|  |  |  |  |
| --- | --- | --- | --- |
| Appendix E – Checklist for Environmental Review | | | |
| Name of Grantee: | | | |
| Name of Subrecipient (if applicable): | | | |
| Grant Numbers and/or Program Income Reviewed: | | | |
| Staff Consulted: | | | |
| Name(s) of Reviewer(s) |  | Date |  |

**NOTE: All questions that address requirements contain the citation for the source of the requirement. If the requirement is not met, the reviewer must make a “finding” of noncompliance.** Questions that do not contain the citation for the requirement do not address requirements but are included to assist the reviewer in understanding the Grantee’s program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "finding.”

**Instructions:** Section A covers the Grantee's compliance with NEPA (National Environmental Policy Act) and other related Federal and State environmental laws. Section B summarizes the reviewer’s determinations regarding the Grantee’s need for technical assistance and/or training in this program function.

**Review Documents:**

* Environmental Review Record

**Questions:**

1. **Environmental Review**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | Does the Responsible Entity (RE) maintain a written environmental review record (ERR) of the review undertaken for each project, including source documentation? **24 CFR §58.38** | | |  |  |  |  |  |
|  | Yes |  | No |  |
| **Describe Basis for Conclusion:** | | | | | | | | |
| **2** | Does the ERR include a determination of the required level of environmental review, signed and dated by the Certifying Officer? | | |  |  |  |  |  |
|  | Yes |  | No |  |
| **3** | Does the ERR include all completed forms and consultation required under NEPA, completed before committing any choice limiting actions? **24 CFR §58.22**  Examples of choice limiting actions:   * Expenditure of funds (any project funds, not just CDBG) * Execution of contract | | |  |  |  |  |  |
|  | Yes |  | No |  |
| **Describe Basis for Conclusion:** | | | | | | | | |
| **4** | Does a review of the RE’s Form HUD-7015.15 Request for Release of Funds (RROF) raise any concerns, such as:   * an RROF processed after a project has begun and/or * when cross-checking the RE's Funds Requests/Program Income Reports and HCD's IDIS Reports, are projects underway for which an RROF may be required, but no RROF has been processed? **24 CFR §58.22** | | |  |  |  |  |  |
|  | Yes |  | No |  |
| **Describe Basis for Conclusion:** | | | | | | | | |
| **5** | Does a review of the RE’s environmental record identify any Environmental Assessments with mitigation or conditions for any HCD funded projects? If yes:   * Do any of the environmental documents identify mitigation or conditions; and * Does the RE have a method to verify that all mitigation or conditions have been completed? * Has the RE provided HCD with evidence that all mitigation actions or conditions have satisfactorily been completed? **24 CFR §50.3(c)** | | |  |  |  |  |  |
|  | Yes |  | No |  |
| **Describe Basis for Conclusion:** | | | | | | | | |
| **6** | Is there any evidence that the RE has spent or obligated grant funds prior to receipt of the Form HUD-7015.16, Authority to Use Grant Funds (AUGF), or prior to Standard Agreement execution for projects that do not require an AUGF? **24 CFR §58.22** | | |  |  |  |  |  |
|  | Yes |  | No |  |
| **Describe Basis for Conclusion:** | | | | | | | | |
| **7a** | For the time period reviewed, did HCD receive any objections raising noncompliance issues about the RE? | | |  |  |  |  |  |
|  | Yes |  | No |  |
| **Describe Basis for Conclusion:** | | | | | | | | |
| **7b** | If the answer to “a” above is “yes,” were the objections addressed by the RE after HCD forwarded them? |  |  |  |  |  |  |  |
|  | Yes |  | No |  | N/A |  |
| **Describe Basis for Conclusion:** | | | | | | | | |

1. **Summary**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | Based on your review of the Grantee’s performance, is there a need for technical assistance concerning Environmental Review compliance? (If yes, describe the need(s) below.) |  |  |  |  |  |  |  |
|  | Yes |  | No |  | N/A |  |
| **Describe Basis for Conclusion:** | | | | | | | | |