

## **How to fill out the HUD Statutory Checklist for the Environmental Review**

NHHFA has a formatted HUD Statutory Checklist available on our website that has our required signature page; please use this form. We recommend (but do not require) that you hire a qualified environmental consultant to complete the HUD Statutory Checklist because it is a complex regulation with many documentation requirements.

### **ALL Project information must be filled out**

#### **Project Information:**

- Name of the Project: *Enter Project name*
- Responsible Entity: *New Hampshire Housing Finance Authority*
- Grant Recipient: *New Hampshire Housing Finance Authority*
- State/Local Identifier: *New Hampshire*
- Preparer: *New Hampshire Housing Finance Authority*
- Certifying Officer Name and Title: *Rob Dapice, Managing Director, Management and Development*
- Consultant: *ER consultant name, title and company name*
- Direct Comments to: *Christine Lavalley, Program Manager, NHHFA*
- Project Location: *Full address where property is located*
- Description of the Proposed Project: *This section must define and describe, in finite and accurate detail, the work that will be done as part of this activity. This includes new construction, or any physical alterations/renovations/repairs; as well as any refinancing that may be occurring. This description must include all work that is planned as part of the project, not just the portion being funded with HUD financing. ALL compliance determinations must speak to the activity in the description.*

If a NHHFA Program Manager has been assigned to your project or you are working directly with someone at NHHFA on your application, go to that person to get the appropriate information for the HUD program and Funding amount. NHHFA will fill in the Grant number for the HUD funding program.

All compliance factors must be addressed. Either Yes or No must be checked in the “Are formal compliance steps or mitigation required” column.

There needs to be clear and concise backup documentation for EACH compliance factor (whether it is Yes or No) attached to the checklist.

In the box for compliance determinations, the summary needs to speak to the activity itself. If there is no mitigation needed, the summary box must explain why that activity will need no mitigation for that specific compliance factor.

The determination checkbox will be filled out by the staff at NHHFA, not the Environmental Review Consultant.

The ER consultant completing this checklist should sign on the line designated for the ER consultant.

For more information about HUD’s environmental compliance factors and the required information and documentation for each, see <https://www.hudexchange.info/programs/environmental-review/federal-related-laws-and-authorities/>