

PART 1970 ENVIRONMENTAL

FORMAT (GUIDE) FOR AN ENVIRONMENTAL REPORT

- a) Provide a complete project description including a description of all project-related activities such as land purchase, easements/right-of-way procurement, acreage/area, and proposed clearing, grading, excavation, paving, new construction, utility installations, fencing, etc. that will be involved with the project. Complete descriptions, locations, and maps must be provided for each site affected by the project-related activities. Maps must be equivalent to a Geological Survey 7.5-minute quadrangle map at a map scale of 1:24,000; USGS maps may be obtained and purchased at <http://www.usgs.gov/puprod/maps.html> all project elements must be clearly shown on any map provided.

Additional maps can be found at: <http://www.digital-topo-maps.com> (Click on Free Printable topo maps) or <http://www.bing.com/maps>

- b) Land ownership, land use and current land use: The ER must describe the amount of property to be affected or disturbed by each project site(s) including the site's current land use and, if applicable, zoning. State if federal, state or private ownership and mention if there are formally classified lands (parks, wilderness areas, state or national forests, etc.)

Information related to federal lands can be found at: <http://www.geocommunicator.gov/>

- 1) For all proposals, except single family housing, the applicant must consider low income or minority populations that may be located within the vicinity of the proposal. Access EPA website for maps to include in the ER showing low income and minority populations in project area

Low income or minority population information can be found at:

<http://www.epa.gov/ejscreen> See attached instructions (Attachment A)

- 2) For all proposals except for single family housing, non-construction proposals, and for those programs for which Intergovernmental Review is not required (B & I Guaranteed Program), the applicant is authorized to initiate consultation with State and local governments to afford them the opportunity to review program activities located in areas subject to their legal jurisdiction. See Clearinghouse list and submission form. (Attachments B and C)

- 3) Environmental Risk: A Phase I ESA is required for all commercial real estate direct or guaranteed loans equal to or greater than \$100,000 (e.g. any business, retail, community facility, housing or industrial site, not projects with General Obligation bonds) where a security interest is taken in the property. If applicable, a Phase I environmental site assessment conducted under the ASTM standard in the last six months is to be provided.

Phase I Environmental Site assessment standards can be found at:

<http://webstore.ansi.org/RecordDetail.aspx?sku=ASTM%20E1528-14&source=msn&adgroup=astm-e>

A TSQ (Transaction Screen Questionnaire) may only be used if the loan is less than \$100,000 and may only be completed under the approval of the RD Area office with consultation from the SEC.

- c) Historic Preservation - Section 106: The ER must describe all steps taken to identify historic properties as required under Section 106 of the National Historic Preservation Act. Any correspondence with State Historic Preservation Officers (SHPO(s), Tribal Historic Preservation Officers (THPO's) or Tribes should be part of the ER.

NYS Historic Preservation (SHPO): Register the project with SHPO via <https://cris.parks.ny.gov> and follow the instructions for entering NEW projects into their project management database. Identify the project as USDA RD funding and add John Helgren [john.helgren@ny.usda.gov](mailto:john.helgren@ny.usda.gov) to the CRIS contacts for the project. CRIS instructions (Attachment D)

#### Tribal Consultation

Project sponsors/applicants are asked to initiate informal consultation with Native American Tribes in an effort to include them in determining the project's effect on any historic or cultural resources when the projects are not on Tribal land. Native American Indian Tribes must be contacted based on the listing by county in the HUD tribal directory assessment tool at: <https://egis.hud.gov/tadat/> The applicant, or their consultant, is to use the template letter, Attachment E, "RD Borrower Fillable Tribal Notification Letter Form". The applicant emails/mails the letter with appropriate project information to the Nations contacts, with RD NY copied (AS and SEC [john.helgren@ny.usda.gov](mailto:john.helgren@ny.usda.gov)). This will then start the 30 day notice period required by RD.

- d) Threatened and Endangered Species/Biological Resources: the applicant is to assist the Agency in making determinations of effect under S. 7 of the Endangered Species Act, and thus, the ER must document whether any project sites and activities will directly or indirectly affect any threatened, endangered, proposed or candidate species, or would adversely affect designated critical habitats. Needed is the U.S. Department of the Interior's Fish and Wildlife Service's (USFWS) determination that this project will have no effect on any endangered species or their habitats. New York's Biological Resource review information can be found at the USFWS website. Access the endangered species website at: <http://www.fws.gov/northeast/nyfo/es/Section7.htm> and complete steps one through 7 (on right). Complete the IPaC review (Step 2, found at <http://ecos.fws.gov/ipac/>

The IPAC information with species list and proposed determination of impacts are to be submitted directly to FWS, with notification that the project is seeking Federal funding with USSA RD . Submissions may be made electronically at: [FW5ES\\_NYFO@fws.gov](mailto:FW5ES_NYFO@fws.gov). For questions or more information please contact either Robyn Niver at: Robyn A. Niver, Endangered Species Biologist, U.S. Fish & Wildlife Service, New York Field Office, 3817 Luker Road, Cortland, NY 13045, Phone:753-9334, e-mail [Robyn\\_Niver@fws.gov](mailto:Robyn_Niver@fws.gov) or Noelle Rayman, Endangered Species Biologist at (607 )753-9334, extension 157, e-mail [Noelle\\_rayman@fws.gov](mailto:Noelle_rayman@fws.gov). The FWS acknowledgment response of the determination and is to be provided to RD (the Federal Agency) for final determination.

The comments from the NYS Department of Environmental Conservation, Division of Fish, Wildlife & Marine Resources, New York Natural Heritage Program is also needed in regards to the presence of endangered or threatened species within the project area. Send them a project description and a 7 1/2 minute quad topo map with project area hi-lighted, brief

description of current land use, name of all counties and towns where the proposed project is located. Instructions for submitting requests can be found at:

<http://www.dec.ny.gov/animals/31181.html>

Requests may be submitted to Natural Heritage's dedicated e-mail box at:

[NaturalHeritage@dec.ny.gov](mailto:NaturalHeritage@dec.ny.gov) with "info request" in the subject line.

Mailing address: NYSDEC-DFWMR, NY Natural Heritage Program-Information Services, 625 Broadway, 5th Floor, Albany, NY 12233-4757, Phone: (518) 402-8935; Fax: (518) 402-8925. For any questions please contact Nicholas Conrad at [www.nyhp.org](http://www.nyhp.org)

If applicable contact the National Marine Fisheries Service's website at:

<http://www.nmfs.noaa.gov/pr/species/index.htm>

- e) Wetlands: The ER must document whether wetlands are present on or near project sites. If the presence of wetlands is suspected and they are potentially impacted, applicants may be asked to provide a wetland delineation to establish locations, proximity, and diagnostic environmental characteristics with respect to proposed project sites and obtain Section 404 of the Clean Water Act authorization through the issuance of a permit from the U.S. Army Corps of Engineers or the New York State Department of Environmental Conservation.

Needed are wetland maps and hydric soil maps. Soil maps can be accessed at:

<http://websoilsurvey.nrcs.usda.gov/app/>

To access Federal Wetland maps: <http://www.fws.gov/wetlands/>

Type in the name of the Village or Town, the state and click on Find Location. Under Available Layers choose wetlands (at the top of the list). Please mark project area on map once printed.

Also needed is a New York State Freshwater Wetlands Map(s) showing the location of all proposed project construction. To access NYSDEC wetland maps please also use this website at <http://nynhp.org> and chose Environmental Resource Mapper (under important links on the right) Choose "Enter Environmental Resource Mapper). Choose Layers and Legends and check off all applicable items. Please mark project area on map once printed.

U.S. Army Corps of Engineers:

Projects involving stream crossings, national waters or wetlands:

A response is needed from the Army Corps of Engineers stating whether or not this project will require any permits, impact any federal wetlands, and/or if a wetland delineation report is needed. State in the letter your opinion as to whether a Corps permit will likely be required for this project. Include supporting documentation, explaining your findings including a project location map, a preliminary project description or drawings if available, copies of the pertinent areas of the U.S. Geological Survey (USGS) 7.5 minute x 7.5 minute topographic map, National Wetland Inventory (NWI) map and County Soil Survey maps WITH PROJECT AREA HI-LIGHTED. Please mention if hydric soils are present, as well as soils with potential hydric inclusions. Provide a brief narrative discussion and your preliminary jurisdictional determination. Give the Corps 30 days to reply stating that if no reply is received you will assume their concurrence.

[http://www.usace.army.mil/CECW/Pages/reg\\_permit.aspx](http://www.usace.army.mil/CECW/Pages/reg_permit.aspx)

U.S. Army Corps of Engineers, Buffalo District, 1776 Niagara Street, Buffalo, NY 14207-3199.

Telephone: 1-800-833-6390.

Buffalo District: <http://www.lrb.usace.army.mil/>

U. S. Army Corps of Engineers, New York District Public Affairs, 26 Federal Plaza, Room 2113,  
New York, NY 10278-0090. Telephone: (917) 790-8007

Fax: (212) 264-0614, e-mail: [Cenan-pa@usace.army.mil](mailto:Cenan-pa@usace.army.mil)

New York District: <http://www.nan.usace.army.mil>

<http://www.nan.usace.army.mil/Missions/Regulatory/Boundaries.aspx>

US Army Corps of Engineers Wetlands Delineation Manual

<http://www.cpe.rutgers.edu/Wetlands/1987-Army-Corps-Wetland-Delineation-Manual.html>

Regional Supplement to the Corps of Engineers Wetland Delineation Manual:

North central and Northeast Region

[http://www.usace.army.mil/Portals/2/docs/civilworks/regulatory/reg\\_supp/NCNE\\_suppv2.pdf](http://www.usace.army.mil/Portals/2/docs/civilworks/regulatory/reg_supp/NCNE_suppv2.pdf)

Obtaining a permit: [http://www.usace.army.mil/CECW/Pages/reg\\_permit.aspx](http://www.usace.army.mil/CECW/Pages/reg_permit.aspx)

- f) Floodplains: The ER must document whether any project activities or facilities are located within a floodplains. This does not apply to buried and/or aerial utilities lines. If any project-related construction activities are within floodplains, a copy of a Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Map (FIRM) that shows the location of construction activities must be included. Applicants or guaranteed lenders must complete and submit with their applications a copy of FEMA Form 086-0-32

To access Floodplain maps: <http://www.msc.fema.gov> or

<http://msc.fema.gov/portal>

Please mark project area on map once printed.

Complete new FEMA form (086-0-32) if any structure or buildings are part of the project

<https://www.fema.gov/media-library/assets/documents/225>

- g) Coastal Areas: The ER must document whether any project sites are within the boundaries of a coastal zone management area (CZMA) and/or Coastal Barrier Resource Area (CBRA) if applicable.

Coastal Zone Area information: <http://coast.noaa.gov/czm/>

A letter may be needed from the Department of State Division of Coastal Resources stating that the project will not impact Coastal areas or significant habitats.

<http://www.dos.ny.gov/opd/programs/consistency/consistencydecisions.html>

See Coastal boundary map and Federal Consistency Assessment Form (on right.) Under Consistency Review Home, see "Instructions for submitting a Consistency Certification" e-mail [cr@dos.ny.gov](mailto:cr@dos.ny.gov)

Their address is: New York Department of State, Office of Coastal, Local Government and Community Sustainability, One Commerce Plaza, 99 Washington Avenue, Suite 1010, Albany, NY 12231 Telephone: (518) 474-6000E-mail: [opd@dos.ny.gov](mailto:opd@dos.ny.gov)

- h) Important Farmland: The ER must document whether any project sites (except utility line construction) will convert agriculture lands defined as important farmland by the USDA Natural Resources Conservation Service (NRCS) to non-agricultural uses. - Complete Information form/checklist and form AD 1006. Also a determination of the project area being within or without an Agricultural District should be included.

Important Farmland

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/landuse/fppa/>

Complete Parts I and III of the AD1006 form. (Not necessary to complete this form for WEP

projects) Complete the NRCS Farmland Conversion Impact Rating – Information Form/Checklist and email to Katie Duncan, GIS Specialist, USDA-NRCS, 441 S. Salina Street, Room 520, Syracuse, NY 13202-2450. Phone: 315-477-6506, email: Kathryn.duncan@ny.usda.gov

#### Farmland Conversion Impact Rating-Information Form/Checklist (Attachment F)

Determination from the Department of Agriculture and Markets whether or not the project is located within an Agricultural District.

<http://www.agriculture.ny.gov/ap/agsservices/agdistricts.html>

Mark project location on Agricultural District Maps found under “Local Agriculture District Contact Information and County Agriculture District Map Data.”

Please send inquiry to Robert Somers, PhD, Manager, Agricultural Protection Unit, NYS Department of Agriculture and Markets, 10B Airline Drive, Albany, NY 12235. Telephone: (518) 457-3738. E-mail: [bob.somers@agriculture.ny.gov](mailto:bob.somers@agriculture.ny.gov) Construction projects affecting farmland–Related Guidelines and

Standards<http://www.agriculture.ny.gov/AP/agsservices/construct.html>

The Final Notice of Intent must be submitted to Ag. and Markets prior to advance of funds to construct the project. Preliminary Notices are no longer required.

- i) Environmental Risk Management: The ER must document the effect of hazardous materials substances or wastes that may be released at, generated by, or required for the operation of a proposed facility may have in the context of a real estate transaction, including presence of lead based paint, asbestos or mold. The applicant may be responsible for completing a TSQ or Phase I Environmental Site Assessment.
  
- j) Other resources: The ER must document whether any project sites are located within key water resource areas such as sole source aquifers or wellhead protection areas. The ER must also identify, as appropriate, if the proposal will affect coral reef ecosystems, or Adirondack Park lands. The State Environmental Quality Review (SEQR) should also be completed as part of the Environmental Report.  
The EPA sole source aquifer map is at: <https://epa.maps.arcgis.com/apps/webappviewer/index.html?id=9ebb047ba3ec41ada1877155fe31356b>

**Attachment A - RD NY**  
**Instructions for attachments to Form RD 2006-38,**  
**Environmental Justice and Civil Rights Impact Analysis**

<http://www.epa.gov/ejscreen>

- 1) Click on EJ screen – U.S. Environmental Protection Agency link above  
Select “Launch the EJSCREEN TOOL” central right side of page  
From “Generate Reports” drop down in blue bar, Choose “Select Location”  
Select “enter a location ...” button  
Type in address/city and/or zip code & select “Go”, adjust area if needed with “buffer”  
and add to map, or use “Draw a Site” or Census blocoption to highlight the project area,  
Under “Chart or Report” box choose “Get 2010 Census Report”  
Open pdf file  
From Browser menu; Print “EJSCREEN Census 2010 Summary Report”  
Close
  
- 2) In blue bar, select “Erase” to reset the screen;  
From “Add Maps” dropdown in blue bar  
Choose “Additional Maps”,  
then choose “sites reporting to EPA”  
From “Select Map Contents” box (upper right)  
Check each box (six)  
From Browser Menu  
Print (Page Setup-choose landscape)  
Close
  
- 3) In “Select Map Contents” box, click on “x” to clear screen  
From “Add Maps” dropdown in blue bar  
Choose “EJScreen Maps”  
Choose Demographic indicators (center of category box)  
Choose ”Minority Population”, and select “Add to Map”  
From Browser Menu  
Print (landscape)  
Close
  
- 4) Again, from “EJScreen Maps”box,  
Choose Demographic indicators (center of category box)  
Choose ”Low Income”, and select “Add to Map”  
Browser Menu  
Print  
Close
  
- 5) Again, from “EJScreen Maps”box,  
Choose Demographic indicators (center of category box)  
Choose “Linguistically Isolated”, and select “Add to Map”  
Browser Menu  
Print  
Close

Attach printouts (Report and 4 maps) with the Form RD 2006-38

*File: S:\RD\SEC\Instructions for attachments to Form RD 2006-38*

## [Attachment B](#)

# [INTERGOVERNMENTAL CLEARINGHOUSE REVIEWS](#)

Many applicants for financing through Rural Development programs are required to submit their proposals for review through the Intergovernmental Review process. In the past we have instructed applicants to send notices to the State Clearinghouse and the Regional Clearinghouse or County Planning Department covering the community where the project would be located. The State Clearinghouse will no longer be processing these reviews (as of 6/30/99), but that the requirement for Areawide Clearinghouse reviews will be continued.

To initiate the review process and obtain an identification number, which is then provided to Rural Development, the applicant must submit the following information to the Regional Clearinghouse **OR**, they may submit a copy of the application that they are submitting to Rural Development:

- Name & Address of applicant
- Contact person & Phone Number
- Project description including exact street address of site location
- Amount of request
- Purpose of loan
- Federal Agency providing funding – Rural Development
- Program Title with Catalog #:

Program Title	Catalog #	Program Title	Catalog #
Rural Business Enterprise Grants- RBEG	10.769	Community Facility	10.766
Rural Business Opportunity Grants- RBOG	10.773	Distance Learning/Telemedicine	10.855
Intermediary Relending Program- IRP	10.767	Water & Wastewater	10.760
Value Added Program Grants- VAPG	10.352	Solid Waste Management	10.762
Renewable Energy & Energy Efficiency Grants- REEG	10.775	30C-C Water Waste Disposal	10.770
		Technical & Assistance Training Grants	10.761
		Rural Rental Housing Loans	10.415

We have compiled a list of the counties and the appropriate contact person, agency name, address, telephone number and some fax numbers that were available. That list is as attached.

Area wide Clearinghouses

Counties Covered

Area wide Clearinghouses

Counties Covered

<p><b>Joshua Potosek</b>                      Sullivan County Manager                      100 North Street, P.O. Box 5012                      Monticello, New York 12701                      Phone: (845) 807-0450                      Fax: (845) 807-0460  <a href="mailto:Joshua.potosek@co.sullivan.ny.us">Joshua.potosek@co.sullivan.ny.us</a></p>	<p>Sullivan</p>	<p><b>Walter C. Young</b>                      Lake Champlain - Lake George Regional                      Planning Board                      P.O. Box 765                      1 Lower Amherst Street                      Lake George, New York 12845                      Phone: (518) 668-5773                      Fax: (518) 668-5774  <a href="mailto:lclgrpb@verizon.net">lclgrpb@verizon.net</a>  <a href="mailto:wyoung_rpb@verizon.net">wyoung_rpb@verizon.net</a></p>	<p>Clinton                      Essex                      Hamilton                      Warren                      Washington</p>
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<p><b>Jennifer Gregory, Interim Director</b> Southern Tier East Regional Planning Development Board 49 Court Street, Suite 222 Binghamton, New York 13901-3274 Phone: (607) 724-1327 Fax: (607) 724-1194 <a href="mailto:ste@steny.org">ste@steny.org</a></p> <p>Lolene Cornish, Secretary</p>	<p>Broome Chenango Cortland Delaware Schoharie Tioga Otsego</p>	<p><b>David V. Bottar</b> Central New York Regional Planning and Development Board 126 N. Salina St. 100 Clinton Square Suite 200 Syracuse, New York 13202 Phone: (315) 422-8276 Fax: (315) 422-9051 <a href="mailto:mail@cnyrpd.org">mail@cnyrpd.org</a></p>	<p>Cayuga Madison Onondaga Oswego</p>
<p><b>Halley Kottwitz</b> Economic Development Associate Southern Tier West Regional Planning and Development Board Center For Regional Excellence 4039 Route 219, Suite 200 Salamanca, New York 14779-1493 Phone: (716) 945-5301, Ext. 2207 Fax: (716) 945-5550 <a href="mailto:hkottwitz@southern-tierwest.org">hkottwitz@southern-tierwest.org</a></p>	<p>Allegany Cattaraugus Chautauqua</p>	<p><b>David Church, Commissioner</b> Orange County Department of Planning 1887 County Building 124 Main Street Goshen, New York 10924 Phone: (845) 615-3840 Fax: (845) 291-2533 <a href="mailto:dchurch@orange-county.gov">dchurch@orange-county.gov</a></p>	<p>Orange</p>
<p><b>David Zorn</b> Genesee/Finger Lakes Regional Planning Council 50 West Main St. Suite 8107 Rochester, New York 14614 Phone: (585) 454-0190 x 14 Fax: (585) 454-0191 <a href="http://www.gflrpc.org">http://www.gflrpc.org</a> <a href="mailto:dave.zorn@gflrpc.org">dave.zorn@gflrpc.org</a></p>	<p>Genesee Livingston Monroe Ontario Orleans Seneca Wayne Wyoming Yates</p>	<p><b>Marcia D. Weber, Executive Director</b> Southern Tier Central Regional Planning &amp; Development. Board 8 Denison Parkway East Suite 310 Corning, NY 14830 Phone: (607) 962-5092 Fax: (607) 962-3400 <a href="mailto:stcrpdb@stcplanning.org">stcrpdb@stcplanning.org</a></p>	<p>Chemung Schuyler Steuben</p>
<p><b>Dennis Doyle</b> Ulster County Planning Board 244 Fair Street, Box 1800 3<sup>rd</sup> Floor Kingston, New York 12401 Phone: (845) 340-3339 Fax: (845) 340-3429 <a href="mailto:planning@co.ulster.ny.us">planning@co.ulster.ny.us</a></p>	<p>Ulster</p>	<p><b>Mr. Douglas Schuetz, Acting Commissioner</b> Rockland County Department of Planning Dr. Robert Yeager Health Center Building T 50 Sanatorium Road Pomona, NY 10970 Phone: (845) 364-3434 Fax: (845) 364-3435 <a href="mailto:schuetzd@co.rockland.ny.us">schuetzd@co.rockland.ny.us</a></p>	<p>Rockland</p>



**INTERGOVERNMENTAL CLEARINGHOUSE REVIEWS**

<p><b>Michael Bourcy, Interim Director</b>                  Jefferson County Department of Planning                  175 Arsenal Street                  Watertown, New York 13601                  Phone: (315) 785-3144                  Fax: (315) 785-5092  <a href="mailto:mbourcy@co.jefferson.ny.us">mbourcy@co.jefferson.ny.us</a></p>	<p>Jefferson</p>	<p><b>Edward Buroughs</b>                  Commissioner of Planning                  Westchester County Department of Planning                  148 Martine Avenue, Room 432                  White Plains, New York 10601-4704                  Phone: (914) 995-4402  <a href="mailto:EEB6@westchestergov.com">EEB6@westchestergov.com</a></p> <p>*only reviewing proposals with a threshold of \$200,000.</p>	<p>Westchester</p>
<p>Eoin Wrafter, AICP Commissioner                  Dutchess County Planning and Development                  27 High Street, 2<sup>nd</sup> Floor                  Poughkeepsie, New York 12601                  Phone: (845) 486-3600                  Fax: (845) 486-3610  <a href="mailto:ewrafter@dutchessny.gov">ewrafter@dutchessny.gov</a></p>	<p>Dutchess</p>		
		<p>The following counties <b>are not</b> participating counties in the Intergovernmental Review Process:</p> <p>Albany, Fulton, Greene, Lewis, Montgomery, Rensselaer, Saratoga, Schenectady, St. Lawrence, Oneida, Herkimer, Franklin, Nassau, Suffolk, Sullivan, Erie, Niagara, Columbia and Putnam</p>	

Attachment C

Intergovernmental Review Consultation

*[Place on Agency or applicant's letterhead]*

Dear *[insert name]*: *[insert date]*

The U.S. Department of Agriculture, Rural Development [*Rural Housing Service/Rural Business Service/Rural Utilities Service*] (Agency) is initiating the Executive Order 12372, "Intergovernmental Review of Federal Programs," process in order to obtain feedback and concurrence from interested parties on financing a proposal. The Agency is being asked to consider providing financial assistance for the proposal described below. Because this state does not have a State Point of Contact, this letter shall serve as your invitation to comment on this proposal.

Please complete the attached form and send any comments on this proposal or your letter of concurrence directly to the Agency at *[insert Agency address]*. If you choose not to respond within 60 days of this correspondence, the Agency will assume that you have chosen not to respond and may proceed with its decision. If you have any questions concerning this proposal, please contact *[insert the name and contact information for the person who can answer questions on the proposal]*.

Sincerely,

*[signature]*

*[typed name]*

Attachment 1:

Proposal's Description and Maps *[All items listed below must be included as attachments]*

- 1) Project Description *[A description of the proposed activity including type and amounts of Agency program funding anticipated, kind of action proposed, purpose of the proposal, size or scale, estimated cost, and other relevant characteristics of the proposal]*
- 2) Environmental Information *[Environmental information relating to compliance of the proposed activity with applicable environmental statutes, description of the current environmental condition of the proposed site, and potential impacts to protected resources]*
- 3) USGS Topographical Map *[The geographic location of the proposal in the form of a USGS 7.5 minute quadrangle map showing the proposed site, alternative sites considered, and area of potential impacts]*
- 4) Site plan *[A site plan showing buildings, roads, resource locations and other key features of the proposed site]*

**USDA Rural Development Intergovernmental Review Consultation Form**

Project Name:

- 1) Is the proposal consistent with State or local government planning goals?  
 Yes  No
- 2) Does the proposal duplicate, run counter to, or need to be coordinated with other activities, or might it be revised to increase its effectiveness?  
 Yes  No
- 3) Will the proposal contribute to achieving state or local government goals relating to natural and human resources or economic and community development?  
 Yes  No
- 4) Are there environmental impacts and alternatives that should be considered in the Agency's environmental review?  
 Yes  No
- 5) Will the proposal influence area growth or delivery of services, including any disproportionate effects on minority groups?  
 Yes  No
- 6) Will the proposal impact energy resource supply and demand?  
 Yes  No
- 7) Will the proposal displace people or businesses?  
 Yes  No
- 8) Will the proposal be located in a Coastal Zone or Coastal Barrier Resource Area and is it consist with any State coastal management plan?  
 Yes  No

Comments:

Signature : \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment D: NYS Parks Recreation & Historic Preservation's (SHPO's) CRIS Instructions

Here are the instructions for entering NEW projects into our project management database called CRIS for Cultural Resource Information System:

1. Click or browse to the following URL: <https://cris.parks.ny.gov>
2. At the CRIS Legal Disclaimer, click **I Agree** to proceed.
3. Click one of the buttons on the left to proceed as a guest or sign in with a NY.gov ID account.
4. Once you've proceeded as a guest or signed in, click **Submit** in the top navigation bar (between **Home** and **Search**).
5. In the Submit menu on the left, click the **Consultation Project** link.
6. Click the **Start** button on the right to open the New Consultation Wizard at Step 1.
7. Follow the instructions that will lead through the submittal process.
8. At Step 3, enter the address where the project will take place. If the project is composed of scattered sites, or multiple buildings on individual lots, create a new submittal for each building site as a separate project, even if they are all part of one application for funding.
9. At Step 4 a photo is required. Enter photos here, not as attachments in Step 5.
10. At Step 5, upload ALL attachments (not photos).
11. After your submission is completed, print a copy of the Summary Sheet for your records.

For help: use the "Contact Us" and "Help" functions in the upper right hand corner of the screen. You can also email [crishelp@parks.ny.gov](mailto:crishelp@parks.ny.gov) for help.

More Help: you may find more information about submitting projects electronically at the "Submitting a New Consultation Project" section of the CRIS online help system <https://cris.parks.ny.gov/CRISHelp/topics/idh-topic120.htm> or by viewing a 10-minute video walkthrough of the consultation submission process at [https://youtu.be/6nP\\_Wvpr2mw](https://youtu.be/6nP_Wvpr2mw).

***Attachment E: Tribal Contact***

***Use HUD <https://egis.hud.gov/tdat/>  
to search by county for Tribes to contact.***

***Contact Tribal Nations using following letter. CC: USDA via  
email. Specialist and SEC***

## Rural Development Applicant Tribal Notification Letter

[Click here to enter a date.](#)

Name of THPO or Official Tribal Designee

Title

Address Line 1

Address Line 2

City, State, Zip Code

Subject:

[Finding of No Historic Properties Affected or No Adverse Effect]

[Project Name # 5]

[Project Location # 5]

Dear [Name of THPO or Official Tribal Designee]:

[Insert Name of Applicant] [is seeking or plans to seek #6] financial assistance from the [Rural Utilities Service (RUS), Rural Business-Cooperative Service (RBS), or Rural Housing Service (RHS)] under its [Identify the Applicable Agency Program] for [Insert the project name or designation]. [Insert a Complete Project Description #7]. [Describe the Project Purpose and Need #8].

If [RUS, RBS, or RHS] elects to fund this application, it will become an undertaking subject to review under Section 106 of the National Historic Preservation Act, 54 U.S.C. 306108, and its implementing regulations, 36 CFR Part 800. Pursuant to 7 CFR § 1970.5(b)(2) of the regulations, “Environmental Policies and Procedures” (7 CFR Part 1970), [RUS, RBS, or RHS] has issued a blanket delegation to its applicants to initiate and proceed through Section 106 review. In accordance with this blanket delegation, [Name of Applicant] is initiating Section 106 review on behalf of [RUS, RBS, or RHS].

In delegating this authority, [RUS, RBS, or RHS] is advocating for the direct interaction between its [Identify the Applicable Agency Program] Program applicants and Indian tribes. [RUS, RBS, or RHS] believes this interaction, prior to direct agency involvement, will support and encourage the consideration of impacts to historic properties of importance to Indian tribes earlier in project planning.

[Name of Applicant] proposes that the area of potential effects (APE) for the referenced project consists of [Describe the area of potential effects (APE) #9] as shown on the enclosed map [#10]. The geographic scope of the APE will not be final until a determination is made by [RUS, RBS, or RHS] pursuant to 36 CFR § 800.4(a)(1). [The APE does not include any tribal lands as defined pursuant to 36 CFR § 800.16(x) or the APE includes the following tribal lands Identify the applicable Agency Program #11].



[Name of Applicant] is notifying you about the referenced project because of the possible interest of the [Name of Indian Tribe] in [Insert County Name(s)]. Should the [Name of Indian Tribe] elect to participate in Section 106 review of the referenced project, please notify me in writing via letter or email as soon as possible at the following addresses – [Insert your mailing and email addresses].

Please include with your affirmative response, a description of any specific historic properties or important tribal resources in the APE and your recommendations about the level of effort needed to identify additional historic properties which might be affected by the referenced project.

[Name of Applicant] will respect the confidentiality of the information which you provide to the fullest extent possible.

If at any time you wish to share your interests, recommendations and concerns directly with [RUS, RBS, or RHS], as the agency responsible for conducting Section 106 review, or to request that [RUS, RBS, or RHS] participate directly in Section 106 review, please notify me at once, preferably via email. However, you may contact [RUS, RBS, or RHS] directly. If you wish to do so, please submit your request to [Insert EES or PSS Manager Name and Contact Information].

Please submit your response to me by [Insert date 30 days from expected date of receipt]. During this time period, I will follow-up to ensure your receipt of this notification and to identify any constraints which might delay your timely response. [Name of Applicant] has been advised by [RUS, RBS, or RHS] to proceed to the next step in Section 106 review if you fail to provide a timely response. Should you have any questions or require additional information you may contact me at [Insert contact information].

Sincerely,

Enclosures

cc: [#12]

**DO NOT SEND THIS INFORMATION WITH THE LETTER**

Guidance for completing the template

Copy and paste the template on your letterhead. Only change the red text in the form fields. Remove the brackets and change all of the text to black before sending.

**#1 Applicability of Template**

For the telecommunications program, this template is not applicable to the construction of telecommunications towers and collocations which will carry spectrum regulated by the Federal Communications Commission (FCC). S. 106 review of towers and collocations carrying FCC regulated spectrum is concluded using FCC procedures.

For the electric program, this template is not applicable to the construction of electric distribution, transmission and generation facilities which will be documented at the Categorical Exclusion (CatEx) or Environmental Assessment (EA) level.

**#2 Insert date**

Do not forget to date this correspondence because it is essential in determining when the 30 day review period has ended. If it is not too costly, please consider obtaining a delivery receipt for this notification.

**#3 Identify Tribal Historic Preservation Officer (THPO), or, in the absence of a THPO, the Official Tribal Designee, Title and Address**

The addressee will be the THPO designated pursuant to Section 101(d)(2) of the National Historic Preservation Act. In the absence of a THPO, the tribe should have identified an official designee for Section 106 review. Please note that if this notification is directed to “Whom It May Concern,” it is not legally sufficient.

**#4 Notification of Intent to Initiate Section 106 Review**

Do not designate this letter as a “Pre-Application Notification.” It can be confusing and send the wrong message to parties outside of [RUS, RBS, or RHS]. Therefore, its use is discouraged.

**#5 Identify the Project, Applicant and Project Location by County and State**

Clearly designate what is being submitted for review. This is a very important because an incorrect decision at this point could cause significant delays in completing the review. Get it right the first time - When in doubt, seek guidance from EES or PSS.

**#6 Select “is seeking” or “plans to seek”**

Select “is seeking” whenever the applicant has filed an application with [RUS, RBS, or RHS] for assistance. It matters only that the application is with RUS, NOT whether or not [RUS, RBS, or RHS] has approved it for consideration.

Select “plans to seek” whenever the application for assistance has NOT yet been filed with [RUS, RBS, or RHS]. If this is the case, then you may elect in the heading to designate this notice as a “Pre-Application Notification.”

#### #7 Insert a Complete Project Description

All elements of the proposed construction must be included, especially those which will cause any digging, excavation or other ground disturbance. Include the design specifications, the scope of the ground disturbance, a description of the ROW/easement ownership, establish whether or not new or existing ROW or easements will be used, establish whether or not the construction will occur in or out of municipal boundaries, estimate the number of miles to be buried versus aerial, and if aerial, the prediction about the need for new and/or replacement poles. Do not forget to include work and staging areas, laydown yards and access roads. If no ancillary facilities such as these are needed, then include that statement in the description. Also, please name the towns and counties where construction will occur. Also, describe any construction which will be more than 20 feet tall and therefore might intrude upon an important setting or obstruct an important vista.

#### #8 Describe the Project Purpose and Need

This explanation, which must be consistent with the language in the ER or EA when that level of NEPA documentation is needed, helps establish for the tribe the public benefit of the project.

#### #9 Describe the area of potential effects (APE)

Describe the geographic area(s) which might be impacted by the project construction activities. The APE is not restricted to areas where construction will occur but also includes locations from which a constructive element greater than 20 feet tall might be seen. An applicant and tribe can only make recommendations about the scope of the APE. [RUS, RBS, or RHS] makes the final determination. Therefore, get it right the first time - When in doubt, seek guidance from EES or PSS.

#### #10 Enclose maps

Enclose one or several maps showing the area in which the construction activities will occur and the proposed location of the various constructive components. Use a USGS 7.5 series maps or something similar which shows the terrain in which the construction will occur. This can be augmented by other types of maps which show other project details. Staking sheets or maps with that level of detail are not necessary.

#### #11 Confirm that tribal lands are not involved

Under Section 106 tribal lands are defined “as all lands within the exterior boundaries of any Indian reservation and all dependent Indian communities. Confirm that the APE does not contain any tribal lands. In the event that tribal lands will be crossed or involved work with your EES or PSS contact to engage the Tribe.

#### #12 Insert name and email address of appropriate EES or PSS contact

**NRCS Farmland Conversion Impact Rating - Information Form/ Checklist**

Parties requesting a Farmland Conversion Impact Rating from NRCS must include the following information. Submission of the complete materials will avoid processing delays.

**A ..... Project Contact Information:**

Project Contact Name..... \_\_\_\_\_

Project Contact Email Address..... \_\_\_\_\_

Project Contact Address..... \_\_\_\_\_

..... \_\_\_\_\_

Project Contact Telephone..... \_\_\_\_\_

Project Contact FAX..... \_\_\_\_\_

Preferred Method of Contact:.....  Email  Phone  Mail

**B ..... Project Information:**

Project Name..... \_\_\_\_\_

..... \_\_\_\_\_

Requesting Agency or Business Name.. \_\_\_\_\_

Federal Agency Providing Funding ..... \_\_\_\_\_

Soil Survey Name..... \_\_\_\_\_

Town and County Name..... \_\_\_\_\_

Date of Request..... \_\_\_\_\_

Is there a location map supplied on a topographic, aerial photography base or soil map with the project extent outlined? (soil map preferred) Yes  No

MORE SOILS HELP: The Web Soil Survey (<http://soils.usda.gov/>) provides a web based application for delineation of an area (project location) and display of soil lines on a photography base with an associated report that includes acreage totals. The Soil Data Mart (<http://soildatamart.nrcs.usda.gov/>) provides a listing of counties that are digitized and a download of GIS format files.

What is the current or planned zoning for the site?..... \_\_\_\_\_

Corridor width (if applicable)..... \_\_\_\_\_

Parts I and III of the AD-1006 form need to be completed by the requesting party. Access to a digital form is located at the FPPA site: <http://www.nrcs.usda.gov/programs/fppa/>. If access is not available answer the following questions.

**a. Total Acres to be Converted Directly?** \_\_\_\_\_

**b. Total Acres to be Converted Indirectly?**  
("Converted Indirectly" is defined as land that the specific project does not alter but creates a situation where the land can no longer be used for potential farming due to the project.) \_\_\_\_\_

**c. Total Project Acres affected by FPPA (Acres should total the sum of a and b.)?** \_\_\_\_\_

Any questions can be directed to Cathy Keenan: (315) 477-6525 or [cathy.keenan@ny.usda.gov](mailto:cathy.keenan@ny.usda.gov)

Please send completed materials to:

Cathy Keenan, NRCS State GIS Specialist  
Natural Resources Conservation Service  
441 S. Salina Street, Suite 354  
Syracuse, NY 13202-2450