



# TIP 2

## NEPA STREAMLINING TIPS

### Sample Checklist of Pre-NOI Activities

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*Ensure that the proposal is ready to move forward by completing the pre-NOI tasks below.*

- Identify a NEPA manager and deputy as early as possible. Make sure they have the ability and authority needed to get the job done.
- Select the project team and involve them in developing the page budget and schedule.
- Anticipate institutional, scientific, and public issues or concerns.
- Ensure sufficient resources are available to begin and complete the NEPA evaluation in keeping with the time requirements of FAST-41, E.O. 13807, or S.O. 3355 (as applicable).
- Develop a concise and clearly defined purpose (what) and need (why) statement.
- Develop alternative formulation and screening criteria.
- Identify reasonable alternatives (how) that at least partially fulfill the purpose and need.
- Determine a proposed action from the alternatives. This may change later, but a defined proposed action is needed at the start of the NEPA process.
- Identify and collect relevant available background information and data such as GIS layers, historical data, and other environmental documents and studies.
- Identify missing or needed data and information and how to obtain them.
- Identify points of contact for project proponent (if applicable); Federal, state, local, and tribal agencies; and cooperating agencies.
- Coordinate early with cooperating agencies to develop signed MOUs identifying each agency's responsibilities.
- Determine place(s), date(s), and time(s) for Scoping meetings. Arrange meeting logistics.
- Determine how to effectively and efficiently review public Scoping comments.
- Put in place all needed funding and contracts.



Developed by the Office of  
Environmental Programs in the  
Bureau of Ocean Energy  
Management (BOEM)

