

**Instructions for Completing the
Indian Health Service-Environmental Information and Documentation Form
(aka NEPA Form)**

1. Open the NEPA form on the DDTP Website:

- a. Open your browser (e.g., Internet Explorer).
- b. Go to the DDTP website www.ihs.gov/MedicalPrograms/Diabetes .
- c. Click on link for “SDPI Grants” (in the list of links on the left hand side of the page).
- d. Click on the link for your grant type (Competitive Grant Program or Non-Competitive Grant Program).
- e. Under the heading “Application for Continued Funding”, locate the line that says “Download the NEPA Form (Word)” and click on the link.
- f. You will be asked if you want to open or save the file – click on Open and the form will open within your browser window.

2. Complete the NEPA form in one of the following ways:

- a. Print the form from your browser window and complete it by hand.
- b. Complete the form on your computer using Word.
(You must have WORD installed on your computer to do so.)
 - Click on the File menu in your browser window and select “Save As”. Save the form to the desired location on your computer.
 - Open the file you saved with Word. When you open the file, the cursor will be in the box where you enter your Tribe name. Enter your Tribe name and complete the rest of the form using your keyboard and/or mouse. Here are some tips for completing the form:
 1. Use the Tab key, arrow keys, or page up and down keys to navigate through the form.
 2. The checkbox (Yes or No) fields can be marked using the space bar or the letter X key or by clicking the box with the left button on your mouse. If you accidentally mark the incorrect response, please be sure to “unmark” it by pressing the space bar or unchecking the box with your mouse.

3. **Be sure to mark only one response (Yes or No) to each question.**

4. **Write an explanation for each response – whether you answered Yes or No.**

- Save the form as you are working on it and once you are finished. You do not have to complete the entire form in one sitting – just be sure to save the file before logging off or shutting down your computer.
- Once you have completed the entire form, print it out and review it for completeness and accuracy. Make any corrections or additions, if necessary.
- Print the final copy of your form.

3. **Obtain all necessary signatures on Page 5 of the form.**

4. Submit the form one of the following ways:

- Scan the **SIGNED** form using a scanner and submit with your electronic application for continued funding via GRANTS.GOV. You must attach the file with the scanned form as an “Other Attachments Form” (under Optional Documents) with your grants.gov application
- Fax the **SIGNED** form to the Division of Grants Operations
Attention: Denise Clark, Grants Management Officer
Fax number: 301-443-9602
Phone number: 301-443-2215

5. **Be sure to keep a copy of the signed form for your records!**