**CDBG Environmental Workflow Process (For Grantee Use)**

**Type of Project: PI, EPI, ED, DF, HR (circle one)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grantee Name** |  | | |
| **Grant #1** |  | **Grant #2** |  |
| **ERR Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Printed Name) (Organization)  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature) (Date) | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **PROCESS/REQUIRED DOCUMENTATION** | | | | | | |
| **✓** | **HUD LEVEL OF REVIEW INDICATED (*may be more than one depending on Grant/Leverage fund activities*) and associated Finding form** | | | | | |
|  | **Determination of Level of Environmental Review form** | | | | | |
|  | **Exempt per 24 CFR 58.34(a) ( ) ( ) ( ) ( ) ( )** | | | | | |
|  | **Categorically Excluded per 58.35 ( ) ( ) ( ) ( ) ( )** | | | | | |
|  | **Environmental Assessment** | | | | | |
| **✓** | **DCEO / HUD CERTIFICATION FORMS Date** | | | | | |
|  | Signature Date of CDBG Environmental Workflow Process sheet | | | | |  |
|  | Signature Date of Environmental Review for Activity/Project that is Exempt or Categorically Excluded (Not Subject to 58.5) | | | | |  |
|  | Signature Date of Environmental Review for Activity/Project that is Categorically Excluded (Subject to 58.5) | | | | |  |
| Does this review convert to Exempt? 🞎 Yes 🞎 No If yes, indicate date | | | | | |  |
|  | Signature Date of Environmental Assessment – Determinations and Compliance Findings for HUD-assisted Projects | | | | |  |
| NOTE: All boxes and fields on all eight pages must be completed. Omissions may require re-publication. | | | | | | |
| **✓** | **EIGHT STEP FLOOD PLAIN (FP) and/or Wetlands (WL) REVIEW LOCAL COMMENT PERIODS Date** | | | | | |
| *Required if FEMA FIRMette Indicates 100-Year Flood Plain in Project Area and not protected by an accredited levee system or flood wall and/or USF&WS Wetlands Inventory shows wetlands in project site. Must be completed prior to signature of either Categorical Exclusion or Environmental Assessment* | | | | | | |
|  | Date of FP and/or WL Early Warning Publication | | | | |  |
|  | Publisher’s Certification | | | | | |
|  | Local Comment Period (*Starts one day after date of publication; lasts 15 full days)* | | | | | |
| **Start Date** | |  | **End Date** |  |  | |
| **THEN AT LEAST ONE FULL DAY AFTER END OF FLOOD PLAIN (FP) and/or Wetlands (WL) EARLY WARNING COMMENT PERIOD Date** | | | | | | |
|  | Date of FP and/or WL Findings Publication | | | | |  |
|  | Publisher’s Certification | | | | | |
|  | Local Comment Period (Starts one day after date of publication; lasts 7 full days) | | | | | |
| **Start Date** | |  | **End Date** |  |  | |
| **✓ Date** | **LOCAL AND STATE PUBLIC COMMENT PERIODS Date** | | | | | **Date** |
| ***For Categorical Exclusion (Subject to 58.5) not converting to Exempt.*** | | | | | | |
|  | NOI/RROF Publication/Posting *(Must be at least 1 day later than CE (Subject to 58.5) Signature Date above)* | | | | |  |
|  | Publisher’s/Posting Certification | | | | | |
| **Local Comment Period Start Date** (At least *one day after date of publication/posting)* | | | | | |  |
| **Local Comment Period End Date** (*Count 7 full days for publication, 10 full days for posting)* | | | | | |  |
| ***For Environmental Assessment*** | | | | | | |
|  | FONSI NOI/RROF Publication/Posting *(Must be at least 1 day later than Environmental Assessment Signature Date above)* | | | | | |
|  | Publisher’s/Posting Certification | | | | | |
| **Local Comment Period Start Date** (At least *one day after date of publication/posting)* | | | | | |  |
| **Local Comment Period End Date** (*Count 15 full days for publication, 18 full days for posting)* | | | | | |  |
| Does Publication/Posting Reference Presidential-Declared Disaster/Combined Comment Period and that Funding is for Disaster Recovery Activities? 🞎 Yes 🞎 No  *If yes, Local/State Public Comment Period may be combined.* | | | | | | |
| **DATE OF RROF (i.e., 7015.15) Signature**  *(must be at least one day after last day of local comment period)* | | | | | |  |
| **NOTE: The (up to four) State Environmental Agency Clearance Letters are listed on the “Compliance Documentation Checklist for Categorically Excluded (subject to 58.5) or Environmental Assessment (EA)”** | | | | | | |
| **Please scan and email color version of completed ERR to DCEO CDBG ERO. You may mail a colored COPY – Originals will not be returned.** | | | | | | |