

# 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	<b>Environmental Assessment Narrative</b>								<i>Statutory Worksheet only</i>
	<b>Statutory Worksheet</b>								
	<b>NEPA Checklist</b>								
	<b>Signature/Dates on all forms</b> Signature Dates*								
CEST Worksheets	<b>CEST Narrative</b>								
	<b>Statutory Worksheet</b>								
	<b>Signature/Dates on all forms</b>								
	<b>Signature Dates*</b>								
Exempt/CENST Worksheets	<b>Exempt or CENST Worksheet &amp; Certification</b>								
	<b>Signatures/Dates on all forms</b> Signature Date(s)								
	<b>Map w/ project delineated</b>								
	<b>SHPO Letter</b> Response Date*								
	<b>All Tribal Consultations</b> 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.

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



## 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.	<b>No-Federal Assistance may not be used for this project.</b>
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: <a href="http://www.hud.gov/offices/cpd/environment/review/qa/airporthazards.pdf">http://www.hud.gov/offices/cpd/environment/review/qa/airporthazards.pdf</a>		

### 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