**Environmental Desk Review Checklist**

Grantee: Click or tap here to enter text. Grant No: Click or tap here to enter text. Reviewer: C. Perkins Date: Click or tap to enter a date.

**Part A: Request for Release of Funds & Certification (Form ENV-RROFC)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Answer the following questions about the RROF:** | **Yes** | **No** | **N/A** | **Comments** |
| 1. Was the RROF completed on ADECA’s RROF form (ENV-RROFC)?
 |[ ] [ ] [ ]   |
| 1. Were the following sections of the form found to be complete and accurate:
 |  |  |  |  |
| [x]  Name of Applicant[x]  Grant Number & County[x]  Address of Applicant[x]  Date of Request | [x]  Project Name[x]  Funding Sources (w/amounts)[x]  Project Description |  |  |  |  |
| 1. In Part 2 (Environmental Certification) was number 4 checked “did not”?
 |[ ] [ ] [ ]   |
| 1. Was the form signed and dated by the Certifying Officer and include the address? [58.13]
 | [ ]  | [ ]  | [ ]  |  |
| 1. Was the form authenticated by the Clerk or other authenticating official?
 |[ ] [ ] [ ]   |
| 1. Does the form include the Grantee’s Clerk’s seal?
 |[ ] [ ] [ ]   |
| **ADECA’s date of Release of Funds/Removal of Grant Conditions:** | Click or tap to enter a date. |
| Note: If the Request for Release of Funds is denied, attach additional information indicating which basis it was denied.  |

# **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** |
| Was the most current version of the notice ***PUBLISHED***? |[ ] [ ] [ ]   |
| **Public Comment Period:**Date the Notice was published: Date given as expiration of 15-day comment period: Does the Notice provide the required 15-day objection period? | Click or tap to enter a date. |  |
|  | Click or tap to enter a date. |  |
|  |[ ] [ ] [ ]   |
| **Answer the following questions about the Final Notice:** | **Yes** | **No** | **N/A** | **Comments** |
| Was the most current version of the notice ***PUBLISHED***? |[ ] [ ] [ ]   |
| **Public Comment Period:**Date the Notice was published (must be at least ***DAY AFTER*** Early Notice): Date given as expiration of 7-day comment period: Does the Notice provide the required 7-day objection period? | Click or tap to enter a date. |  |
|  | Click or tap to enter a date. |  |
|  |[ ] [ ] [ ]   |

# **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 Grantee and the Certifying Officer?
 |[ ] [ ] [ ]   |
| 1. Does the Notice specify the date upon which the RROF would be submitted to ADECA?
 |[ ] [ ] [ ]   |
| 1. Do the dates indicated on the RROF correspond with the dates in the Notice and are accurate?
 |[ ] [ ] [ ]   |
| 1. Does the Notice specify that the RROF relates to grant funds under Title I?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a brief project description?
 |[ ] [ ] [ ]   |
| 1. Does the Notice indicate that either Alternative #1 or #2 was selected and whether a FONSI was previously completed?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a statement that the Grantee has made an Environmental Review Record and the place and time where it may be examined and/or copied?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a statement as to when by and where to send comments on the ERR?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a statement concerning the Environmental Certification of the Grantee?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a statement indicating the basis for objections and the name and address of ADECA?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a 15-day objection period for ADECA?
 |[ ] [ ] [ ]   |
| **Public Comment Period:**Date the Notice was Choose an item.:Date given as expiration of Choose an item.-day comment period: Does the Notice provide the required Choose an item.-day objection period? | Click or tap to enter a date. |  |
|  | Click or tap to enter a date. |  |
|  |[ ] [ ] [ ]   |

# **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 Grantee and the Certifying Officer?
 |[ ] [ ] [ ]   |
| 1. Does the Notice clearly indicate that it is intended to meet two separate procedural requirements?
 |[ ] [ ] [ ]   |
| 1. Does the Notice specify the date upon which the RROF would be submitted to ADECA?
 |[ ] [ ] [ ]   |
| 1. Do the dates indicated on the RROF correspond with the dates in the Notice and are accurate?
 |[ ] [ ] [ ]   |
| 1. Does the Notice specify that the RROF relates to grant funds under Title I?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a brief project description?
 |[ ] [ ] [ ]   |
| 1. Does the Notice specify that it was determined that a “Finding of No Significant Impact” was made?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a statement that the Grantee has made an Environmental Review Record and the place and time where it may be examined and/or copied?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a statement as to when by and where to send comments on the ERR?
 |[ ] [ ] [ ]   |
| 1. Does the Notice advise those submitting comments to indicate which “Notice” they are commenting on?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a statement concerning the Environmental Certification of the Grantee?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a statement indicating the basis for objections and the name and address of ADECA?
 |[ ] [ ] [ ]   |
| 1. Does the Notice include a 15-day objection period for ADECA?
 |[ ] [ ] [ ]   |
| **Public Comment Period:**Date the Notice was Choose an item.:Date given as expiration of Choose an item.-day comment period: Does the Notice provide the required Choose an item.-day objection period? | Click or tap to enter a date. |  |
|  | Click or tap to enter a date. |  |
|  |[ ] [ ] [ ]   |