

## Style Tips for IEE Writers, with Templates<sup>1</sup>

Last Updated: April 28, 2004

Simple, clear writing helps improve the quality of analysis, and speeds the review and approval of environmental reviews. The Africa Bureau Environmental Officer therefore asks that you follow these style tips for writers preparing IEEs and other environmental documentation that covers Africa Bureau activities:

**Comment [WIK1]:** Africa Bureau IEE & Cat Excl Face Sheet and text format as of September 2003 ...AFR IEE-CE Template April, 2004

- In general, IEEs and/or Requests for Categorical Exclusion should be prepared at the Strategic Objective or otherwise most inclusive level possible (e.g., IR). The basic organization of each IEE should be as given in the attached templates.
- The key organizing principle for the entire document should be a listing of the activities and/or intermediate results covered by the SO. Each section, to the extent relevant (mainly Section 1, 3, 4, and the summary), should refer to the IRs and activities. Use this organization scheme in 1) describing the activities; 2) analyzing the potential environmental impact of each activity, 3) recommending threshold decisions for each IR/activity, and 4) proposing mitigation measures for each IR's/activity's potential impacts.
- Keep writing simple & clear. Use short sentences. ~~The passive voice should be avoided.~~...Avoid the passive voice.
- For amendments, include the following information in the first paragraph of the Summary:
  - Identify the IEE being amended;
  - state the reason for the amendment;
  - summarize the differences between the amendment & the original in terms of activities & environmental determinations.
  - when some parts of the determinations in the previous IEE are being carried forward without amendment, be sure to summarize what those parts indicated, and particularly any conditions which must still be followed.
- Be brief. Tell what the activity involves, what impact it may have, & what you propose be done about that. If supporting documents are needed, attach them &/or refer to them, but there is no need to copy huge passages into the IEE.
- Use bullets, tables & other formatting devices to best organize information & to reduce verbiage. For example, a table is most often the best way to present the findings in Section 4, Recommended Threshold Decisions & Mitigation Actions.
- Limit the Summary of Findings section on the face sheets to one page if at all possible, two pages at a maximum. The Summary of Findings must include all Threshold Determinations and applicable Conditions, if any. The Section 5 Summary of Findings may be longer.
- Refer to other IEEs as models when drafting an IEE...but do so carefully. Look for similar IEEs when harvesting technical suggestions, but take care to also look for good style examples that meet the above recommendations.
- Send the IEE to the REO for review and editing before submitting to the Africa Bureau BEO in Washington for clearance. See Figure 3.3 in the EPTM for Africa, IEE Submission Process.

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<sup>1</sup> Refer to the Environmental Procedures Training Manual (AFR Edition), Chapters 3 & 4 for comprehensive guidance on the choices and approaches for preparing environmental documentation. See the attached annotated templates.

Note that the EPTM Annex C presents two IEE formats, one for Title II (Food for Peace) activities, another for non-Title II activities. The difference is only in the Face Sheets formats. For historical reasons, we continue to use two different formats in the Africa Bureau., thus present both. But the Request for Categorical Exclusion and the narrative formats are the same for both.

**INITIAL ENVIRONMENTAL EXAMINATION  
OR  
CATEGORICAL EXCLUSION**

**PROGRAM/ACTIVITY DATA:**

**Program/Activity Number:** ( \_\_\_\_\_ - \_\_\_\_\_ )

**Country/Region:** \_\_\_\_\_

**Program/Activity Title:** \_\_\_\_\_

**Funding Begin:** \_\_\_\_\_ **Funding End:** \_\_\_\_\_ **LOP Amount:** \$ \_\_\_\_\_

**Sub-Activity Amount:** \$ \_\_\_\_\_

**IEE Prepared By:** \_\_\_\_\_ **Current Date:** \_\_\_\_\_

**IEE Amendment (Y/N):** \_\_\_\_\_ If "yes", Filename & date of original IEE \_\_\_\_\_ ; \_\_\_\_\_

**ENVIRONMENTAL ACTION RECOMMENDED:** (Place X where applicable)

Categorical Exclusion: \_\_\_\_\_ Negative Determination: \_\_\_\_\_

Positive Determination: \_\_\_\_\_ Deferral: \_\_\_\_\_

**ADDITIONAL ELEMENTS:** (Place X where applicable)

CONDITIONS \_\_\_\_\_ PVO/NGO: \_\_\_\_\_

**SUMMARY OF FINDINGS:** (please limit to this page whenever possible, or at most two pages without clearances)

**APPROVAL OF ENVIRONMENTAL ACTION RECOMMENDED:** (Type name under signature line)

**CLEARANCE:**

Mission Director: \_\_\_\_\_

Date: \_\_\_\_\_

**CONCURRENCE:**

Bureau Environmental

Officer: \_\_\_\_\_

Paul des Rosiers (Acting)

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

**Filename:** \_\_\_\_\_ (USAID/W BEO)

**CLEARANCE:**

General Counsel

(Africa Bureau) \_\_\_\_\_

Date: \_\_\_\_\_

**ADDITIONAL CLEARANCES:** (Add as appropriate; type name under signature line)

Mission Environmental  
Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Activity Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(Cognizant Technical Officer, etc.)

SO Team Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Regional Environmental  
Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Walter Knausenberger or Rob Clausen

Regional Environmental  
Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Brian Hirsch

## INITIAL ENVIRONMENTAL EXAMINATION

### PROGRAM/ACTIVITY DATA:

Program/Activity Number:

Country/Region:

Program/Activity Title:

### 1.0 BACKGROUND AND PROJECT DESCRIPTION

#### 1.1 Purpose and Scope of IEE

#### 1.2 Description of Activities

##### 1.2.1 SO... Results Framework

##### 1.2.2 SO... Activities

### 2.0 COUNTRY AND ENVIRONMENTAL INFORMATION (BASELINE INFORMATION)

#### 2.1 Locations Affected

#### 2.2 National [or applicable] Environmental Policies and Procedures (of host country both for environmental assessment and pertaining to the sector)

### 3.0 EVALUATION OF PROJECT/PROGRAM ISSUES WITH RESPECT TO ENVIRONMENTAL IMPACT POTENTIAL

### 4.0 RECOMMENDED THRESHOLD DECISIONS AND MITIGATION ACTIONS (INCLUDING MONITORING AND EVALUATION)

**Annex 1**

**[JUSTIFICATION] REQUEST FOR CATEGORICAL EXCLUSION**

**SO # & program / activity title**

**1. Background and Activity Description**

More in-depth information than what was provided on the cover sheet, especially if activities are relatively diverse, complex, and likely to operate for several years. This will allow the environmental recommendation to be more self-explanatory and free-standing, especially for the BEO=s record keeping and tracking purposes.

**2. Justification for Categorical Exclusion Request**

Refer to appropriate guidance from Reg. 216, especially 22 CFR 216.2(c)

## INITIAL ENVIRONMENTAL EXAMINATION

### **Program/Project Data:**

#### [For Title II DAP IEEs]

DAP/PAA Program/Activity:

CS Name, Country/Region:

#### [For non-Title II IEEs]

Program/Activity Number:

Country/Region:

Program/Activity Title:

The following narrative should be organized around the major activity sub-headings as given in the program description, such as by Intermediate Result. Treat each major activity under each section, as appropriate, but try to minimize unnecessary duplication.

If you are preparing an AUmbrella@ IEE, please refer to Annex G in the EPTM for the detailed description of what the outline might include.

### **1.0 BACKGROUND AND ACTIVITY DESCRIPTION**

Describe why the activity is desired and appropriate, and outline the key activities proposed for Title II funding. A current activity description should be provided and the purpose and scope of the IEE indicated (amendment, why needed, what it covers).

### **2.0 COUNTRY AND ENVIRONMENTAL INFORMATION**

This section is critical and should briefly assess the current physical environment that might be affected by the activity. Depending upon the activities proposed, this could include an examination of land use, geology, topography, soil, climate, groundwater resources, surface water resources, terrestrial communities, aquatic communities, environmentally sensitive areas (e.g., wetlands or protected species), agricultural cropping patterns and practices, infrastructure and transport services, air quality, demography (including population trends/projections), cultural resources, and the social and economic characteristics of the target communities.

The information obtained through this process should serve as an environmental baseline for future environmental monitoring and evaluation. Be selective in the country and environmental information you provide, as it should be specific to the activity being proposed and more information is not necessarily better.

Finally, indicate the status and applicability of host country, Mission, and CS policies, programs and procedures in addressing natural resources, the environment, food security, and other related issues.

### **3.0 EVALUATION OF ACTIVITY/PROGRAM ISSUES WITH RESPECT TO ENVIRONMENTAL IMPACT POTENTIAL**

This section of the IEE is intended to define all potential environmental impacts of the activity or project, whether they be considered direct, indirect, beneficial, undesired, short-term, long-term, or cumulative.

### **4.0 RECOMMENDED THRESHOLD DECISIONS & MITIGATION ACTIONS (INCLUDING MONITORING AND EVALUATION)**

For each proposed activity or major component recommend whether a specific intervention included in the activity should receive a categorical exclusion, negative determination (with or without conditions), positive determination, etc., as well as cite which sections of Reg. 216 support the requested determinations.

Recommend what is to be done to avoid, minimize, eliminate or compensate for environmental impacts. For activities where there are expected environmental consequences, appropriate environmental monitoring and impact indicators should be incorporated in the activity's monitoring and evaluation plan.

### **5.0 SUMMARY OF FINDINGS**

This should summarize the proposed environmental determinations and recommendations.