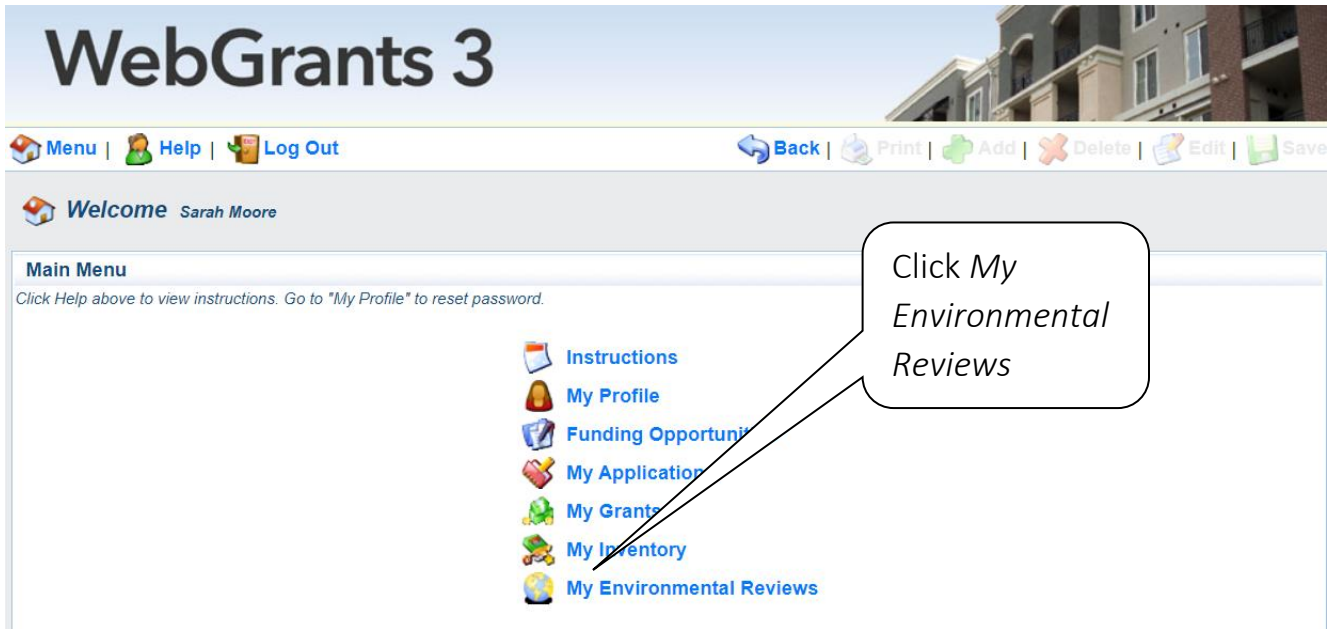
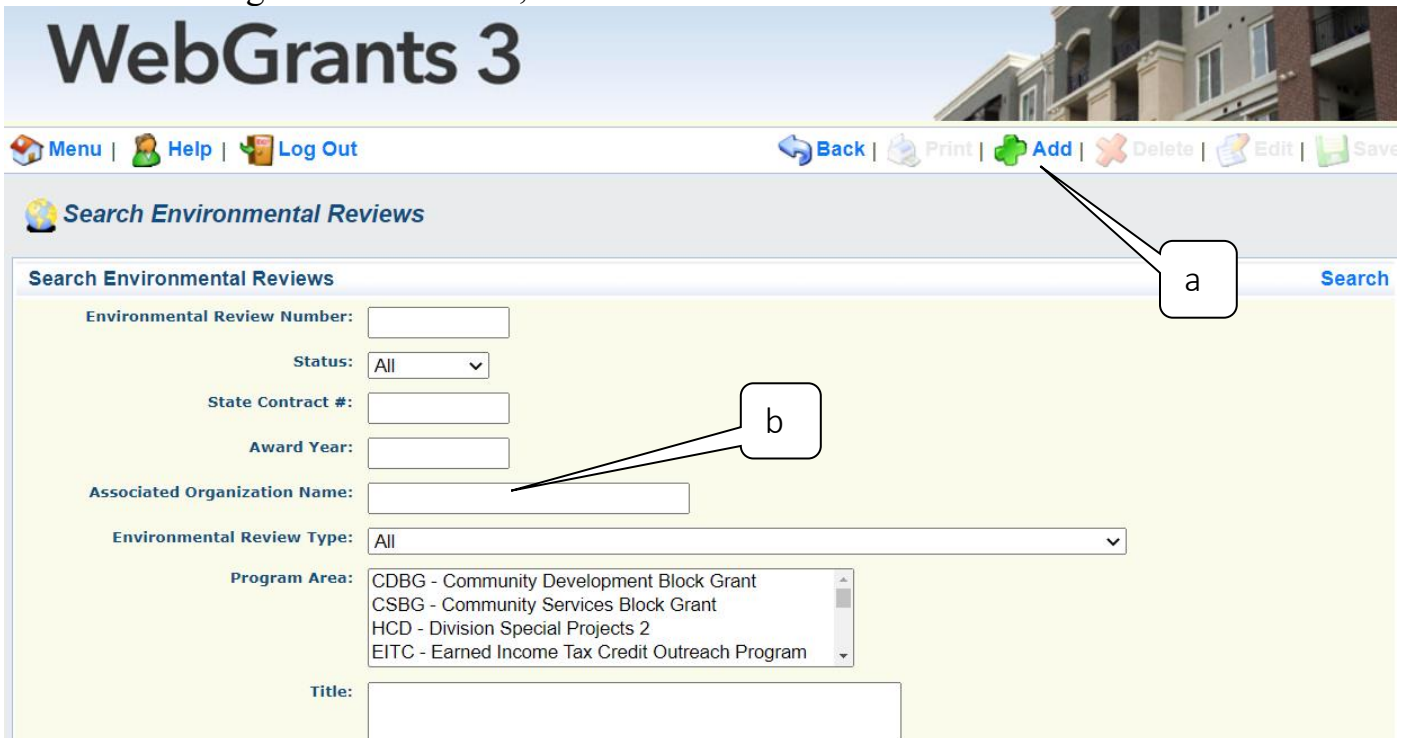


How to Submit an Environmental Review in WebGrants3

1. Log into WebGrants3 at <http://webgrants.utah.gov> and click *My Environmental Reviews*.



2. There are two options on this screen:
 - a. Click *Add* to start a new project's Environmental Review;
 - b. Use one or more of the search fields to find one in progress. For example, enter the Organization's name, and click *Search*.



3. When adding a new project's Environmental Review, Webgrants goes to the General Information screen. Required Fields are marked with a red asterisk. The appropriate project type needs to be identified from the drop-down list. If the right project type is chosen, the correct environmental review checklist will populate in Webgrant's subsequent screens.

The screenshot shows the 'Environmental Review' form with the 'General Information' section. The 'Type' dropdown menu is open, displaying a list of project types. A callout box points to the dropdown with the text: 'Identify the right project type for eligible activities being performed.'

Field	Value
Program Area*	CDBG - Community Development Block Grant
Environmental Review Title*	SFHR - Karen F...
Type*	Supplemental Assistance Funding (approved prior year)
HUD Funding Amount*	Supplemental Assistance Funding (approved prior year)
Grant/Loan Recipient*	Studies/Plans (Exempt)
Sub-Recipient	Administrative and Management Activities (Exempt)
Contract Year*	Public Services - counseling, education, etc. (Exempt)

Additional options in the Type dropdown include: Inspection/Testing of Properties (Exempt), Engineering/Design Costs (Exempt), Technical Assistance/Training (Exempt), Re-construction - water/sewer line (in original trench) (Cat X), Re-construction - curb/gutter/sidewalks/streets (Cat X), Housing Rehab - Single Family Home (Cat X), Housing Rehab - Duplex/Tri-plex/4 Plex (Cat X), Housing Rehab - Apartments (no change in density) (Cat X), Building Rehab - Non Residential (no change in use) (Cat X), Acquisition - Building (no change in use) (Cat X), New Construction/Acquisition - 1 Single Family Home or Lot (Cat X), and New Construction/ Acquisition - Up to 4 Units on a Site (Cat X).

4. Complete the Required fields and click *Save* (a).

The screenshot shows the 'Environmental Review' form with the 'General Information' section. The 'Save' button is highlighted with a red box and a callout box labeled 'a'. The form fields are filled with the following values:

Field	Value
Program Area*	CDBG - Community Development Block Grant
Environmental Review Title*	SFHR - Karen Example
Type*	Housing Rehab - Single Family Home (Cat X)
HUD Funding Amount*	\$1500
Grant/Loan Recipient*	webgrants testing station
Sub-Recipient	
Contract Year*	2021

- If entries are accurate, Click *Return to Components* (a). If corrections are needed, click *Edit* (b).

Menu | Help | Log Out | Back | Print | Add | Edit | Save

Environmental Review

General Information

ID: 21994

Program Area: Community Development Block Grant

Title: SFHR - Karen Example

Type* Housing Rehab - Single Family Home (Cat X)

HUD Funding Amount* \$1,500.00

Grant/Loan Recipient* webgrants testing station

Sub-Recipient

Contract Year* 2021

[Return to Components](#) (a)

[Edit](#) (b)

- Now this Environmental Review has a Number (a). The Components (b) screen should now have the correct Environmental Review Forms (Checklists, c) based on the Project Type chosen on the *General Information* screen, which is now marked *Complete* with a checkmark (d).

WebGrants 3

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Environmental Review

Environmental Review: 21994 (a)

Title: SFHR - Karen Example

Status: Editing

Program Area: Community Development Block Grant

(b)

Components [Preview](#) | [Submit](#) | [Withdraw](#)

Name	Complete?	Last Edited
General Information		03/01/2021
Description of of Proposed Action		
Project Area/Location (Attach Map)		
Checklist Part 1		
Checklist Part 2		
Checklist Part 3		
Conclusions, Comments, Mitigation		
Attachments		
Attach Signed Environmental Review		

(c) (d)

Associated Organizations [Add](#)

Name	Type	Website	Phone	City	State	Delete
Webgrants Testing Station			8015388826	Salt Lake City	Utah	

7. This Environmental Review has a Number (a). The Components (b) now have DIFFERENT Environmental Review Forms (Checklists, c) based on the Project Type chosen on the *General Information* screen, marked *Complete* with a checkmark (d).

Environmental Review: 21998

Title: Testing 843
Status: Editing
Program Area: Community Development Block Grant

Components		Preview	Submit	Withdraw
Name	Complete?	Last Edited		
General Information	✓	03/01/2021		
Description of Proposed Action				
Cat X - NST Checklist				
Conclusions, Comments, Mitigation				
Attach Signed Environmental Review				

Associated Organizations								Add
Name	Type	Website	Phone	City	State	Delete		
Webgrants Testing Station			8015388826	Salt Lake City	Utah			

8. The *Description of Proposed Action* Component's required fields include the *Project Summary* (a) field. This description of the project should be clear, short, and succinct. Imagine this field on the front page of a contract, an auditor should be able to read this and understand the scope. Click *Save* (b).

Environmental Review: 21994

Title: SFHR - Karen Example
Status: Editing
Program Area: Community Development Block Grant

Executive Information

Chief Executive Officer of Contracting Entity & Title: Joe Hughes - WGMaster

Environmental Review prepared by*: Sarah Moore
Preparer: Sarah Moore
Preparer's Telephone Number: 801-834-4609

Project Information

Project Summary*: Single Family Housing Rehab - Rehabilitate Owner Occupied LMI client Bathroom to be ADA compliant and up to current electrical code.
This field is limited to 300 characters.

Project Address*: 126 Someplace

City/State/Zip*: PerfectPlace, Utah 84444

Save

9. If entries are accurate, Click *Mark as Complete* (a). If corrections are needed, click *Edit* (b).

Environmental Review: 21994

Title: SFHR - Karen Example
 Status: Editing
 Program Area: Community Development Block Grant

Executive Information

Chief Executive Officer of Contracting Entity & Title: Joe Hughes - WGMaster
 Environmental Review prepared by*: Sarah Moore
 Preparer

Project Information

Project Summary*
 Single Family Housing Rehab - Rehabilitate Owner Occupied LMI client Bathroom to be ADA compliant and up to current electrical code.
This field is limited to 300 characters.

Project Address* 126 Someplace
City/State/Zip* PerfectPlace, Utah 84444

Buttons: Back | Print | Add | Delete | **Edit** | Save

Buttons: **Mark as Complete** (a) | Return to Components (b)

10. The next component is *Project Area/Location (Attach Map)*.

Components		Preview	Submit	Withdraw
Name	Complete?	Last Edited		
General Information		03/01/2021		
Description of Proposed Action		03/01/2021		
Project Area/Location (Attach Map)				
Checklist Part 1				
Checklist Part 2				
Checklist Part 3				
Conclusions, Comments, Mitigation				
Attachments				
Attach Signed Environmental Review				

Acceptable Map is Plat Map showing location **AND** ownership.

11. Complete this component with simple browse, Choose File, and Attach (*Save, a*) tool. The best resource/evidence is a Plat Map, showing location AND ownership.

Menu | Help | Log Out | Back | Print | Add | Delete | **Save**

Environmental Reviews

Environmental Review: 21994

Title: SFHR - Karen Example
 Status: Editing
 Program Area: Community Development Block Grant

Project Area/Location (Attach Map)

Description*: Karen Sample - 126 Someplace PerfectPlace PLAT MAP
This field is limited to 75 characters.

Map Attachment*: PlatMap.pdf

Webgrants 3

Open File Explorer (This PC > Documents)

Name	Date modified	Type
2021ContractSample	3/1/2021 7:10 AM	Adobe Acrobat Docum...
GS orders 2021	2/26/2021 9:56 AM	Microsoft Excel Worksh...
statehistorypa	2/25/2021 12:30 PM	Adobe Acrobat Docum...
CoplinPlat	2/25/2021 12:28 PM	PNG File
CDBG AOG Final Application Steps2021	2/24/2021 11:42 PM	Microsoft PowerPoint P...
Webgrants 3 test4	2/24/2021 10:55 AM	Adobe Acrobat Docum...
Chapter 5 FAQ COI NC	2/23/2021 8:22 PM	Adobe Acrobat Docum...
State of Utah Mail - Lois Casella	2/23/2021 5:55 PM	Adobe Acrobat Docum...
ThomasBrayFloodZone	2/23/2021 5:34 PM	Adobe Acrobat Docum...
PlatMap	2/23/2021 5:34 PM	Adobe Acrobat Docum...
CDBG AOG AppProgress	2/22/2021 2:10 PM	Adobe Acrobat Docum...
CDBG AOG AppProgress	2/22/2021 2:09 PM	Microsoft PowerPoint P...
EnvironmentalReviewTesting	2/19/2021 11:54 AM	Microsoft Word Docum...
Wasatch Co1stCDBGPublic Meeting Notice	2/18/2021 2:46 PM	Adobe Acrobat Docum...
summit CoCDBGPublic Meeting Notice	2/18/2021 2:41 PM	Adobe Acrobat Docum...

File name: PlatMap | All Files |

12. *Mark as Complete (a).*

The screenshot shows the 'Environmental Review' form for ID 21994. The form includes fields for Title, Status, and Program Area. A 'Mark as Complete' button is highlighted with a yellow box and a callout bubble labeled 'a'. Other elements include a 'Return to Components' link and a 'Last Edited By' field at the bottom right.

13. The next Components are the *Environmental Form Checklists (a)* which assist in determining the impact or potential impact, and inform the decision regarding mitigation actions. All questions on the form(s) need to identify an *Impact (b)* and have *Comments (c)* entered before you can *Save (see example)*. Attachments (d) are encouraged as evidence, but not required. However, incomplete submissions will be returned to *Correcting* status.

The screenshot shows the 'WebGrants 3' interface with an 'Environmental Reviews' section. A 'Comments' box is highlighted with a yellow box and a callout bubble labeled 'c'. A callout bubble labeled 'example' points to a message box that says 'webgrants.utah.gov says Please complete all required fields.' Callout bubbles 'a', 'b', and 'd' point to the 'Impact' dropdown, the 'Comments' text area, and the 'Attachment' column headers, respectively. The form includes a table with columns for Row, Impact, Comments, and Attachment.

Row	Impact	Comments (required for each item, N/A will not be accepted)	Attachment	Attachment
1. HISTORIC PRESERVATION (24 CFR Part 800)	No Impact	I don't know what 150 characters look like so this is a test because each field in the Checklist(s) require at least 150 Characters in order to 'SAVE'	Choose File No file chosen	Choose File No file chosen
2. FLOODPLAINS MANAGEMENT (24 CFR Part 55, E.O. 11988)			Choose File No file chosen	Choose File No file chosen

Environmental Review

Environmental Review: 21994

Title: SFHR - Karen Example

Status: Editing

Program Area: Community Development Block Grant

Checklist Part 1

Mark as Complete | Return to Components

Click [HERE](#) for checklist instructions and other resources.

Row	Impact	Comments (required for each item, N/A will not be accepted)	Attachment	Attachment
1. HISTORIC PRESERVATION (24 CFR Part 800)	No Impact	I don't know what 150 characters look like so this is a test because each field in the Checklist(s) require at least 150 Characters in order to 'SAVE'		
2. FLOODPLAINS MANAGEMENT (24 CFR Part 55, E.O. 11988)	No Impact	I don't know what 150 characters look like so this is a test because each field in the Checklist(s) require at least 150 Characters in order to 'SAVE'		
3. WETLANDS PROTECTION (E.O. 11990)	No Impact	I don't know what 150 characters look like so this is a test because each field in the Checklist(s) require at least 150 Characters in order to 'SAVE'		
4. COASTAL BARRIERS RESOURCES	No Impact	I don't know what 150 characters look like so this is a test because each field in the Checklist(s) require at least 150 Characters in order to 'SAVE'		
5. SOLE SOURCE AQUIFERS (40 CFR Part 149)	No Impact	I don't know what 150 characters look like so this is a test because each field in the Checklist(s) require at least 150 Characters in order to 'SAVE'		

Last Edited By: Sarah Moore, 03/01/2021

14. YES! The Comments fields **require** at least 150 characters (a, above) in order to *Save*. Complete the comments and upload the appropriate attachments (a, below), being sure to *Mark as Complete* (b).

Environmental Review

Environmental Review: 21994

Title: SFHR - Karen Example

Status: Editing

Program Area: Community Development Block Grant

Checklist Part 3

Mark as Complete | Return to Components

Click [HERE](#) for checklist instructions and other resources.

Row	Impact	Comments (required for each item, N/A will not be accepted)	Attachment	Attachment
11. ENVIRONMENTAL JUSTICE (E.O. 12898)	No Impact	I don't know what 150 Characters look like to get the required length and this submitted but it should be just about this long but it's not, 150 is about this long		
12. NOISE ABATEMENT & CONTROL (24 CFR PART 51B)	No Impact	I don't know what 150 Characters look like to get the required length and this submitted but it should be just about this long but it's not, 150 is about this long		
13. SITING OF HUD-ASSISTED PROJECTS NEAR HAZARDOUS OPERATIONS (24 CFR PART 51C)	No Impact	I don't know what 150 Characters look like to get the required length and this submitted but it should be just about this long but it's not, 150 is about this long		
14. AIRPORT CLEAR ZONES & ACCIDENT POTENTIAL ZONES (APZ) (24 CFR PART 51D)	No Impact	I don't know what 150 Characters look like to get the required length and this submitted but it should be just about this long but it's not, 150 is about this long		
15. Lead Based Paint (24CFR Part 35)	No Impact	I don't know what 150 Characters look like to get the required length and this submitted but it should be just about this long but it's not, 150 is about this long	Webgrants 3 test4.pdf	PlatMap.pdf
16. Culinary Water Projects & Wastewater Treatment Plant Projects	No Impact	I don't know what 150 Characters look like to get the required length and this submitted but it should be just about this long but it's not, 150 is about this long	PlatMap.pdf	

Last Edited By: Sarah Moore, 03/01/2021

15. Complete the *Conclusions, Comments, Mitigation* Component

Environmental Review: 21994

Title: SFHR - Karen Example

Status: Editing

Program Area: Community Development Block Grant

Conclusions, Comments, Mitigation

Mark as Complete | Return to Components

Yes = Impact/Requires Mitigation No = No Impact

Impact?* No

Conclusions* Not sure if there is a character count on this field.

This field is limited to 750 characters.

16. The last Component, *Attach Signed Environmental Review* (a) needs to have the forms **Printed first** to access the signature page. When all other components have checkmarks, Click *Print* (b).

Environmental Review: 21994

Title: SFHR - Karen Example
Status: Editing
Program Area: Community Development Block Grant

Components	Name	Complete?	Last Edited
General Information		✓	03/01/2021
Description of of Proposed Action		✓	03/01/2021
Project Area/Location (Attach Map)		✓	03/01/2021
Checklist Part 1		✓	03/01/2021
Checklist Part 2		✓	03/01/2021
Checklist Part 3		✓	03/01/2021
Conclusions, Comments, Mitigation		✓	03/01/2021
Attachments		✓	03/01/2021
Attach Signed Environmental Review			03/01/2021

DETERMINATION

- Finding of No Significant Impact (FONSI) whereby the Responsible Entity shall publish the "Finding of No Significant Impact/Notice of Intent to Request Release of Funds" (FONSI/NOIRROF) per regulations found at 24 CFR part 58, se. 58.43 (a).
- Finding of Significant Impact whereby the Responsible Entity must proceed to develop an Environmental Impact Statement (EIS) in compliance with 24 CFR part 58, subparts F or G.

(Contact the HUD Environmental Review Officer at the State of Utah, Dept of Workforce Services, for guidance prior to publishing.)

OR

- This project converts to Exempt, per 24CFR 58.34(a) (12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license. (Environmental Certifying Officer signature is required)
- This project cannot convert to Exempt because one or more statutes/authorities require consultation or mitigation. (Environmental Certifying Officer signature is required)
- The unusual circumstances of this project may result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Contact Cheryl Brown (801) 468-0118 for instructions prior to clicking "save" or "submit".

17. The *Determination* criteria depend on the *Form* identified by the *Project Type* in the *General Information* component (Forms EA, X, or Exempt). Both forms have signature lines at the bottom:

Preparer's Signature	Date:
Environmental Certifying Officer (ECO) Signature	Date:
Please Print Name	Title
Title	

- After signatures are collected and an electronic copy is created, login to WebGrants3 and click *Attach Signed Environmental Review* (a), then click on the *Signed Environmental Review* (b) link. Use the Browse and Attach function to upload the *Signed Environmental Review* request and click *Save*.
- Make sure to *Mark as Complete* (c).

The screenshot shows a table with columns: Attachment, Description, File Name, File Size, Type, and Delete?. The 'Signed Environmental Review' link is highlighted in yellow and labeled 'b'. The 'Mark as Complete' button is highlighted in yellow and labeled 'c'. The 'Attach Signed Environmental Review' button is labeled 'a'.

- Make sure to click *Submit* when all *Components* are marked Complete.

Components		Pr	ndraw
Name	Complete?		
General Information	✓		
Description of of Proposed Action	✓		03/01/2021
Project Area/Location (Attach Map)	✓		03/01/2021
Checklist Part 1	✓		03/01/2021
Checklist Part 2	✓		03/01/2021
Checklist Part 3	✓		03/01/2021
Conclusions, Comments, Mitigation	✓		03/01/2021
Attachments	✓		03/01/2021
Attach Signed Environmental Review	✓		03/01/2021

webgrants.utah.gov says

Submitting the Environmental Review will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Environmental Review?

OK Cancel

Environmental Review

Environmental Review Submitted Confirmation

You have successfully submitted your SFHR -