

## ENVIRONMENTAL DOCUMENT CHECKLIST FOR THE GRANT OR LOAN RECIPIENT

The following items are required in order for Water Board staff to review funded projects for compliance with the California Environmental Quality Act (CEQA). The checklist below will assist the grant or loan recipient in ensuring that all required information is submitted to the Water Board Project Manager.

- Completed Environmental Information Form**
  
- Scope of Work with Time Schedule**
  
- Environmental Documents 1,2**
  - Draft Environmental Document 3**
  - Final Environmental Document**
    - Comments and Responses to the Draft
    - Mitigation Monitoring Plan (if applicable)
  - Resolution(s) approving the CEQA documents 4**
    - Certification of EIR or adoption of the Negative Declaration
    - CEQA Findings
    - Statement of Overriding Considerations (if applicable)
  - Notice of Determination (filed with Office of Planning and Research)**
    - Department of Fish and Game Filing Fee Receipt 5

1 For applicable exemptions from CEQA (if no exceptions apply): The only CEQA document that will be required in these cases is the Notice of Exemption filed with the applicable county AND the Governor's Office of Planning and Research (State Clearing House). If the grant or loan recipient is not an "agency" per CEQA, then that organization must identify the applicable CEQA exemption and the potential lead agency, and submit that information to the Water Board Project Manager.

2 If the only lead agency involved is a federal agency, then submit all applicable environmental documents that comply with the National Environmental Policy Act.

3 E.g., draft Environmental Impact Report (EIR) or draft Negative Declaration. As a responsible agency, the State Water Board can provide comments on draft documents. However, the final document must be reviewed before environmental clearance can be given for projects receiving Water Board funding.

4 If the grant or loan recipient has an alternate approval process, then a letter from that agency's authorized, legal representative, approving and adopting the CEQA document, will suffice. If the grant or loan recipient is a responsible agency using another agency's CEQA document, then that funding recipient must provide its own Board resolution (or equivalent process) approving the applicable CEQA document. For all other cases, contact the Water Board Project Manager for further assistance.

5 The filing fee is due at the time the lead agency files the Notice of Determination; there are no exceptions or exemptions for projects where the NOD is first filed in 2007 or thereafter.