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*(Please fill out this template letter and email to* [*newengland@fws.gov*](mailto:newengland@fws.gov) *along with other required materials as part of a Project Review Package after following our office’s online project review process:* [*www.fws.gov/office/new-england-ecological-services/endangered-species-project-review*](http://www.fws.gov/office/new-england-ecological-services/endangered-species-project-review)*. This website, links, and templates will be updated as needed so be sure to check for updates. Template version 02/22/2022)*

From: [Insert requestor’s mailing address, e-mail address, and phone number]

To: U.S. Fish and Wildlife Service

New England Field Office

70 Commercial Street, Suite 300

Concord, NH 03301

[INSERT DATE OF CORRESPONDENCE]

Re: Project Review Request, [Project Name, County(ies), State, Project Code from IPaC/Official Species List]

We have reviewed the referenced project using the New England Field Office’s online step-by-step project review process and have followed all guidance and instructions in completing the review. We completed our review on [insert DATE when you completed the review] and are submitting our project package in accordance with the instructions for further review.

This is a request for review pursuant to section 7 of the Endangered Species Act for [insert the name of your federal agency and/or federal program providing a permit, funding, grant, authorization, loan, etc. associated with the proposed project. If you are consulting on behalf of a federal agency, please provide written authorization or direction from the agency including contact information]’s proposed [insert project name or activity] project. The project is located [insert town, address, etc.] and the action area is identified in IPaC [enclosing a more detailed map, site plan, or photos is helpful]. The project would begin [insert as specific a start date as possible] and would take approximately [planned project duration] to complete.

The action area [insert a description of the natural characteristics of the property and surrounding area (e.g., forested areas, freshwater wetlands, open waters, and soils). Photographs are often helpful in assessing the habitat. Additionally, please include a description of surrounding land use (residential, agricultural, or commercial].

Our proposed action consists of: [insert a brief description of the proposed project, including all associated activities such as utilities, stormwater management, access roads, etc. Other documents that describe the project, if available, can be referenced and enclosed].

The enclosed project package provides information about the species and critical habitat considered in our review, and the species conclusions table included in the package identifies our determinations for the resources that may be affected by the project. We request you concur with our determination(s) of may affect, not likely to adversely affect for [insert species here *(please let us know in a separate paragraph if you have already submitted or plan to submit a streamlined consultation form or online IPaC determination key for the northern long-eared bat and/or if you have made any no effect determinations for other species.)*].

*(Please complete the following section for each species for which you have made a may affect, not likely to adversely affect determination, this section should provide a logical explanation for why adverse effects are not likely to occur):*

[Name of Species A]: The [insert species name and briefly describe what you know about the status of the species in the project area or where and why it might occur in the project area.] The proposed project may affect [insert species name] in the following ways: [briefly describe how the project activities may affect the species. Consider both direct (e.g. crushing, disturbance due to noise) and indirect (e.g. permanent or temporary change in habitat type) impacts.] The [action agency and/or applicant] would implement these conservation measures to avoid adverse effects to the species from the proposed project: [List any conservation measures that would be taken to avoid adverse effects (e.g. time of year restriction), if you have questions about possible conservation measures, reach out to the New England Field Office for technical assistance].

[Name of Species B]: (*repeat the above section for each additional species or delete if you only have one*)

For additional information, please contact [name of contact] at the address listed above, by phone at [phone number], or email at [email address].

Sincerely,

[Requestor Name and Title]

Enclosures:

1. PROJECT REVIEW PACKAGE MATERIALS
2. Other relevant project data/documents