

# Roles in NEPA Approval



## LDD Role

- Before Application Submission:
  - Review NEPA Intake Form (NIF) and required support documentation for NEPA analysis to ensure completeness.
  - Review project budget (SF424cbw) to ensure grantee has appropriately budgeted for NEPA related costs.
- PNTP for NEPA Costs:
  - Assist grantee by reviewing PNTP request to ensure completeness of information being submitted (PNTP Request form, NEPA consultation packet [scope of work, budget, and timeline])
- Optional - NEPA Assistance Contract:
  - If LDD has experience completing Environmental Assessments (EA) and has the capacity to assist a grantee, the LDD may want to explore a separate contract for NEPA assistance. This is an eligible NBRC cost and is separate from LDD Grant Administration.
- Remind grantee of available resources to assist them, including [New Grantee Support](#) webpage, [Grant Administration & Compliance Manual](#), [GMS Grantee Toolkit](#), [NEPA tab of NBRC website](#), etc.



## NBRC/The Clark Group Role

- Review NEPA Intake Form to determine level of NEPA review that will be required. Occurs following notice of award.
- Outreach to grantees begins 30-60 days following award.
- If applicable, outreach to other federal funders that may be leading a NEPA process for project to determine if an adoption is possible.
- If applicable, perform Section 106 (historic preservation), Section 7 (endangered species) consultations with appropriate agencies.
- If project requires an Environmental Assessment (EA):
  - Detailed guidance to complete EA will be provided
  - 30–60-minute kickoff meeting once NEPA consultant is in place.
- Track required steps in NEPA process including information gathering, consultations, and public comment.
- Sign NEPA approval documentation and communicate with grantee when NEPA is satisfied.



## Grantee Role

- Submit complete and accurate NEPA Intake Form, together with maps and other required documentation to support NEPA review, with project application.
- Look for and promptly respond to communications from NBRC and/or The Clark Group (TCG) via the GMS or from [admin@nbrc.gov](mailto:admin@nbrc.gov).
- If NEPA determination for the project requires an Environmental Assessment (EA):
  - Review Grant Administration & Compliance Manual for guidance on documentation required to support a Partial Notice to Proceed (PNTP) request and procurement requirements.
  - Review project budget (SF424cbw) to ensure appropriate costs have been budgeted to complete NEPA. If not, an amendment to adjust budget will be required to be submitted.
  - Solicit NEPA scope of work from consultants, either through an RFP/RFQ process or by contacting entities directly. See [NEPA tab of NBRC website](#) for RFQ and scope of work guidance
  - **Note: Do not commit to a contract or execute a contract for services before receiving authorization from NBRC under a PNTP.**
  - Work with LDD to request PNTP for NEPA costs and, if applicable, an amendment to adjust project budget.