

## **Final Report**

February 2015 Update

The organization of the environmental file for the Final Report is described in the Texas AN 616 – Environmental File Checklist. This Administrative Notice (AN) is past the expiration date, but the information is still unchanged and applicable. Look for any future updates. The National Office (NO) is updating the regulation. Texas AN 616 is attached.

The checklist should be placed on the top of the file position indicated. It is recommended that the checklist be marked with an X or check and the date when the corresponding item is complete.

Use the checklist to remind you what needs to be done. Notes in the margin, items penciled in then inked in, 30day/60 day time reminder notes, and any other useful tool should be applied as the report is being developed. If the checklist pages become too cluttered for the Final Report, you can replace it with a new cleanly marked page just before submitting the ER.

The Final Documents should be bound and marked within the file as professionally as possible. Sometimes documents are used that are oversized from the 8 ½” x 11” format. If these cannot be cropped or edited to fit, they should be folded to fit within the 8 ½” x 11” size.

If available, it is preferred to use table of contents color tab dividers. This is a supply budget issue and may not always be in stock in every office. If the stick-on tabs specifically made for dividers are available, then use these. Lastly and least preferred, use marked post-it tabs. These are the least expensive, but are the first to fall off or become damaged.

Organize each individual tab to present the documents in the best understood sequence. Include only what you need to document the report. Extra documents are just that, extra. If it helps to present a clearer description of the project or organizes the documents for quicker review, use colored pages to separate complex documents. Be sure that the Standard Flood Hazard Determination Form (FEMA Form 81-93), intergovernmental reviews, environmental justice reviews (Form RD 2006-38), and the environmental due diligence – Transaction Screen Questionnaire (TSQ) are with the environmental file.



United States Department of Agriculture  
Rural Development  
Texas State Office

USDA Rural Development Texas Administrative Notice No. 616 (1940-G)

**TO:** All Offices  
USDA Rural Development, Texas

**APR 09 2010**

**FROM:** Francisco Valentin, Jr.  
State Director

A handwritten signature in black ink, appearing to read "Francisco Valentin, Jr.", written over a white background.

**SUBJECT:** Environmental File Checklist

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

**COMPARISON WITH PREVIOUS AN:** Texas AN 608 was issued on December 9, 2008 regarding the same subject.

**IMPLEMENTATION RESPONSIBILITIES:**

In an effort to streamline the environmental review process, an Environmental File Checklist has been developed. Attached to this letter you will find a copy of the checklist. Effective immediately, all Class I and Class II Environmental Assessments prepared by Agency employees under RD Instruction 1940-G must have the new checklist in the file. The checklist has two pages. Page 1 should be placed on top of Position 1 of the Environmental File and Page 2 should be placed on top of Position 3. The checklist includes a new tabbed format which will expedite the review process when the files are sent to the State Environmental Coordinator for review and also during State Internal Reviews.

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

Should there be questions regarding the Environmental File Checklist, please contact John M. Powell, State Environmental Coordinator, at (254) 742-9786.

Attachment

**EXPIRATION:**  
April 30, 2011

**FILING INSTRUCTION:**  
In front of RD Instruction 1940-G

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Phone: (254) 742-9789 • Fax: (254) 742-9749 • TDD: (254) 742-9712 • Web: <http://www.rurdev.usda.gov>

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ENVIRONMENTAL FILE CHECKLIST  
(REVISION 12/08)

**POSITION ONE – ASSESSMENT (Include Applicable Documents)**

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

**POSITION TWO – (Not Used)**

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

**POSITION THREE – EXHIBITS (Include applicable documents)**

_____	TAB 1	USGS Map; Aerial Map; Site Survey; Photos of Sites for Proposed Structures
_____	TAB 2	NRCS Letter on Important Farmland Soils (optional); LESA Form AD-1006; Soils Map; Formally Classified Land Documents
_____	TAB 3	Floodplain Map; Letters; FEMA Form 81-93
_____	TAB 4	Wetlands Determination Letter; Maps; Delineation; USACE Jurisdictional Determination (if a structure in/near a wetland);
_____	TAB 5	SHPO/THPO Letters; Studies, Agreements; Historic Register Nomination Form; Photos of Old Structures;
_____	TAB 6	USFWS Endangered Species Letter; State Agency Endangered Species Letter
_____	TAB 7	Water Quality Documents, letter on available capacity, permit compliance;
_____	TAB 8	Coastal Resources Letter
_____	TAB 9	Environmental Justice Documentation; Environmental Justice and Civil Rights Impact Analysis Form RD 2006-38, maps and Exhibits;
_____	TAB 10	Intergovernmental Review Comments, Council of Government Comments;
_____	TAB 11	Other Resource Information or Studies. Form 1940-20 Signed by Applicant with Attachments submitted by applicant. Transaction Screen Questionnaire, ASTM Phase I ESA;

**POSITION FOUR – MISC. COORESPONDENCE**

_____	TAB 1	Misc. Correspondence Related to Environmental Compliance
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\* File this cover sheet on top of Position Three

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