

PROGRAM INFORMATION

- CLT Acq-Rehab - One Roof
- CLT New Construction - One Roof
- Duluth Energy Efficiency Program - Eco3
- Duluth Lending Rehab Program - One Roof
- Duluth Rehab Program – HRA
- Public Housing – HRA
- SIA Blight Reduction Program - Eco3
- Other:

Preparer Name:

Preparer Email:

PROJECT FUNDING INFORMATION

Funding source: CDBG → project number: - - - HOME → project number: - - -
 OTHER: → Program year:

HUD grant number:

HUD funding amount: \$

Total project cost: \$

PROJECT DESCRIPTION

Address of project site:

if Public Housing select one: high rise scattered site

Describe the project in the box below or provide an attachment with the full scope of work. Include all project activities, even those not funded by HUD dollars.

Check this box if you are attaching a scope of work instead of describing the project below.

PROJECT INFORMATION

1. Does this project involve mortgage insurance, refinance, acquisition, repairs, rehabilitation, or construction of a structure, mobile home, or insurable personal property?
 - No
 - Yes → Provide a FEMA/FIRM map with the project site marked: <https://msc.fema.gov/portal>

2. All project sites must be evaluated for contamination, select which method you will use:
 - Minnesota Pollution Control Agency database → use MPCA's map tool to create a map with the project site marked <https://www.pca.state.mn.us/data/whats-my-neighborhood>
 - ASTM Phase I or II Report → must be submitted with this environmental review request

3. This project includes the following activities (check all that apply):
 - conversion (*change in land use*)
 - rehabilitation *that will increase residential densities*
 - significant work on the exterior of an existing building
 - ground disturbance or digging (*new sewer lines, utility lines (above and below ground), foundations, footings, grading, access roads*)
 - incongruent visual, audible, or atmospheric changes (*especially in undeveloped, natural, or scenic areas*)
 - transfer, lease, sale, rehabilitation, or demolition of a historic property of religious or cultural significance (*including properties known to be on or eligible for the National Register of Historic Places, properties that contain archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, plant and animal communities, or buildings and structures with significant tribal association*)
 - none of the above apply

4. Does this project include the rehabilitation of an existing residential property?
 - No → **Skip to question 5.**
 - Yes → Does this project include standardized noise attenuation measures, such as improved building envelope components (better windows and doors, strengthened sheathing, insulation, sealed gaps, etc.) or redesigned building envelope (more durable or substantial materials, increased air gap, resilient channels, staggered wall studs, etc.)?
 - No
 - Yes → Describe noise attenuation measures:

5. Does the project include new construction, an expansion of a building's footprint or ground disturbance, including draining, dredging, channelizing, filling, diking, and impounding?
 - No
 - Yes → Provide a wetlands map with the project site marked: <https://www.fws.gov/wetlands/data/mapper.HTML>

6. Does the project involve an existing building?

- No, the project does not involve an existing building → **Skip to page 6: SUBMITTING YOUR ENVIRONMENTAL REVIEW REQUEST.**
- Yes, the project involves an existing building that is less than 50 years old → Attach proof of year built (St. Louis County Property Report or other). **Skip to page 6: SUBMITTING YOUR ENVIRONMENTAL REVIEW REQUEST.**
- Yes, the project involves an existing building that is 50 or more years old → Are *all project activities* exempt according to the SHPO Programmatic Agreement? (exempt activities are listed in the “SHPO EXEMPT ACTIVITIES” section of this document)
 - No → Attach a photo/google maps screenshot of the front of the building and proof of year built (St. Louis County Property Report or other). City staff may contact you for more detailed information if they determine the building is on or may be eligible for the National Register of Historic Places (NRHP). If you already know the building is on or has been determined eligible for the NRHP, attach a completed SHPO Scope of Work form. **Skip to page 6: SUBMITTING YOUR ENVIRONMENTAL REVIEW REQUEST.**
 - Yes → **Continue to the “SHPO EXEMPT ACTIVITIES” section of this checklist.**

SHPO EXEMPT ACTIVITIES

*****Only complete this section if your answer to question 6 above directed you this section of the checklist.** *Note: if the project involves the replacement of elements that cannot be classified as “in-kind,” even if those elements are not original historical elements, your project does not qualify for a SHPO exemption. The term “in-kind replacement” is defined as installation of a new element that duplicates the material, dimensions, design, configuration and detailing of the original element. Revise your answer to question 6 and submit the required materials for a SHPO packet.*

1. Select all the activities that apply to your project:

Site Work

- Driveways and parking areas. Repair and restriping of existing concrete or asphalt surfaces and parking areas provided that no changes are made in width, surface, vertical alignment or drainage.
- Sidewalks and retaining walls. Repair of existing concrete or asphalt surfaces or **in-kind** replacement of brick, rock, or stone materials for sidewalks, and retaining walls.
- Site improvements. Repair or **in-kind** repair/replacement of site improvements, including, but not limited to fences, landscaping, and steps provided that there are no changes to alignment or configuration.

Exterior Rehabilitation

- Exterior repairs. Repair or partial, limited **in-kind** replacement of porches, cornices, exterior siding, doors, balustrades, stairs, or other trim.
- Exterior Painting. Exterior painting of previously painted surfaces. Removal of exterior paint by non-destructive means, limited to hand scraping, low-pressure water less than 600 p.s.i., heat plates, hot air guns, or chemical paint removers provided that the removal method is consistent with the provisions of 24 C.F.R. Part 35, “Lead-Based Poisoning Prevention in Certain Residential Structures,” and National Park Service Preservation Briefs #10: *Exterior Paint Problems on*

Historic Woodwork, and #37: Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing.

- Roofing. Repair or **in-kind** replacement of roof cladding materials and sheeting, flashing, gutters, soffits, and downspouts with no change in roof pitch or configuration. Installation of new roofing or reflective roof coatings on a flat-roofed building with a parapet, such that the roofing material is not visible from any public right-of-way.
- Mechanical systems. Placement and installation of exterior HVAC mechanical units and vents not on the front elevation.
- Basement bulkhead doors. Replacement or repair of basement bulkhead doors and installation of basement bulkhead doors not on the front elevation.
- Mothballing. Securing or mothballing a property by boarding over window and door openings, making temporary roof repairs, and/or ventilating the building in accordance with National Park Service Preservation Brief 31: *Mothballing Historic Buildings*.
- Accessibility Ramps. Graded ground paths that provide access to a building, repair of existing ramps, and installation of temporary ramps that do not irreversibly impact porches or railings.
- Foundations. Below-grade repair of brick or stone foundations that does not include applying weatherproofing or sealers, and repairs to all other types of foundations.
- Attic Vents. Repair or **in-kind** replacement of historic attic vents in original openings or installation of new attic vents painted to match gable
- Seismic and structural repairs. Seismic and structural repairs of buildings and parking facilities, provided that there is no substantial earth moving, such as new footings, foundation-trenching or excavation.
- Chimney liners. Repair or **in-kind** replacement of chimney liners provided that the work does not affect the exterior of the chimney.

Interior Rehabilitation

- Mechanical systems. Installation, replacement or repair of plumbing, HVAC systems and units, hot water heaters, furnaces, electrical wiring and fire protection systems, provided no structural alterations are involved. Included are bathroom improvements for handicapped access, provided the work is contained within the existing restroom walls.
- Surfaces. Repair or **in-kind** replacement of interior surface treatment, such as floors, walls, ceilings, plaster and woodwork. If covering historic features, such as wood floors, then carpet or sheet goods (linoleum or vinyl) shall be installed in a reversible manner, either through tacking or with an underlayment so historic floors shall not be irreversibly damaged.
- Insulation. Insulation projects provided that exterior cladding materials are not altered by this work.
- Radiant Barriers. Installation of radiant barriers in unoccupied attic spaces.
- Asbestos abatement. Abatement or control of asbestos that does not involve removal or alteration of interior features.
- Floors and stairs. Repair and **in-kind** replacement of floors and stairs, replacement of carpets, and installation or repair of concrete basement floor in an existing basement.
- Bath and kitchen fixtures. Repair or replacement of bathroom and kitchen equipment and fixtures.
- Accessibility. Modification of a bathroom for handicapped access within the walls of the existing bathroom. Installation of wedges and removal of thresholds to facilitate access through door openings.

- Lead Paint hazard mitigation. Interior lead hazard mitigation and abatement when it is limited to washing, scraping and repainting, wallpapering, and chemical stripping of lead – painted surfaces, installation of new window jambs or jamb liners, installation of metal panning in window wells, and replacement of non-significant flat stock trim, provided that the work is consistent with the provisions of 24 C.F.R. Part 35, “Lead-Based Poisoning Prevention in Certain Residential Structures,” and National Park Service Preservation Brief #37: *Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing*.
- Interior Features. Rehabilitation of any other interior features not listed above that do not affect character-defining elements such as fireplaces, stairways, interior woodwork, decorative plaster, or stained/beveled glass.
2. Does the scope of work for your project include any activities that you were not able to categorize as one of the listed SHPO exemptions?
- No
- Yes → your project does not qualify for a SHPO exemption. Revise your answer to question 10 in the previous section and submit the required materials for a SHPO packet.
3. Does your project include any activities that are exempt from SHPO review because of **in-kind replacement**? *The term “in-kind replacement” is defined as installation of a new element that duplicates the material, dimensions, design, configuration and detailing of the original element.*
- No
- Yes → Attach photos of the existing elements and the product specifications for replacement elements.

SUBMITTING YOUR ENVIRONMENTAL REVIEW REQUEST

Submit your environmental review request to the City by emailing this checklist and any backup documentation to duluthcommdev@duluthmn.gov

Include all applicable attachments with your submission. Boxes have been checked next to the required attachments based on your responses to the questions in this document.

- Scope of work
- FEMA/FIRM map
- MPCA What's in My Neighborhood map
- ASTM Phase I or II Report
- Wetlands map
- Proof of year built
- SHPO Packet:
 - recent photo/google maps screenshot of the front of the building
 - proof of year built
 - SHPO Scope of Work form only required if you know the building is on or has been determined eligible for the NRHP
- SHPO in-kind replacement details:
 - photos of the existing elements
 - product specifications for replacement elements