

Access to Home, Access to Home MRT, Access to Home for Veterans, and RESTORE Site-Specific Certification 2016

Instructions Basic instructions – must be completed for each site

- Before starting any work on each site, the Site Specific Certification and Appendix A must be completed and submitted to the HCR program administrator, Vicki Sharp, at Victoria.sharp@nyshcr.org.
- Write text into the fillable shaded spaces and select boxes by double-clicking the box.

Project Information

- Fill out the fillable blanks at the top of the Site Certification form with the information for the project.
- Include a scope of work description that details all funding sources contributing to the project.

Historic/Cultural Resources

- Select the scenario that corresponds to your project site.
- If selecting the first scenario, documentation of the age of the house (such as tax form) must be attached.
- Note that the 2nd and 3rd box items go together and both need to be checked if selecting this scenario. For this selection, Appendix A also needs to be completed by checking the appropriate boxes to indicate the exempted tasks involved with the project scope of work. If selecting this option, you do not need to submit to SHPO since the project involves only tasks that have been determined by SHPO to be exempted from SHPO review. These exempted tasks are common repair tasks that would not be of cultural or historic value to SHPO.
- If selecting the scenario for the 4th box, the letter from the State Historic Preservation Office (SHPO) must be attached. Instructions for consultation with SHPO may be found in Appendix A of these instructions.
- For all other scenarios, select the last box and contact EAU.

Flood Plains

- Obtain the FEMA Flood Insurance Rate Map (FIRM) that corresponds to the project site. FIRMs may be obtained online at <https://msc.fema.gov/portal>.
- Print the map and clearly mark the project site location on the map. If the map panel is an unprinted panel, print the page from the FEMA map website that states that the panel is not printed.
- If the site is within the 100 year flood plain, determine if the project scope of work will constitute “moderate” or “substantial” rehabilitation. Rehabilitation is considered “substantial” if the cost of the proposed improvements is 50% or higher than the current market value of the structure before rehabilitation. If the project is determined to “moderate” rehab, check the 2nd box.
- If the project is determined to “substantial” rehab, check the 3rd box and contact EAU.

Zoning Change/Special Permit Use

- Select the scenario that corresponds to the project.

Site Contamination/Lead Based Paint

- Check the box to certify compliance with EPA and HUD guidelines.

Site Contamination/Asbestos Containing Materials

- Check the box to certify compliance with NYS and local regulations.

The authorized signatory must then sign and forward the completed Site Specific Certification, accompanied by Appendix A, to Vicki Sharp at: Victoria.sharp@nyshcr.org.

Questions on how to complete the Site Certification should be addressed to HCR Environmental Analyst, John Leahy, at (518) 474-6677 or John.Leahy@nyshcr.org.

Appendix A
State Historic Preservation Office (SHPO) Submissions

1. All applicants must submit the project for review by SHPO through the Cultural Resource Information System (CRIS) site found here: <https://cris.parks.ny.gov>.
 - a. You do not need to “Sign Up Now” and create an account to use CRIS; you can use “Guest” status. If you wish to create an account, please note you must sign up as an individual; CRIS does not handle government or business accounts.
 - b. If you wish to create an account as an individual so that you need not enter contact information with each submittal and to get access to a dashboard of projects, click “Sign Up Now” on the main page to create an individual CRIS account.
2. Once logged in as a Guest or an account has been created, click “Submit” on the top menu bar.
3. For new submissions, click “Consultation Project.” For projects that have already been submitted for review and need additional review due to changes in the project, click “Submit New Information for an Existing Project.”
4. Follow the instructions that will lead through the submittal process.
5. After your submission is completed, print a copy of the Summary Sheet and include that as Attachment A4 to your HTF application.

Important

- On Step 2, set the primary agency as Housing Trust Fund. If applying for funding from any other state entity, add that entity as a secondary agency.
- On Step 3, enter the address where the project will take place. If the project is composed of scattered sites or multiple buildings on individual lots, create a **new submittal** for each building site as **separate** project, even if they are all part of one application for HTF funding. CRIS does not yet allow for multiple project sites in Step 3. Entering each project site separately will make the remaining Steps easier and accelerate your project review. Contact SHPO directly if many project sites need to be entered and SHPO will assist with the process (see email, below).
- Upload **ALL** attachments in **Step 5**. For instance a resource (building) photo is required on Step 4, but this is not the place to upload documents.
- Use the “contact us” and “help” functions in the upper right hand corner of the screen. You can also email crishelp@parks.ny.gov for help or to let SHPO know if a batch submission is needed.