

SUPPLEMENTAL DOCUMENT 1
ENVIRONMENTAL REQUIREMENTS

**LOS ANGELES COUNTY DEVELOPMENT AUTHORITY
ENVIRONMENTAL SERVICE REQUEST (ESR) FORM
NOFA APPLICATION**

INSTRUCTIONS: *Please Read Carefully*

- An Environmental Service Request (ESR) must be completed for all projects that request or use funds administered by the Los Angeles County Development Authority (LACDA), including Section 8 project-based rental assistance.
- Answer each question for Part 1 and Part 2 or confirm that the question is not applicable by answering "N/A".
- The ESR form must be submitted with the NOFA Application for review by the LACDA Environmental Team.
- Without proper environmental clearance from the LACDA, funds or rental assistance may be disallowed or delayed.
- For questions, consult the NOFA Point of Contact.

NOTE: Sponsors of projects that received environmental clearance from the LACDA, but then have substantial changes to the project description, must immediately contact the LACDA staff to determine if an updated environmental review and clearance is required before any work can proceed.

Date ESR Submitted by NOFA Applicant: _____ LACDA Staff Only: Date Received by ESU: _____

Identify By What Date Environmental Clearance is Needed and for what Purpose (to use for tax credit application, etc.):

Part 1

Contact Information

1. Name of Participating City, Agency, or LACDA Division: NOFA - Housing Development & Preservation (HDP)
2. Project Contact Name: _____ Phone Number: _____
3. Project Name: _____

Property/Project Detail

4. Street Address: (include all addresses related to the project:) _____
5. For the construction of new buildings, what percentage of the units will be dedicated to low/moderate-income residents? _____
6. Project Scope of Work: Provide details of **all** proposed work activities at the site(s) above. Attach additional sheets, if necessary.

7. Supervisorial District: _____
8. Has this site or project previously received funds from LACDA? No Yes
If yes, what source(s) of funds and the date(s) awarded? _____
9. Is this project connected to another LACDA project? No Yes If yes, list project names(s): _____
10. Is the activity part of a multi-phased project where related activities or additional project areas were either previously cleared or will be included in the project scope in the future? No Yes
If yes, attach an approved planning document showing the areas of improvement and boundaries of each phase.

Proposed Budget

11. <u>Name of Funding Type (CDBG, AHTE, etc.)</u>	<u>Fiscal Year</u>	<u>Funding Source (County, Private, etc.)</u>	<u>Funding Amount</u>
a. _____	_____	_____	\$ _____
b. _____	_____	_____	\$ _____
c. _____	_____	_____	\$ _____
d. _____	_____	_____	\$ _____
Total Project Cost:			\$ _____

12. Describe all Energy Efficiency, Water Conservation, and Green Building measures to be implemented with this project (including third-party Certifications, ENERGY STAR-rated products, etc.).

13. Identify any agencies, groups, or members of the public known to be interested in the project: _____

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Part 2

- **Include a Parcel Map, Site Map, Work Specifications Sheet, Site Pictures, Site Plans and Elevations, or other supporting documentation, if available.**
- **Each question must be completed. If a question does not apply, enter “N/A” (not applicable) or use checkbox “No”.**

Property and Area Information

14. Assessor’s Parcel Number (APN): _____ Lot size (sq.ft.): _____
15. Age of structure(s): _____ *If 50 years old or older, clear pictures of the building exterior and style **must be submitted**.*
16. Is this property (or any area in the vicinity) known to have Historic Preservation value? Yes No Unknown
If yes, provide documentation (e.g., DPR-523 Form) or explanation of Historic Preservation Status: _____
17. For Rehabilitation projects, will there be a change to the exterior architectural style of the building? Yes No
18. Name of property owner(s): _____
19. Current zoning designation: _____ If there is a proposed zone change, to what designation? _____
20. Current use of property or site: _____ Will there be a change in use as a result of this project? Yes No
If yes, provide description of new use: _____

Activity Detail

21. For new construction, how many structures? (Include maps showing location and square footage): _____
22. Are off-site improvements proposed? Yes No If yes, describe what type and the exact location: _____

23. Does this project include demolition? Yes No If yes, provide details: (Identify structures on map): _____

24. For projects with grading/trenching/excavation activities, indicate the depth of excavation in feet and total square footage of the work area and applicable details: _____
25. For projects that include underground installation of utilities or services (sewer/water line, storm drain, etc.), will any soil or earth be excavated or disturbed that was previously undisturbed? Yes No If yes, please describe: _____
26. For rehabilitation projects, will there be a change in size of the building, facility, or site? Yes No
If yes, state the original square feet: _____ Proposed new size: _____ Percentage increase: _____
27. For rehabilitation projects, will the project increase capacity? Yes No If yes, please describe: _____

Additional/Concurrent Reviews

28. Has a NEPA environmental review been completed, or is in progress, for this project? Yes No
If yes, attach clearance documentation and identify the level of clearance here: _____
29. Was a Phase I Environmental Site Assessment completed for the site(s)? Yes No In Progress
30. Has CEQA Clearance been received from the originating jurisdiction? Yes No In Progress
NOTE: CEQA Clearance must be completed by the originating jurisdiction.
31. Have any of the following been completed at the site?
- | | | | |
|--|------------------------------|-----------------------------|--------------------------------------|
| a. Asbestos survey | Yes <input type="checkbox"/> | No <input type="checkbox"/> | In Progress <input type="checkbox"/> |
| b. Lead-based paint survey | Yes <input type="checkbox"/> | No <input type="checkbox"/> | In Progress <input type="checkbox"/> |
| c. Has any abatement been performed at the site? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | In Progress <input type="checkbox"/> |

Trees and Bird Nesting Season

32. Will any trees be removed or disturbed (including the tree root system) because of the project? Yes No
- a. If yes, describe the number of trees and impacts: _____
- b. Are any of the trees a species of oak? Yes No
- c. Is an arborist report available for review or currently underway for this project? Yes No
- d. Will the removal/disturbance of trees occur during the bird nesting season (January 15 – September 15)? Yes No
If yes, a Biological Survey must be submitted to LACDA Environmental Team and approved prior to the start of work.

NOFA ENVIRONMENTAL DUE DILIGENCE CHECKLIST

This checklist supports NOFA applicants with identifying and addressing potential environmental risks early in the development process. NOFA applicants who identify issues early through analysis of the following factors can reduce possible project delays to assist with maintaining project timeline integrity.

LACDA will initiate a review under the National Environmental Policy Act (NEPA) for any application to LACDA requesting Federal funds, including Project-Based Vouchers.

All applicants must complete Section 1 and Section 2 of the checklist below. If the application requests Federal funds or Project-Based Vouchers, all checklist sections must be completed (Section 1 to Section 4). Submit this form with the NOFA Application documents.

Answer each question with a mark in one of the three (3) checkboxes. Only use the 'N/A' column when a question is 'Not Applicable' to the project.

1. PHASE I AND PHASE II ENVIRONMENTAL SITE ASSESSMENT (ALL PROJECTS)					
Checklist Item	Yes	No	N/A	If Yes	If No
Was a Phase I Environmental Site Assessment (ESA) completed by a qualified Environmental Professional (EP)?				Submit the Phase I with the NOFA Application.	Engage a qualified EP and complete a Phase I ESA for submittal with the NOFA Application.
Does the Phase I ESA comply with ASTM Standard E1527-21?				Include a statement in the Introduction/ Background section of the Phase I ESA to confirm compliance with this ASTM Standard.	Revise Phase I ESA to meet ASTM E1527-21 requirements.
Did the Phase I ESA identify Recognized Environmental Conditions (RECs)?				Initiate Phase II ESA or engage regulatory agency.	Additional testing is not required at this point.
Has a Phase II Investigative Report been completed if it was recommended/identified in the Phase I?				Use the results and recommendations of the Phase II to inform regulatory strategy.	Schedule sampling based on the REC findings of the Phase I.
Was the Phase II Investigative Report designed to meet the more stringent requirements of a regulatory driven assessment?				Use the results to guide regulatory strategy in regard to ensuring health and safety standards for future occupants, especially if the property has a history of hazardous use (e.g., gas station, dry cleaning, plating, etc.). If a human health hazard is identified, consult an oversight agency for guidance. Developer-driven remediation will not be considered.	Revise the Phase II to meet the more stringent requirements. A reliable data set must be established in order to construct an appropriate assessment of the onsite contamination. If a human health hazard is identified, consult an oversight agency for guidance. Developer-driven remediation will not be considered.

2. CONTAMINATED SITE REMEDIATION – OVERSIGHT AGENCY (ALL PROJECTS)

Checklist Item	Yes	No	N/A	If Yes	If No
<p>Has consultation with an oversight agency (DTSC, LARWQCB) been initiated, if appropriate?</p> <p>If a human health hazard is identified, consult an oversight agency for guidance. Developer-driven remediation will not be considered.</p>				<p>Coordinate with the oversight agency and document all correspondence, including the oversight agreement. LACDA will require remediation phase updates and a 'No Further Action' letter when actions are complete.</p>	<p>Initiate engagement promptly, if necessary; Additional time may be added to the development schedule to incorporate the consultation</p> <p>If the developer decides not to consult an oversight agency when a human health hazard is identified, the LACDA Environmental Team will review all site documents to ensure that future occupants will not be negatively impacted, preventing any undue liability to the LACDA. If LACDA decides consultation with an oversight agency is needed to protect human health or reduce liability concerns, the developer must consult with an oversight agency at that time and should prepare for significant time to be added to the development schedule.</p>
<p>Has a "No Further Action" letter or equivalent regulatory closure been issued or is being prepared?</p>				<p>Provide the document to LACDA when received or available.</p>	<p>Follow up with the oversight agency until case is closed or interim controls are approved.</p>

3. HISTORIC PRESERVATION & ARCHAEOLOGY (NEPA REVIEW)

Checklist Item	Yes	No	N/A	If Yes	If No
<p>Is the site within or adjacent to a Historic Preservation Overlay Zone (HPOZ) or Historic Preservation District?</p>				<p>Consult local preservation agency, planning department, or historic preservation organization to obtain verifying documentation. Include the resulting documentation with the Environmental Service Request (ESR) form with the NOFA application submittal package.</p>	<p>Document the records search on the Environmental Service Request (ESR) form.</p>
<p>Is this property listed on, or eligible for, the National Register of Historic Places?</p>				<p>Include this documentation with the Environmental Service Request (ESR) form when the NOFA application is submitted. Include Form DPR 523A, if available.</p>	<p>Document the records search on the Environmental Service Request (ESR) form.</p>
<p>Is tribal consultation needed (identified during the CEQA review)?</p>				<p>Note that in certain areas, consultation with a local Native American group may be needed before site grading and excavation activities.</p>	<p>No further action is necessary.</p>
<p>Are any known archaeological features (e.g., cemeteries) located on-site or adjacent to the project site?</p>				<p>A Ground-Penetrating Radar Report or Cultural Report may be needed for appropriate sub-surface assessment of the site's attributes.</p>	<p>Note the absence on the Environmental Service Request (ESR) form.</p>
<p>If there are known archaeological features, has an investigation been completed for the site?</p>				<p>Provide documentation to LACDA.</p>	<p>Note the absence of these features on the Environmental Service Request (ESR) form.</p>

4. ADDITIONAL SITE CONSIDERATIONS (NEPA REVIEW)

Checklist Item	Yes	No	N/A	If Yes	If No
Is the site adjacent to high-noise corridors (freeway, airport, major roads, railways)?				Completion of an Acoustical Analysis Report is strongly recommended. Provide the report to LACDA, if available.	No additional action is necessary.
Are trees planned to be removed from the project site during bird nesting season (February 1 to August 31)?				A biological survey must be completed by a qualified biologist. Based on the results of the survey, additional site preparation requirements may apply.	No further action is necessary.
Is the site located within a Special Flood Hazard Area (SFHA) as identified on official flood zone maps?				Subject properties located in a Special Flood Hazard Area (SFHA) may be denied LACDA approval. Provide zone designation documentation with the Environmental Service Request (ESR) form.	Provide zone designation documentation with the Environmental Service Request (ESR) form.
Is the site located within the Coastal Zone or subject to the Coastal Act requirements?				Coordination with the California Coastal Commission or local agency may be required.	Confirm that this question does not apply to the project.

GLOSSARY OF ENVIRONMENTAL COMPLIANCE TERMS FOR NOTICE OF FUNDING AVAILABILITY (NOFA)

Term	Definition
ASTM E1527-21	The current industry standard for conducting Phase I Environmental Site Assessments (ESAs), providing methodology for identifying Recognized Environmental Conditions (RECs) in connection with a property.
Brownfield	Real property where redevelopment or reuse may be complicated by the presence of hazardous substances, pollutants, or contaminants.
CEQA (California Environmental Quality Act)	State statute that requires agencies to identify the environmental impacts of their actions and mitigate them where feasible.
Cultural Resources Assessment	A technical study that identifies historical, archaeological, or Tribal Cultural Resources (TCRs) that may be present on a site and assesses their potential impact due to development.
DTSC (Department of Toxic Substances Control)	California state agency that regulates hazardous waste, oversees property cleanup, and provides technical review for projects on contaminated sites.
ESA (Environmental Site Assessment)	A phased process that is used to assess the environmental condition of real property. Phase I involves records review and site inspection; Phase II involves sampling and analysis.
EnviroStor	A public online database managed by DTSC. It provides site specific information on contaminated properties, cleanup status, hazardous waste releases, and regulatory oversight.
GeoTracker	A database maintained by the State Water Resources Control Board. It tracks environmental cleanup data, including soil and groundwater contamination, underground storage tanks, and regulatory compliance.
HPOZ (Historic Preservation Overlay Zone)	A type of zoning designation used in some jurisdictions to protect areas with significant architectural or historic merit. This may not apply to most County-led projects and is dependent on local planning agency ordinance.
LARWQCB (Los Angeles Regional Water Quality Control Board)	Regional agency with jurisdiction over water quality, remediation, and cleanup of contaminated water and land discharges.
NEPA (National Environmental Policy Act)	A Federal environmental law that requires analysis of environmental effects of Federally funded or permitted projects.
No Further Action (NFA)	A determination by a regulatory agency that indicates additional environmental investigation or remediation is not required at a property.
Phase I ESA	A due diligence report that assesses potential environmental concerns based on records review, site reconnaissance, and interviews without soil or groundwater testing.
Phase II ESA	A subsurface investigation that includes sampling and laboratory analysis of soil, groundwater, soil vapor, or indoor air to confirm the presence or absence of contamination.
REC (Recognized Environmental Condition)	A key finding within a Phase I Environmental Site Assessment, indicating the presence or likely presence of hazardous substances or petroleum products in, on, or at a property due to a release, past release, or material threat of a release into the environment.
Section 106 Review	A requirement of the National Historic Preservation Act for Federal agencies to consider the effects of their undertakings on historic properties. This process may require consultation with the SHPO.
SHPO (State Historic Preservation Officer)	The designated official in each state who is responsible for historic preservation programs and for coordinating Section 106 compliance.
Special Flood Hazard Area (SFHA)	Areas designated by FEMA as being at high risk for flooding; subject to floodplain management requirements under HUD's 24 CFR Part 55.
TCR (Tribal Cultural Resources)	Resources of cultural value to a California Native American Tribe that are eligible for special consideration and consultation under CEQA or NEPA.
Vapor Intrusion	The migration of volatile chemicals from contaminated soil or groundwater into building foundations, posing health risks to occupants.