

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:
State Office
Area Office
Local Office

STATE PROCEDURE
NOTICE

ISSUE NO. 291
DATE: 02/07/05

RURAL DEVELOPMENT MANUAL CHANGE

PA Instruction 2033-A, 1940-G and 1794

GENERAL: The purpose of this PA PN is to provide a uniform policy for maintaining and managing environmental review documents in State and field offices for Rural Development programs in Pennsylvania.

IMPLEMENTATION RESPONSIBILITIES:

The Program Directors, Area Directors, Loan Specialists, and Local Managers are responsible for maintaining adequate documentation of all environmental reviews and determinations. The National Office and State Office will conduct periodic reviews to ensure implementation of this requirement.

The implementation and description of these are as follows:

- A. Categorical exclusions:** Includes Categorical Exclusion (Catex) that loses its classification and requires a modified class I assessment under 1940-G. It does not include Catex with an Environmental Report (ER) under 1794 and Catex for subsequent actions for which an environmental file already exists.

Appropriate Catex forms, Exhibits, maps and supporting documents in that order, will be placed in position 3 as required by RD Instruction 2033-A, unless a specific position and tab is required by the program check list.

- B. Environmental Assessments and Environmental Impact statements:** Includes all class I and class II assessments except modified class I under 1940-G. It also includes Catex with ER and Environmental Assessments under 1794 and Catex for subsequent actions for which an environmental file already exists.

As directed by OGC, establish a four position (Environmental File) folder for each case. Label environmental files in accordance with 2033.6 (c) (3) (v) (A) and include "Environmental Assessment" on the file label. All environmental documents must be retained in the Environmental File under the specified positions and tabs, using the "Environmental File Checklist", Exhibit A revision 02-07-2005.

Area Offices, Local Offices and the State Office will follow the filing format listed in Exhibit A and comply with the requirements of RD Instructions 2003-A, 1940-G and 1794.

INSERT- PA PN 291 dated 02/07/05

PA PN 291 (2033-A), 1940-G, & 1794

ENVIRONMENTAL FILE CHECKLIST
(REVISION 02-07-2005)*

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; (CATEX, Class I **or** Class II)
Environmental Report by Consultant (for 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;

**File this sheet on top of Position One.*

**Tab 1 refers to the top document.*

ENVIRONMENTAL FILE CHECKLIST
(REVISION 02-07-2005)*

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; LESA Form AD-1006; Soils Map; Formally Classified Land Documents;
- _____ TAB 2 - Floodplain Map; Letters; FEMA Form 81-93;
- _____ TAB 3 - Wetlands Letters; Maps; Delineation; USACE Jurisdictional Determination (if a structure is located in/near a wetland);
- _____ TAB 4 - SHPO (PHMC)/THPO Letters; Studies, Agreements; PA Historic Resource Survey Form; Photos of Old Structures;
- _____ TAB 5 - USFWS Endangered Species Letter; PNDI Endangered Species Letter;
- _____ TAB 6 - Water Quality Documents, letter on available capacity, permit compliance
- _____ TAB 7 - Coastal Resources Letters
- _____ TAB 8 - Environmental Justice Documentation; Form RECD 2006-38, maps and Exhibits;
- _____ TAB 9 - Intergovernmental Review Comments;
- _____ TAB 10 - Other Resource Information or Studies: Form 1940-20 Signed by Applicant with Attachments submitted by applicant. Transaction Screen Questionnaire.

POSITION FOUR – MISC. CORRESPONDENCE

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

**File this sheet on top of Position Three.*

**Tab 1 refers to the top other tab documents.*