****Instructions**

for **Environmental Checklist**

and **State Natural Resources Agency Review**

ofproposed grant supported projects

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applicants applying for Oregon Parks and Recreation Department (OPRD) grant support for a proposed project are required to request project review from certain State Natural Resource Agencies. Currently, applicants are required to contact:

1. **Oregon Department of State Lands** (DSL)
2. **Oregon Department of Fish and Wildlife** (ODFW)
3. **Oregon Department of Environmental Quality** (DEQ)

OPRD will contact the State Historic Preservation Office (SHPO) on behalf of applicants. Applicants do not need to contact the SHPO directly.

**Included in this packet are:**

1. Environmental Check List
2. State Natural Resource Agency Contact List
3. State Agency Contact Memo template
4. State Agency Review form

**Goal:** For grant applicants to send a completed Environmental Checklist packet to each of the three specified agencies – DSL, ODF&W and DEQ.

**Instructions:**

1. Compete the **Environmental Check List** for the proposed project.
2. Review the **State Natural Resource Agency Contact List** to determine which agencies you really need to contact. E.g. if the project does not involve ground disturbing activities you will not need to contact DSL. If the project involves a boat ramp you will need to contact the Oregon State Marine Board (OSMB). Review each agency’s specific instructions.

1. Prepare a **State Agency Contact Memo** addressed to each State Natural Resource Agency that you determine appropriate to review the proposed project.
2. Add a **brief description** of the project to the State Agency Contact Memo.
3. Prepare and include a **Project Location Map and Site Plan**.
4. Prepare and include a **State Agency Review form** with your project and contact information included.
5. **Send**, by email, to each appropriate State Natural Resource Agency, a packet consisting of:
	* **State Agency Contact Memo**

Feel free to save this document and change the order of the pages to create a packet to submit to State Natural Resource Agencies.

* + **Environmental Check List**
	+ **Project Location Map**
	+ **State Agency Review Form**
1. In the **Attachments Section** of the project Application, attach:
	* a copy of the **Environmental Check List** – (completed)
	* a copy of each returned **State Agency Review form** – (completed)

**ENVIRONMENTAL CHECKLIST**

|  |
| --- |
| **Project Name:** |
| **Organization/Sponsor Name:** |
| **1. Brief Project Description: What is the Proposed Action? What will this grant fund?** |
|  |
| **2. Alternatives to Proposed Action(s): Are there project Alternatives? If so, please describe.** |
|  |

**3. Environmental Impacts Checklist**

| **ISSUES** | **QUESTION** | **IMPACT** | **DEGREE OF IMPACT** |
| --- | --- | --- | --- |
|  | Will the project…..? | None | Minor | Major | Note conditions or attach documentation for all Minor or Major Impacts. Attach additional pages if necessary. |
| Access Control | Change access to properties (close, change location, make one way) |  |  |  |  |
| Air Quality | Degrade air quality |  |  |  |  |
| Bicycle and Pedestrians | Impact bicycle and/or pedestrian movement |  |  |  |  |
| Construction Impacts | Cause construction impact (erosion, noise, air, vibration, etc.) |  |  |  |  |
| Controversy | Have controversy or likely to cause controversy |  |  |  |  |
| Endangered Species | Impact any endangered, threatened or species of special concern due to the project location or design |  |  |  |  |
| Energy Impacts | Have major energy implications |  |  |  |  |
| Erosion | Involve major soil disturbance (depth or volume) or have erosion potential due to landform, wind patterns or water volume |  |  |  |  |
| Excess Materials | Involve disposal of excess material outside planned construction limits |  |  |  |  |
| Farmlands | Require any right-of-way |  |  |  |  |
| Floodplain | Cross or lie adjacent to any floodplain area |  |  |  |  |
| Groundwater, Geology,Earth borne | Impact groundwater, geology, or cause earth borne vibrations |  |  |  |  |
| Accessibility | Impact sidewalk or curb and gutter (design for) |  |  |  |  |
| Historical, Archeological, Cultural | Impact any historical structures |  |  |  |  |
| Require excavation/ re-grading |  |  |  |  |
| Land Use | Be consistent with local and regional land use plans |  |  |  |  |
| Minerals | Impact commercial minerals and/or peat resources present |  |  |  |  |
| Noise | Impact noise sensitive receptors |  |  |  |  |
| Parks, Recreation, 4(f), Recreation 6(f), (LWCF) | Use significant public park, recreational or wildlife or waterfowl refuges, scientific and natural areas or any historic site? Will the project impact any LWCF land |  |  |  |  |
| Right-of-way | Require any R/W (easements) |  |  |  |  |
| Relocation | Require any relocation of homes or businesses |  |  |  |  |
| Stream/river Modifications | Change the course, current, or cross section of any stream or river |  |  |  |  |
| Social | Impact public safety (i.e., police/fire protection) |  |  |  |  |
| Impact sensitive groups (children, handicapped, minorities, poor, etc.) |  |  |  |  |
| Impact accessibility to schools, churches, recreation facilities |  |  |  |  |
| Impact community cohesion |  |  |  |  |
| Transportation | Require road rerouting, closing, or redevelopment |  |  |  |  |
| Be accessible by mass transportation |  |  |  |  |
| Visual Quality | Impact visual quality (view to or from facility) |  |  |  |  |
| Water Quality | Impact water quality of lakes, streams, wetlands, etc. |  |  |  |  |
| Wetlands | Have wetlands present within construction limits |  |  |  |  |
| Destroy or improve/create wetland habitat |  |  |  |  |
| Wild and Scenic Rivers | Impact a state or federal wild and scenic river, federal candidate wild and scenic river |  |  |  |  |

1. Is project in compliance with applicable laws and regulations? [ ]  Yes [ ]  No

2. Are there any overhead utilities? [ ]  Yes [ ]  No

3. Have you attached comments received from State Natural Resource Agencies?

 [ ]  Yes [ ]  No

|  |  |  |
| --- | --- | --- |
| Prepared by (Print Name) | Name/Title | Date |

|  |  |
| --- | --- |
|  (Signature) | Date |

STATE OF OREGON NATURAL RESOURCE AGENCY CONTACT LIST

for Review of Proposed Grant Funded Projects

**Mandatory Contact List: *Submission to these 3 agencies is required.***

 ❒ DSL ❒ ODF&W ❒ DEQ

|  |  |  |
| --- | --- | --- |
| **AGENCY** | **CONTACT** | **SPECIAL REQUIREMENTS** |
| **❒ Oregon Department of** **State Lands (DSL)** | **Chris Stevenson**Jurisdiction Coordinator775 Summer ST NE STE 100Salem, OR 97301503-798-7622chris.stevenson@dsl.oregon.gov  | • Submit by email• Allow 4 weeks for review• Only submit projects with ground alteration• No resubmittals pleasePlease include the following info:• County • Latitude/Longitude• Township • Accurate Site Map• Range • Tax Lot(s) • Section  |
| **❒ Oregon Dept of Fish**  **& Wildlife (ODF&W)**  | **Nancy Taylor**Waterway and Habitat Incentives Coordinator4034 Fairview Industrial DR SE Salem, OR 97302503-947-6099nancy.c.taylor@odfw.oregon.gov  | • Submit by email• Allow 4 weeks for review• Nancy will forward your review request to the appropriate district biologist.• Consultation not needed if there is no ground disturbance and if all work is in an existing footprint (e.g., bathroom remodel). |
| **❒ Dept of Environmental** **Quality (DEQ)** **Northwest Region** | **Melyssa Graeper**4301 3rd St, Suite 206Tillamook, OR 97141503-509-4636melyssa.graeper@deq.oregon.gov  | • Submit by email• Allow 4 weeks for review• Serving Clatsop, Columbia, Tillamook, Clackamas, Multnomah, and Washington Counties. |
|  **Western Region (A)** | **Mary Camarata**165 E 7th Ave STE 100Eugene, OR 97401541-687-7435Mary.Camarata@deq.oregon.gov | • Submit by email• Allow 4 weeks for review• Serving Yamhill, Polk, Marion, Lincoln, Benton, Linn and Lane Counties. |
|  **Western Region (B)** | **Mary Camarata** (Interim)165 E 7th Ave STE 100Eugene, OR 97401541-687-7435Mary.Camarata@deq.oregon.gov | • Submit by email• Allow 4 weeks for review• Serving Coos, Curry, Douglas, Jackson  and Josephine Counties. |
|  **Eastern Region (A)** | **Greg Svelund**475 NE Bellevue DR, #110Bend, OR 97701541-633-2008svelund.greg@deq.state.or.us  | • Submit by email• Allow 4 weeks for review• Serving Crook, Deschutes, Jefferson, Wasco, Hood River, Sherman, Klamath,  and Lake Counties. |
|  **Eastern Region (B)** | **Laura Gleim**475 NE Bellevue DR, #110Bend, OR 97701503-577-3697laura.gleim@deq.oregon.gov  | • Submit by email• Allow 4 weeks for review• Serving Baker, Gilliam, Grant, Harney,  Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler Counties. |
| **State Historic Preservation****Office (SHPO)** | **OPRD** will submit your Environmental Screening packet to SHPO for you if your project is selected for funding. | In the Attachments section of the online application, please include: • a 7.5 minute USGS topography map, or  a .kmz file, or a one-square mile map that includes roads or geographical features.• SHPO Submittal Form – Below ground• SHPO Clearance Form – Above Ground |

**Potential Contact List:** Submission to these State agencies is **not** required, but may be prudent for certain projects.

|  |  |  |
| --- | --- | --- |
| Scott AltenhoffManager, Urban and Community Forestry Assistance Program **Oregon State Dept of Forestry**2600 State StreetSalem OR 97310971-428-7380scott.r.altenhoff@odf.oregon.gov• Contact if your project would involve the Forest Practice rules relating to forest operations, stream protection, etc. | Susan D. WhiteNEPA Program Coordinator**Oregon Dept of Transportation**4040 Fairview Industrial DR SESalem OR 97302503-798-1808susan.white@odot.oregon.gov • Contact if your project is near or adjacent to ODOT State and National Highways, ROW, or other ODOT owned property. ODOT will review proposed grant project boundaries to ensure avoidance of future park property conversions and other impacts that may result from planned ODOT improvement projects.  | Janine BellequeBoating Facilities Manager**Oregon State Marine Board**435 Commercial Street NESalem OR 97301503-877-7580Janine.Belleque@boat.oregon.gov• Contact if your project is near or at an existing boating access site or if the project creates waterway access. |
| Jon JiningsCommunity Dev. Specialist**Oregon Dept of Land Conservation & Development**1011 SW Emkay STE 108Bend, OR 97702541-325-6928jon.jinings@state.or.us • Contact if a dispute arises between the applicant and Planning Official completing the Land Use Compatibility Statement (LUCS).• Jon will forward your packet to the appropriate Regional Rep. | Kim OgrenPlanning, Collaboration and Investments Manager**Oregon Water Resources Dept**725 Summer St. NE, Suite ASalem OR 97301503-986-0873kim.l.ogren@water.oregon.gov Contact if your project: • changes or requires new water rights,• impacts groundwater levels, or• impacts an Oregon Scenic Waterway. | James Johnson, Land Use & Water Planning CoordinatorNatural Resources Division**Oregon Dept of Agriculture**635 Capitol Street NESalem OR 97301-2532503-986-4706james.johnson@oda.oregon.gov • Contact if your project is located on lands zoned for exclusive farm use or borders other lands involving farm use. Conversion of agricultural lands and compatibility with area farming operations are other reasons to contact. |

Updated 11/29/23 MCowan

***State Agency Contact Memo***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:

TO: (State Natural Resource Agencies)

FROM:

SUBJECT: **Intergovernmental Review** of Proposed Project for which State Grant Assistance is being requested.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attached is a copy of:

1. an **Environmental Checklist,**
2. a **project narrative**,
3. a **project location map**, and
4. a blank **State Agency Review form** for the

 (Project Name/)                 project,

 in (City or County) .

Brief Narrative:

We would appreciate your review of the project and the accompanying documents, as well as completion and return of the enclosed **State Agency Review form** to our agency. If concerns about this project are noted on the form, we will be in contact with the person signing the form to address those concerns.

Thank you!

*INTERGOVERNMENTAL CONSULTATION FORM*

***STATE AGENCY REVIEW***

*A REVIEW OF A PROPOSED OUTDOOR RECREATION PROJECT*

*FOR WHICH STATE GRANT ASSISTANCE HAS BEEN REQUESTED.*

|  |
| --- |
| Project Name: |
| Applicant Agency: |
| Requested Return Date: |

|  |
| --- |
|  |

**To Agency Addressed:** Comment is requested as part of a grant application for a federally funded program. Please reply within 30 days of receipt or notify the sender if additional time is needed. If no response is received, it is assumed that your agency has no comment.

 **STATE AGENCY REVIEW AND COMMENT**

We have reviewed the project notice and have reached the following conclusions on its relationship to our plans and programs:

[ ] It has no effect.

[ ] We have no comment.

[ ] Effects, although measurable, would be acceptable.

[ ] It has adverse effects. (Explain in Remarks Section.)

[ ] We are interested, but require more information to evaluate the proposal.

 (Explain in Remarks Section.)

[ ] Additional comments for project improvement. (Attach if necessary).

**REVIEW AGENCY REMARKS:**

Agency:

Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return to**: *(GRANT APPLICANT - INSERT NAME AND ADDRESS HERE)*