

**Early Notice and Public Review of a Proposed  
Activity in a [Floodplain or Wetland]**

**[Note: May also be combined with other notices such as state floodplain or wetland notices so long as it contains the required information]**

To: All interested Agencies *[include all Federal, State, and Local]*, Groups and Individuals

This is to give notice that *[HUD under 24 CFR Part 50 or Responsible Entity under 24 CFR Part 58]* has determined that the following proposed action under *[Program Name]* *[HUD grant or contract number]* is located in the *[floodplain / wetland]*, and *[HUD or Responsible Entity]* will be identifying and evaluating practicable alternatives to locating the action within the *[floodplain/wetland]* and the potential impacts on the *[floodplain/wetland]* from the proposed action, as required by *[Executive Order 11988 and/or Executive Order 11990]* and in accordance with HUD regulations at 24 CFR 55.20 in Subpart C Procedures for Making Determinations on Floodplain Management and Protection of Wetlands. The proposed project location is *[at address(es)]* in *[Name of City]*, *[Name of County]*. *[Describe the proposed activities (e.g. purpose, type of assistance, size of the proposed site, proposed number of units, project footprint), type of floodplain (e.g., 100 year, 500-year, freeboard, floodway, Coastal High Hazard Area (V Zone), or Limit of Moderate Wave Action) / wetland (e.g. marine, estuarine, lacustrine, palustrine, or riverine), existing natural and beneficial functions (e.g. floodwater storage and conveyance, groundwater discharge or recharge, erosion control, water quality maintenance, and habitat for flora and fauna) and intrinsic values (e.g. recreational, educational, scientific, historic, and cultural) of the floodplain/wetland potentially adversely affected by the activity]. [State the total number of acres of floodplain/wetland potentially impacted].*

There are three primary purposes for this notice. First, people who may be affected by activities in *[floodplain/wetland]* 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. Commenters are encouraged to offer alternative sites outside of the *[floodplain/wetland]*, alternative methods to serve the same project purpose, and methods to minimize and mitigate project impacts on the *[floodplain/wetland]*. Second, an adequate public notice program can be an important public educational tool. The dissemination of information and request for public comment about *[floodplain/wetland]* can facilitate and enhance Federal efforts to reduce the risks and impacts 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 *[floodplain/wetland]*, it must inform those who may be put at greater or continued risk.

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

Date:

## Final Notice and Public Explanation of a Proposed Activity in a [Floodplain or Wetland]

To: All interested Agencies [include all Federal, State, and Local], Groups and Individuals

This is to give notice that [HUD under 24 CFR Part 50 or Responsible Entity under 24 CFR Part 58] has conducted an evaluation as required by [Executive Order 11988 and/or Executive Order 11990] and in accordance with HUD regulations at 24 CFR 55.20 in Subpart C Procedures for Making Determinations on Floodplain Management and Wetlands Protection. The activity is funded under [Program Name] [HUD grant or contract number]. The proposed project(s) is located [at addresses] in [Name of City], [Name of County] and is located in the [floodplain / wetland]. [Describe the proposed activities (e.g. purpose, type of assistance, size of the proposed site, proposed number of units, project footprint), type of floodplain (e.g., 100 year, 500-year, freeboard, floodway, Coastal High Hazard Area (V Zone), or Limit of Moderate Wave Action) / wetland (e.g. marine, estuarine, lacustrine, palustrine, or riverine), existing natural and beneficial functions (e.g. floodwater storage and conveyance, groundwater discharge or recharge, erosion control, water quality maintenance, and habitat for flora and fauna) and intrinsic values (e.g. recreational, educational, scientific, historic, and cultural) of the floodplain/wetland potentially adversely affected by the activity]. [State the total number of acres of floodplain/wetland potentially impacted].

[HUD or Responsible Entity] has considered the following alternatives and mitigation measures to minimize adverse impacts and to restore and preserve natural and beneficial functions and intrinsic values of the existing floodplain/wetland: [List (i) ALL the reasons why the action must take place within floodplain/wetland, (ii) alternatives considered and, as applicable, reasons for alternative non-selection, and (iii) ALL mitigation measures to be taken to minimize adverse impacts and to restore and preserve natural and beneficial functions and intrinsic values of the existing floodplain/wetland]. [Cite the date of any final or conditional LOMR's or LOMA's from FEMA where applicable]. [Acknowledge compliance with state and local floodplain/wetland protection procedures].

[HUD or Responsible Entity] has reevaluated alternatives to building in the [floodplain/wetland] and has determined that it has no practicable alternative to [floodplain/wetland] development. Environmental files documenting compliance with [Executive Order 11988, and/or Executive Order 11990, and 24 CFR 55], are available for public inspection, review and copying upon request at the times and location delineated in the last paragraph of this notice for receipt of comments.

There are three primary purposes for this notice. First, people who may be affected by activities in [floodplain/wetland] 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 and request for public comment about [floodplain/wetland] can facilitate and enhance Federal efforts to reduce the risks and impacts 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 [floodplain/wetland], it must inform those who may be put at greater or continued risk.

Written comments must be received by the [HUD or Responsible Entity] at the following address on or before [month, day, year] [a minimum 7 calendar day comment period will begin the day after the publication and end on the 8<sup>th</sup> day after the publication]: [Name of Administrator], [Address] and [phone number], Attention: [Name of Certifying Officer or designee], [Title]. A full description of the project may also be reviewed from [enter available office hours] at [address or state address is same as above] and [web address if available]. Comments may also be submitted via email at [email address].

*Date:*