

**INTERGOVERNMENTAL REVIEW INSTRUCTIONS
FOR NEW YORK and NEW JERSEY APPLICANTS**

[EXECUTIVE ORDER 12372](#) - The Environmental Protection Agency's (EPA's) regulation, **[40 CFR Part 29](#)**, sets forth the Agency's obligations and procedures for consulting with and responding to views expressed by State and local elected officials on proposed EPA direct development activities, and applications submitted for EPA financial assistance.

Due to the elimination of the State Clearinghouse function in the States of New York and New Jersey, it is now necessary for each applicant for EPA Region 2 funding that impacts New York or New Jersey to submit their application to the relevant State, County, and Area wide reviewing agencies.

A list of these agencies, along with their addresses, is enclosed. At a minimum, your application should be submitted to the listed agency in your county and other counties impacted. Please note that New York State Department of Environmental Conservation and New Jersey Department of Environmental Protection have waived their rights to review. Please refer to the list of counties participating in the review process.

You should send the reviewing agencies a letter transmitting your application review package. Also include the first page of the application (SF-424), a project summary describing the activities proposed to be funded, and a signed "Certification of Distribution of Application Review Package" form (enclosed).

A signed original of the letter form also needs to be included with the application review package you send to EPA. Some of the agencies may request additional information as well. Please be sure to give the agencies a deadline for comments (at least 30 days from the day they receive the application). Comments should be sent directly to EPA at the following address:

**Mr. Roch Baamonde, Chief
Grants and Contracts Management Branch
USEPA Region 2
290 Broadway, 27th Floor
New York, New York 10007-1866**

Please note that EPA cannot complete processing of the application until the intergovernmental review process has been completed. If you need additional information about this process, please call (212) 637-3402.

NEW YORK STATE REVIEW PROCESS
Certification of Distribution of Application Review Package

Pursuant to the Federal intergovernmental review requirements, the attached Application Review Package is submitted for your review.

Applicant/Agency Name:
Organizational Unit:
Address:

Contact Person:
Telephone Number:

CFDA Number:
Federal Program Name:
Project Name:

Federal Funding Agency Address:

USEPA - Region 2
290 Broadway, 27th Floor
New York, New York 10007-1866

Federal Funds Requested: \$

REVIEWING AGENCIES

The Application Review Package has been sent to the Reviewing Agencies checked below:

- United States Environmental Protection Agency Region II, Grants and Contracts Management

AREAWIDE REVIEWING AGENCIES:

<input type="checkbox"/> ALBANY, RENNELAER, SCHENECTADY, SARATOGA	<input type="checkbox"/> GENESSE, LIVINGTON, MONROE, ONTARIO, ORLEANS, SENECA, WAYNE, YATES, WYOMING	<input type="checkbox"/> ULSTER
<input type="checkbox"/> BROOME, CHENANGO, CORTLAND, DELAWARE, OTSEGO, SCHOHARIE, TIOGA, TOMPKINS	<input type="checkbox"/> JEFFERSON	<input type="checkbox"/> WESTCHESTER
<input type="checkbox"/> CHAUTAUQUA, CATTARAUGUS, ALLEGANY	<input type="checkbox"/> ORANGE	<input type="checkbox"/> ALL COUNTIES
<input type="checkbox"/> CHEMUNG, SCHUYLER, STEUBEN	<input type="checkbox"/> OSWEGO, ONONDAGA, MADISON, CAYUGA	<input type="checkbox"/> NO APPLICABLE COUNTIES REVIEWING AGENCIES
<input type="checkbox"/> ERIE, NIAGARA	<input type="checkbox"/> PUTNAM	
<input type="checkbox"/> FRANKLIN	<input type="checkbox"/> ROCKLAND	

The undersigned certifies that an Application Review Package consisting of the items checked below has been sent to the required Reviewing Agencies for review.

- (1) FEDERAL FORM 424 (Box 16 must be completed)
- (2) PROJECT SUMMARY DESCRIBING PROPOSED ACTIVITIES
- (3) CERTIFICATION OF DISTRIBUTION OF APPLICATION REVIEW PACKAGE
- (4) SITE LOCATION MAP (For construction projects only)
- (5) PROJECT INFORMATION FORM (For construction projects only)

This Application Review Package will not be processed unless this form is signed and dated below.

Signature

Date signed

Title

ADDRESSES
NY State Reviewing Agencies

<p>ALBANY, RENSSELAER, SCHENECTADY, SARATOGA</p> <p>Mr. Rocky Ferraro, AICP Executive Director Capital District Regional Planning Commission One Park Place Suite 102 Albany, NY 12205 Tel. (518) 453-0850 Fax (518) 453-0856 Email: Rocky@cdrpc.org *Will accept electronic project proposals</p>	<p>BROOME, CHENANGO, CORTLAND, DELAWARE, OTSEGO, SCHOHARIE, TIOGA, TOMPKINS</p> <p>Mr. Erik Miller, Director Southern Tier East Planning Board 375 State St. Binghamton, NY 13901-2385 Tel. (607)724-1327 x212 Fax (607)724-1194 Email: emiller@stenv.org Director.stenv@gmail.com *Will accept electronic project proposals</p>
<p>CHAUTAUQUA, CATTARAUGUS, ALLEGANY</p> <p>Ms. Sarah Phearsdorg Southern Tier West RPB 4039 Route 219, Suite 200 Salamanca, NY 14779-9625 Tel. (716) 945-5301 Email: sphearsdorfe@southerntierwest.org *Will accept electronic project proposals</p>	<p>CHEMUNG, SCHUYLER, STEUBEN</p> <p>Ms. Marcia Weber Southern Tier Central Regional Planning Bd. 8 Denison Parkway East, Suite 310 Corning, NY 14830 Tel. (607)962-5092 Fax (607)962-3400 Email: weber@stny.rr.com *Will accept electronic project proposals</p>
<p>COLUMBIA</p> <p>Waive right to review all proposed projects</p>	<p>DUTCHESS</p> <p>Waive right to review all proposed projects</p>
<p>ERIE, NIAGARA</p> <p>Waive right to review all proposed projects</p>	<p>FRANKLIN</p> <p>Waive right to review all proposed projects</p>

<p>FULTON</p> <p>Waive right to review all proposed projects</p>	<p>GENESSE, LIVINGSTON, MONROE, ONTARIO, ORLEANS, SENECA, WAYNE, YATES, WYOMING</p> <p>Ms. Rudeen Armstrong Genesee/FingerLakes Regional Planning Cncl. City Place, 50 West Main Street, Suite 8107 Rochester, NY 14614 Tel. (585) 454-0190 Fax (585) 454-0191 *Will <u>not</u> accept electronic project proposals *Only reviewing proposals that are specific to Brownfields and Waste Water</p>
<p>GREENE</p> <p>Waive right to review all proposed projects</p>	<p>JEFFERSON</p> <p>Mr. Donald CanField Jefferson County Planning Dept. 175 Arsenal St. Watertown, NY 13601 Tel. (315)785-3144 Fax (315)785-5092 Email: donc@co.jefferson.ny.us *Will <u>not</u> accept electronic project proposals</p>
<p>LEWIS</p> <p>Waive right to review all proposed projects</p>	<p>MONTGOMERY</p> <p>Waive right to review all proposed projects</p>
<p>NASSAU</p> <p>Waive right to review all proposed projects</p>	<p>NEW YORK CITY and NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION</p> <p>Waive right to review all proposed projects</p>
<p>ORANGE</p> <p>Mr. David Church Orange County Planning Dept. 124 Main St. Goshen, NY 10924 Tel. (845) 615-3840 Fax (845) 291-2533 Email: Dchurch@orangecountygov.com *Will accept electronic project proposals</p>	<p>OSWEGO, ONONDAGA, MADISON, CAYUGA</p> <p>Ms. Carol Faucher or David Bottar Central New York Regional Planning Board 126 N. Salina Street Syracuse, NY 13202-1050 Tel. (315)422-8276 Fax (315)422-9051 Email: mail@cnyrpdb.org *Will <u>not</u> accept electronic project proposals</p>

<p>PUTNAM</p> <p>Waive right to review all proposed projects</p>	<p>ROCKLAND</p> <p>Ms. Arlene Miller Rockland County Department of Planning Robert Yeager Health Center, Building T 50 Sanatorium Road Pomona, NY 10970 Tel. (845) 364-3434 Fax (914) 638-5686 Email: Millera@co.rockland.ny.us *Will accept electronic project proposals</p>
<p>ST. LAWRENCE</p> <p>Waive right to review all proposed projects</p>	<p>SUFFOLK</p> <p>Waive right to review all proposed projects</p>
<p>SULLIVAN</p> <p>Waive right to review all proposed projects</p>	<p>ULSTER</p> <p>Mr. Dennis Doyle Ulster County Planning Board Box 1800 244 Fair St. Kingston, NY 12401 Tel. (845) 340-3339 Fax (845) 340-3429 Email: planning@co.ulster.ny.us</p>
<p>WESTCHESTER</p> <p>Mr. Edward Buroughs Commissioner of Planning Westchester County Department of Planning 148 Martine Avenue, Room 432 White Plains, NY 10601-4704 Tel. (914) 995-4402 Email: EEB6@westchestergov.com *Will accept electronic project proposals *Only reviewing proposals with a threshold of \$200,000.</p>	<p>HERKIMER, ONEIDA</p> <p>Waive right to review all proposed projects</p> <p>CLINTON, ESSEX, HAMILTON, WARREN, WASHINGTON</p> <p>Waive right to review all proposed projects</p>