

## Create and Submit a Project for Review

The review process occurs in two stages. In the first stage, the user creates a project and submits it for an initial review. In the second stage, the user reviews and responds to information in the initial report, finalizes the project, and submits it for final review.

### Registration

You will need to be a registered user to create and submit a project for environmental review. If you are not already registered, click here to [register for an account](#). Fill out the registration form.

### User account

[Create new account](#) [Log in](#) [Request new password](#)

E-mail \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Salutation

First name \*

Last name \*

Organization \*

Scroll down to review and accept the **Terms & Conditions of Use**, and click **Create new account**

**Accept Terms & Conditions of Use \***

[Create new account](#)

You will see a message on the Home page indicating that further instructions have been sent to your email address.

**A welcome message with further instructions has been sent to your e-mail address.**

Open the email and click on the one-time login link provided. Create a password and confirm it.

View Edit

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

E-mail address \*

whitney\_weber@naturereserve.org

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

Password strength: Good

Confirm password

Passwords match: yes

To make your password stronger:

- Add numbers
- Add punctuation

Click **Save** at the bottom of the form. A message will appear at the top of the page indicating the changes have been saved.



Your account is now ready to use.

### Stage 1: Create Project and Submit for Initial Review

1. Log in with your e-mail address and password.
2. Read **Terms and Conditions**. Check **Accept Terms & Conditions of Use** box. Click **Confirm** button. You will only need to do this once unless the Terms and Conditions are amended.
3. Click on **Map** tab. If necessary, click on **Switch Basemap** and choose the desired reference map.
4. Click on **Create Project**. Create, upload, or identify the project area boundary.
  - a) See *How to Create a Project Boundary* for different methods of incorporating the project boundary, found in the Help/Resources tab.
  - b) Hint: hold down the Shift key and drag a box on the map to zoom in. Must be zoomed in closer than 1:72,224 to draw a polygon for the project boundary.
5. With the project boundary polygon in place, click **Accept**. The project boundary will validate, and the **Create Project** window will appear.
6. In the **Create Project** window, fill in all required fields and any desired optional fields.
  - a) If using more than one project identification number, separate them with commas.
  - b) **Select ONE Project Type** (indicated by circular radio buttons.)
  - c) After selecting a **Project Type** by clicking on a circular radio button, an additional list of **Project Type Activities** (indicated by boxes) MAY appear in a separate section below the **Project Type** section. Select ALL relevant **Project Type Activities** from the list. You must select at least one **Project Type Activity**. Not all **Project Types** will generate the **Project Type Activity** section.

7. Select **Draft** and click on **Submit**. Do not include attachments with the Draft submission. Draft submissions are not sent to NGPC or USFWS staff.
8. Click **OK** to close the notification box.
9. When the analysis is complete, an email message will prompt you to visit **My Projects** to view the initial review report. It may take about 5 minutes for the email to be sent to you.

## **Stage 2: Review Results, Finalize Project and Submit for Final Review**

1. After receiving the email notification indicating the initial review is complete, log back into your account (if you have left the CERT), and click on **My Projects**. A table with your projects will appear. (You can also use the link in the email if your web browser is open and you are already logged into the CERT.)
2. Click on the project title to open the **Project Review Results** page.
3. Click on **Project Report (PDF)** to open the Environmental Review Report.
4. Download and save the report as a PDF to your computer.
5. Open the saved Environmental Review Report PDF from your computer to review results.

One of three potential determinations will appear in the **Overall Results** section of the report. The potential determinations are:

- A. "Unlikely the project will negatively impact"
- B. "More information is needed – refer to the following sections"
- C. "Potential impacts – contact the agencies for further information"

Follow the instructions below based on the type of determination listed in the report.

### **A. Unlikely the Project will Negatively Impact**

A project with this determination is unlikely to have an adverse impact on listed species and specific conservation conditions for listed species are not required. (Note: other best management practices for certain projects and/or information to help the project proponent/applicant comply with other state and federal regulations may still be included.) Assuming the project has not changed from when it was initially submitted, follow these steps:

1. Verify that ALL the project information provided is correct by inserting your signature and the date in the spaces provided under the **Certification** paragraph. (Hint – in PDF, under Tools, use Sign & Fill. For further information, see instructions for inserting text into a PDF document, found in the Help/Resources tab.)
2. Save the updated PDF (with signature & date) to your computer.
3. Open the **My Projects** tab and click on the project title.
4. Click the **Edit Details** tab (below project title). This will bring up the **Edit Project** window.
5. Scroll to the bottom of the page. Under **Project Edit Status**, select **Final**.

6. **Browse** to and **Upload** the Environmental Review Report PDF containing your signature and date. Optional: Upload any additional project documents at this time (e.g., detailed plan drawings; site photos; survey reports; etc.)
7. Click **Save**. This will complete the file upload process and will rerun the analysis and generate a final report. (The initial draft report and the final report will look the same if the project information was not changed.) Completing this step is necessary in order to notify NGPC and USFWS staff that a project has been submitted and analyzed. The environmental review is complete and no further consultation with the NGPC and the USFWS is required.

**NOTE:** The Environmental Review Report PDF with your signature and date is the official environmental review that should be submitted to appropriate agencies when applying for permits.

### **B. More Information is Needed**

A project with this determination requires the user to answer the habitat questions listed in the Environmental Review Report. Habitat questions are related to certain listed species which may occur within or near the project area. Depending on the answers to the habitat questions, conservation conditions may be required in order to avoid adverse impacts on listed species. Assuming the project has not changed from when it was initially submitted, follow these steps:

1. Answer all of the habitat questions by placing an "X" next to the appropriate answer. Select only one answer per question. (Hint: in PDF, under Tools, use Sign & Fill. For further information, see instructions for inserting text into a PDF document, found in the Help/Resources tab.)
2. If you answered "Yes" to any habitat questions, review the required conservation conditions. Then proceed to the section entitled **Conservation Conditions Agreement** and place an "X" next to the appropriate option. If you selected the first option, insert a signature and date in the spaces provided. If you selected the second option ("I have concerns...") OR if one or more answers to the habitat questions are "Unknown," then consultation with the NGPC and/or USFWS will be required. If you answered "No" to all the habitat questions, leave the **Conservation Conditions Agreement** section blank.
3. Regardless of answers to the habitat questions, verify that ALL the project information provided is correct by inserting your signature and the date in the spaces provided under the **Certification** paragraph.
4. Save the updated PDF (with answered questions, signatures & date) to your computer.
5. Open the **My Projects** tab and click on the project title.
6. Click the **Edit Details** tab (below project title). This will bring up the **Edit Project** window.
7. Scroll to the bottom of the page. Under **Project Edit Status**, select **Final**.
8. **Browse** to and **Upload** the Environmental Review Report PDF containing your answers, signature and date. Upload/attach any additional documents at this

time (e.g., detailed plan drawings; site photos; survey reports; explanation of concerns regarding conservation conditions; etc.)

9. Click **Save**. This will complete the file upload process and will rerun the analysis and generate a final report. (The initial draft report and the final report will look the same if the project information was not changed.) Completing this step is necessary in order to notify NGPC and USFWS staff that a project has been submitted and analyzed.
10. If the Environmental Review Report directs further consultation with NGPC and/or USFWS, as indicated by answers provided in the Environmental Review Report PDF, then please contact NGPC and/or USFWS by email at the contact information provided in the report to request further consultation.

**NOTE:**

- i. If you answered “No” to all the habitat questions, the Environmental Review Report PDF with the questions answered, your signature and date is the official environmental review for the project; it should be submitted to appropriate agencies when applying for permits. The environmental review is complete and further consultation with the NGPC and/or USFWS is not required.
- ii. If you answered “Yes” to any of the habitat questions (and did not answer “unknown” to any questions) and agreed to all the associated conservation conditions, the Environmental Review Report PDF with the questions answered, your signatures and date is the official environmental review; it should be submitted to appropriate agencies when applying for permits. The environmental review is complete and further consultation with the NGPC is not required. Further consultation between the lead federal agency and the USFWS may be required, and you can contact the USFWS for additional information.
- iii. If you answered “unknown” to any of the habitat questions or did not agree to implement one or more of the conservation conditions, consultation with NGPC and/or USFWS staff will be required. Please contact NGPC and/or USFWS staff to request further consultation.

**C. Potential Impacts, Contact the Agencies for Further Information**

A potential impact determination means that the project or activity may potentially adversely affect one or more state or federally listed species. Consultation with NGPC and/or USFWS staff is required. Assuming the project has not changed from when it was initially submitted, follow these steps:

1. Verify that ALL the project information provided is correct by inserting your signature and the date in the spaces provided under the **Certification** paragraph. (Hint – in PDF, under Tools, use Sign & Fill. For further information, see instructions for inserting text into a PDF document, found in the Help/Resources tab.)

2. Save the updated PDF (with signature & date) to your computer.
3. Open the **My Projects** tab and click on the project title.
4. Click the **Edit Details** tab (below project title). This will bring up the **Edit Project** window.
5. Scroll to the bottom of the page. Under **Project Edit Status**, select **Final**.
6. **Browse** to and **Upload** the Environmental Review Report PDF containing your signature and date. Upload any additional project documents at this time (e.g., detailed plan drawings; site photos; survey reports; etc.)
7. Click **Save**. This will complete the file upload process and will rerun the analysis and generate a final report. (The initial draft report and the final report will look the same if the project information was not changed.) Completing this step is necessary in order to notify NGPC and USFWS staff that a project has been submitted and analyzed.
8. Please contact NGPC and/or USFWS by email at the contact information provided in the report to request further consultation. The project will not be reviewed until NGPC and/or USFWS receive your email.

OPTIONAL: After reviewing the initial report, you may revise the project boundary and/or project activities and then re-submit the project as a **draft**. To make revisions, return to the Project Review Results page. To revise the project boundary, click on Edit/View Shape and use the Draw/Edit toolbar. To edit project activities, click on Edit Details (below project title). Once you submit the project for final review, you will not be able to make edits.