

The project description (or narrative) is typically drafted by the grantee and provided to USACE by OIA, along with the grant approval. However, the details needed for NEPA environmental compliance may differ from those included in the grant application. The project description for environmental review should contain enough information for a reader unfamiliar with the project to understand and evaluate the full range of potential impacts to natural and human resources. The checklist below suggests basic information grantees should provide (if applicable). USACE technical staff may request additional information or submittals if outstanding questions remain.

After reviewing the project description, USACE will help determine potential effects and the appropriate level of NEPA analysis required to support the proposed action.

OIA Project Description Checklist

- Detailed description (who, what, where, why, when, how) for each activity. Include entire project scope and all phases from beginning to end. If multiple types of activities are proposed, please explain each in detail. If a project is wholly administrative or a desktop exercise, please indicate.
- Describe the project purpose and need (such as a required upgrade to replace an inadequate power system).
- Project location and site conditions (such as address, location of facilities, staging areas, habitat, new features or construction).
- Design plans, drawings, and construction specifications, if warranted (include diagrams, schematics, size and distance details, quantitative description of construction phases, etc.)
- Describe any estimated digging, vegetation removal, or ground disturbance that might occur.
- Details about any proposed chemical use.
- Map(s)
- Photographs of site and important features
- Any existing federal, state, or local permits, including initial application (if already completed).
- Any BMPs or control procedures that will be enforced (such as a weed control plan)
- People we can contact to get more information (phone numbers and emails)