# Simplified RCE/IEE Amenedment TEMPLATE INSTRUCTIONS

**(These are template instructions; please delete this page as you finalize this document).**

**Background:**

This standardized template is part of a broader initiative to harmonize application of 22 CFR 216 across USAID. It also serves as an important step towards moving to an online Environmental Compliance System (ECS) which will be integrated with the Development Information System (DIS).

**This template is used for:**

1. This template is intended for projects/activities that are in full compliance where the changes involve only adding funds and/or time but no new activities. It can also be used to add or amend the CRM screening. If there are any changes in scope, use the applicable RCE or IEE template.

**How to use this template:**

1. The first page is standard metadata utilized in the ECD and planned DIS system, please do not alter the fields. Enter as much of the information as is known at the time of drafting.
2. **On subsequent pages, there are embedded (screen tips) instructions to assist the writer.** To see the instructions, hover over the red underlined text. The embedded instructions are intended to streamline the paper template and to simulate the online system. Please ignore reference to “Control+Click to follow link” within the screen tips.
3. All **headings and existing text** are standard. Please refrain for editing.
4. **Yellow highlighted text** may be updated and/or deleted as appropriate. Please remove all yellow highlighting as you finalize the document.
5. **Be sure no PII information is contained within the document** prior to submitting for BEO approval.
6. **Delete this page as you finalize this document**.

Reminder: Mission Environmental Officers, Regional Environmental Officers, and Bureau Environmental Officers are resources for USAID staff developing projects and compliance documents. Please engage them early and often. Additional guidance and help is also available at <https://www.usaid.gov/environmental-procedures>.

USAID’s [Environmental Compliance Database](http://gemini.info.usaid.gov/egat/envcomp/) of approved 22 CFR 216 documentation provides examples of approved IEEs and other environmental compliance documents, which may assist with language for similar projects.

Revision Date: March 2019

Version: 3.1

Responsible Office: E3/AA

File Name: Template\_Simplified\_Amendment

SIMPLIFIED RCE/IEE AMENDMENT

## Project/Activity Data

|  |  |
| --- | --- |
| **Project/Activity Name:** |  |
| **Geographic Location(s)** (Country/Region)**:** |  |
| **Amendment** (Yes/No), if Yes indicate # (1, 2...): |  |
| **Implementation Start/End Dates** (FY or M/D/Y): |  |
|  **If Amended, specify New End Date:** |  |
| **Solicitation/Contract/Award Number(s):** |  |
| **Implementing Partner(s):** |  |
| **Bureau Tracking ID:**  |  |
| **Tracking ID of Related RCE/IEE:**  |  |
| **Tracking ID of Other, Related Analyses:** |  |

## Organizational/Administrative Data

|  |  |
| --- | --- |
| **Implementing Operating Unit(s):** (e.g. Mission or Bureau or Office) |  |
|  **Other Affected Operating Unit(s):** |  |
|  **Lead BEO Bureau:** |  |
| **Funding Operating Unit(s):** (e.g. Mission or Bureau or Office) |  |
| **Funding Account(s)** (if available)**:** |  |
| **Original Funding Amount:** |  |
|  **If Amended, specify funding amount:**  |  |
|  **If Amended, specify new funding total:** |  |
| **Prepared by:** |  |
| **Date Prepared:** |  |

## Environmental Compliance Review Data

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| --- | --- |
| **Analysis Type:** | [ ] Initial Environmental Examination Amendment[ ] Request for Categorical Exclusion Amendment  |
| **Environmental Determination(s):** | [ ] Categorical Exclusion(s)[ ] Negative[ ] Positive[ ] Deferred (per 22 CFR 216.3(a)(7)(iv)) |
| **IEE Expiration Date** (if applicable)**:** |  |
| [**Additional Analyses/Reporting Required**](file:///C%3A%5CUsers%5Cjploetz%5CDesktop%5CCCG_Global_Development%5CGEMS%20II%5CTEMPLATES%5Ctemplateedits%5CEC_Template_IEE_v4.0_Feb2019.docx)**:** |  |
| [**Climate Risks Identified**](file:///C%3A%5CUsers%5Cjploetz%5CDesktop%5CCCG_Global_Development%5CGEMS%20II%5CTEMPLATES%5Ctemplateedits%5CEC_Template_IEE_v4.0_Feb2019.docx) **(#):** | Low \_\_\_#\_\_\_ Moderate \_\_\_#\_\_\_ High \_\_\_#\_\_\_ |
| [**Climate Risks Addressed**](file:///C%3A%5CUsers%5Cjploetz%5CDesktop%5CCCG_Global_Development%5CGEMS%20II%5CTEMPLATES%5Ctemplateedits%5CEC_Template_IEE_v4.0_Feb2019.docx) **(#):** | Low \_\_\_#\_\_\_ Moderate \_\_\_#\_\_\_ High \_\_\_#\_\_\_ |

# [1.0 PURPOSE of the amendment](#purpose" \o "This template is intended for projects/activities that are in full compliance where the changes involve adding funds and/or time but no new activities. It can also be used to amend the CRM screening. If there are any changes in scope, use the IEE template.)

The purpose of this amendment is to update the compliance record for {insert project/activity name, Tracking ID}. This amendment {state what is covered by this action, i.e. adding of funds, extending the period of performance, removing activities from the scope not to be implemented, or updating the CRM screening.}

# 2.0 CERTIFICATION OF COMPLIANCE

* All other aspects of the project design/activities and geographic scope remain unchanged from previous environmental analyses.
* Annual Work Plan(s) has/have been verified to undertake only those activities originally proposed, and all reporting requirements have been adhered to and remain unchanged. This project is in compliance.

# 3.0 REVISIONS

Per 22 CFR 216.3(a)(9), when ongoing programs are revised to incorporate a change in scope or nature, a determination will be made as to whether such change may have an environmental impact not previously assessed. If so, this environmental analysis will be amended to cover the changes. Per ADS 204, it is the responsibility of the USAID A/COR to keep the MEO/REA and BEO informed of any new information or changes in the activity that might require revision of this amendment and environmental determination.

# [USAID APPROVAL OF RCE/IEE Amendment](#Approval" \o "At a minimum include the noted required signatures. Concurrence by multiple BEOs required for mixed funding steams and geographic responsibilities. Add/Delete other signatures as necessary. Delete unused signature lines.)

**PROJECT/ACTIVITY NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[**Bureau Tracking ID**](#_USAID_APPROVAL_OF)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Approval:** |  |  |  |
|  | [NAME], Mission Director or Washington DC Equivalent [*required*] |  | Date |
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| Clearance: |  |  |  |
|  | [NAME], Activity Manager [*as appropriate*] |  | Date |
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| Clearance: |  |  |  |
|  | [NAME], A/COR [*required*] |  | Date |
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| Clearance: |  |  |  |
|  | [NAME], Mission Environmental Officer [*as appropriate*] |  | Date |
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| Clearance: |  |  |  |
|  | [NAME], Regional Environmental Advisor [*as appropriate*] |  | Date |
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|  |  |  |  |
| Clearance: |  |  |  |
|  | [NAME], Regional Legal Officer [*as appropriate*] |  | Date |
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|  |  |  |  |
| Clearance: |  |  |  |
|  | [NAME], Climate Integration Lead [*as appropriate*] |  | Date |
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|  |  |  |  |
| Clearance: |  |  |  |
|  | [NAME], Other [*as appropriate*] |  | Date |
|  |  |  |  |
|  |  |  |  |
| **Concurrence:** |  |  |  |
|  | [NAME], \_\_\_\_\_\_\_\_ Bureau Environmental Officer [*required*] |  | Date |
|  |  |  |  |
|  |  |  |  |
| **Concurrence:** |  |  |  |
|  | [NAME], \_\_\_\_\_\_\_\_ Bureau Environmental Officer [*other BEOs required for cross Bureau funding or geographic responsibilities*] |  | Date |

**[DISTRIBUTION](#Approval" \o "Distribution lists may be customized by Bureau or Mission. Please follow Bureau- or Mission-specific guidance. Delete if not used. ):**