

Desk Environmental Review Monitoring Checklist

Sub-recipient: _____

Grant No: _____

Reviewer: _____

Date: _____

Part A: Request for Release of Funds & Certification (Form ENV-RROFC) – (Equivalent to HUD Form 7015.15)

Answer the following questions about the RROF:	Yes	No	N/A	Comments
1. Was the RROF completed on ADECA’s RROF form (ENV-RROFC)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Were the following sections of the form found to be complete and accurate:				
a. Name of Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Grant Number & County	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Address of Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Date of Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Project Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. Funding Sources (w/amounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Project Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. In Part 2 (Environmental Certification) was number 4 checked “did not”?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Was the form signed and dated by the Certifying Officer and include the address? [58.13]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. If “No”, was a “Delegation of Authority” letter (ENV-DOA) included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Was the form authenticated by the Clerk or other authenticating official?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the form include the Grantee’s Clerk’s seal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADECA’s date of Release of Funds/Removal of Grant Conditions:	_____			
<p>If the Request for Release of Funds is denied, indicate which basis, under 58.75 “Permissible Bases for Objections”, shows noncompliance:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The certification was not in fact executed by the responsible entity's Certifying Officer. <input type="checkbox"/> The Responsible Entity has failed to make one of the two findings pursuant to §58.40 or to make the written determination required by §58.35, §58.47, or §58.53 for the project, as applicable. <input type="checkbox"/> The Responsible Entity has omitted one or more of the steps set forth at subpart E of this part for the preparation, publication and completion of an EA. <input type="checkbox"/> The Responsible Entity has omitted one or more of the steps set forth at subparts F and G of this part for the conduct, preparation, publication and completion of an EIS. <input type="checkbox"/> The Responsible Entity or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by this part before release of funds and approval of the environmental certification by HUD (or the State). <input type="checkbox"/> Another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. 				

Part B: Early & Final Notices of Proposed Activities in a Floodplain/Wetland (complete only if applicable)

Answer the following questions about the Early Notice:	Yes	No	N/A	Comments
1. Was the most current version of the notice <u>PUBLISHED</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Comment Period:				
Date the Notice was published:				
Date given as expiration of 15 day comment period:				
Does the Notice provide a sufficient 15 day objection period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Answer the following questions about the Final Notice:	Yes	No	N/A	Comments
1. Was the most current version of the notice <u>PUBLISHED</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Comment Period:				
Date the Notice was published (must be at least <u>DAY AFTER</u> Early Notice):				
Date given as expiration of 7 day comment period:				
Does the Notice provide a sufficient 7 day objection period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part C: Published/Posted Notice of Intent to Request Release of Funds (NOI/RROF) (complete only if applicable)

Answer the following questions about the NOI/RROF:	Yes	No	N/A	Comments
1. Does the Notice contain the name and address of both the Sub-recipient and the Certifying Officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the Notice specify the date upon which the RROF would be submitted to ADECA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do the dates indicated on the RROF correspond with the dates in the Notice and are accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the Notice specify that the RROF relates to grant funds under Title I?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the Notice include a brief project description?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the Notice indicate that either Alternative #1 or #2 was selected and whether a FONSI was previously completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the Notice include a statement that the Sub-recipient has made an ERR and the place and time where it may be examined and/or copied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the Notice include a statement as to when by and where to send comments on the ERR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the Notice include a statement concerning the Environmental Certification of the Sub-recipient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Does the Notice include a statement indicating the basis for objections and the name and address of ADECA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Does the Notice include a 15 day objection period for ADECA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Comment Period: Date the Notice was published/posted:				
Date given as expiration of 7/10 day comment period:				
Does the Notice provide a sufficient 7/10 day objection period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part D: Published/Posted FONSI and NOI/RROFC (Combined Notice) (complete only if applicable)

Answer the following questions about the Combined Notice:	Yes	No	N/A	Comments
1. Does the Notice contain the name and address of both the Sub-recipient and the Certifying Officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the Notice clearly indicate that it is intended to meet two separate procedural requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the Notice specify the date upon which the RROF would be submitted to ADECA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do the dates indicated on the RROF correspond with the dates in the Notice and are accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the Notice specify that the RROF relates to grant funds under Title I?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the Notice include a brief project description?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the Notice specify that it was determined that a "Finding of No Significant Impact" was made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the Notice include a statement that the Sub-recipient has made an ERR and the place and time where it may be examined and/or copied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the Notice include a statement as to when by and where to send comments on the ERR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Does the Notice advise those submitting comments to indicate which "Notice" they are commenting on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Does the Notice include a statement concerning the Environmental Certification of the Sub-recipient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Does the Notice include a statement indicating the basis for objections and the name and address of ADECA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Does the Notice include a 15 day objection period for ADECA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Comment Period: Date the Notice was published/posted:				
Date given as expiration of 15/18 day comment period:				
Does the Notice provide a sufficient 15/18 day objection period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	