**Recreational Trails Program (RTP) - Design Report Appendix A**

**NEPA Review - Tree Removal and Mapping Documentation**

The following information will be included in the RTP Design Report Appendix A to inform the environmental review of the project in accordance with the **National Environmental Policy Act (NEPA)**. In accordance with the RTP Programmatic Agreement, the NEPA determination will be made by the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) or the Federal Highway Administration (FHWA)

Please provide the following information and attachments:

Project Title: Click or tap here to enter text.

Project Sponsor/Grantee: Click or tap here to enter text.

OPRHP Project Number:Click or tap here to enter text.

Federal PIN: Click or tap here to enter text.

What is the email address of the person initiating the project in IPaC?

 Email: Click or tap here to enter text.

Tree Removal Information for Endangered Species Act:

Will any trees 3” DBH or greater need to be removed or limbed in preparation or for completion of the project?

[ ] Yes
[ ] No. If no, please continue onto Required Attachments and Maps

If Yes, how many trees will need to be removed? Click or tap here to enter text.

What time of the year will trees be removed or limbed?

 [ ]  To occur between November 1-March 31

 [ ]  To occur between April 1 and October 31

REQUIRED ATTACHMENTS AND MAPS:

The following environmental documentation must be provided as an attachment to the Design Report. Please follow the instructions for each attachment.

1. Project Area Map
2. Official Species List Report from IPaC
3. U.S. Fish and Wildlife Service National Wetlands Inventory Map

**Instructions for Required Attachments:**

The following documentation is required to help evaluate the potential environmental impact of the proposed projects. At a minimum, the following four documents should be provided.

1. **Project Area Map**: Please provide a map identifying the location and proposed boundaries of the project.
2. **An Official Species List** **Report** provided from the US. Fish and Wildlife Services’ Information for Planning and Conservation (IPaC)

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| To access the IPaC system, please go to the following link: <https://ecos.fws.gov/ipac/> 1. Click on the ‘Get Started’ icon.
2. Find Location: Enter an address to search for the project location or use the zoom buttons to locate the project area.
3. Define the Area: Using the polygon drawing tool, create a two-dimension polygon that encompasses the project area. Click on one corner of the project area and begin to circle the area by clicking on the boundaries of the project location. Double-click to complete the polygon.
4. Select “Continue” to move onto the next step, or “Start Over” to re-do the polygon.
5. On the next screen, click “Define Project.” (You may need to create an account at this point.)
6. Enter project information, including the project name and description and click “Save.”
7. Click “Start Review” to request an Official Species List. Then click “Continue.”
8. Under Step 1, click “Yes, Request a Species List.”
9. Click “Yes” for: *Is this project being conducted, permitted, funded, or licensed by a Federal agency?*
10. Click “None” for: *Does your project fall under (or receive funding through) any of the following special project authorities?*
11. Indicate what kind of organization you are working directly for.
12. If asked *Who is the Lead Federal Agency for this project?*, click “There is another agency that is the lead agency.”
13. Click “No” for: *Are you a designated non-federal representative?*
14. For *What is your role in this project?*, click “Lead Project Proponent.”
15. Respond to any additional questions, then click “Submit Official Species List Request.”

A link to an Official Species list will be generated within a few minutes after it has been requested. Click on the link provided and download/save a copy. | C:\Users\ellmersl\Desktop\IPAC OSR_screenshot.pngA sample of the Official Species List provided by the IPaC system.  |

1. **U.S. Fish and Wildlife Service National Wetlands Inventory Map**:

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| The National Wetlands Inventory can be accessed at the following link: <http://www.fws.gov/wetlands/Data/Mapper.html>1. Select the ‘Wetlands Mapper’ icon.
2. After launching the mapper, and closing the Disclaimer, an address may be entered by clicking on ‘Find Location’ icon in the right upper corner.
3. Zoom in or out so that the entire project area is visible on screen.
4. The Legend on the right lists out the Wetland Layers. Any wetlands, ponds, and marine features in the project area will be identified with a solid color.
5. Click ‘Print’ at the top of the page to create a PDF of the map.
6. Enter a title and click ‘Print.’ A pdf will be created.
7. The document will be listed under the heading “Print Jobs.” Click on the title to open the document and print or save.
 | Sample of a National Wetlands Inventory Map |