
To: IHCDA Real Estate Department Partners **Notice: RED-15-41**
From: Real Estate Department
Date: October 23, 2015
Re: Environmental Review and Section 106 Historic Review Process Update

This notice is to inform our partners as to the recent changes and helpful hints regarding the Environmental Review and Section 106 Historic Review Process. Due to IHCDA staff changes, Carmen Lethig and Dani Miller will now be the lead reviewers for the ERR and 106 Historic Review process. We would like to thank you for your patience as we move forward with the Environmental and Historic Review process! Below is a brief and general explanation of the ERR/106 process as well as a couple helpful tips to expedite the process on all ends.

General review steps:

1. Two originally signed copies of ERR workbook are submitted with the funding application.
2. Once funded, the ERR and 106 Historic Review documentation is reviewed. IHCDA will contact the applicant if additional documentation is needed.
3. Once IHCDA approves the recipient's determination and has all supporting documentation, IHCDA sends the ERR packet to Department of Natural Resources (DNR) State Historic Preservation Office (SHPO) for Section 106 Historic Review. At that time, IHCDA will also send the recipient a Proceed to Publish letter.
4. SHPO has thirty days to respond to IHCDA with their determination. If they agree, IHCDA continues the release of funds (ROF) process for the recipient.
5. Concurrently, recipient may publish their public notice of their intent to request a release of funds from IHCDA.
6. Recipient will send IHCDA an original copy of the publisher's affidavit and an original tearsheet of the publication.
7. Once IHCDA has received approval from SHPO and has received the original publisher's affidavit, IHCDA will send to HUD for request for release of funds (RROF).
8. When IHCDA receives ROF from HUD, IHCDA will send out fully executed award documents and the ROF letter.

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9. For awards with multiple sites, site specific documents (Exhibit G and the OOR priority list) are required to be sent in to IHCDAs as each site is determined.
10. Steps 3 and 4 will be repeated for each site.
11. Once IHCDAs have received approval from SHPO for each site and have received the original publisher's affidavit, IHCDAs will send the recipient a concurrence letter allowing work to begin on each approved site.

Please look for an updated ERR/Historic Review Manual in the beginning of 2016.

Tips for an ideal and speedy review:

- Use Chapter 11 Exhibits of the CDBG and HOME Compliance Manual for reference:
<http://www.in.gov/myihcda/2490.htm>
- For site specific reviews, submit an Exhibit G and OOR Priority List with all supporting documentation for each site.
 - Include homeowner's last name on address line.
 - No staples.
 - Mark your organization's determination on the last page of Exhibit G.
 - Please attach all applicable requested source documentation listed. Any missing documentation will be requested upon our review and will delay the review process.
 - Provide clear, color and labeled photos of the repairs needed on each site.
- For all maps, please make sure they are in color, with the project site clearly labeled and marked, and zoomed in enough for us to see the surrounding area.
 - For airport maps, make sure the distances between the site and nearest airport is clearly marked and labeled
 - Maps with street names showing are helpful
 - Provide a copy of the interim report map even if the site is not in a historic district; label the site if possible. One map with all properties marked is acceptable.
 - Follow the link for a helpful guide to creating maps:
<https://www.hudexchange.info/environmental-review/federal-related-laws-and-authorities/>

Please direct any questions to Carmen Lethig clethig@ihcda.in.gov 317-234-6290 or Dani Miller at danmiller@ihcda.in.gov 317-233-3895. Thank you!

