

Frequently Asked Questions about PNDI

Q. What is PNDI?

A. PNDI stands for **P**ennsylvania **N**atural **D**iversity **I**nventory which is the Environmental Review (ER) function of the Pennsylvania Natural Heritage Program (PNHP). It is set up to help identify impacts to threatened, endangered or rare plants, animals, natural communities, and geologic features throughout Pennsylvania. The four Jurisdictional Agencies of the Heritage Program review the project to determine if there will be any impacts to species or resources of concern. These agencies are PA Department of Conservation and Natural Resources (Bureau of Forestry), PA Game Commission, PA Fish & Boat Commission and US Fish & Wildlife Services.

Q. Does PNDI apply to all grant opportunities?

A. No. Only some grant opportunities and/or project types, require that you show proof that you have initiated the PNDI Process. PNDI requirements for your grant opportunity and project type, if any, are listed on the Download Forms page of your application or in the manual for the grant opportunity for which you are applying. If there is no reference to PNDI on the Download Forms page for your application or in the grant manual, then you do not need to start the PNDI process.

Q. What do I need from PNDI to submit with my grant application?

A. All you need to submit is your PNDI Receipt, or a completed PNDI Form (for Large Projects) to show that you have coordinated with PNDI. The PNDI Receipt will be available to you in an Adobe PDF format from the PNDI Environmental Review (ER) tool. While your grant application is in the process of being evaluated, your PNDI project will be reviewed if any impacts were determined by the tool or if it was a Large Project.

Q. How much time does it take to get a PNDI receipt?

A. Instantly, if using the online ER Tool. Follow the steps and enter your project into the tool, the system will automatically generate a PDF of the receipt, which you can print out. If your project is too big to fit into the tool, fill out the PNDI Form and use in lieu of a receipt.

Q. Where can I find PNDI?

A. <http://www.naturalheritage.state.pa.us/>. PNHP's Homepage (click on the PNDI Project Planning Environmental Review Tool link at bottom left)

- Takes you to a Login Page (<http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx>). Please review, lots of good information here.
 - New users click “Sign Up Now.” Input information in form (name, contact info including email address) and a new account will be set up immediately.
 - Returning users can plug in their username and password
- Other helpful information on the Login Page
 - **PNDI Form:** http://www.gis.dcnr.state.pa.us/hgis-er/hgis/PNDI%20Form_formatted.doc. Use this form with all projects to make sure we get all the information needed. Use this for submitting a Potential Impact Receipt to the Jurisdictional Agencies, or for Large Projects, use in lieu of a receipt.
 - **Link to Pasda** website where USGS Topographic Maps are available
 - **How to Use the ER Tool:** http://www.gis.dcnr.state.pa.us/hgis-er/hgis/How_to_use_the_ER_Tool.pdf. This shows you step by step how to navigate through the ER tool.
 - **Large Project Information:** <http://www.gis.dcnr.state.pa.us/hgis-er/hgis/Large%20Project%20Info.pdf>. Information on how to submit a project for review if it is too large to search within the ER Tool.
 - **PNDI General Information:** <http://www.gis.dcnr.state.pa.us/hgis-er/hgis/General%20Info%20PNDI%20Env%20Review.pdf>. When to use the ER Tool, about the ER process, etc.
 - **Project Status Explanations:** <http://www.gis.dcnr.state.pa.us/hgis-er/hgis/Project%20Status.pdf>. Explanation of the ER Tool Project Statuses. You can use this to track the progress of your PNDI project in DCNR Bureau of Forestry.
 - **Receipt Results:** <http://www.gis.dcnr.state.pa.us/hgis-er/hgis/Receipt%20Results.pdf>. Explanation of the ER Tool Receipt Results and how to proceed.
 - DEP's PNDI Policy: A link to DEP's PNDI policy for permits

Q. What is needed to get a login and how long does it take?

A. Fill out required information to Register:

- User Name
- Password
- Name
- Address

- Email Address

Q. How long will it take?

A. This is an automated system—you'll receive your PNDI login information via email immediately

Q. How does the tool work?

A. Steps to how the tool works

- Applicant draws in project
- System generates PNDI Receipt
- Applicant follows the directions on the Receipt
- If "0 Impacts Known"—applicant is finished with PNDI Process
- If some potential impacts are listed—applicant needs to send required information to Jurisdictional Agencies given in PNDI receipt.
- Jurisdictional Agencies review project for potential impacts (if any)
- Once Jurisdictional Agencies receive all information and determine if any impact will occur, they respond to applicant with a letter.
- For help using the tool click on "How to Use the ER Tool"
(http://www.gis.dcnr.state.pa.us/hgis-er/hgis/How_to_use_the_ER_Tool.pdf)
on the PNDI Project Planning Environmental Review Tool login page
(<http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx>). This shows you step by step how to navigate through the ER tool.

Q. What is a large project?

A. If your project is too large for the PNDI tool window then you will need to submit your project as a "Large Project"

- Projects are considered "Large Projects" when they are:
 - Projects that exceed map limits and will not fit on a 1:24,000 scale map in the PNDI ER Tool.
 - Project Maximums depending on browser size:
 - 1024 x 768 browsers: 2625 acres; 15,000 feet East/West x 7,600 feet North/South; approximately 2.84 miles East/West and 1.3 miles North/South
 - 800 x 600 browsers: 1050 acres; 11,000 feet East/West x 4,000 feet North South; approximately 2 miles East/West and 1.3 miles North/South

Submit Large Projects directly to all 4 Jurisdictional Agencies for Environmental Review (no online-review)

- Include PNDI Form

- USGS 7.5 Minute Topographic Quadrangle Map showing the project area outlined
- Project Narrative

Submit the PNDI Form (http://www.gis.dcnr.state.pa.us/hgis-er/hgis/PNDI%20Form_formatted.doc) to DCNR Recreation & Conservation in lieu of a PNDI Receipt for proof that you have started the PNDI process. This form only takes a few minutes to fill out as long as you have enough information on your project.

- For more information, go to <http://www.gis.dcnr.state.pa.us/hgis-er/hgis/Large%20Project%20Info.pdf>.

Q. The project types in PNDI are different that the project types in eGrants. What do I choose?

A. If you selected “Acquisition” as your project type in eGrants, select the “Habitat Conservation and Restoration” project type in PNDI. If you selected “Development” or “Planning” as your project type in eGrants, select “Recreation” as the project type in PNDI.

Q. What if I have PNDI questions?

A. Contact Nathan Dewar, a Natural Resource GIS Specialist and he will either answer your question or direct you to someone who can.

- Phone: 717-214-7512
- Email: ndewar@state.pa.us

Q. Link to user manual

A. For help using the tool click on “How to Use the ER Tool” (http://www.gis.dcnr.state.pa.us/hgis-er/hgis/How_to_use_the_ER_Tool.pdf) on the PNDI Project Planning Environmental Review Tool login page (<http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx>). You do not need to be logged in to access this information which gives you step by step direction on how to navigate through the ER tool.

For directions on who to submit a screened project (project drawn into the online ER tool) to, please read the receipt carefully. In order to get a receipt you must first draw your project into the PNDI Project Planning Environmental Review Tool.

For directions on who to submit a large project click on the “Large Project Information” link (<http://www.gis.dcnr.state.pa.us/hgis-er/hgis/Large%20Project%20Info.pdf>) on the PNDI Project Planning Environmental Review Tool login page. You do not need to be logged in to access this information.