



INSTRUCTIONS ON COMPLETING THE ENVIRONMENTAL EXEMPT FORM

As part of HUD's requirements for receiving grant funding, an environmental review, subject to 24 CFR Part 58, must be performed for all HUD-assisted projects. However, certain activities are by their nature highly unlikely to have any direct impact on the environment, and as such are deemed "exempt" and not subject to most of the procedural requirements of environmental review.

As a program solely focused on assisting eligible applicants with planning, the projects funded by the Local Hazard Mitigation Plans Program (LHMPP) are exempt from performing environmental reviews. Instead, jurisdictions must provide a description of the project and a written determination of exemption.

For more detailed guidance on these requirements, please consult [24 CFR Part 58](#) and the Chapter 11 of the [Basically CDBG Handbook](#).

The form (on the subsequent pages of this document) is a suggested format to document completion of an Exempt environmental review. *Please read the following instructions for completing the form.*

1. Fill out the form in its entirety, making sure to leave no blank spaces. Use "N/A" in spaces requiring information that does not apply to your jurisdiction. **Any text in red** serves as guidance when completing the form and **should be removed or replaced with jurisdiction information before submitting the form.**

• *Note: The fields listed below have been prefilled and do not require additional edits/info*

- Level of Environmental Review (exempt box checked)
- Grant Number
- HUD Program
- Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

2. In the header on pages 2 and 3, enter the Project Name Project Locality and State, and HEROS Number.
3. If filling out the form in Microsoft Word (or other word processor), save the completed form in a PDF format.
4. On page 3, make sure to include name, title, organization, and signatures of both the Preparer and the Certifying Officer. Make sure to also include dates next to each signature.

Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5 Pursuant to 24 CFR Part 58.34(a) and 58.35(b)

Project Information

Project Name: **Name of project matching the Plan Title entered on the LHMPP application**

Responsible Entity: **Jurisdiction Name**

Grant Recipient (if different than Responsible Entity):

State/Local Identifier: **Enter FIPS and UEI numbers (UEI should match what was listed in the application)** Preparer:

Certifying Officer Name and Title: **Enter name and title of the Certifying Officer**

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Local Hazard Mitigation Plans Program



** The Certifying Officer, usually the chief elected official, must have the authority to assume legal responsibility for certifying that all environmental requirements have been followed. This function may not be assumed by administering agencies or consultants.*

Consultant (if applicable):

Project Location: Address matching the Applicant Address on the LHMPP application

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]:

Enter a brief, detailed summary of the proposed project and its objectives and goals.

Level of Environmental Review Determination:

Activity/Project is Exempt per 24 CFR 58.34(a): Enter project purpose, ex., "Coffee County Plan Update"

Activity/Project is Categorical Exclusion Not Subject To §58.5 per 24 CFR 58.35(b):

Funding Information

Grant Number	HUD Program	Funding Amount
B-18-DP-48-0002	CDBG-MIT	\$Enter LHMPP requested amount (should match requested amount listed in application)

Estimated Total HUD Funded Amount: \$Enter funding total from all HUD sources (LHMPP requested amount + any other HUD sources)

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable): Enter "Yes" or "No"

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$Enter total project cost including costs not being covered by LHMPP funds (should match estimate total project cost listed in application)

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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COMMUNITY DEVELOPMENT & REVITALIZATION (CDR)**

Local Hazard Mitigation Plans Program



Project Name

Project Loyalty and State

HEROS Number

Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
Complete if applicable	

Preparer Signature: _____ Date: _____

Name/Title/Organization: _____

Responsible Entity Agency Official Signature:

_____ Date: _____

Name/Title: _____

This 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).