Pursuant to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued:

PURPOSE

To specify policy for the environmental review of projects proposed for funding under the Housing and Community Development Act of 1974.


2. Overall Review Process. The overall process for conducting the environmental review of a project is depicted graphically on the flow chart entitled "Environmental Review Process for Community Development" attached as Appendix A.

3. Responsibility for Environmental Review. The HUD regulations place responsibility for conduct of required environmental reviews upon the "Chief Executive Officer" of the grant recipient locality. The Chief, Office of Community Development, is delegated primary staff responsibility for the conduct of environmental reviews under this procedure.

4. Technical Assistance for Environmental Assessments. When environmental assessments require specific expertise not available with County staff, the Chief, Office of Community Development, in consultation with the proposed implementing entity and the County Commission will make necessary arrangements to procure the needed technical assistance.
5. **Exempt Activities.** Upon opening a new Environmental Review Record, the Chief, Office of Community Development, shall determine whether or not the proposed project is exempt from environmental review, pursuant to §58.21 of the HUD Environmental Regulations.

6. **Environmental Review Record.** Each Environmental Review Record shall follow a prescribed format which will contain at least the following information:

   I. Table of Contents
   II. Chronology of Review Process
   III. Project Descriptions
   IV. Documentation of Environmental Review Finding
   V. Appendices, as needed, to supplement finding
   VI. Copy of Notice to File (Plot to File) an EIS
   VII. Copies of Notice of Public Hearing (if any)
   VIII. Draft EIS (if necessary)
   IX. List of Agencies Sent Copies of Draft EIS, and Comments Received (if any)
   X. Final EIS (if necessary)
   XI. Copy of Notice of Intent to Request a Release of Funds
   XII. Copy of Environmental Certification and Request to Release Funds

ORDERED at the County Courthouse, Jefferson County, Alabama, to be effective immediately.

Ben Erdreich  
Commissioner of Public Welfare
ENVIRONMENTAL REVIEW PROCESS FOR COMMUNITY DEVELOPMENT (24 CFR 58)
Chart No. 32
ORGANIZATION
CENTRAL LAUNDRY

OFFICE OF THE SUPERINTENDENT

Provides general direction to laundry administration and staff. Provides technical oversight to equipment maintenance and repair done by Building Services technicians. Performs clerical, administrative and custodial duties in support of the central laundry program.

TRANSPORTATION

Collects soiled laundry and distributes clean linens and clothing to county institutions.

LAUNDRY SUPERVISOR

Supervises and coordinates washing, processing, and shipping operations of the laundry.

WASH ROOM

Washes linens and clothing of county institutions.

PROCESSING ROOM

Presses, folds, and irons linens and clothing.

SHIPPING ROOM

Readies processed linens and laundry for return delivery to county institutions.

May 1, 1975