



**United States Department of Agriculture
Rural Development
Texas State Office**

USDA Rural Development Texas Administrative Notice No. 608 (1940-G)

TO: All Offices
USDA Rural Development, Texas

DEC 9 2008

FROM: Scooter Brockett
Acting State Director

A handwritten signature in black ink, appearing to read "Scooter Brockett", written over the printed name.

SUBJECT: Environmental File Checklist

PURPOSE/INTENDED OUTCOME: This Administrative Notice (AN) is issued to provide guidance for facilitating the processing and reviewing of Environmental Assessments prepared by Agency employees.

COMPARISON WITH PREVIOUS AN: There are no previous ANs on this subject.

IMPLEMENTATION RESPONSIBILITIES:

The Agency has the responsibility of preparing Class I and Class II Environmental Assessments for certain projects in order to comply with the National Environmental Policy Act when necessary. The only exceptions to this responsibility are the programs funded for utility projects which fall under RUS Instruction 1794. For utility projects, the consulting engineer has the responsibility for preparation of an Environmental Report.

There have been many checklists circulating for assembling environmental files. Most of them are in draft form. In an effort to eliminate some of the confusion and to streamline the process, we are providing a revised and updated Environmental File Checklist. Attached to this letter you will find a copy of the checklist. Effective immediately, all environmental assessment files that are being prepared must have the new checklist in the file. The checklist has two pages. Page one should be placed on top of Position 1 of the Environmental File and Page two should be placed on top of Position 3. The checklist includes a new tabbed format which will expedite the review process when the files are sent to the State Environmental Coordinator for review and also during State Internal Reviews.

The use of checklist does NOT apply to Categorically Excluded actions or modified Class I Environmental Assessments under RD Instruction 1940-G or any action under RUS Instruction 1794.

If there is any question on the use of the new checklist, please contact John M. Powell, State Environmental Coordinator, at (254) 742-9786.

Attachment

EXPIRATION:
December 31, 2009

FILING INSTRUCTION:
In front of RD Instruction 1940-G

101 South Main • Suite 102 • Temple, TX 76501
Phone: (254) 742-9789 • Fax: (254) 742-9749 • TDD: (254) 742-9712 • Web: <http://www.rurdev.usda.gov>

Committed to the future of rural communities.

"USDA is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD).

ENVIRONMENTAL FILE CHECKLIST
(REVISION 12/08)

POSITION ONE – ASSESSMENT (Include Applicable Documents)

- _____ TAB 1 Documentation of Mitigation Compliance;
- _____ TAB 2 Private Party Notification to Applicant and Lenders;
Flood Insurance Information
- _____ TAB 3 Final Public Notices – Proof of Publication; Cert. of Copies to
Agencies and Individuals; Public Comments Received by
USDA; USDA Response to Public Comments
- _____ TAB 4 FONSI Statement Signed by Approval Official;
SEC's Approval Memo;
Evidence of Compliance with SEC's Conditions;
- _____ TAB 5 Environmental Assessment (for 1940-G Class I or Class II);
Environmental Report by Consultant (for RUS 1794 only)
- _____ TAB 6 Preliminary Notices – Proof of Publication; Cert. of Copies to
Agencies and Individuals; Public Comments Received by
USDA; USDA Response to Public Comments

POSITION TWO – (Not Used)

- * File this sheet on top of Position One.
- * Tab 1 refers to the top document

POSITION THREE – EXHIBITS (Include applicable documents)

_____	TAB 1A	USGS Map; Aerial Map; Site Survey; Photos of Sites for Proposed Structures
_____	TAB 1	NRCS Letter on Important Farmland Soils (optional); LESA Form AD-1006; Soils Map; Formally Classified Land Documents
_____	TAB 2	Floodplain Map; Letters; FEMA Form 81-93
_____	TAB 3	Wetlands Determination Letter; Maps; Delineation; USACE Jurisdictional Determination (if a structure in/near a wetland);
_____	TAB 4	SHPO/THPO Letters; Studies, Agreements; Historic Register Nomination Form; Photos of Old Structures;
_____	TAB 5	USFWS Endangered Species Letter; State Agency Endangered Species Letter
_____	TAB 6	Water Quality Documents, letter on available capacity, permit compliance;
_____	TAB 7	Coastal Resources Letter
_____	TAB 8	Environmental Justice Documentation; Environmental Justice and Civil Rights Impact Analysis Form RD 2006-38, maps and Exhibits;
_____	TAB 9	Intergovernmental Review Comments, Council of Government Comments;
_____	TAB 10	Other Resource Information or Studies. Form 1940-20 Signed by Applicant with Attachments submitted by applicant. Transaction Screen Questionnaire, ASTM Phase I ESA;

POSITION FOUR – MISC. COORESPONDENCE

_____	TAB 1	Misc. Correspondence Related to Environmental Compliance
-------	-------	--

* File this cover sheet on top of Position Three
*Tab 1 refers to the other top other tab documents