

## Environmental Review by Category

All projects requiring an environmental review (ER), which includes Section 106 review of historic properties and archaeological findings, fall into 3 categories:

1. **ER Completed by Another Agency.** The environmental review for the area of potential effect has been completed by another agency in the last 5 years.
2. **Project is Exempt from ER.** The project is exempt from Environmental Review & Section 106 review.
3. **ER is Required.** The project must complete the Environmental Information Worksheet.

### Steps by Step Checklist by Category

#### ER Completed by Another Agency

1. Complete Environmental Review Cover Page. Cover page has a check box stating the project has been completed by another agency.
2. Attach a copy of the other agency's approval letter.
3. Mail or email documents to:
  - Minnesota Department of Health  
Drinking Water Revolving Loan Program  
c/o Chad Kolstad  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975  
[Chad.Kolstad@state.mn.us](mailto:Chad.Kolstad@state.mn.us)

#### Project is Exempt from ER

1. Complete Environmental Review Cover Page
2. Complete Environmental Review Exemption Checklist
3. Complete Section 106 Exemption Checklist
  - It is strongly recommended that an Archaeological Site and Historic Structures Database Search is completed for the project area to assure that no historic properties will be impacted by the project. This database search can be generated by contacting the Minnesota Historic Preservation Office (SHPO) @ [datarequestshpo@state.mn.us](mailto:datarequestshpo@state.mn.us) and asking for an "archaeological site and historic structures database search". SHPO will need a brief description of the project as well as the location, including township, range, and section.
4. Mail or email documents to:
  - Minnesota Department of Health  
Drinking Water Revolving Loan Program  
c/o Chad Kolstad  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975  
[Chad.Kolstad@state.mn.us](mailto:Chad.Kolstad@state.mn.us)

## ER is Required

1. Complete Environmental Review Cover Page
2. Complete Environmental Review Exemption Checklist
3. Complete Section 106 Exemption Checklist
4. Complete the Environmental Information Worksheet; although not all categories on the worksheet will apply to the project.
5. Fill out the Environmental Review Solicitation (Mailing) List. This list must include the names and addresses of all agencies or individuals who will be sent an environmental review solicitation letter. The Minnesota Historical Society and Department of Natural Resources must receive a solicitation letter.
6. Develop and mail the environmental review solicitation letter. The letter to the Minnesota Historical Society must state that this project requires a National Historic Preservation Act Section 106 review and provide the information listed on the Template Letter to the Minnesota Historical Society. A copy of the solicitation letter to the Minnesota Historical Society must be provided with the environmental review record.  
***Allow 30-day response time.***
7. Develop an environmental review public notice and publish it in the major or official public newspaper for the community. ***Allow 30-day response time. (Do concurrently with No.6).***
8. Optional: Hold a public hearing or meeting.
9. Appropriately respond to all issues brought forth through the public notification process. Consult with the MDH district engineer, [Community Public Water Supply Unit \(PDF\)](#), if necessary. Resolve pertinent environmental issues. Document all activities. If it is determined that any historic sites or structures will be impacted, an agreement must be reached with the State Historic Preservation Office, MDH, and the project submitter before funding can be received. A copy of the agreement must be attached.
10. After 30-day comment period, submit the environmental review record to the MDH district engineer.

The environmental review record consists of:

- a. Environmental Review Record Cover Page
  - b. Environmental Review Exemption Checklist
  - c. Section 106 Exemption Checklist
  - d. Environmental Information Worksheet
  - e. Environmental Review Generic Solicitation Letter
  - f. Environmental Review Solicitation Letter to Minnesota Historical Society
  - g. Environmental Review Solicitation (Mailing) List
  - h. Historic Database Search
  - i. Newspaper public notice with affidavit of publication
  - j. Minutes of public hearings or meetings (if they occurred)
  - k. Verification of any alternative public notification (if this was provided)
  - l. Copies of comments received, responses provided, and resolutions achieved (if any)
11. The MDH district engineer will examine the environmental review record and write an Environmental Summary.

## ENVIRONMENTAL REVIEW BY CATEGORY

12. The MDH will send an Environmental Summary announcing its findings. The usual conclusion for public water supply project is “no significant impact.” ***(Allow 2 to 3 weeks from when the review record was submitted.)***
13. If it is determined that the project will results in “no significant impact”, the Environmental Summary will be posted in the official community newspaper. The public has 15 days to respond. MDH will send instructions for the posting along with the Environmental Summary. (Other MDH findings will be handled on a case-by-case basis.)
14. If no public comments are received within the 15-day comment period, the environmental review will be concluded. If comments are received, they will have to be addressed.

A copy of the published notice of the findings plus an official affidavit of publication must be sent to MDH. If any comments were received during the 15-day comment period, copies of all responses must also be sent to MDH. Once MDH receives this information, an email will be sent to the environmental review contact person stating that the environmental review is complete.

### Resources

#### Forms - Drinking Water Revolving Fund

(<https://www.health.state.mn.us/communities/environment/water/dwrf/dwrf.html>)

#### Community Public Water Supply Unit (PDF)

(<https://www.health.state.mn.us/communities/environment/water/docs/comstaffmap19.pdf>)

Minnesota Department of Health  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-4700  
chad.kolstad@state.mn.us  
www.health.state.mn.us

03/17/2020

*To obtain this information in a different format, call: 651-201-4700. Printed on recycled paper.*