

Environmental Review Tips & Tricks

Getting Started:

- The ER is a key part of the planning process... start as early as possible.
- Only municipalities are eligible for *Community Development Block Grants* (CDBG).
 - The municipality will be the *Responsible Entity* (RE)... communicate early.
- Ensure all choice-limiting actions will take place *after* the Environmental Review Release when determining a timeline.
 - Each project will have a unique timeline.
- Identify all potential HUD funding sources early on.
 - If one is left out, the ER may need to be redone or updated.

During the Process:

- Contact the Environmental Officer for ER questions and concerns.
- What about the project description?
 - Capture the *maximum* scope of the proposal, not just what HUD funding will cover.
 - Include *all* potential project activities.
 - Revisit the description at the end of the review to ensure it is an accurate representation of the project.
- Which aspects of the ER are the most complicated/should be initiated early in the process?
 - Historic Preservation, Toxic Sites, Floodplain Management, Wetland Protection.
- Consult with the Environmental Officer to determine which regulations are applicable to your project; if a regulation does not apply, cite this.
- When the ER is ready, *change the status* in the GEARS system so that the Environmental Officer is notified.
- When submitting the ER for pre-approval, Word Document format is most helpful for the Environmental Officer.

After the ER Release is Received:

- Read the Environmental Review Release thoroughly to ensure that you understand what conditions must be upheld to maintain *compliance* with regulations.
- Providing the Environmental Officer with an anticipated timeline at the time of the release is helpful.
- Be in touch with the Environmental Officer with *changes in the timeline or scope* to ensure your projects conditions and mitigation measures are met.

Questions:

- Environmental Officer: Grace Vinson, grace.vinson@vermont.gov, (802)-622-4236
- Environmental Specialist: Gretel St. Lawrence, gretel.stlawrence@vermont.gov, (802)-636-7255

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