

**Environmental Assessment Checklist
Documentation of Compliance**



Updated 4/14/2020

STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §50.4, §58.5, & §58.6	
Internal Tracking	<ul style="list-style-type: none"> <input type="checkbox"/> ERR's received by mail are date and time stamped. <input type="checkbox"/> DEO comment period begins date Request for Release of Funds (7015.15) form received until the Authority to Use Grant Funds (7015.16) has been issued. <input type="checkbox"/> Disaster Recovery: <input type="checkbox"/> All environmental reviews will be tracked using the following methods: <ul style="list-style-type: none"> <input type="checkbox"/> Agency Contract Number <input type="checkbox"/> DEO Contract Number (H) <input type="checkbox"/> Review Type <input type="checkbox"/> Contract Amount <input type="checkbox"/> Date Received <input type="checkbox"/> Date Input in SERA <input type="checkbox"/> Project Description <input type="checkbox"/> Assigned Staff/Date <input type="checkbox"/> Date First Reviewed <input type="checkbox"/> Pending (Returned to Agency for additional information) <input type="checkbox"/> Comments <input type="checkbox"/> Date Additional Information Received <input type="checkbox"/> Date RROF Received <input type="checkbox"/> DEO Comment End Date <input type="checkbox"/> Date Funds Eligible for Release <input type="checkbox"/> Date Finding/Concern Letter issued <input type="checkbox"/> Date Agency Response Letter received <input type="checkbox"/> Date Clearance Letter issued <input type="checkbox"/> Agreement Execution Date <input type="checkbox"/> Date Funds Released (7015.16) <input type="checkbox"/> Release Date in SERA <input type="checkbox"/> Comments <input type="checkbox"/> The following additional categories will be tracked: <ul style="list-style-type: none"> <input type="checkbox"/> Environmental Record Date (date represents three months from contract execution date) <input type="checkbox"/> Public Notice Received Date <input type="checkbox"/> SHPO Review Date <input type="checkbox"/> THPO review date <input type="checkbox"/> State Clearinghouse Review Date <input type="checkbox"/> Housing Projects (SSER recorded separately under "Service Areas")
BEFORE BEGINNING REVIEW	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure no work has started on the project (includes all portions of a project funded with HUD and non-HUD funds). <input type="checkbox"/> Forms submitted with the review: <ul style="list-style-type: none"> <input type="checkbox"/> Statutory Worksheet <input type="checkbox"/> Documentation of Compliance with 24 CFR Part 58.6 (a-d) <input type="checkbox"/> Certification of Categorical Exclusion (Subject to 58.5) Per 24 CFR 58.35(a) (Ensure RE signature, title and date are completed) <input type="checkbox"/> Project Name <input type="checkbox"/> Project Grant/Contract Number <input type="checkbox"/> Preparer: ensure document includes the name of the preparer, signature, title and date review document was completed. <input type="checkbox"/> Responsible Entity: ensure document includes the name of the RE, signature, title and date document was signed. <input type="checkbox"/> Order of Events (if out of order, Finding/Concern may be issued): <ul style="list-style-type: none"> <input type="checkbox"/> Date Early Floodplain completed? 15-day public comment period? <input type="checkbox"/> Date Final Floodplain completed? 7-day public comment period? <input type="checkbox"/> Date 8-step completed? <input type="checkbox"/> Date Statutory Worksheet signed? <input type="checkbox"/> Date Public Notice (NOI/RROF) published/posted? 7-day public comment period? <input type="checkbox"/> Date 7015.15 signed?

Environmental Assessment Checklist Documentation of Compliance



Updated 4/14/2020

		<p>Note: Final floodplain notice and NOI/RROF may be published together but the RE must sign the Statutory Worksheet on the same day as publication (prior to notice publishing). Publication not recommended for this method as most publications take place early so it difficult for the RE to verify when the sequence of events occurred. Best practice is to publish the final notice followed by the comment period then have the RE sign the statutory worksheet. See Finding/Concern section.</p> <p><input type="checkbox"/> HUD worksheets may be used for each category (See HUD Exchange website)</p>	
	Detailed Scope of Work	<p><input type="checkbox"/> Describe entire project in detail (include all contemplated actions that logically are geographical or functional to the project as a whole).</p> <p><input type="checkbox"/> List all funding sources (HUD and non-HUD funds)</p> <p style="padding-left: 20px;"><input type="checkbox"/> no portion of the project may begin until 7015.16 issued</p> <p><input type="checkbox"/> Estimated cost of the project (both HUD and non-HUD funds)</p>	
	Color Pictures of the project/area	<p><input type="checkbox"/> Infrastructure Projects:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Multiple pictures of each service area</p> <p style="padding-left: 20px;"><input type="checkbox"/> Indicate service area each picture represents.</p> <p><input type="checkbox"/> Housing Projects:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Outside and inside pictures of the home</p> <p style="padding-left: 20px;"><input type="checkbox"/> Areas where work will be performed.</p>	
	Contact appropriate agencies	<p><input type="checkbox"/> Determine federal, state and local agencies to contact (e.g. SHPO, THPO, Clearinghouse, EPA, FWS, Water Management, Regional Planning Councils, etc.).</p> <p><input type="checkbox"/> Appropriate agencies contacted?</p> <p><input type="checkbox"/> The following information is to be provided in the ERR when contacting agencies:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Initial correspondence letters or emails</p> <p style="padding-left: 20px;"><input type="checkbox"/> Tracking information (e.g. mail or email) (Mail: USPS, FedEx, UPS, etc.; Email: Original email, read & delivery receipts)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Timeframes:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Initial letters from agencies:</p> <p style="padding-left: 60px;"><input type="checkbox"/> required length of time allowed comment/response? (30 days – THPO & most agencies; 45 days – Clearinghouse)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Correspondence/response from the agency</p> <p style="padding-left: 20px;"><input type="checkbox"/> Special conditions/mitigation requirements</p> <p><input type="checkbox"/> Finding/Concern issued to RE when inappropriate length of time provided to respond/comment to initial letter. Once consultation is requested, there is no length of time the consultation process must be completed by.</p> <p><input type="checkbox"/> ERR is to include all notes, letters, emails and reports</p>	
	Environmental Assessment 24 CFR 58.36	<p><input type="checkbox"/> Refer to the Environmental Assessment document located on the DEO Environmental Review Process website: http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/environmental-review-process</p>	
	Historic Preservation, Clearinghouse and Tribal Lands National Historic Preservation	<p><input type="checkbox"/> HUD Historical Preservation worksheet completed?</p> <p><input type="checkbox"/> Property Appraiser report (housing projects)</p> <p style="padding-left: 20px;"><input type="checkbox"/> verify:</p>	

Environmental Assessment Checklist Documentation of Compliance



Updated 4/14/2020

<p>Act of 1966, particularly sections 106 and 110; 36 CFR Part 800</p>	<ul style="list-style-type: none"> <input type="checkbox"/> property address <input type="checkbox"/> date home was built (pre-78, Rehab; LBP inspection required) <input type="checkbox"/> market value of the structure (do not include the property value) <input type="checkbox"/> SHPO: <ul style="list-style-type: none"> (Only the RE may initially contact SHPO. See 36 CFR Part 800. It is up to SHPO to allow or not allow consultants to participate in the process after the initial consultation has occurred.) <input type="checkbox"/> Infrastructure projects: Determine if project will have effects on historical structures or area. <input type="checkbox"/> Housing projects: Is project 50-years of age or older; historical neighborhood or surrounding area. (DEO recommends evaluating structures 45-years or older so compliance is confirmed throughout the life of the grant activities) <ul style="list-style-type: none"> <input type="checkbox"/> SHPO contacted during initial consultation. <input type="checkbox"/> Include initial correspondence in the review. <ul style="list-style-type: none"> <input type="checkbox"/> Documentation to be provided to SHPO: <ul style="list-style-type: none"> <input type="checkbox"/> Florida Master Site File – determine if building(s) have been previously recorded; include FMSF site number and search results <input type="checkbox"/> Original photographs of all buildings/structures 50 years of age or older in project area <input type="checkbox"/> Estimated construction date <input type="checkbox"/> Information of historical events associated with the buildings or structures <input type="checkbox"/> Projects immediate surrounds. Is the project in an historic district. <input type="checkbox"/> Detailed description of the proposed activities. <input type="checkbox"/> Tracking information provided <input type="checkbox"/> 30-day comment period provided for response. <input type="checkbox"/> Correspondence/response received from SHPO. <ul style="list-style-type: none"> <input type="checkbox"/> Surveys required (Cultural Resource Survey) <input type="checkbox"/> “No Historic Properties Affected” (noted in response) <input type="checkbox"/> “Adverse Effects” (noted in response) <input type="checkbox"/> “No Adverse Effects” (noted in response) <input type="checkbox"/> Special Condition(s) apply (Include on 7015.16). (Housing - based on SHPO response during the Broad Review/Tier I will determine if the RE will need to contact SHPO during the site-specific/Tier II) <input type="checkbox"/> THPO: <ul style="list-style-type: none"> (Only the RE may initially contact tribes. See 36 CFR Part 800. It is up to the tribes to allow or not allow consultants to participate in the process after the initial consultation has occurred) <input type="checkbox"/> THPO contacted during initial consultation. (once consultation is requested by a tribe, there is no length of time the Consultation process must be completed by) <input type="checkbox"/> Tribal Directory Assessment Tool (TDAT): Provide list of tribes contacted based on the County the project is located. https://egis.hud.gov/TDAT/ <input type="checkbox"/> Initial correspondence in the review. (Contact tribes when digging will occur or historical significance) <input type="checkbox"/> Documentation to be provided to THPO
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**Environmental Assessment Checklist
Documentation of Compliance**



Updated 4/14/2020

		<ul style="list-style-type: none"> <input type="checkbox"/> Letter must be on RE letterhead, indicate 30-days to respond from date of receipt and signed by RE <input type="checkbox"/> Detailed description of the project activities <input type="checkbox"/> Maps (e.g. service areas; topographic) <input type="checkbox"/> SHPO response (if previously received) <input type="checkbox"/> Area of Potential Effect (APE) <input type="checkbox"/> Surveys (e.g. Cultural Resource Survey; historic properties) <input type="checkbox"/> Tracking information provided <input type="checkbox"/> 30-day comment period provided (refer to HUD memorandum CPD 12-006). <input type="checkbox"/> Correspondence/response received from THPO. 	
	<p>Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR Part 55</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD Floodplain worksheet completed? <input type="checkbox"/> Color FEMA FIRM map with “effective date” and “project location” <ul style="list-style-type: none"> <input type="checkbox"/> Go to the FEMA website (https://msc.fema.gov/portal/home) to locate the subject property and print a floodplain map. <input type="checkbox"/> Project located in 100-year floodplain (affects both Infrastructure & Housing projects). <input type="checkbox"/> 24 CFR 55.20 <ul style="list-style-type: none"> <input type="checkbox"/> Complete 8-step Decision Making process: <input type="checkbox"/> Determine if project is exempt from the Decision Making process (24 CFR 55.12) <ul style="list-style-type: none"> <input type="checkbox"/> For Housing Projects: <ul style="list-style-type: none"> <input type="checkbox"/> Area-wide 8-step completed in Broad/Tier I review? If no, 8-step must be completed for each Site-specific/Tier II review located in the 100-year floodplain. <input type="checkbox"/> Should be detailed, usually several pages in length. One page, return for additional information. <input type="checkbox"/> Date 8-step completed. <input type="checkbox"/> Community is a participant in the National Flood Insurance Program (NFIP) <input type="checkbox"/> Flood Insurance (see flood insurance section) <input type="checkbox"/> 500-year floodplain: 8-step required when project involves a Critical Action (Hospital, Nursing Homes, Day Care facilities) <input type="checkbox"/> Project located in a Floodway? (No HUD funds permitted) <input type="checkbox"/> Agencies contacted? (e.g. FEMA, Water Management Districts, Regional Planning Councils) <ul style="list-style-type: none"> <input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided <input type="checkbox"/> 30-day comment period provided. <input type="checkbox"/> Correspondence/response received. <input type="checkbox"/> Copy of Floodplain/Wetland notices provided to FEMA (submit to Stephanie Madson via email address: FEMA-R4EHP@fema.dhs.gov) 	
	<p>Wetlands Protection Executive Order 11990, particularly sections 2 and 5</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD Wetland worksheet completed? <input type="checkbox"/> Color Wetland map with project location <input type="checkbox"/> Go to National Wetlands Inventory website (https://www.fws.gov/wetlands/data/mapper.html) <input type="checkbox"/> Project located in a wetland (affects both Infrastructure & Housing projects). <input type="checkbox"/> See 24 CFR 55.20 and Floodplain Management regarding 8-step Decision Making 	

**Environmental Assessment Checklist
Documentation of Compliance**



Updated 4/14/2020

		<p>process.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agencies contacted? (e.g. U.S. Army Corps of Engineers, U.S. EPA) <input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided <input type="checkbox"/> 30-day comment period provided. <input type="checkbox"/> Correspondence/response received. <input type="checkbox"/> Permits required? (See Army Corps response) <input type="checkbox"/> Mitigation required? 	
	<p>Coastal Zone Management Act Coastal Zone Management Act, sections 307(c) & (d)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD Coastal Zone worksheet completed? <input type="checkbox"/> Agencies contacted? (e.g. Florida State Clearinghouse) <input type="checkbox"/> Initial correspondence in the review. <ul style="list-style-type: none"> <input type="checkbox"/> Clearinghouse response: <ul style="list-style-type: none"> <input type="checkbox"/> not selected for review <input type="checkbox"/> Other <input type="checkbox"/> Tracking information provided <input type="checkbox"/> 45-day comment period provided. <input type="checkbox"/> Correspondence/response received. <input type="checkbox"/> Permits required? (See Army Corps response) <input type="checkbox"/> Mitigation required? 	
	<p>Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD Sole Source worksheet completed? <input type="checkbox"/> Color Sole Source map with project location <input type="checkbox"/> Project located within a Sole Source? <input type="checkbox"/> Agencies contacted? (e.g. U.S. EPA) <ul style="list-style-type: none"> <input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided. <input type="checkbox"/> 30-day comment provided. <input type="checkbox"/> Correspondence/response received. <input type="checkbox"/> Mitigation required? 	
	<p>Endangered Species Act Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD Endangered Species worksheet completed? <input type="checkbox"/> Must check the following websites <ul style="list-style-type: none"> <input type="checkbox"/> Endangered Species list for county project is located in (see U.S. FWS website https://www.fws.gov/endangered/?ref=topbar) <input type="checkbox"/> U.S. FWS Information for Planning and Consultation (IPaC) website https://ecos.fws.gov/ipac/ <ul style="list-style-type: none"> <input type="checkbox"/> IPaC report <input type="checkbox"/> U.S. FWS Clearance letter October 2016 <ul style="list-style-type: none"> <input type="checkbox"/> Refer to page 2 – Description of Projects Covered (a-d) <input type="checkbox"/> Florida Fish & Wildlife Conservation Commission bald eagle nest locator website https://www.arcgis.com/apps/webappviewer/index.html?id=253604118279431984e8bc3ebf1cc8e9 <ul style="list-style-type: none"> <input type="checkbox"/> Nest located within 1-mile of the project? <input type="checkbox"/> Nest visible from the project? <input type="checkbox"/> Nest within 660 feet of project? 	

**Environmental Assessment Checklist
Documentation of Compliance**



Updated 4/14/2020

		<p><input type="checkbox"/> Yes to 660 feet, may require Federal permit from U.S. FWS</p> <p>Website: https://www.fws.gov/southeast/our-services/eagle-technical-assistance/#construction-or-development-activities-section (State's bald eagle rule revised April 2017 (68A-16.002, F.A.C.)</p> <p><input type="checkbox"/> Florida Natural Areas Inventory list website https://www.fnai.org/trackinglist.cfm. (State list of rare species and natural communities)</p> <p><input type="checkbox"/> Agencies contacted? (e.g. U.S. Fish & Wildlife Service, Florida Ecological Services)</p> <p><input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided. <input type="checkbox"/> 30-day comment provided. <input type="checkbox"/> Correspondence/response received.</p> <p><input type="checkbox"/> Mitigation required?</p>	
	<p>Wild and Scenic Rivers Act Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)</p>	<p><input type="checkbox"/> HUD WSR worksheet completed? <input type="checkbox"/> Color WSR map with project location in ERR. <input type="checkbox"/> Include maps and information for Loxahatchee & Wekiva Rivers Loxahatchee River: https://www.rivers.gov/rivers/loxahatchee.php Wekiva River: https://www.rivers.gov/rivers/wekiva.php</p> <p><input type="checkbox"/> Nationwide Rivers Inventory list in ERR. <input type="checkbox"/> Are there project impacts to designated rivers & river segments? <input type="checkbox"/> Adverse effects? <input type="checkbox"/> Project located within 1-mile of a WSR or rivers indicated on the NRI list.</p> <p>Websites: <input type="checkbox"/> Wild & Scenic Rivers website (https://www.rivers.gov/map.php) <input type="checkbox"/> To locate WSR, click on "State of Florida" map or choose from list. <input type="checkbox"/> Nationwide Rivers Inventory list website (https://www.nps.gov/subjects/rivers/nationwide-rivers-inventory.htm) <input type="checkbox"/> To locate NRI list, click on "Find Data", then State of Florida on U.S. map.</p> <p><input type="checkbox"/> Agencies contacted? (e.g. U.S. Fish & Wildlife Service Natural Wild & Scenic Rivers)</p> <p><input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided.</p> <p><input type="checkbox"/> Mitigation required?</p> <p><input type="checkbox"/> 30-day comment provided. <input type="checkbox"/> Correspondence/response received.</p>	
	<p>Clean Air/Air Quality Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93</p>	<p><input type="checkbox"/> HUD Clean Air/Air Quality worksheet completed? <input type="checkbox"/> Clean Air map (2019) with project location in ERR. <input type="checkbox"/> Project located in a county designated "Nonattainment" or "Maintenance". <input type="checkbox"/> Air pollution information: <input type="checkbox"/> Air pollution reports located on U.S. EPA website "Green Book National Area and County-Level Multi-Pollutant Information" https://www3.epa.gov/airquality/greenbook/anayo_ak.html</p> <p><input type="checkbox"/> Project located in a county with Nation Ambient Air Quality Standards (NAAQS) pollutants? Yes, provide the following:</p>	

**Environmental Assessment Checklist
Documentation of Compliance**



Updated 4/14/2020

		<ul style="list-style-type: none"> <input type="checkbox"/> County <input type="checkbox"/> Criteria Pollutants <input type="checkbox"/> Status <input type="checkbox"/> Agencies contacted? (e.g. U.S. EPA) <ul style="list-style-type: none"> <input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided. <input type="checkbox"/> 30-day comment provided. <input type="checkbox"/> Correspondence/response received <input type="checkbox"/> Mitigation required? <input type="checkbox"/> Housing projects: will the project create air quality issues? Refer to LBP and Asbestos. <input type="checkbox"/> Infrastructure project: how will the project affect air quality? Excessive dust, etc? 	
	<p>Farmlands Protection Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD Farmland Protection worksheet completed ? <input type="checkbox"/> USDA Natural Resources Conservation Service (NRCS) Web Soil Survey website (https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm) <input type="checkbox"/> Web soil map <input type="checkbox"/> project location <input type="checkbox"/> Soil information <input type="checkbox"/> Project affect Prime farmland, Unique farmland or farmland of statewide importance? (Information located under "Soil Reports" tab) <input type="checkbox"/> Will project convert Prime, Unique or farmland of statewide importance? <input type="checkbox"/> Farmland Conversion Impact Rating form completed? (https://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1045394.pdf) <input type="checkbox"/> Agencies contacted? (e.g. USDA NRCS) <ul style="list-style-type: none"> <input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided. <input type="checkbox"/> 30-day comment provided. <input type="checkbox"/> Correspondence/response received <input type="checkbox"/> Mitigation required? 	
	<p>Environmental Justice Executive Order 12898</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD Environmental Justice worksheet used? <input type="checkbox"/> Project involve adverse environmental impacts to compliance factors? (This question can only be answered after all other regulations are covered. If there were not any "yes" answers to any of the above listed compliance factors and there are no mitigation requirements to be carried out, then a finding of No Adverse Environmental Impacts can be identified in the project review) <input type="checkbox"/> Mitigation required? <ul style="list-style-type: none"> <input type="checkbox"/> Steps taken to involve the public. 	
	<p>Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD Noise Abatement and Control worksheet completed? <p>Note: Noise is not applicable to Disaster Recovery projects unless non-HUD funds are utilized.</p>	

Environmental Assessment Checklist Documentation of Compliance



Updated 4/14/2020

<p>Communities Act of 1978; 24 CFR Part 51 Subpart B</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Reference HUD’s “The Noise Guidebook” <input type="checkbox"/> Complete assessment for rehabilitation or reconstruction housing projects. <input type="checkbox"/> On a colored map, indicate the project location in relation to the noise sources (if applicable). <ul style="list-style-type: none"> <input type="checkbox"/> Noise sources: <ul style="list-style-type: none"> <input type="checkbox"/> Major roadways (within 1,000 feet) <input type="checkbox"/> Railroads (within 3,000 feet) <input type="checkbox"/> Airports (within 5 miles of civilian airport; 15 miles of military airport) <input type="checkbox"/> Complete Noise calculation for housing projects using HUD’s Day/Night Noise Level Calculator (https://www.hudexchange.info/environmental-review/dnl-calculator/) <input type="checkbox"/> Noise Zones: <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable Noise zone: 65 dB or less <ul style="list-style-type: none"> <input type="checkbox"/> Document ERR with noise calculation. Noise is complete. <input type="checkbox"/> Normally Unacceptable Noise zone: above 65 dB to 74 Db <ul style="list-style-type: none"> <input type="checkbox"/> Rehabilitation projects: complete HUD’s Sound Transmission Classification Assessment Tool (https://www.hudexchange.info/stracat/) <input type="checkbox"/> Inside noise level must be 45 decibels or less. <ul style="list-style-type: none"> <input type="checkbox"/> Attenuation obtained? <input type="checkbox"/> Yes, include STraCAT worksheet. Noise complete. <input type="checkbox"/> No, additional noise attenuation measures required <input type="checkbox"/> Reconstruction projects: complete HUD’s Barrier Performance Module (noise must be mitigated to 65 decibels or less. <input type="checkbox"/> Unacceptable Noise zone: 75 dB or greater <ul style="list-style-type: none"> <input type="checkbox"/> If unable to mitigate, project cancelled. <input type="checkbox"/> Noise calculation not required for Infrastructure projects. However, noise must be considered for: <ul style="list-style-type: none"> <input type="checkbox"/> equipment to be used (e.g. specific muffler system used on heavy equipment) <input type="checkbox"/> time of day project will occur <input type="checkbox"/> Websites: <ul style="list-style-type: none"> <input type="checkbox"/> Google EarthPro to map location and draw a circle for the radius of each noise source. Distance should be calculated from the project to the nearest point of each noise source. <input type="checkbox"/> Roadways: Access the Florida DOT website to search for traffic data: https://tdaappsprod.dot.state.fl.us/fto/. Use the Florida Traffic Online tool to locate the property and use the links to find the Daily Traffic Information (AADT). Use the following table to calculate for cars, medium trucks and heavy trucks: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Highway Type</th> <th style="text-align: left; border-bottom: 1px solid black;">Location</th> </tr> </thead> <tbody> <tr> <td>Interstate:</td> <td>Urbanized Area</td> </tr> <tr> <td style="padding-left: 20px;">Autos</td> <td>89%</td> </tr> <tr> <td style="padding-left: 20px;">Medium Trucks</td> <td>2%</td> </tr> <tr> <td style="padding-left: 20px;">Heavy Trucks</td> <td>9%</td> </tr> <tr> <td>Interstate:</td> <td>Rural Area</td> </tr> <tr> <td style="padding-left: 20px;">Autos</td> <td>80%</td> </tr> <tr> <td style="padding-left: 20px;">Medium Trucks</td> <td>3%</td> </tr> </tbody> </table>	Highway Type	Location	Interstate:	Urbanized Area	Autos	89%	Medium Trucks	2%	Heavy Trucks	9%	Interstate:	Rural Area	Autos	80%	Medium Trucks	3%
Highway Type	Location																
Interstate:	Urbanized Area																
Autos	89%																
Medium Trucks	2%																
Heavy Trucks	9%																
Interstate:	Rural Area																
Autos	80%																
Medium Trucks	3%																

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Documentation of Compliance**



Updated 4/14/2020

		<p>Heavy Trucks 17%</p> <p>Major Arterial Urbanized Area</p> <p>Autos 92%</p> <p>Medium Trucks 4%</p> <p>Heavy Trucks 4%</p> <p>Major Arterial Rural Area</p> <p>Autos 87%</p> <p>Medium Trucks 4%</p> <p>Heavy Trucks 9%</p> <p><input type="checkbox"/> Airports:</p> <p><input type="checkbox"/> Contour maps with noise information</p> <p><input type="checkbox"/> HUD Airport worksheet. https://www.hud.gov/sites/documents/AIRPORTNOISEWKSHT.PDF (complete when no contour maps or noise information available)</p> <p><input type="checkbox"/> Airport Master Record (Enter airport identifier in Airport IQ5010 website: https://www.gcr1.com/5010web/. Open pdf file)</p> <p><input type="checkbox"/> Railroads: crossing numbers are located at the nearest gate crossing or on the Federal Railroad Administration’s website Crossing Inventory. Type in the crossing number and include the report provided in the ERR. Information located in the report will assist with the noise calculation but will not provide all information necessary to complete the calculation. (https://safetydata.fra.dot.gov/OfficeofSafety/PublicSite/Crossing/Crossing.aspx.)</p> <p><input type="checkbox"/> Rail line maps for CSX are located on the following webpage: https://www.csx.com/index.cfm/customers/maps/csx-system-map/.</p> <p><input type="checkbox"/> Agencies contacted? (e.g. Florida DOT, airport operator)</p> <p><input type="checkbox"/> Initial correspondence in the review.</p> <p><input type="checkbox"/> Tracking information provided.</p> <p><input type="checkbox"/> 30-day comment provided.</p> <p><input type="checkbox"/> Correspondence/response received</p> <p><input type="checkbox"/> Mitigation required?</p>	
	<p>Explosive and Flammable Hazards Above-Ground Tanks [24 CFR Part 51 Subpart C</p>	<p><input type="checkbox"/> HUD Explosive and Flammable Hazards worksheet completed?</p> <p><input type="checkbox"/> Refer to 24 CFR Part 51, Subpart C</p> <p><input type="checkbox"/> Project single family rehabilitation</p> <p><input type="checkbox"/> Occupancy density increase?</p> <p><input type="checkbox"/> No, project is exempt from requirement</p> <p><input type="checkbox"/> Yes, complete Acceptable Separation Distance (ASD)</p> <p><input type="checkbox"/> Project reconstruction (considered “new” construction)</p> <p><input type="checkbox"/> Complete ASD</p> <p><input type="checkbox"/> Acceptable Separation Distance</p> <p><input type="checkbox"/> See HUD’s Acceptable Separation Distance guidebook</p> <p><input type="checkbox"/> ASD applies to Above Ground Storage Tanks (AGST) more than 100-gallons within a one-mile radius from the project. (see appendix I for list of hazardous</p>	

**Environmental Assessment Checklist
Documentation of Compliance**



Updated 4/14/2020

		<p>gases/substances)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Methods to locate tanks: <ul style="list-style-type: none"> <input type="checkbox"/> Drive the area <input type="checkbox"/> Google EarthPro <input type="checkbox"/> Florida DEP website to search for any tanks permitted by DEP. https://prodlamp.dep.state.fl.us/www_stcm/publicreports/FacilityLocTank <ul style="list-style-type: none"> <input type="checkbox"/> From the project location, review a one-mile radius for tanks. <input type="checkbox"/> Map each tank on the map and provide distance from the project to the tank. Each tank should be numbered. <input type="checkbox"/> Provide color pictures of each tank <input type="checkbox"/> For each tank located, complete the ASD calculation to ensure the tank is safely outside the ASD limits. <input type="checkbox"/> Agencies contacted? (e.g. U.S. DEP, Tank owners) <ul style="list-style-type: none"> <input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided. <input type="checkbox"/> 30-day comment provided. <input type="checkbox"/> Correspondence/response received <input type="checkbox"/> Mitigation required? 	
	<p>Hazardous, Toxic or Radioactive Materials & Substances 24 CFR 50.3(i) & 58.5(i)(2)]</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD's Hazardous and Toxic worksheet completed? <input type="checkbox"/> U.S. EPA NEPAAssist website (https://www.epa.gov/nepa/nepassist) <input type="checkbox"/> Include the following: <ul style="list-style-type: none"> <input type="checkbox"/> A color NEPAAssist map <input type="checkbox"/> Project location <input type="checkbox"/> ECHO reports for EPA facilities within 3,000 feet of the project <input type="checkbox"/> ECHO report for Superfund facilities within 1-mile of the project <input type="checkbox"/> Brownfields/Superfunds require additional clearance <ul style="list-style-type: none"> <input type="checkbox"/> Additional reports: Phase I/II Environmental Site Assessment. <input type="checkbox"/> Agencies contacted? (e.g. U.S. EPA, Florida DEP, other agency) <ul style="list-style-type: none"> <input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided. <input type="checkbox"/> Correspondence/response received <input type="checkbox"/> Verify no violations/issues associated with EPA facilities <input type="checkbox"/> Mitigation of project site required? <ul style="list-style-type: none"> <input type="checkbox"/> Phase I/II conducted, provide all reports and conclusions. <p>NEPAAssist website: enter address of the project location; using the mapping tools, draw a circle of 3,000 foot radius around the property. ECHO reports for all sites must be printed. Project is in compliance if no toxic, hazardous, or radioactive substances are present.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lead-based paint <ul style="list-style-type: none"> <input type="checkbox"/> Reconstruction projects are exempt <input type="checkbox"/> Rehabilitation projects <ul style="list-style-type: none"> <input type="checkbox"/> Project built prior to 1978. (Confirm with Property Appraiser document) <input type="checkbox"/> LBP report <input type="checkbox"/> Refer to HUD's Lead Safe Housing Rule (LSHR) 	

**Environmental Assessment Checklist
Documentation of Compliance**



Updated 4/14/2020

		<ul style="list-style-type: none"> <input type="checkbox"/> Interim controls or Abatement <input type="checkbox"/> Certification of tester <input type="checkbox"/> Homeowner notification (provide within 15-days) <input type="checkbox"/> Clearance report(s) <input type="checkbox"/> Mitigation required? <input type="checkbox"/> Asbestos <ul style="list-style-type: none"> <input type="checkbox"/> Project built prior to (1980 or 1982) <input type="checkbox"/> Testing required? <input type="checkbox"/> Permits? <input type="checkbox"/> Agencies contacted? (e.g. U.S. EPA, Florida DEP) <input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided. <input type="checkbox"/> 30-day comment provided. <input type="checkbox"/> Correspondence/response received <input type="checkbox"/> Mitigation required? 	
	<p>Airport Hazards (Runway Clear Zone) Clear Zones and Accident Potential Zones; 24 CFR Part 51 Subpart D</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD's Airport Hazards worksheet completed? <ul style="list-style-type: none"> <input type="checkbox"/> Project located within: <ul style="list-style-type: none"> <input type="checkbox"/> 2,500 feet of civilian airport (RPZ/CZ) <input type="checkbox"/> 15,000 feet of military airport (APZ) <input type="checkbox"/> Airport operator contacted? <ul style="list-style-type: none"> <input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided. <input type="checkbox"/> Correspondence/response received <input type="checkbox"/> Projects located within the APZ: <ul style="list-style-type: none"> <input type="checkbox"/> Project involves new construction, substantial rehabilitation, acquisition of undeveloped land, or activities that would significantly prolong the physical or economic life of the existing facilities that will be frequently used or occupied by people? <ul style="list-style-type: none"> <input type="checkbox"/> Yes. Verify project conforms with DOD guidelines. <input type="checkbox"/> Projects located within the RPZ/CZ: <ul style="list-style-type: none"> <input type="checkbox"/> Will the project involve facilities that will be frequently used or occupied by people? <ul style="list-style-type: none"> <input type="checkbox"/> No. Obtain written assurance from the airport operator there are no plans to purchase the land as part of a RPZ/CZ program. <input type="checkbox"/> Yes. Provide Notice to Prospective Buyers to inform of potential hazards from airplane accidents and potential for the property to be purchased by the airport. <input type="checkbox"/> Mitigation required? 	
	<p>Coastal Barrier Resources Act Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD Coastal Barrier Resource worksheet used? <input type="checkbox"/> Project located in a Coastal Zone? (Federal funds may not be used) <input type="checkbox"/> Color Coastal Zone map with project location. (See U.S. Fish & Wildlife Service Coastal Barrier Resources System website: https://www.fws.gov/cbra/Maps/Mapper.html) 	

Environmental Assessment Checklist Documentation of Compliance



Updated 4/14/2020

<p>Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]</p>	<ul style="list-style-type: none"> <input type="checkbox"/> HUD's flood insurance worksheet completed? <input type="checkbox"/> Housing project located in 100-year floodplain? <ul style="list-style-type: none"> <input type="checkbox"/> Flood insurance policy <input type="checkbox"/> Provide prior to project starting <input type="checkbox"/> Insurance maintained for life of structure
<p>NEPA HUD CPD 782, 24 CFR58.40; Ref. 40 CFR 1508.8 & 1508.27</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate the significance of the effects of the proposal on the character, features and resources of the project area. <input type="checkbox"/> Enter relevant base data and verifiable source determination to support the finding. <input type="checkbox"/> Enter the appropriate code from the following list to make a determination of impact. <ul style="list-style-type: none"> <input type="checkbox"/> Impact codes: <ul style="list-style-type: none"> <input type="checkbox"/> 1- No impact anticipated <input type="checkbox"/> 2- Potentially beneficial <input type="checkbox"/> 3- Potentially adverse <input type="checkbox"/> 4- Requires mitigation <input type="checkbox"/> 5- Requires project modification <input type="checkbox"/> Note names, dates of contact, telephone numbers and page references. <ul style="list-style-type: none"> <input type="checkbox"/> Agencies contacted? (e.g. U.S. EPA, Florida DEP) <ul style="list-style-type: none"> <input type="checkbox"/> Initial correspondence in the review. <input type="checkbox"/> Tracking information provided. <input type="checkbox"/> 30-day comment provided. <input type="checkbox"/> Correspondence/response received <input type="checkbox"/> Mitigation required? <input type="checkbox"/> Attach additional materials as appropriate. <input type="checkbox"/> Note conditions or mitigation measures required <input type="checkbox"/> Categories: <ul style="list-style-type: none"> <input type="checkbox"/> Land Development <input type="checkbox"/> Socioeconomic <input type="checkbox"/> Community Facilities and Services <input type="checkbox"/> Natural Features <input type="checkbox"/> Summary of Findings and Conclusions <ul style="list-style-type: none"> <input type="checkbox"/> 24 CFR 58.40(e); 40 CFR 1508.9 <input type="checkbox"/> Alternatives to the Proposed Action <input type="checkbox"/> Discuss additional activities considered but not selected and why. <input type="checkbox"/> No Action Alternative <ul style="list-style-type: none"> <input type="checkbox"/> 24 CFR 58.40(e) <input type="checkbox"/> What are the benefits and adverse impacts by not selecting an alternative?
<p>Project determination</p>	<ul style="list-style-type: none"> <input type="checkbox"/> After all documentation has been gathered, the RE determines if the project meets one of the following categories: <ul style="list-style-type: none"> <input type="checkbox"/> Exempt [24 CFR 58.34(a)] <ul style="list-style-type: none"> <input type="checkbox"/> No public notice required to be published/posted <input type="checkbox"/> State requires RE to submit the 7015.15 (not a HUD requirement) <input type="checkbox"/> Not Exempt/Categorically Excluded [24 CFR 58.35(a)] <ul style="list-style-type: none"> <input type="checkbox"/> Public notice required. May be published/posted <input type="checkbox"/> RE submits the 7015.15 (both HUD and State requirement)

**Environmental Assessment Checklist
Documentation of Compliance**



Updated 4/14/2020

		<input type="checkbox"/> Environmental Assessment [24 CFR 58.36] <input type="checkbox"/> current environmental review will stop and RE is to proceed with completing the documentation/requirements for an EA	
	Finding/Concern	<input type="checkbox"/> Finding/Concern issued to RE: (If the State makes a Finding, remedies employed by the State may include Corrective Actions) Examples: <input type="checkbox"/> appropriate length of time for agency to respond/comment not provided <input type="checkbox"/> Inadequate comment period provided for public notices (e.g. Floodplain notice, comment period, NOI/RROF, Concurrent) <input type="checkbox"/> Statutory worksheet signed by RE prior to Final floodplain published. <input type="checkbox"/> 7015.15 signed by RE prior to the expiration of the NOI/RROF public comment period. <input type="checkbox"/> Failure to consult with tribes (see HUD memorandum CPD 12-006) <input type="checkbox"/> Corrective Action: <input type="checkbox"/> 1 st occurrence – Finding/Concern (public notices may need to be re-published for inadequate comment periods) <input type="checkbox"/> 2 nd occurrence – Finding and may require agency to attend training (additional training is up to the states discretion). <input type="checkbox"/> Agency response to Finding/Concern received. <input type="checkbox"/> Clearance issued to agency.	
	Public Notices	<input type="checkbox"/> Early Floodplain/Wetland Notice <input type="checkbox"/> Correct dates indicated in notice <input type="checkbox"/> Copy of notice provided in ERR <input type="checkbox"/> Notice published in news medium (may not be posted) <input type="checkbox"/> Notarized statement from news medium verifying date of publication <input type="checkbox"/> Federal, state, and local agencies provided copy of notice (see Step 2) (document in 8-step) <input type="checkbox"/> 15-day (+1) comment period provided <input type="checkbox"/> Final Floodplain/Wetland Notice <input type="checkbox"/> Correct dates indicated in notice <input type="checkbox"/> Copy of notice provided in ERR <input type="checkbox"/> Notice published in news medium (may not be posted) <input type="checkbox"/> Notarized statement from news medium verifying date of publication <input type="checkbox"/> Federal, state, and local agencies provided copy of notice (see Step 2) (document in 8-step) <input type="checkbox"/> 7-day (+1) comment period provided <input type="checkbox"/> Concurrent (FONSI/NOI/RROF) Public Notice <input type="checkbox"/> Correct dates indicated in notice <input type="checkbox"/> Copy of notice provided in ERR <input type="checkbox"/> Notice published:	

**Environmental Assessment Checklist
Documentation of Compliance**



Updated 4/14/2020

		<ul style="list-style-type: none"> <input type="checkbox"/> in news medium(s) reaching community affected <input type="checkbox"/> Notarized statement from news medium verifying date of publication <input type="checkbox"/> 15-day (+1) comment period provided <ul style="list-style-type: none"> <input type="checkbox"/> Date of Publication _____ End Date _____ <input type="checkbox"/> Notice posted: <ul style="list-style-type: none"> <input type="checkbox"/> multiple locations in the affected community (e.g. community centers, post office, public/government buildings) <input type="checkbox"/> Notarized statement for each location notice was posted <input type="checkbox"/> Pictures of each location notice was posted <input type="checkbox"/> 18-day (+1) comment period provided <ul style="list-style-type: none"> <input type="checkbox"/> Date of Posting _____ End Date _____ 	
	<p>Release of Funds (7015.15)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> State 15-day public comment period begins based on date of receipt: <ul style="list-style-type: none"> <input type="checkbox"/> Received by mail - date stamp to include date & time received. <input type="checkbox"/> Received by email – include copy of email; date stamp should include date of receipt. <input type="checkbox"/> Most current form used (3/2020)? <input type="checkbox"/> All appropriate sections completed? <ul style="list-style-type: none"> <input type="checkbox"/> Grant Number <input type="checkbox"/> Agency information <input type="checkbox"/> Project description (page1, section 11) <input type="checkbox"/> Appropriate box checked on page 2, #4 <input type="checkbox"/> Signed by Certifying Officer/Designee <input type="checkbox"/> Date CO/Designee signed form <input type="checkbox"/> If signed by other than CO, provide signature authority document 	
	<p>Authority to Use Grant Funds (7015.16)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> ERR complete: <ul style="list-style-type: none"> <input type="checkbox"/> Statutory Worksheet & all categories thoroughly documented? <input type="checkbox"/> 15-day public comment period provided <ul style="list-style-type: none"> <input type="checkbox"/> Comments received? Response provided and cleared? <input type="checkbox"/> Prepare internal tracking document, release letter and Authority to Use Grant Funds form. <input type="checkbox"/> Tracking document, release letter & 70.15.16: <ul style="list-style-type: none"> <input type="checkbox"/> Verified by supervisor <input type="checkbox"/> Documents initialed or signed by Disaster Recovery Director 	

This is intended to support the environmental review process of the Responsible Entity (RE). Additional considerations may be dependent upon what is advised during consult process. If the Responsible Entity has any questions about conducting reviews, contact DEO.