

How to Submit a Project Review Package. If you determine that your action may affect any federally listed species and would like technical assistance from our office, please send us a complete project review package. A step by step guide is available at the Georgia Ecological Services [Project Planning and Review](https://www.fws.gov/office/georgia-ecological-services/project-planning-review) page (<https://www.fws.gov/office/georgia-ecological-services/project-planning-review>).

Beginning April 1, 2023, requests for threatened and endangered species project reviews must be submitted to our office using the process described below. (If you are not emailing us to submit a project for review, your email will be forwarded to the appropriate staff.) This is a three-step process. All steps must be completed to ensure your project is reviewed by a biologist in our office and you receive a timely response. In brief the steps are:

Step 1. Request an official species list for your project through IPaC (Done!)

Step 2. Complete applicable Determination Keys

Step 3. Send your complete project review package to GAES_Assistance@FWS.gov for review if no dKey is applicable or all aspects of the project are not addressed by dKeys, i.e. a species returned by IPaC does not have a dKey to address impacts to it. A complete project review package should include:

1. A description of the proposed action, including any measures intended to avoid, minimize, or offset effects of the action. The description shall provide sufficient detail to assess the effects of the action on listed species and critical habitat, such as the purpose of the action; duration and timing of the action; location (latitude and longitude); specific activities involving disturbance to land, water, and air, and how they will be carried out; current description of areas to be affected directly or indirectly by the action; and maps, drawings, or similar schematics of the action.
2. An updated Official Species List and dKey results
3. Biological Assessments (may include habitat assessments and information on the presence of listed species in the action area);
4. Description of effects of the action on species in the action area and, if relevant, effect determinations for species and critical habitat;
5. Conservation measures and any other available information related to the nature and scope of the proposed action relevant to its effects on listed species or designated critical habitat (e.g., management plans related to stormwater, vegetation, erosion and sediment plans). Visit the [Georgia Conservation Planning Toolbox](https://www.fws.gov/story/conservation-tools-georgia) (<https://www.fws.gov/story/conservation-tools-georgia>) for information about conservation measures.
6. In the email subject line, use the following format to include the Project Code from your IPaC species list and the county in which the project is located (Example: Project Code: 2023-0049730 Gwinnett Co.). For Georgia Department of Transportation related projects, please work with the Office of Environmental Services ecologist to determine the appropriate USFWS transportation liaison.

The Georgia Ecological Services Field Office will send a response email within approximately 30 days of receipt with technical assistance or further recommendations for specific species.