

**ATTACHMENT 4 – PRE-NEPA ASSESSMENT INFORMATION AND BRIEFING
MEMORANDUM TEMPLATE**

**INFORMATION/BRIEFING MEMORANDUM
For the State Director, Bureau of Land Management**

Date: _____

Through: _____, District Manager

From: _____, Field Manager

Subject: _____ Project Pre-NEPA Application Process Concurrence Request

BACKGROUND:

[Describe the who, what, and where related to the application for solar or wind energy development. Include pertinent information about the applicant, a description of the project, and identify where the project is located. The information shouldn't be overly detailed but should provide enough detail that it adds context and meaning to the information provided in the following discussion.]

DISCUSSION:

Pre-NEPA Assessment Process

[Provide a brief summary of the applicant held preliminary application review meetings and BLM's public meeting. Include a summary of the comments that were received and what, if any, changes were made to the proposal in response to the comments.]

Renewable Energy Factors Analysis Report

[Provide a summary of the information provided by the REFAR and include the REFAR as an attachment to the briefing paper. Focus the summary on project elements that play a major role in BLM's evaluation of the application, this can be positive or negative factors or a combination of both.]

EVALUATION and FIELD MANAGER DETERMINATION:

[Provide a description of the Authorized Officer's evaluation. The evaluation of the application shall be based on the information provided by the applicant through their application; plan of development; the REFAR; input received from other parties, such as Federal, State, and local government agencies, and tribes; and comments received in preliminary application review meetings and BLM's public meeting. The application will be evaluated based on whether the application proposes to site the development appropriately and if the applicant addresses known resource values that have been identified.]

[Provide a description of the Authorized Officers determination for consideration by the State Director. The description shall clearly identify if the application meets all federal requirements for further processing or if the application has deficiencies that need to be resolved prior to further processing or warrant denying the application.]