Protocol to Identify Pending NEPA ARRA Actions

The protocol listed below is one example of how to determine pending projects over multiple reports. If your agency has another way of determining carryover pending projects please feel free to utilize your own process.

1. Create a duplicate of the current spreadsheet as a new spreadsheet with pending in the title.

    Ex. Agency_NEPA_ARRA_Spreadsheet_123109-pending.doc

2. Delete rows from Page 1 of 2 (highlight rows with your mouse and right click selecting delete rows) leaving the header (rows 1-5) for agency name and preparer.

3. Sort Page 2 of 2 by column F, column E, and column C. This will sort the projects by status (done, pending, or withdrawn) then by type of document (CE, EA, or EIS), and then by the title of the project.

    - Highlight all rows containing data by clicking on the row # of the first row on the right side and dragging mouse down until you have highlighted all the rows with data.
    - Go to Data Tab at the top of the page
    - Click on Sort
        - Sort by Column F, Column E, and Column C
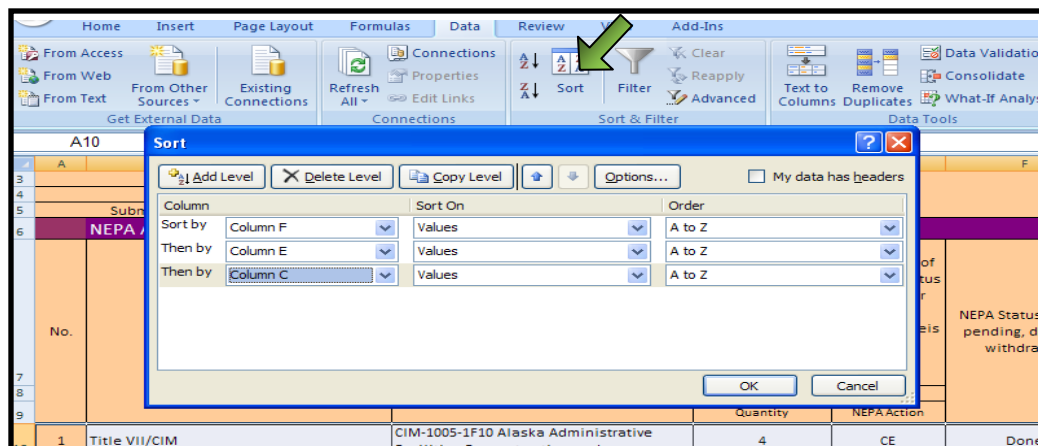
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4. Delete all projects that are not pending from the spreadsheet (done, withdrawn, and no status projects).
   - Done projects will be on top of pending, withdrawn and blanks. Highlight all the rows that contain done items then right click and hit delete. The first row under Page 2 of 2 header should list the first pending item.
   - Go to the end of the rows that list pending items and delete any withdrawals and blanks by highlighting the rows, right clicking, and selecting delete.

5. Compare the current pending spreadsheet with the previous pending spreadsheet. **Note that the previous pending spreadsheet has highlighted rows** (Green = first report; Aqua = second report).
   - Go through line by line to see if the pending project has been reported previously.
     - o It is possible that the pending project has been named differently than a previous report. To ensure that it has not been reported previously do a search for the previous pending report for a specific term.

   Example:

	Title VII/WFM	WFM-0604-03HF/Hazardous Fuels Reduction/Blue Mountain Fuels and Timber Stewardship	4	EA	Pending
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   Search for "Blue Mountain Fuels" in the previous pending report [Open previous pending report; Press CTRL+F; Type in "Blue Mountain" and click "find next"]

6. If a project has been reported previously, select the row by clicking on the number of the row to highlight it. Then click on the drop down menu for the fill function and select a color:

- Green = first report;
- Aqua = second report;
- Your choice = third report (shown in yellow);
- No highlight = new pending projects that have not been previously reported

	First Report
	Second Report
	Third Report

7. Once all of the projects have been identified as either pending from a previous report or a new pending project, the number of projects per report have to be calculated by type of NEPA action. To do this follow the following steps:
   - In column M, manually enter "1" (if reported initially on the first report); "2" (for second report); "3" (for third report); etc.
     - *Note: Some agencies have information in column M. These agencies will use the first blank column to manually enter a number for each row.**
   - Copy and Paste Pending Calculations into M7 cell (CEQ has provided this calculation).
     - Use the calculation cells as a key for the highlights.
       - See below: 1st report calculations are highlighted green; 2nd report calculations are highlighted aqua; third report calculations are shown as highlighted yellow.
     - The formulas will calculate automatically.
     - *Note: the calculations go through the 11th report and are keyed to the manual entries in column M. Only put "1" for the first report; "2" for the second report; and so on to ensure that the formulas calculate correctly.*
     - *Note: Some agencies have used more than 4 rows to report their contact information and will paste their calculations into the cell next to "Leave these Columns Blank".**

8. Save file.