

Alabama Department of Economic and Community Affairs
Desk Environmental Review Monitoring Checklist
24 CFR Part 58

Grantee: _____ Grant No: _____

Reviewer: _____ Date: _____

Section I

Part A: ADECA's Request for Release of Funds & Certification Form (Equivalent to HUD Form 7015.15)

Request for Release of Funds and Certification Form		Yes	No	N/A	Comments
1	Was the Request for Release of Funds and Certification completed on ADECA's RROF and Certification form (ENV-RROFC)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Does the RROF and Certification Form:				
a)	Specify that such RROF & C relates to grant funds under Title I?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b)	State the name and address (including County) of the Grantee as well as the project number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Date indicated in RROF & C correspond with date in notice(s) and is accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d)	State the project(s) for which the Grantee is requesting release of funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Include a brief description of the project, its location and funds (CDBG, Local, Other)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Have Part 2 (Environmental Certification) certification number 4 checked "did not"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Was signed and dated by the certifying officer of the Grantee and includes the address? [Section 58.13]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1)	If "No", has a "Delegation of Authority" letter (ENV-DOA) been included and was g) completed by that person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Was authenticated by the Clerk or other authenticating official?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Have the Grantee's (city/county) Clerk's seal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	ADECA's date of Release of Funds/Removal of Grant Conditions: _____				

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Part B: Published or Posted Notice of Intent to Request Release of Funds (only complete if applicable)

Review of Published/Posted NOIRROF		Yes	No	N/A	Comments
1	Notice of Intent to Request Release of Funds (NOIRROF):				
	a) Contains the name and address of the Grantee along with the name and address of the Certifying Officer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) Specifies the date upon which the RROF & Certification would be submitted to ADECA by the Grantee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) Dates indicated in RROF & Certification correspond with dates in notice(s) and are accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d) Specifies that such RROF & Certification relate to grant funds under Title I.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	e) Includes a brief description of the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	f) Indicates that either Alternative #1 or #2 was selected and whether a FONSI was previously completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	g) Includes a statement that the Grantee has made an Environmental Review Record for the project and the place and time where the record may be examined and/or copied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	h) Includes a statement as to when by and where to send comments on the ERR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Public Comment Period:				
	1) Date of advertisement published in the newspaper or posted notice: _____.				
	2) Date given as expiration of 7/10 day objection period: _____.				
	i) Does the notice provide a sufficient 7/10 objection period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	j) Includes a statement concerning the Environmental Certification of the Grantee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	k) Statement indicating the basis for objections and the name and addresses of the ADECA office to which they must be sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	l) Does the notice include a 15 day objection period? (ADECA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	m) Did the Grantee submit its Request of Release of Funds & Certification after the required 7/10 day comment period expired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part C: Published or Posted Combined Notice

Review of Published/Posted NOFONSIRROF		Yes	No	N/A	Comments
1	Notice of Finding of No Significant Impact and Intent to Request Release of Funds				
	a) Contains the name and address of the Grantee along with the name and address of the Certifying Officer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) Clearly indicates that the combined notice is intended to meet two separate procedural requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) Specifies the date upon which the RROF & Certification would be submitted to ADECA by the Grantee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d) Dates indicated in RROF & Certification correspond with dates in notice(s) and are accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	e) Specifies that such RROF & Certification relate to grant funds under Title I.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	f) Includes a brief description of the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	g) Specifies that it was determined that a finding of no significant impact was made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	h) States that an ERR was made and where and when it may be examined and/or copied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Public Comment Period:				
	1) Date of advertisement published in the newspaper or posted notice: _____.				
	2) Date given as expiration of 15/18 day objection period: _____.				
	i) Does the notice provide a sufficient 15/18 day objection period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	j) Advises those submitting comments to indicate which "notice" their comments address.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	k) Includes a statement concerning the Environmental Certification of the Grantee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	l) Statement indicating the basis for objections and the name and addresses of the ADECA office to which they must be sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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