

Subrecipient Environmental Review Training

August 2020

Purpose of ER Training

- Why an environmental Review (ER) is needed
- Instruct on how to complete an ER application
- Proper way to submit ER documents and attachments



What We Will Cover

- Review Process
- ER Application
- Format and Submission of Documents
- Wait Times
- Cost Expectations



The Review Process

- All reviews must be submitted digitally to environmentals@chattanooga.gov
- You will receive confirmation of receipt which may include
 - Request more information if needed
 - Notification of being put on the wait list
- Your environmental submission will not be considered complete until we have all documentation needed. This means we will not start on the review, and the clock will not start until everything is received.
- You will be notified by email that your environmental review is cleared.

The Review Process cont.

- Reviews will only be completed for current projects (no “just in case” reviews).
- Must notify the office if **anything** changes in your work write up after review is cleared
- If activities occur that were not included in the environmental review, and the activity violates a law or is a choice limiting action, you **will not** be reimbursed for the **project**.
- Environmental review applications must be submitted to initiate a review (**5 review maximum**). See sample environmental application for example of a proper submission.

The Review Process cont.

- Appropriate photos and work plans must accompany application (see website for instructions on how to complete environmental review application and samples)
- An environmental review clearance email or letter must be received **before any work** can occur on a property, including environmental cleanup or site prep.

Documentation to Submit

- Completed Application
- Scope of Work
- Site Prep Plan
- Maps
- Floodplain Maps (FEMA, with site marked)
- Photos
 - Entire site and surroundings
 - All structures
 - All vegetation and trees to be removed
- Any Phase 1, Phase 2, Lead Assessments, or Asbestos Surveys completed on the property

Review Time Frame

Times start when all documentation is received and the review is in active status

Type	Time	Projects
Statutory Checklist, with no publication	approximately 45 days	New Construction or Rehab 1-4 units Multifamily (5 or more units), if certain conditions are met Infrastructure replacement
Statutory Checklist, with publication	approximately 80 days	Categorically Excluded activities NOT covered under the City's Tiered Review
Environmental Assessment	approximately 90 days	New Construction 5 or more units (same site OR scattered sites within 2000 feet of each other)** Multifamily (5 or more units), if certain conditions are NOT met Conversion of Property

Cost Expectations

- If your project requires an environmental assessment or otherwise does not fall under our Tier 1 reviews, a publication is required. Publication costs will be deducted from your grant funds.
- You are responsible for Phase 1 and 2 costs if they are required.