

ENVIRONMENTAL REVIEW RECORD CHECKLIST

Project Year and Title:

	Requirements	n/a	Environmental Assessment	Categorically Excluded Subject To 58.5	Categorically Excluded Converted to Exempt	Exempt or CENST	Aggregate - previous ERR still valid	Adoption of Other Agencies' EA	Addendum / Scope Change
Corresponds to form(s):	Corresponds to ERR Chapter pgs:		6-10	10-12	12-13	14	16	14	16
EA Worksheets	Environmental Assessment Narrative								<i>Statutory Worksheet only</i>
	Statutory Worksheet								
	NEPA Checklist								
	Signature/Dates on all forms Signature Dates*								
CEST Worksheets	CEST Narrative								
	Statutory Worksheet								
	Signature/Dates on all forms								
	Signature Dates*								
Exempt/CENST Worksheets	Exempt or CENST Worksheet & Certification								
	Signatures/Dates on all forms Signature Date(s)								
	Map w/ project delineated								
	SHPO Letter Response Date*								
	All Tribal Consultations Sent Date* Tribe(s) & Response Date(s)								

* These signature dates must precede the publication date of the NOI/RROF or the Concurrent Notice and the Distribution List letters.

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Early Notice and Public Review (for floodplain projects) Publication Date								
Final Notice and Public Explanation (for floodplain projects) Publication Date								1
Concurrent Notice Publication Date OR Posting Date								
Notice of Intent to Request Release of Funds Publication Date OR Posting Date								
Distribution List (with proof) Date EN&PR Letters Sent FN&PE / Other Notice Date Letters Sent								
Documentation of Flood Insurance (for structures only)								
Copy of Adopted EIS/EA								
Addendum of Validity Signature Date								
Request for Release of Funds/Certification Signature Date**						2		

** This signature date must be after local review (final notice public comment period(s)).

1 Check with ECD before completing - only needed if original ERR was an EA.

2 Needed if original project was funded in a previous year

Environmental Review for HUD funded projects Categorically Excluded Not Subject to Section 58.5

Pursuant to 24 CFR Part 58.35(b)

May be subject to provisions of 24 CFR 58.6, as applicable

Project Name:

Project Description:

Project Address:

Funding Source: CDBG Other _____

Funding Amount: HUD Grant Number:

If maintenance or equipment-related project, check box #3.

	1. Tenant-based rental assistance;
	2. Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, and Federal government benefits and services;
<input type="checkbox"/>	3. Operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs;
	4. Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations;
	5. Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payment assistance, interest buydowns, and similar activities that result in the transfer of title.
	6. Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact.
	7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under this part, if the approval is made by the same responsible entity that conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under § 58.47.

If your project falls into any of the above categories, you do not have to submit a Request for Release of Funds (RROF), and no further approval from HUD/ECD will be needed by the recipient for the draw-down of funds to carry out exempt activities and projects. However, the responsible entity must still document in writing its compliance with and/or applicability of “other requirements” per 24CFR58.6. on the following page.

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

1.a.) Are funds for acquisition or construction (including repair and rehabilitation) purposes?	Yes Continue to 1.b.	No Proceed to Section 2 (2.a.)- Act does not apply
1.b.) Is the Activity in an area identified as having special flood hazards? Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue to 1.c.	No Document and Proceed to Section 2 (2.a.)- Act does not apply
1.c.) Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

2.a.) Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue to 2.b.	No Proceed to Section 3--Regulation does not apply.
2.b.) Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue to 2.c.	No Document and Proceed to Section 3--Regulation does not apply.
2.c.) Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue and follow instructions below	No Document and Proceed to Section 3—regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/environment/review/qa/airporthazards.pdf		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Tennessee. Therefore, the Act does not apply.

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Certifying Official Name & Title (please print): _____

Certifying Official Signature

Date