

Chapter 5: Non-profit Operating Assistance **Program Information**

A. Eligible Applicants

Local or regional non-profit 501(c)(3) or 501(c)(4) housing or related service organizations and housing technical assistance providers are eligible to apply.

B. Eligible Activities

Operating expenses (not project related)

1. Assist the organization to maintain the current level of production and/or development of affordable housing.
2. Assist housing development organizations and housing technical assistance providers to increase the capacity of the organization to produce and develop affordable housing.

C. Ineligible Activities

Project-specific expenses are not eligible. These expenses include costs directly related to implementing an affordable housing project or program such as staff salaries to accept and review applications for a homebuyer assistance program.

D. Grant Amounts

The maximum grant amount is \$120,000 based on \$40,000 per year for 3 years. This amount is to be used as a guideline. Amount of award will be determined on a case-by-case basis with consideration given to the number of applications and scoring and ranking criteria.

Application Instructions and Forms

This section contains all forms and exhibits to be submitted so that your application can be scored and ranked effectively. Application narratives should be thorough and concise. The Department reserves the right to verify all information and to consult with other agencies on the proposed project.

Generally, there are more applicants requesting funds than there are funds available. Applicants must carefully read and review (1) the 2007 Housing and Community Development Annual Action Plan Housing Development Priority Section and (2) Application Guidelines Chapters 1, 2, 3 and 5 to develop a competitive application.

The department reserves the right to not select an applications if any or all of the following thresholds are not verified.

VERIFIED THRESHOLDS

- If the department needs further information the applicant may be contacted.
1. Application and corresponding Parts are complete.
 2. The applicant is eligible.
 3. Activities are eligible and comply with national objectives and state Nebraska Affordable Housing Program priorities.
 4. Applicant has addressed and cleared all compliance problems (i.e. Davis-Bacon, acquisition, fair housing, etc.), if any from past awards and have responses accepted by NDED.
 5. Applicant is current with all reporting requirements (semiannual status reports, closeout reports, audit reports, notification of annual audit reports, quarterly report assessment forms, etc.).

For Application Assistance Please Contact Your Housing Specialist

Southeast	Paula Rhian	Email: paula.rhian@ded.ne.gov	Telephone: (402) 471-3760
Northeast	Greg Cecil	Email: greg.cecil@ded.ne.gov	Telephone: (402) 471-2280
Central	Pat Compton	Email: pat.compton@ded.ne.gov	Telephone: (308) 865-6511
Western	Kristi McClung	Email: kristi.mcclung@ded.ne.gov	Telephone: (308) 889-3420

In submitting your application, these instructions must be followed:

- Submit original and two complete copies of the application.
- Two-hole punch original copies in the top center. Do not staple.
- Table of Contents **must** be included.
- All pages **must** be numbered in sequence at the bottom of the page.
- All Exhibits **must** be labeled at the bottom of the page, right-hand corner.
- All Attachments **must** be labeled at the bottom of the page, right-hand corner.

This is an outline of what your Non-Profit Housing Development Operating Assistance Application should look like.

- A. Part I General Information (use required form)
- B. Part II Funding Summary (use required form)
- C. Table of Contents (include page numbers)
- D. Part III Project Budget and Financing (follow instructions)
- E. Part IV Target Plan (follow instructions)
- F. Part V Design and Impact
- G. Part VI Required Exhibits
 - Non-profit organization applicants:**
 - EXHIBIT A** - Notice of Required Public Hearing or Public Meeting Notice (Application Guidelines Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting, and a summary of citizens' comments.)
 - EXHIBIT D**- Applicant Certification Form (required form)
 - EXHIBIT E** - Authorizing Resolution for Non-profit organization and Public Housing Authority Applicants (sample format provided)
 - EXHIBIT G** – Determination of Level of Environmental Review
- H. ATTACHMENTS - Provide additional supplemental documentation identified in the instructions or referred to in Part IV or Part V narrative information, such as Notice of Public Hearing or Public Meeting Notice Proof of Publication or Certificate of Posting, and a summary of citizens' comments.

**APPLICATION FOR NON-PROFIT HOUSING DEVELOPMENT
OPERATING EXPENSES**

Nebraska Affordable Housing Trust Fund (NAHTF)
Nebraska Department of Economic Development (NDED)

2007

DED USE ONLY
Application Number 07-TFTA-
Date Received

PART I. GENERAL INFORMATION

Pre-application Number: 07-_____

TYPE OR PRINT ALL INFORMATION

<p>1. APPLICANT IDENTIFICATION</p> <p>Applicant Contact Address City/State/Zip Telephone () Fax () Email Address Federal ID #</p>	<p>2. PERSON PREPARING APPLICATION</p> <p>Name Address City/State/Zip Telephone () Email Address Application Preparer (check one) <input type="checkbox"/> Local Staff <input type="checkbox"/> Out-of-State Consultant <input type="checkbox"/> In-State Consultant <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Economic Development District <input type="checkbox"/> Other _____</p>
<p>3. TYPE OF APPLICANT</p> <p>_____ Non-Profit 501 (c) (3) housing provider _____ Non-Profit 501 (c) (4) housing provider</p>	<p>4. SERVICE AREA</p> <p>Area to be served (city, county, region, etc) _____</p> <p>Legislative District _____ Congressional District _____</p>
<p>5. NAHTF Region Indicator (check all that apply)</p> <p><input type="checkbox"/> Panhandle – Region 1 (Western Investment Zone) <input type="checkbox"/> North Central – Region 2 (Central Investment Zone) <input type="checkbox"/> Southwest – Region 3 (Western Investment Zone) <input type="checkbox"/> South Central – Region 4 (Central Investment Zone) <input type="checkbox"/> Northeast – Region 5 (Northeast Investment Zone) <input type="checkbox"/> Southeast – Region 6 (Southeast Investment Zone) <input type="checkbox"/> Omaha– Region 7 (Northeast Investment Zone) <input type="checkbox"/> Lincoln– Region 8 (Southeast Investment Zone)</p>	<p>6. Activities (check all that apply)</p> <p><input type="checkbox"/> Improve current services and activities <input type="checkbox"/> Expand service area <input type="checkbox"/> Build capacity to undertake new activities <input type="checkbox"/> Planning for a new project <input type="checkbox"/> Administration cost of a non-NAHP-assisted project <input type="checkbox"/> Technical Assistance. Please specify _____</p>

7. CERTIFYING OFFICIAL:

To the best of my knowledge and belief, data, information, and documentation in this application are true and correct, including any commitment of local or other resources. The governing body of the non-profit organization has duly authorized this application. This applicant will comply with all State requirements governing the use of Housing funds.

Signature in ink

Typed Name and Title

Date

SUBMIT THE ORIGINAL AND TWO COPIES (UNBOUND) OF THE ENTIRE APPLICATION TO:

Nebraska Department of Economic Development, Community and Rural Development Division
PO Box 94666 - 301 Centennial Mall South
Lincoln, NE 68509-4666

(402) 471-3111 (800) 426-6505 Fax (402) 471-8405

NON-PROFIT HOUSING DEVELOPMENT OPERATING EXPENSES

PART II. FUNDING SUMMARY (Round amounts to the nearest hundred dollars.)

Activity	NAHP Funds	Other Funds	Total Funds	Sources of Other Funds
0505 – Year 1 Organizational Operating NAHTF				
0505 - Year 2 Organizational Operating NAHTF				
0505 – Year 3 Organizational Operating NAHTF				
Total Program Costs				

Clarification for the above activities should be directed to DED.

Part I: General Information Instructions

Type or print all information except where signatures are required.

Pre-application Number: Enter the Pre-application number assigned by the Department.

Box 1: Provide the requested information.

Box 2: Enter the name, mailing address and telephone number of the person who prepared the application. If prepared by a firm, identify the staff contact person. Check the appropriate application preparer status box.

Box 3: Check the appropriate applicant type box under which funds are being requested. If this is a joint application, check the appropriate type of applicant for the lead applicant.

Box 4: Indicate the service area of the organization. Enter the appropriate Congressional and Legislative District(s) information.

Box 5: Indicate which NAHTF Region your Housing activities will take place. The application activities must be confined to one Investment Zone. Refer to the 2007 Annual Action Plan for identification of NAHTF region and NAHP Investment Zone boundaries.

Box 6: Specify the activities to be undertaken with the technical assistance funds.

Box 7: Type the name and title of the Certifying Official and date. The Certifying Official for a non-profit applicant is the official authorized by the governing body to sign applications for state and federal funding. If the Certifying Official is not the Board President or Board Chair, **attach the authorizing documentation** of the governing body for the certifying official to sign the application.

Part II. Funding Summary Instructions

- Round all numbers to the nearest one hundred dollars
- Enter the dollar amounts into the appropriate boxes in the funding summary table.
- Describe ALL other funds, including funds provided by the community, private contributions, etc.
- If you have any questions about Activity Codes direct them to NDED
- The Part II Funding Summary should correlate with the Part III Project Budget & Financing.

One Page Project Summary Instructions

Include a one-page summary of the proposed project. Provide a brief summary of proposed activities. Discuss the current housing activities of the organization and the proposed results of assisting the organization to produce and develop affordable housing.

Part III. Project Budget and Financing

Provide a detailed three-year housing development and operating budget for the organization, including program costs, staff salaries and benefits, office equipment, office rent, training, etc.

Part IV: Proposed Target Plan

NARRATIVE INFORMATION

Target Plan forms are available at http://crd.neded.org/publications/application_guidelines.htm. You may use these forms and attach to your application.

1) Proposed Target Plan

- a) Provide a Baseline Measurement related to the activities proposed by the applicant in the service area. Has the applicant completed a similar project in the past two years? If so, how many units were completed in each year?
- b) List the Performance Targets for your project.
 - i) A Performance Target must contain (1) number of proposed units, (2) proposed change of condition of proposed units at project completion, (3) where the target will be achieved, and (4) date the target will be fully completed and verifiable.
- c) List the Milestones related to your Performance Targets.
 - i) A Milestone is a critical step to meeting the Performance Target that is reached by someone other than the applicant to implement the project. A Milestone must contain (1) result measured, (2) latest date the milestone will be met, and (3) person responsible.
- d) List the Workplan tasks related to your milestones. A Workplan is a list of duties that is completed by the applicant to implement the project in order to reach the Milestones.
 - i) A Workplan must contain (1) the action to be taken, (2) date the action must be taken, (3) person (not organization or entity) responsible. The more detail that can be provided of the actual individual who will be responsible will benefit the applicant in the NDED application review process, and (4) the corresponding Milestone.

Part V: Project Design and Impact

Answer the following questions on a new sheet of paper. Provide answers in paragraph form. Please refrain from “yes” and “no” responses. Proving “yes” and “no” responses will result in a lower cumulative score.

- 1) Describe your market and customer. Does your market indicate a need for the product and serves? If yes, how? If no, why not?
- 2) Why would a customer want the type of services you are proposing?
- 3) Will your project have a positive visual impact on community development? If yes, how?
- 4) Are housing and building codes enforced in the project service? If yes, how?
- 5) Is there evidence of a high-degree of lender involvement in the project beyond conventional loans?
- 6) Did the community determine the type of housing proposed is a priority? If no, tell who did and why?
- 7) Is the project located in a community or region that is working on other housing strategies, regulations, programs and projects that would increase the probability of maximizing DED investments such as: rehabilitation strategies and/or removed dilapidated housing; citizen participation processes, studies, or strategic planning in the past three years; volunteer efforts; capacity building or regional leadership? If yes, explain.
- 8) Did low-income households provide input on housing needs? If yes, how?
- 9) Is there evidence of aggressive strategies in the community or region to demolish dilapidated building and rehabilitate substandard properties to the degree that is reasonable? If yes, how?
- 10) Will the project or program be developed in collaboration with local and regional plans being implemented by other agencies such as Community Action Agencies and Development Districts? If yes, how?
- 11) Are the resources and commitments needed to proceed with the project in place? If yes, what are they?
- 12) Has the Environmental Review process begun? Describe any actions taken.
- 13) Has community, low-income, and adjacent neighbor input been considered in the project developed? If yes, explain.
- 14) Do the program guidelines and other application information show that project requirements will be met and understood by key people? If yes, how?
- 15) Is appropriate zoning, availability of utilities, and infrastructure development in place? If yes, please elaborate.
- 16) Identify all key individuals such as project administrators and other professional staff.
- 17) Does the project schedule (Target Plan) reflect a realistic timeline for implementation and producing results? If yes, how?
- 18) Do the organization and key individuals have the tract record, capacity, and commitment to implement the project in a timely manner? If yes, elaborate.
- 19) Is the applicant ready, willing, and able to work in partnership and cooperate with the department during the application development and review process? If yes, elaborate.
- 20) Are key individuals identified in the Workplan and has someone been identified as having the most responsibility for the project? If yes, elaborate.
- 21) Is the project the appropriate size and scope for the amount of funds requested? Please explain.
- 22) Is the project the appropriate size and scope for the need and income levels being served? Please explain.
- 23) Are the amounts of administration and project soft costs appropriate to achieve the proposed project? Please explain.
- 24) Is the project a cost-effective approach overall to serve the proposed customer? This includes leveraging and partnering with additional funding sources. Please explain.
- 25) Does the project include an approach that will maximize the availability of physically visitable and accessible housing in Nebraska? Please explain.

Starting on a new sheet of paper answer only the questions that apply to your zone.

(a) Meets Zone priorities

Northeast Zone Priority(ies)

- a) *Employer-assisted homebuyer assistance programs. Employer-assistance programs for the purposes of this priority require a financial contribution of an employer or a group of employers. These programs must include homebuyer education and be closely coordinated with other homebuyer assistance programs, such as those available through USDA – Rural Development housing programs and Nebraska Investment Finance Authority (NIFA) programs.*
- b) *The project is located in Congressional District 2. This project location will contribute to meeting the NAHTF statutory requirement to provide 25% of the Nebraska Affordable Housing Trust Fund allocation to each Congressional District*
- c) *New construction of housing for homeowners in communities with a strong homebuyer market.*
- d) *Owner-occupied rehabilitation programs in communities with an approved Target Area. The total number of homes to be assisted must be 5% or greater than the total number of homes in the Target Area.*
- e) *Homebuyer assistance programs including, Down-payment /closing cost assistance programs and Purchase/Rehabilitate/Resell programs.*
- f) *Technical assistance (operating) for housing non-profits to: plan for and/or implement affordable housing projects that are financed or anticipated to be financed with resources other than NAHP funds; OR plan for the development of a project that the organization has not been involved in a similar project in the past.*

Southeast Zone Priority(ies)

- a) *Homebuyer assistance programs designed to assist in retaining or recruiting a regional workforce. These programs must include homebuyer education and be closely coordinated with other homebuyer assistance programs, such as those available through USDA – Rural Development housing programs and Nebraska Investment Finance Authority (NIFA) programs.*
- b) *Owner-occupied rehabilitation programs in the communities with an approved Target Plan. The total number of homes to be assisted must be 5% or greater than the total number of homes in the Target Area.*
- c) *The project is located in Congressional District 2. This project location will contribute to meeting the NAHTF statutory requirement to provide 25% of the Nebraska Affordable Housing Trust Fund allocation to each Congressional District*
- d) *Purchase/rehabilitate/resell programs in areas not currently served with purchase/rehabilitate/resell or down payment assistance/rehabilitation programs.*
- e) *Owner-occupied rehabilitation programs focused on major rehabilitation of substandard properties (rehabilitation hard costs over \$15,000 per home and up to \$40,000 per home).*
- f) *A regional owner-occupied rehabilitation program that serves the City of Lincoln. The program does not have to have funds available to the entire community in any given year, but should be an ongoing regional plan that is for the entire community to provide owner-occupied rehabilitation assistance.*

Central Zone Priorities

- a) *Employer-assisted homebuyer assistance programs. Employer-assistance programs for the purposes of this priority require a financial contribution of an employer or a group of employers. These programs must include homebuyer education and be closely coordinated with other homebuyer assistance programs, such as those*

Nebraska Affordable Housing Program

available through USDA – Rural Development housing programs and Nebraska Investment Finance Authority (NIFA) programs.

- b) New construction of housing for homeowners in communities with a strong homebuyer market.*
- c) Owner-occupied rehabilitation programs in communities with an approved Target Area. The total number of homes to be assisted must be 5% or greater than the total number of homes in the Target Area.*
- d) Homebuyer assistance programs designed to assist in retaining or recruiting a regional workforce. These programs must include homebuyer education and be closely coordinated with other homebuyer assistance programs, such as those available through USDA – Rural Development housing programs and Nebraska Investment Finance Authority (NIFA) programs. Homebuyer programs may include, but are not limited to, employer-supported housing strategies.*
- e) Technical assistance (operating) for housing non-profits to: plan for and/or implement affordable housing projects that are financed or anticipated to be financed with resources other than NAHP funds; OR plan for the development of a project that the organization has not been involved in a similar project in the past.*

Western Zone Priorities

- a) Homebuyer assistance programs designed to assist in retaining or recruiting a regional workforce. These programs must include homebuyer education and be closely coordinated with other homebuyer assistance programs, such as those available through USDA – Rural Development housing programs and Nebraska Investment Finance Authority (NIFA) programs. Homebuyer programs may include, but are not limited to, employer-assisted or employer-supported housing strategies.*
- b) New construction of housing for homeowners in communities with a strong homebuyer market.*
- c) Owner-occupied rehabilitation programs in communities with an approved Target Area. The total number of homes to be assisted must be 5% or greater than the total number of homes in the Target Area.*
- d) Technical assistance (operating) for housing non-profits to: plan for and/or implement affordable housing projects that are financed or anticipated to be financed with resources other than NAHP funds; OR plan for the development of a project that the organization has not been involved in a similar project in the past.*
- e) Homebuyer assistance programs including, down-payment /closing cost assistance programs and Purchase/Rehabilitate/Resell programs.*

PART VI: Required Exhibits

The following EXHIBITS include certification and documentation requirements of grant applicants. These EXHIBITS must be submitted with the application.

Non-profit organization applicants:

EXHIBIT A - Notice of Required Public Hearing or Public Meeting Notice (Application Guidelines Exhibit A form language must be used for the official public hearings and must be submitted with either Proof of Publication or Certificate of Posting, and a summary of citizens' comments.)

EXHIBIT D- Applicant Certification Form (required form)

EXHIBIT E - Authorizing Resolution for Non-profit organization and Public Housing Authority Applicants (sample format provided)

EXHIBIT G – Determination of Level of Environmental Review

NOTICE OF PUBLIC HEARING or PUBLIC MEETING ON APPLICATION FOR NEBRASKA AFFORDABLE HOUSING PROGRAM FUNDS

NOTICE IS HEREBY GIVEN that on (Date) in the (Place) the (Name of the Local Government Unit, Non-Profit, or Public Housing Authority) will hold a public hearing or meeting as applicable concerning an application to the Department of Economic Development for a Nebraska Affordable Housing Program Grant. This grant is available for local affordable housing activities.

The (Name of the Local Government Unit, Non-Profit, Public Housing Authority) is requesting (exact amount of funds) for (Detailed project description, which must include: all project activities to be undertaken; the project location, including address(es) and legal description. If no addresses are available, a location description must be used (for example, between Maple and Oak Streets and 23rd and 24th Streets). Also include the requested amount of funds for each activity; the estimate of the total amount of requested NAHP funds which will benefit low and moderate income people; the amount and source of other funds, if any; and the plans for minimizing displacement of people as a result of NAHP and/or activities and for assisting person actually displaced.)

The grant application will be available for public inspection at (place). All interested parties are invited to attend this public hearing at which time you will have an opportunity to be heard regarding the grant application. Written testimony will also be accepted at the public hearing scheduled for (time), (date), (address, room number). Written comments can be addressed to (contact person) at (address) and will be accepted if received on or before (date).

Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact (contact person) at (address, phone number) no later than (date).

This language must be used for the official public hearings and must be submitted with either (1) Proof of Publication or Certificate of Posting, and (2) a summary of citizens' comments.

**NON-PROFIT OR PUBLIC HOUSING AUTHORITY APPLICANT
CERTIFICATION FORM**

WHEREAS, _____ (the “Applicant”) is applying to the State of Nebraska for assistance from the Nebraska Affordable Housing Program; and

WHEREAS, APPLICANT understands it is necessary that certain conditions be met as part of the application requirements;

THEREFORE, APPLICANT certifies as follows:

1. APPLICANT is eligible for award under state statutes and program guidelines and agrees to comply with all applicable federal, state and local regulations in the event that this application is selected for funding.
2. APPLICANT will minimize displacement as a result of activities assisted with Nebraska Affordable Housing Program resources and assist persons displaced as a result of such activities as specified by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 49 CFR part 24. The more limited requirements of Section 104(d) of Housing and Community Development Act of 1974 are more detailed as to policy, definitions and requirements listed in 24 CFR 570.606.
3. APPLICANT has previously adopted, on _____, _____, **Procurement Procedures** that remain in effect. The procurement procedures were submitted to NDED on _____.
4. APPLICANT will actively market in an on-going manner all housing units and services funded through the Nebraska Affordable Housing Program.
5. APPLICANT is prepared and has the authority within its charter or by-laws or through statutory regulations to enter into a contractual agreement with the Nebraska Department of Economic Development for acceptance and use of Nebraska Affordable Housing Program moneys, and makes this application and these certifications with the full cognizance (and approval) of its governing body.
6. There are no significant unresolved audit findings relating to any prior grant award from the federal and/or state government, which would adversely affect the administration of this grant.
7. No legal actions are underway or being contemplated that would significantly impact the Applicant’s capacity to effectively administer the program, and to fulfill the NAHP program; and
8. No project costs have been incurred which the Department has not approved in writing.

Signed: _____

(Officer)

Name: _____

Title: _____

Date: _____

Use the language in this sample form and provide an original signature or a certified copy of applicant certification.

Sample Resolution

**AUTHORIZATION TO SUBMIT APPLICATION (S) AND
ENTER INTO AGREEMENT FOR NEBRASKA AFFORDABLE HOUSING PROGRAM
RESOLUTION NO. _____**

A resolution of the (AUTHORIZING BOARD) of (NAME OF ORGANIZATION) authorizing the submission of an application(s) for 2006 Nebraska Affordable Housing Program Funds, certifying that said application(s) meets the community’s housing and community development needs and the requirements of the Nebraska Housing Trust Fund program, and authorizing all actions necessary to implement and complete the activities outlined in said application.

WHEREAS, the (AUTHORIZING BOARD) of (NAME OF ORGANIZATION) is desirous of undertaking affordable housing development activities; and

WHEREAS, the State of Nebraska is administering the Nebraska Affordable Housing Program; and

WHEREAS, the Nebraska Affordable Housing Program requires that funds benefit low-income households; and

WHEREAS, the activity in the application addresses the proposed project area’s low-income population housing needs; and

WHEREAS, a recipient of Nebraska Affordable Housing Program is required to comply with the program guidelines and State regulations.

NOW, THEREFORE BE IT RESOLVED THAT the (AUTHORIZATION BOARD) of (ORGANIZATION OR AGENCY) authorize application to be made to the State of Nebraska, Department of Economic Development for 2004 Nebraska Affordable Housing Program, and authorize (NAME AND POSITION OF INDIVIDUAL) to sign application and contract or grant documents for receipt and use of these funds, and authorize the (NAME AND POSITION OF INDIVIDUAL) to take all actions necessary to implement and complete the activities submitted in said application(s); and

THAT, the (AUTHORIZATION BOARD) of (ORGANIZATION OR AGENCY) will comply with all State regulations and Nebraska Affordable Housing Program policies.

Passed and adopted by the (AUTHORIZATION BOARD) of (ORGANIZATION OR AGENCY) this _____ day of _____, 2006.

Chairperson, President or Authorized Person of Organization

Date Signed

Use the language in this sample resolution and provide an original signature or a certified copy of the resolution.

DETERMINATION OF LEVEL OF REVIEW

Grant/Contract Number: _____

Project Location(s): _____

Description of project (include all contemplated activities which are logically part of the project, regardless of funding source):

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities”, and the following determination with respect to the project is made (please check mark proper level of review and enter appropriate citation):

- _____ **Exempt** from NEPA requirements per 24 CFR 58.34(a)(_____)
- _____ **Categorically Excluded NOT Subject to 58.5** authorities per 24 CFR 8.35(b)(_____) (A Statutory Checklist for the 58.6 authorities has been completed and is on file)
- _____ **Categorically Excluded SUBJECT to 58.5** authorities per 24 CFR 58.35(a)(_____) (A Statutory Checklist for the 58.5 and 58.6 authorities has been completed and is on file)
- _____ An **Environmental Assessment** is required to be performed. (An environmental assessment performed in accordance with subpart E of 24 CFR Part 58 has been completed and is on file)
- _____ An **Environmental Impact Statement** is required to be performed.

The Environmental Review Record contains all environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to the project. Included are checklists, studies, analysis and documentation as appropriate.

(Preparer--Signature)

(Date)

(Environmental Certifying Officer--Signature)

(Date)