

## Appendix A – NBRC NEPA Intake Form

The National Environmental Policy Act (NEPA) requires that federal agencies consider potential environmental impacts of their actions before implementation or spending funds on the proposed action. You must complete this initial NEPA Intake Form as part of your NBRC application to provide NBRC Staff with project information relevant to the NEPA process. NBRC will use this information to determine the appropriate level of NEPA analysis that will be required if your proposed project is funded. Please provide attachments to support the information provided on this form, as needed.

**Note:** Completion of this form does not satisfy NEPA, but it does help NBRC to determine what NEPA analysis will be required. If your project is funded, the NEPA process must be complete before NBRC will issue a Notice to Proceed.

<b>Entity applying for funding:</b>	
<b>Point of contact:</b>	
<b>Signature:</b>	<b>Date:</b>
<b>Project / NEPA Status Overview</b>	
<b>Does this project anticipate receiving other federal funding?</b> <i>If yes, please list the other federal funders here (include attachment if the space provided below is not sufficient):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is a NEPA process currently underway or complete as required by other federal funding?</b> <i>If yes, what federal agency is currently undertaking the NEPA process and what is the current status:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are there any other ongoing or planned projects in the proposed project area?</b> <i>If yes, please provide a description of these projects:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Has any public outreach or engagement work been done for this project?</b> <i>If yes, please provide a brief description of this work:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>What is the anticipated timeline for the start of the proposed project?</b> Please note, NBRC does not allow projects to begin before October 1 of the award year and a Notice to Proceed will not be issued by NBRC until NEPA obligations have been satisfied.	

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<b>Project Description</b>
<b>Location of the proposed action (address and/or GPS coordinates):</b>
<p>The project description provided here should be different from the description provided previously in the NBRC Grant Application. For the purposes of NEPA, the project description should focus on what will physically be taking place in order to carry out the proposed project. If applicable and available, please provide site photos as an attachment to this form.</p> <p><i>For example, if your project involves the renovation of an existing facility to repurpose the space to be used as a business incubator space you should provide details of what renovation activities will be taking place (ex. demolition of walls to update the existing layout, installing new equipment, electrical upgrades, and any exterior/landscaping that may be part of the scope of work, including if any vegetation will be removed), the amount of square footage that will be renovated, and the anticipated timeframe of construction. If your project does not involve construction, you should detail specifically what the NBRC funds would be paying for and what will take place as a result. For example, if your project is providing technical assistance to small dairy farmers to support the transition to organic products you would note that NBRC funds would pay for consultants and that technical assistance would consist of performing site visits to dairy farms, developing recommendation reports for farmers, and performing associated administrative tasks.</i></p>

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Resource	Present in or near the project area?	Additional explanation <i>Note consultation, analysis, or permitting in this column.</i>
<b>Floodplains</b> <i>If any flood hazard studies and/or if a Hazard Mitigation Plan has been developed for the area, please note this, and attach the documents.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>Water bodies (rivers, wetlands, intermittent streams, etc.)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>Groundwater resources</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>State or federally threatened or endangered species</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>Wildlife habitat and/or vegetation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>Historic structures or landmarks</b> <i>If the project involves work to existing structure(s), provide the age of the structure(s) in the right-hand column.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	

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Resource	Present in or near the project area?	Additional explanation <i>Note consultation, analysis, or permitting in this column.</i>
<b>Archeological resources</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>Farmland</b> ( <i>prime, unique, or of statewide or local importance</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>Brownfields and/or superfund sites</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>Non-attainment area</b> ( <i>as defined by the Clean Air Act</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>Noise sensitive receptors</b> ( <i>including but not limited to schools, residences, libraries, hospitals, and other care facilities</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>Environmental justice populations</b> ( <i>minority or low-income populations as defined by Executive Order 12898</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	