



# MEMORANDUM

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TO: Community and Economic Development Committee (CEDC)

FROM: Nikki Gerhard, Community Development Specialist

DATE: July 27, 2016

RE: Environmental Review Policy Incorporation

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Staff is proposing adoption of an Environmental Review Policy to ensure that the review procedures are administered uniformly according to the requirements set forth by the Department of Housing & Urban Development (HUD) and other various regulations in an efficient and effective manner.

The Environmental Review Policy addresses the following:

- Clarification of staff responsibilities and roles;
- Clarification of the administrative process the City follows while conducting the environmental reviews;
- Documentation and notices required through HUD and other various regulations prior to authorization and use of all federal funding. This includes not only Community Development Block Grant (CDBG) grants, but also Continuum of Care (CoC) grants and Emergency Solutions Grant-Transitional Housing Program-Homelessness Prevention Program (ETH) grants.

Please find a copy of the proposed Environmental Review Policy attached for your review and approval.

If you have any questions, please contact me at 832-6469 or [nikki.gerhard@appleton.org](mailto:nikki.gerhard@appleton.org).

Thank you!