

CDBG-DR 2-13

SAMPLE ENVIRONMENTAL ASSESSMENT PROCESS & FILE CHECKLIST

(For projects NOT requiring preparation of  
an Environmental Impact Statement)

1. Project description data provided including street address if applicable? \_\_\_\_\_
2. Existing environmental conditions and trends described? \_\_\_\_\_
3. Clearinghouse review requirements met? \_\_\_\_\_
4. Was project compared with applicable plans? \_\_\_\_\_
5. Was project compared with applicable standards? \_\_\_\_\_
6. Were physical factors affecting the project assessed? \_\_\_\_\_
7. Were service delivery factors affecting the project assessed? \_\_\_\_\_
8. Were project impacts on physical factors assessed? \_\_\_\_\_
9. Were project impacts on service delivery factors assessed? \_\_\_\_\_
10. Were project impacts on special factors (particularly historic properties) assessed? \_\_\_\_\_
11. Were both beneficial and adverse project impacts identified and discussed? \_\_\_\_\_
12. Were mitigating measures for adverse project impacts identified and discussed? \_\_\_\_\_
13. Were project alternatives identified (including the no action alternative) and reasons cited for rejecting alternatives? \_\_\_\_\_
14. Were conditions and safeguards for the project identified and discussed? \_\_\_\_\_
15. Notice of Finding of No Significant Impact on the Environment published? \_\_\_\_\_
16. Notice of Intent to Request Release of Funds published? \_\_\_\_\_
17. Request for approval of Evidentiary Materials and Release of Funds Made? \_\_\_\_\_