

## **PNDI**

# **Frequently Asked Questions (FAQ)**

### **Q. What is PNDI?**

**A.** PNDI stands for **Pennsylvania Natural Diversity Inventory** 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 Environmental Protection, PA Game Commission (PGC), PA Fish & Boat Commission (PFBC) and US Fish & Wildlife Services (USFWS).

### **Q. Does PNDI apply to all grant programs/opportunities?**

**A. No.** Only some grant programs/opportunities and/or project types, require that you show proof that you have initiated the PNDI Process. PNDI requirements for your grant program/opportunity and project type, if any, are listed on the Download Forms page of your application or in the manual for the grant program /opportunities 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 with your grant application is a signed and dated, PNDI Receipt to show that you have coordinated with PNDI. If your project classifies as a “Large Project” complete a PNDI Form and mail a copy to each of the four Jurisdictional Agencies; and submit a signed and dated copy with your grant application.

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 to determine if there are any impacts.

As a reminder, Applicants DO NOT need to resolve any existing or potential impacts before submitting their grant application. If awarded a grant, the Applicant will be required to address impacts at that time.

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**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, as discussed above as a “Large Project”, and use in lieu of a receipt.

**Q. Where can I find PNDI?**

- A.** PNHP’s Homepage- <http://www.naturalheritage.state.pa.us/>. Click on the PNDI Environmental Review Tool link on the left navigation bar.
- Login Page- <http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx>.
    - 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.
    -
  - Helpful information on the Login Page:
    - **Link to PASDA:** Website where USGS Topographic Maps are available.
    - **How to Use the ER Tool:** Step by step on how to navigate through the ER tool- [http://www.gis.dcnr.state.pa.us/hgis-er/hgis/PNDI\\_HowTo.pdf](http://www.gis.dcnr.state.pa.us/hgis-er/hgis/PNDI_HowTo.pdf).
    - **Large Project Information:** Submitting a project for review that is too large to search within the ER Tool- <http://www.gis.dcnr.state.pa.us/hgis-er/hgis/Large%20Project%20Info.pdf>.
    - **Large Project Form:** to be completed for projects too large to search for within the ER Tool- <http://www.gis.dcnr.state.pa.us/hgis-er/hgis/PNDI%20Large%20Project%20Form.doc>.
    - **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.

Link to **DEP’s PNDI Policy** for permits.

**Q. What is needed to get a log-in?**

**A. Fill out required information to Register:**

- User Name
- Password
- Name
- Address
- Email Address

**Q. How long will it take to get the log-in?**

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

**Q. How does the PNDI tool work?**

**A.** Steps to how the tool works

- Add New Project
- Select Primary Category and Secondary Category
- Enter the Latitude and Longitude by finding your site on the map
- Click create project at this location
- Click next and enter a name for your project
- Click next, system generates PNDI Receipt
- Applicant follows the directions on the Receipt
- If “No Known Impact”- applicant is finished with PNDI Process.
- If “Avoidance Measures and/or Conservation Measures” are listed the applicants signs the Receipt certifying that the “Measures” will be taken.
- If “Potential Impacts” are listed- applicant needs to send required information to Jurisdictional Agencies identified in PNDI receipt.
- for potential impacts (if any)
- Once Jurisdictional Agencies receive all information and determine if any impact will occur, they respond to applicant with a formal letter.

## 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”. (Traditionally, applies to Trail related projects.)
- Projects are considered “Large Projects” when they include:
    - 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
    - Township-wide, Multi-Municipal, Countywide or Statewide Projects exceeding map limits above.

To submit a “Large Project”, complete and mail a paper copy of the “PNDI Form”, <http://www.gis.dcnr.state.pa.us/hgis-er/hgis/PNDI%20Large%20Project%20Form.doc>, and a copy of the appropriate USGS 7.5 minute quadrangle with project boundaries and quad name marked on the map. The PNDI Form only takes a few minutes to fill out as long as you have enough information on your project. Send a copy of the following materials to each of the agencies listed below and upload a copy into your eGrant application:

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

Department of Conservation and Natural Resources Bureau of  
Forestry, Ecological Services Section  
400 Market St., PO Box 8552  
Harrisburg, PA 17105  
fax: 717-772-0271

Pennsylvania Fish and Boat Commission  
Natural Diversity Section  
450 Robinson Lane  
Bellefonte, PA 16823  
no faxes please

Pennsylvania Game Commission  
Bureau of Land Management  
2001 Elmerton Avenue  
Harrisburg, PA 17110-9797  
fax: 717-787-6957

United States Fish and Wildlife Service  
Endangered Species Biologist  
315 South Allen St., Suite 322  
State College, PA 16801  
no faxes please

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

**A.** Choose the Category within PNDI that best describes the overall intent of your eGrant project type whether it is a “Development”, “Land Acquisition”, “Planning”, “Partnerships”, etc. The following two “Primary Categories” will be most appropriate: “Habitat Conservation and Restoration” or “Recreation” for DEP grant programs.

**Q. What if I have specific 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@pa.gov](mailto:ndewar@pa.gov)