CHDO Funding Application
FY 2017
City of Tampa – Federal Funding
Section I

GUIDELINES

Funding Applications are available on-line or please call the Housing and Community Development Division for details (813-274-7954).

Applications must be delivered no later than 11:59 AM (EST) on Monday, July 25, 2016.

CHDO Funding Application Guidelines

I. GUIDELINES

A. APPLICATION REQUIREMENTS- ALL PROGRAMS:

- Applicant organizations must eligible for CHDO status as a (1) public agency or (2) private, non-profit entity with current 501 © (3) status.

  NATIONAL OBJECTIVES (24 CFR Part 570.208)
  In order to be eligible for assistance, activities must meet one of the following three national objectives:
  1. Activities benefiting low- and moderate-income persons.
  2. Activities to address slums or blight on an area basis.
  3. Activities designed to meet community development needs having a particular urgency.

More detailed information on Eligible Activities and National Objectives can be found in the Guide to National Objectives and Eligible Activities for Entitlement Communities Handbook at the following address: https://www.onecpd.info/cdbg

- All applicant organizations must attend the following **required** workshop for each grant, as it is applicable to your organization, to be eligible to apply for funding:
  - **HOME CHDO - Friday, July 1, 2016**

ALL questions regarding any of the RFAs after the workshops will be required to be submitted in writing to qiana.daughtry@tampagov.net no later than July 8, 2016 @ 11:59 AM (EST).

- Applications **must** be complete and include all applicable supporting documents.

B. INCOME LIMITS

The purpose of the CHDO Program is to provide housing, community development, and economic development opportunities for low to moderate-income individuals or households. The U.S. Department of Housing and Urban Development establishes these limits annually based upon the Area Median Income (AMI). HUD's HOME 2016 income limits are provided below:

FEDERAL HUD INCOME LIMITS 2016								
HOUSEHOLD SIZE =	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
MODERATE INCOME (120%)	49,800	56,800	63,960	71,040	76,800	82,440	88,200	93,840
LOW INCOME (80%)	33,150	37,900	42,650	47,350	51,150	54,950	58,750	62,550
VERY LOW (50%)	20,750	23,700	26,650	29,600	32,000	34,350	36,750	39,100
EXTREMELY LOW (30%)	12,450	16,020	20,160	24,300	28,440	32,580	36,730	39,100

CHDO Funding Application Cycle

B. FUNDING GUIDELINES:

- Proposed projects will only be eligible for funding October 1, 2016 to September 30, 2018.

- Project goals should be attainable within a defined period of time (typically two years) and should achieve measurable results.

- Funds will not be granted to reduce existing deficits, entertainment, lobbying expenses, audits, or other ineligible expenses under the CHDO Funding Application Guidelines.

- **Organizations must demonstrate the financial viability to operate a federally-funded program strictly on a reimbursement basis. City of Tampa funds are provided to awarded projects on a reimbursement basis only. This means that funds will be available to the organization after it has paid for eligible project costs. However, no costs incurred prior to contract approval may be reimbursed. A financially viable organization is one that is able to:**

    - Operate for a minimum of 90 days pending reimbursement without financial hardship;
    - Demonstrate an existing and consistent cash flow; and
    - Have a separation of duties for personnel time allocations, etc.

- **Applicants who previously received funding from the City <u>must</u> report the status of that funding, including actual accomplishments, previous Monitoring results and any outstanding findings or concerns. Applicants with open Monitoring Findings with the City that are unable to be resolved prior to the deadline for funding applications will be ineligible to apply for this RFP.**

- All applicants approved for funding **<u>must</u>** attend a post-award conference with City staff and provide a revised project budget based on the pending CHDO grant award amount. Additionally, policies and procedures, sample client files, and other documents may be requested in a form acceptable to the City prior to the post-award conference.

- Projects **<u>must</u>** meet all applicable grant requirements of the U.S. Department of Housing and Urban Development (HUD).

- Applicants **<u>must</u>** demonstrate adequate management, fiscal controls and staffing capacity within its current organization to undertake the proposed project.

- Applicants **<u>must</u>** demonstrate the ability to leverage or match the requested funds from other sources. The following leverage/match requirements apply:

- **HOME/CHDO CONSTRUCTION PROJECTS** – Minimum **25% CASH MATCH** required, dedicated to the specific construction project. (Cash OR funds in the form of in-kind contributions and/or volunteer labor are accepted as match. Match must be NON-City funds.)

All leverage/matching funds must be dedicated and documented to the requested project and available during the project period, i.e., October 1, 2016– September 30, 2018. All matching fund commitments will be verified by City.

C. APPLICATION CRITERIA

- **Women/Minority Business Enterprise (WMBE) Participation.** The City of Tampa administers the Women/Minority Business Enterprise (WMBE) Program to promote the inclusion of WMBE Companies in procurement solicitations and contract awards. The City actively solicits participation in this project by City Certified WMBE Companies deemed **underutilized.** To obtain a list of the City's Certified WMBE Companies, visit the Minority and Small Business Development Offices website at http://tampagov.net/minority-business-development. Under Information and Resources select WMBE/SLBE Directories. These directories include WMBE Certified Companies which are listed by Type of Services and by Company Names. If you need further assistance, please contact the Minority and Small Business Development Office at (813) 274-5512.

  NOTE: In accordance with the Equal Business Opportunity Ordinance 2008-89, The City of Tampa's WMBE policies are narrowly-tailored to identify **underutilized** WMBEs by Industry Category. Proposers who are certified within the **underutilized** category for the work/scope detailed herein or subcontract with firms that are certified within the **underutilized** category will be eligible for weighted points in the selection process. Refer to **MBD Form 70** to identify **underutilized** WMBEs by Industry Category and Section 4. Evaluation of Proposals for the WMBE Participation scoring criteria for this REP. **For this RFP the underutilized WMBE Industry Categories are Construction and Construction-Related Services.**

- **SLBE Participation.** In an effort to promote increased opportunities for Small Local Business Enterprises (SLBEs), the City actively solicits the participation of certified SLBE firms in the performance of contracts. To obtain a list of the City's Certified SLBE Companies, visit the Minority and Small Business Development Offices website at http://tampagov.net/minority-business-development. Under programs and Services select WMBE and SLBE Directories. These directories include SLBE Certified Companies which are listed by Type of Services and by Company Names. If you need further assistance, please contact the Minority and Small Business Development Office at (813) 274-5512.

- **Non-Discrimination in Contracting and Employment.** The following provisions are hereby incorporated into any contract executed by or on behalf of the City of Tampa (City).

  The Successful Proposer shall comply with the following Statement of Assurance:

  > During the performance of this Contract, the Successful Proposer herein assures the City, that said Successful Proposer is in compliance with Title VII of the 1964 Civil Rights Act, as amended, the Florida Civil Rights Act of 1992, and the City of Tampa Code of Ordinances, Chapter 12, in that the Successful Proposer does not on the grounds of race, color national origin, religion, sex, age, handicap or marital status, discriminate in any form or manner against said Successful Proposer's employees or applicants for employment.
>
> The Successful Proposer understands and agrees that this Contract is conditioned upon the veracity of this Statement of Assurance, and that violation of this condition shall be considered material breach of this Contract. Furthermore, the Successful Proposer herein assures the City that said Successful Proposer will comply with Title VI of the Civil Rights Act of 1964 when federal grant(s) is/are involved. This Statement of Assurance shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans within its protective range of applicability.
>
> The Successful Proposer further acknowledges and agrees to provide the City with all information and documentation that may be requested by the City from time to time regarding the solicitation, selection, treatment and payment of subcontractors, suppliers and vendors in connection with this Contract. The Successful Proposer further acknowledges that it must comply with City of Tampa Code of Ordinances, Chapter 26.5, as enacted by Ordinance No. 2008-89."

  For additional information contact the Minority Business Development Office at 813/274-5543 or 813/274-5512. **http://tampagov.net/minority-business-development**

- **Assignment and Sub-Contracting.** No Successful Proposer shall assign the award or any rights or obligations there under without the written consent of the City. In the event of such approved Sub-Contracting, the Successful Proposer agrees to provide the City with written documentation relative to the Subcontractor(s) solicited, or that will be employed in this award, including but not limited to submittal of attached Schedule of Sub-Contracting forms, with the proposal response.

  - Schedule of All Sub-Contractors/Consultants/Suppliers Solicited MBD 10
  - Schedule of All Sub-Contractors/Consultants/Suppliers to be Utilized MBD 20)

  These forms must be completed (including signatures) and submitted with all proposals. Submittals that do not contain these completed forms shall be deemed

“non-responsive”. Instructions on completing the forms are included after each form in this RFP package.

Subcontractor shall be defined as: a business enterprise, firm, partnership, corporation, consultant or combination thereof having a direct contract with a prime contractor for any portion of the advertised work that is awarded by the City/City's representative.

Supplier shall be defined as: a business enterprise that either directly contracts with a Prime Contractor/Consultant or directly contracts with a Subcontractor under such Prime Contractor/Consultant to provide materials, supplies or equipment in connection with a Contract awarded by the City/City’s representative. A Supplier may be a regular dealer, distributor or manufacturer.

- **Sub-Contracting Forms.** Under Section VII. Sub-Contracting Forms and Payment Form, the following forms must be filled out and submitted:

  - Schedule of All Sub-Contractors/Consultants/Suppliers Solicited MBD 10
  - Schedule of All Sub-Contractors/Consultants/Suppliers to be Utilized MBD 20

  These forms must be completed (including signatures) and submitted with all proposals. Submittals that do not contain these completed forms shall be deemed “non-responsive”. Instructions on completing the forms are included after each form in this RFP package.

- Consideration will be given to projects that serve low to moderate-income residents 80% AMI or below.

- Applications must address one or more of the following priorities set forth in the Consolidated Plan/Action Plan:

  - New Construction- Single Family Homes
  - Acquisition/Rehabilitation – Single Family Homes
  - New Construction - Multi-Family Housing
  - Acquisition/Rehabilitation – Multi-Family

CHDO Funding Application Guidelines

D. APPLICATION FORMAT:

- All applications **must** be typewritten with Arial or Times New Roman font, no smaller than 12-point type, no less than 1 inch margins and contain a **Table of Contents** and **tabbed in the same order as the application checklist** to sections and pages. Supporting documents must on 8 ½" by 11" paper and clearly identified. Attach copies of all additional documents as necessary.

  - **Each set of documents MUST be tabbed and included in a Three Ring Binder (No staples)**

  - Complete a **separate application for each project** requesting funds.

- If submitting more than one application, assign each proposed project a priority (for example: Priority #1 = first priority, Priority #2 = second priority, etc.)

- Applicant shall submit the following:

  - **One (1)** original proposal marked **"ORIGINAL"**. The original proposal is the City's official record and recording of the proposal being submitted.

  - **One (1)** complete electronic version of the original proposal saved as one PDF document on CD or USB Drive. The CD or USB Drive is a supplement and will not be reviewed for compliance.

  - **Four (4)** complete copies of the original proposal marked **"COPY"** will be for the City Evaluators.

- All complete copies should be address or dropped off to:

  CITY OF TAMPA
  PURCHASING DEPARTMENT
  306 E JACKSON ST. 2ND FLOOR EAST
  TAMPA, FL 33602

- **Applications must be delivered and time stamped, by the Purchasing Department, no later than 11:59 AM E.S.T on Monday, July 25, 2016.**

Applications submitted after the published deadline WILL NOT be accepted.

CHDO Funding Application Guidelines

E. REVIEW PROCESS:

It is the responsibility of the City of Tampa to ensure that City funds are disbursed wisely, managed efficiently, and ensure that the delivery of services are beneficial to the community. To fulfill this responsibility, the City of Tampa will conduct a review of all applicants applying for funding to evaluate their operation, services, projects, and budgets. Receipt of maximum scoring points is not a guarantee of funding. Receipt of an award letter is not a guarantee of funding. Prior funding awards do not guarantee continued or future funding.

- The following threshold requirements must be met or the application will not be reviewed for funding:
    - Application complete, approved, and signed by Board of Directors or designee
    - Current 501(c)(3) status (attach documentation)
    - Active enrollment in the U.S. System for Award Management (SAM)
    - Two most recent audits (Periods 2014-2016), per the U.S. Office of Management and Budget (OMB) Guidance for Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, a Management Letter, and Agency Response
    - Proposed service/program/project meets one of the National Objectives
    - Project Budget Form, Fiscal year 2017
        - Organizations must demonstrate the financial viability to operate a federally-funded program strictly on a reimbursement basis and operate for a minimum of 90 days pending reimbursement without financial hardship.

- **In accordance with the Uniform Guidance, 2CFR 200.331, the City of Tampa will conduct a risk assessment and shall consider the applicant's**
    - **Prior experience in administering similar awards and projects**
    - **Audit Reports**
    - **Personnel (e.g. Qualifications, turnover, et cetera)**
    - **Management Systems**
    - **Results of other Federal agency monitoring**
    - **Current funded agencies who have received prior funding from the City will also be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, lack of financial capacity as evidenced by demonstration of financial hardship, timely reporting, accuracy of reporting, ability to meet audit requirements, and other programmatic and fiscal contractual requirements as documented in monitoring reports will be considered. These factors will be considered in**

conjunction with the proposal score in developing an overall recommendation for agency funding.

- All applicants will be notified of the funding recommendations in writing. **Receipt of an award letter is not a guarantee of funding.** All awards are subject to further pre-contract negotiations subject to final approval by the Tampa City Council (mandatory requirement) which will take place prior to August 31, 2016, and an annual appropriation by the U.S. Department of Housing and Urban Development to the City of Tampa (Prime Recipient/Grantee).

The City, at its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all applications either in whole or in part, waive any informalities or irregularities of any applications, cancel this CHDO Funding Application at any time and/or take any action in the best interest of the City. The City reserves the right to contact an applicant if additional information is required. The City's decision in all matters shall be final.

- **Currently, funded agencies who have received prior funding from the City will also be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, and other programmatic and fiscal contractual requirements as documented in monitoring reports will be considered. These factors will be considered in conjunction with the proposal score in developing an overall recommendation for agency funding.**

CHDO Funding Application Guidelines

CRITERIA AND SCORING:

The City will not be under any requirement to complete the evaluation by any specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors as directed by the City. However, it is anticipated that the review/evaluation process will be completed in a timely manner.

A Proposal Evaluation Committee will be established to review and evaluate all proposals submitted in response to this RFP. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided and other evaluation criteria as set forth in this RFP. The contract will be awarded to the most qualified contractor per the evaluation criteria listed below.

Following receipt of written proposals, the City may thereafter select those Proposers which, in the judgment of the City, qualify as finalists and request those Proposers to make oral presentations to the City and its representatives, prior to the final selection of the Successful Proposer.

The City reserves the right to reject any and all proposals and the issuance of this RFP and potential inclusion of a Proposer into the interview process shall in no way be deemed to create a binding contract or agreement between the Proposer and the City.

Proposers are advised that the City intends to select the Successful Proposer that the City determines is the most responsive and responsible.

Application of WMBE and SLBE Evaluation Points. During the evaluation of proposals for WMBE and SLBE participation, the Minority and Small Business Development Office will be responsible for assigning the points under this criteria. WMBE and SLBE points will be determined as follows:

1. A maximum of ten (10) rating points may be awarded when the Proposer is a City of Tampa certified WMBE Company participating as the prime contractor deemed **underutilized** within the industry category established by the RFP **Construction and Construction-Related Services.**

2. A maximum of five (5) rating points may be awarded when the Proposer is a City of Tampa certified SLBE business participating as the prime contractor; or,

3. One to Seven (1-7) rating points may be awarded when the Proposer is not a City of Tampa certified SLBE prime contractor or a non-underutilized WMBE company but utilizes WMBE and/or SLBE certified firm(s) as Sub-contractors/consultants, and assigned to perform meaningful segments of the contractual services detailed herein and documented on the enclosed MBD Form 10-20 (4 pages total).

   NOTE: The maximum number of points achievable for WMBE and/or SLBE participation will not exceed a total of 10 points.

The following criteria and scoring will be considered in developing a recommendation for agency funding.

CRITERIA- HOME CHDO	MAXIMUM POINTS
Organizational Experience and Capacity	**20**
Statement of Need	**10**
Project Description	**15**
Project Readiness	**10**
Leverage/Match	**15**
Budget and Budget Narrative	**20**
WMBE/SLBE	**10**
TOTAL POINTS POSSIBLE	**100**

CHDO Score Sheet

Scoring Criteria	Max Points	Points awarded	Comment
A. Organizational Capacity *(Maximum of 20 points)*			
History of Organization working with City	3		
Past program/project year's results versus goals			
• Completion of past/existing HOME projects	2.5		
• Experience working on HOME/CHDO program	2.5		
Financial capacity to complete projects timely	5		
Staff's experience	2		
Experience of development team	5		
B. Statement of Need *(Maximum of 10 points)*			
Consolidated Plan Priority Need	5		
Target population/target service delivery area	5		
C. Project Description *(Maximum of 15 points)*			
Describe the project	3		
Meets City's funding priorities	1		
Experience of the development team	3		
Environmental Review status	5		
Procedure for selecting contractor	3		
D. Project Readiness *(Maximum of 10 points)*			
Describe the program/project	2		
Site Control/ownership	2		
Proper Zoning, site plans	2		
Schedule is feasible and reasonable	2		
Ability to expend funding within timeframe	2		
E. Matched and Leveraged *(Maximum of 15 points)*			
25% Match Minimum Required (only 1 can apply)			
0-25% 0 points	0		
26-50% 5 points	5		
51-75% 10 points	10		
76-100% 15 points	15		
F. Budget and Narrative *(Maximum of 20 points)*			
Supporting documentation submit to justify numbers (Contractor bids for work to be completed)	10		

Narrative supports funding allocation	10		
G. WMBE/SLBE (Maximum of 10 points)	10		
Total Score	**100**		

Compliance with Applicable Laws, Rules, and Regulations for HUD Programs

Applicants who are awarded funding must act in accordance with all relative laws, rules, and regulations. This includes, but is not limited to, the following:

Compliance with Applicable Laws, Rules, and Regulations for HUD Programs. Developers who are awarded funding must act in accordance with all relative laws, rules, and regulations. This includes, but is not limited to the following.

 24 CFR Part 92, as amended – The regulations governing the HOME Investment Partnerships Program

 24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act - The regulations issued following Title VI of the 1964 Civil Rights Act and **Section 109** of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and administer all programs and activities in a manner to affirmatively further the policies of the Fair Housing Act.

 24 CFR Part 107 and 108 - The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibits discrimination and promotes equal opportunity in housing.

 Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41 - The regulations that set forth policies and procedures for the enforcement of standards and requirements for handicap accessibility. The Architectural Barriers Act of 1968 and the American with Disabilities Act provide additional laws on accessibility and civil rights to individuals with disabilities.

 Age Discrimination Act of 1975 (42 U.S.C. 6101) - The regulations that prohibits discrimination on the basis of age.

 29 CFR Parts 3 and 5 – The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and Contract Work Hours and Safety Standards Act. **24 CFR Part 70** provides information on the use of volunteers.

 Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) – The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.

 24 CFR Part 58 - The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.

 National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988 – The regulations for proposed projects and properties located in a floodplain.

 36 CFR Part 800 - The regulations outlining the procedures for the protection of historic and cultural properties.

 Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 - These policies provide for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) (42 U.S.C. 4601), and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).

 24 CFR Part 7 and 41 CFR Part 60 equal employment opportunity without regard to race sex, color, religion, age, national origin, and disability in federally assisted construction contracts.

 24 CFR 135 - Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very low local residents. All projects funded with NSP funds must comply with Section 3 of the Housing and Urban Development Act of 1968, revised, requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate-income persons residing within the City of Tampa, and that contracts or work in connection with the project be awarded to eligible business concerns which are locate d in or owned in substantial part by persons residing in the City of Tampa. Special documentation is required for funding over $100,000.

 Residential Lead Based Paint Hazard Reduction Act of 1992 – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead base paint hazards.

 24 CFR Part 24- The regulations that prohibit use of debarred or suspended Developers on federally assisted projects and Drug Free Workplace requirements; issued according to Executive Order 12459.

 Office of Management and **Budget 2 C.F.R. Part 200** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. These regulations include the Conflict of Interest provision under 24 CFR 84.42 and 570 as it applies to procurement.

 24 CFR Part 49 – The regulations on eligibility restrictions for certain resident aliens.

 24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - The regulations for restrictions on lobbying and required certifications.

 Executive Order 13170 - The regulations on increasing opportunities and access for Disadvantaged Businesses.

 HUD requirements – All other required reports, circulars, and procedures when applicable.

 Administrative Procedures – The rules issued by the City of Tampa in relation to process and procedures.

 Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) - The regulations and provision that requires compliance with all applicable standards, orders, or regulations issued following the rule.

 ADA Compliance. The Subrecipient shall comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and implementing regulations at 28 CFR part 35 (All local, state and federal codes shall apply). These regulations govern the availability of housing with accommodations for handicapped individuals.

 Minority and Women's Business Enterprises. The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR 85.36(e) applies to grants under this part. Consistent with HUD's responsibilities under these Orders and with the City's Ordinance No. 26.5 Part 2, the Subrecipient must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities

HUD requirements – All other required reports, circulars, and procedures when applicable.

To find the Code of Federal Regulations (CFR) and Executive Orders go to these websites:

CFR:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Executive Orders:

http://www.archives.gov/federal-register/executive-orders/

HOME CHDO CERTIFICTAIONS AND PROJECTS

Introduction
The City of Tampa receives an annual allocation from the U.S. Department of Housing and Urban Development (HUD) for the HOME Investment Partnership Program (HOME). This application and guideline package has been designed for the HOME and HOME/CHDO funding sources to be included in the City of Tampa's FY17/PY16 Annual Action Plan.

This application is for HOME- CHDO funds ONLY. If an organization wishes to be considered for more than one project, they must submit separate applications for each project. If any of the applications are incomplete, they will not be considered.

A minimum of fifteen percent (15%) of the City's annual HOME allocation **must** be provided to projects undertaken by Community Housing Development Organizations (CHDOs) that are certified by the City. Approximately $470,000 is available through this RFA process.

HOME Investment Partnership funding is made available to non-profit CHDO designated owners, sponsors or developers of affordable housing in the City of Tampa that benefit low to moderate-income households (at or below 80% Area Median Income – as adjusted for family size). **Eligible activities include, but are not limited to, single family housing development and rehabilitation (including mortgage assistance on newly constructed homes), multi-family housing development, housing acquisition and rehabilitation for sale or lease.**

This RFP is for CHDO Certification and CHDO projects ONLY.

In order to be considered for funding, the applicant must be a non-profit housing owner, sponsor or developers of affordable housing with the proposed HOME activity located inside the City limits or provide services within the City**. The applicant must be a 501 (c)(3) non-profit organization with housing development experience in the City of Tampa and must have been in business for at least three years.**

It is the City's intent to fund one (1) CHDO organizations under this RFP.

Note: ***For CHDO Housing projects, applicant must show proof of site control for vacant land suitable for construction of single family homes that fit with the City's design criteria.***

CHDO Funding Application Guidelines

DEFINITIONS:

- Annual Gross Income – Total income (earned, unearned, and asset income) anticipated to be received by all persons who currently reside or intend to reside in a program-assisted unit for the upcoming 12-month period.

- Annual Report – A yearly report of an organization's or government's financial statements and accomplishments.

- Audit – An examination of the financial or administrative records of an organization or governmental entity to ensure that they are complete and accurate.

- CHDO – Community Housing Development Organization – A special designation for affordable housing developer, sponsor or owner utilizing HOME funding.

- Developer Administrative Expenses – expenses associated with the oversight of the program and development costs.

- Income Eligible Household – An individual, family or group of individuals living together as a unit, determined to be income eligible for participation in a program.

- Environmental Impact Statement (EIS) - Document prepared to describe the effects for proposed activities on the environment. "Environment," in this case, is defined as the natural and physical environment and the relationship of people with that environment. It describes the positive and negative environmental effects of a proposed action.

- Environmental Review – Process of reviewing a project and it's potential environmental impacts to determine whether it meets federal, state, and local environmental standards.

- Match – The commitment of funds to supplement program funds for an eligible activity.

- Project Objectives – The methods or the activities by which you plan to achieve your aims.

CITY OF TAMPA
ENVIRONMENTAL REVIEW USER GUIDE

Introduction

The Citywide Environmental Review Record is based on a broad review of Citywide Housing, Capital Improvement Project, CDBG and HOME activities that are to be followed up with the Site-Specific Environmental Review Checklist as individual sites are chosen for assistance. This Environmental Review Record only applies to those Project activities that occur within the jurisdictional boundaries of the City of Tampa. The activities under the Project will be divided into three categories for environmental review; Exempt, Categorically Excluded and Non-Excluded.

Exempt and Categorically excluded not subject to 58.5 activities are classified as actions authorized by 24 CFR 58.34 or 24 CFR 58.35(b). These activities all involve soft costs that do not have any physical impacts on the environment. Examples are financial services, management activities, planning activities, counseling services, etc. These activities will not require any further review in the form of a site-specific checklist, however, all exempt activities must comply with the requirements of 24 CFR 58.6. 24 CFR 58.6 imposes requirements regarding the following: National Flood Insurance Program participation, Coastal Barrier Resources compliance, and Runway Clearzone notification. For those activities that are exempt, the City of Tampa must document in writing its determination that each activity or project is exempt and meets the conditions specified for such exemption under 24 CFR 58.34.

Categorically Excluded activities are classified as actions authorized 24 CFR 58.35. These activities generally involve rehabilitation of existing structures where the cost of rehabilitation does not exceed 75% of the value of the structure after rehabilitation, there is no change in land use, and the density is not changed by more than 20%. Categorically Excluded activities can also include acquisition or disposition of an existing structure or acquisition of vacant land provided that the structure or land acquired or disposed of will be retained for the same use. Categorically Excluded activities must also comply with the requirements of 24 CFR 58.6. Categorically Excluded activities involving rehabilitation only with no increase in the building footprint will require further review for historic significance, floodplains, noise, toxic and hazardous chemicals, and airport hazards as sites are chosen for assistance in the form of the Site-Specific Environmental Review Checklist for Rehabilitation Activities (see attached).

Categorically Excluded activities involving acquisition, new construction and demolition will require further review for historic significance, floodplains, wetlands, endangered species, noise, airport hazards, thermal and explosive hazards, toxic and hazardous chemicals, environmental justice, and Project activity/land compatibility in the form of the Site-Specific Environmental Review Checklist for Acquisition, Demolition or New Construction activities (see attached).

Non-excluded activities are classified as actions that cannot be considered Exempt or Categorically Excluded. These activities generally involve major rehabilitation where the cost of rehabilitation exceeds 75% of the value of the structure, or there is a change in land use or an increase in density by more than 20%. This classification also includes new construction,

acquisition, and demolition of existing structures. Non-excluded activities will require further review for historic significance, floodplains, wetlands, endangered species, noise, clearzones, thermal and explosive hazards, toxic and hazardous chemicals, environmental justice, and Project activity/land compatibility in the form of the Site-Specific Environmental Review Checklist.

For additional information on levels of review and environmental review requirements, see HUD's website at:

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

Historic Properties

Historic and cultural resources are districts, sites, buildings, structures, and objects having significant associations with historic, architectural, archaeological, or cultural events. Four Local Historic Districts exist within the City of Tampa and are classified as Seminole Heights, Hyde Park, Ybor City, and Tampa Heights. Each of these areas is also registered as a National Historic District, along with the West Tampa and Hampton Terrace Historic Districts. Many local landmarks also exist throughout the City. More detailed information that was obtained from the Tampa Architectural Review Commission is provided in Attachment 1. The National Register of Historic Places, a Federal listing of properties and places that are of specific historic, cultural, or archaeological value, designated various buildings throughout the City as historic sites. These locations are also listed in Attachment 5. Request for inclusion on the Federal Register is generally made by the State Historic Preservation Office (SHPO). The SHPO and the local preservation board are those who review the proposed project site, once it has been selected for funding.

This review process takes place on a site-specific, case-by-case basis after the selection of the appropriate site. A large portion of City funded projects are rehabilitative in nature and will therefore not directly affect a previously determined historical landmark. However, if a Structure to be renovated or demolished is 50 years or older, or if the Site is located within a Local Historic District, or the activity involves ground disturbing activities, consultation with the State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO) will be required. See the following link for SHPO contact information http://dos.myflorida.com/historical/ and HUD's Tribal Directory Assessment Tool (TDAT) for Tribal contact information: http://egis.hud.gov/tdat/Tribal.aspx

For additional information on Historic Preservation and Section 106 compliance, see HUD's website at:

https://www.hudexchange.info/programs/environmental-review/historic-preservation/

Floodplain Management

The Adopted 2025 Future Land Use Map for the City of Tampa shows the existing shoreline areas and the coastal high hazard flooding areas within the City. Such areas are expected to flood and developments located in these areas may suffer significant damage as a result of

severe flooding and high winds. Locating proposed development outside the floodplain is encouraged for Federal funding projects, as agencies discourage new construction within areas having special flood hazards.

Areas identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards are shown in Flood Insurance Rate Maps (FIRMs) and are typically labeled as Flood Zone A and V (also known as 100-year floodplains). Typical floodplain areas include low land along rivers or the ocean, flat areas in which stormwater accumulates, and riverine areas subject to flash floods. Verification of flood zones, as identified in a FEMA Flood Insurance Map, should be performed to determine site acceptability. Please refer to the following website for step-by-step assistance in obtaining a FIRM. http://www.tampagov.net/geographic-information-systems/info/data-downloads-and-metadata/boundaryflood-zonesflood-hazard-zone-designator

As sites are identified, the 8 STEP Decision-making Process may be required for sites located in the 100-year floodplain and or 500-year floodplain for critical actions as part of the site specific environmental review. It is noted that for each project located within a 100-year floodplain, flood insurance must be obtained for all buildings located in the 100 year floodplain as a condition of the approval of financial assistance to the property owner. All activities requiring flood insurance must be documented within the project file. See HUD's website on Floodplain Management for additional information on how to complete the 8-STEP Decision-making process, Sample Public Notices, etc.

https://www.hudexchange.info/programs/environmental-review/floodplain-management/

In addition, the latest version of the Flood Insurance Maps issued by FEMA should be used to estimate the flood designation for the proposed activity. See FEMA's website for the latest FIRM maps available on line at:

https://msc.fema.gov/portal

Wetlands Protection

The Hillsborough County Environmental Protection Commission (EPC) performs detailed site inspections and evaluates the extent of wetlands to determine if a proposed development has the potential to affect a wetland. The EPC regulates development within areas delineated as wetlands within the City of Tampa. The 2025 Future Land Use Map can also be used to make an initial determination regarding the permissible locations for various land uses.

Executive Order 11990 requires that all federal executive agencies to refrain from supporting construction in wetlands that are designated on the U.S. Fish and Wildlife Service/National Wetlands Inventory (NWI) maps wherever there is no practical alternative. Section 10 of Executive Order 11990 authorizes that the applicant may assume responsibilities applicable to projects covered by Section 104(h) of the Housing and Community Development Act of 1974 if the applicant had also assumed the responsibilities of the environmental review. The Executive

Order directs the City of Tampa to avoid, to the extent possible, the long and short term impacts associated with the destruction or modification of wetlands and to avoid direct or indirect support of new construction in NWI designated wetlands, wherever there is a practical alternative. In order to comply with Executive Order 11990, the City of Tampa must perform the 8- STEP Decision-Making Process whenever there is construction in NWI designated wetlands. In many instances, wetlands are located in areas designated as 100-Year floodplains. In these cases, the Wetlands 8-STEP Decision-Making Process may be combined with the 100-Year Floodplain 8-STEP Decision-Making Process. This review process takes place on a site-specific, case-by-case basis after the selection of the appropriate site has been made. However, since most assisted City projects will be rehabilitative in nature, it is anticipated that the majority of these projects will not impact delineated wetland areas. For additional information, see HUD's website on Wetlands Protection at:

https://www.hudexchange.info/programs/environmental-review/wetlands-protection/

Endangered Species

Future development within the City may require an endangered species evaluation on a case-by-case basis to determine whether any federally listed species will be affected by the development. If the project has the potential to impact any federally listed threatened or endangered species, the U.S. Fish and Wildlife Agency should be contacted in order to receive the most recent species data prior to each evaluation performed to ensure that the necessary precautions are taken. Information regarding endangered species is available at the U.S. Fish and Wildlife Service at: http://www.fws.gov/endangered/map/state/FL.html.

See also HUD's website on Endangered species for additional information:

https://www.hudexchange.info/programs/environmental-review/endangered-species/

Air Quality

The City of Tampa is in attainment with the National Ambient Air Quality Standards with the exception of one area: the Envirofocus facility located at 6505 Jewel Avenue, Tampa, Florida. The Envirofocus facility, formerly known as Gulf Coast Lead, consists of a battery recycling operation. A five kilometer radius around the Envirofocus facility has been designated as a Non-Attainment area for lead. The Envirofocus facility is located within the far eastern portion of the Tampa's city limits. The figure included in Attachment 5 shows the location of the Envirofocus facility along with the five kilometer radius depicting the Non-Attainment area for lead. Please note that all other areas within Tampa's city limits are in Attainment with respect to the National Air Quality Standards. HUD-assisted projects involving new construction, demolition, conversion of land use, major rehabilitation of existing buildings, and the acquisition of undeveloped land are subject to the requirements of the Clean Air Act. A determination must be made by the Responsible Entity as to whether the proposed project or action conforms with the Air Quality State Implementation Plan (SIP) and indicate any unresolved conflicts with the SIP. The project may need to be modified or mitigation measures developed and implemented as a result of the environmental review.

Please note that only a relatively small percentage of land (less than 10%) within the limits of the City of Tampa is located within the Non-Attainment area with respect to lead. Additionally, since most of the assisted citywide projects will be rehabilitative in nature, and not consist of new construction, demolition, major rehabilitation, conversion, etc., the status of Non-Attainment for this area located in eastern Tampa should not affect the proposed citywide projects. However, should a new construction, demolition, major rehabilitation, conversion, etc. project be proposed within this area, a determination must be made as to whether the project is in conformance with the SIP. Additionally, since the attainment status for the State and Hillsborough County may vary from year to year, the FDEP should be consulted at least on an annual basis to determine if the City of Tampa attainment status has changed when reviewing new construction or conversion projects.

For additional information on Clean Act Air requirements, see HUD's website at:

https://www.hudexchange.info/programs/environmental-review/air-quality/

Noise

The major source of noise within the City of Tampa has been determined to be the local airports: Tampa International (TIA), and MacDill Air Force Base (AFB). Noise contours are included in Attachment 5 for both facilities. The existing contours show the area north of MacDill AFB to be within the 65-75 decibel noise contour levels. The existing and future contours for TIA indicate minimal involvement, if any, within the residential areas of the City. In the event that new construction activities are proposed within the vicinity of TIA and MacDill AFB, both the Hillsborough County Environmental Protection Commission and the Hillsborough County Aviation Authority will be contacted for review of potential construction technologies to reduce noise level impacts within the mapped 65-decibel or greater noise contour level.

Other noise sources may include railroads and highways that are nearby to the development site. For noise sensitive uses, a site-specific noise assessment of the development location is required to determine if the development is located within the 65 or greater DNL noise contours of an airport or air force base, located within 1,000 feet of a highway, or located within 3,000 feet of a railroad. HUD's website provides additional guidance on completing a noise analysis, noise mitigation requirements, and other important compliance information at:

https://www.hudexchange.info/programs/environmental-review/noise-abatement-and-control/

Airport Hazards

A Site cannot be located within the Accident Potential Zone (APZ) or Runway Protection Zone/Clear Zone (RPZ/CZ) of any FAA regulated airports or military airbases. Typically, the RPZ for a civil airport runs 2,500t from the end of each runway and 15,000 feet from the end of each runway for a military airbase. The clearzone maps for TIA and the AQICUZ maps MacDill Air Force Base are included in Attachment 1.

In addition, if the site is in a designated RPZ/CZ and the project involves the acquisition or sale of an existing property that will be frequently used or occupied by people, a copy of the notice to prospective buyers signed by the prospective buyer.

For additional information on Airport Hazards, see HUD's website at:

https://www.hudexchange.info/programs/environmental-review/airport-hazards/

Thermal and Explosive Hazards

Standards exist for the location of proposed developments near hazardous operations handling petroleum products or chemicals of an explosive or flammable nature (24 CFR 51 Subpart C). The purpose of such standards is to minimize the possible property damage and injury from such hazards. If explosive and flammable facilities exist at or near the proposed site location, the standards should be used as a basis for calculating the acceptable separation distances between the project location and a specific stationary hazardous operation.
See HUD's website for additional information on the regulatory requirements, determining acceptable separation distances, and barrier mitigation requirements, if applicable:

https://www.hudexchange.info/programs/environmental-review/explosive-and-flammable-facilities/

Toxic and Hazardous Chemicals

It is HUD policy that all property proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property. HUD environmental review of multifamily (housing with five or more units) and non-residential properties shall include evaluation of previous uses of the site and other evidence of contamination on or near the site, to assure that occupants of proposed sites are not adversely affected by the hazards. HUD will not approve the provision of financial assistance to residential properties located on contaminated sites that are not found to meet the above criterion. Sites known or suspected to be contaminated by toxic chemicals or radioactive materials include, but are not limited to, sites which:

- Are on EPA Superfund National Priorities List (NPL) or the list of CERCLIS sites, or an equivalent State list;
- Are located within 3,000 feet of a toxic waste or solid waste landfill; or
- Have an underground storage tank other than a residential fuel tank;
- Is known or is suspected to be contaminated by toxic chemicals or radioactive chemicals.

HUD policy as stated in 24 CFR 58.5(i)(2)(i-iv) relies on a general performance standard, which includes the preparation of a Phase I Environmental Site Assessment (ESA) for multi-family housing or non-residential property and for other properties when site conditions or surrounding conditions warrant.

For individual 1 to 4 single-family units of existing housing, one would need to assess the site history, surroundings, and evaluate the likelihood of hazardous conditions existing nearby or on the property which could affect the health and safety of proposed occupants.

For additional information on HUD's Site Contamination requirements, see HUD's website at:

https://www.hudexchange.info/programs/environmental-review/site-contamination/

Environmental Justice

Environmental Justice is defined as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Consideration must be taken to determine the extent of the potential development on health and the environment, and its impact to low-income and/or minority populations.

For additional information on Environmental Justice requirements, see HUD's website at:

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

Project Activity/Land Compatibility

Proposed Project Activities should be compatible with their respective existing adjacent land uses. Experts to contact regarding this issue can be planners at local and area wide planning agencies, the zoning officer, or the City Planning Department. Potential mitigation measures for incompatible Project activity/land use could be altering the location of the Project activity or instituting protective measures to safeguard existing land uses. Community facilities and services could be expanded to service a development which is regarded as consistent with local and federal growth policies, particularly urban impact, despite its location at the fringe of a developed area.

CITY OF TAMPA
SITE SPECIFIC REVIEW CHECKLIST
Acquisition, Demolition or New Construction

This Tier II applies to activity for an Acquisition, Demolition or New Construction only. If the activity is not Acquisition, Demolition or New Construction only, use the Tier II for Rehabilitation.

Full Property Address and Project Description:

STRATEGY CONDITIONS

Is the project limited to single family acquisition, demolition or new construction?
☐ Yes, attach supporting documentation and continue with the Tier II Review.
☐ No, the conditions for the Tier II review are not met. A separate environmental review must be completed for the property if the project is not a single family activity. If the project is for single family rehab, use Single Family Rehabilitation Tier II.

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1. Floodplain Management and Flood Insurance

FIRM Panel Number Click here to enter text.. FIRM Panel Date
(Attach a copy of the map with the location of the property marked)

A. <u>Floodplain Management</u>

Is the property located inside the 100 yr. flood plan? (See exhibit 1a)

☐ No, no further action is required for compliance with floodplain management requirements. Proceed to **(B) Flood Insurance.**

☐ Yes, an 8 step process must be completed before this environmental review can be signed

Demolition, Acquisition, New Construction

The 8-step process outlined at 24 CFR § 55.20 must be completed or the activity rejected, unless the floodplain is incidental and a covenant or restriction will be placed on the floodplain to prevent future development in accordance with 24 CFR 55.12(c)(6).

8-step finding (check one)

☐ The 8-step process has been completed (Attach supporting documentation including the early final public notices, alternatives analysis) and the activity may be approved with mitigation;

☐ Because the floodplain is incidental and will be protected by a covenant or restriction (Attach supporting documentation) the 8-step analysis is not required; or

☐ The activity is rejected.

B. Flood Insurance

At activity completion, will a structure or portion of a structure be located inside 100 yr. flood plan?

☐ Yes, proof of National Flood Insurance Program (NFIP) insurance must be obtained. Flood Insurance must be taken for the life of a loan or the useful life of an improvement funded by a grant, regardless of transfer of ownership. For loans, loan insurance, or guarantees, the amount of flood insurance coverage need not exceed the outstanding principal balance of the loan. For grants and other non-loan forms of financial assistance, the amount of the flood insurance coverage must be at least equal to the maximum limit of coverage made available by the Act with respect to the particular type of building involved, or the development or project cost, whichever is less. The development or project cost is the total cost for acquiring, constructing, repairing, or improving the building.

☒ No, no further action is required for compliance with flood insurance requirements.

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2. Historic Preservation

Is the property more than 50-years old? Property Age Value (attach Property record card as Documentation. Use year built). (See exhibit 2)

☐ No, no further action is required regarding this sub-factor.
☐ Yes, Contact the State Historic Preservation Office (SHPO).

Is the property located within a Historic District? (attach a map showing the Historic District with the site clearly marked).

☐ No, no further action is required regarding this sub-factor.
☐ Yes, the SHPO must be consulted to determine if the activity will affect a historic property.

Does the activity involve ground disturbance on a previously undeveloped lot?

☐ No, no further action is required regarding consultation with FL SHPO.
☐ Yes, the State Historic Preservation Officer (FL SHPO) and Seminole Tribe of Oklahoma and the Seminole Tribe of Florida tribal contacts must be consulted to determine if the activity will affect a historic property.

If "No" is answered to all of the above questions, no further compliance is required for Historic Preservation. If "Yes" is answered to any of the above questions, SHPO and/or tribal contacts must be consulted.

State Historic Preservation Officer: http://dos.myflorida.com/historical/

Tribal Directory Assessment Tool (TDAT):
http://egis.hud.gov/tdat/countyQuery.aspx?state=Florida

Date of SHPO submittal Insert Date. Date of SHPO response Insert Date.

SHPO finding (check one)

☐ No historic properties affected; no further action is required regarding consultation with the SHPO.

☐ Historic properties will not be adversely affected; no further action is required regarding consultation with SHPO.

☐ Historic properties may be adversely affected; **further action is required** (See below).

or

☐ The activity is rejected.

Is further action required as a result of SHPO or Tribal consultation (see above)?

☐ No, no further action is required for compliance with historic preservation requirements (attach supporting documents).

☐ Yes, the activity must be modified to avoid adverse effects (as agreed upon by the SHPO) mitigated through development of a Memorandum of Agreement (MOA) in accordance with 36 CFR Part 800 to mitigate the adverse effects, or rejected.

☐ The activity has been modified to avoid adverse effects (Attach supporting correspondence) and the activity may be approved with modifications;

☐ A MOA has been developed in accordance with 36 CFR Part 800 to mitigate the adverse effects, (Attach a copy of the MOA) and the activity may be approved with implementation of the MOA; or

☐ The activity is rejected.

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3. Noise Abatement

1. Does the project involve acquisition only or demolition only with no new construction?

   ☐ Yes, no further action is required for compliance with noise abatement requirements. Proceed to the Noise Assessment Finding section to complete compliance.

   ☐ No. Further action is required. Continue to Question 2.

2. Is the activity located in within 1,000 feet of any major roads (interstate or four lane road)? (Attach a map showing the distance to all major roads surrounding the site)

   ☐ No, no further action is required for compliance with this sub-factor, proceed to next question

   ☐ Yes. Name of Road(s) _____

   Distance to Site _____ _____

   Go to the F DOT site and obtain the traffic data and proceed to Question (a).

   a. Is the AADT for each major road greater than 10,000?

      (Attach print out of F DOT information for each major road within 1,000 feet of the site).

      ☐ No, the AADT for each of the major roads identified is less than 10,000 AADT. No

further action is required for compliance with this sub-factor, proceed to Question 3.

☐ Yes, conduct a noise assessment for each major road using the Site DNL Calculator at http://www.hud.gov/offices/cpd/environment/dnlcalculatortool.cfm. Proceed to Question 3.

3. Is the activity located within 3,000 feet of a railroad or rail yard?
(Attach a map showing the distance to all railroads surrounding the site).
☐ No. No further action is required for compliance with this sub-factor.
☐ Yes. Rail Road # 1 Distance to Site _____
Rail Road # 2 Distance to Site _____

Gather the railroad information from the railroad operator. Use this information to complete the noise assessment using the Site DNL Calculator at http://www.hud.gov/offices/cpd/environment/dnlcalculatortool.cfm.

4. Is the activity located within 5 miles from a civilian airport or 15 miles from a military airport?
(Attach a map showing the distance to all airports surrounding the site).
☐ No. No further action is required for compliance with this sub-factor.
☐ Yes. Tampa Airport Distance to Site _____
MacDill Air Force Base Distance to Site _____

Attach a copy of the DNL Calculation that includes the analysis of all major roads, airports and railroads that affect the project site.

DNL Calculation _____
(insert final DNL here)

Noise Assessment finding (check one)

☐ The activity involves acquisition only or demolition only with no new construction. No further action is required regardless of the DNL Calculation.
☐ The noise level at the activity site is Acceptable (≤65 DNL) (Attach the results of the noise analysis); no further action is required for compliance with noise abatement requirements;
☐ The noise level at the activity site is Normally Unacceptable (>65DNL to 75 DNL). Provide specific evidence showing how noise will be attenuated to an interior level of 45 DNL and 65 DNL for exterior uses. A full Environmental Assessment is also required.
☐ The noise level at the activity site is Unacceptable (>75 DNL). Provide specific evidence showing how an effective noise barrier will be constructed and an EIS may be required.
☐ The activity is rejected.

4. *Thermal and Explosive Hazards*

Is the activity acquisition, demolition or new construction that will increase the occupancy of the property or make an uninhabitable property habitable?

☐ No, no further action is required for compliance with thermal and explosive hazard requirements.
☐ Yes, the presence or absence of Above Ground Storage Tanks (ASTs) and other explosive facilities must be document using the sheet titled "Thermal and Explosive Hazards."

Are ASTs that contain thermal or explosive materials or other explosive facilities located within 1-mile of the activity site?
☐ No, no further action is required for compliance with thermal explosive requirements (Attach supporting documentation).
☐ Yes, conduct an ASD assessment using the Acceptable Separation Distance Electronic Assessment Tool found at http://hhhqnwd022a.hud.gov/offices/cpd/environment/asdcalculator.cfm. (Attach a copy of the ASD calculation and a map clearly marked with the location of the ASTs in relation to the project site).

ASD Assessment finding (check one)

☐ The activity site is outside the ASD of any ASTs (Attach the results of the ASD assessment); no further action is required for compliance with thermal and explosive hazard requirements;
☐ The activity site is inside the ASD of an AST or ASTs (Attach the results of the ASD assessment), and the following mitigation actions can be implemented to protect the structure and the residents: Click here and identify the mitigation actions; or
☐ The activity is rejected.

5. *Wetland Protection*

Does the activity involve ground disturbing activities?
☐ No, no further action is required. Attach a wetlands map with the site clearly marked.
☐ Yes,

Does the property contain a wetland as defined in Executive Order 11990: Protection of Wetlands?
(Attach a wetlands map with the site clearly marked.)
☐ No, no further action is required for compliance with wetland protection requirements

☐ Yes, a covenant or restriction must be placed on the wetland to prevent future development in the wetland pursuant to 24 CFR 55.12(c)(6); otherwise, the 8-step process outlined at 24 CFR § 55.20 must be completed or the activity must be rejected.

Restriction/Covenant finding (check one)

☐ Because the wetland will be protected by a covenant or restriction (Attach supporting documentation) the 8-step analysis is not required;

☐ The wetland will not be protected by a covenant or restriction, the 8-step process has been completed (Attach supporting documentation), and the activity may be approved with mitigation; or

☐ The activity is rejected.

6. Toxic Chemicals and Radioactive Materials

1. Did a review of Envirofacts (http://www.epa.gov/emefdata/em4ef.home) or NEPAssist http://nepassisttool.epa.gov/nepassist/entry.aspx indicate any CERCLIS or ACRES facilities?

   (Attach a printout of all of the facilities listed in Envirofacts for Land, Toxics, and Waste).

   ☐ No. No further action is required for compliance with this authority.

   ☐ Yes. Go to Question 2.

   (Attach a map showing the straight line distance between the facilities and the project site).

2. List each of the CERCLIS and ACRES facilities identified by the Enviromapper Search and the distance from the project site.

   Facility Name –
   Address –
   Distance from Site –

   Facility Name –
   Address –
   Distance from Site –

   (Add more if necessary).

   Are all of the CERCLIS or ACRES facilities listed in Enviromapper within 3,000 feet of the project site?

   ☐ No. All of the sites are more than 3,000 feet from the project site. No further action is required for compliance with this authority. .

   ☐ Yes. Some of the projects are located within 3,000 feet of the project site.

3. Consult EPA's website to determine if the facility has the potential to impact the project site. If the website does not contain sufficient information, contact EPA Region IV for further information.
   (Attach all information from EPA's website and any consultation with EPA Region IV).

   Did further investigation reveal that the listed facilities may impact the project site and affect the health and safety of future occupants?
   ☐ No. No further action is required for compliance with toxic chemical and radioactive materials requirements.
   ☐ Yes:
   ☐ The following mitigation actions will be implemented: Click here and identify the mitigation actions; or
   ☐ The activity is rejected.

7. Endangered Species Act

Does the activity involve soil disturbance or other activities that have the potential to impact federally listed threatened or endangered species?

☐ No, the activity consists of acquisition with no ground disturbance. No further action is required for compliance with Endangered Species Act requirements.

☐ Yes, See the USFWS website for a listing of current federally listed threatened and endangered species for Hillsborough County: http://www.fws.gov/endangered/

If federally listed species or designated critical habitats, contact USFWS to receive a determination as to whether federally listed threatened or endangered species will be impacted by the project.

Also see HUD's website on Endangered Species for additional compliance information.

https://www.hudexchange.info/programs/environmental-review/endangered-species/

Date of USFWS submittal Insert Date. Date of USFWS response Insert Date.

(Attach both documents as supporting documentation)

☐ No potential to affect federally listed threatened or endangered species. No further action is required.

☐ Potential to affect federally listed threatened or endangered species. A Biological Assessment must be conducted. Contact the HUD Field Environmental Officer for Florida for guidance.

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8. Airport Hazards

Is the project located within the Airport Clear Zone? See Attachment 1 for the most recent Airport Clear Zone map.

☐ No, no further compliance is necessary.
☐ Yes, see below.

Is the project limited to acquisition only of an existing home?

☐ Yes. The project involves acquisition only of an existing home.

A notice must be provided to the prospective buyers/occupants of the home to inform them of the potential hazards from airplane accidents as well as the potential for the property to be purchased as part of an airport expansion project in accordance with 24 CFR 51.303(a)(3). The prospective buyers/occupants of the home must sign and date the notice. A copy of the original notice must be attached as documentation for compliance with this authority. Sample Notices can be found on HUD's website.

Date of Notice's Signature _____

☐ No. The project involves new construction, demolition, or re-construction activities. **STOP! Federal funds may not be used for this project.**

_____ _____

Preparer Signature Date

COMPLIANCE FACTORS (24 CFR 58.5 and 58.6)

Compliance Item Summary

Were compliance issues identified?

☐ No, the property is ready for approval.
☐ Yes, list the compliance issues and identify the mitigation requirements for approval, or reject the property. Click here to list compliance items and mitigation

As a result of the compliance review the project is recommended 1.) for approval ☐, 2.) approval with conditions ☐ , 3.) Rejection☐.

CITY OF TAMPA
SITE SPECIFIC REVIEW CHECKLIST
Rehabilitation Activities

This Tier II applies to rehabilitation activity only. (If the activity is not rehabilitation only, use the Tier II for Acquisition, Demolition, or New Construction.)

Full Property Address:

STRATEGY CONDITIONS

Is the project limited to single-family, rehabilitation activities only?
☐ Yes, attach supporting documentation and continue with the Tier II Review.
☐ No, the conditions for the Tier II review are not met. (If the project is for single family acquisition, demolition, or new construction, use the Tier 2 for that specific project.) If not, a separate environmental review must be completed for the project.

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1. Floodplain Management and Flood Insurance

FIRM Panel Number Insert Number. FIRM Panel Date Insert Date.
(Attach a copy of the map with the location of the property marked)

A. Floodplain Management

Is the property located inside the 100 yr. flood plan?

☐ No, no further action is required for compliance with floodplain management requirements. Proceed to **(B) Flood Insurance.**
☐ Yes, proceed with the cost ratio analysis as indicated below.

Rehabilitation Only Checklist

Determine the structure and rehabilitation cost ratio.
Existing Structure Cost ($)Value. Rehabilitation Cost($)Value. Cost Ratio(%)Value.

Is the structure and rehabilitation cost ratio less than 50%?
☐ Yes, no further action is required for compliance with floodplain management requirements.
☐ No, the 8-step process outlined at 24 CFR § 55.20 must be completed, or the activity rejected.

8-step finding (check one)

☐ The 8-step process has been completed (Attach supporting documentation) and the activity may be approved with mitigation; or
☐ The activity is rejected.

B. Flood Insurance

At activity completion, will a structure or portion of a structure be located inside 100 yr. flood plan?

☐ Yes, proof of National Flood Insurance Program (NFIP) insurance must be obtained. Flood Insurance must be taken for the life of a loan or the useful life of an improvement funded by a grant, regardless of transfer of ownership. For loans, loan insurance, or guarantees, the amount of flood insurance coverage need not exceed the outstanding principal balance of the loan. For grants and other non-loan forms of financial assistance, the amount of the flood insurance coverage must be at least equal to the maximum limit of coverage made available by the Act with respect to the particular type of building involved, or the development or project cost, whichever is less. The development or project cost is the total cost for acquiring, constructing, repairing, or improving the building.

☐ No, no further action is required for compliance with flood insurance requirements.

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2. Historic Preservation

Is the property more than 50-years old? (attach Property record card as Documentation. Use year built).

House Built in _____ (Year Built)

☐ No, no further action is required regarding this sub-factor.

☐ Yes, Contact the State Historic Preservation Office (SHPO).

Is the property located within a Historic District? (attach a map showing the Historic District with the site clearly marked).

☐ No, no further action is required regarding this sub-factor.

☐ Yes, the SHPO must be consulted to determine if the activity will affect a historic property.

If "No" is answered to all the above questions, no further compliance is required for Historic Preservation. If "Yes" is answered to any of the above questions, SHPO must be consulted. See Environmental Review User Guide for contact information.

Date of SHPO submittal Insert Date. Date of SHPO response Insert Date.

SHPO finding (check one)

☐ No historic properties affected; no further action is required regarding Historic Preservation.

☐ Historic properties will not be adversely affected; no further action is required regarding consultation with SHPO.

☐ Historic properties may be adversely affected; **further action is required** (See below).

or

☐ The activity is rejected

Is further action required as a result of SHPO (see above)?

☐ No, no further action is required for compliance with historic preservation requirements (attach supporting documents).

☐ Yes, the activity must be modified to avoid adverse effects (as agreed upon by the SHPO) mitigated through development of a Memorandum of Agreement (MOA) in accordance with 36 CFR Part 800 to mitigate the adverse effects, or rejected.

☐ The activity has been modified to avoid adverse effects (Attach supporting correspondence) and the activity may be approved with modifications;

☐ A MOA has been developed in accordance with 36 CFR Part 800 to mitigate the adverse effects, (Attach a copy of the MOA) and the activity may be approved with implementation of the MOA; or

☐ The activity is rejected.

3. Noise Abatement

5. Does the project involve activities that have the ability to attenuate for noise? (Roof replacement, window replacement, etc.).

☐ No, no further action is required for compliance with noise abatement requirements. Proceed to the Noise Assessment Finding section to complete compliance.

☐ Yes. Further action is required. Continue to Question 2.

6. Is the activity located in within 1,000 feet of any major roads (interstate or four lane road)? (Attach a map showing the distance to all major roads surrounding the site)

☐ No, no further action is required for compliance with this sub-factor, proceed to next question

☐ Yes. Name of Road(s) _____

Distance to Site _____

Go to the F DOT site and obtain the traffic data and proceed to Question (a).

a. Is the AADT for each major road greater than 10,000?

(Attach print out of F DOT information for each major road within 1,000 feet of the site).

☐ No, the AADT for each of the major roads identified is less than 10,000 AADT. No further action is required for compliance with this sub-factor, proceed to Question 3.

☐ Yes, conduct a noise assessment for each major road using the Site DNL Calculator at http://www.hud.gov/offices/cpd/environment/dnlcalculatortool.cfm. Proceed to Question 3.

7. Is the activity located within 3,000 feet of a railroad or rail yard?

(Attach a map showing the distance to all railroads surrounding the site).

☐ No. No further action is required for compliance with this sub-factor.

☐ Yes. Rail Road # 1 Distance to Site _____

Rail Road # 2 Distance to Site _____

(add more if necessary)

Gather the railroad information from the railroad operator. Use this information to complete the noise assessment using the Site DNL Calculator at http://www.hud.gov/offices/cpd/environment/dnlcalculatortool.cfm.

8. Is the activity located within 5 miles from a civilian airport or 15 miles from a military airport?
   (Attach a map showing the distance to all airports surrounding the site).
   ☐ No. No further action is required for compliance with this sub-factor.
   ☐ Yes. Tampa Airport Distance to Site _____
   MacDill Air Force Base Distance to Site _____

Attach a copy of the DNL Calculation that includes the analysis of all major roads, airports and railroads that affect the project site.

DNL Calculation _____
(insert final DNL here)

Noise Assessment finding (check one)

☐ The activity proposed does not have the ability to attenuate for noise. No DNL calculation is required. No further action is required.
☐ The noise level at the activity site is Acceptable (≤65 DNL) (Attach the results of the noise analysis); no further action is required for compliance with noise abatement requirements;
☐ The noise level at the activity site is Normally Unacceptable (>65DNL to 75 DNL). However, noise attenuation is not required because the activities planned are rehabilitation only.
☐ The noise level at the activity site is Unacceptable (>75 DNL). The project can be approved because it consists of rehabilitation activities, but it should be noted that sites above 75 DNL may not be areas of optimal housing due to the surrounding land uses.
☐ The activity is rejected.

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4. Wetland Protection

Does the Rehabilitation project involve ground disturbing activities?
☐ No, no further action is required for compliance with wetland protection requirements.
(Attach a wetlands map with the site clearly marked).
☐ Yes,

Does the property contain a wetland as defined in Executive Order 11990: Protection of Wetlands? (Attach a wetlands map with the site clearly marked).
☐ No, no further action is required for compliance with wetland protection requirements.
☐ Yes, a covenant or restriction must be placed on the wetland to prevent future development in the wetland pursuant to 24 CFR 55.12(c)(6); otherwise, the 8-step process outlined at 24 CFR § 55.20 must be completed or the activity must be rejected.

Restriction/Covenant finding (check one)
☐ Because the wetland will be protected by a covenant or restriction (Attach supporting documentation) the 8-step analysis is not required;

☐ The wetland will not be protected by a covenant or restriction, the 8-step process has been completed (Attach supporting documentation), and the activity may be approved with mitigation; or
☐ The activity is rejected.

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5. Toxic Chemicals and Radioactive Materials

4. Did a review of Envirofacts (http://www.epa.gov/emefdata/em4ef.home) or NEPAssist http://nepassisttool.epa.gov/nepassist/entry.aspx indicate any CERCLIS or ACRES facilities?
   (Attach a printout of all of the facilities listed in Envirofacts or NEPAssist for Land, Toxics, and Waste).
   ☐ No. No further action is required for compliance with this authority.
   ☐ Yes. Go to Question 2.

   (Attach a map showing the straight line distance between the facilities and the project site).

5. List each of the CERCLIS and ACRES facilities identified by the Enviromapper (or NEPAssist) Search and the distance from the project site.

   Facility Name –
   Address –
   Distance from Site –

   Facility Name –
   Address –
   Distance from Site –

   (Add more if necessary).

   Are all of the CERCLIS or ACRES facilities listed in Enviromapper (or NEPAssist) within 3,000 feet of the project site?
   ☐ No. All of the sites are more than 3,000 feet from the project site. No further action is required for compliance with this authority. .
   ☐ Yes. Some of the projects are located within 3,000 feet of the project site.

6. Consult EPA's website to determine if the facility has the potential to impact the project site. If the website does not contain sufficient information, contact EPA Region IV for further information.
   (Attach all information from EPA's website and any consultation with EPA Region IV).

   Did further investigation reveal that the listed facilities may impact the project site and affect the health and safety of future occupants?
   ☐ No. No further action is required for compliance with toxic chemical and radioactive materials requirements.

☐ Yes:

☐ The following mitigation actions will be implemented: Click here and identify the mitigation actions; or

☐ The activity is rejected.

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6. *Endangered Species Act*

Does the activity involve soil disturbance or other activities that have the potential to impact federally listed threatened or endangered species?

☐ No, the activity consists of acquisition or rehabilitation activities with no ground disturbance. No further action is required for compliance with Endangered Species Act requirements.

☐ Yes, Contact USFWS to receive a determination as to whether federally listed threatened or endangered species will be impacted by the project.
See the USFWS website for a listing of current federally listed threatened and endangered species for Hillsborough County:

http://www.fws.gov/endangered/

Date of USFWS submittal Insert Date. Date of USFWS response Insert Date.

(Attach both documents as supporting documentation)

☐ No potential to affect federally listed threatened or endangered species. No further action is required.

☐ Potential to affect federally listed threatened or endangered species. A Biological Assessment must be conducted. Contact the HUD Field Environmental Officer for Florida for guidance.

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7. *Airport Hazards*

Is the project located within any Accident Potential Zones or Runway Protection Zones/Clear Zones? See attachment 1 for the most recent Airport Clear Zone map.

☐ No, no further compliance is necessary.

☐ Yes, see below.

Will the rehabilitation activities planned for the site prolong the life of the building (i.e. roof
replacement, substantial rehabilitation, etc.).

☐ No, The project involves only minor rehabilitation activities like HVAC replacement.

☐ Yes, **STOP! Federal funds cannot be used for this project**

A notice must be provided to the prospective buyers/occupants of the home to inform them of the potential hazards from airplane accidents as well as the potential for the property to be purchased as part of an airport expansion project in accordance with 24 CFR 51.303(a)(3). The prospective buyers/occupants of the home must sign and date the notice. A copy of the original notice must be attached as documentation for compliance with this authority. Sample Notices can be found on HUD's website.

Date of Notice's Signature _____

_____ _____

Preparer Signature Date

COMPLIANCE FACTORS (24 CFR 58.5 and 58.6)

Compliance Item Summary

Were compliance issues identified?

☐ No, the property is ready for approval.

☐ Yes, list the compliance issues and identify the mitigation requirements for approval, or reject the property. Click here to list compliance items and mitigation

As a result of the compliance review the project is recommended 1.) for approval ☐, 2.) approval with conditions ☐ , 3.) Rejection☐.