

How to Prepare and Submit the Environmental Report

- 1) Log into TDA-GO. If assistance is needed with access to TDA-GO, submit a [TDA-GO Support Ticket](#).
- 2) Navigate to the Environmental Report from the Dashboard (Task List): Using the Organization and Name columns, find the city/county grant report that ends in **ENV-01** shown in red and click on the Name.

My Tasks

▼ My Tasks

Name	Document Type	Organization	Status	Sta
GOC2023002-PMT-01	Payment Request 2023	Test Grantee Organization	Payment Request in Process	5/2
GSA2023006	Surplus Agricultural Products - 2023	Test Grantee Organization	Application in Process	5/2
CDV23-0015-GPB-01	Performance Report	Test Grantee Organization	Performance Report In Process	5/2
CDV23-0015-GPA-01	Performance Report	Test Grantee Organization	Performance Report In Process	5/2
CDV23-0015-ACQ-01	Performance Report	Test Grantee Organization	Performance Report In Process	5/2
CDV23-0015-ENV-01	Performance Report	Test Grantee Organization	Performance Report In Process	5/2

- 3) The ENV Report will open, using the left navigation bar, click on the Environmental Review Main Form tab.

Home Searches ▾

CDV23-0015-ENV-01

▼ Forms

Performance Report

Environmental Review Main Form

Environmental Review

Environmental Review Main Form

Instructions:
Please complete the page and press the save button.
Required fields are marked with an *

Once approved by TDA, please print this entire page using the Print Document function and retain in the local Environmental F

Basic Information

- 4) Complete the **Basic Information** section of the **Main Form Only** from Certifying Officer Name to Email Address for Information Request. See next page for visual of the form.

Basic Information

Certifying Officer Name (see resolution) * 0 of 100

Certifying Officer Title * 0 of 100

Environmental Review Preparer Name: * 0 of 100

Description of Aggregated Project (must include work to be funded by TxCDBG): *

0 of 2000

Alternative project activities if funds allow:

0 of 2000

Location of Aggregated Project * 0 of 500

Estimated HUD Funding * \$

Estimated Non-HUD Funding * \$

Hours of Availability *

Address for ERR * 0 of 100

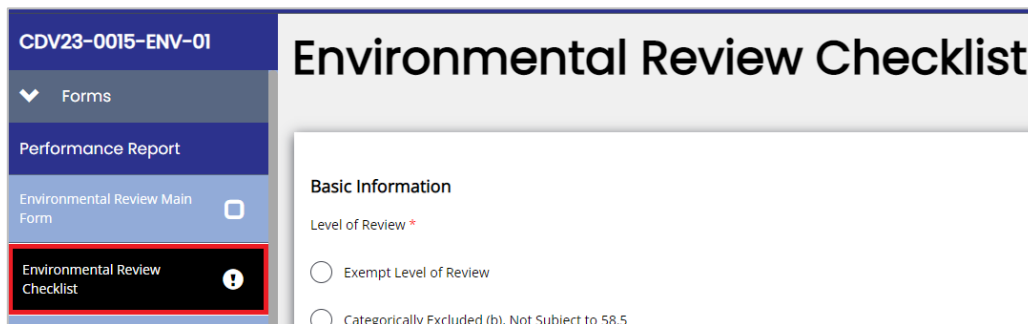
Office for Information Request * 0 of 100

Note: Do not complete the full Main form page at this step. The Main Form page will be completed in sections. Once complete, it will become the *Authority to Release Grant Funds (AUGF)* document.

- 5) Click the **Save** button in the upper right corner of page to lock in information.



- 6) Open the **Environmental Review Checklist** tab by clicking the tab title in the left navigation bar.



a) Select the Level of Review for project activities.

Note: The Checklist and Main Form must have the same level of review selected. TDA-GO generates the corresponding checklist for the selected level of review.

The screenshot shows the 'Environmental Review Checklist' form for project CDV23-0015-ENV-01. The left-hand navigation bar includes 'Forms', 'Performance Report', 'Environmental Review Main Form', 'Environmental Review Checklist', 'Status Options', 'Submit Report', and 'Tools'. The main content area is titled 'Basic Information' and features a 'Level of Review *' field with four radio button options: 'Exempt Level of Review', 'Categorically Excluded (b), Not Subject to 58.5', 'Categorically Excluded (a), Subject to 58.5', and 'Environmental Assessment'. The 'Level of Review *' field is highlighted with a red box.

b) Determine if the proposed project is in a Floodplain or Wetland.

This screenshot shows the same 'Environmental Review Checklist' form, but with the 'Determine If Proposal is in a Floodplain or Wetland *' field highlighted by a red box. This field has two radio button options: 'located in floodplain or wetlands' and 'not located in floodplain or wetlands'. The 'Level of Review' options from the previous screenshot are also visible above this field.

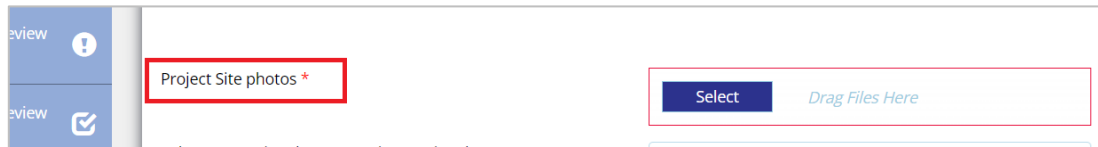
Note: Selecting the button “located in floodplain or wetlands” will generate the Environmental Review Part 55 tab in the left-hand navigation bar once the Checklist Save button is clicked. (See Step 8 on page 11 for Part 55 instructions.)

c) Determine if the proposed project requires a Tiered Environmental Review. A tiered review consists of **two stages**: a broad-level review and subsequent site-specific reviews. The 1st stage is a broad-level review. *Contact TDA Environmental SME for pre-approval/guidance.*

Go to step e) on the next page for further instructions.

This screenshot shows the 'Environmental Review Checklist' form with the 'Determine if a Tiered Environmental Review will be completed' field highlighted by a red box. This field has two radio button options: 'No, the project site(s) are known and a standard environmental review will be completed prior to receiving an Authority to Use Grant Funds clearance.' and 'Yes, a tiered environmental review is appropriate because project site(s) have not yet been selected - the broad-level review is addressed below.' The 'Determine If Proposal is in a Floodplain or Wetland *' field is visible above this one, with the 'located in floodplain or wetlands' option selected.

- d) **Upload Project Site Photos:** Photos of the current conditions of the project site and surrounding area from the field inspection **must be included** in the ERR to document the project site visit required by several checklist items and must be uploaded directly to the TDA-GO Environmental Review Checklist. Photos must include all proposed locations; visible existing infrastructure related to the project and be clearly labeled.



- e) **Complete Section A:** Section A is **required for all** levels of review, including Exempt and Categorically Excluded (b), Not Subject to 58.5 (CENST).

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 58.5 and 58.6	Are formal compliance steps required? *	Are mitigation steps required? *	Description of Source Documentation *	Compliance determinations *	Description of Mitigation Measures *
Section A (24 CFR 58.6)					
Airport Hazards 24 CFR part 51 Subpart D					
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]					
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]					

With a Broad-Level Review:

Any factor that needs a site-specific review or will need continued mitigation steps or consultation on the broad level needs to follow these instructions:

- i. Column labeled “Are formal compliance steps required?” should be marked “yes”.
- ii. Column labeled “Are mitigation steps required?” should be marked “yes”.
- iii. Column labeled “Description of Source Documentation” should be filled out as normal for all compliance factors included in the broad review. For compliance factors that will be cleared through the site-specific reviews, you will state the compliance determination and associated documentation will be included in each site-specific review once the locations are selected.
- iv. Column labeled “Compliance determinations,” will be used to answer the HUD checklist question “Was compliance achieved at the broad level of review?” State for each compliance factor if a broad review was able to determine compliance, how it was determined, or if the site-specific review will address the compliance determination.
- v. Column labeled “Description of Mitigation Measures” will be used for any on-going mitigation measures needed to meet compliance at the broad level for required factor(s) **AND** include the plan for each factor(s) that is required for the site-specific review.

(Site-Specific Reviews: Once TDA has approved the AUGF for the ENV report, the Environmental Review Re-Evaluation tab will be available to add the site-specific locations and required documentation. Go to page 18.)

NOTE: The AUGF for broad review DOES NOT fully clear project sites until site-specific reviews are approved by TDA.

f) If the proposed project is **Exempt**, select the appropriate Basis for Exemption under §58.34.

Basis for Exemption under §58.34:

- 1. Environmental and other studies, resource identification and the development of plans and strategies
- 2. Information and Financial Services
- 3. Administrative and management activities
- 4. Public Services that will not have a physical impact or result in any physical changes
- 5. Inspections and testing of properties for hazards or defects
- 6. Purchase of Insurance
- 7. Purchase of Tools
- 8. Engineering or design costs
- 9. Technical assistance and training
- 10. Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration
- 11. Payment of principal and interest on loans made or obligations guaranteed by HUD

g) If the proposed project is **Categorically Excluded (b), Not Subject to 58.5 (CENST)**, select the appropriate Basis for Determination under §58.35(b).

Basis for Determination under §58.35(b):

- 1. Tenant-based rental assistance
- 2. Supportive services
- 3. Operating costs, as approved by TDA
- 4. Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations
- 5. Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction
- 6. Affordable housing pre-development costs
- 7. Approval of supplemental assistance to a project previously approved.

h) Complete Section B: Section B is **required** for Categorically Excluded (a), Subject To (CEST) and Environmental Assessment (EA) levels of review.

<p>Grant Recipient must respond to each factor on the checklist with information from a credible and verifiable source to be included in the Environmental Review Record.</p>	<p>Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 558.5 and 558.6</p>					
	<p>Are formal compliance steps required? *</p>					
	<p>Are mitigation steps required? *</p>					
	<p>Description of Source Documentation *</p>					
	<p>Compliance determinations *</p>					
	<p>Description of Mitigation Measures *</p>					
	<p>Section B (24 CFR 558.5)</p>					
	<p>Clean Air Clean Air Act, as amended, particularly section 176(d) & (j); 40 CFR Parts 6, 51, 93</p>	<input type="checkbox"/>	<input type="checkbox"/>			
	<p>Coastal Zone Management Coastal Zone Management Act, sections 307(c) & (d)</p>	<input type="checkbox"/>	<input type="checkbox"/>			
	<p>Contamination 24 CFR Part 50.3(i) & 58.503(i)</p>	<input type="checkbox"/>	<input type="checkbox"/>			
	<p>Endangered Species Endangered Species Act of 1973, particularly section 7; 50 CFR part 402</p>	<input type="checkbox"/>	<input type="checkbox"/>			
	<p>Explosive and Flammable Hazards 24 CFR Part 51 Subpart C</p>	<input type="checkbox"/>	<input type="checkbox"/>			
	<p>Farmlands Protection Farmland protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658</p>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR part 55</p>	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Historic Preservation National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800</p>	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B</p>	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149</p>	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Wetlands Protection Executive Order 11990, particularly sections 2 and 5</p>	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Wild and Scenic Rivers Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)</p>	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Environmental Justice Executive Order 12898</p>	<input type="checkbox"/>	<input type="checkbox"/>				
<p>Description of Source Documentation must state the specific source(s) used to make the compliance determination. <i>For example, "TPWD Special Status Species List," not, "Exhibit H."</i></p>						
<p>Compliance Determinations and Mitigation Measure columns must correspond to the rest of the Environmental Review Report and forms in TDA-GO. If Part 55 tab/form for floodplain/wetland areas was required, those compliance factors must be noted 'yes' and Part 55 details used in the mitigation column to explain.</p>						

- i) If review level is **Categorically Excluded (a), Subject to 58.5 (CEST)**, complete the Alternatives project sites or methods identified and select the appropriate Basis for Determination under §58.35(a).

(Determination of CEST converts to Exempt will be made on the Main Form.)

Alternatives project sites or methods identified:

0 of 2000

Basis for Determination under §58.35(a)

- 1. Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings)
- 2. Removal of architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- 3. Rehabilitation of buildings and improvements when the required conditions are met.
- 4. An individual action on a single-family dwelling unit(s) when the required conditions are met.
- 5. Acquisition or disposition of an existing structure or acquisition of vacant land to be retained for the same use.
- 6. Combinations of the above activities

- j) For the **Environmental Assessment level of review**, there are 2 sections that must be completed.

- 1) **Complete Section C.** Evaluate the significance of the effects of the proposal on the character, features, and resources of the project area. Enter relevant base data and verifiable source documentation to support the finding. Then enter the appropriate impact code from the following list to make a finding of impact.

Section C		
Assessment Factor	Impact Code *	Impact Evaluation *
Land Development		
Conformance with Plans / Compatible Land Use and Zoning / Scale and Urban Design	▼	
Soil Stability/ Slopes/ Erosion/ Drainage	▼	
Hazardous Materials including Site Safety and Noise	▼	
Energy Consumption	▼	
Socioeconomic		
Employment and Income Patterns	▼	
Demographic Character Changes, Displacement	▼	
Community Facilities and Services		
Educational and Cultural Facilities	▼	
Commercial Facilities	▼	
Health Care and Social Services	▼	
Solid Waste Disposal / Recycling	▼	
Waste Water / Sanitary Sewers	▼	
Water Supply	▼	
Public Safety - Police, Fire, and Emergency Medical	▼	
Parks, Open Space and Recreation	▼	
Transportation and Accessibility	▼	
Natural Features		
Unique Natural Features, Water Resources	▼	
Vegetation, Wildlife	▼	
Other factors	▼	

Impact Code Definitions

- (1) - No impact anticipated
- (2) - Potentially beneficial
- (3) - Potentially adverse
- (4) - Requires mitigation

- 2) **Complete the remainder of the form**, including field inspection and consideration of alternatives. Do not leave sections blank. *Consideration of alternatives is fundamental to the environmental review process.*

Field Inspection Date: *

Field Inspection completed by: *

Additional Studies Performed: *

List of Sources, Agencies, and Persons Consulted: *

List of Permits Obtained:

Public Outreach [24 CFR 50.23 & 58.43]: *

Cumulative Impact Analysis [24 CFR 58.32]: *

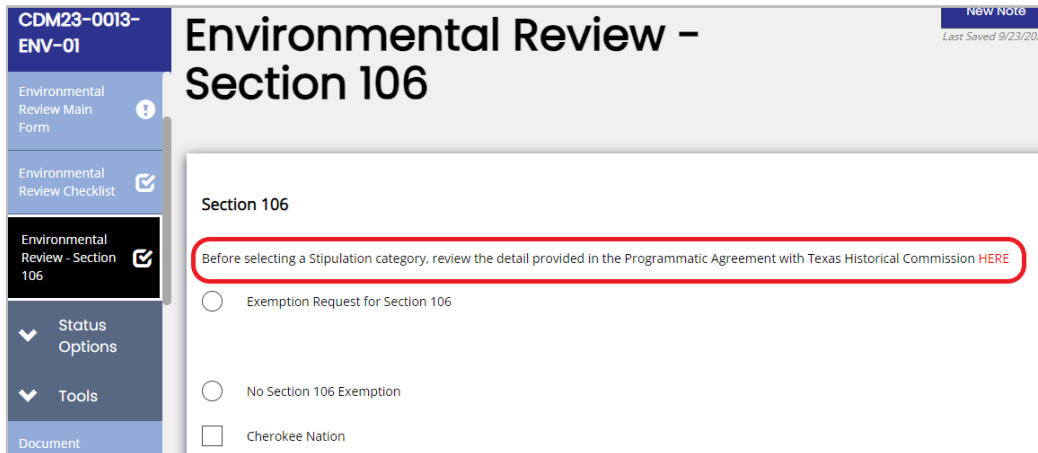
Alternatives [24 CFR 58.40(e); 40 CFR 1508.9]: *

No Action Alternative [24 CFR 58.40(e)]: *

Summary of Findings and Conclusions: *

Note: If Compliance Factor for Historic Preservation is marked yes for 'formal compliance steps required', a new tab will open in the left navigation bar for Environmental Section 106.

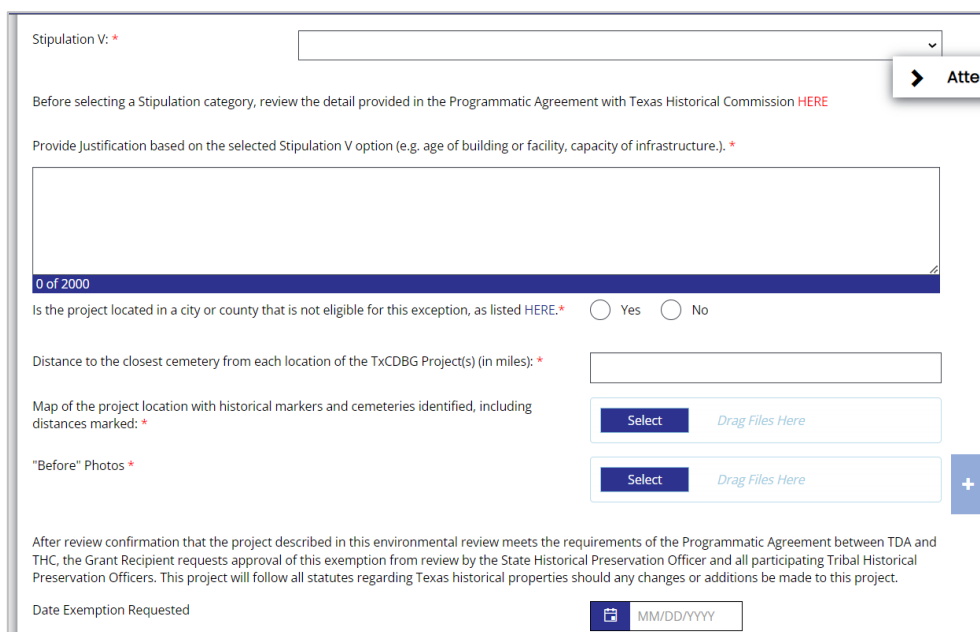
7) Click on **Environmental Section 106** tab. The form must not be completed **until after** reviewing the linked Programmatic Agreement with Texas Historical Commission details.



Note: Incomplete Exemption Requests, including requests with inadequate uploads, will be declined by TDA.

Exemption Request for Section 106: complete steps a-f. A visual of the form to complete is shown below.

- a. Select the appropriate exemption stipulation from the drop-down menu.
- b. Provide Justification based on the selected Stipulation V option (e.g. age of building or facility, capacity of infrastructure.) This must encompass the full impact of the proposed project.
- c. Fill out the distance to the closest cemetery from each location of the TxCDBG project(s) (in miles).
- d. Upload a map of the project location with historical markers and cemeteries identified, including distances marked, best practice to use the THC Atlas Historical Mapper with distances from historical sites and cemeteries clearly marked: <https://atlas.thc.state.tx.us/Map>.
- e. Upload photos of the proposed project site(s). Photos must include proposed location(s), visible existing infrastructure related to the project and be clearly labeled.
- f. ENV Preparer will certify the Section 106 Request by entering a date in the Date Exemption Requested field and saving the page. **No status change is required for the submission of this request to TDA.**



TDA will review the Exemption Request for Section 106 and either select “Exemption Approved” or “Exemption Declined” at the bottom of the tab. **There will not be a system notification for this decision.** It is the ENV Preparer’s/Responsible Entity’s responsibility to verify TDA’s decision at the bottom of Section 106 page.

Environmental Review - Section 106

Environmental Review Part 55

Status Options

Submit Report

Tools

Document Framework

Add/Edit People

Document Status History

Document Attachment Repository

Document Modification Summary

Document Validation

Notes

Print Document

Document Messages

Distance to the closest cemetery from each location of the TxCDBG Project(s) (in miles): *

Map of the project location with historical markers and cemeteries identified, including distances marked: *

"Before" Photos *

After review confirmation that the project described in this environmental review meets the requirements of the Programmatic Agreement between TDA and THC, the Grant Recipient requests approval of this exemption from review by the State Historical Preservation Officer and all participating Tribal Historical Preservation Officers. This project will follow all statutes regarding Texas historical properties should any changes or additions be made to this project.

Date Exemption Requested

TDA Environmental Review Specialist Action

Exemption Approved

Exemption Declined

No Section 106 Exemption

Cherokee Nation

If Exemption is Approved:

If exemption is approved, the Section106 tab is considered complete so long as the project stays within the parameters of the exemption stipulation, if any further actions are taken or changes made in the project scope, design, materials or location, the Grant Recipient **must** notify TDA and reevaluate this section to ensure this exemption approval remains valid.

If Exemption is Declined or No Section 106 Exemption is Requested:

Environmental Preparer must mark “No Section 106 Exemption.” Complete SPHO and TPHO steps.

- Click the **SHPO** [HERE](https://www.thc.texas.gov/project-review/what-send-project-review) link to access the external webpage for the Texas Historical Commission (THC) eTRAC system: <https://www.thc.texas.gov/project-review/what-send-project-review>. The THC 106 clearance process must be completed through THC’s system.

CDV23-0015-ENV-01

Forms

Performance Report

Environmental Review Main Form

No Section 106 Exemption

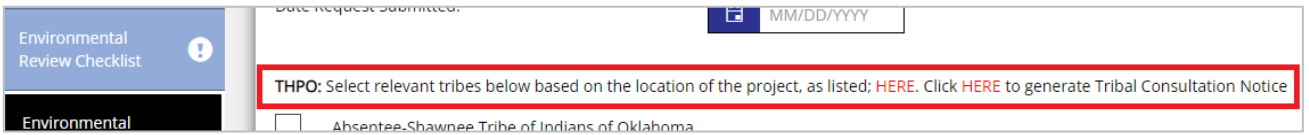
SHPO: click [HERE](#) to be directed to the Texas Historical Commission's eTRAC review system.

Date Request Submitted: *

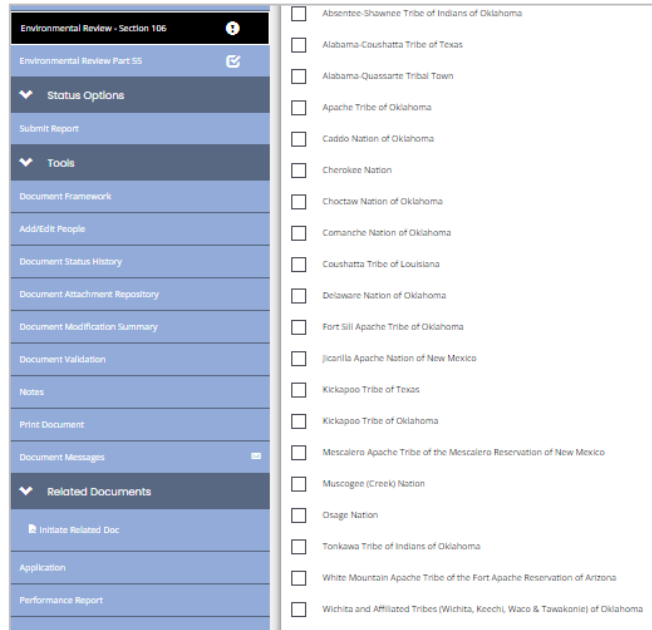
- Once submitted, enter the date in the Date Request Submitted field (See image above).

Go to step c) on the next page.

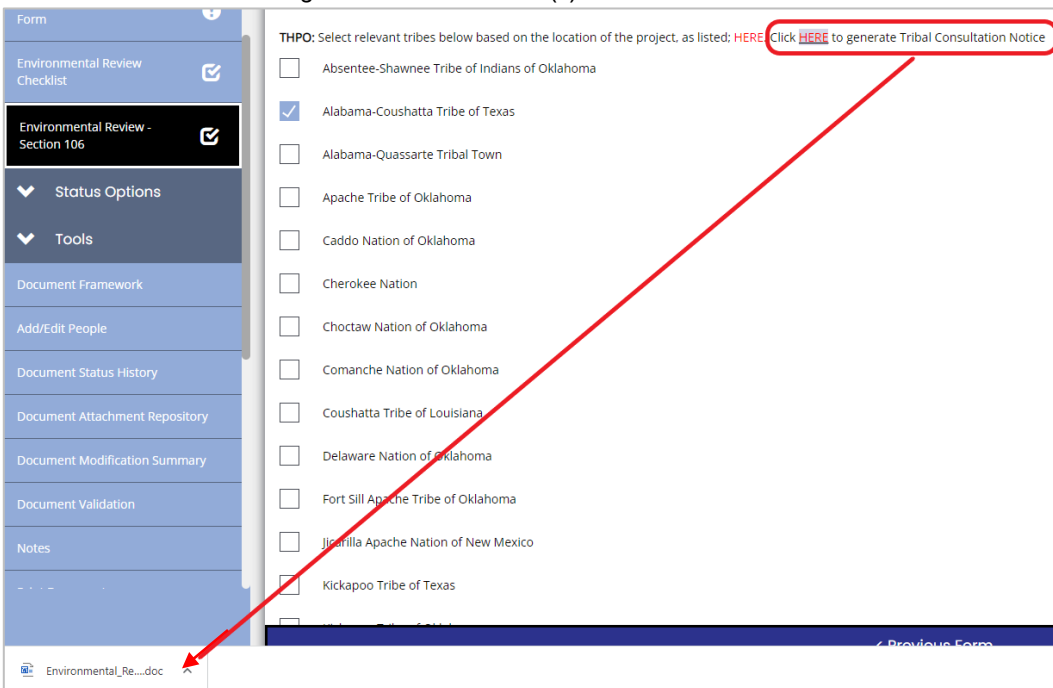
- c) In the **THPO** section, click the 1st **HERE** link to access the HUD TDAT webpage to identify tribal interest in the project location(s). The link takes you to <https://egis.hud.gov/TDAT/>.



- d) Select all tribes with potential interest in the project area by selecting the corresponding check boxes. *Save the page.*



- e) Click the 2nd **HERE** link to generate Tribal Notice(s).



Note: TDA-GO will not send notices to tribes. Be sure to read/edit a notice as needed. Follow the proper procedures outlined in the TxCDBG manual for sending letters to THPO contacts.

- f) Enter the date letters were sent (with return receipt) into the date field at the bottom of the Section 106 form. Save the page.

- g) After the SHPO/THPO comment period time has ended, mark the outcome of the Notice(s) response using the dropdown menu at the bottom of Section 106 form. Save the page.

- h) Once the Environmental Section 106 Tab is complete, go back to the Environmental Review Checklist tab and find the Compliance Factor: Historical Preservation. Enter relevant information and determination information that matches the Section 106 tab. Save the updates to the checklist page.

- 8) **Complete Part 55:** If project activities are taking place in a floodplain or wetland, once this selection is marked on the Checklist tab, the Environmental Review Part 55 tab will generate. Follow each step of the 8-Step process outlined in this tab, including the consideration of alternatives.

Note: Complete this form for review levels **Categorically Excluded(a)**, or **Environmental Assessment** only.

- a) Click on Environmental Review Part 55 tab to open the form.

Step 1- Determine If Proposal is in a Floodplain or Wetland

- b) Select the appropriate Floodplain/Wetland determination in the drop-down menu.

If the project requires the 8-Step Process, the 8-Step form will be generated by TDA-GO as part of the Environmental Review Part 55 form.

For projects that are in a wetland but not in a floodplain and do not include new construction, the full 8-Step form will not populate.

- c) **Describe the activity, e.g., purpose, type of assistance, the size of the site, proposed number of units, size of footprint, type of floodplain/wetland, natural values.** State the total number of acres of floodplains/wetland involved.

- d) **Upload the FEMA Firm map and/or wetland map with project area identified.** Or, if unmapped, a verifiable alternative documentation.

Step 2 - Involve the Public in the Decision-Making Process

- a) **Publish the Early Notice of Proposed Activity.**

Note: Click the Here button under step 8 for sample floodplain notices.

- b) After the comment period is complete, **upload a copy of the full tear sheet or a partial tear sheet with a notarized affidavit and enter the date of publication in the date field.**

Step 3 – Determine at Least 3 Practicable Alternatives, if possible. Include this analysis in the Environmental Review Record.

Step 4 – Identify Adverse and Beneficial Impacts. Include this analysis in the Environmental Review Record.

Step 5 – Mitigate Adverse Impacts. Include this information in the Environmental Review Record.

Step 6 – Re-Evaluate Alternatives. Include this analysis in the Environmental Review Record.

Step 7 - Announce and Explain Decision to the Public.

- a) **Provide the following required information in the field:** (i) ALL the reasons why the action must take place in a floodplain/wetland, (ii) Alternatives considered and reasons for non-selection, (iii) All mitigation measures to be taken to minimize adverse impacts and to restore and preserve natural and beneficial values. (iv) Cite the date of any final or conditional LOMR's or LOMA's from FEMA where applicable. (v) Acknowledge compliance with state and local floodplain/wetland protection procedures.

- b) **Publish the Final Notice.** Final Notice may be combined with the FONSI/NOI if published. After the comment period has ended, upload the full tear sheet or a partial tear sheet with a notarized affidavit and enter the date of publication in the date field.

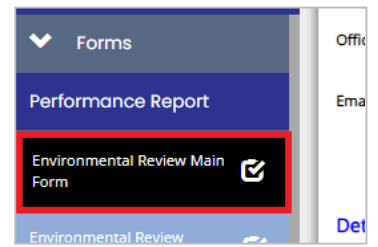
Step 8. Implement Proposal with Appropriate Mitigation

- a) **Open the Environmental Review Checklist tab.**
 b) **Report all relevant Part 55 information** into the Compliance Factors for Floodplain Management and Wetlands Protections.

Performance Report Environmental Review Main Form Environmental Review Checklist Environmental Review - Section 106 Environmental Review Part 55 Status Options Submit Report Tools Landing Page Add/Edit People Status History Attachment Repository Modification Summary	Farmlands Protection Farmland protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Floodplain Management Executive Order 11988, particularly section 2(a); 24 CFR part 55	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Historic Preservation National Historic Preservation act of 1966, particularly sections 106 and 110; 36 CFR Part 800	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Noise Abatement and Control Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sole Source Aquifers Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Wetlands Protection Executive Order 11990, particularly sections 2 and 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9) Determination of Level of Review & Certifications

The Environmental Preparer will **click on the Environmental Review Main Form** tab in the left navigation bar to document the review determination.



When the Main Form opens, scroll to the bottom of the page and **mark the level of review completed** for the project/grant.

Determination and Certification:

I certify that the following was completed: *

- Exempt Level of Review - This activity is exempt from the standard environmental review process per 24 CFR 58.34(a)
- Categorically Excluded (b), Not Subject to 58.5 - This activity is Categorically Excluded and not subject to 58.5, per 24 CFR 35(b)
- Categorically Excluded (a), Subject to 58.5, Convert to Exempt - This categorically excluded activity/project converts to **EXEMPT** Level of Review per 24 CFR 38.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license.
- Categorically Excluded (a), Subject to 58.5, Formal Consultation/Mitigation - This categorically excluded activity/project cannot convert to Exempt status because one or more statutes or authorities listed at 24 CFR 58.5 requires formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain "Authority to Use Grant Funds" per 24 CFR 58.70 and 58.71 before committing or drawing down any funds.
- Environmental Assessment, Finding of No Significant Impact - The project will not result in a significant impact on the quality of the human environment. Publish FONSI/NOI/RROF and obtain "Authority to Use Grant Funds" per Section 58.70 and 58.71 before committing or drawing down any funds.
- Environmental Assessment, No FONSI can be determined - STOP and contact TDA.

Determinations for Exempt, CENST and CEST to EX do **NOT** require an RROF.

- 1) The Environmental Preparer (EP) will certify the Environmental Review(ER) by marking the certified by field and clicking **Save**. The EP is responsible for alerting the authorized official that their certification is required.

- 2) The Authorized Official will open the Environmental Review Main Form.
 - (i) Certify the ER is accurate and complete by marking the certified by field.
 - (ii) Click **Save** to lock the certification.
 - (iii) In the left navigation bar, click **Submit Report** for TDA to review.

Determinations for EA and CEST require an RROF.

The **Environmental Preparer (EP)** will certify the checklist and **Environmental Review(ER)** is accurate and ready for public comment by marking the certified by field and **clicking Save**.

The screenshot shows the 'Environmental Review Main Form' interface. On the left is a navigation menu with options like 'Forms', 'Performance Report', and 'Environmental Review Main Form'. The main content area contains three radio button options for certification: 'Categorically Excluded (a), Subject to 58.5, Formal Consultation/Mitigation', 'Environmental Assessment, Finding of No Significant Impact', and 'Environmental Assessment, No FONSI can be determined - STOP and contact TDA'. Below these is a red-bordered box containing the text: 'I certify that the above information is correct, the required checklists have been completed, and the required notices are ready for publication.' Underneath this box are fields for 'Environmental Review Preparer', 'Title', and 'Date', each with a small square checkbox to its left. At the top right of the form are buttons for 'New Note', 'Print', and 'Save'.

- (i) The EP should refer to **Implementation Manual, Chapter 3, ER Levels EA & CEST Timeline** on the webpage. The EP must ensure comment periods are met before alerting AO to certify and submit.
- (ii) **The EP will generate Notices** from TDA-GO. **Note: Tiered Reviews must use the Notices on the HUD Exchange. TDA-GO generated notices are not specific to tiered reviews.**

This screenshot shows a section titled 'Required Notices and Certifications'. It contains a text box with the instruction: 'Click [HERE](#) to generate text for Notices - except for Tiered Reviews which require HUD Exchange Notices.' A green arrow points to the 'HERE' link. Below the text box is a dropdown menu labeled 'Method of Public Notice *'.

- (iii) **The EP will publish/post for the public comment period** stated in the EA & CEST Timeline.
- (iv) After the public comment period, **EP will document notice details** in the proper fields.

This screenshot shows a form with several fields: 'Method of Public Notice *' (a dropdown menu), 'Date of Public Notice *' (a date picker), 'Comment Period Begin *' (a date picker), 'Comment Period End *' (a date picker), 'Comment Period Days' (a text input), and 'Evidence of Public Notices *' (a button labeled 'Select' and a link 'Drag Files Here').

The EP is responsible for alerting the Authorized Official to certify the ER in TDA-GO

The **Authorized Official** will open the **Environmental Review Main Form**.

- (i) Certify the ER is accurate and complete by **marking the certified by field**.
- (ii) **Click Save** to lock the certification.
- (iii) In the left navigation bar, **click Submit Report** for TDA to review.(See yellow star below.)

This screenshot shows the 'Environmental Review Main Form' with a detailed certification text. The text starts with 'With reference to the above Program Activity(es)/Project(s), I, the undersigned officer of the responsible entity, certify that:' followed by nine numbered points detailing the responsible entity's compliance with environmental laws and regulations. At the bottom of the text is a red-bordered box containing the text: 'RROF Certification (Certifying Officer listed above) Title Date' with a small square checkbox to its left. The 'Save' button at the top right is highlighted with a red border.

Tiered Environmental Review: Site-Specific Review(s)

A tiered review consists of **two stages**: a broad-level review and subsequent site-specific reviews. Together, the broad-level review and all site-specific reviews will collectively comprise a complete environmental review addressing all required elements.

NOTE: Funds cannot be spent or committed on a specific site or activity until both the broad-level review and the site-specific review have been completed for the site and approved by TDA.

- 1) After the AUGF has been approved by TDA for the ENV broad-level review, **document each site-specific review**. This can be done individually as the sites are selected and cleared.
- 2) To submit a site review to TDA, the Re-Evaluation tab will be used.
 - a) **Open the Performance Report ENV-1** report for the grant.
 - b) **Click on the Environmental Review Re-Evaluation** tab in the left navigation bar.
 - c) Use the right scroll bar to scroll down the form and **click the box to document Site-Specific Reviews**.

Environmental Justice	0 of 4000
	0 of 4000

This form documents Site-Specific Reviews (if project was previously cleared under a Broad-level Tiered Environmental Review) and does not reflect a change in the project that requires a re-evaluation.

- d) **Enter each single address and upload all required documents.** (Click the + bar on the right to add a row for a new site.)
- e) **Click Save** in the upper right corner.
- f) **Certify the address(es) added have accurate information uploaded.**

Note: There is no Submission button.

You must send an email to CDBG_ENVReview@TexasAgriculture.gov to alert TDA that site-specific reviews have been uploaded for TDA approval.

This form documents Site-Specific Reviews (if project was previously cleared under a Broad-level Tiered Environmental Review) and does not reflect a change in the project that requires a re-evaluation.

Site Address	Upload Site Specific Checklist & Supporting Documentation	Upload Site Specific Photos	Date Submitted	Date Submitted by TDA
111 Smith Street	<input type="button" value="Select"/> Drag Files Here	<input type="button" value="Select"/> Drag Files Here	06/26/2023	MM/DD/YYYY
	page (1).pdf 30.05 KB	page (2).pdf 78.92 KB		

I certify the above information is true and accurate:

Environmental Review Preparer	Date
Jane PD	06/26/2023

Continued Tiered Environmental Review: Site-Specific Review(s)

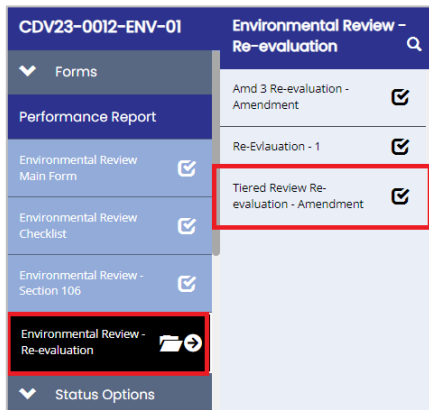
- g) After TDA has received the email notification about site-reviews being ready for approval, the documents submitted for each site will be reviewed.
 - i) If there are corrections or questions for a site, TDA will use email to communicate with the EP.
 - ii) If site documentation is approved, TDA will complete the Approval field at the end of the site listing.

The screenshot shows a form for Site-Specific Reviews. At the top, there is a checked checkbox with the text: "This form documents Site-Specific Reviews (if project was previously cleared under a Broad-level Tiered Environmental Review) and does not reflect a change in the project that requires a re-evaluation." Below this are several input fields: "Site Address" (a text box), "Upload Site Specific Checklist & Supporting Documentation" (a "Select" button with "Drag Files Here" text), "Upload Site Specific Photos" (a "Select" button with "Drag Files Here" text), "Date Submitted" (a date picker showing "MM/DD/YYYY"), and "Date Approved by TDA" (a date picker showing "MM/DD/YYYY" and highlighted with a red box). At the bottom, there is a checkbox for "I certify the above information is true and accurate:", followed by "Environmental Review Preparer" and "Date" fields.

The EP can revisit the form to check for site-specific reviews approved by TDA.

Sites for a grant/project with a tiered review may not all be cleared at the same time. After initial site-specific reviews submitted have been approved by TDA, additional sites can be submitted for TDA review by completing the following steps.

- a) Click on the **Environmental Review Re-Evaluation** tab.
- b) Click the listing for **Tiered Review Re-evaluation – Amendment**.



- c) When the page opens, click the **ADD** button in the upper right corner to start a new page/form for site addresses.

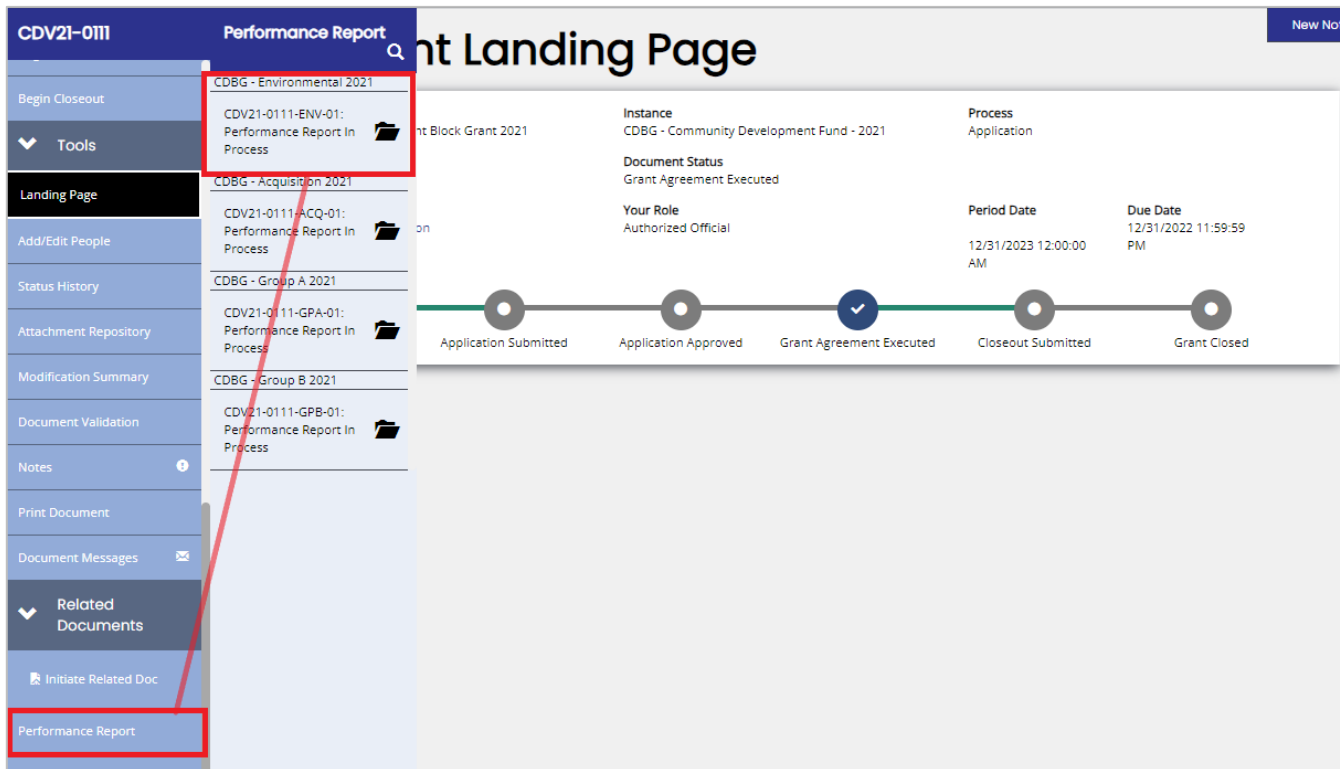


- d) Repeat steps d-f on page 17.
- e) Step g on this page will be completed.
- f) Repeat Steps a – c on this page as often as necessary to submit site-specific reviews.

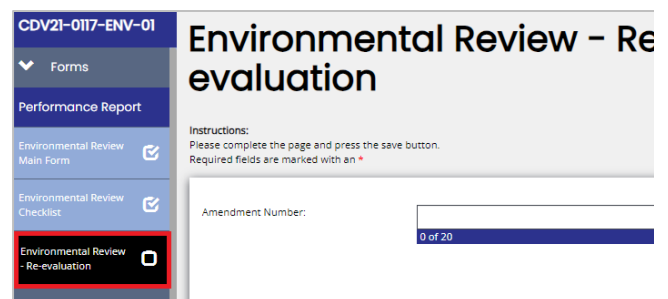
Amendments in TDA-GO

ALL PROPOSED changes to the Performance Statement/Exhibit A of the grant agreement require an Environmental Review Re-Evaluation to be completed *before* requesting the amendment in TDA-GO.

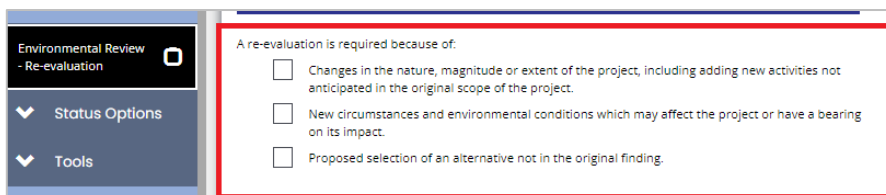
- 1) **Open the grant.**
- 2) Using the left navigation bar, scroll down to Related Documents section and **click on Performance Report.**
- 3) **Click the report with the grant number ending with ENV-01.** If there is a report ending with RPT-1, etc. click the report with the largest number. *If you aren't sure, contact your Grant Specialist.*



- 4) Once the ENV report opens, **click on the Environmental Review Re-Evaluation tab**
- 5) **Enter the Amendment Number in the field.**
The number must match the amendment number stated on the Amendment Request Form in TDA-GO.
- 6) **Describe the proposed project changes in the field provided.**



- 7) **Mark the field that best explains why the re-evaluation is required.**



8) For every Compliance Factor, document if the original finding is still valid.

- a) **If still valid**, in the corresponding text field enter an explanation that affirms no significant changes have occurred to data or conditions.
- b) **If the original finding is no longer valid**, you must contact TDA Environmental SME for guidance.

Compliance Factor	Is the original finding still valid?	If still valid, provide any update to change in data or conditions. If the original finding is no longer valid, proceed with conducting an environmental assessment to address changes to the project, conditions, or proposed alternatives.
Clean Air	<input type="text"/>	<input type="text"/>
Coastal Zone Management	<input type="text"/>	<input type="text"/>
Contamination	<input type="text"/>	<input type="text"/>
Endangered Species	<input type="text"/>	<input type="text"/>
Explosive and Flammable Hazards	<input type="text"/>	<input type="text"/>
Farmlands Protection	<input type="text"/>	<input type="text"/>
Floodplain Management	<input type="text"/>	<input type="text"/>
Historic Preservation	<input type="text"/>	<input type="text"/>
Noise Abatement and Control	<input type="text"/>	<input type="text"/>
Soil Source Aquifers	<input type="text"/>	<input type="text"/>
Wetlands Protection	<input type="text"/>	<input type="text"/>
Wild and Scenic Rivers	<input type="text"/>	<input type="text"/>
Environmental Justice	<input type="text"/>	<input type="text"/>

9) The EP will certify that the re-evaluation is true and accurate and click Save.

CDV23-0012-ENV-01

[New Note](#) |
 [Print](#) |
 [Save](#) |
 [Add](#)

Environmental Justice	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

This form documents Site-Specific Reviews (if project was previously cleared under a Broad-level Tiered Environmental Review) and does not reflect a change in the project that requires a re-evaluation.

I certify the above information is true and accurate:

Environmental Review Preparer	Date
-------------------------------	------