

New Mexico Environment Department

Construction Programs Bureau

State Environmental Review Process (SERP)



Updated July 2018

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**NEW MEXICO ENVIRONMENT DEPARTMENT  
CONSTRUCTION PROGRAMS BUREAU  
STATE ENVIRONMENTAL REVIEW PROCESS  
(Final February 2018)**

**PURPOSE**

This procedure was developed by the New Mexico Environment Department (NMED); Construction Programs Bureau (CPB) to comply with the National Environmental Policy Act (NEPA) review requirements for federally capitalized Clean Water State Revolving Fund (CWSRF) loans and federally funded Special Appropriation Act Project or State and Tribal Assistance Grants (SAAP or STAG). The procedure is based on implementing the regulations for NEPA (40 Code of Federal Regulations [CFR] Parts 6, 25, 35, and 1500) as followed by the Environmental Protection Agency (EPA), and State regulations 20.7.7 NMAC. These regulations govern the NMED State Environmental Review Process (SERP). The SERP regulation can be found at: <http://164.64.110.239/nmac/parts/title20/20.007.0007.htm>.

**IMPLEMENTATION**

Environmental reviews will be conducted for all construction projects receiving assistance from the CWSRF loans and SAAP or STAG grants. The reviews could result in three possible actions. The CPB can (i) recommend granting or denying a Categorical Exclusion (CE) if the action falls into a defined category where little environmental impact is expected, or (ii) prepare a preliminary Environmental Assessment (EA) along with a proposed Finding of No Significant Impact (FONSI), or (iii) find that potential impacts might be significant and direct that an Environmental Impact Statement (EIS) be prepared. These processes are explained in more detail in Attachment 1 - the **NEPA REVIEW PROCESS SUMMARY**. The applicant will be required to prepare a Preliminary Engineering Report (PER) and Environmental Information Document (EID). The PER will be prepared in accordance with USDA RUS Bulletin 1780-2. The bulletin can be found on the NMED website at:

<https://www.env.nm.gov/construction-programs/cpb-forms-and-documents/>

CPB project managers will review the draft PER using the **PER EVALUATION CHECKLIST**. The EID will follow Attachment 3 – the **EID OUTLINE**. CPB project managers will review the draft EID using Attachment 4 - the **NEPA EID EVALUATION CHECKLIST**. The applicant will be required to hold properly noticed public meetings and hearings as appropriate. CPB project managers will, if possible, attend all public hearings. Attachment 5 – the **NEPA COORDINATION/CONSULTATION MAILING LIST** should be used to ensure all appropriate agencies are consulted. The CPB project managers shall review the project mailing list for completeness and assist in agency coordination/consultation.

**CLEAN WATER STATE REVOLVING LOAN FUND**

If a CE has not been requested, CPB will use the EID to prepare an Environmental Assessment (EA) on all CWSRF projects in accordance with the Region 6 Environmental Assessment Outline. CPB will prepare a Finding of No Significant Impact (FONSI) for CWSRF projects, if supported by the EA. CPB will distribute the FONSI as a preliminary finding to the project mailing list and have the funding recipient publish it in a newspaper of general circulation. **A minimum of thirty (30) days will be allowed for comment before further action is taken.** The FONSI and EA may be amended in response to any comments received and the FONSI republished. CPB will prepare a Final Determination letter for the FONSI after the comment

period has closed and all comments have been addressed. The letter will be distributed to the project mailing list.

If based on NMAC 20.7.7.19 it is determined by the responsible official that a project may cause any of the conditions described in that section, then an Environmental Impact Statement (EIS) will be required. The steps required in preparing an EIS are described in NMAC 20.7.7.20.

### **SPECIAL APPROPRIATIONS ACT PROJECT (SAAP) GRANTS AND STATE AND TRIBAL ASSISTANCE GRANTS (STAG)**

For SAAP and STAG grants, NMED will conduct a detailed review by applying the review process as delineated in 40 CFR Part 6, Subpart B, based on the physical and environmental conditions within the project planning area provided by the grantee, or as described in the grantee's EID and the associated PER, and the anticipated environmental consequences associated with the construction of the proposed SAAP/STAG project. After reviewing the environmental documents and determining their adequacy and accuracy, NMED will take one of three actions: (i) make a recommendation for granting or denying a Categorical Exclusion (CE), or (ii) prepare a preliminary EA along with a proposed FONSI and forward them to EPA Region 6, or (iii) suggest the preparation of an Environmental Impact Statement (EIS). The documents prepared by NMED will be in both official hard copy and electronic format. EPA Region 6 will then conduct an independent review and finalize the preliminary EA, if applicable, and subsequently (i) grant or deny a CE, or (ii) prepare and issue a FONSI, or (iii) prepare and issue a Notice of Intent to prepare an original or supplemental EIS and Record of Decision (ROD).

### **DOCUMENTATION**

To document the NEPA review process, CPB project managers shall prepare and maintain the applicable items on Attachment 2 - the **NEPA PROJECT FILE CHECKLIST** in the project files. Project files will be maintained in the CPB office until the project is complete, all final documents have been received, and the project is officially closed. Closed projects will be archived in accordance with CPB and EPA policy.

### **EXISTING ENVIRONMENTAL DOCUMENTS**

Existing environmental documents may be used and referenced in the preparation of the EID and EA. However, information used in a previous assessment must be less than five years old, per 40 CFR 6.200(h), to still be pertinent. Previous assessments conducted by another agency can be incorporated by reference into the current assessment but cannot substitute for a current assessment. CPB will determine whether to reaffirm, supplement, or reassess information that is more than five years old. All referenced materials must be included in the appendix of the EID maintained in the project file.

### **APPEALS**

The issuance of the finalized FONSI/EA and the Final Determination letter are final agency actions subject to review as provided under the laws of New Mexico. Any appeal of a final agency action in this instance may be appealed to the district court pursuant to NMRA Rule 1-075.

## ATTACHMENT 1

### NEW MEXICO ENVIRONMENT DEPARTMENT CONSTRUCTION PROGRAMS BUREAU NEPA REVIEW PROCESS SUMMARY

- 1) Applicant meets with the New Mexico Environment Department, Construction Programs Bureau (CPB) to review the Clean Water State Revolving Fund (CWSRF) loan application process. The applicant will present the scope and nature of the project. The environmental review process will be conducted in light of guidelines developed for the National Environmental Policy Act (NEPA). The CPB review can result in three possible actions: (i) recommend granting or denying a Categorical Exclusion (CE) if the action falls into a defined category where little environmental impact is expected, or (ii) prepare a preliminary Environmental Assessment (EA) along with a proposed Finding of No Significant Impact (FONSI), or (iii) find that potential impacts might be significant and direct that an Environmental Impact Statement (EIS) be prepared.
- 2) Applicant must prepare a preliminary engineering report (PER) in accordance with USDA RUS Bulletin 1780-2 or EPA Region 6 Facilities Plan Guidelines for wastewater projects or a technical memorandum and an Environmental Information Document (EID) for CPB review and approval. A generic EID Outline is attached (Attachment 3). The USDA RUS bulletin is available on the NMED CPB website at:

<https://www.env.nm.gov/construction-programs/cpb-forms-and-documents/>

If applicable to the complexity and scope of the project, the applicant may conduct a Public Scoping Meeting to identify issues of concern, identify a preliminary range of alternatives to be considered, identify potential cooperating agencies, and identify consultation requirements (see 40 CFR 6.203(c)(3)). A notice of the meeting will be mailed to all agencies on the consultation list and other stakeholders, posted as appropriate in the community, and published in a newspaper of general circulation forty-five days in advance of the meeting. The notice shall contain an agenda for the meeting and a description of the purpose (a sample notice is included as Attachment 8). A copy of the notice, certification of publication, and list of posting locations shall be provided to CPB. The applicant shall maintain and provide copies to CPB of a sign-in sheet with names and addresses of attendees to be used for future consultation and included in the project mailing list and provide minutes of the meeting.

- 3) If the proposed project is not complicated, such as minor rehabilitation, it may be eligible for a categorical exclusion (see 40 CFR Part 6.204) from a detailed environmental review. CPB will make a determination as to qualification based on information provided by the applicant. These instances are rare and the applicant should expect to complete a full environmental review.
- 4) The applicant shall actively pursue a consultation/coordination effort to identify all interested parties and obtain comments on the proposed project. The applicant must make a good faith effort to identify potential issues of interest and potentially interested parties. A Coordination Matrix is provided in Attachment 5 for the applicant to complete to help associate issues with interested parties. A copy of the completed matrix shall be provided to CPB for review and comment. Potentially interested parties will be added to the project mailing list. A sample comment/consultation letter (Attachment 6) and guidelines for a

project summary (Attachment 9) are provided in this package. **A draft letter and project summary sheet must be provided for CPB review and approval before it is distributed by the applicant.**

- 5) The applicant must comply with the consultation processes required by Section 106 of the National Historic Preservation Act (see 36 CFR Part 800), particularly the consultation with Native American Indian tribes, and Section 7 of the Endangered Species Act (see 50 CFR Part 402). Tribal contacts have been provided in the NEPA Coordination/Consultation Mailing List and a Coordination Tracking Table (included in Attachment 5) must be maintained to document when written notices were sent, when follow up telephone calls were made, and what comments were received. A sample tribal comment/consultation letter (Attachment 7), County-by-County Tribal List (Attachment 8) and guidelines for a project summary (Attachment 9) are provided in this package. **Tribal consultation letters must be on NMED letterhead and the consultation letter signed by the Cabinet Secretary.** Tribal consultation letters need only be sent to those tribes listed in the County in which the project will be constructed (see Attachment 8). A draft letter and project summary sheet will be prepared by applicant and sent to the CPB Project Manager (PM). The CPB PM will route consultation letter for signature by the Cabinet Secretary, mail out consultation letters and provide copies to the applicant. CPB PM will coordinate tracking and follow up with tribes and share responses with the applicant.
- 6) Applicant shall complete a draft PER and EID. To the maximum extent possible, the PER/EID shall strive to mitigate concerns and impacts identified in the public meeting and consultation/coordination process. Mitigation measures shall be clearly identified in the EID. The draft PER and EID shall be submitted to CPB for review and comment.
- 7) Applicant shall conduct a Public Scoping Meeting, if deemed necessary, and at least one Public Hearing to review the draft PER/EID (see 40 CFR 25.5). A notice of the public hearing will be mailed to all agencies and tribes on the consultation list and all parties on the project mailing list, posted as appropriate in the community and surrounding area, **and published in a newspaper of general circulation forty-five days (may be reduced to no less than thirty days with CPB approval) in advance of the hearing. The notice shall contain an agenda for the hearing and a description of the purpose (a sample notice is included as Attachment 9). A copy of the notice, certified affidavit of publication, and list of posting locations shall be provided to CPB.** The applicant shall maintain and provide copies to CPB of a sign-in sheet with names and addresses of attendees, provide a transcript of the hearing, and prepare a responsiveness summary (see Attachment 10) of the comments received and action taken to address those comments (see 40 CFR 25.8).
- 8) The applicant shall revise the PER/EID to incorporate comments from CPB, the consultation/coordination process, and the Public Hearing. The final PER/EID shall be submitted to CPB for review and approval.
- 9) Upon approval of the EID, CPB will prepare an Environmental Assessment based upon the information provided by the applicant.
- 10) If CPB determines, through the environmental assessment process, that the proposed CWSRF project will have no significant impacts, a preliminary Finding of No Significant Impact (FONSI) will be prepared, distributed to the project mailing list, and published in a newspaper of general circulation in the project area. The notice will state the intention to approve the PER/EID, outline the preliminary determination, and provide a minimum of 30 days for comment in agreement or disagreement with the finding. *(For SAAP/STAG projects, CPB will prepare a draft EA and FONSI for EPA Region 6. EPA will independently review, issue the NEPA documents, and make a determination as to the appropriate action.)* If a FONSI is not supported, an Environmental Impact Statement (EIS) must be prepared.



- 11) At the conclusion of the comment period, CPB will address all comments received in the final EA. If the FONSI is still supported, CPB will issue a notice of Final Determination regarding the FONSI and approval of the EA. The notice will be distributed to the project mailing list. If the FONSI cannot be supported, CPB will issue a notice that an EIS must be prepared.
- 12) Parties wishing to contest the final determination of CPB may appeal. The issuance of the finalized FONSI/EA and Final Determination letter are final agency actions subject to review as provided under the laws of New Mexico.
- 13) The CPB project managers will document the NEPA review process recording events, as applicable, on the NEPA Project File Checklist and maintain the record in the project files. Project files will be maintained in the CPB office until the project is complete, all final documents have been received, and the project is officially closed. Closed projects will be archived in accordance with CPB and EPA policy.

**ATTACHMENT 2**

**NEW MEXICO ENVIRONMENT DEPARTMENT  
CONSTRUCTION PROGRAMS BUREAU  
NEPA PROJECT FILE CHECKLIST**

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Manager (PM): \_\_\_\_\_

DOCUMENT	DATE	PM
Notice of Public Scoping Meeting		
Affidavit of Publication of Meeting Notice		
List of Meeting Posting Locations		
Minutes of Public Scoping Meeting		
Attendance Sign-in Sheet for Public Scoping Meeting		
Public Meeting Responsiveness Summary		
Project Mailing List		
Draft PER/EID		
NMED comment letter on draft PER/EID		
Notice of Public Hearing		
Affidavit of Publication of Hearing Notice		
List of Hearing Posting Locations		
Transcript of the Public Hearing		
Attendance Sign-in Sheet for Public Hearing		
Public Hearing Responsiveness Summary		
Final Facility PER/EID		
NMED Environmental Assessment		
FNSI - NMED or EPA prepared		
Concurrence letter from SHPO for NHPA		
Concurrence letter from USFWS for ESA		
Affidavit of Publication of FNSI		
NMED Final Determination Letter		



**ATTACHMENT 3**  
**NEW MEXICO ENVIRONMENT DEPARTMENT**  
**CONSTRUCTION PROGRAMS BUREAU**  
**ENVIRONMENTAL INFORMATION DOCUMENT (EID) OUTLINE**

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1.2	Purpose and Need for Project	3.11	Other Resources
2.0	ALTERNATIVES (include proposed action)	3.11.1	Public Health & Safety
2.1	Alternative A - No Action	3.11.2	Energy
2.2	Alternative B - Preferred Action	3.11.3	Transportation
2.3	(etc.)	3.11.4	Visual Impacts
3.0	AFFECTED ENVIRONMENT/ ENVIRONMENT CONSEQUENCES	3.11.5	Noise
3.1	Environmental Setting	3.12	Cumulative Impacts
3.2	Land Use	4.0	SUMMARY OF MITIGATION MEASURES
3.2.1	General Land Use	4.1	Physical Resources Measures
3.2.2	Growth and Population Trends	4.2	Biological Resource Measures
3.2.3	Important Farmland	4.3	Threatened and Endangered Species Measures
3.2.4	Soils	4.4	Socioeconomic/Environmental Justice Measures
3.2.5	Formally Classified Lands	4.5	Archeological, Cultural, and Historic Resources Measures
3.3	Floodplains	4.6	Environmentally Sensitive Areas
3.4	Wetlands	4.7	Other Resources
3.5	Water Resources	4.8	Cumulative Impact Measures
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3.7	Air Quality	5.3	Responsiveness Summary
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3.8.1	Vegetation		
3.8.2	Wildlife		
3.8.3	Threatened and Endangered Species		

# ENVIRONMENTAL INFORMATION DOCUMENT

for  
**{Community}**  
**{County}, New Mexico**

**Project No. ~~~~**

**{Date}**

*{Brief Descriptive Project Title}*

**Total Estimated Project Cost: \$ ~~~~ and list of agencies that may provide funding.**

## 1.0 PURPOSE AND NEED FOR PROJECT

*{Describe the conditions that create a need for the project and how the project will meet this need. Reference 40 CFR 6.205(e) (1) (i)}*

### 1.1 Project Description.

*{Summarize facility improvement and construction activities, include location and vicinity map}*

### 1.2 Purpose and Need for Project.

*{Establish the underlying purpose of the proposed project. This will be the basis for evaluating the reasonable and practical alternatives.}*

## 2.0 ALTERNATIVES

*{Describe in detail each alternative considered, even if eliminated. Reference 40 CFR 6.205(e) (1) (ii). The discussion should include engineering design alternatives, siting locations, and system capacities and should refer back to the PER for a full explanation of the alternatives and their evaluation.}*

### 2.1 Alternative A - No Action.

*{This is the baseline against which other alternatives are judged. Consequences of no action should be described.}*

### 2.2 Alternative B - Preferred Action

### 2.3 (etc.)

## 3.0 AFFECTED ENVIRONMENT/ENVIRONMENTAL CONSEQUENCES

*{Describe the existing environment as it relates to each topic in the project area. Reference 40 CFR 6.205(e) (1) (iii) and (iv) Discuss environmental consequences of the proposed action as they relate to the preferred alternative. The discussion should consider physical, legal, and institutional constraints; flow and waste reduction measures such as inflow/infiltration reduction and pretreatment; appropriate water conservation measures; alternative waste management techniques such as reuse, individual systems, and land application; appropriate energy reduction measures; improving effluent quality through operation and maintenance; construction phasing; multiple uses such as recreation and open space; alternative methods for managing sludge; environmental benefit; and capital and operating costs as they relate to this specific project. Only discuss those that are applicable.*

*Discuss the relationship between short-term benefits of this project and the long-term impact on preserving and enhancing the environmental resources, including commitment of any irreversible and irretrievable resources. The discussion should clearly state the reason(s) for rejecting any alternatives. The impacts and potential environmental consequences on the following topics should be discussed for the preferred alternative. Mitigation measures for any impacts identified should be detailed.}*

3.1 Environmental Setting.

*{Briefly summarize the setting for the project, including, but not limited to, such things as general location, geology, soil types, water resources, climate, history, population characteristics, and economy as appropriate.}*

3.2 Land Use

3.2.1 General Land Use.

*{This should include present zoning and use of the proposed project area, total land area required for the project, and homes and businesses that may be affected. Consider displacing population or altering the character of existing residential areas. See 40 CFR 6.204(b) (7)}*

3.2.2 Growth and Population Trends

*{This section should describe historic and expected population growth that could affect the project. The rationale and justification for the projections of growth should be clearly described and referenced.}*

3.2.3 Important Farmland.

*{Consult with **NRCS** to determine if soils have been classified as prime farmlands, prime rangelands, or prime forest land. Discuss how the proposed project will affect these lands. See 40 CFR 6.204(b) (5)}*

3.2.4 Soils.

*{Discuss soil types and how the proposed project will affect erosion and disturbance of the area.}*

3.2.5 Formally Classified Lands.

*{These lands include national parks, landmarks, historic sites, wilderness areas, wildlife refuges, wild and scenic rivers, grasslands, state parks, and Native American owned lands. Identify any of these lands that may exist in the project area and discuss the impacts from the proposed project. See 40 CFR 6.204(b) (5)}*

3.3 Floodplains.

*{Consult with the **Federal Emergency Management Agency (FEMA)** local **floodplain administrator**, State Floodplain coordinator within the Office of Emergency Management, and FEMA floodplain panels to determine whether the project is within a floodplain and the potential impacts. See EO 11988}*

3.4 Wetlands.

*{Consult with the **U.S. Army Corps of Engineers** to determine if wetlands exist in the project area and what impacts the project will have on them. See EO 11990}*

3.5 Water Resources

3.5.1 Surface Water.

*{Consult with **NMED Surface Water Quality and/or Drinking Water Bureaus** to determine stream standards, consider both quality and quantity and any applicable impacts to Drinking Water sources.}*

- 3.5.2 Ground Water.  
*{Consult with **NMED Groundwater Quality and/or Drinking Water Bureaus** and State Engineer Office and address both quantity and quality issues.}*
- 3.6 Coastal Resources.  
*{See 40 CFR 6.204(b) (5). Acknowledge that coastal resources were addressed in the review, but do not apply in New Mexico}*
- 3.7 Air Quality.  
*{See 40 CFR 6.204(b) (6). Consult with the **NMED Air Quality Bureau**. Determine if any population projections have been prepared for the project area as part of the State Implementation Plan and, if so, include those projections. Evaluate direct and indirect emissions and their impact on air quality. For projects located in an air nonattainment or maintenance area, provide necessary air emissions data to allow EPA to make a general conformity determination under 40 CFR Part 93 for consistency with the New Mexico Air State Implementation Plan.}*
- 3.8 Biological Resources
- 3.8.1 Vegetation.  
*{Describe vegetation in the proposed project area and potential effects. Discuss requirements for clearing, short and long term effects, and any future maintenance practices.}*
- 3.8.2 Wildlife.  
*{Describe fish and wildlife resources in the project area. Discuss short and long term impacts. See 40 CFR 6.204(b) (5)}*
- 3.8.3 Threatened and Endangered Species.  
*{Consult with **U.S. Fish & Wildlife Service and State Game & Fish** to identify listed species in the proposed project area. Discuss not only direct impacts on the species, but also impacts on critical habitat. Coordinate with Fish & Wildlife to obtain a no impact letter or to develop mitigation measures. See 40 CFR 6.204(b) (3) and 50 CFR 402}*
- 3.9 Archeological, Cultural, and Historic Resources.  
*{Consult with the **State Historic Preservation Officer** to identify registered site within the proposed project area. Conduct field studies as required. Coordinate with SHPO to obtain a no impact letter or to develop mitigation measures. See 36 CFR 800 and 40 CFR 6.204(b) (4)}*
- 3.10 Socioeconomic/ Environmental Justice
- 3.10.1 Socioeconomic Issues.  
*{Describe present socioeconomic conditions and how the proposed project may impact them. Include cost of connection and user fees and relate to income levels in the project area and potential impacts. Impacts could be beneficial or adverse.}*

3.10.2 Environmental Justice. See EO 12898 and 40CFR6.204(b)(2)

To generate the necessary EJ maps to support the Environmental Justice assessment, the use of EJSCREEN or the most recent EJ mapping tool available through the Environmental Protection Agency is necessary. It can be found at <http://ejscreen.epa.gov/mapper> Instructions for the EJSCREEN can be found at <http://www2.epa.gov/ejscreen>

*Send in with CE or EA/FNSI request*

3.11 Other Resources

3.11.1 Public Health and Safety.

*{Describe any existing permits and the compliance status and discuss safety issues such as traffic control.}*

3.11.2 Energy.

*{As appropriate, consider energy consumption and any special needs.}*

3.11.3 Transportation.

*{As appropriate, consider effects of proposed project on transportation facilities such as highways, railroads, and airports.}*

3.11.4 Visual Impacts.

*{As appropriate, consider effects on visual and aesthetic resources such as scenic vistas and skylines. Mitigation measures could include landscaping and architectural designs.}*

3.11.5 Noise.

*{As appropriate, consider construction and operation of the proposed project on noise sensitive areas.}*

3.12 Cumulative Impacts.

*{Discuss any irreversible or irretrievable commitments of resources to the proposed project. Identify whether the proposed project can induce growth and have secondary impacts such as increased water demand or increased generation of wastewater and the consequences. Are there impacts that result from the interaction of this project with other past, present, or future activities in the area?}*

4.0 SUMMARY OF MITIGATION MEASURES

*{List and describe all mitigation measures identified in Section 3, how they will reduce the impact to less than significant level, and how they will be implemented, include both structural and nonstructural measures. See 40 CRF 6.205(e) (3)}*

4.1 Physical Resources Measures.

*{Includes land, water, and air resources}*

4.2 Biological Resource Measures

4.3 Threatened and Endangered Species Measures

- 4.4 Socioeconomic/Environmental Justice Measures
- 4.5 Archeological, Cultural, and Historic Resources Measures
- 4.6 Environmentally Sensitive Areas
  - {Includes farmlands, classified lands, floodplains, and wetlands.}*
- 4.7 Other Resources
- 4.8 Cumulative Impact Measures
- 5.0 CONSULTATION, COORDINATION, AND PUBLIC INVOLVEMENT
  - 5.1 Agencies Consulted
    - {List all agencies consulted and include example of letter(s) used. Include all responses in an Appendix. Include a log that documents when letters were sent, responses received, and follow-up contact made. Written responses must be received from all applicable cross cutting agencies. Comments indicating a significant impact must be addressed in Section 3 with mitigation measures summarized in Section 4.*

*The list must include the following:*

- *New Mexico Office of Cultural Affairs, State Historic Preservation Office*
- *Applicable Tribal Contacts*
- *U.S. Department of Interior - National Park Service, Intermountain Region*
- *U.S. Department of Interior - Fish and Wildlife Service, New Mexico Ecological Services Field Office*
- *New Mexico Department of Game and Fish, Conservation Services Division*
- *New Mexico Energy, Minerals, and Natural Resources Department, Forestry Division*
- *U.S. Army Corps of Engineers - Albuquerque District, Regulatory Branch*
- *U.S. Department of Agriculture - Natural Resources Conservation Service, New Mexico State Office*
- *New Mexico Environment Department, Environmental Impact Review Coordinator*
  - *New Mexico Environment Department, Surface Water Quality Bureau*
  - *New Mexico Environment Department, Ground Water Quality Bureau*
  - *New Mexico Environment Department, Drinking Water Bureau*
  - *New Mexico Environment Department, Air Quality Bureau (Projects located in air non-attainment or maintenance areas require Federal general conformity determination. Appropriate air emissions information will be required for EPA to perform the determination.)*
- *U.S. Environment Protection Agency, Region VI, Air Planning Section (Consultation is only required for projects located in air non-attainment or maintenance areas.)*
- *U.S. Environment Protection Agency, Source Water Protection Branch/Groundwater Section (Must be consulted for projects located over a sole source aquifer.)*
- *New Mexico Office of the State Engineer*
- *New Mexico Department of Transportation*
- *Federal Emergency Management Agency, Region VI*
- *Local Flood Plain Administrator*

*Additionally the following contacts may be necessary:*

- *New Mexico Environment Department, Solid Waste Bureau*
- *Local officials such as city and county governments*
- *Irrigation District (such as MRGCD, EBID, etc.)*
- *Any other Local Special Interest Groups or Neighborhood Associations*
- *Sierra Club, Forest Guardians, and other environmental groups*
- *United States EPA Office of Environmental Justice, Tribal and International Affairs*

5.2 Public Involvement

*{Include public notice, meeting minutes, project mailing list, and transcripts as an appendix}*

5.3 Responsiveness Summary

*{Summarize comments received from the public involvement process and describe the modifications to the PER/EID to accommodate the comments. See 40 CFR 25.8}*

6.0 REFERENCES

*{List all reference used in preparation of the document. When sources are quoted or referred to, they should be properly annotated in the document.}*

**ALL REFERENCES WILL BE AVAILABLE FOR REVIEW IN THE COMMUNITIES OFFICES.**



**ATTACHMENT 4**

**NEW MEXICO ENVIRONMENT DEPARTMENT  
CONSTRUCTION PROGRAMS BUREAU  
NEPA EID EVALUATION CHECKLIST**

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Manager (PM): \_\_\_\_\_

(Y = yes, N = no, N/A = not applicable)

ITEM	Y, N, N/A	COMMENT
<b>1.0 PURPOSE AND NEED FOR PROJECT</b>		
1.1 Is the proposed action clearly described in sufficient detail so the potential impacts can be identified?		
1.1 As appropriate, is the project description written broadly enough to encompass future modifications?		
1.2 Does the statement of purpose clearly define the need for the project?		
1.2 Is the statement of purpose written so that it does not inappropriately narrow the range of reasonable alternatives?		
<b>2.0 ALTERNATIVES</b>		
2.0 Does the EID address an appropriate range of reasonable alternatives?		
2.0 If there are alternatives that appear obvious or have been identified by the public, but are not analyzed, does the EID explain why they were excluded from consideration?		
2.1 Does the EID include the "NO ACTION" alternative described in sufficient detail so that its scope is clear and the potential impacts can be identified?		
2.1 If appropriate, does the NO ACTION alternative discuss legal ramifications of no action		
2-- If appropriate, does the EID discussion of alternatives include: Physical/legal and institutional constraints? Any other comments regarding alternatives?		

ITEM	Y, N, N/A	COMMENT
Does the PER adequately state the reason(s) for ranking and rejecting alternatives? Does the PER contain an adequate analysis of each alternative performed to clearly describe benefits and impacts?		
<b>3.0 AFFECTED ENVIRONMENT/ ENVIRONMENTAL CONSEQUENCES</b>		
3.1 Environmental Setting - Overall, is the affected environment adequately described?		
3.2 Land Use – Does the EID address general land use, population projections, important farm and range lands, soils, and formally classified lands such as national parks and wild and scenic rivers? Are mitigation measures described as needed?		
3.3 Floodplains – Does the EID document coordination with the floodplain administrator and identify whether the proposed project is within a floodplain? Are mitigation measures described as needed?		
3.4 Wetlands – Does the EID document coordination with the U.S. Army Corps of Engineers to determine if wetlands exist in the proposed project area? Are mitigation measures described as needed?		
3.5 Water Resources - including NPDES permits, DP's, 404 permits, etc. Does the EID document consultation with NMED DWB, GWQB, & SWQB's and SEO for surface and ground water quality and quantity? Are mitigation measures described as needed?		
3.6 Coastal Resources		
3.7 Air Quality – Does the EID document coordination with NMED AQB regarding ambient air quality standards compliance and population projections for the State Implementation Plan? Are emissions data for projects located in an air nonattainment or maintenance area included? Are mitigation measures described as needed?		

ITEM	Y, N, N/A	COMMENT
3.8 Biological Resources – Does the EID adequately describe existing vegetation and wildlife? Does the EID document coordination with U.S. Fish & Wildlife and State Game & Fish to identify listed species in the proposed project area? Does the EID document a no impact finding from Fish & Wildlife or appropriate mitigation measures?		
3.9 Archeological, Cultural, and Historic Resources – Does the EID document coordination with SHPO? Does the EID document consultation and follow up with Indian tribes? Have required field studies been completed? Does the EID document a no impact finding from SHPO or appropriate mitigation measures?		
3.10 Socioeconomic/ Environmental Justice – Does the EID adequately describe socioeconomic conditions. Does the EID document adequately analyze the environmental justice factors? Are mitigation measures needed and if so are they described?		
3.11 Other Resources – including public health & safety, energy, transportation, visual impacts, and noise. Does the EID adequately address these issues? Are mitigation measures described as needed?		
3.12 Cumulative Impacts – Does EID adequately address secondary and cumulative impacts? Are mitigation measures described as needed?		
<b>4.0 SUMMARY OF MITIGATION MEASURES</b>		
4.1 Are mitigation measures specifically listed for : Physical resources		
4.2 Biological Resources		
4.3 Threatened & Endangered Species		
4.4 Socioeconomic/ Environmental Justice		
4.5 Archeological, Cultural, and Historic Resources		
4.6 Environmentally Sensitive Areas		

ITEM	Y, N, N/A	COMMENT
4.7 Other Resources		
4.8 Cumulative Impacts		
<b>5.0 CONSULTATION, COORDINATION, &amp; PUBLIC INVOLVEMENT</b>		
5.1 Are the agencies contacted for consultation clearly identified, including Tribal where appropriate?		
5.1 Is a sample consultation letter or other notice included along with a mailing list?		
5.1 Are responses included from all agencies contacted?		
5.1 Does the EID contain a contact log documenting when letters were sent, responses received, and follow-up contacts made?		
5.2 Are the minutes and/or transcripts of public meetings and hearing included?		
5.3 Does the EID include a Responsiveness Summary for all public hearings?		
<b>OVERALL CONSIDERATIONS</b>		
Is the EID easy to follow, technical terms defined, logical transitions, etc.?		
Are consistent references and terms used throughout the document?		
Are the references complete and adequate for the document?		
Other –		

## ATTACHMENT 5

### NEW MEXICO ENVIRONMENT DEPARTMENT CONSTRUCTION PROGRAMS BUREAU NEPA COORDINATION/CONSULTATION MAILING LIST

Consultation and coordination with public agencies and other stakeholders is **required**. The EID will not be considered complete without documentation of such coordination. As outlined in the November 5, 2013 memo from USEPA Headquarters (included in Attachment 5 after the contact mailing list), if the State SRF staff performs an internal analysis and conclusively determines that the proposed project has no potential impact on a related federal cross-cutting authority then it is not necessary to consult with the agency responsible for that cross-cutter. This analysis must be written by the project manager and be saved in the project file with the other NEPA documents. Written responses must be received from all applicable cross cutting agencies. The following list is provided as a starting point for the coordination process, but should not be considered complete. Local officials and other interest groups should be identified and included in the project mailing list as developed in the Coordination Matrix.

*Contact the Historic Preservation Division to determine whether the proposed project will affect any cultural, archeological, or historic resources, including properties listed on the National Register of Historic Places. They are also responsible for Section 106 Consultation and can assist with identification of tribes that have an interest in the project area. A county-by-county working list of the appropriate tribal contacts is contained on their website at: <http://www.nmhistoricpreservation.org/outreach/native-american-consultations.html>. They will require the information outlined in the Project Summary Sheet to complete their review which is elaborated on their website at: <http://www.nmhistoricpreservation.org/programs/review-compliance/section-106.html>. A letter of no impact or required mitigation measures must be included in the EID:*

1. Director  
New Mexico Historic Preservation Division -  
Department of Cultural Affairs  
407 Galisteo Street, Suite 236  
Santa Fe, NM 87501  
phone 505-827-6320, fax 505-872-6338  
<http://www.nmhistoricpreservation.org/>

*Contact the Natural Resource Office of the National Park Service to determine the existence and location of areas designated as national natural landmarks (<http://www.nature.nps.gov/nnl/state.cfm?State=NM>), wilderness areas (<http://www.wilderness.net/NWPS/stateView?state=NM>) and wild and scenic rivers (<http://www.rivers.gov/new-mexico.php>) that must be addressed as part of the environmental review. Also contact the Natural Resource Office to coordinate data recovery and preservation activities when the proposed project may cause irreparable loss or destruction of significant scientific, prehistoric, historic, or archeological data. Guideline NPS-28 outlines the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation:*

U.S. Department of Interior - National Park Service  
Intermountain Region  
12795 Alameda Pkwy  
Denver, CO 80225  
phone 303-969-2500  
email [IMRextrev@nps.gov](mailto:IMRextrev@nps.gov) – please send all correspondence by email

Contact the Fish and Wildlife Service to obtain an opinion of the proposed projects impact on fish and wildlife and on threatened and endangered species per Section 7 of the Endangered Species Act. A letter of no impact or required mitigations from the USFWS measures **must** be included in the EID. If the agency makes a “no effect” determination, then consultation is not necessary. If CPB determines that there may be an effect to species or habitat, then informal consultation is required, as is a concurrence letter from USFWS. If there are significant adverse effects from a project, then a Biological Opinion is required from the USFWS resulting from Section 7 formal consultation.

2. U.S. Department of Interior - Fish and Wildlife Service  
New Mexico Ecological Services Field Office  
2105 Osuna Rd NE  
Albuquerque, NM 87113-1001  
phone 505-346-2525, fax 505-346-2542  
<http://www.fws.gov/southwest/es/NewMexico/>

*The New Mexico Game and Fish Department and the New Mexico Energy, Minerals and Natural Resources Department, Forestry Division should also be contacted to determine if any State listed species will be affected.*

3. New Mexico Department of Game and Fish  
Conservation Services Division  
P.O. Box 25112  
Santa Fe, NM 87504  
phone 505-476-8000  
<http://www.wildlife.state.nm.us/conservation/wildlife-species-information/>
4. New Mexico Energy, Minerals, and Natural Resources Department  
Forestry Division  
1220 S. St. Francis Drive – PO Box 1948  
Santa Fe, NM 87505-1948  
phone 505-476-3325 fax 505-476-3330  
<http://www.emnrd.state.nm.us/SFD/ForestMgt/Endangered.html>

*The Corps of Engineers must be consulted regarding wetlands determination and floodplain management. They are responsible for issuing 404 permits for any work in the waterways:*

5. U.S. Army Corps of Engineers - Albuquerque District  
Regulatory Branch  
4101 Jefferson Plaza NE  
Albuquerque, NM 87109-3435  
phone 505-342-3374, fax 505-344-1461  
<http://www.spa.usace.army.mil/Missions/RegulatoryProgramandPermits.aspx>

*The Natural Resources Conservation Service should be consulted to determine whether prime farmlands exist in the project area and may be adversely affected. The Conservation Service uses Form AD-1006 (10-83), Farmland Conversion Impact Rating, as a tool for considering impacts to prime farmland. They also publish a Prime Farmland Survey that lists prime farmland by county according to soil type:*

6. State Conservationist  
U.S. Department of Agriculture - Natural Resources Conservation Service  
New Mexico State Office  
6200 Jefferson NE  
Albuquerque, NM 87109-3734  
phone 800-410-2067 fax 855-538-6003  
<http://www.nrcs.usda.gov/wps/portal/nrcs/site/nm/home/>

*The New Mexico Environment Department Environmental Impact Review Coordinator should be contacted for all projects in New Mexico. All other NMED Bureaus contacted should be done so by courtesy copy (cc) to the Bureau of the letter to the Coordinator:*

7. Environmental Impact Review Coordinator  
New Mexico Environment Department – Office of General Counsel  
P.O. Box 5469  
Santa Fe, NM 87502-5469  
phone 505-827-2855

*The Surface Water Quality Bureau (SWQB) should be contacted to regard any discharges to surface water, including non-point source and temporary discharges such as dewatering operations and erosion control requiring a Storm Water Pollution Prevention Plan (SWPPP) when five (5) or more acres will be disturbed. The SWQB must concur with Corps of Engineer 404 permits and certify that water quality will not be adversely affected. They also evaluate plans for land application of sewage sludge to determine compliance with EPA Part 503 regulations and for compliance with Section 208 Planning:*

- a. cc: Chief  
New Mexico Environment Department  
Surface Water Quality Bureau  
P.O. Box 5469  
Santa Fe, NM 87502-5469  
phone 505-827-0187 fax 505-827-0160  
<https://www.env.nm.gov/swqb/>

*The Ground Water Quality Bureau (GWQB) should be consulted whenever waste discharges might affect ground water quality. They are responsible for issuing permits (Discharge Permits) for facilities that discharge to the ground water:*

- b. cc: Chief  
New Mexico Environment Department  
Ground Water Quality Bureau  
P.O. Box 5469  
Santa Fe, NM 87502-5469  
phone 505-827-2900 fax 505-827-2965  
<https://www.env.nm.gov/gwb/>



*The Drinking Water Bureau (DWB) should be consulted whenever community water systems are involved in the project. They are responsible for reviewing and approving all modifications to a community water supply system:*

- c. cc: Chief  
New Mexico Environment Department  
Drinking Water Bureau  
P.O. Box 5469  
Santa Fe, NM 87502-5469  
phone 877-654-8720  
<https://www.env.nm.gov/dwb/index.htm>

*The Solid Waste Bureau (SWB) should be consulted whenever solid waste facilities are involved in the project. They are responsible for ensuring that solid waste is managed in such a way as to minimize impact on the environment and public health:*

- d. cc: Chief  
New Mexico Environment Department  
Solid Waste Bureau  
P.O. Box 5469  
Santa Fe, NM 87502-5469  
phone 505-827-0197 fax 505-827-2902  
<https://www.env.nm.gov/swb/>

*The Air Quality Bureau is responsible for determining compliance with the State Air Quality Implementation Plan (SIP) and will review the proposed project for changes in air quality. Of particular concern is consistency of population projections in the SIP and the PER: Projects located in air non-attainment or maintenance areas require Federal general conformity determination. Appropriate air emissions information will be required for EPA to perform the determination.*

- e. cc: Chief  
New Mexico Environment Department  
Air Quality Bureau  
525 Camino de los Marquez  
Suite #1  
Santa Fe, NM 87505-1816  
phone 505-476-4300 fax 505-476-4375  
<https://www.env.nm.gov/aqb/>

*The EPA Air Planning Section is responsible for reviewing and approving a “general conformity applicability analysis” and determining regulation requirements. Consultation is only required for projects located in air non-attainment or maintenance areas:*

- 8. Air Planning Section (6PD-L)  
Multimedia Planning and Permitting Division  
EPA Region 6  
1445 Ross Avenue, Suite 700  
Dallas, TX 75202-2733  
phone 214-665-2200

*The Office of the State Engineer is responsible for administering all water rights within the State of New Mexico. Land application of wastewater may affect return flow credits and the State Engineer should be consulted. The Engineer also reviews dam design and construction:*

9. State Engineer  
New Mexico Office of the State Engineer  
PO Box 25102  
Santa Fe, NM 87504-5102  
phone 505-827-6091 fax 505-827-3806  
<http://www.ose.state.nm.us/>

*The NMSHTD must review and approve projects that could impact state highways or require permits for construction within their right-of-way:*

10. New Mexico Department of Transportation  
Environmental Design Bureau  
P.O. Box 1149  
Santa Fe, NM 87504-1149  
phone 505-827-5100 fax 505-827-5469  
[http://dot.state.nm.us/en/Program\\_Management.html#EDS](http://dot.state.nm.us/en/Program_Management.html#EDS)

*The Federal Emergency Management Agency (FEMA) should be contacted to determine if projects are located within floodplains:*

11. Federal Emergency Management Agency  
Region VI  
FRC 800 N. Loop 288  
Denton, TX 76209-3698  
phone 940-898-5399  
<https://www.fema.gov/region-vi-arkansas-louisiana-new-mexico-oklahoma-texas>

*The Environmental Protection Agency, Source Water Protection Branch must be contacted for projects located over a sole source aquifer:*

12. U.S. Environment Protection Agency Region 6  
Source Water Protection Branch/Groundwater Section (6WQ-SG)  
1445 Ross Avenue, Suite 1200  
Dallas, TX 75202-2733  
phone 214-665-2200

*The Environmental Protection Agency has over-sight responsibilities for the CWSRF loan program and final approval of environmental reviews. They may not need to be consulted but must be included in the mailing list for NEPA decision documents.*

13. U.S. Environment Protection Agency Region 6  
Office of Planning and Coordination  
1445 Ross Avenue, Suite 1200  
Dallas, TX 75202-2733  
phone 214-665-2200

*Other Local (Project Specific) Contacts:*

14. Local Flood Plain Administrator **must** be contacted, and comments recorded.
15. Local officials such as city and county governments
16. Irrigation District (such as MRGCD, EBID, etc.)
17. Any other Local Special Interest Groups or Neighborhood Associations
18. Sierra Club, Forest Guardians, and other environmental groups

*The National Historic Preservation Act requires notification of American Indian tribes that may have occupied or have historical ties to the project area. The New Mexico Historic Preservation Division maintains a county-by-county working list for determining which Native American Indian tribes want to be consulted for proposed projects in various geographic parts of New Mexico and contact information for pueblos and reservations are available for download from the New Mexico Historic Preservation Division Native American Consultations website at <http://www.nmhistoricpreservation.org/outreach/native-american-consultations.html>*

### **Tribal Contacts**

1. Pueblo of Acoma  
PO Box 309  
Acoma, NM 87034  
505-552-6604  
<http://www.puebloofacoma.org>
2. Pueblo of Cochiti  
PO Box 70  
Cochiti Pueblo, NM 87072  
505-465-2244  
<http://www.pueblodecochiti.org/>
3. Pueblo of Isleta  
PO Box 1270  
Isleta Pueblo, NM 87022  
505-869-3111  
<http://www.isletapueblo.com/>
4. Pueblo of Jemez  
PO Box 100  
Jemez Pueblo, NM 87024  
575-834-7359  
<http://www.jemezpueblo.org/>
5. Pueblo of Laguna  
PO Box 194  
Laguna Pueblo, NM 87026  
505-552-6654  
<http://www.lagunapueblo-nsn.gov/>
6. Pueblo of San Felipe  
PO Box 4339  
San Felipe, NM 87001  
505-867-3381
7. Pueblo of Santa Ana  
2 Dove Road  
Santa Ana Pueblo, NM 87004  
505-867-3301  
<http://www.santaana-nsn.gov/>
8. Pueblo of Santo Domingo  
PO Box 99  
Santo Domingo Pueblo, NM 87052  
505-465-2214  
<http://www.santodomingotribe.com/>
9. Pueblo of Sandia  
481 Sandia Loop  
Bernalillo, NM 87004  
505-867-3317  
<http://www.sandiapueblo.nsn.us/>
10. Pueblo of Zia  
135 Capitol Square Dr  
Zia Pueblo, NM 87053-6013  
505-867-3304  
[http://zia.com/home/zia\\_info.html](http://zia.com/home/zia_info.html)
11. Pueblo of Zuni  
PO Box 339  
Zuni, NM 87327  
505-782-7022  
<http://www.ashiwi.org/>
12. Pueblo of Nambe  
Route 1, Box 117-BB  
Santa Fe, NM 87506  
505-455-2036  
<http://nambepueblo.org/>
13. Pueblo of Picuris  
P.O. Box 127  
Penasco, NM 87553  
575-587-2519
14. Pueblo of Pojoaque  
78 Cities of Gold Road  
Santa Fe, NM 87506  
505-455-3334  
<http://pojoaque.org/>

15. Pueblo of San Ildefonso  
02 Tunyo Po  
Santa Fe, NM 87506  
505-455-2273  
<http://www.sanipueblo.org/>
16. Ohkay Owingeh (Pueblo of San Juan)  
PO Box 1099  
San Juan Pueblo, NM 87566  
505-852-4400
17. Pueblo of Santa Clara  
PO Box 580  
Española, NM 87532  
505-753-7330
18. Pueblo of Taos  
PO Box 1846 Taos, NM 87571  
575-758-9593  
<http://taospueblo.com/>
19. Pueblo of Tesuque  
Route 42, Box 360-T  
Santa Fe, NM 87506  
505-955-7732
20. Jicarilla Apache Nation  
PO Box 507  
Dulce, NM 87528  
575-759-3242  
<http://hrjicarilla.com/index.php/page/home>
21. Mescalero Apache Tribe  
PO Box 227  
Mescalero, NM 88340  
575-464-4494  
<http://mescaleroapachetribe.com/>
22. Navajo Nation  
P.O. Box 7440  
Window Rock, AZ 86515  
928-871-7000  
<http://www.navajo-nsn.gov/>
23. The Hopi Tribe  
P.O. Box 123  
Kykotsmovi, AZ 86039  
928-734-3000  
<http://www.hopi-nsn.gov/>
24. Ramah Navajo Chapter  
Route 2, Box 13  
Ramah, NM 87321  
505-775-7130  
<http://ramahnavajo.org/>
25. Southern Ute Tribe  
P.O. Box 737  
Ignacio, CO 81137  
970-563-0100  
<https://www.southernute-nsn.gov/>
26. Ute Mountain Ute Tribe  
P.O. Box JJ  
Towaoc, CO 81334-0248  
970-565-3751  
<http://www.utemountainute.com/>
27. Apache Tribe of Oklahoma  
P.O. Box 1220  
Anadarko, OK 73005  
405-247-9493  
<http://www.apachetribe.org/>
28. Fort Sill Apache Tribe of Oklahoma  
Route 2, Box 121  
Apache, OK 73006  
580-588-2298  
<http://fortsillapache-nsn.gov/>
29. Ysleta del Sur Pueblo  
P119 S. Old Pueblo Road  
Ysleta del Sur Pueblo, TX 79917  
915-859-8053  
<http://www.ysletadelsurpueblo.org/>
30. Comanche Nation of Oklahoma  
P.O. Box 908  
Lawton, OK 73502  
580-492-3240  
<http://www.comanchenation.com/>
31. Kiowa Tribe of Oklahoma  
P.O. Box 369  
Carnegie, OK 73015  
580-654-1729  
<https://www.kiowatribe.org/>
32. Pawnee Nation of Oklahoma  
P.O. Box 470  
Pawnee, OK 74058  
918-762-3621  
<http://www.pawneenation.org/>
33. San Carlos Apache Tribe  
P.O. Box 0  
San Carlos, AZ 85550  
928-475-2361  
<http://www.sancarlosapache.com/home.htm>
34. White Mountain Apache Tribe  
P.O. Box 700  
Whiteriver, AZ 85941  
928-338-4346  
<http://www.wmat.nsn.us/>

35. Wichita & Affiliated Tribes  
P.O. Box 729  
Anadarko, OK 73005  
405-247-2425  
<http://www.wichitatribe.com/>



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

November 5, 2013

OFFICE OF WATER

MEMORANDUM

SUBJECT: Procedures for Implementing Environmental Federal Cross-Cutting Authorities in the Clean Water and Drinking Water State Revolving Fund Programs

FROM: George Ames, Chief *George Ames*  
Clean Water State Revolving Fund Program

Charles Job, Chief *Charles Job*  
Infrastructure Branch

TO: SRF Regional Coordinators  
Region I-X

This memorandum clarifies procedures for applying federal environmental cross-cutting authorities to projects and activities receiving assistance under the Clean Water and Drinking Water State Revolving Funds. Federal environmental cross-cutting authorities are the requirements of certain federal laws and Executive Orders that apply where projects and activities receive federal financial assistance. In the SRF programs, the requirements of federal environmental cross-cutting authorities apply to projects and activities in an amount equal to the federal capitalization grant. See 40 CFR Parts 35.3140 and 35.3575.

The requirements of the federal environmental cross-cutting authorities have been further explained in EPA's handbook entitled "Cross-Cutting Federal Authorities: A Handbook on their Application in the Clean Water and Drinking Water State Revolving Fund Programs." Recent questions from EPA Regions indicate that Regions are unsure how the information in the Cross-Cutter Handbook relates to their review of State SRF program compliance during the Annual Review. Specifically, they have asked whether the records that are reviewed should reflect that each federal agency responsible for administering a cross-cutting authority has been consulted regarding all proposed SRF projects, and whether this consultation must include a response letter from the cross-cutter agency.

As explained further, records do not necessarily need to show that each federal agency responsible for administering a cross-cutting authority has been consulted on the particular project. Specifically, if State SRF staff perform an internal analysis and **conclusively determine that the proposed project has no potential impact related to a federal cross-cutting authority**, then it is not necessary to consult with the agency responsible for that cross-cutter. Because the cross-cutter federal agencies throughout the country may have different preferences depending on geographic area, Regional Coordinators should encourage State SRF programs, as a best practice, to discuss with their cross-cutter federal agency contacts whether the agencies wish to receive notice of all SRF projects, including those with no potential impact. It is important to note that all SRF project files (for projects equaling the amount of the capitalization grant) should contain evidence that the State SRF staff performed an internal analysis considering potential impacts to protected resources addressed by the relevant federal environmental



cross-cutting authorities. Documentation may include a reference in the State's Environmental Assessment, SERP decision document, memo to the file, or other format as determined by the State. This documentation should also occur for projects not subject to the State Environmental Review Process (such as nonpoint source and estuary projects), if included in the group of projects equal to the capitalization grant, and for DWSRF set-aside projects that are subject to a SERP.

This memorandum is intended to supplement the cross-cutter handbook by clarifying EPA's expectations for compliance with the federal environmental cross-cutting authorities. Any questions about the process outlined in this memo should be directed to Sheila Platt, CWSRF Team Lead, at (202) 564-0686 or to Peter Shanaghan, DWSRF Team Lead, at (202) 564-3848.

cc: Joanne Hogan, OGC  
Aimee Hessert, OFA

<b>COORDINATION MATRIX*</b>								
<b>ASSOCIATION OF ISSUES AND INTERESTED PARTIES</b>								
<b>ISSUES/ PARTIES</b>	1	2	3	4	5	6	7	8
1								
2								
3								
4								
5								
<b>EXAMPLE</b>								
<b>ISSUES/ PARTIES</b>	Increased Traffic	Well water Depletion	Water Quality	Induced Growth	Air Quality	Project Cost		
Big City			X			X		
Happy Valley			X		X			
Farmers Association	X	X		X				
Down Wind Homes Assoc					X			
Sierra Club		X	X	X	X			

\* This matrix is used to identify issues of concern and potentially interested parties and then to develop appropriate means of communicating and soliciting comments from the parties identified. The use of a single public meeting or a letter of notification may not be the best vehicle for making contact and obtaining comments or concerns. The applicant shall work with CPB to develop a public outreach program that best accomplishes these purposes.

*{PROJECT TITLE AND NUMBER}*  
**AGENCY COORDINATION TRACKING TABLE -- PAGE      OF**

<b>AGENCY/PARTY</b>	<b>PHONE NUMBER</b>	<b>DATE SENT</b>	<b>DATE REC'D</b>	<b>DATE FOLLOW-UP</b>	<b>COMMENTS</b>

**ATTACHMENT 6**

**{SAMPLE AGENCY REQUEST FOR COMMENT/CONSULTATION LETTER}**

{Date}

{Contact Addressee}

{Address}

**RE:** {Project Name and identifying CWSRF number}

The {community} has requested {received} funding for a {project and funding type}. We are gathering information for an environmental review of the referenced project. The project is described in the attached project summary sheet and the location is depicted on the attached location map. {Provide detailed description such that reviewer will understand scope and nature of project and the nature of the comment you expect from them – Guideline for Project Summary Sheet}

*{Insert for NMED Air Quality Bureau: Please inform us if any population projections have been prepared for this area as part of the State Implementation Plan and, if so, please provide those projections. Your evaluation of direct and indirect emissions and their impact on air quality would be appreciated.}*

The review process requires coordination with pertinent agencies and interested parties. Your review and comment on the proposed project is an important element in the overall review.

To provide verbal comments or for more information, please contact {name and telephone number}.

{Name and signature}

{Title}

**ACKNOWLEDGEMENT:**

As a representative for the referenced organization, the undersigned acknowledges receipt of this request for comment, and having reviewed the attached project summary and additional information,

have no comments,

have comments (Please describe in the space below or on another sheet of paper).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Comments:

## ATTACHMENT 7

### **{SAMPLE TRIBAL CONSULTATION LETTER}**

{Date}

{Contact Addressee}

{Address}

**RE:** {Project Name and identifying CWSRF number}

The {community} has {requested or received} funding for a {project and funding type} through the Clean Water State Revolving Loan Fund (CWSRF), administered by the New Mexico Environment Department Construction Programs Bureau (NMED-CPB). The NMED is in the process of gathering information for an environmental review of the referenced Project. The project is described in the attached project summary sheet and the location is depicted on the attached location map. {Provide detailed description such that reviewer will understand scope and nature of project and the nature of the comment you expect from them – Guideline for Project Summary Sheet}

Environmental reviews are required to be conducted on all construction projects receiving assistance from CWSRF loans. In accordance with the review procedures for wastewater construction loans 20.7.7 NMAC, the NMED-CPB is responsible for coordinating the review process to comply with the National Environmental Policy Act (NEPA) requirements. As part of the NEPA process, consultation efforts are made to identify all interested parties and obtain comments on the proposed project.

This letter initiates the Section 106 of the National Historic Preservation Act consultation process to determine whether the proposed project has the potential to disturb areas considered important or culturally significant. Culturally significant areas might include traditional plant use areas, traditional mineral areas, shrines or important geologic formations, archeological sites, or any areas deemed culturally significant to the tribes, pueblos and nations with historical ties to New Mexico. We would appreciate your determination whether there are religious or cultural ties to the project area. We also need to know if you have any concerns regarding any potential impacts that may result from the proposed project.

The review process requires coordination with pertinent agencies and interested parties. Your review and comment on the proposed project is an important element in the overall review. Please provide comments if necessary and complete and return a copy of the acknowledgement below by {date}.

Please mail the attached form to {NMED CPB PM, address and e-mail} or provide verbal comments or inquiry by calling {NMED CPB PM, phone #}.

Thank you for your attention to this matter

Sincerely,

{Cabinet Secretary}

Cabinet Secretary

{Contact Addressee}

**ACKNOWLEDGEMENT:**

As a representative for the {tribe/pueblo/nation}, the undersigned acknowledges receipt of this request for comment, and having reviewed the attached project summary and additional information, we

- have no comments,
- have comments (Please describe in the space below or on another sheet of paper).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Comments:

**ATTACHMENT 8**  
**County-by-County Tribal List**

This is a county-by-county working list generated by the NM Historic Preservation Division.

<http://www.nmhistoricpreservation.org/outreach/native-american-consultations.html>

<p><b><u>BERNALILLO</u></b>  Hopi Tribe  Isleta Pueblo  Laguna Pueblo  Navajo Nation  Ohkay Owingeh (San Juan) Pueblo  Sandia Pueblo  White Mountain Apache Tribe  Ysleta del Sur</p>	<p><b><u>COLFAX</u></b>  Comanche Indian Tribe  Kiowa Tribe  Jicarilla Apache Nation  Mescalero Apache Tribe  Taos Pueblo</p>
<p><b><u>CATRON</u></b>  Acoma Pueblo  Fort Sill Apache Tribe  Hopi Tribe  Isleta Pueblo  Laguna Pueblo  Mescalero Apache Tribe  Navajo Nation  White Mountain Apache Tribe</p>	<p><b><u>CURRY</u></b>  Apache Tribe of Oklahoma  Comanche Indian Tribe  Kiowa Tribe  Mescalero Apache Tribe</p>
<p><b><u>CHAVES</u></b>  Apache Tribe of Oklahoma  Comanche Indian Tribe  Kiowa Tribe  Mescalero Apache Tribe  Tesuque Pueblo  Ysleta del Sur Pueblo</p>	<p><b><u>De BACA</u></b>  Comanche Indian Tribe  Isleta Pueblo  Kiowa Tribe  Mescalero Apache Tribe  Navajo Nation</p>
<p><b><u>CIBOLA</u></b>  Acoma Pueblo  Hopi Tribe  Isleta Pueblo  Laguna Pueblo  Mescalero Apache Tribe  Navajo Nation  White Mountain Apache Tribe  Zuni Pueblo</p>	<p><b><u>DONA ANA</u></b>  Comanche Indian Tribe  Fort Sill Apache Tribe  Isleta Pueblo  Kiowa Tribe (east half of county)  Mescalero Apache Tribe  Navajo Nation  Tesuque Pueblo  White Mountain Apache Tribe</p>

	Ysleta del Sur Pueblo
<b><u>EDDY</u></b> Comanche Indian Tribe Kiowa Tribe Mescalero Apache Tribe Tesuque Pueblo Ysleta del Sur Pueblo	<b><u>LEA</u></b> Apache Tribe of Oklahoma Comanche Indian Tribe Kiowa Tribe Mescalero Apache Tribe Ysleta del Sur Pueblo
<b><u>GRANT</u></b> Acoma Pueblo Fort Sill Apache Tribe Hopi Tribe Isleta Pueblo Mescalero Apache Tribe Navajo Nation White Mountain Apache Tribe	<b><u>LINCOLN</u></b> Comanche Indian Tribe Isleta Pueblo Kiowa Tribe Mescalero Apache Tribe Ysleta del Sur Pueblo
<b><u>GUADALUPE</u></b> Comanche Indian Tribe Isleta Pueblo Jicarilla Apache Nation Kiowa Tribe Mescalero Apache Tribe Navajo Nation	<b><u>LOS ALAMOS</u></b> Cochiti Pueblo Comanche Indian Tribe Hopi Tribe Jemez Pueblo Navajo Nation Ohkay Owingeh (San Juan) Pueblo Santa Clara Pueblo San Ildefonso Pueblo Tesuque Pueblo
<b><u>HARDING</u></b> Comanche Indian Tribe Jicarilla Apache Nation Kiowa Tribe Mescalero Apache Tribe	<b><u>LUNA</u></b> Fort Sill Apache Tribe Hopi Tribe Mescalero Apache Tribe White Mountain Apache Tribe Ysleta del Sur Pueblo
<b><u>HIDALGO</u></b> Fort Sill Apache Tribe Hopi Tribe Mescalero Apache Tribe White Mountain Apache Tribe	<b><u>McKINLEY</u></b> Acoma Pueblo Hopi Tribe Isleta Pueblo Laguna Pueblo Navajo Nation Tesuque Pueblo White Mountain Apache Tribe



	Zuni Pueblo
<u><b>MORA</b></u> Comanche Indian Tribe Hopi Tribe Jicarilla Apache Nation Kiowa Tribe Mescalero Apache Tribe Navajo Nation Taos Pueblo Tesuque Pueblo	<u><b>RIO ARRIBA</b></u> Comanche Indian Tribe Hopi Tribe Jicarilla Apache Nation Kiowa Tribe Navajo Nation Ohkay Owingeh (San Juan) Pueblo Picuris Pueblo Pojoaque Pueblo San Ildefonso Pueblo Santa Clara Pueblo Southern Ute Tribe Taos Pueblo Tesuque Pueblo Zia Pueblo
<u><b>OTERO</b></u> Comanche Indian Tribe Isleta Pueblo Kiowa Tribe Mescalero Apache Tribe Ysleta del Sur Pueblo	<u><b>SANDOVAL</b></u> Cochiti Pueblo Comanche Indian Tribe Hopi Tribe Isleta Pueblo Jemez Pueblo Jicarilla Apache Nation Laguna Pueblo Navajo Nation Ohkay Owingeh (San Juan) Pueblo San Felipe Pueblo San Ildefonso Pueblo Sandia Pueblo Santa Ana Pueblo Santa Clara Pueblo Santo Domingo Pueblo Tesuque Pueblo Zia Pueblo
<u><b>QUAY</b></u> Apache Tribe of Oklahoma Comanche Indian Tribe Isleta Pueblo Jicarilla Apache Nation Kiowa Tribe Mescalero Apache Tribe	

Pawnee Tribe	
<u><b>SAN JUAN</b></u> Acoma Pueblo Hopi Tribe Laguna Pueblo Kiowa Tribe Navajo Nation Ohkay Owingeh (San Juan) Pueblo Southern Ute Tribe Tesuque Pueblo Ute Mountain Ute Tribe Zia Pueblo	<u><b>SIERRA</b></u> Comanche Indian Tribe Fort Sill Apache Tribe Hopi Tribe Isleta Pueblo Kiowa Tribe (east half of county) Mescalero Apache Tribe Navajo Nation White Mountain Apache Tribe Ysleta del Sur Pueblo
<u><b>SAN MIGUEL</b></u> Apache Tribe of Oklahoma Cochiti Pueblo Comanche Indian Tribe Hopi Tribe Isleta Pueblo Jicarilla Apache Nation Jemez Pueblo Kiowa Tribe Mescalero Apache Tribe Navajo Nation Tesuque Pueblo Wichita and Affiliated Tribes Zuni Pueblo	<u><b>SOCORRO</b></u> Acoma Pueblo Comanche Indian Tribe Fort Sill Apache Tribe (west half of county) Hopi Tribe Isleta Pueblo Kiowa Tribe (east half of county) Mescalero Apache Tribe Navajo Nation White Mountain Apache Tribe
<u><b>SANTA FE</b></u> Cochiti Pueblo Comanche Indian Tribe Hopi Tribe Isleta Pueblo Jicarilla Apache Nation Kiowa Tribe Nambe Pueblo Navajo Nation Ohkay Owingeh (San Juan) Pueblo Pojoaque Pueblo San Ildefonso Pueblo Sandia Pueblo Santa Clara Pueblo	<u><b>TAOS</b></u> Comanche Indian Tribe Hopi Tribe Isleta Pueblo Jicarilla Apache Nation Kiowa Tribe Navajo Nation Ohkay Owingeh (San Juan) Pueblo Picuris Pueblo Southern Ute Tribe Taos Pueblo Tesuque Pueblo

<p>Santo Domingo Pueblo Tesuque Pueblo</p> <p><b><u>TORRANCE</u></b> Comanche Indian Tribe Hopi Tribe Isleta Pueblo Jicarilla Apache Nation Kiowa Tribe Mescalero Apache Tribe Navajo Nation Tesuque Pueblo</p>	<p><b><u>UNION</u></b> Apache Tribe of Oklahoma Comanche Indian Tribe Jicarilla Apache Nation Kiowa Tribe Mescalero Apache Tribe Pawnee Tribe</p>
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<p><b><u>VALENCIA</u></b> Comanche Indian Tribe Hopi Tribe Isleta Pueblo Laguna Pueblo Navajo Nation White Mountain Apache Tribe</p>	
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## ATTACHMENT 9

### GUIDELINES FOR PROJECT SUMMARY SHEET (To be included with request for comment/consultation letter)

At a minimum the project summary sheet should include the information listed below. Items include information required by the State Historic Preservation Division for Section 106 consultation. The objective is to provide sufficient information to the reviewer such that environmental consequences of the proposed project can be completely evaluated.

1. Detailed description of the proposed project, including related activities to be carried out in conjunction with the project and the land status of real property in the area of effect. This description should explain the scope of work. Preliminary drawings or plans of the project design on USGS and/or other appropriate map should be included. It should provide the setting to determine the potential impacts on air quality, floodplains, wetlands, biologic, and cultural resources at a minimum.
2. Descriptions of the size of the project area, terrain, and present land uses of the project and adjacent land. Current photographs of the land to be used for the proposed project are helpful, particularly of any potential historic structures. Any additional information on kind and degree of prior or existing surface disturbance should also be included.
3. A portion of the USGS 7.5' quadrangle map **must** be attached with the project area clearly marked on it. The name of the quadrangle and the township, range, and section of the project area **must** be included with the map or displayed on it. A legible photocopy is acceptable.
4. Include a written description of the proposed boundaries of the project's *Area of Potential Effects* (APE). This should also be marked on the map if the APE does not coincide with the project area. For example, effects may extend beyond the area of ground disturbance.
5. A detailed description of efforts that are being made or on-going to identify and evaluate properties (including historic structures and archaeological sites) in the APE that are listed on or eligible to the National Register of Historic Places and the NM State Register of Cultural Properties. Results from these efforts must be provided to the State Historic Preservation Division (SHPO) before a determination of effect can be made. Any archaeological sites, historic buildings, or other cultural resources identified in the general area must be noted.
6. A description of efforts to identify whether Native American tribes that may be culturally affiliated with traditional cultural properties or other kinds of sites within the APE have any concerns related to the proposed undertaking. (*SHPO can assist with this.*)
7. Identification of all funding sources: federal, state, state trust, private, local, or combination.
8. Description of any cultural or biological studies that have been completed, their results, and recommendations.

**ATTACHMENT 10**

**SAMPLE NOTICE OF PUBLIC MEETING**

*{COMMUNITY NAME}*

*{DESCRIPTIVE PROJECT NAME}*

*{PROJECT NUMBER}*

- Date:** *{At least 45 days after notice is published}*
- Time:** *{Should be scheduled to maximize public participation}*
- Place:** *{Should be conveniently located}*
- Agenda:** *{From Time A to Time B - presentation of project background and purpose}*

*{From Time C to Time D - presentation of alternatives identified to date and process to follow}*

*{From Time E to Time F - public question and answer and comments}*

- Purpose:** The *{Community}* has applied for funding from the Clean Water State Revolving Fund (CWSRF) loan program to *{describe project}*. The purpose of this public meeting is to provide notice of the proposed project, identify issues of concern, identify a preliminary range of alternatives to be considered, identify potential cooperating agencies and other stakeholders, and enlist public participation in development of the project plan.

For more information contact: *{Name, address, telephone number}*

**NOTICE TO PERSONS WITH DISABILITIES:** If special assistance is required to participate in this public meeting, please contact the person above at least three days prior to the meeting so arrangements can be made. *{Add as appropriate}*

**ATTACHMENT 11**

**SAMPLE NOTICE OF PUBLIC HEARING**

*{COMMUNITY NAME}*

*{DESCRIPTIVE PROJECT NAME}*

*{PROJECT NUMBER}*

**Date:** *{At least 45 days after notice is published}*

**Time:** *{Should be scheduled to maximize public participation}*

**Place:** *{Should be conveniently located}*

**Agenda:** *{From Time A to Time B - review project background and purpose}*

*{From Time C to Time D - summary of preliminary engineering report/  
environment information document}*

*{From Time E to Time F - public question and answer and comments}*

**Purpose:** The *{Community}* has *{applied for/been granted/etc.}* funding from the *{Clean Water State Revolving Fund Loan/State and Tribal Assistance Grant/etc.}* program to *{describe project including: timetable in which a decision will be reached, the issues under consideration, any alternative courses of action or tentative determinations made}*.

The purpose of this public hearing is to present applicable laws and/regulations, to review the draft preliminary engineering report and environmental information document, seek public comment, identify issues of concern, present the range of alternatives considered, and enlist public participation in development of the project plan.

**Contact:** For copies of available documents or for more information contact: *{Name, address, and telephone number}*

**NOTICE TO PERSONS WITH DISABILITIES:** If special assistance is required to participate in this public meeting, please contact the person above at least three days prior to the meeting so arrangements can be made. *{Add as appropriate}*

**ATTACHMENT 12  
RESPONSIVENESS SUMMARY**

**IN THE MATTER OF THE PUBLIC HEARING REGARDING:**

*(Describe the Project subject to the hearing)*

**Summary of Public Comments:**

*(Provide a general summary of the comments received at the hearing)*

<b>Specific Public Comment<sup>1</sup></b>	<b>Agency Response<sup>2</sup></b>	<b>Modifications in response to public comment<sup>3</sup></b>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

<sup>1</sup> List each specific, significant public comment.

<sup>2</sup> Provide a response to comment.

<sup>3</sup> Explain what changes were made in the project or environmental document in response to the comment or why the comment was rejected.