

ENVIRONMENTAL REVIEW RECORD CHECKLIST

Project Year and Title:

	Requirements	n/a	Environmental Assessment	Categorically Excluded	Categorically Excluded Converted to Exempt	Exempt	Aggregate - previous ERR still valid	Adoption of Other Agencies' EA	Addendum / Scope Change
Corresponds to form(s):	Corresponds to ERR Chapter pgs:		7-11	11-13	13	14	15	14	14-15
EA Worksheets	Environmental Assessment Narrative								only description
	Statutory Worksheet								
	NEPA Checklist								
	Signature/Dates on all forms Signature Dates*								
CES Worksheets	CES Narrative								
	Statutory Worksheet								
	Signature/Dates on all forms Signature Dates*								
Exempt Worksheets	Exempt Checklists and 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)								

* The signature date 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	Categorically Excluded Converted to Exempt	Exempt	Aggregate - previous ERR still valid	Adoption of Other Agencies' EA	Addendum / Scope Change
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		

** The signature date must be after local review

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

**Compliance Documentation Checklist
24 CFR 58.6**

PROJECT NAME:

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Level of Environmental Review Determination (Select One):

Exempt per 24 CFR 58.34 or Categorically Excluded subject to statutes per § 58.35(a))

STATUTES AND REGULATIONS LISTED AT 24 CFR 58.6

FLOOD DISASTER PROTECTION ACT

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard?

No - **Stop here** and provide source documentation: FIRM map(s) # _____

This element is completed.

Yes – Continue To Question 2.

2. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

Yes - 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.

No - **Federal assistance may not be used in the Special Flood Hazards Area unless the community is participating in the National Flood Insurance Program.**

COASTAL BARRIERS RESOURCES ACT

1. Is the project located in a coastal barrier resource area?

N/A - Tennessee does not have any coastal barrier resource areas.

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES

1. Is the project located within 3,000 feet from the end of the runway at a civil airport? Is the project located within 2.5 miles from the end a runway at a military airfield?

No – **Stop here** and provide source documentation: Airport checklist and radius map _____

This element is completed.

Yes – Continue to Question 2.

2. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?

No - Source Documentation: _____

(Project complies with 24 CFR 51.303[a][3]).

Yes – **A disclosure statement must be provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record.

Prepared by (name and title, please print): _____

Signature: _____ Date: _____

If the project is for generators, there must be a consult response included in the ERR documentation from Tennessee Department of Environment and Conservation, Air Pollution Control (TDEC APC).

Clear Zones (CZ) and Accident Potential Zones (APZ)

Checklist for Responsible Entity

General requirements	Legislation	Regulation
Promote compatible land uses around civil airports and military airfields	Section 2 of the Housing Act of 1949 as amended, 42 U.S.C 1331, affirmed by Section 2 of the Housing and Urban Development Act of 1969, P.L. No 90-448; Section 7(d) of the Dept. HUD Act of 1965, 42 U.S.C. 3535 (d).	24 CFR Part 51 Subpart D 32 CFR Part 256

1. Is the Project located within 2,500 feet for a civil airport or within 15,000 feet for a military airfield of the end of a runway?

No: STOP here. The project is not within a Clear Zone (also known as Runway Protection Zone) or Accident Potential Zone. Record your determination as listed below.

Maintain in your ERR a radius map with the project area marked that identifies airports and lists the distance between the CA and/or APZ and the project area. The regulations only apply to military and civil primary and commercial service airports. The Federal Aviation Administration updates the list of applicable airports annually: http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/passenger

Yes: PROCEED to #2

2. Is the Project in the CZ or APZ?

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Contact the airport operator and obtain written documentation of the Clear Zone (also known as Runway Protection Zone) and for military airfields, the Accident Potential Zone, and a determination of whether your project is in the APZ or CZ. Include the documentation in the ERR.

No: STOP here. Record your determination that the project is not in a CZ or APZ.

Yes: PROCEED TO #3

For Civil and Military Airports, is the activity for new construction, major rehabilitation*, or any other activity which significantly prolongs the physical or economic life of existing facilities? For Accident Potential Zones at Military Airfields, does the project change the use of a facility so that it becomes one which is no longer acceptable in accordance with Department of Defense standards (Please see 32 CFR Part 256 for *Land Use Compatibility Guidelines for Accident Potential Zones*), significantly increases the density or number of people at the site, or introduces explosive, flammable or toxic materials to the area?

No: STOP here. The project is not subject to the regulations. Record your determination.

Yes: PROCEED to #4

4. Will the project frequently be used or occupied by people?

Yes: The project cannot be assisted with HUD funds. STOP HERE.

No: Obtain written assurance from the airport operator to the effect that there are no plans to purchase the land involved with the project as a portion of a Runway Clear Zone or Clear Zone acquisition program. Maintain copies of all of the documents you have used to make your determination

* Rehabilitation is major when the estimated cost of the work is 75% or more of the total estimated cost of replacement after rehab (Please see 24 CFR 58.35(a) for complete definition of major rehabilitation thresholds.)

DISCLAIMER: This document is intended as a tool to help TN CDBG grantees complete environmental requirements. This document is subject to change. This is not a policy statement. Legislation and Regulations take precedence over any information found in this document.

Preparer signature and title

Date