Appendix 3.
Resource Document for Completing the Environmental Review Workbook

This resource document is to be used along with the information in the ERR Workbook. This document provides links for research and some step-by-step instructions to create and submit supporting documentation for the Environmental Review Workbook. This is a living document and will be updated.

HUD Guidance on Environmental Review
This web page provides information on environmental review requirements for HUD programs and the projects they fund in communities across the country. Includes Environmental Contacts, Environmental Review Requirements**,** Laws & Regulations, and Assessment Tools for Environmental Compliance.
https://www.hudexchange.info/programs/environmental-review/

Orientation to Environmental Reviews https://www.hudexchange.info/programs/environmental-review/orientation-to-environmental-reviews/#overview

Web-Based training modules (take at your own pace) https://www.hudexchange.info/trainings/wiser/

HUD resources for each section of the ERR Workbook (very helpful)
https://www.hudexchange.info/programs/environmental-review/federal-related-laws-and-authorities/

IHCDA training videos: https://www.in.gov/ihcda/developers/environmental-review-and-section-106/

NEPAssist
Review this website before starting the full ERR. It will give you an overview of the data for your site for the information required by NEPA. You will need to follow-up with more in-depth research and documentation as described in the following sections.

1. Go to EPA's NEPAssist tool at https://www.epa.gov/nepa/nepassist
2. Type in the site address in the upper right-hand corner.
3. Left click on your project site, already indicated on the map with a symbol (usually a cross or an X).
4. Name the map your project's address. Make the buffer 1 mile. Hit Add to Map.
5. Click NEPAssist Report. It may take a few minutes to load.
6. Review the information in the National Report and Indiana Report.
7. Use that information to answer the questions in the ERR Workbook and to follow-up on specific information.
8. Click the Save as PDF button at the bottom of the page. Submit with ERR Workbook.

Photographs
Photographs of the project site, including each site for scattered site projects, must be included as supporting documentation to the ERR Workbook. Photographs for each item in the scope of work must be submitted. ALL photographs must be clear (no blurry photos), in color, and labeled. If you are repairing or replacing windows, we need photos of each window to assess the window's condition. Photographs that are too close or too far away are not sufficient. Photos are meant to provide visual information for the project so photos must be able to clearly present that information.

Location Maps
An overview of the area is necessary to perform adequate environmental and historic reviews. Provide an aerial view of your project that includes the surrounding area and the project site(s). For scattered site projects, you may need a location map for each site. All maps MUST be in color, project site(s) labeled with address, and legends included if necessary. No black and white or photocopies of maps will be accepted.

To make a basic location map:
1. Go to http://maps.google.com/
2. Type in address and press enter.
3. Click on Earth view.

4. Zoom in to your site so that there are a few streets surrounding the site on each site.

For more options in editing the map, download the free or upgraded version of Google Earth at http://earth.google.com/

Floodplain (FEMA) Map
Go to https://msc.fema.gov/portal/home
Enter address to search by street address.
Click Search. A map will show up on the screen.
Click Dynamic Map. Please be patient as your map is created.
Print a copy for your ERR submission. Print as a PDF and or on a printer. Map must be in color.

You can also view floodplain information with the Indiana DNR Floodplain Information Portal
Go to:
https://indnr.maps.arcgis.com/apps/webappviewer/index.html?id=05026dabc2e8461983e196d56a213c1e
Put in address in the upper left. The address must be complete and no abbreviations (follow the example). Click "Go To Address" under the address field. You must click this or the search doesn't work. When the map appears, click Download Report in lower right corner. For best results, make sure Flood Zone Type is set to Effective.
A PDF version of the map will come up in a few seconds. Save that as a PDF. Maps must be in color. Submit with your ERR submission.

Airport Hazards
Learn more about airport hazards here. You must include documents showing nearby airports and military bases. You must include a map to document project distance from an airport. The map must be in color, the site labeled, and the distance clearly identified. If you know of airport(s) nearby, using google to create a map can be a useful tool. To make a map showing distance:

1. Go to http://maps.google.com/
2. Type in address and press enter.
3. Click on Earth view.
4. Click on Directions on the left side of the screen.
5. Your site address should automatically populate. Type the word "airport" in the other direction address bars and hit enter.
6. Print the map that results as a PDF.

If you do not know about the airports nearby, you can follow this link to find a list of airports by region and then take the steps directly above.
http://www.airnav.com/airports/

Other airport links:
To see if the airport(s) listed on the National Plan of Integrated Airport Systems:
https://www.faa.gov/airports/planning_capacity/npias/

Military bases:
http://www.globalsecurity.org/military/facility/conus.htm

https://adip.faa.gov/agis/public/#/public

If your project falls within certain zones, you may require more documentation that is noted in the IHCDA ERR Workbook. In this case, please contact your IHCDA Placemaking Manager.

Lake Michigan Coastal Program (Indiana Department of Natural Resources)

Program Information: http://www.in.gov/dnr/lakemich/6039.htm

Map: Lake Michigan Coastal Program Area

Environmental Review letter from the Indiana Department of Environmental Management
To request a letter from the Environmental Review letter from the Indiana Department of Environmental Management
Click the link above or copy and paste the following in your browser: http://www.in.gov/idem/5283.htm
Follow the directions on the website.

Sole Source Aquifers (Kosciusko, Noble, St. Joseph, or LaGrange County)
Learn more about Sole Source Aquifers in relation to the ERR process here.

Farmland Protection
The Farmland Protection Policy Act (FPPA) is the governing law for this section. The FPPA is intended to minimize the impact federal programs have on the unnecessary and irreversible conversion of farmland to nonagricultural uses. Learn more at the following links.
http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/landuse/fppa/
https://www.hudexchange.info/programs/environmental-review/farmlands-protection/

"Land already committed to urban development" is identified as:
 • urban area (UA) on the Census Bureau Map
 • urban area mapped with a "tint overprint" on the USGS topographical maps
 • "urban built-up" on the USDA Important Farmland Maps
 • Land with a density of 30 structures per 40-acre area

Activities not subject to FPPA:
Renovation of existing structures.
Project is in an "urban area" or used for water storage.
Construction of on-farm structures needed for farm operations or new minor secondary structures (ex: shed, garage, etc.)
Projects that restore agricultural use.
There are no exemptions based on zoning in the FPPA.

For supporting documentation for an exemption, print a color map showing that shows the project does not convert agricultural land to non-agricultural land and therefore, the FPPA is not triggered. To print the map:
 1. Go to https://tigerweb.geo.census.gov/tigerweb/
 2. Type in address in the search bar at the top of the screen and press enter.
 3. Click layers in the top left side of the screen.
 4. Click on the following layers: Labels, Transportation, Urban Areas. Turn off other layers.
 5. You may need to zoom out to get an overview of the area.
 6. Click on Legend in the top left side of the screen.
 7. If the property site falls in an Urbanized Area (blue) or Urban Cluster (purple) then the site is exempted from the FPPA.
 8. Print the map that results as a PDF by clicking on the printer icon in the top right corner and follow the directions. Be sure to click the box to print the legend.
 9. If your property site falls outside of one of these areas, then you will need to determine if "important farmland" is on your project site.
 10. Complete Sections I and III of Form AD 1006 found here: https://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1045394.pdf
 11. Send the form along with a map of your site to USDA Natural Resources Conservation Service's (NRCS) Web Soil Survey.

a. You may also want to check with your city or county's planning department and ask them to document if the project is on land regulated by the FPPA (note that zoning important farmland as non-agricultural does not exempt it from FPPA requirements).

b. Contact NRCS at the local USDA service center or your NRCS state soil scientist for assistance. A list of state contacts can be found on the link at the top of the Farmland section, above.

12. You may also check the Web Soil Survey here: https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm

13. If "important farmland" is found on the project site, then consider alternatives to completing the project in order to avoid impacts to "important farmland".

a. Complete form AD-1006, "Farmland Conversion Impact Rating" and contact the state soil scientist before sending it to the local NRCS District Conservationist. NRCS has 45 days to make a determination. Corridor projects that go over several tracts, such as railroads, utility lines, highways, etc, require completion of form NRCS-CPA-106.

b. Work with NRCS to minimize the impact of the project on the protected farmland.

Endangered Species

https://www.hudexchange.info/programs/environmental-review/endangered-species/
Endangered Species Program Info: http://www.fws.gov/endangered/
Indiana DNR List of Species by County: https://www.in.gov/dnr/nature-preserves/heritage-data-center/endangered-plant-and-animal-species/county/

The environmental review record should contain one of the following determinations and supporting documentation:

No Effect, include a determination that the project does not involve any activities that have a potential to affect species or habitats, evidence that there are no federally listed species in the area, or other analysis supporting a No Effect finding.

May Affect, Not Likely to Adversely Affect, include all correspondence with Services, including concurrence with finding.

Likely to Adversely Affect, include all correspondence with the Services, including the Biological Opinion and RE final decision.

The type of project activities that will like have "No Effect" on listed species or critical habitat are:

- Construction or placement of a single family residence within a developed lot
- Rehabilitation or renovation activities associated with existing structures (*e.g.*, houses, buildings), including additional structures attached to or associated with the primary structure
- Acquisition of existing structures (*e.g.*, houses, buildings), including additional structures attached to or associated with the primary structure
- Purchase and placement of playground equipment within existing parks
- Resurfacing, repairing, or maintaining existing streets, sidewalks, curbs, trails, parking lots and/or any other existing paved surfaces where additional ground disturbance, outside of the existing surface is not necessary

(Note that this is NOT a list of eligible HOME or CDBG activities)

If you determine that your project will have a determination other that "no effect" then you will have to consult with the US Dept. of the Interior, Fish and Wildlife Service and the National Marine Fisheries Service. Contact your IHCDA for more details.
US Dept. of the Interior, Fish and Wildlife Service: https://www.fws.gov/midwest/Bloomington/
Fisheries https://www.fws.gov/midwest/fisheries/

Wild and Scenic Rivers

https://www.hudexchange.info/programs/environmental-review/wild-and-scenic-rivers/
Indiana does not have any Wild or Scenic Rivers located in the State. You still must document the file for award compliance.

To create the supporting documentation:

1. Go to https://www.rivers.gov/indiana.php
2. Print screen as a PDF from your web browser.

Determine if the project site is part of a river segment that potentially qualifies as national wild, scenic, or a recreational river:
1. Go to https://www.nps.gov/maps/full.html?mapId=8adbe798-0d7e-40fb-bd48-225513d64977
2. Enter the address in the upper right corner.
3. Print and save a PDF of the map as supporting documentation for this section.
4. If a river segment is found, then provide any information about consultation with the appropriate federal, state, local, and/or tribal Managing Agency is required, pursuant to Section 7 of the Act, to determine if the proposed project may have an adverse effect on a wild and scenic river or a study river and, if so, to determine the appropriate avoidance or mitigation measures. The Managing Agency for a particular river segment generally is the National Park Service, the Bureau of Land Management, U.S. Forest Service, or U.S. Fish and Wildlife Service; for some river segments, a state agency, tribe, or a local government may also be a Managing Agency. For rivers listed in the NRI, the National Park Service (NPS) is the point of contact. Under Section 5 of the Act, the NPS can provide recommendations that the Responsible Entity must take into account in protecting the listed river segment.

Environmental Justice
Follow the directions to make maps and reports for your project site and the surrounding area.

1. Go to EPA EJSCREEN: https://ejscreen.epa.gov/mapper/index.html

2. Enter a complete address with zip code in the "Enter a location…." box, press Go.

3. Hit "save as PDF" in the upper left of the screen
4. Save the report and submit as supporting documentation
5. Close all boxes and make a PDF of the map.
6. Hit Add Maps at the top of the screen. Make sure your site and 1 mile radius is still there. If not repeat steps 1-5. You will need to enable pop-ups to create the maps.
7. Click on EJSCREEN Maps and zoom out.
8. Category Demographic Indicators
9. Variable Minority Population, Add to Map
10. Click Print
11. Change format to PDF.
12. Title the map: "Project site address – Minority Population"
13. Submit this map with ERR submission.
14. Repeat steps 10-17 for Low Income Population.

https://www.hudexchange.info/programs/environmental-review/environmental-justice/

EPA NEPAssist: http://nepassisttool.epa.gov/nepassist/entry.aspx

Noise Abatement and Control
Steps to evaluate noise impacts and compliance:
1. Determine whether project is noise sensitive use (residential structures, hospitals, nursing homes)
2. Determine if the project site is within prohibited proximity major noise sources (roadways, railroads, and military or FAA-regulated airfields).
3. Gather data needed for analysis. Data must extend out for a ten-year projection.
4. Calculate noise levels. You can use the DNL calculator on HUD's website. Hints can be found below.
5. Make findings based on calculated DNL.

6. Avoid project or add mitigation efforts to project.

Submit color and labeled maps for each of the noise sources indicating the distances away from your project. Even if the project falls outside of the distances needed for noise mitigation (noted on the ERR Workbook) you must submit a map showing the distances.

For NHTF only projects, if the exterior noise level is between 65 dB and less than 75 dB, mitigation measures must be implemented to meet the interior noise level standards of no more than 45 dB. If there are exterior noise levels of 75 dB or greater, mitigation measures must be implemented to meet the interior noise level standards of no more than 45 dB and there must be no outside noise sensitive uses involved in the project.

To create the maps with distances:
1. Go to http://maps.google.com/
2. Type in address and press enter.
3. Click on Earth view.
4. Click on project site.
5. Right click your mouse and hit Measure Distance.
6. Do not drag your mouse but just click on the noise source to be measured.
7. Print the map with the distance that results as a PDF.
8. Clearly label each map to indicate which noise source distance was measured.
9. Repeat steps 1-8 for each noise source.
10. If the noise source falls outside acceptable levels, fill out a noise worksheet and submit. It may be necessary to choose a noise management option in order to address noise levels. Please contact the IHCDA Placemaking Manager.

Follow this link to review information for Noise Abatement and Control:
https://www.hudexchange.info/resource/313/hud-noise-guidebook/
Acceptable noise standards and Noise Abatement Worksheets at this link.
https://www.hudexchange.info/programs/environmental-review/noise-abatement-and-control/

Airport Noise
First you will determine if your project site is within 15 miles of a civil or military airport. If yes, then you will use a worksheet to determine the amount of exposure and next steps related to mitigation requirements.
1. Search for airports near your project site as instructed in this Appendix 3 under Noise Abatement (pages 5 and 6).
2. If a civil or military airport is within 15 miles of your project site, make the maps as instructed and continue to number 3 below.
3. Go to https://www.airportiq5010.com/5010web/
4. Enter the city and state for the project site. Hit search in the upper righthand corner.
5. For each airport that shows up in the results and that is also within 15 miles of your project site, click to open the PDF on the right side of the search results. Save the PDF as supporting documentation for the airport noise requirements.
6. Use IHCDA's Appendix 10 HUD Airport Noise Worksheet to help evaluate a site's exposure to aircraft noise for each airport that is within 15 miles of the project site and has more than 2,500 flights per day.
7. Follow steps 3 – 5 in the Appendix 10 document.
8. Remember to save the documentation for every airport within 15 miles of your project site, even if you answer "No" to all of the questions in number 3 of Appendix 10. This shows us that the airport does or does not meet the thresholds for further noise investigation either by size of airport or number of flights.

Other potential sources of airport information:
Airnav.com http://www.airnav.com/airports/
National Plan of Integrated Airport Systems https://www.faa.gov/airports/planning_capacity/npias/
Civilian Airport Noise Models (FAA):

https://www.faa.gov/airports/environmental/airport_noise/
https://www.faa.gov/airports/environmental/airport_noise/noise_exposure_maps/
You will need to include day-night average sound level (DNL) noise contours if the noise is airport noise. You can use the links above and contact the local airport to request noise plans that include noise contours.

Military Installations: http://www.globalsecurity.org/military/facility/conus.htm
Military Air Installation Compatible Use Zone Program: https://www.afcec.af.mil/About-Us/Fact-Sheets/Display/Article/2388269/aicuz-program-frequently-asked-questions/

Roadway Noise
Indiana Department of Transportation: http://www.in.gov/indot/2469.htm
To find the AADT of a roadway near your project:
1. Go to http://www.in.gov/indot/2615.htm
2. Go down the page to where it says "Accessing the Data"
3. Click on Roadway Inventory & Functional Class Viewer
4. Enter the project address in the upper lefthand corner.
5. Click on the layer list on the bottom of the icons in the upper right portion of the screen.
6. Click on the layer INDOT_LTAP AADT.
7. When you click on the road near your project the AADT should show up in the pop-up info box.

Or view the Traffic Count Database System http://indot.ms2soft.com/tcds/tsearch.asp?loc=Indot&mod=

Railroad Noise
You will need to physically see if the tracks are bolted or welded.

HUD's DNL resources:
Calculator: https://www.hudexchange.info/programs/environmental-review/dnl-calculator/
Guide: https://www.hudexchange.info/resource/3822/day-night-noise-level-assessment-tool-user-guide/
Flowchart: https://www.hudexchange.info/resource/3823/day-night-noise-level-assessment-tool-flowcharts/

Explosive and Flammable Operations
Find resources about Acceptable Separation Distance (ASD) here:
https://www.hudexchange.info/resource/2762/acceptable-separation-distance-guidebook/

To find a list of common liquid industrial fuels, refer to Appendix I of *24 CFR Part 51, Subpart C*

Attach photos and color, labeled maps with distances of the materials in relation to the project as supporting documentation. Use the instructions elsewhere in this document to make the maps.

You should also speak to your local fire department as they should know where any underground storage tanks are located. Provide any proof of communications.

If explosive or flammable materials are found, also fill out and submit the appropriate worksheet, found on *HUD's Explosive and Flammable Facilities page*. If the ASD can't be met, the project may need to take mitigation steps or consider project alternatives.

Air Quality
Section 176 (c) of the Clean Air Act requires all federal agencies that permit, fund or approve actions to ensure that actions conform with approved state plans for air quality before the action is approved. This is done at the national and state levels.
Find information on Air Quality here:

HUD Air Quality https://www.hudexchange.info/programs/environmental-review/air-quality/
IDEM NAAQS https://www.in.gov/idem/sips/national-ambient-air-quality-standards/
IDEM Nonattainment https://www.in.gov/idem/sips/nonattainment-status-of-counties/
Find out if your project is in one of the nonattainment areas this map here:
https://www.in.gov/idem/sips/nonattainment-status-of-counties/
Find out the standards here: https://www.in.gov/idem/airquality/

1. Check the map and make a PDF of the map.
2. If your project is in a nonattainment area:
   a. Make a PDF of the pollutants and their corresponding standards.
   b. Contact IDEM for comment regarding that the estimated emissions levels for the project do not exceed de minimis emissions levels for the nonattainment or maintenance level pollutants and a determination that the project can be brought into compliance with the State Implementation Plan (SIP) through modification or mitigation, including documentation on how the project can be brought into compliance.
   c. Include your letter and any response from IDEM as supporting documentation.

Indiana Department of Environmental Management (IDEM) – Office of Air Quality. (317) 308-3236
2525 North Shadeland Avenue Indianapolis, Indiana 46219.

Contamination and Toxic Substances
24 CFR Part 50.3(i) and 24 CFR 58.5(i)(2)

Visit the site and look for toxic or hazardous materials currently on the site or inside any structures. Research previous uses that might have left toxic or hazardous materials. Next is to investigate sources of hazardous or toxic substances around the site.

1. Go to EPS's NEPAssist tool at https://www.epa.gov/nepa/nepassist
2. Type in the site address under the Launch the Tool section on the right of the screen and hit Search.
3. Left click on your project site, indicated on the map already by a symbol (usually a cross or an X).
4. Name the map your project's address. Make the buffer 1 mile. Hit Add to Map.
5. Click NEPAssist Report. It may take a few minutes to load.
6. Review the information in the National Report.
7. Use that information to answer the questions in the ERR Workbook and to follow-up on specific information.
8. Click the Create PDF button and submit as part of the ERR Workbook documentation.
9. To investigate the area further, go to EPA's Enviromapper at https://enviro.epa.gov/enviro/em4ef.home
10. Enter the site address.
11. In the menu on the left, select "Program Systems," then individually click each option below to map.
12. Any sites tracked by EPA for the following programs will be shown on the map and in the table below the map, in columns labeled as shown below.

	Indicated on the map or in the table below the column labeled:
Air Emissions	AIRS/AFS
Superfund Sites	CERCLIS
Toxic Releases	TRI
Hazardous Waste	RCRAInfo
Water Dischargers	PCS
Brownfield	ACRES
RAD Info	RAD Info

If toxic or hazardous materials are found to be an issue, more in-depth environmental investigation may be necessary as well as mitigation steps or alternatives considered.

Wetlands

Federal orders and regulations do not permit the destruction or deterioration of naturally occurring or manmade wetlands. Therefore, a thorough wetland investigation is necessary. Consult HUD's Wetlands Protection resource here.

If your project involves new construction and has either mapped wetlands or potential wetlands, the project is not eligible for IHCDA funding. If your project involves site excavation, installation of wells or septic systems, grading, placement of fill, draining, dredging, channelizing, filling, diking, impounding, and any related activities, and has either mapped wetlands or potential wetlands, you must consider project alternatives, including a new site. Stop project work immediately and contact the IHCDA Placemaking Manager for next steps.

Follow these steps to identify potential wetlands. Submit supporting documentation as required by the ERR Workbook under Section 3-4 Protection of Wetlands.
1. Physically visit the site and observe for all items listed in the ERR Workbook. These links provide information on wetland characteristics.
    a. https://www.in.gov/idem/wetlands/2336.htm
    b. https://www.in.gov/idem/wetlands/2333.htm
2. Take pictures as necessary.
3. Go to the National Wetlands Inventory to create a wetland map. The map must indicate the project site and include the map legend. Instructions for the mapping tool can be found here.
4. Create a USDA soil survey map to show hydric soils and the potential for wetlands. The map must indicate the project site and include the map legend.
5. Other useful tools:
    a. NWI Wetland Classification Codes – may need this to decipher the mapped information
    b. USGS Topo Maps
    c. Wetlands delineation studies completed by a professional. A delineation study will establish the boundary between uplands and wetlands and may help if there are questions about wetlands on the site.
6. If a wetland is found or there is potential for a wetland on, adjacent, or near the project site STOP work immediately and contact the IHCDA Placemaking Manager.

Federal Section 106 Historic Preservation Review Process

The National Historic Preservation Act of 1966 requires agencies to consider the impact of their projects on historic properties. This process is commonly known as "the Section 106 review". The Section 106 review has its own guiding regulations and is distinct and separate from the environmental review process. Implementing regulations are at 36 CFR Part 800 but are incorporated by reference into the environmental review process at 24 CFR Parts 58 and 50. Therefore, IHCDA combines the Section 106 review into the environmental review process. The questions are found in the ERR Workbook with guidance and resources to answer the questions found below.

Please note: As part of the Section 106 Historic Review process, IHCDA is required to submit all new construction projects to the Indiana Department of Natural Resources' State Historic Preservation Office (SHPO) for archaeology review. SHPO is statutorily required to complete this review within 30 days. Please plan your project timeline accordingly.

Program information: https://www.hudexchange.info/programs/environmental-review/historic-preservation/
National Historic Preservation Act: https://www.nps.gov/subjects/historicpreservation/national-historic-preservation-act.htm
National Park Service's National Register of Historic Places: https://www.nps.gov/subjects/nationalregister/index.htm
National historic research: https://www.nps.gov/subjects/nationalregister/database-research.htm

Search for sites listed on the national register here at the National Register of Historic Places: https://npgallery.nps.gov/nrhp

Advisory Council on Historic Preservation: https://www.achp.gov/

National Park Service's National Register Criteria for Evaluation are used for considering whether a property is eligible for inclusion in the National Register. The criteria found in the publication entitled National Register Bulletin 15, which may be obtained by writing the National Register of Historic Places, National Park Service, US Department of Interior, Post Office Box 37127, Washington D.C. 20013-7121, or through the NPS website, https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf

Historic preservation organizations and county historians may also have historical information on a particular resource or area. For a list of contact names, addresses, and telephone numbers, please check the Indiana Historical Society website at http://www.indianahistory.org

Other sources that might be useful for identifying potential historic or archaeological resources include: Sanborn maps (available for reference at the main library of Ball State University or the Geography Library at Indiana University), Indiana Landmarks, U.S. Geological Survey maps, old atlases, census information, local, county, or regional histories and prehistories, and other records indicating previous land use.

Indiana DNR Historic Preservation & Archaeology http://www.in.gov/dnr/historic/

Indiana DNR National & State Registers http://www.in.gov/dnr/historic/3654.htm

Indiana DNR State Historic Architectural and Archaeological Research Database (SHAARD) http://www.in.gov/dnr/historic/4505.htm

Information on County Interim Reports (required to show map of the Area of Potential Effects) http://www.in.gov/dnr/historic/2824.htm

Steps to the Federal Section 106 Review:

1. Identify the property. Submit a color, legible and labeled map showing the precise development location. You may use the same map created at the beginning of the ERR process but submit another copy for this section. Maps should be readable, with names of nearby landmarks (e.g. major streets, roads, highways, railroads, rivers and lakes) and cardinal directions labeled.

2. Submit a detailed scope of work. The scope of work is a detailed list of rehab/construction work that is going to be completed on the structure. This information will come from a variety of sources including building/site assessments, work specs, and architectural drawings. For OOR projects, the scope of work will follow the OOR priority list. The scope of work must be as detailed as possible so that potential affects can be appropriately evaluated.
   a. If replacement of windows or doors are on the scope of work, they must be quoted with both repair and replacement. Window repair will be prioritized over window replacement.
   b. Submit photographs for each item on the scope of work. For windows and doors, this includes EACH window and door that is being addressed.
   c. The photos must be color, labeled, no photocopies.
   d. Maximum two photos per 8.5" x 11" sized paper.
   e. No blurry photographs will be accepted and will hold up the review process as you will be required to submit new photographs before the review will continue.

3. Submit an Area of Potential Effects (APE) map.
   a. See definition and size of APE in the ERR Workbook.
   b. Submit a copy of the APE map using SHAARD online map.
      i. Find your property on DNR DHPA's Indiana Historic Buildings, Bridges, and Cemeteries Map: https://gisdata.in.gov/portal/apps/webappviewer/index.html?id=5f2c93ba15a6423b906fec4a2e986b85
      ii. Once the map loads, enter a specific address in the upper left corner. Zoom in on the location. Any property listed on the National Register of Historic Places (NRHP) or within a Historic District is on this map as well. (More info on how to use this tool can be found in their User Guide.)
      iii. To adjust the base map, click on the square icon in the upper right corner of the screen. Click on the option you prefer. We recommend the base layer Streets.

      iv.   To adjust the information shown on the map, adjust the layers by clicking the Layer List icon (looks like stacks of paper) in the upper right corner of the screen. Checking the boxes will turn on layers, unchecking boxes will turn off layers.

      v.   Zoom to the location of the project and see what surveyed above-ground resources are within the project area.

      vi.   Print the map out as a pdf for your APE map; make sure the map shows the general area that encompasses the immediate project area and a little beyond it for general reference. If there are any properties rated Notable, Outstanding, or is a Contributing resource within a Historic District within the APE, click on the dot and select the SHAARD report. It will open the SHAARD report for that specific property. Print the SHAARD report and include in ERR. If the SHAARD report is not available, please go to the County Interim Report and copy and submit the corresponding pages.

    c. Properties with a rating of Contributing are not considered eligible unless they are part of a surveyed or NRHP-listed historic district. Otherwise, contributing properties are not considered eligible for inclusion in the NRHP. Therefore, the determination of effect would result in a finding of "No Historic Properties Affected."

4. Research the history and possible significance of buildings, structures, and objects within the APE. Include the following:

    a. Clear and labeled photographs of all areas that may be affected by the project. (Same photo rules as above apply).

    b. The APE map.

    c. SHAARD reports (mentioned above) of any surveyed properties that include the known or approximate dates of original construction, description of any known modifications to individual buildings, structures, objects, sites and districts, associations with significant events or persons, and any other historical information known about the properties within the APE.

    d. Reference the IHBBC Map for NRHP-listed and potentially eligible sites (rated Notable or Outstanding). Any listed or surveyed sites within the APE should be identified. Surveyed sites should be assessed for their potential to be included in the National Register, by applying the National Register Criteria for Evaluation.

    e. If a property is noted in the IHBBC Map/county interim report, this does not automatically indicate eligibility as an historic property. Likewise, if the property is not noted in the IHBBC Map/interim report it may still be eligible. The IHBBC Map/ county interim reports are just a starting point for identifying possible historic resources. The only true determining factor for identifying resources is by applying the National Register Criteria. For example, more mid-century modern buildings built in the 1950s and 1960s are now older than 50 years old and can be considered eligible for inclusion in the NRHP. Most of these resources have yet to be identified in the IHBBC Map/county interim reports.

   *It is important to note that not all of the SHAARD mapping tool is updated. If you find a property where the report comes up as "Not Found", please use the SHAARD online database and call Jeannie Regan-Dinius at DNR DHPA for help at 317.234.1268. In some cases, the County Interim Reports are still useful as a reference and could be used for the APE map. However, since all NRHP-listed sites and districts are on the IHBBC map, a print out of this map is now required for the ERR Section 106 compliance.

5. Make a Determination of Effect
   Indicate on the ERR Workbook if there are potential properties affected and if so, what is the effect. If there are no listed or potentially eligible sites identified within the APE, then the determination is "no historic properties affected". If there are historic properties within the APE, the project must be assessed on whether or not the identified property will be adversely affected.

   The following information is intended to help the ERR Workbook prepare understand and explain how to apply the criteria of "Adverse Effect" for historic properties in the Section 106 Historic Review Process.

EXPLAIN APPLICATION OF CRITERIA OF ADVERSE EFFECT – INCLUDE CONDITIONS OR FUTURE ACTIONS TO AVOID, MINIMIZE OR MITIGATE ADVERSE EFFECTS

Below is an example of applying the criteria of adverse effect upon historic properties by an undertaking. This project is a multi-use trail project that will construct a 10-foot-wide asphalt trail along a former railroad corridor.

The example below provides two ways of applying the criteria of adverse effects. One is a summary of the applicable effects; how they affect the property and why they will not result in a substantial impact. The second is listing out the effects of the undertaking upon each criteria of adverse effect.

In the Exhibit G worksheet, if there is a historic property(s) within the area of potential effects (APE), then the criteria of adverse effect need to be applied to EACH historic property based upon the undertaking of the project. If the answer is "No," then there is no need for an explanation. If the answer is "yes," then explain why it will or will not be a substantial impact upon the historic property. A substantial impact upon the property would be if there was new construction that would result in a five-story building in a historic district that only has buildings with three-stories or less, then that would constitute as a substantial impact per 36 CFR 800.5(a)2(v), which is the "Introduction of visual, atmospheric or audible elements that diminish the integrity of the property's significant historic features". If that is the case, then efforts to avoid, minimize or mitigate the adverse effects will be required. If these efforts cannot be resolved, then the State Historic Preservation Officer (SHPO) will be notified and the project will be submitted to them for further review.

EXAMPLE:

Paragraph:
Holy Cross Catholic Church. The project will cause No Adverse Effect to this resource. Although the multi-use trail will be constructed adjacent to this resource, this project will not introduce any visual, atmospheric, or audible elements that would diminish the integrity of the elements of the Holy Cross Catholic Church that contribute to its significance. Right-of-way acquisition will be required because the existing railroad right-of-way was assumed by the adjacent landowners when the railroad became inactive. No right-of-way will be required beyond the original railroad corridor. There is a landscaping plan (bushes, trees, and shrubs) to create the desired screening effect. The City of South Bend has been very proactive in reaching out to the individual stakeholders. The Church administration will be involved throughout the landscaping process to determine the level of screening between the trail and their facilities.

Listing:
Per 800.5(a)(2)(i), the undertaking will not result in the "Physical destruction of or damage to all or part of the property". The Holy Cross Catholic Church will not be destroyed or damaged by this project. No right-of-way will be required from the original property of the church; only the right-of-way from the original railroad corridor.

Per 36 CFR 800.5(a)2(ii), the undertaking will cause no "Alteration of a property, including restoration, rehabilitation, repair, maintenance, stabilization, hazardous material remediation and provision of handicapped access, that is not consistent with the Secretary's Standards for the Treatment of Historic Properties and/or other applicable guidelines".

Per 36 CFR 800.5(a)2(iii), the undertaking will not result in the "Removal of the property from its historic location". The project will not remove the Holy Cross Catholic Church from its historic location.

Per 36 CFR 800.5(a)2(iv), the undertaking will not result in the "Change of the character of the property's use of or physical features within the property's setting that contribute to its historic significance". No change in character of the property will result, only a change in view will result from the project and that change will have no substantial impact to the Holy Cross Catholic Church.

Per 36 CFR 800.5(a)2(v), the undertaking will not result in the "Introduction of visual, atmospheric or audible elements that diminish the integrity of the property's significant historic features". The slight change in view that will result from the project will not introduce elements that diminish the integrity of Holy Cross Catholic Church.

Per 36 CFR 800.5(a)2(vi), the undertaking will not cause the "Neglect of a property which causes its deterioration…" The undertaking will not cause neglect of the property.

Per 36 CFR 800.5(a)2(vii), the undertaking will not cause the "Transfer, lease, or sale of property out of Federal ownership or control…" Ownership will not change as a result of this project.

6. Please review and refer to the Section 106 portion of the ERR and Section 106 guidebook for further guidance on the completion of the Section 106 process, including Letters of Concurrence and Release of Funds.

Steps to the State Historic Review Process
As explained in the Environmental and Section 106 User's Guide, projects utilizing a state funding source (such as IHDCA's Development Fund) must go through a different historic review process from the one described above. The applicant/recipient of the Development Fund must submit documentation that shows if the project site or structure is either (1) listed or eligible for listing in the state register or the National Register of Historic Places or (2) listed in a district listed or eligible for listing in the state register or National Register of Historic Places.

Please note: Consultation occurs between the Indiana SHPO, the funding agency, and the applicants to understand the impact of developments on historic resources. In order to expedite reviews and eliminate redundancy in reviews, if a project is receiving both State funds and Federal funds, then the Indiana SHPO will perform both the CofA review and the Federal Section 106 concurrently. If it is determined that any sites or structures listed on the state or national registers will be adversely impacted and the project will require a CofA hearing from the State Historic Review Board, the applicant may not close on any IHCDA loans or receive any IHCDA grant funding until all State and Federal requirements met.

First find out if the site or structure is listed or in a district that is listed follow these steps:
1. Identify the property. Submit a color, legible and labeled map showing the precise development location. Maps should be in color and legible, with names of nearby landmarks (e.g. major streets, roads, highways, railroads, rivers and lakes) and cardinal directions labeled.
2. Research your property in DNR DHPA's Indiana Historic Buildings, Bridges, and Cemeteries Map: https://gisdata.in.gov/portal/apps/webappviewer/index.html?id=5f2c93ba15a6423b906fec4a2e986b85
3. Once the map loads, enter a specific address in the upper left corner. Zoom in on the location. Any property listed on the National Register of Historic Places (NRHP) or within a Historic District is on this map as well. (More info on how to use this tool can be found in their User Guide.)
   a. To adjust the base map, click on the square icon in the upper right corner of the screen. Use base layer Streets.
   b. Click the Layer List icon (looks like stacks of paper) in the upper right corner of the screen. Checking the boxes will turn on layers, unchecking boxes will turn off layers. Click these layers on: counties, cemeteries, county survey sites, historic bridges, national register sites, and historic districts.
   c. Zoom to the location of the project and see what surveyed above-ground resources are within the project area.

d. Print map as a PDF.
   i. Make sure the map shows the general area that encompasses the immediate project area and a little beyond it for general reference.
   ii. Click on the dot that is your address on the map so that a Search Result text box appears.
   iii. Click on the printer icon in the upper right corner.
   iv. Change layout to Letter ANSI A Portrait.
   v. Change format to PDF.
   vi. When the map is generated, open and review. Note that there should be a black address dot on your building's location. Sometimes the black address dot is only near your address. Make sure the black address dot has a blue square around it. Make sure there is a legend at the bottom of the map. If not, repeat steps. Then save the PDF map to your files for submission.
   vii. Or just take a screen shot and save it to a Word doc as a PDF.
e. Click on the dot or star (if there is one) on your property. A text box should appear that will give information on the property's rating. Select the SHAARD report.
   i. It should open the SHAARD report for that specific property. Print the SHAARD report as a PDF and include in you submission.
   ii. If you get a link that says "Not Found" then the SHAARD report is not available in the mapping tool. Go to the [SHAARD Access online database](#) to find the report and contact Jeannie Regan-Dinius at DNR DHPA for help at 317.234.1268. You may have to go to the hard copy County Interim Report and copy and submit the corresponding pages for your property.
f. If the building or the site is listed on the national or state register or in a district listed on the national or state register, then the applicant will need to obtain a Certificate of Approval (CofA) by the State Historic Review Board.
   i. You can find the CofA application at the link below. Fill it out and submit it to IHCDA with all of the above information. IHCDA will submit the application on behalf of the applicant/recipient for tracking purposes. https://www.in.gov/dnr/historic-preservation/review-and-compliance/state-project-review/
   ii. Submit photos of the property.
       1. The photos must be in color, labeled, no photocopies.
       2. Maximum two photos per 8.5" x 11" sized paper.
       3. No blurry photographs will be accepted and will hold up the review process as you will be required to submit new photographs before the review will continue.
   iii. Submit a scope of work. The scope of work is a detailed list of demolition, rehab, and construction work that will be completed on the inside and outside of the structure. This information can come from a variety of sources including building/site assessments, work specs, and architectural drawings. Include information about any ground work that will happen on the property (landscaping, sidewalks, parking lots, etc.) The scope of work must be as detailed as possible so that potential affects can be appropriately evaluated.
   iv. Submit photographs for items to be addressed on the scope of work. Submit pictures of the outside and relevant inside details, historic research such as current and previous uses of the building and the site and adjacent sites, materials going to be used in the renovations, spec and site plans, and relevant pages from the appropriate County Interim Report. IHCDA and/or DNR may ask for additional information.
   v. Submit historic information:
   vi. Date of construction. Date of any demolitions, rehabs, updates, fires, etc.
   vii. Current and previous uses of the structure.
   viii. Adjacent land uses currently and in the past.
   ix. Notable events or persons associated with the land or structure.

g. The State Historic Review Board meets quarterly (January, April, July and October) to hear and approve Certificates of Approval. All applications for a CofAs must be received by the SHPO no later than forty (40) days prior to the review board meeting. IHCDA will submit the application on the applicant's behalf, however, be aware of the time line in order to plan your project accordingly.

      i. More information about the state review process here: http://www.in.gov/dnr/historic/2829.htm

      ii. More information about the State Historic Review Board: http://www.in.gov/dnr/historic/2781.htm

Soil Stability, Erosion, and Drainage
Contact Information, Indiana Geological Survey: http://igs.indiana.edu/Survey/index.cfm
Contact Information, Soil and Water Conservation District: https://www.in.gov/isda/divisions/soil-conservation/soil-and-water-conservation-districts/
Web Soil Survey: http://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx

Other Resources
National Association of Environmental Professionals: http://www.naep.org
Construction Industry Compliance Assistance Center: http://www.cicacenter.org
Brownfield Redevelopment: https://www.epa.gov/brownfields/overview-brownfields-program and http://www.brownfieldstsc.org/
Drinking Water: https://www.epa.gov/sdwa