

National Environmental Policy Act (NEPA) Review Checklist

Applicants applying for federal funds (HOME, Project Based Vouchers, etc.) from MSHDA require a NEPA review. Development proposals requiring federal assistance are required to provide the following information in addition to a completed Phase I Environmental Site Assessment, unless they determined to be “**exempt.**”

1. Location map and legal description, if not contained in Phase I ESA
2. Is zoning appropriate for this project (what is status?) – A copy of the current zoning letter from the city must be submitted.
3. Educational facilities available to the development – describe (school system, distance from site, buses provided by schools?)
4. Commercial facilities available to the development – distance from site, and description (especially grocery & pharmacy)
5. Health care – distance, description, name of full service hospital.
6. Does 911 cover the area for police, fire and health?
7. Social services – describe what services are nearby and how appropriate for this project.
8. How will solid wastes be disposed of during construction and after for residents? Is there a contract?
9. Distance of police station (city, sheriff, state?)
10. Distance of fire station (service provided by? full time, volunteer?)
11. Summary of open space/parks/recreation areas near the proposed project.
12. Transportation – are there buses? How close is a bus stop? When do they run?
13. A narrative description of the project which includes the type of project; location; type of financing; tenants served, bedroom mix; local, federal or state subsidies; and other relevant information.
14. Will residents be displaced as a result of this project?
15. Please provide three (3) sets of building drawings which show elevations (exterior drawings showing elevations only) and a copy of the site survey (8 1/2 x 11 or 11 x 17 formats required for both the drawings and the survey, PDF file will be accepted for drawings).
16. Copy of pages 1-8 of MSHDA’s Primary Application

The sponsors’ architect will also provide written response to the following nine questions:

1. Description of the property/topography
 - What soil erosion control measures will be taken
 - Will they comply with local and state requirements?
2. Description of site soils and their impact on construction
3. Will the structures meet HUD and MSHDA construction and energy guidelines and state building codes?
4. Will there be any special design features utilized to minimize the effects of ambient noise? Will the building design limit noise level to 45 DNL (Day/Night Log Average)?
5. Will the buildings be consistent with local design features (will they fit into the neighborhood?)
6. Describe the method for handling storm water.
7. Describe how domestic water will be obtained.
8. Describe the method for handling waste water.

9. Please provide three (3) sets of building drawings which show elevations (exterior drawings showing elevations only) and a copy of the site survey (8 1/2 x 11 or 11 x 17 formats required for both the drawings and the survey, PDF file will be accepted for drawings).

For “exempt” proposals, a completed MSHDA Phase I ESA and a site survey are required. A project is considered “**exempt**” if it is a rehab of a non-historic building (normally less than 50 years old) and the Sponsor can answer "no" and provide document for the three following questions:

- a.) Will the unit density change by more than 20%?
- b.) Will there be any change in land use?
- c.) Will the cost to rehab exceed 75% of the replacement cost of the project (as long as replacement cost is documented by a verifiable method)?

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