STATE OF CALIFORNIA
Gavin Newsom, Governor

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HOURS: MONDAY – FRIDAY, 9:00 A.M. – 4:00 P.M. (EXCLUDING STATE HOLIDAYS)

State Clearinghouse Handbook 2021

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Introduction to the State Clearinghouse

Established in 1973, the State Clearinghouse (SCH), a division of the Governor's Office of Planning and Research (OPR), coordinates the State-level review of Environmental Documents prepared pursuant to the California Environmental Quality Act (CEQA).

The SCH is at the center of State agency involvement in the CEQA environmental review process. It is responsible for reviewing and distributing Environmental Documents to State agencies for review, advising and assisting government agencies and the public on the environmental review process, and maintaining records of all Environmental Documents and notices that it receives for public access. The CEQA Guidelines govern the operation of the SCH and define its roles and responsibilities (California Code of Regulations, Title 14, Sections 15000-15387).

The CEQA Guidelines are updated annually – always make sure to refer to the most recently updated version.

Additionally, the SCH functions as the "State Single Point of Contact" (SPOC) for coordinating State and local review of applications for federal grants or loans under select State programs (as governed by the Presidential Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs). With the signing of Assembly Bill 1348 (Irwin, 2016), the SCH is responsible for reporting on all federal grants applied for and received in California, regardless of whether they fall under E.O. 12372. The SCH also coordinates the review of federal National Environmental Policy Act (NEPA) documents. The purpose of the process is to afford state and local participation in federal activities occurring within California. The Executive Order does not replace public participation, comment, or review requirements of other

federal laws, such as NEPA, but gives the state an additional mechanism to ensure federal agency responsiveness to state and local concerns.

Hours of Operation

The State Clearinghouse (SCH) operates Monday through Friday, 9:00 a.m. – 4:00 p.m. and closes on all State Holidays.

State agencies who must pay Fish and Wildlife (CDFW) filing fees may come drop off their checks at the SCH office any time between these hours. **Note**: Do not use the prior P.O. Box 3044, as it is no longer valid. Please instead walk in or mail CDFW filing fees to:

Governor's Office of Planning and Research
State Clearinghouse Unit
1400 Tenth Street
Sacramento, CA 95814

All CEQA documents and notices, which are now **only accepted via online submission**, must be submitted by the following times for same-day review and publication:

- Notices of Determination (NODs) by **4:00 p.m.**
- Notices of Exemption (NOEs) by **4:00 p.m.**
- All Draft and Final Environmental Documents by **3:30 p.m.**

Note: Public Resources Code Section 21091(c)(3) allows for "three working days from the date of receipt" for the SCH to start the State review period and distribute the Draft documents to State agencies for review and comment.

Evolution of State Clearinghouse Processes

Document Submission

Prior to transitioning to an online submission process in 2020, the SCH required 10–and later 15–hardcopies, delivered by mail or walk-in, of all filings of CEQA Environmental Documents that required State review, and in 2001, pursuant to AB 1807 (Longville), required all Notices of Preparations (NOP) of Draft Environmental Impact Reports to be filed with the SCH. In 2006, the SCH began accepting CD copies and USB drives of submissions and began requiring the OPR Summary Form to accompany those

submissions. Notices of Exemption (NOEs) and Determinations (NODs) were accepted via mail, email, fax, and walk-in.

As of November 3, 2020, the SCH only accepts CEQA Document and Notice submissions via CEQA Submit for publication to CEQAnet.

Date Stamps

Prior to transitioning to an exclusively online submission process, the SCH marked each CEQA notice with an official date stamp indicating the day it was received and posted.

The SCH no longer applies a date stamp to notices filed and published. To verify the date your document started State review (i.e., published to CEQAnet), please refer to the "Received" and/or "Posted" fields on your project's CEQAnet profile. Individuals who are registered into CEQA Submit can also check the status of their submissions under the "My Documents" tab.

SCH Identification Numbers

Each project that the SCH publishes receives a unique identification number. Prior to the year 2000, the SCH stamped each project with an 8-digit SCH identification number and later a 10-digit identification number. The first four digits always represent the year the SCH published the project; for projects that the SCH received as hardcopies before only accepting online submittals, the seventh digit indicates the geographic location (the "region") of the project or unique type of document. The last three digits indicate the sequential order in which the SCH processed the document that month.

Example: 2012053089

The above SCH number was the eighty-ninth document processed in May of 2012 for Region #3.

Currently, the first four digits of the SCH identification number indicate the year that the SCH processed the document (or the year that the *first* document under that SCH number was processed, in the case of SCH numbers that contain multiple projects). The next two digits indicate the month the SCH processed the document, and the last four digits indicate the sequential order in which the SCH processed the document that month.

Note: To search for a SCH number issued before the year 2000, you must enter "19" at the beginning. For example, if you are searching for SCH# 98101061 , enter it in as "1998101061" to match the new SCH number format.

Summary of Postings (Formally the Newsletter)

The Summary of Postings, formally known as the Newsletter, is a summary of CEQA documents and copies of federal grant assistance applications the SCH receives during a bi-weekly period. The SCH printed and mailed the Newsletter to subscribers for many years until it transitioned to posting the Newsletter online – after which it was renamed the Summary of Postings (SOP). The SOP also includes a chart – which the SCH will continuously update – that shows total CEQA documents received annually between 1999-2020.

Our new CEQAnet database now houses all of the summarized information that the SCH used to provide in the biweekly SOP.

Acknowledgement and Closing Letters

The SCH used to print and mail acknowledgement and closing letters to notify lead agencies of the SCH's receipt of their CEQA project and any State agency comments received before the end of a project's review period.

Since transitioning to a fully online submission process, the SCH has temporarily stopped sending acknowledgement and closing letters; however, we are in the process of developing a more detailed notification system that will notify submitters of the status of their project. SCH now requests State reviewing agencies to email comments to the lead agency and the SCH directly. State agency comments that the SCH receives before (and after) the end of the review period are available on CEQAnet. The SCH informs Lead Agencies to check their published project on the CEQAnet page for State agency comments[1].

Weekly Email to the State Reviewing Agencies

The SCH sends a weekly email to State reviewing agencies notifying them of new Environmental Documents and updates to those documents from the previous week. Reviewing agencies can then access projects that the SCH has selected them to review by entering their agency in the "Review Agency" field on the Advanced Search function on the CEQAnet online database. The contact information for the State reviewing agencies is updated frequently – please contact the SCH to obtain a copy of the most current list of contacts.

It is the reviewing agency's responsibility to forward comments to the lead agency and the SCH via email.

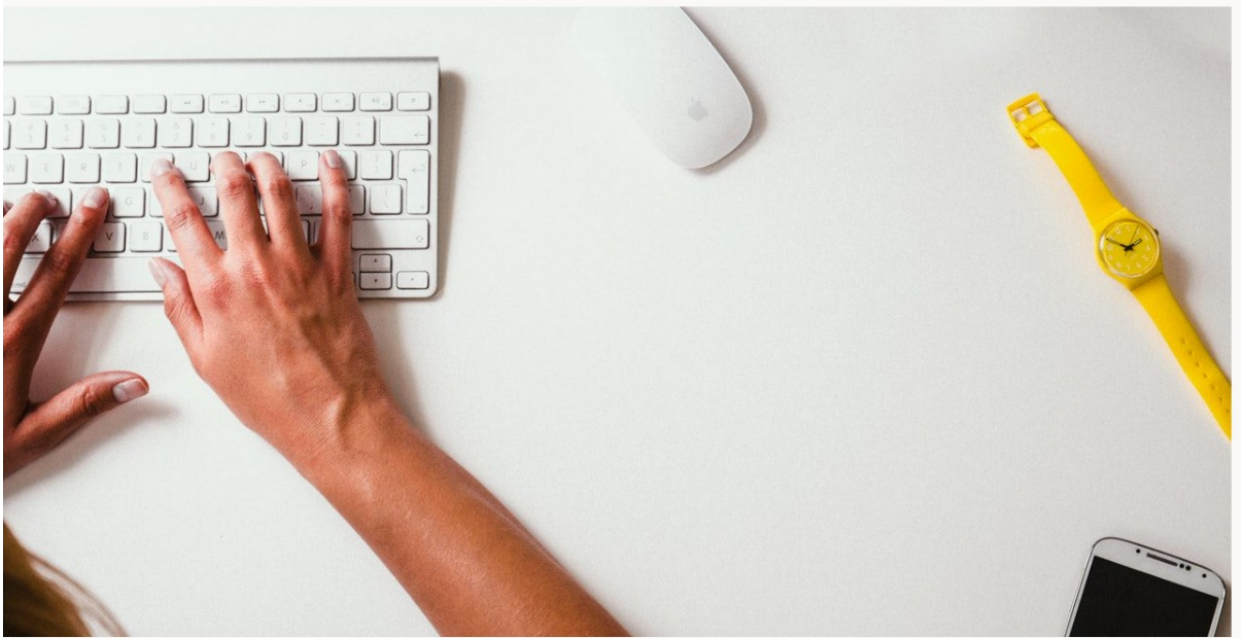
Note: State Reviewing Agencies do not have to wait for this weekly email to access their projects for review. CEQAnet updates daily, so reviewing agencies can filter for their selected projects at any time.

Federal Grants

Prior to January 2019, the SCH accepted federal assistance applications (SF-424 forms) via mail, fax, and email for physical posting pursuant to Executive Order 12372. The SCH also included a copy of applications it received in the Summary of Postings (SOP).

Federal assistance applications are now **only accepted and posted online** on OPR's Intergovernmental Review of Federal Programs database.

[1] Reference PRC 21104(c) and CEQA Guidelines Section 15044



CEQA Document Submission

This section includes information on accessing published CEQA documents and notices, what kinds of documents the State Clearinghouse must receive, how to file documents, submission requirements for each CEQA document and notice type, the review process of Environmental Documents, and accessibility requirements for submissions.

Accessing Published CEQA Documents

The State Clearinghouse (SCH) keeps records of all CEQA Documents it receives on the **CEQAnet database**. CEQAnet provides summaries of Environmental Impact Reports (EIRs), Negative Declarations, Environmental Impact Statements, and other types of CEQA and NEPA documents. The summaries include the project title, project location, lead agency name, contact information, and project description. The search functions allow you to browse documents by year, regional project location, end review periods, and a new custom search powered by Google.

As of March 2019, CEQAnet provides copies of all full text Environmental Documents and notices. **CEQAnet will not have copies of original documents published prior to March 2019.** Individuals looking for copies of documents published prior to March 2019 should contact the lead agency.

CEQAnet is **not** a comprehensive database of all CEQA and NEPA documents in California because not all Environmental Documents are submitted to the SCH.

Please note that the documents on CEQAnet are posted in the manner they were received. OPR does not control the content of external, third party documents submitted to us. If you need assistance accessing content in an alternate format, please email us at state.clearinghouse@opr.ca.gov. You may also contact us via phone at 916-445-0613.

What to Submit to the State Clearinghouse

The State Clearinghouse (SCH) must receive all the following types of Environmental Documents[2]:

a. All Notices of Preparation (NOPs) of Draft Environmental Impact Reports (EIR)
b. Draft Environmental Impact Reports (EIR), Negative Declarations, and all other Environmental Documents (reference NOC subtypes) prepared by State agencies
c. Draft Environmental Documents prepared by a lead where a State agency is a Responsible Agency, Trustee Agency, or otherwise has jurisdiction by law with respect to the project
d. Draft Environmental Documents on projects identified as being of statewide, regional, or areawide significance (CEQA Guidelines Section 15206)
e. Draft Environmental Impact Statements, Environmental Assessments, and Findings of No Significant Impact (FONSI) prepared pursuant to NEPA (Title 40 CFR, Part 1500, commencing with Section 1500.1).
f. Notices of Determination (NODs) for any projects where the lead agency is a State agency and for local projects where a State agency has discretionary approval (CEQA Guidelines Section 15075; 15094).
g. Notices of Exemption (NOEs) if a state/local agency determines that a project is not subject to CEQA **and** files a NOE. Agencies must file the NOE with the SCH/county clerk; the NOE is generally optional except when explicitly required by the statutory exemption.

    For example, when the statutory exemptions contained in PRC Sections 22159.22, 21159.23, or 21159.24 are used, an NOE must be filed pursuant to PRC 21152.1. Check the language of the statutory exemption to see if an NOE is required.

    Note on Cal Cannabis Permits: For permits related to cannabis cultivation, manufacturing, or other commercial activity, CEQA review is typically done at the local level first, as part of a city or county's local review process for a discretionary permit. Evidence of this local CEQA compliance is then submitted to the relevant State licensing authority as part of the license application. Please see the regulations of the relevant State licensing authority for information about the CEQA review process that authority conducts when considering a license application.

Please refer to PRC Sections 21082.1 and Sections 15205-6 of the most recent CEQA Guidelines for more information on filing requirements.

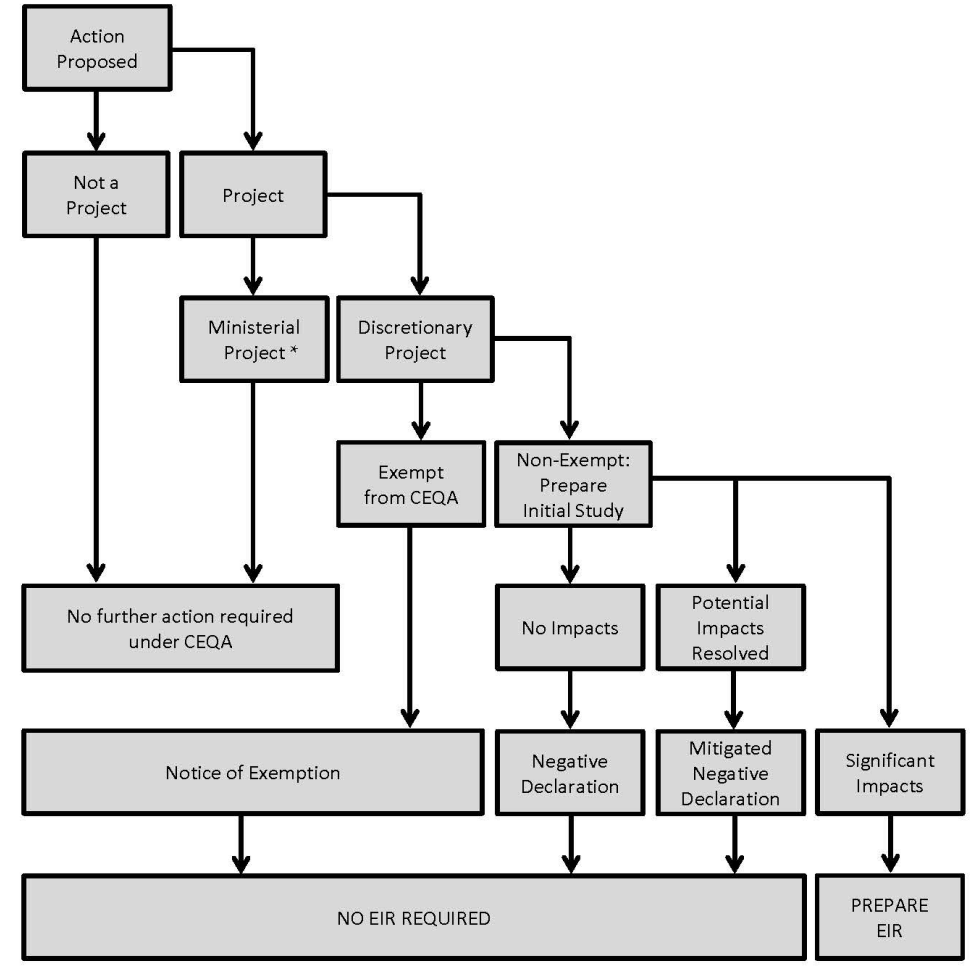
Additionally, the **Senate Bill 375 CEQA Provision Flowcharts** provide more information on project-specific filing requirements, as does OPR's **technical advisory** on submitting documents to the State Clearinghouse.

Filing a CEQA document pursuant to Executive Order (E.O.) N-80-20
(Ends September 30, 2021, pursuant to E.O. N-8-21)

For agencies submitting documents that require local review only but are submitting to the SCH pursuant to N-80-20, please include a Shortened Review Request form with your online submission, noting "Local Only Review" in the "Explanation" section of the form.

[2] Reference California Code of Regulations, Title 14

Lead Agency Decision to Prepare an EIR Flowchart



*** Note**: Even if a project is ministerial, a lead agency may choose to file an NOE in order to obtain a shorter statute of limitations (PRC 21080(b)(1)).

Time Periods for Review of Environmental Documents

Document or Action	Effect	Time Period	CEQA Statute and Guidelines
Review of application for completeness	Lead agency has 30 days to review an application for completeness. If no determination is made within this period, it will be deemed complete	30 days	15060 15101
Lead Agency acceptance of an application as complete	Begins maximum one year period to complete environmental review for certain projects	1 year	15060 PRC 21100.2 PRC 21151.5
Initial Study	Provides 30 days to determine whether an EIR or Negative Declaration will be required	30 days	15102
Notice of Preparation (NOP)	Provides 30 days from receipt of NOP for agencies to respond to the lead agency	30 days	15103
Convening of scoping meetings	Requires a meeting requested by an agency or by the applicant to be convened within 30 days of the request	30 days	15104
Public review of Draft Documents	When an Environmental Document is submitted to the SCH, the public review period shall be set at least as long as the review set by the SCH	EIR: 30-60 days ND: 20-30 days	15105
Review by State agencies	Provides standard 45 days for EIRs and standard 30 days for Negative Declarations through the SCH	EIR: 45 days ND: 30 days	15105
Completion of Negative Declaration	For a private project, the Negative Declaration must be adopted within 180 days after the application is complete	180 days	15107 PRC 21100.2 PRC 21151.5
Completion and certification of EIR	For a private project, the Negative Declaration must be adopted within one year – may be extended once for up to 90 days	1 year	15108 PRC 21100.2 PRC 21151.5
Response to comments (EIR)	Lead agency must give commenting agencies a response at least 10 days before certifying the EIR	10 days	PRC 21092.5
Notice of Determination (NOD)	Provides that agencies shall file notice within 5 days of project approval	5 days	15075 15094
Statute of limitations for CEQA challenge	Filing starts a 30-day statute of limitations to court challenges to the approval of the project. If NOD not filed, then statute of limitations is 180 days from date of project approval	30 days 180 days	15075 15094 15112
Notice of Exemption (NOE)	Filing of NOE following approval of projects exempt from CEQA starts a 35-day statute of limitations. If NOE is not filed, then statute of limitations is 180 days.	35 days 180 days	15062
Suspension of time limits	Unreasonable delay of document preparation caused by the application allows suspension of time periods in Guidelines, Section 15107 and 15108	Varies	15109
Projects with federal involvement	The limits may be waived or superseded by federal time requirements	Varies	15110

NOTE: *Related time periods for project approval are contained in Chapter 4.5 of the Government Code beginning at Section 65920.*

How to file CEQA documents and notices

In March 2019, the Governor's Office of Planning and Research (OPR), State Clearinghouse Unit (SCH) launched CEQA Submit and the new and improved version of CEQAnet. Together, the two online platforms serve as the new way to submit and publish Environmental Documents and Notices.

As of November 3, 2020, **the SCH stopped accepting emails and hardcopies of CEQA Documents** and now require that all agencies submit documents via CEQA Submit for publication to CEQAnet.

Upon receipt of documents to CEQA Submit, SCH staff reviews and then publishes those documents to CEQAnet. Upon publication, a confirmation is emailed and anyone can then use CEQAnet to access those documents. It only posts electronic copies of original documents received March 2019 and later, but it houses *records* of all CEQA documents the SCH has ever received.

Register into CEQA Submit:

a) Follow all the instructions on the CEQA Database Registration Form.
Once you are registered, SCH staff will email you a copy of the CEQA Database User Guide to guide you through the submission process. **Important**: Registered users need the User Guide in order to successfully submit their CEQA documents.

Submission Requirements for CEQA Documents

In this section includes requirements for submitting Draft and Final Environmental Documents, NEPA Federal Documents, and Notices of Preparation (NOPs), Determinations (NODs), and Exemptions (NOEs).

For questions specific to submitting documents on CEQA Submit, refer to the CEQA Database User Guide.

Draft/Final Environmental Documents

Includes Environmental Impact Reports (EIRs), Negative Declarations (NDs/MNDs), and all other Notice of Completion (NOC) subtypes.

Please include all the following materials in the "Attachments" section in CEQA Submit:

a. Draft/Final Environmental Document
    - **Note**: if your Final is not going under review, the NOC form and Summary Form are optional uploads to supplement your Final Document.
b. Initial Study (IS)
c. Notice of Availability (NOA) OR Notice of Intent (NOI)
    - OPR does not have a standardized Notice of Intent (NOI) or Availability (NOA) form. Each lead agency may devise its own form, but the lead agency must meet the minimum content requirements pursuant to CEQA Guidelines Section 15072 and 15087.
    - You can refer to this example of a Notice of Intent (NOI) and example of a Notice of Availability (NOA) that the SCH received from lead agencies.
d. Notice of Completion & Environmental Document Transmittal (NOC)
e. OPR Summary Form

See also OPR's CEQA Technical Advisory on Submitting CEQA Documents to the State Clearinghouse for more information on Draft and Final Environmental Documents.

NOC subtypes include:

NOA	**Notice of Availability**
NOI	**Notice of Intent**
CON	**Early Consultation Notice**
NOP	**Notice of Preparation (of an EIR)**
EIR	**Draft Environmental Impact Report**
SIR	**Supplemental EIR**
SBE	**Subsequent EIR**
Neg Dec/ND	**Negative Declaration**
MND	**Mitigated Negative Declaration**
FED	**Functional Equivalent Document**
SCEA	**Sustainable Communities Environmental Assessment**
RAN	**Request for Advanced Notification**
EA	**Draft Environmental Assessment**
EIS	**Draft Environmental Impact Statement**
FONSI	**Finding of No Significant Impact**
MEA	**Master Environmental Assessment**
SEA	**Supplemental Environmental Assessment**
SIS	**Revised/Supplemental Impact Statement**
TRI	**Tribal Compact Environmental Evaluation**
BIA-LA	**Bureau of Indian Affairs Notice of Land Acquisition**
BIA-ND	**Bureau of Indian Affairs Notice of Decision**
NDE	**Notice of Decision**
ADM	**Addendum**
FIS	**Final Environmental Statement**
JD	**Joint Document**
FIN	**Final Document**
REV	**Revised**
FYI	**Informational**
RC	**Response to Comments**
ROD	**Record of Decision**
OTH	**Other type (none of the above)**

Notices of Preparation (NOPs) of a Draft EIR

Please include all the following materials in the "Attachments" section in CEQA Submit:

a) Notice of Preparation (NOP) form
b) Notice of Completion (NOC) form
c) Additional references to the NOP

Refer to the most recent CEQA Guidelines Section 15082 for more information on NOPs.

Notices of Determination (NODs)

Please include all the following materials in the "Attachments" section in CEQA Submit:

a) Notice of Determination (NOD) form
b) Additional references to the NOD
c) Pay fees or show proof of payment
    a. State Lead Agencies: Make checks payable to California Department of Fish and Wildlife (CDFW). See most up to date CDFW CEQA Environmental Document Filing Fees
    b. Local Agencies: Pay fees to County Clerk's Office to comply with Executive Order (E.O.) N-80-20 (ending September 30, 2021 pursuant to E.O. N-8-21)

Refer to CEQA Guidelines Sections 15075, 15094 and 15096(i) for more information on NODs.

Certified Regulatory Programs (CRP) – Submission of Notice of Decisions and Payment of California Department of Fish and Wildlife Fees.

Please refer to the California Department of Fish and Wildlife (CDFW) website for information on paying CRP fees.

Notices of Exemption (NOEs)

Please include all the following materials in the "Attachments" section in CEQA Submit:

a) Notice of Exemption (NOE) form
b) Additional references to the NOE

Refer to CEQA Guidelines Section 15061-2 for more information on NOEs.

National Environmental Policy Act (NEPA) Federal Environmental Documents

OPR is responsible for implementing Presidential Executive Order (E.O.) 12372. This E.O. requires federal agencies to use State and local processes for intergovernmental coordination. OPR is available to assist federal agencies with review of NEPA documents and associated intergovernmental coordination.

CEQA allows for use of NEPA documents in place of CEQA documents. Submission through OPR is required to use those provisions. See CEQA Guidelines Section 15225(2).

Please refer to the Submission Requirements for Draft/Final Environmental Documents for NEPA Federal document submission requirements.

Review Process of Draft Environmental Documents

1. For **Draft Environmental Impact Reports (EIRs)** only: lead agency prepares and submits the Notice of Preparation (NOP) to the State Clearinghouse (SCH). The State Clearinghouse assigns a unique identification number, and the NOP undergoes 30-day minimum review period. Refer to CEQA Guidelines Section 15082 for more information on NOPs
2. Lead agency prepares the Draft Environmental Document
3. Lead agency submits the Draft Document and other required attachments to the SCH via CEQA Submit
4. Upon publication, the SCH assigns a unique SCH identification number (unless document is published under existing SCH#) and the review period begins. Refer to CEQA Guidelines Section 15105 for specific review period lengths
    a. If the project already has a SCH identification number from a previous document submittal, the lead agency should submit under the previously assigned SCH

5. State review agencies comment on the Draft Document within the State review period. The SCH makes State agency comments available on CEQAnet.
    a. Reviewing agencies are responsible for forwarding comments to the lead and the SCH.
6. The lead agency considers comments and decides on whether to approve a project (CEQA Guidelines Section 15044).
7. If the project is approved, the lead agency files a Notice of Determination (NOD) (CEQA Guidelines Section 15075, 15094 and 15096(i)).
    a. Local agencies must file the NOD within five working days after deciding to carry out or approve the project with the County Clerk of the County the project will be in; local agencies must also file the NOD with the SCH if the project requires discretionary approval from a State agency.
    b. State agencies must file NOD within five working days after deciding to carry out or approve the project with the SCH.
8. The lead agency files the approved/certified Final Document. The Final does not go under a review period unless the Lead indicates it wants it to go under review.

Updates to a Published Document

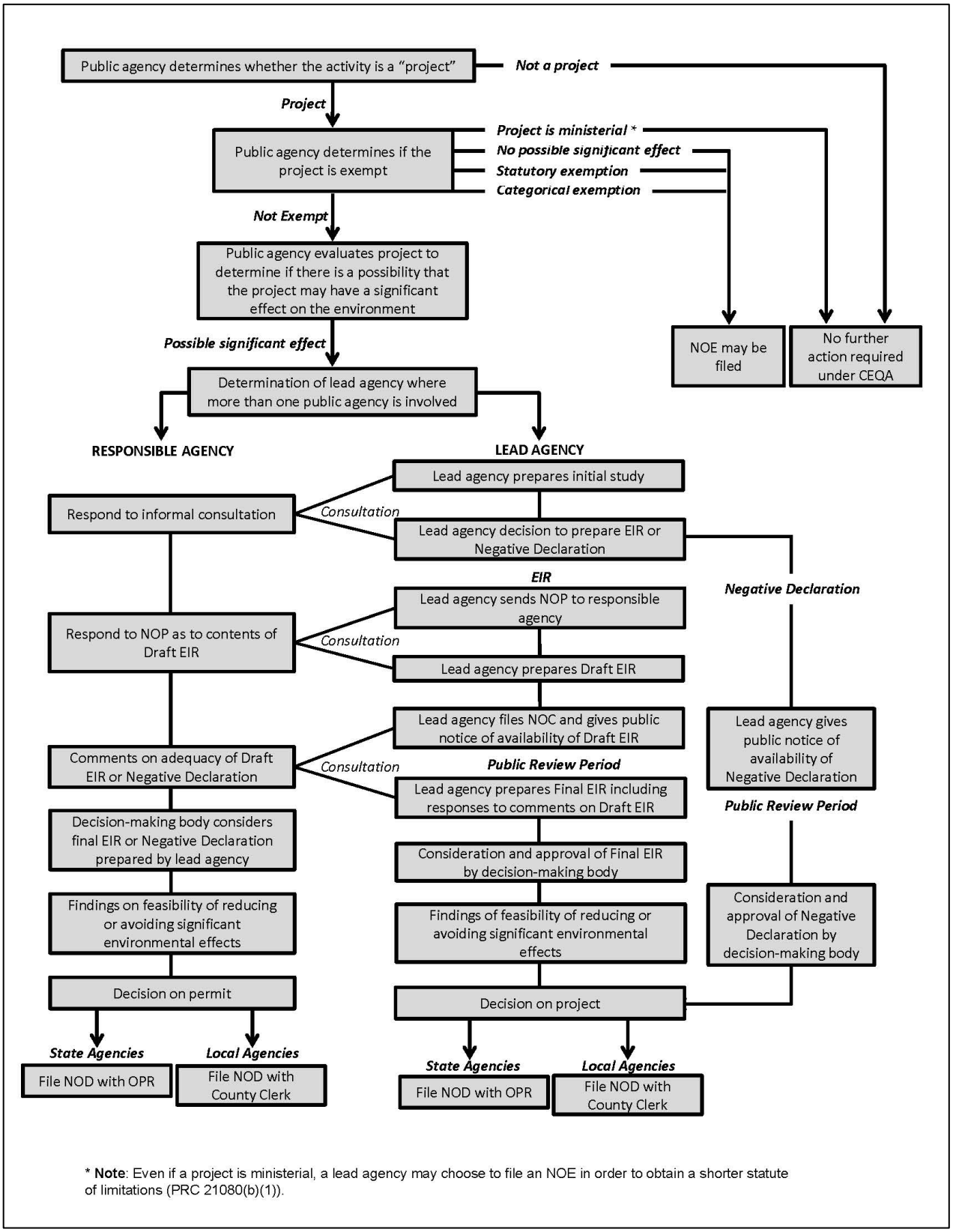
Once the SCH publishes a document submission, the submitter of that document no longer has access to make changes. To make changes to a published project, individuals must email the requested changes to state.clearinghouse@opr.ca.gov and include the SCH number of the project that needs to be updated. The SCH requests that lead agencies provide a memo on official letterhead confirming/explaining the changes to the submission. For extended review requests, agencies should provide an updated Notice of Intent (NOI) or Notice of Availability (NOA). The SCH cannot remove attachments once they have been published but can post updated or corrected attachments.

Requesting a Shortened Review Period

Under exceptional circumstances, the SCH may shorten the normal review periods for Draft Negative Declarations and Environmental Impact Reports (EIRs) prior to the start of the State review period. The lead agency must email the SCH with a written request for a shortened review period **prior** to submission of the Draft document. The request form must identify which of the five criteria in Appendix K of the CEQA Guidelines are met for this project (CEQA Guidelines Section 15205(d)) and explain why the shortened review is necessary and identify prior approval from Responsible and Trustee state agencies (Public Resources Code Section 21091(e)).

A completed Shortened Review Request Form must accompany the Draft Environmental Document and the NOC form.

CEQA Process Flowchart



* **Note**: Even if a project is ministerial, a lead agency may choose to file an NOE in order to obtain a shorter statute of limitations (PRC 21080(b)(1)).

Accessibility

State and Federal agencies must comply with all applicable statutory and regulatory requirements related to the Americans with Disabilities Act for documents posted and made available on internet websites. Local agencies must comply with all applicable statutory and regulatory requirements related to the Americans with Disabilities Act for documents posted and made available on internet websites.

The Governor's Office of Planning and Research (OPR) accepts no responsibility for the content or accessibility of CEQA documents and accompanying attachments; OPR posts documents in the manner it receives them. OPR does not control the content of external, third party documents submitted to us. For more information, please visit OPR's Accessibility Site.

Federal Grants

OPR is responsible for implementing Presidential Executive Order (E.O.) 12372, Intergovernmental review of Federal programs. E.O. 12372 requires federal agencies to use state and local processes of intergovernmental coordination for the review of federal financial assistance applications, direct development activities, and Environmental Documents. The SCH, which is already responsible for coordinating the distribution of Environmental Documents, serves as the State Single Point of Contact (SPOC) for coordination of state and local review of federal financial assistance applications. Many federal financial assistance applications specifically instruct the applicant to contact the SPOC to ensure coordination of state and local review.

Federal grants requiring E.O. 12372 review may be found in the online Catalog of Federal Domestic Assistance (CFDA) available at SAM.gov, which includes listings for all federal grant programs identified by the grant's CFDA number. The grant's Notice of Funding Opportunity (NOFO) should also indicate whether the grant is subject to E.O. 12372.

Each CFDA number contains five digits and appears in the format ##.### (e.g., 10.001 or 98.102). The CFDA number for each federal grant program may be found in the grant's NOFO or by contacting the federal agency grant contact. Grant applicants should consult the grant's CFDA listing found at SAM.gov or consult the annual Catalog of Federal Domestic Assistance publication to determine whether the program they are applying for is subject to state review. *Regardless of whether they fall under E.O. 12372, the SCH is responsible for reporting on all federal grants applied for and received in California.*

Note: The SCH does not administer grant programs or offer any grant funding. Please visit grants.gov for funding opportunities.

Single Point of Contact (SPOC) – How to Comply with Executive Order 12372

It is the policy of OPR to select all federal programs subject to intergovernmental review as subject to review by the state. If you are applying for any federal grant or one that is subject to E.O. 12372, Intergovernmental review of Federal programs, please submit notice of your application for federal assistance as follows:

Step 1: Submitting the Federal Standard Form 424 (SF-424)

Applicants for federal assistance programs covered under E.O. 12372 must send a copy of the Federal Standard Form 424 (SF-424) to the SCH. The SCH accepts submittals of the SF-424 forms via an online submission tool on the OPR Intergovernmental Review of Federal Programs website. The SF-424 is the cover sheet file of the federal grant application and is titled, "Application for Federal Assistance." The current version of the SF-424 may be found on grants.gov under "Forms." **Do not transmit the entire application package to the SCH**.

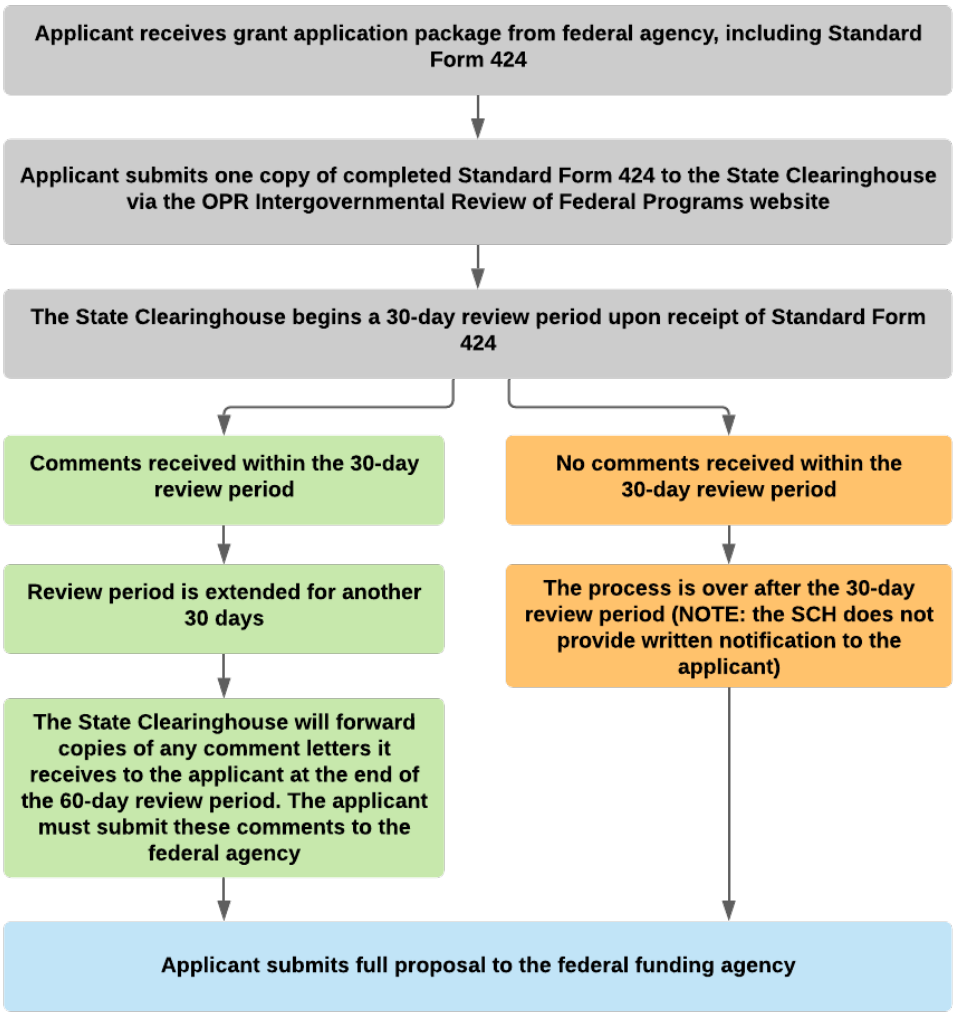
Step 2: Review Period Begins

The submittal of the SF-424 form on the OPR Intergovernmental Review of Federal Programs website begins a 30-day review period. If a Notice of Intent to Comment is received from any agency within the first 30 days of the review period, the review period is automatically extended an additional 30 days, allowing a total review period of not more than 60 days. This extension is intended to allow a commenting agency sufficient time to submit comments to the applicant. The SCH does not assign identification numbers to grant applications.

The SCH notifies state and local elected officials and agencies and the public of the grant applications through the Submissions page of the OPR Intergovernmental Review of Federal Programs website email and via email notifications to registered users of the website. This notification process allows elected officials and agencies and the public the opportunity to review applications and the option to comment on a particular application. Since the SCH does not receive a complete copy of the federal assistance full proposal or budget, any person wishing to review a proposal further must contact the applicant directly for more information.

Step 3: After the Review Period

At the end of the 30- or 60-day comment period, the SCH will forward copies of any comment letters it receives to the applicant. The applicant is responsible for submitting these comments to the federal agency. If no comments are received, the SCH will **not** notify the applicant in writing. This ends SCH involvement in the grant review process.



List of Areawide Clearinghouses

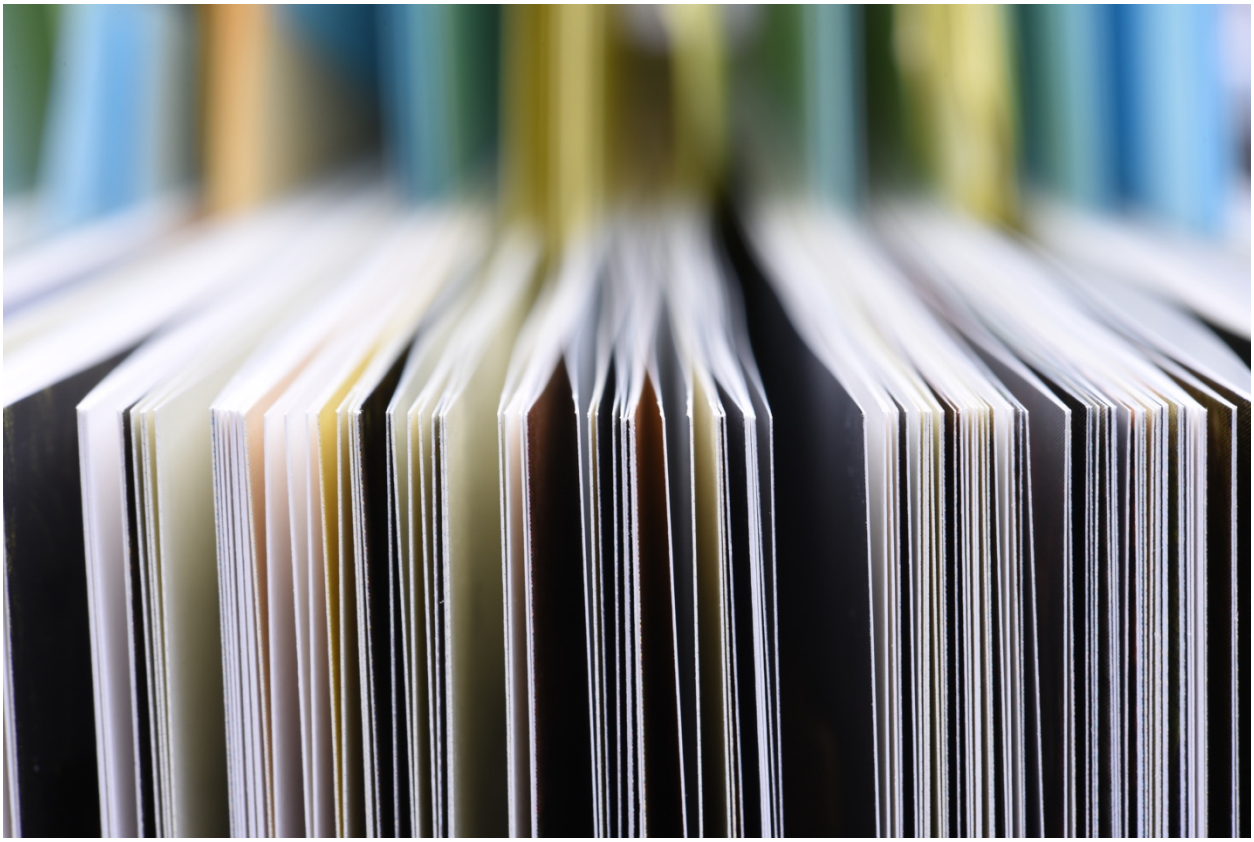
Name & Address	Telephone & Fax	Email & Web Address	Regions
Association of Bay Area Governments (ABAG) *Bay Area Metro Center* *375 Beale Street, Suite 700* *San Francisco, CA 94105*	T: 415.820.7900 F: 415.660.3500	Email: info@bayareametro.gov Web: www.abag.ca.gov	Counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma, and 100 cities
Association of Monterey Bay Area Governments (AMBAG) *24580 Silver Cloud Court* *Monterey, CA 93940*	T: 831.883.3750 F: 831.883.3755	Email: info@ambag.org Web: www.ambag.org	Counties of Monterey, San Benito, Santa Cruz and 18 Cities

Fresno Council of Governments (Fresno COG) *2035 Tulare Street, Suite 201* *Fresno, CA 93721*	T: (559) 233-4148 x241 F: (559) 233-9645	Email: parnest@fresnocog.org Web: www.fresnocog.org	Fresno County and 15 Cities
Kern Council of Governments (Kern COG) *1401 19th Street, Suite 300* *Bakersfield, CA 93301*	T: 661.861.2191 F: 661.324.8215	Web: www.kerncog.org	Kern County and 11 Cities
Kings County Association of Governments (KCAG) *339 West D Street, Suite B* *Lemoore, CA 93245*	T: 559.852.2654	Web: www.kingscog.org	Kings County and 4 Cities
Merced County Association of Governments (MCAG) *369 West 18th Street Merced, CA 95340*	T: 209.723.3153 F: 209.723.0322	Email: info@mcagov.org Web: www.mcagov.org	Merced County and 6 Cities
Sacramento Area Council of Governments (SACOG) *1415 L Street, Suite 300* *Sacramento, CA 95814*	T: 916.321.9000	Web: www.sacog.org	Counties of Placer (part), Sacramento, Sutter, Yolo, Yuba, El Dorado, and 22 Cities
San Diego Association of Governments (SANDAG) *401 B Street, Suite 800* *San Diego, CA 92101*	T: 619.699.1900 F: 619.699.1905	Email: pio@sandag.org Web: www.sandag.org	San Diego County and 19 Cities
San Joaquin Council of Governments (SJCCOG) *555 East Weber Avenue* *Stockton, CA 95202-2804*	T: 209.235.0600 F: 209.235.0438	Email: info@sjcog.org Web: www.sjcog.org	San Joaquin County and 7 Cities
Sierra Business Council *P.O. Box 2428* *Truckee, CA 96160*	T: 530.582.4800	Email: info@sierrabusiness.org Web: https://www.sierrabusiness.org/	Counties of El Dorado (part), Nevada, Placer (part), Sierra and 10 Cities
Southern California Association of Governments (SCAG) *900 Wilshire Blvd., Ste. 1700* *Los Angeles, CA 90017*	T: 213.236.1800 F: 213.2361825	Web: www.scag.ca.gov	Counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, Ventura and 191 Cities
Stanislaus Council of Governments (StanCOG) *1111 I Street, Suite 308 Modesto, CA 95354*	T: 209.525.4600 F: 209.558.7833	Web: www.stancog.org	Stanislaus County and 9 Cities
Tulare County Association of Governments (TCAG) *210 North Church Street, Suite B* *Visalia, CA 93291*	T: 559.623.0450 F: .559.730.2653	Email: tcaginfo@tularecog.ca.gov Web: www.tularecog.org	Tulare County and 8 Cities

Technical Assistance for Federal Grants

The Federal Grant Administrator at the Office of Planning and Research provides technical assistance to State agencies, local governments, institutions of higher learning, nonprofit organizations, and other interested parties in the state on how to find, apply to, and manage federal grants. By working with a statewide federal grant network, which includes a primary point of contact at state agencies, the Federal Grants Administrator provides resources and assistance on all aspects of federal grants. The Federal Grants Administrator identifies new funding opportunities and facilitates trainings to encourage and improve the ability of interested parties to pursue and manage federal grants.

Please refer to the Federal Grant Resources page and sign up for the Federal Grant Updates E-List to stay updated on opportunities, news, and trainings.



Helpful Resources

Relevant Acronyms

Acronym	Meaning
APN	Assessor's Parcel Number
CDFW	California Department of Fish and Wildlife
CEQA	California Environmental Quality Act
CFDA	Catalog of Federal Domestic Assistance
CRP	Certified Regulatory Program
E.O.	Executive Order
NEPA	National Environmental Policy Act
NOC	Notice of Completion
NOD	Notice of Determination
NOE	Notice of Exemption
OPR	Governor's Office of Planning and Research
PRC	Public Resources Code
SCH	State Clearinghouse
SOP	Summary of Postings
SPOC	Single Point of Contact

*See **Submission Requirements for CEQA Documents** for a full list of various CEQA document types. For more State agency acronyms, refer to **CEQAnet.***

CEQA Links

California Code of Regulations
CEQA Statutes and Guidelines
California Public Resources Code (CEQA Statutes begin at Section 21000).
California Legislative Information Code Section
Cal Cannabis Information
NEPA.gov
Code of Federal Regulations
CEQA Fees (**IMPORTANT**: Checks from State Lead Agencies must be made out to **CDFW** but should be delivered to the **SCH**)

Federal Grants Assistance Links

Catalogue of Federal Domestic Assistance (CFDA)
Federal Standard Form (SF-424) Submissions
Federal Grant Resources
Federal Grants E-list

State Clearinghouse Links

CEQAnet
CEQASubmit
CEQA Database Registration Form
CEQA Database User Guide
Annual Filings Through the SCH
Submitting CEQA Documents to the SCH

SCH Forms

Notice of Exemption (NOE)
Notice of Determination (NOD)
Notice of Completion & Environmental Document Transmittal (NOC)
Notice of Preparation (NOP)
Summary Form
CEQA Appendix G/Initial Study Checklist
Shortened Review Request Form