



Forest Service  
U.S. DEPARTMENT OF AGRICULTURE

Name of Region Region, Name of National Forest National Forest

Month and year

## Title of Project

# Determination of NEPA Adequacy and Decision Memo or DRAFT Decision Notice or Decision Memo

*Insert graphic below (in line with text). Be sure to add alternative text describing the image in the  
Format Picture menu*

Insert graphic here

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Project Name



*Instructions are in blue text in text boxes. Delete all text boxes before finalizing this document. Also, delete any sections in the document that you do not use. To use EndNote with this template, delete fillable form fields before typing in that section of the document. See the ["DNA Read Me document"](#) document for additional instructions.*

*This template is provided to assist you in appropriately and thoroughly documenting use of the Determination of NEPA Adequacy (DNA) tool.*

*You will need to think about how best to use this template throughout the process. For example, you may start completing the template but then need to do the following at key milestones or to capture necessary info:*

- Cut/paste the DNA when going out for scoping or combined scoping/30-day comment. It is suggested that you complete this document and use it when conducting scoping or the comment period. (For EAs, the responsible official has discretion to combine scoping and the 30-day comment period. You are highly encouraged to do this for DNAs based on a previously completed EA.)*
- Remove sections you don't need (e.g. Admin Review section when doing a CE).*
- Update title page and Decision sections to remove Draft when no objection process applies or you are finalizing for decision (see 36 CFR 218.4 for reasons an objection process would not apply).*
- Add additional law/reg considerations, table of contents or appendices if needed or desired.*

## Determination of NEPA Adequacy Review

### Current Project Information

**Project Name:** Project Name

**Project Initiation Date:** [Click here to enter a date](#)

**Proponent Name (if applicable):** Proponent Name

**Responsible Official:** Line Officer Name and Title

**Unit:** Forest, Grassland, or District Name

**County(ies):** County(ies)

**Anticipated Implementation:** Date/Timing

**Signing Authority:** Level of Signing Authority (District Ranger, Forest Supervisor, Regional Forester etc.)

**PALS Tracking #:** PALS Tracking Number

**Link to Public Project Webpage:** [Link to public project webpage](#)

**General Location:** General location, such as nearby road, topographical feature or facility (e.g. campground)

**Applicable Management Areas:** Applicable Management Areas from Land Management Plan

**Legal Description:** Legal Description of Project Location

**Elevation Range:** Elevation Range of Project

**Watersheds:** Watershed(s) where project is located



Project Name



## Previous Project Information for which an Analysis was Completed and a Decision Made

**Name of Previous Project:** [Previous Project Name](#)

**Level of Analysis Completed:** [Choose an item](#)

**Previous Project PALS Tracking #:** [PALS Tracking Number](#)

**Project File:** [Link to Pinyon where project documentation should be filed](#)

**GIS Info:** [Link to T: where project GIS info is located](#)

**Title of and Link to Previously Completed Analysis Document:** [Title of Document](#) [Link to document on previous project public webpage](#)

## Current Purpose and Need and Proposed Action

[Describe the purpose and need for action](#)

[Describe the proposed actions including design features](#)

## Similarity Between the Prior Decision and the Proposed Action / Alternatives

**Is the new proposed action substantially the same as a previously analyzed proposed action or alternative analyzed in detail in an existing NEPA analysis (36 CFR 220.4(j)(1)(i))?**

*Explain in detail the similarity between the actions authorized under the prior decision and the current proposed actions. If there are differences between the actions, explain why they are not substantial. If the differences are substantial, then a DNA is not appropriate.*

[Explain in detail here](#)

**What is the proximity of the proposed action(s) to previous analysis areas? Are geographic and resource conditions for the current proposed action(s) similar to the previously analyzed area?**

*Describe whether the new proposed action will occur within the same analysis areas. If the location differs, describe the relationship of the geographic and resource conditions for the new proposed action(s) to those analyzed in the existing NEPA document(s).*

[Describe analysis area\(s\) here](#)

## Range of Alternatives

**Is the range of alternatives analyzed in the existing NEPA document(s) appropriate with respect to the new proposed action (36 CFR 220.4(j)(1)(ii))?**

*Explain whether the range of alternatives previously analyzed are appropriate given current environmental concerns, issues, and resource values.*

[Explain range of alternatives here](#)

## New Circumstances or Information Since the Prior Decision

**Is the existing analysis valid in light of any new information or circumstances relevant to environmental concerns (36 CFR 220.4(j)(1)(iii))?**



Project Name



*Describe any substantial and relevant new information or circumstances that have occurred since the prior decision was signed, such as natural disturbances or changed conditions (insect and disease outbreaks, wildfires, or endangered species listings).*

Describe any substantial and relevant new information or circumstances here

**Can you reasonably conclude that new information and new circumstances would not substantially change the analysis of the new proposed action?**

*Describe whether new circumstances or information would substantially change the analysis of the new proposed action.*

*If there is no new information or circumstances, you can delete this question and response or just state not applicable in the response.*

Describe changes to the analysis of the new proposed action here

## Adequacy of Effects Analysis for The Proposed Actions

**Are the environmental effects that would result from implementation of the new proposed action similar to those analyzed in the existing NEPA document(s) (36 CFR 220.4(j)(1)(iv))?**

*In the following table, for the column **Specialist's Initial Input on Adequacy of Effects Analysis**:*

- Are the effects that would result from implementation of the new proposed action similar (both quantitatively and qualitatively) to those analyzed in the existing NEPA document?*
- Describe your review conclusion (an example statement is provided for most resources; revise or delete as you see fit)*

*In the following table, for the column **List of Applicable Documents Reviewed**:*

- The previously completed analysis and decision document are already referenced in the Previous Project Information section above and do not need to be listed again in this table.*
- List documents (by exact file name) located in the project record for the previously completed project and that you reviewed as the specialist to provide input on adequacy of the effects analysis (e.g. biological assessments, biological evaluations, biological opinions, specialist reports, Forest Plan consistency checklist etc.)*

Pertinent resource specialists have reviewed the current proposed actions and compared them to those actions previously analyzed. The following input has been provided for the responsible official's consideration:



Project Name

Table 1. Resource specialist review of effects analysis

Resource	Review Complete	Specialist's Initial Input on Adequacy of Effects Analysis	List of Applicable Documents Reviewed
Botany	Select date Specialist's name	<p>Describe review conclusion</p> <p>EXAMPLE: Botany surveys have been conducted (as needed). Location-specific application of design features or additional mitigations (as identified below) are adequate to protect TEPC/S species as required by applicable law/regulation (identified in previous analysis) and/or Forest Plan direction. Effects of current proposed actions are in alignment with those considered and disclosed in previous analysis. <i>New consultation is necessary when using a DNA if the proposed action triggers the consultation requirements of Section 7 of the Endangered Species Act unless the Forest Service unit is operating under a programmatic biological opinion.</i></p>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Cultural and Heritage	Select date Specialist's name	<p>Describe review conclusion</p> <p>EXAMPLE: Cultural Resource surveys have been conducted (as needed). Location-specific application of design features or additional mitigations (as identified below) are adequate to protect cultural and heritage resources, as required by law/regulation (identified in previous analysis) and/or Forest Plan direction. Effects of current proposed actions are in alignment with those considered and disclosed in previous analysis. <i>New consultation is necessary when using a DNA if the proposed action triggers the consultation requirements of Section 106 of the National Historic Preservation Act, unless a state or regional programmatic agreement applies.</i></p>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Engineering	Select date Specialist's name	<p>Describe review conclusion</p> <p>EXAMPLE: Engineering surveys (e.g. transportation system and/or facility and infrastructure) have been</p>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed



Project Name

Resource	Review Complete	Specialist's Initial Input on Adequacy of Effects Analysis	List of Applicable Documents Reviewed
Fisheries	Select date Specialist's name	<p>Describe review conclusion</p> <p>EXAMPLE: Fishery surveys have been conducted (as needed). Location-specific application of design features (as identified below) are adequate to protect TEPIC/S species as required by applicable law/regulation (identified in previous analysis) and/or Forest Plan direction. Effects of current proposed actions are in alignment with those considered and disclosed in previous analysis. <i>Effects identified and disclosed as part of consultation previously conducted with USFWS and/or NOAA under the ESA are also still considered adequate.</i></p>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Fuels	Select date Specialist's name	<p>Describe review conclusion</p>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Hydrology	Select date Specialist's name	<p>Describe review conclusion</p> <p>EXAMPLE: Hydrology surveys and field work have been conducted (as needed). Location-specific application of design features (as identified below) are adequate to protect hydrology resources as required by applicable law/regulation (identified in previous analysis) and/or Forest Plan direction. Effects of current proposed actions are in alignment with those considered and disclosed in previous analysis.</p>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed





Project Name

Resource	Review Complete	Specialist's Initial Input on Adequacy of Effects Analysis	List of Applicable Documents Reviewed
Lands and Special Uses	Select date Specialist's name	Describe review conclusion <i>EXAMPLE: Any necessary coordination with land and special use permit holders has occurred/will occur.</i>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Minerals	Select date Specialist's name	Describe review conclusion	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Rare and Noxious Weeds	Select date Specialist's name	Describe review conclusion <i>EXAMPLE: Noxious weed surveys have been conducted (as needed). Location-specific application of design features or additional mitigations (as identified below) are adequate to reduce or eliminate spread of noxious weeds, as required by applicable law/regulation (identified in previous analysis) and/or Forest Plan direction. Effects of current proposed actions are in alignment with those considered and disclosed in previous analysis. Any necessary coordination with grazing permit holders has occurred/will occur.</i>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Recreation	Select date Specialist's name	Describe review conclusion	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Scenic Resources	Select date Specialist's name	Describe review conclusion	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Soils	Select date Specialist's name	Describe review conclusion <i>EXAMPLE: Soil surveys and field work have been conducted (as needed). Location-specific application of design features or additional mitigations (as identified below) are adequate to protect soil resources as required by applicable law/regulation (identified in previous analysis) and/or Forest Plan direction. Effects of current proposed actions are in alignment with those considered and disclosed in previous analysis.</i>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed





Project Name

Resource	Review Complete	Specialist's Initial Input on Adequacy of Effects Analysis	List of Applicable Documents Reviewed
Special Management Areas	Select date Specialist's name	<p>Describe review conclusion</p> <p>EXAMPLE: Proximity of activities to or within special management areas (e.g. wilderness, inventoried roadless areas [IRAs], research natural areas etc.) have been reviewed. Location-specific application of design features or additional mitigations (as identified below) are adequate to protect special management areas and ensure compliance with applicable law/regulation (identified in previous analysis) and/or Forest Plan direction. Effects of current proposed actions are in alignment with those considered and disclosed in previous analysis.</p>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Vegetation Management	Select date Specialist's name	<p>Describe review conclusion</p> <p>EXAMPLE: Proposed vegetation treatments have been reviewed. Location-specific application of design features or additional mitigations (as identified below) are adequate to ensure compliance with applicable law/regulation (identified in previous analysis) and/or Forest Plan direction. Burn plans and/or silvicultural prescriptions will be completed prior to implementation of currently proposed management activities. Effects of current proposed actions are in alignment with those considered and disclosed in previous analysis.</p>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed
Wildlife	Select date Specialist's name	<p>Describe review conclusion</p> <p>EXAMPLE: Wildlife surveys have been conducted (as needed). Location-specific application of design features or additional mitigations (as identified below) are adequate to protect TEPC/S species as required by applicable law/regulation (identified in previous analysis) and/or Forest Plan direction. Effects of current proposed actions are in alignment with those considered and disclosed in previous analysis. <i>Effects identified and disclosed as part of consultation</i></p>	List documents (by exact file name) located in the project record for the previously completed project that you reviewed



Project Name

Resource	Review Complete	Specialist's Initial Input on Adequacy of Effects Analysis	List of Applicable Documents Reviewed
		<i>previously conducted with USFWS under the ESA are also still considered adequate.</i>	



## Responsible Official Review and Determination of Adequacy and Compliance

The Responsible Official has reviewed the currently proposed actions and input provided by pertinent resource specialists and reached the following determinations:

*You must be able to check the boxes to continue with use of a DNA.*

- ☐ The currently proposed actions are substantially the same as those previously proposed and analyzed (as either the proposed action or an alternative) for the [Previous Project Name](#). (See discussion under the [Similarity Between the Prior Decision and the Proposed Action/Alternatives](#) section.) (36 CFR 220.4(j)(1)(i))
- ☐ The range of alternatives analyzed for the [Previous Project Name](#) is appropriate with respect to the new proposed actions. (See discussion under the [Appropriate Range of Alternatives](#) section.) (36 CFR 220.4(j)(1)(ii))
- ☐ New circumstances or information since the prior decision for the [Previous Project Name](#) either does not exist or does not change the anticipated effects of the currently proposed actions. (See discussion under the [New Circumstances or Information Since the Prior Decision](#) section.) (36 CFR 220.4(j)(1)(iii))
- ☐ Effects analysis completed for the [Previous Project Name](#) adequately discloses the effects of the currently proposed actions. (See discussion in the [Adequacy of Effects Analysis for the Proposed Actions](#) section.) (36 CFR 220.4(j)(1)(iv))
- ☐ The currently proposed actions are also consistent with the following applicable laws, regulations and/or policies. (See discussion in the [Adequacy of Effects Analysis for the Proposed Actions](#) and previously completed analysis and/or decision document [links provided in the [Previous Project Information](#) section]).

### Applicable Laws, Regulations and Policies

*List other laws as needed. Delete any that do not apply.*

- NFMA/Land Management Plan
- Endangered Species Act (ESA)
- Sensitive Species (FSM 2670)
- National Historic Preservation Act (NHPA)
- Tribal Consultation
- Clean Air Act (CAA)
- Clean Water Act (CWA)
- Pertinent Executive Orders

### Special Management Areas:

- Wilderness
- Roadless
- Wild & Scenic River Corridor
- Recommended Wilderness
- Research Natural Area
- National Scenic & Historic Trail
- National Recreation Area

The following items have occurred or will occur as required:



Project Name



- ☐ Public notification and involvement (e.g., scoping and comment periods),
- ☐ Administrative review processes (e.g., appeals and/or objections, if applicable); and
- ☐ Interagency coordination or consultation.

### Administrative Review

*If you are completing a DNA that relies on a previously completed CE and the currently proposed actions also fit within a CE, delete this section as administrative review processes do not apply to CEs.*

*For DNAs that rely on a previously completed EA or EIS and for which another DN or ROD is being completed, describe the applicable administrative review process. Contact your NEPA Planner or see the [National Administrative Review site](#) for examples of language to use for this section pertinent to your project.*

Describe the applicable administrative review (objection) process



Project Name



## Draft Decision Notice and FONSI

*Delete this section if you are completing a CE/Decision Memo. (The Decision Memo for a CE is found after this section.)*

*Be sure to remove Draft when updating the document for the final DN.*

*Fill in content boxes with pertinent information, which should also be included in the Current Project Information section.*

### Project Name

#### U.S. Forest Service

Ranger District, National Forest

County(ies), State

The Decision Notice and Finding of No Significant Impact (FONSI) incorporate all information included and referenced in the Determination of NEPA Adequacy (DNA).

### NEPA: Finding of No Significant Impact (FONSI) and Decision

The Similarity Between Prior Decision & the Proposed Actions section describes how actions are similar to those previously analyzed and authorized. I have reviewed the environmental impacts and factors considered for degree of effects. For the same reasons documented in the previously completed FONSI and Decision Notice and expanded on below, I find that no significant impacts will occur. My determination takes into consideration all design criteria included as part of the proposed action. The Adequacy of Effects Analysis section in the DNA documents rationale to support my determination that previously completed analysis sufficiently covers the current proposed actions.

### Factors Considered for Degree of Effect

*You may be referring to a FONSI completed prior to the revised CEQ NEPA regulations that went into effect September 14, 2020. You'll need to synthesize discussions from previous intensity factors under the "Factors Considered for Degree of Effects".*

*For all four factors, describe the degree of potential effect and document any additional effects analysis needed that was not included in the previous analysis.*

#### 1. Both short- and long-term effects.

Describe effects

#### 2. Both beneficial and adverse effects.

Describe effects

#### 3. Effects on public health and safety.

Describe effects



Project Name



#### **4. Effects that would violate Federal, State, or local law protecting the environment.**

*Given the review done as part of completing the DNA, you should be able to insert a statement similar to the following:*

*"The actions are in compliance with the applicable legal framework as documented in the previously completed analysis and/or decision document (referenced in the [Previous Project Information](#) section) and verified in the [Review and Determination of Adequacy](#) section of the DNA."*

Describe effects

#### **Decision**

I have decided to authorize the activities described in the [Purpose and Need and Proposed Action section](#) (to include design criteria).

Describe additional decision and FONSI rationale as needed

#### **Summary of Public Involvement**

Briefly summarize public involvement

#### **Findings Required by Other Laws/Regulations**

Findings required by other laws and regulations applicable to the project can be found in the [Environmental Impacts section](#).

#### **Implementation Date**

I intend to implement this decision [describe timing of implementation](#).

#### **Administrative Review and Objection Opportunities**

*Insert the applicable administrative review and pre-decisional objection language based on the type of project (e.g. HFRA or non-HFRA). Contact your NEPA Planner or see the [National Administrative Review site](#) for examples of language to use for draft and final DNAs.*

Insert applicable administrative review and objection opportunity language based on the type of project or an explanation why the decision is not subject to administrative review



Project Name



## Contact

For additional information concerning this decision, contact:

Name, Title, Mailing Address, City, State, Zip, Phone

*Ensure all pertinent specialists have completed their review prior to having the decision signed.  
If this is the draft DN, do not include a signature. You can just enter DRAFT in the signature block.  
If this is the final DN, get signature, add responsible official name and title to content boxes and select date in date content box.*

*DRAFT/ Signature for Final Decision Notice*

Select date

Responsible Official's name

Responsible Official's title





Project Name



## Decision Memo

*Fill in content boxes with pertinent information, which you can find above in the [Project Information](#) section.*

*Delete this decision memo section if you are completing the DNA for an EA.*

Project Name

U.S. Forest Service

Ranger District, Forest Name

County or Counties, State

This decision incorporates all information in the Determination of NEPA Adequacy (DNA).

### Decision and Rationale

I have decided to authorize the activities described in the "Proposed Action" section of the DNA.

*Describe additional decision rationale as needed.*

### Applicable Categorical Exclusion and Findings Required by Other Laws

The previously completed Decision Memo (referenced in the [Previous Project Information](#) section) provides rationale for categorically excluding this action from documentation in an Environmental Assessment (EA) or Environmental Impact Statement (EIS) and for using the identified category/categories. The [Similarity Between Prior Decision & the Proposed Actions](#) section describes how actions are similar to those previously analyzed and authorized and I have determined the same reasons for categorically excluding the actions still apply. The [Adequacy of Effects Analysis](#) section in the DNA documents rationale to support my determination that previously completed analysis sufficiently discloses the effects of the current proposed actions. For the same reasons documented in the previously completed Decision Memo, I find that no extraordinary circumstances exist and the actions are in compliance with the applicable regulatory framework as documented in the [Review & Determination of Adequacy](#) section of the DNA.

### Agencies, Organizations and Persons Contacted

The following agencies, organizations and/or persons were contacted regarding the current proposed actions:

[List agencies, organizations, persons contacted](#)

The following provides a brief overview of comments/feedback received and how they were considered:

[Describe comments/feedback received and how they were considered](#)

### Implementation Date

I intend to implement the decision [describe timing of implementation](#)

### Administrative Review

Decisions that are categorically excluded from documentation in an environmental assessment or environmental impact statement are not subject to an administrative review process (Agriculture Act of 2014 [Pub. L. No. 113-79], Subtitle A, Sec. 8006).



Project Name



## Contact

For additional information concerning this decision, contact:

Name, title, mailing address, city, State, zip code, email, phone number

*Ensure all pertinent specialists have completed their review prior to having the decision signed.*

Select date

Responsible Official's name

Responsible Official's title

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