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Office of Community Development  
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Previously known as Policy Notice OHCP 06-01  
Replaces OHCP 03-04

**SUBJECT:** Office of Community Development Environmental Review Process for General Administration, Fair Housing and Planning Activities Funded with Administrative Dollars

**ISSUED:** March 17, 2006

**DISTRIBUTED TO:** Eligible Office of Community Development Award Recipients and their Affiliates

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## **POLICY**

The following Office of Community Development (OCD) policy modifies the environmental review process requirements for general administration, fair housing and planning activities funded with administrative dollars and associated with an OCD grant.

### Environmental Review Requirements

Effective March 17, 2006, OCD-administered program applications will include a revised **Environmental Review Documentation and Certification Form**. This form, for general administration, fair housing and planning activities funded with administrative dollars, serves as the:

- Environmental Review;
- Environmental Review Certification; and
- Environmental Review Release of Funds.

Applicants executing an **Environmental Review Documentation and Certification Form** are certifying that the environmental review evaluation and the determination of exemption are accurate for general administration, fair housing and planning activities funded with administrative dollars. This will satisfy the grantee's environmental review documentation process for these select activities. Applicants must submit an original, executed **Environmental Review Documentation and Certification Form** with the application and keep one original, executed form on file. Once the grant agreement is fully executed, grant recipients will be able to access grant funds for these three activities. In the past, separate certifications and a Release of Funds from the state were required before grant recipients were permitted to draw funds for general administration, fair housing and planning activities funded with administrative dollars. These forms are no longer required and no Release of Funds will be issued.

### Determination of Level of Environmental Finding – Exempt

Environmental and other studies, resource identification and the development of plans and strategies, general administration and fair housing activities carried out with administrative funds are defined as Exempt activities per 24 Code of Federal Regulations Part 58, Section 58.34(a)(1) and (a)(3). General administration activities include staff and related costs required

for overall program management, coordination, monitoring, reporting and evaluation. Other activities eligible under this category include citizen participation costs, fair housing activities, indirect costs charged using an accepted cost allocation plan, development of submissions or applications for federal programs, staff and overhead costs for project delivery and certain costs of administering the HOME Investment Partnerships Program.

## **COMMENTARY**

**OCD Notice 06-01** was issued in an effort to streamline the environmental review process for general administration, fair housing and planning activities funded with administrative dollars and associated with an OCD grant. This notice only applies to general administration, fair housing and planning activities funded with administrative dollars. **All other EXEMPT activities require the grantee to submit separate certifications and obtain a Release of Funds.**