/list sites within 1-mile radius
- RCRA Generator list: Property and adjoining properties, including across public thoroughfares
- ERNS Reports: Property only
- Federal IC/EC (institutional/engineering controls) registries: Property only
- ACRES (federal Brownfields) sites: Identify/list sites within ½-mile radius
- Solid waste/Landfill sites: Identify/list sites within ½-mile radius
- Ohio DERR sites: Identify/list sites within 1-mile radius
- Ohio EPA Brownfields Inventory sites: Identify/list sites within ½-mile radius
- LUST sites: Identify/list sites within ½-mile radius
- Registered UST sites: Property and adjoining properties

C. Local Environmental Database Review. The Environmental Site Assessment will document local environmental records for the subject property and adjoining parcels. This review will minimally include:

- City Fire Department records
- City or County Public Health Department records

D. Prior Land Use History. Document current and past uses of the property from the present back to the property's first developed use or to 1940, whichever is earlier. Any significant gaps in the use history of the site should be clearly identified in the report. All sites require a historical review of available fire insurance maps (Sanborn, etc.) for the property and the adjoining sites at a minimum. For properties where Sanborn coverage is not available, the historical review must include historical aerial photographs. The Phase I ESA must include true copies of available fire insurance maps and/or high quality color photographs of available aerial photographs. If historical fire insurance maps and/or aerial photographs are not available on intervals sufficient to satisfy ASTM requirements, or when no recent Sanborns are available, a review of local street directories for the subject property and adjoining parcels must be included. If data failure is encountered, provide documentation that all Standard Historical Sources identified by ASTM in Section 8.3.4 of E1527-05 were consulted; provide justification if any sources are deemed not likely to be useful without having been consulted.

Sanborn Map searches and street directories are deemed to be "*reasonably obtainable*" and may be ordered from:

- Environmental FirstSearch Inc., 11925 East 65th Street, Suite 12, Indianapolis, Indiana 46236, phone: 1-765-987-8641, fax: 1-317-823-3535, web: www.eFirstSearch.com/.

- Environmental Data Resources, Inc., 3530 Post Road, Southport, CT 06490, phone: 1-800-352-0050, fax: 1-800-231-6802, web: www.edrnet.com/.
- Current & Historic Research, P.O. Box 176, Lewisville, Indiana 47352, phone: 1-765-524-1392 (Sanborns available only through 1950s and must be supplemented by additional historic resources such as aerial photographs after that date).

The location of the proposed project site boundaries must be noted on the photos and the Sanborn fire insurance maps. Unmarked maps will be returned for clarification. If map coverage does not exist for the subject site, please provide a copy of the “NO COVERAGE” certificate.

E. Site Visit. Either the environmental professional, as defined by 40 CFR §312.10(b), shall perform the site visit and interviews or evidence of the environmental professional’s participation in planning the site visit and interviews shall be provided. At a minimum, all exterior areas will be examined and all interior common and maintenance/utility areas will be entered. The assessment must include the following:

a. General Site Setting:

- Review of past and present land use of **subject site and adjoining properties**, noting any operations using or producing hazardous substances or petroleum products.
- A color copy of the current USGS 7.5 min. topographic map with scaled project site location shown is required.
- A site plan showing empty and occupied user spaces, recreational facilities, parking lots, roads and surface water on the project site. Adjoining site uses, including names of any commercial or industrial tenants, must be shown on the site plan and described in the report.
- Photographs of site interior, exterior and adjoining properties. High quality color copies or original photographs must be provided.
- Identification of strong, pungent or noxious odors and metallic or plastic storage drums (usually 55-gallon), whether leaking or not. Containers identified as containing hazardous substances or petroleum products are to be noted on the site plan.
- Above ground and underground storage tanks, both interior and exterior, and known or suspected former tank locations.
- Electrical generators, transformers, power transmission lines and equipment that may contain PCBs. If transformers are present, please identify their age and owner and describe any labels indicating PCB content.

b. Interior Observations:

- Type of business currently or previously conducted at the facility (commercial, multifamily housing, industrial, etc.).
- Operations that utilize, generate, store or dispose of hazardous substances or petroleum products.
- Approximate quantities of hazardous substances/petroleum products used or stored and hazardous wastes generated from site operations. All bulk storage areas should be noted in the report and depicted on the site plan.
- Stained flooring, drains or walls caused by substances other than water.

- Location of floor drains, sumps etc. should be noted in the report and depicted on the site plan.

c. Exterior Observations:

- Hazardous substance/petroleum product storage areas on project site and adjoining parcels. Note all aboveground storage tanks visible from the project site in any direction.
- Areas of obviously stained soil, leachate break-outs from waste disposal facilities or stressed vegetation (from sources other than lack of water).
- Extensive filling or grading, or hummocky or undulating surface topography suggesting trash or other waste disposal.
- Disposal of trash or other waste outside of approved containers/areas. The nature of the items disposed should be described in the report and the location shown on the site plan.
- Water discharge into ditch or stream on or adjacent to property.

d. Observations for structures undergoing demolition and/or rehabilitation:

- **Friable and non-friable Asbestos Containing Materials (ACM's).** If Asbestos Containing Materials are present, and the structure is to be renovated, a survey will be required. The survey does not need to be conducted at the time of the Phase I ESA.
- **Lead-Based Paint.** If the structure was constructed before Jan 1, 1979 and it is to be renovated/remodeled, a survey will be required. The survey does not need to be conducted at the time of the Phase I ESA. If a structure was previously present, examine the ground for paint chips or painted building debris.
- **Histoplasmosis.** Infestations of birds or bats in existing buildings that result in accumulation of bird droppings or bat guano will require clearing of the infestation, removal of the droppings or guano, and wipe tests to verify complete remediation. Projects need to include a copy of the proposed abatement plans and costs with their application.

e. 100 Year Flood Plain and Wetland Observations:

- Geological, hydrogeological, and hydrological data for the project site including the 100-year flood plain and flood way elevation as determined by FEMA, if present at or adjacent to the project site. You must include a copy of the FEMA Flood Hazard map including the Community Panel Number in your report; FEMA Map Center Firmettes or copies of the actual Flood Hazard Map are preferred; screen shots from the FEMA web site or third party products are not acceptable. The site boundaries must be noted on the FEMA map. All buildings, parking areas, and pedestrian and vehicular ingress and egress areas must be elevated at least one foot above the 100-year flood plain elevation when the development is completed. If any part of the project buildings, parking areas, or pedestrian or vehicular ingress and egress areas will lie within the 100-year flood plain as shown on the FEMA map, a topographic survey of the project site and its buildings, parking areas and pedestrian and vehicular ingress and egress areas must be provided.

- **Wetlands.** The Phase I ESA must address the potential for the presence of any wetlands on the project site. This must include observations during the site visit for the presence of any swales, drainageways, ditches, depressions or low lying areas of the site. The aerial photographs should also be screened for areas on the site that historically appeared wet. The report must include a copy of the USFWS National Wetland Inventory Map, or the current Wetlands Data Layer of the National Spatial Data Infrastructure, with the project site boundary clearly indicated. The County hydric soil and hydric components lists are the standard for determining hydric soils and should be included, together with a map of the USDA SSURGO soil map units at the project site. All of these components must be discussed in the text of the report.

f. Manmade Hazards:

- **Underground Storage Tanks (UST's).** Abandoned or temporarily closed UST's will require closure. Historical tank locations lacking closure documentation will require verification sampling. The Bureau of Underground Storage Tank Regulations closure assessment procedures (OAC 1301:7-9-12(I)) are the standard by which closure or verification sampling will be evaluated, including for unregulated USTs. Please refer to the BUSTR site check procedure for sites where tanks have already been removed if applicable [OAC 1301:7-9-13(F)(3)(b)(iii)]. Former dispenser island locations, pipe elbow locations (bends in the piping runs) and remote fill locations will need to be sampled.
- **Aboveground Storage Tanks (AST's).** For above ground storage tanks at the project site or adjoining sites, and for ASTs near the project site and having a direct line of sight to the project site from any distance, the following information must be provided in order to facilitate evaluation according to procedures set forth in HUD's guidebook entitled Siting of HUD-Assisted Projects Near Hazardous Facilities: 1) Scaled drawing or figure showing project site boundaries, location of ASTs and any associated dikes, AST facility loading/unloading or staging areas for vehicles used for roadway, rail or water transport of the products stored in the ASTs, and existing barriers (hills, berms, buildings) between the project site and the AST s; 2) Type and capacity of each AST; 3) Contents (specific chemical name, not trade name) of each AST; 4) Whether each AST's contents are under pressure or not; 5)Capacity of the largest container or container compartment that would be filled/staged/parked in each depicted loading/ unloading or staging area; 6) Height and nature (soil, construction materials) of any depicted existing barriers (hills, berms, buildings); and 7) Contact name and phone number for each AST facility.
- **EMF.** Sites impacted by high-voltage power transmission lines (60 kV and higher) will normally require a set back sufficient to achieve a 2 mG exposure limit; an exposure of 2-3 mG will require additional evaluation and exposures above 3 mG are not acceptable. The EMF setback requirement is for transmission lines only. EMF exposures may be measured by the power company owning the transmission lines or may require determination by an independent on-site survey. For an outline of the required elements of an EMF study, contact OHFA.
- **High Pressure Buried Gas Lines or Liquid Petroleum Transportation Pipelines.** No residential structures will be allowed within 10 feet of the outer boundaries of the pipeline

easement. Projects with sites located within 220 yards of a buried high-pressure gas transmission line (4" diameter or larger and 400 psi or higher) or liquid petroleum transportation pipeline must comply with HUD's buried pipeline policy, found in HUD Handbook 4135.1 Version 2 Chapter 2, requiring a statement from an authorized official of the pipeline company certifying compliance with 49 CFR 192.607, 192.609, 192.611 and 192.613. The location and capacity of any buried pipelines located on or near the proposed development site, and the pipeline easement limits, must be noted in your report and located on the site map.

F. Site Map Requirements. The Phase I ESA must include a site map, to scale, noting features previously outlined in this document, including locations of buildings and pavement. All on-site and adjoining identified environmental concerns must be shown, whether evaluation determines that they are "recognized environmental conditions" or not. The site map must also identify adjoining property uses and proximity to adjoining structures. Location and size of gas and electric transmission utilities, wetlands, and flood plain boundaries must be noted. An aerial photo may be used as a base map for the site plan, however the plotted scale should not exceed 1" = 100' and be of sufficient resolution to distinguish site features.

G. Vapor Intrusion. When environmental concerns are being identified and evaluated, the potential for intrusion of harmful vapors into the project buildings must be considered. ASTM practice E2600-08 and guidance developed jointly by OEPA DERR and VAP may be consulted for methods to identify potential vapor intrusion risks and to evaluate whether additional investigation is prudent. Conclusions must be presented as part of the results section of the Phase I ESA report.

H. Phase I ESA Evaluation and Report

a. Professional opinion of the environmental consultant assessing risks related to the proposed development site plus a recommendation as to the need for any additional or detailed investigation to identify any potential contamination, related liabilities and projected clean-up. The environmental consultant must include recommendations for any condition related to contamination that has the potential to impact the health of future residents, even if the consultant's analysis shows that the condition does not meet the definition of recognized environmental condition. In compliance with ASTM E1527-05 paragraph 12.6, "The opinion shall specifically include the professional's rationale for concluding that a condition is or is not currently a recognized environmental condition" for all known or suspect recognized environmental conditions, historical recognized environmental conditions and *de minimis* conditions. The consultant **MUST STATE** one of the following, using this language, in the report:

- "We have performed an Environmental Site Assessment in conformance with the scope and limitations of ASTM Practice E1527-05 of [insert address or legal description], the property. Any exceptions to or deletions from this practice are described in Section [] of this report. This assessment has revealed no evidence of recognized environmental conditions in connection with the property."

(Or)

- "We have performed an Environmental Site Assessment in conformance with the scope and limitations of ASTM Practice E1527-05 of [insert address or legal description], the property. Any exceptions to or deletions from this practice are described in Section [] of

this report. This assessment has revealed no evidence of recognized environmental conditions in connection with the property except for the following: (list exceptions)."

- b. The use of the **HREC** (Historically Recognized Environmental Conditions) designation is limited to historical impacts that have been previously remediated *and* for which closure documentation from a regulatory agency exists. If a HREC exists on site, please include a copy the closure documentation with your report. HRECs lacking appropriate closure documentation will be treated as an REC and will need to be resolved accordingly.
- c. **Documentation.** The report of findings for the Environmental Site Assessment should in general follow the ASTM recommended report format. The report will include all documentation to support the analyses, opinions and conclusions of the environmental consultant. All sources, including those that reveal no findings, should be well documented, and copies included in the report. Any source materials that were reviewed in color should be copied in color. The Phase I ESA and the consultants' Letter of Reliance must have been prepared within six months of funding notification. **A Phase I ESA and/or Letter of Reliance prepared more than 6 months prior to the funding award notification will not be accepted.** For further information see Sec 4.6 and Sec 4.7 ASTM, E-1527-05.
- d. **Qualifications of the Environmental Consultant.** The qualifications of the environmental professional(s) and the qualifications of the personnel conducting the site reconnaissance and interviews, if conducted by someone other than an environmental professional, must be included in the report's appendices. The consultant **MUST STATE** both of the following, using this language, in the report:
 - "[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental professional as defined in §312.10 of 40 CFR 312."
 - "[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR part 312."
- e. **The "Letter of Reliance"** must be completed and signed by the environmental consultant performing the Environmental Site Assessment and submitted with their Phase I report. The Letter of Reliance **must be in the format** supplied in this document. Any changes, limitations to or deviations from the supplied forms will result in delays or rejection of the proposal.
- f. **OHFA as an Insured Party** The environmental consultant utilized for the proposed project is required to list the Ohio Housing Finance Agency as an insured party on their errors and omissions insurance policy. This insurance must cover OHFA for losses up to one million dollars and be listed on the consultant's insurance binder, a copy of which is required with the Phase I submittal. Does OHFA wish to continue with this requirement?

SECTION IV PHASE II ENVIRONMENTAL SITE ASSESSMENT REQUIREMENTS

Section IV of this document should be shared with the Environmental Consultant who is proposing Phase II environmental investigations such as soil, groundwater or air sampling. Recognized Environmental Conditions (REC's), including historical uses that represent the potential for the presence of hazardous

substances or petroleum products at concentrations meeting the ASTM definition of REC, require additional investigation. Concerns that are inadequately investigated, that present a clear ongoing health hazard to residents of the proposed development, and/or present an unacceptable degree of lender or owner liability, may be the basis for termination of processing of the proposal. Any proposed remediation must comply with applicable federal and state environmental standards. Costs associated with environmental remediation, including compliance monitoring, must be supported by actual bids and itemized in the development's trade payment breakdown.

RECs identified in the Phase I ESA must be adequately resolved so that the Environmental Consultant can opine whether **“the data provides sufficient information to support a professional opinion that there is no reasonable basis for suspecting the disposal or release of hazardous substances or petroleum products at the site with respect to the recognized environmental conditions assessed, and that no further assessment is necessary or that with respect to the recognized environmental conditions assessed, hazardous substances or petroleum products have been released or disposed at the property (ASTM E-1903).”** Evaluation of the data must also accomplish one of the following three goals: 1) determine that there is no evidence that human health or the environment may be harmed by the condition(s) being evaluated; 2) determine that human health or the environment may be harmed by the condition(s) being evaluated and provide recommendations for protecting human health and the environment from harm; or 3) determine that human health or the environment may be harmed by the condition(s) being evaluated and provide recommendations for further investigation that will lead to design of protective measures.

Prior to developing a Phase II sampling plan, the environmental consultant must review available regulatory agency files for sites that are identified as RECs or as presenting a health risk to project site residents. This will ensure that data already collected for the suspect site is taken into account in the sampling plan, and in some cases may provide sufficient information to conclude that the suspect site's environmental condition will not have an impact on the project site or future residents. A complete copy of the reviewed file(s) must be provided to OHFA's consultant except in cases where OHFA's consultant has approved the omission of portions of very large files.

The sampling design must be sufficient in scope to define the nature and extent of impact and to characterize all applicable and relevant pathways. Data quality objectives for Phase II sampling plans; sample location, quantity, and analytical procedures chosen must be consistent with the identified RECs or other identified health risks being evaluated, applicable exposure pathways, and residential land use. Because site plans are subject to change depending on multiple factors that are evaluated during the environmental review process, Phase II sampling plans should not be based on future placement of such improvements as buildings, pavement, tenant gardens or recreational areas, but rather should focus on identifying the source and concentration distribution of contaminants. Sampling plans that lack sufficient rigor to provide reliable results will be considered to be incomplete and phase II reports based on such plans will be returned to the environmental consultant for additional sampling. Appropriate QA/QC samples, including at a minimum one trip blank per group of samples, must be included. At the sponsor's request, OHFA's consultant will pre-review a proposed scope of service for Phase II sampling.

Sampling methods should be suited to the contaminant and medium being evaluated and to the goals of the investigation, and should be performed according to guidance available from OEPA and USEPA. Certain methods are not appropriate for certain situations: centrifugal pumps may be used for purging but not for sampling; peristaltic pumps and tubing with a check valve at the lower end may be used to sample groundwater for non-volatile contaminants but not for volatile and semi-volatile components or dissolved

gases; temporary groundwater monitoring wells may be used to screen for the presence or absence of a contaminant but the analytical results may not be used to determine compliance with action levels; composite soil samples may be used for waste characterization if approved by the disposal facility but not for site contaminant level determination.

If modeling of subsurface conditions is performed, the model should be appropriate to the conditions encountered and should be adjusted to reflect these conditions wherever practicable. All input data must be provided.

The Phase II ESA report must include a description of all equipment and techniques used, a description of on-site conditions at the time of field activities, maps of sampling locations and other pertinent features, borehole logs, monitoring well construction diagrams, laboratory reports including QA/QC information and chain of custody documentation, a table or tables comparing sample results to the appropriate action levels, and conclusions and recommendations based on the analytical data. Incomplete Phase II reports will be returned to the environmental consultant for completion.

SECTION V SUBMITTAL REQUIREMENTS

The following items are needed for OHFA's contractor to begin the environmental review process. These items should be submitted as soon as possible after notification of funding has been received.

1. Project team's single point of contact for environmental review questions including email and phone number.
2. Identify any significant changes to the project since submission of the application.
3. A complete copy of the Phase I ESA report prepared in accordance with this standard.
4. Newspaper where legal notices will be published; include phone number and contact person responsible for publication.
5. If clearinghouse response was not received before application was submitted, provide a copy when received.
6. Project Engineer/Project Architect needs to provide a description of the storm water control at the site (how collected, where released, etc.), including any comments that can be specifically directed toward limitations of the soils on-site.
7. Provide a list of permits and approvals that will be required from the local or county government or state building office for construction, and the name(s) and phone number(s) of the government officials (or URLs of the web sites) supplying the information used to compile the list.
8. For sites with an existing or planned detention/retention basin or other water body, provide slopes of basin or land surface adjacent to water body and indicate any planned fencing or landscaping at the basin/water body. Indicate whether detention/retention basins are designed to contain water all the time, or just during/immediately after rain events.

9. For sites with existing or proposed retaining walls or steep slopes (greater than 4:1), indicate how accidental access to the walls/slopes, and therefore accidental slips, trips and falls, will be prevented.
10. Copies of information request letters/questionnaires submitted to local health department, fire department, police department, local school district, **and the responses**. Alternatively, project sponsors may call the various agencies directly to obtain responses. If responses are via phone, provide respondent's full name and phone number and a description of the responses. See attached form letters/questionnaires.
11. For rehab and adaptive reuse projects: Project Engineer/Architect needs to review buildings and comment briefly on any structural concerns and the necessary mitigations. Please also have Project Architect/ Engineer specifically comment on whether any of the structural concerns are attributed to soil conditions.
12. Any additional coordination or studies that have been conducted. If these studies are in progress, please indicate that they are pending and submit them as soon as they are complete:
 - geotechnical soil testing
 - traffic studies
 - noise mitigation plans
 - Floodplain LOMA, LOMC, or similar floodplain modification documents
 - For projects receiving Historic Tax Credits, Parts 1 and 2 of Historic Preservation Certification Application
 - Local government Environmental Reviews and review officer name and phone
 - USDA Rural Development environmental review coordination requests and replies (with ODNR Natural Heritage, USDI Fish & Wildlife Service, Ohio Historic Preservation Office)
13. Review the attached standard mitigations and provide signed copy (see Page 16).
14. Question for OHFA – are photograph pages and photo location keys required for the funding application? If so, we'll just utilize those. We are also assuming that we can get a complete copy of the application materials from OHFA?

SECTION VI. ADDITIONAL STUDIES FOR SPECIFIC REVIEW AREAS

This section provides information about review areas which commonly require additional reviews or studies. If the particular impact area applies, project sponsors may wish to begin these studies in advance of the environmental review records being initiated by OHFA's contractor. Alternatively, project sponsors can wait until OHFA's contractor notifies them that additional studies will be necessary.

Floodplain: Is project in the 100-year floodplain as depicted on the FEMA FIRM map? If so, all buildings, parking areas, and pedestrian and vehicular ingress and egress areas must be elevated at least one foot above the 100-year flood plain elevation. A topographical survey of the project site depicting ground elevation (existing and finished, if filling will be done) and locations and elevations of all buildings, parking areas, and pedestrian and vehicular ingress and egress areas will be required.

Wetlands: For developed project sites (rehabilitation, adaptive reuse), if no known wetlands are present or only detention basins or drainage ways with wetland vegetation exist then no further wetland evaluation will likely be necessary. If such features exist, a wetland screening may be required. Consultation with OHFA is recommended.

For undeveloped or partially developed (i.e., existing single-family residence on large lot to be demolished) sites, if the project site has any of the following a wetland/waters of the U.S. screening will be required.

- Hydric soils, as defined by NRCS Ohio County lists (please do not use the state or federal hydric soils lists)
- Soils with potential hydric inclusions, plus land formations indicated by the NRCS as the likely location of the hydric inclusions, as defined by the Ohio County lists
- Apparent wetland hydrology: standing water or areas with surface features indicating standing water during at least part of the growing season
- Apparent wetland vegetation
- Waterways, including drainage swales, that will be impacted by the project

If wetlands are identified, a full delineation should be performed. If any identified wetlands/waters of the U.S. will be impacted by the proposed development, the project will need to obtain all necessary permits from USACE and OEPA for wetland and stream impacts before the environmental review will be completed. If the project will be configured to avoid impacts to wetlands/waters of the U.S., the project will need to obtain concurrence from USACE that wetlands/waters of the U.S. have been accurately identified (i.e., project will need to request a jurisdictional determination) before the environmental review will be completed. In both cases, the project will need to provide all reports and correspondence and a site plan showing buildings, pavement and other features with respect to the locations of the wetlands/waters of the US.

Soil Suitability: If any soil type on a new construction or demolition-construction project site is characterized by the NRCS as moderately or severely limited for small commercial construction in the case of multi-family housing, or residences with or without basements (as appropriate) for single-family housing, a geotechnical survey will be required. This requirement will apply for the new construction area of any rehabilitation or adaptive reuse project site having a new construction (community building, addition to existing building) component. For rehabilitation or adaptive reuse without a new construction

component, the Project Engineer/Architect should review the existing building(s) for structural concerns and comment on necessary repairs or modifications.

Traffic: If the police department identifies traffic hazards in the project area that could directly impact the project site and/or project resident safety during normal activities (at a bus stop, for example), or if there is heavy vehicle and/or truck/bus traffic at the project ingress/egress, then either a traffic study will be required or written confirmation of satisfactory resolution of the issue with the local traffic planning department (or equivalent) will be required.

Noise: Initial noise studies, if required, will be performed as part of the NEPA review after the project application is received. **Please do not have outside consultants prepare noise studies.** The project will be notified of the results of the study: either the noise level at the project site is acceptable, or additional information will be requested. If the project team is aware of a potential noise issue at the project site, they are free to proceed with mitigation design ahead of official notification.

Historic Properties: Request for OHPO coordination will be submitted as part of the NEPA review after the project application is received and the site visit is complete. If sufficient photographs and site plans have been submitted by the project team to characterize the site and surroundings prior to the site visit, the coordination request will be submitted at that time. OHPO's response will determine the need for any additional studies or coordination. Note: Projects receiving historic tax credits must submit both the Part 1 and Part 2 Historic Preservation Certification Applications before a request for OHPO coordination can be submitted as part of the environmental review process.

OHFA ENVIRONMENTAL REVIEW STANDARD

ATTACHMENTS

Attachment A: Standard Mitigations

1. Any proposed changes to the project must be conveyed to OHCP and OHFA promptly. The Environmental Review must be reevaluated by OHCP and OHFA prior to initiation of any proposed changes.
2. Project personnel shall be notified, both verbally and through notations on the final construction drawings, that work shall be halted and OHCP and OHFA notified immediately if archaeological remains are discovered during construction to allow for coordination with OHPO regarding appropriate actions.
3. If an additional phase or affiliated project is proposed by a member of the current project team, this additional work must be coordinated with OHPO, prior to initiation and regardless of the funding source.
4. Best Management Practices and Reasonably Available Control Measures [OAC Rule 3745-17-08(B)] shall be employed by the Contractor to control fugitive dusts during construction activities.
5. Construction drawings/specifications shall be modified to include the following statement: "The Contractor shall at no time incorporate any materials that are composed of or contain any amount of asbestos. The substitution of materials that contain any amount of asbestos will in no circumstances be acceptable. Upon completion of the project, the Contractor and Project Architect shall submit written statements or certifications asserting that no asbestos containing materials were used in any portion of the construction."
6. Noise-producing construction activities should be avoided during the designated noise-sensitive period (10:00 pm to 7:00 am).
7. Project personnel shall be notified, both verbally and through notations on the final construction drawings, that work shall be halted if indicators of contamination (fill other than "clean hard fill," discolored soils or chemical/petroleum odors) are identified during construction to allow for a qualified environmental professional to inspect the site and make recommendations regarding appropriate actions.
8. A site specific Storm Water Pollution Prevention Plan must be developed in accordance with the NPDES Construction Storm Water Permit, which will detail the appropriate Best Management Practices to control erosion until final site stabilization is achieved. In accordance with the construction storm water permit, site inspections must be conducted at least every 7 days and within 24 hours after a significant rain event. During the site inspections, erosion control measures should be observed to ensure they are functioning correctly.
9. [Multi-family] The Project Sponsor/Project Developer shall ensure that contractors arrange for proper disposal at appropriately-licensed facilities of all solid and/or hazardous waste generated by the construction, as well as any materials currently dumped on the property. The Property Manager will contract with a public or private hauler for removal of waste generated by the occupant households, or will ensure that residents have arranged for trash removal with the local service provider. For elderly

residents, the Property Manager shall ensure that trash removal is arranged for residents who are not physically capable of removing their household wastes.

10. The Property Manager shall notify prospective tenants that the unit was constructed as part of a federally funded project and that an environmental review of the project was completed as required under the National Environmental Policy Act. The Property Manager shall advise tenants that the review will be maintained on file by the Project Sponsor throughout the tax credit period and is available for review by the prospective tenant.
11. The Project will follow Occupational Safety and Health Administration (OSHA) recommendations and guidelines during construction activities to ensure worker and public safety. This will include safety equipment to be worn by workers and barriers to public access.
12. Prior to move-in, management shall advise tenants, in person, of safety precautions, including use of locks and other safety features, 911 emergency service, and available neighborhood watch programs.
13. All units shall be equipped with air conditioning systems
14. A spill response kit should be present on the site during construction activities and chemical storage on-site should be minimized.

I have reviewed the above listed standard mitigations for federally funded projects in the state of Ohio and agree to comply with them upon implementation of the project. I understand that project specific mitigations will be developed during the course of the environmental review record, and a review of these additional mitigations will also be necessary.

Name

Date

Attachment B: OHFA Phase I ESA Review Checklist

Prepared within 6 months prior to funding notification? _____ Date of Site Visit _____ Date of Database Search _____
Date of Report _____ Date of notification _____

✓	Item	Standard ¹	Comments and notes
	Letter of Reliance (OHFA form)	OHFA	
	OHFA as additional insured (\$1M E&O)	OHFA	
	USGS topographic map (color copy)	ASTM 8.2.3	
	Color photographs	OHFA	
	Environmental lien/AUL information	ASTM 6.2	
	Owner & occupant interviews	ASTM 10 et seq	
	ESA User interview	ASTM 6 & 10	
	Sanborns or Sanborn NC letter	OHFA	
	Adequate historic research, site & adj.: To earlier of 1940 or first developed; document data failure if applicable	ASTM 8.3 et seq (esp. 8.3.4) & 8.1.5	
	Discretionary setting sources? ²	ASTM 8.2.3	
	Database Search Review (if scattered sites, apply to each site): ASTM 8.2.1		
	NPL	1 mile	Federal Brownfields/ ACRES ½ mile
	Delisted NPL	½ mile	
	CERCLIS	½ mile	Ohio DERR 1 mile
	CERCLIS NFRAP	½ mile	Landfills/SWF ½ mile
	RCRA CORRACTS	1 mile	Leaking UST ½ mile
	non-CORRACTS TSD	½ mile	Registered UST property & adj.
	RCRA Generators	property & adj.	Ohio IC/EC property
	Federal IC/EC	Property	Ohio VCP property
	ERNS	Property	Ohio Brownfields ½ mile
	Database Sites: evaluation of significance	ASTM 12.6 ³	
	Local HD database review/interview	AS p. 5, ASTM 11	
	Local FD database review/interview	AS p. 5, ASTM 11	
	Site visit: All exterior areas observed; common and maintenance/utility interior areas entered	ASTM 9 et seq	
	Site map requirements met	OHFA	
	ACM investigated (rehabs/demo)	OHFA	
	Lead-based paint investigated (rehabs/demo)	OHFA	
	Histoplasmosis investigated (rehabs)	OHFA	
	Floodplain requirements met	OHFA	
	Wetlands requirements met	OHFA	
	UST requirements met	OHFA	
	AST requirements met	OHFA	
	EMF requirements met	OHFA	
	Pipeline requirements met	OHFA	
	Professional Opinion (REC statement)	ASTM 12.8	
	Environmental Professional statement	ASTM 12.13	
	EP meets standard for training/experience?	ASTM 3.2.29	
	Additional work recommended/needed/completed?	OHFA	

¹OHFA 2010 Environmental Review Requirements and ASTM E1527-05

²Not required, but highly recommended if conclusions are drawn based on estimated direction of groundwater flow

³Based on the purpose of approximate minimum search distances as presented in ASTM 8.1.2, evaluation of significance and removal of database sites from consideration as an REC cannot rely solely on distance from subject property

Checked items indicate that the information is in compliance with the OHFA and ASTM standard and no additional information is needed; items with an "X" indicate information is missing and details of required information will often be provided in the comments column.

Attachment C: Letter of Reliance

(DATE)

Project Administration Manager
Ohio Housing Finance Agency
57 East Main Street
Columbus, Ohio 43215

RE: Phase I ESA for: (Insert Development Name)

Dear Project Administration Manager:

Please find enclosed the Phase I Environmental Site Assessment for the subject property dated () to the Ohio Housing Finance Agency and Ohio Department of Development.

It is my understanding that the information contained in the Environmental Site Assessment will be used by OHFA in considering proposed financing of residential development of the property and, furthermore, that OHFA and the Ohio Department of Development (ODOD) may rely upon the Environmental Site Assessment as if it were issued to OHFA and ODOD.

I **certify** that the attached is a true, correct and complete copy of the Environmental Site Assessment and that the report represents my professional opinion of the site as of this date. I also confirm the evaluation, recommendations and conclusions contained in the Environmental Site Assessment as of this date and that the Environmental Site Assessment has been performed in conformance with the scope and limitations of **both** the ASTM Practice E1527-05, and OHFA'S Environmental Review Requirements.

Sincerely,

(CONSULTANT)

Attachment D: Fire Department Letter

[Date]

[Fire Department address]

Attn: [Fire Chief]

Re: Data Request for HUD Environmental Review, [Project Name] project
[Project Address/Intersection]
[City/Village/Township], [County] County, Ohio

Dear [Chief's Name]:

We are requesting information on behalf of the Ohio Housing Finance Agency in connection with the environmental review record for the [Project Name] project in [City/Village/Township], [County] County, Ohio. The project involves the [new construction *or* rehabilitation *or* adaptive reuse] of [Brief project description: number of buildings, number of units, senior housing/multi-family/single-family/permanent supportive housing/etc.]. A location map is attached.

Please provide the following information:

1. Are you aware of any USTs at or near the project site?
2. Are you aware of any hazardous-material responses or other environmental concerns in the project area?
3. Do you have file(s) available for the project site that can be made available for review, or can copies be provided?
4. What station will provide service to this location?
5. What is the approximate response time for fire and medical emergencies?
6. Who provides ambulance service in the [city *or* village *or* township]?
7. Is the fire department included in the building plan review process? If not, would the fire department like to review the plans for this project?

Thank you for your assistance in this matter. If there are any questions regarding this request for information, please contact me at [phone number and/or e-mail].

Sincerely,

Attachment E: Health Department Letter

[Date]

[Health Department address]

Attn: [Health Commissioner/Head of Office]

Re: Data Request for HUD Environmental Review, [Project Name] project
[Project Address/Intersection]
[City/Village/Township], [County] County, Ohio

Dear [Commissioner's Name]:

We are requesting information on behalf of the Ohio Housing Finance Agency in connection with the environmental review record for the [Project Name] project located in [City/Village/Township], [County] County, Ohio. The project involves the [new construction *or* rehabilitation *or* adaptive reuse] of [Brief project description: number of buildings, number of units, senior housing/multi-family/single-family/permanent supportive housing/etc.]. A location map is attached.

Please provide the following information:

Is the health department aware of any environmental concerns at the project site or in the area?

Is the health department aware of any air quality concerns at the project site or in the area?

Do you have file(s) available for the project site that can be made available for review, or can copies be provided?

Thank you for your assistance in this matter. If there are any questions regarding this request for information, please contact me at [phone number and/or e-mail].

Sincerely,

Attachment F: Police Department Letter

[Date]

[Police Department address]

Attn: [Chief of Police Name]

Re: Data Request for HUD Environmental Review, [Project Name] project
[Project Address/Intersection]
[City/Village/Township], [County] County, Ohio

Dear [Chief's Name]:

We are requesting information on behalf of the Ohio Housing Finance Agency in connection with the environmental review record for the [Project Name] project located in [City/Village/Township], [County] County, Ohio. The project involves the [new construction *or* rehabilitation *or* adaptive reuse] of [Brief project description: number of buildings, number of units, senior housing/multi-family/single-family/permanent supportive housing/etc.]. A location map is attached.

Please provide the following information:

1. Is criminal activity a significant problem in the area of the project site, as compared with the city in general? If so, what steps can the project take to promote safety in the area?
2. What is the approximate response time for emergency calls?
3. Are numerous traffic violations or accidents reported at the intersections near the project site? Is the area safe for pedestrian traffic?

Thank you for your assistance in this matter. If there are any questions regarding this request for information, please contact me at [phone number and/or e-mail].

Sincerely,

Attachment G: Public School District Letter

[Date]

[School District Address]

Attn: [Superintendent]

Re: Data Request for HUD Environmental Review, [Project Name] project [Project Address/Intersection]
[City/Village/Township], [County] County, Ohio

Dear [Superintendent's Name]:

We are requesting information on behalf of the Ohio Housing Finance Agency in connection with the environmental review record for the [Project Name] project located in [City/Village/Township], [County] County, Ohio. The project involves the [new construction *or* rehabilitation *or* adaptive reuse] of [Brief project description: number of buildings, number of units, senior housing/multi-family/single-family/permanent supportive housing/etc.]. A location map is attached.

Please provide the following information:

1. Which schools within the system will students attend?
2. Can the schools adequately absorb an influx of students that may result from the construction?
3. Will these students be on bus routes or will students walk to school?
4. Are pre-school and adult education classes available through the school system?
5. If available, please provide literature regarding the school system.

Thank you for your assistance in this matter. If there are any questions regarding this request for information, please contact me at [phone number and/or e-mail].

Sincerely,