

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE****Community Development Block Grant (CDBG) Program**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 12-04**

DATE: October 9, 2012

TO: Non-Entitlement Jurisdictions Eligible for the State Community Development Block Grant (CDBG) Program

FROM: Thomas Brandeberry, CDBG Section Chief

SUBJECT: Updated NEPA Forms and Grant Management Manual - Chapter 3

THE PURPOSE OF THIS MEMORANDUM

1. Is to update CDBG's environmental review (NEPA) process to align with HUD Region IX's recent revisions regarding:
 - (A) Combining the Environmental Finding Form (EFF) and the Statutes & Regulations at 58.6 Form into one form called "Level of Environmental Review". This form is to be used for all Exempt and Categorically Excluded reviews, *with the exception of those completed under the tiered Rehabilitation Environmental Review (RER)/Appendix A protocol*. The Level of Review format establishes the applicability of the relevant categorical exclusion by providing a complete project description and citing the specific regulation (e.g., 24 CFR 58.35(a)(3)(iii)). It also addresses the 24 CFR 58.6 factors.
 - (B) Updating the Appendix A form, including slightly revised instructions under Historic Preservation. As a reminder, the Appendix A form is part of the tiered review process for single-family residential rehabilitation programs, and is completed once for each site/unit.
 - (C) Updating the Grant Management Manual Chapter 3 to incorporate the new forms.

The updated forms and NEPA Chapter can be accessed on the CDBG website:
<http://www.hcd.ca.gov/fa/cdbg/manual/chapter3.html>

The above-noted changes **are effective as of the date of this Memorandum.**

If you have any questions regarding NEPA reviews, forms, or this Memorandum, please contact your CDBG Representative. Each jurisdiction's representative contact can be found here: <http://www.hcd.ca.gov/fa/cdbg/ContactUs.html>