

NEPA Intake Form for OJP Grant Activities

The National Environmental Policy Act (NEPA) requires that federal agencies consider the potential environmental impacts of their actions before obligating or spending funds on a proposed action, including actions funded through grant programs and carried out by third parties. You must complete this initial NEPA Intake Form to provide project information relevant to the NEPA process. This form does not satisfy NEPA but is intended to inform what level of NEPA analysis your project will require.

Please provide attachments as needed to support the information provided on this form.

Solicitation Title:			
Application or Award Number:			
OJP Grant Manager Name:			
Project Point of Contact Name:			Date:
Project Overview Questions			
Project/Activity Location(s) (address and/or GPS coordinates) <i>(if unknown, indicate so by listing "unknown")</i> :			
Has this project received, or do you anticipate that it will receive, federal funding from other sources? <i>If yes, please list the other federal funders below:</i>			☐ Yes ☐ No ☐ Unsure
Will the project require any permits? <i>If yes, list the type of permit(s) and the current status below:</i>			☐ Yes ☐ No ☐ Unsure
Are there other actions connected to or dependent on the project? <i>Connected actions are closely related Federal activities or decisions that should be reviewed together under NEPA because they either trigger other actions requiring review, depend on prior or simultaneous actions, or are part of a larger, interdependent project. Dependent actions are actions that would not proceed if the project did not move forward. For example, demolishing a building so a new one can be constructed. If yes, please provide a description below:</i>			☐ Yes ☐ No ☐ Unsure
Are you aware of any public concern or opposition to the project? <i>If yes, please provide a brief explanation below:</i>			☐ Yes ☐ No ☐ Unsure
What activity types are part of your project (check all that apply)?			
☐ Purchase of equipment/supplies	☐ Training activities	☐ Laboratory and/or research activities (including forensic anthropology research)	
☐ New construction	☐ Renovation	☐ Expansion of an existing structure	☐ Other

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Project Description

This project description should be different from the description provided in the grant application narrative

Please provide a brief description of your project, focusing on the physical activities involved. See additional guidance based on project activity types below:

Construction, renovation, and/or expansion activities: For renovation projects, provide details on the renovation activities taking place (e.g., wall demolition, equipment installation, electrical upgrades), the square footage of the renovation, the construction timeframe, current and future facility uses, and/or if the footprint of the facility will be expanded. For new construction projects, specify site prep activities (e.g., vegetation removal, ground disturbance), if the establishment of driveway/parking areas and/or connection to utilities are anticipated, the new facility's purpose, and its square footage.

Laboratory and/or research activities (including forensic anthropology research): For laboratory/research projects, specify the location, applicable safety measures, what will physically take place to carry out the research, and whether firearms or any chemical, biological, or radiological elements will be used.

Training activities: If your project involves providing funding for training, you should state what the training is for, who would be attending the training, whether the training is occurring at an existing facility, and whether firearms or any chemical, biological or radiological elements would be utilized during the training.

Purchase of equipment/supplies: For equipment purchases, state what equipment will be purchased, its purpose, installation location and method, users, and any required permits or approvals.

Other: If your project involves other activity types, you should clearly detail what the project funds will be paying for. Examples of other activity types include but are not limited to, funding salaries, overtime, fellowships, fringe benefits, travel, etc.