



## **CDBG Planning Grant Program Minimum Planning Requirements**

**Effective date:** October 31st, 2018

**Plan Type:** Environmental Assessment Plan

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### **Description**

The following are the minimum technical specifications for an Environmental Assessment as part of an OCRA CDBG Planning grant. Once the initial draft is completed, a digital copy should be submitted to OCRA for review. Once OCRA has approved the draft assessment, it must be submitted to and approved by the local governing body. Once approved by the local governing body, a final digital and paper copy that includes the approval by the local governing body must be submitted to OCRA in order to close-out the grant.

All aspects of the plan must comply with the American Society for Testing and Materials standards set forth in designations ASTM #-1527-13 (Phase 1 Process) AND #1903-11 (Phase 2 Process). (Links are provided at the end of this document.)

### **Minimum Planning Requirements**

The assessment must include or address all of the following items and relevant content:

#### **Required Items**

- Cover Page
- Table of Contents
- Executive Summary (2-4 pages)
- High-quality, colored and captioned maps, photographs, and/or drawings that illustrate the critical elements of the assessment
- Concise narratives with minimal use of professional jargon.
- Citation of all sources used in both the footnote and the reference page.
- Assessments must be in color, have page numbers, and be free from unusual formatting.

**Required Contents** (Assessment must be organized in this order and with these headings)

#### A. Executive Summary

1. Purpose of the assessment
2. Scope of the assessment
3. Process to develop assessment, including public input via hearings, surveys, etc.  
Assessment summary in 2-4 pages
4. Outline of key goals, strategies and desired outcomes  
NOTE: Include page references

#### B. General Background

Provide a brief overview of the demographic, economic and educational profile of the

target area (city/town, county, or region), including but not limited to:

1. Key population features (such as age structure, population change, educational attainment, etc.)
2. Economic base (major employers, main industrial activity, etc.)
3. Key anchor institutions in the community/county (such as public library, hospitals/clinics, community centers, museums, public schools, higher education institutions, etc.)

C. Qualifications Statements and Signature

D. Subject Property (Site) Description

E. Adjacent and Near Properties Description

F. Records Research

1. Historical records
2. Regulatory agencies records
3. Physical setting

G. Site Reconnaissance

1. Interior and exterior observations
2. Current and past uses and conditions
3. Current and past uses of adjoining properties
4. Setting and surrounding area structures and vegetation

H. Interviews

1. With present and past property owners, operators, occupants
2. With government officials

I. Data Gaps

1. Information that could not be obtained

J. Potential environmental concerns

K. Findings and opinions

1. Recognized environmental concerns
2. Opinion of the environmental professional

L. Further Analysis / Phase II Study

1. Sampling and Quality Assurance Project Plan
2. Results of sampling and chemical testing (as needed, attach in appendix)
  - Lateral and Vertical Extent of Contamination
3. Final reports on contaminants
4. Health and safety requirements

M. Recommendations

1. Remediation alternatives
2. Cost estimates



N. Community Outreach / Environmental Education Report

O. Appendices

1. Maps
2. Records
3. Data from testing
4. Photographs

For further guidance on how to create an Environmental Assessment, see the following resources:  
ASTM #1527-13 (Phase 1 Process) – American Society for Testing and Materials ASTM #1903-11  
(Phase 2 Process) – American Society for Testing and Materials

**Effective Date**

This minimum planning requirements are effective as of October 31<sup>st</sup>, 2018 and will remain in effect until amended, superseded, or rescinded.