**ENVIRONMENTAL REVIEW CHECKLIST**

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| --- | --- |
| STATE REVIEWER:  | DATE:  |
| GRANTEE:  | GRANT NUMBER:  |
| PROJECT NAME:  |
| DATE RROF/CERTIFICATION RECEIVED:  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| 1. Certifying Officer and ERO has been designated (formal designation-if applicable) |       |       |       |
| CO Name: ,  title  | ERO Name: , title  |
| 2. Environmental review record has been completed |       |       |       |
| 3. A statutory checklist was completed |       |       |       |
| 4. SHPO Letter Sent Date:  SHPO Letter Received Date: Prior to Publication Date:  |       |       |       |
| 5. Tribal Consultation Checklist was completed |       |       |       |
| 6. MDEQ Permit Checklist was completed |       |       |       |
| 7. There is an environmental assessment containing the following items: |       |       |       |
|  a. Project description – project name, location, project costs, activities |       |       |       |
|  b. Description of existing environmental conditions and identification of beneficial and adverse environmental impacts |       |       |       |
|  c. Description of mitigating measures to address and minimize adverse environmental impacts |       |       |       |
|  d. Description of alternatives to the project that were considered and why the project was chosen as the best alternative |       |       |       |
|  e. An environmental finding determination as a finding of no significant impact (FONSI) or a finding of significant impact |       |       |       |
|  | **YES** | **NO** | **N/A** |
| 8. Was the Eight-Step Process required? |       |       |       |
|  a. Was the Eight-Step Process documentation received? |       |       |       |
|  b. If yes, was the first notice published? |       |       |       |
|  Publish date:   | Date is Correct |       |       |       |
|  c. Were alternatives identified and evaluated? |       |       |       |
|  d. Were impacts identified? |       |       |       |
|  e. Were actions identified to minimize negative impacts? |       |       |       |
|  f. If Yes, was the second notice published? |       |       |       |
|  Publish date:  |  Date is Correct |       |       |       |
| g. Were the 8-Step notices prepared in format specified in Grant Administration Guide (GAM)? |       |       |       |
| h. Were the 8-step notices published prior to the publication of the Notice of Intent to Request Release of Funds or the Combined Notice? |       |       |       |
| 9. Notice of Intent to Request a Release of Funds (NOI/RROF) | **DATE** |  | **YES** | **NO** | **N/A** |
|  a. NOI/RROF publication date |  | Date is Correct |       |       |       |
|  b. On or about date |  | Date is Correct |       |       |       |
|  c. State comment period ending date |  | Date is Correct |       |       |       |
|  d. Date RROF/Cert submitted to State |  | Date is Correct |       |       |       |
|  e. Notice contains correct format |       |       |       |
|  f. Name, address, telephone number provided |       |       |       |
|  g. Description of project is adequate |       |       |       |
|  h. Location and availability of ERR provided |       |       |       |
|  i. NOI/RROF notice was prepared in format specified in the GAM |       |       |       |
| 10. Combined Notice | **DATE** |  | **YES** | **NO** | **N/A** |
|  a. Combined Notice publication date |  | Date is Correct |       |       |       |
|  b. On or about date |  | Date is Correct |       |       |       |
|  c. Local comment period ending date |  | Date is Correct |       |       |       |
|  d. State comment period ending date |  | Date is Correct |       |       |       |
|  e. Date RROF/Cert submitted to State |  | Date is Correct |       |       |       |
|  f. Notice contains correct format |       |       |       |
|  g. Name, address, telephone number provided |       |       |       |
|  h. Description of project is adequate |       |       |       |
|  i. Location and availability of ERR provided |       |       |       |
|  j. Combined Notice was prepared in format specified in the GAM |       |       |       |
|  | **YES** | **NO** | **N/A** |
| 11. Was the notice disseminated? |       |       |       |
| 12. Were local comments received? (also, any from 8-Step Process-if applicable) |       |       |       |
| 13. Were State-level objections received? |       |       |       |
| 14. RROF/Certification Form is complete with attached published combined notice  |       |       |       |
| 15. RROF/Certification Form is signed by Certifying Officer |       |       |       |
| 16. SHPO letter received by UGLG/MEDC and in file |       |       |       |
| **CORRECTIVE ACTION IF REQUIRED** |
|       |