Nebraska's Conservation and Environmental Review Tool (CERT) How to Create a Project

Environmental Review Team Nebraska Natural Heritage Program Nebraska Game and Parks Commission May 2025







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Create a Project

- 1) You will need to be a registered user to create a project with the tool. If you are not already registered, click here to register for an account.
- 2) Within the orange toolbar, click on the Map tab.
- 3) Switch Basemap Switch Basemap to Imagery Hybrid.
- 4) In the grey section beneath the orange toolbar, click on Create Project . The Draw/Edit window will appear.
- 5) The <u>Draw</u> tool on the map page allows a project footprint to be digitized using either the default drawing tool, which utilizes vertices, or a freehand tool. The drawing feature requires the user to be zoomed in at fine enough scale for the system to accept the boundary, user prompts will guide to the correct zoom level.
 - a. See the dropdown to draw a polygon, line, or point.
 - b. See the Edit Shape dropdown to edit the shape, crop, erase or create a buffer zone.
- 6) Use the <u>Upload Shapes</u> tool to define a project area with your spatial data. Uploaded project footprints must be a zip, KML or KMZ file.
- 7) With the project boundary polygon in place, click **Accept**. The project boundary will validate, and the **Create Project** pop-up window will appear.
- 8) Fill out the required field in the submissions form. (Required fields are denoted by a red asterisk*.)
 - a. Project Title Enter a brief title for this project.
 - i. Note: If you are creating a test project, put 'TEST' in the Project Title field.
 - b. User Project Number(s) Include any number(s) associated with the project. If using more than one, separate them with commas.
 - c. State Nexus
 - Nebraska State Agency Select the Nebraska state agency you are receiving a permit and/or funding from, and/or partnering with.
 - 1. Examples:
 - a. You need a 401 Water Quality Certification (WQC) = NDEE
 - b. You are getting money from the State Revolving Funds = NDEE
 - c. You are receiving assistance or equipment from Game and Parks = NGPC
 - 2. If you do not know your state nexus, contact the Nebraska Game and Parks Commissions Environmental Review Team at ngbc.envreview@nebraska.gov.
 - ii. Other Select if your Nebraska State Agency is not listed.
 - iii. Not Applicable Select if you do NOT have a state nexus.
 - d. Funding Source or Permit Requirements
 - State Permit or funding ONLY Select if you are receiving a permit and/or funding from, and/or partnering with a Nebraska State Agency. <u>If you selected an agency from the drop-down list</u> under 'State Nexus', select this option.

- ii. Both state and federal permit or funding Select if you are receiving a permit and/or funding from, and/or partnering with a Nebraska State Agency <u>AND</u> receiving a permit and/or funding from a federal agency.
 - 1. Common federal agencies include USDA NRCS, USACE, USHUD, USEPA, FEMA, FHWA.
- iii. Federal permit or funding ONLY; select Conservation Planning Report Select if you are using CERT and have a federal nexus, but NO state nexus.
 - Under the Project Type section below, select Conservation Planning Report
 Conservation Planning Report (not an environmental review)
- iv. None of the above Select if you have neither a state nexus or federal nexus.
 - 1. Under the Project Type section below, select Conservation Planning Report
 - $\bigcirc \ \, \text{Conservation Planning Report (not an environmental review)}$
- e. Project Type
 - i. Expand the categories of Project Types by clicking the grey plus sign . Select a Project Type by clicking on the circle .
 - ii. Note: An additional list of Project Type Activities MAY appear in a separate section <u>below</u> the Project Type section.
- f. Project Type Activities (if applicable) Select <u>ALL</u> relevant Project Type Activities from the list by clicking on the grey boxes .
- g. Project Description(s)
 - i. Limited to 300 words. Include measurements, materials, numbers, locations, names, etc.
- h. Previous Environmental Review
 - If you select Yes Provide the CERT Report ID associated with a previous review of the project (System Project ID: NE-CERT-001234) and denote why this request differs from the previous rendition of the project.
 - 1. If you suspect a CERT Report may have been done for your project, but don't know the CERT Report ID, contact the Nebraska Game and Parks Commissions Environmental Review Team at ngpc.envreview@nebraska.gov.
- i. On Behalf Of Enter the name or acronym of the organization if the report is being submitted on their behalf.
 - i. Often times CERT reports are created by a consulting firm "on behalf of" a client. This is where you would type the client's name/organization.
- j. File Attachments Upload supporting documents associated with your project.
 - i. Examples include engineering designs, wetland delineations, site photos, justification, contracts, etc.
- k. Project Edit Status Leave in Draft status.
- 9) Select Submit.

Submit

- a. Once submitted CERT will analyze your project and a PDF Report will be available.
 - i. This process can take anywhere between 15 minutes to an hour. If your project does not generate a report by the following day, please contact the Nebraska Game and Parks Commissions Environmental Review Team at ngpc.envreview@nebraska.gov.
- b. The email address associated with the CERT account will receive an email notification when report is ready.
- 10) The **My Projects** tab lists all of the projects created that are associated with your account. After receiving the notification email that a report is done, visit **My Projects** to download and review the report.

Make Changes to your Project

- 11) When a project is in **Draft**, you can make changes to the project and run as many reports as needed.
 - a. Click on the Edit Details tab Edit Details to edit details about the submission form.
 - b. Click on the Edit/View Shape tab start making changes.

 Edit/View Shape to edit the project boundary. Click on the Edit/View Shape to edit the project boundary.
 - c. Click on the Generate Report tab Generate Report to rerun the project through CERT.

Alter the Content of the Map

- 1. <u>Switch Basemap</u> Switch Basemap to Imagery Hybrid.
- 2. Work with the <u>Layers</u> to make them visible/invisible, view their symbology, alter the layer transparency, view layer information/meta data, and change layer order.
- 3. Use the Add Resources tool Add Resources to add and name data layers by entering a map service's URL or upload a zipped ArcGIS shapefile, geodatabase, or Google Earth file (KMZ/KML).
- 5. <u>Make a Map</u> The *Make a Map* tab within the map enables the addition of annotation (graphics and text) to the map. These annotations can also be used to create projects.
- 6. **Print** the map if desired.

Map Navigation

- 1. Use the **Find** address or place tool A Find address or place to find a location.
- 2. Use the **Zoom to Coordinates or Scale** tool (third button from the left in the upper right hand corner of the map) to find a location.
- 3. Add a <u>Spatial Bookmark</u> to quickly return to a saved location. **NOTE**: Persistent bookmarks require a CERT account.
- 4. Add a **Saved Map** to save and restore maps with the zoom center and scale, base map, and layers configuration all stored so that you can return to roughly the same view as before.
- 5. **Zoom** to the Default , Previous , and Next Extents of the map. Holding shift and dragging the mouse allows for quick zooming into a targeted area.
- 6. Use the <u>Identify Tool</u> to display the details of the geographic feature(s) or place(s) selected in the Map. **NOTE**: The Identify tool cannot be used with cached map services published from ArcGIS Online because such services do not support all of the capabilities of those published through ArcGIS Server.
- 7. Use the **Measure Tool** to determine the size of a designated area, the distance of a digitized line, and the coordinates of a specific location.

9. Perform a <u>Feature Search</u> to identify features in a layer, including those added to the Map via the <u>Add</u> <u>Resources</u> tool, according to criteria specified by a query. **NOTE**: The Feature Search option is not available for cached map services published from ArcGIS Online because such services do not support all of the capabilities of those published through ArcGIS Server.

