

# **SUPPLEMENTAL DOCUMENT 1**

**ENVIRONMENTAL SERVICE REQUEST (ESR) FORM**

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

**INSTRUCTIONS: *Please Read Carefully***

- An Environmental Service Request (ESR) must be completed for projects that request or use federal funds administered by the Los Angeles County Development Authority (LACDA), including Section 8 project-based rental assistance.
- Answer each applicable 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.
- 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 review and clearance is required before any work can proceed.

Date Submitted: \_\_\_\_\_ **Staff Only: Date Received by ESU:** \_\_\_\_\_

Date By Which Environmental Clearance is Required and For What Purpose: \_\_\_\_\_

**Part 1**

**Contact Information**

1. Name of Participating City, Agency, or LACDA Division: NOFA - Housing Investment and Finance (HIF) Division
2. Project Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
3. Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

**Property/Project Detail**

4. *Based on the type of project, provide the following:*
  - a. Buildings: Enter the Street Address: \_\_\_\_\_ Number of units: \_\_\_\_\_
  - b. Infrastructure projects: East/west/north/south street boundaries: \_\_\_\_\_
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: \_\_\_\_\_ Census Tract(s): \_\_\_\_\_
8. Has this site or project previously received previous 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 number(s): \_\_\_\_\_
10. Is the activity a part of a multi-phased project where a) related activities or b) additional project areas, were either previously cleared or will be included in the project scope in the future? No  Yes

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If yes, is there an approved planning document showing the areas of improvement and boundaries of each phase? No  Yes

**Proposed Budget**

<b>11. <u>Name of Funding Type (CDBG, AHTF, etc.)</u></b>	<b><u>Fiscal Year</u></b>	<b><u>Funding Source (District, City, etc.)</u></b>	<b><u>Funding Amount</u></b>
i. _____	_____	_____	\$ _____
ii. _____	_____	_____	\$ _____
iii. _____	_____	_____	\$ _____
iv. _____	_____	_____	\$ _____
<b>Total Project Cost:</b>			<b>\$ _____</b>

**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.). Attach work specifications or product information, if available.

\_\_\_\_\_

\_\_\_\_\_

**14.** 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, as applicable.**
- **Each question must be completed. If a question does not apply, enter "N/A" (not applicable) or use checkbox "No".**

**Property and Area Information**

15. Assessor's Parcel Number (APN): \_\_\_\_\_ Lot size (sq.ft.): \_\_\_\_\_
16. Age of structure(s): \_\_\_\_\_ *If 50 years old or older, clear pictures of the building exterior and style **must be submitted**.*
17. Is this property (or any area in the vicinity) known to have Historic Preservation value? Yes  No  Unknown   
If yes, provide documentation or explanation of Historic Preservation Status: \_\_\_\_\_
18. Will there be a change to the exterior characteristics or architectural style of the building? Yes  No
19. Name of property owner(s): \_\_\_\_\_ For Disposition, name of proposed new owner(s): \_\_\_\_\_
20. Current zoning designation: \_\_\_\_\_ If there is a proposed zone change, to what designation? \_\_\_\_\_
21. 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**

22. If new construction, how many structures? (Include maps and/or specifications showing location and square footage): \_\_\_\_\_
- a. 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: (Please identify 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. Will there be a change in size of the building, facility, site, or pipeline? Yes  No   
If yes, state the original square feet or linear feet: \_\_\_\_\_ Proposed new size: \_\_\_\_\_ Percentage increase: \_\_\_\_\_
27. Will the project create a change in capacity? Yes  No  If yes, please describe: \_\_\_\_\_

**Additional/Concurrent Reviews**

28. Have any other CEQA or NEPA environmental reviews been completed, or are in progress, for this project? Yes  No   
If yes, attach documentation and identify the review (Categorical Exclusion, Initial Study, etc.): \_\_\_\_\_
29. Was a Phase I Environmental Site Assessment completed for the site(s)? Yes  No  In Progress
30. 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 Birds**

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31. Will any trees be removed or disturbed (including the tree root systems) 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 completed and submitted to ESU for review prior to start of work.**

**Energy Efficiency, Water Conservation, and Green Building Measures**

32. a. Does this project meet the requirements of the Los Angeles County Green Building Ordinances? Yes  No  N/A
- b. Does this project meet the California Green Building Standards Code (24 CCR Part 11)? Yes  No  N/A
- c. Does this project comply with California's Model Water Efficient Landscape Ordinance? Yes  No  N/A
33. Describe any other measures to reduce Greenhouse Gas emissions, energy consumption, or water use caused by this project:  
\_\_\_\_\_

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**For Projects on LACDA-Owned Land**

34. Did the LACDA previously acquire the property? Yes  No  Date of Purchase: \_\_\_\_\_ Project Number: \_\_\_\_\_
35. Provide any associated Project Number(s) and Project Name(s): \_\_\_\_\_
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