

# EARLY NOTICE AND PUBLIC REVIEW OF A PROPOSED ACTIVITY IN A 100-YEAR FLOODPLAIN AND/OR WETLAND

**Date of Publication:** *[Date Published]*

**To: All Interested Agencies, Groups, & Individuals**

This is to give notice that *(Name of Responsible Entity)* has conducted an evaluation as required by *(Executive Order 11988 for floodplain management and/or 11990 for protection of wetlands)*, in accordance with HUD regulations at 24 CFR 55.20 Subpart C Procedures for Making Determinations on Floodplain Management, to determine the potential affect that its activity in the floodplain and/or wetland will have on the human environment for Community Development Block Grant under Title I of the Housing and Community Development Act of 1974 (PL 93-383). The proposed project(s) is located at *(address(es))* in *(City)*, *(County)*. *(Describe the activity, e.g. purpose, type of assistance, the size of the site, proposed number of units, size of footprint, type of floodplain, if applicable, natural values)*. *(Indicate the total number of acres of floodplains and/or wetlands)*.

There are three primary purposes for this notice. First, people who may be affected by activities in *(floodplains and/or wetlands)* and those who have an interest in the protection of the natural environment should be given an opportunity to express their concerns and provide information about these areas. Second, an adequate public notice program can be an important public educational tool. The dissemination of information about *(floodplains and/or wetlands)* can facilitate and enhance Federal efforts to reduce the risks associated with the occupancy and modification of these special areas. Third, as a matter of fairness, when the Federal government determines it will participate in actions taking place in *(floodplains and/or wetlands)*, it must inform those who may be put at greater or continued risk.

Written comments must be received by *(Name of Responsible Entity)* at the following address on or before *(month/date/year)*[a minimum 15 day calendar day comment period will begin the day after the publication and end on the 16<sup>th</sup> day after the publication]: *(Name of Responsible Entity)*, *(Address)* and *(phone number)*, Attention: *(Name & Title of Certifying Officer)*. Comments may also be submitted or further information can be requested via email at *(RE email address)*. A full description of the project may also be reviewed from *(enter available office hours)* at the above address.

*(Name of Mayor/Presiding Commissioner/Village Chair)*

Italicized words in parenthesis are to be replaced with language relevant to the specific project and Responsible Entity involved.

**\*Remember:** The Early Public Notice is the first notice required in the HUD 8-Step Decision Making Process for Floodplains and/or Wetlands. A 15-day comment period is required beginning the day after the date of publication and *prior* to publishing the Notice of Explanation (final floodplain notice). It must also be published prior to the Notice of Intent To Request Release of Funds or the Combined Notice, whichever applies to the level of environmental review for the project. Proof of distribution to environmental agencies must be submitted to CDBG and copies contained in the RE's ERR. See page IV-152 of the Administrative Manual for further information.