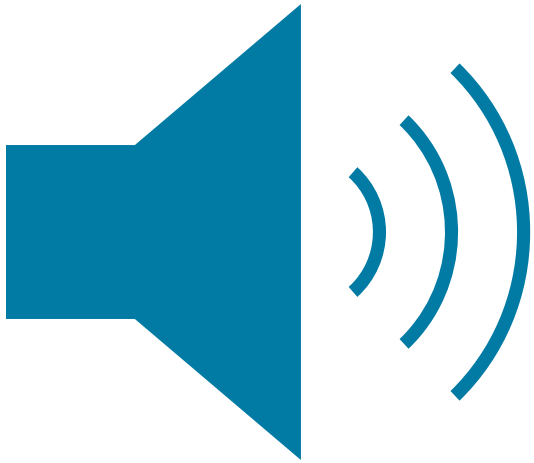


2023 Industry Forum



Housekeeping



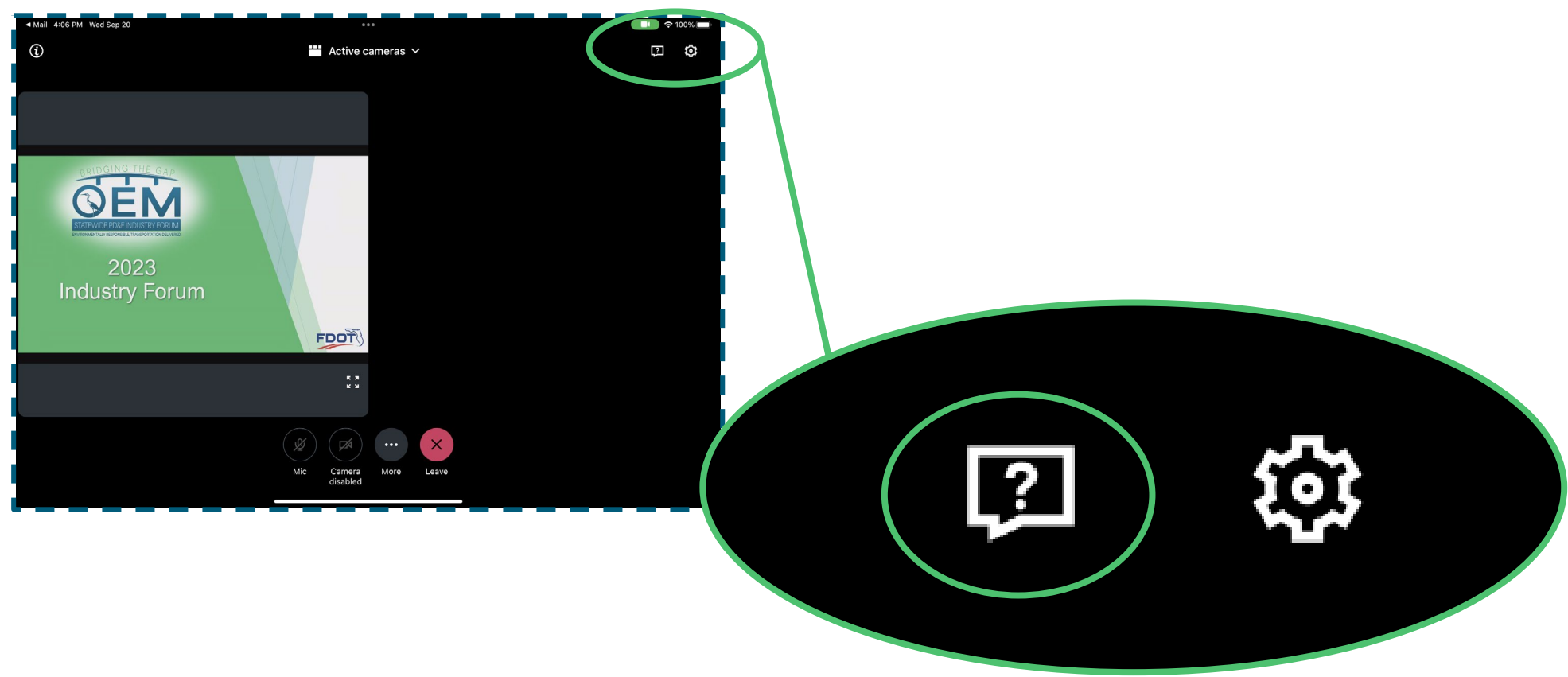
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If you are not hearing the speaker, please
check your audio settings.

Housekeeping



CONTROL PANEL - Computer

Housekeeping



Housekeeping



CONTROL PANEL – Mobile

For technical issues, visit GoToWebinar online at:

[Support.goto.com](https://support.goto.com)

Or through your confirmation email, click on check system requirements (below):

How To Join The Webinar

Thu, Jun 25, 2020 4:30 PM - 5:30 PM EDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

Join Webinar

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

Welcome and Introductions

Catherine Bradley



About Our Attendees

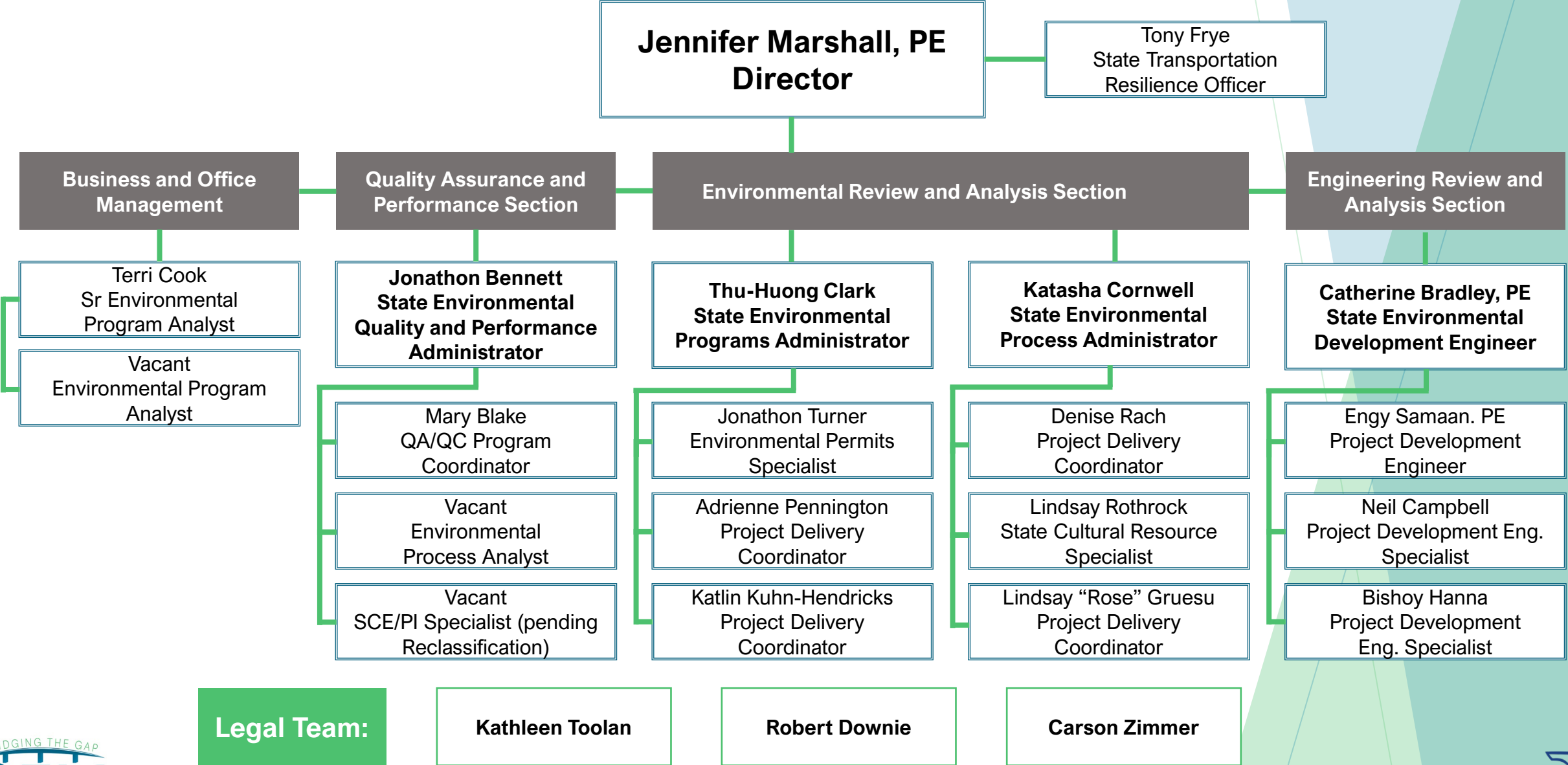
Agenda

Welcome and Introductions	1:30 – 1:35 p.m.
What's Going on in EMO?	1:35 – 2:05 p.m.
Partnership Focus - Direct from the Districts (5 mins/District)	2:05 – 2:45 p.m.
Break	2:45 – 2:55 p.m.
Your Voice – ACEC	2:55 – 3:00 p.m.
Tips, Tricks & Tidbits - Environmental Documentation	3:00 – 3:20 p.m.
General Q&A, Conclusion	3:20 – 3:30 p.m.

What's Going on in EMO?

Jennifer Marshall

Office of Environmental Management



Legal Team:

Kathleen Toolan

Robert Downie

Carson Zimmer

FDOT NEPA Assignment Renewal – May 26, 2022 (Highlights)

- Annual reporting of **mitigation commitments**
- Ensure **meaningful public engagement**, including environmental justice communities
- FHWA may reassume a project in instances where FHWA receives a **Title VI complaint** *and*
 - Accepts the complaint for investigation or
 - Determines project may have significant community impacts
- NEPA documents for local agencies who receive **direct recipient grants** (with no LAP agreement) will be approved by FHWA



Photo by Katasha Cornwell, OEM

NEPA Assignment & Direct Recipient Grants

FDOT provides approval for federal aid projects involving FDOT and local agencies with a LAP agreement

FHWA will approve NEPA documents for local agencies who receive funds directly from the federal government

Interagency Coordination

- Office of Policy Planning, OEM, Districts, and FHWA provided in-person training on grant considerations
- OEM is working with FHWA for a smooth transition for grant approvals

Considerations for Local Agencies:

- Is the grant the primary source of funding for the project?
- Does the local agency want to enter into a LAP agreement with FDOT to administer grant funds?

Federal Updates

Date	Federal Update	Key Points
April 2023	Executive Order 14096	<ul style="list-style-type: none"> Expanded definition of environmental justice Direct, indirect, cumulative effects analysis on EJ communities Interim implementation guidance by October 2023 Final implementation guidance by October 2024
May 2023	Sackett vs. EPA	<ul style="list-style-type: none"> Modified the definition of Waters of the US
June 2023	Fiscal Responsibility Act of 2023	<ul style="list-style-type: none"> Class of action thresholds, timeframes, and page limits
July 2023	CEQ Phase II Rule	<ul style="list-style-type: none"> Enforceable mitigation, with monitoring and compliance plans Enhanced climate change and environmental justice analysis Comments due in Federal Register by end of September 2023

Federal Updates – Environmental Program Considerations

- Potential adjustments in **class of action** determinations
- **Strategic scheduling** discussions with district staff
- Adjusted documentation for **public engagement** activities
- Adjusted documentation for **sociocultural effects and analysis**
- Additional tracking and reporting for **mitigation and commitments**, as required
- Potential for additional coordination/oversight on **local PD&E studies** that will be approved through OEM
- Additional coordination with permitting agencies to **adopt NEPA documents**
- Additional coordination with permitting agencies for **mitigation requirements**



No Immediate Policy, Program, or Process Changes at this Time

OEM Updates & Initiatives

- **Engineering/Project Development**

- Noise updates (special land use, cost per sf)
- Perimeter Wall Clarification
- Project Development Decision Matrix
- Resilience and Slip Study Updates

- **Natural Resources**

- Minor Projects Programmatic Agreement
- Monarch Butterfly Candidate Conservation Agreement with Assurances
- Panama City Crayfish

- **Cultural Resources**

- New ETAT Reviewers - SHPO
- Regular tribal coordination (in progress)
- Updated Section 106 Programmatic Agreement
- Post World War II Structural Resources
- Curation Project

- **Permitting**

- Regular Army Corps of Engineers coordination (in progress)
- New ETAT Reviewers – FDEP
- SWEPT Interface

OEM Updates & Initiatives

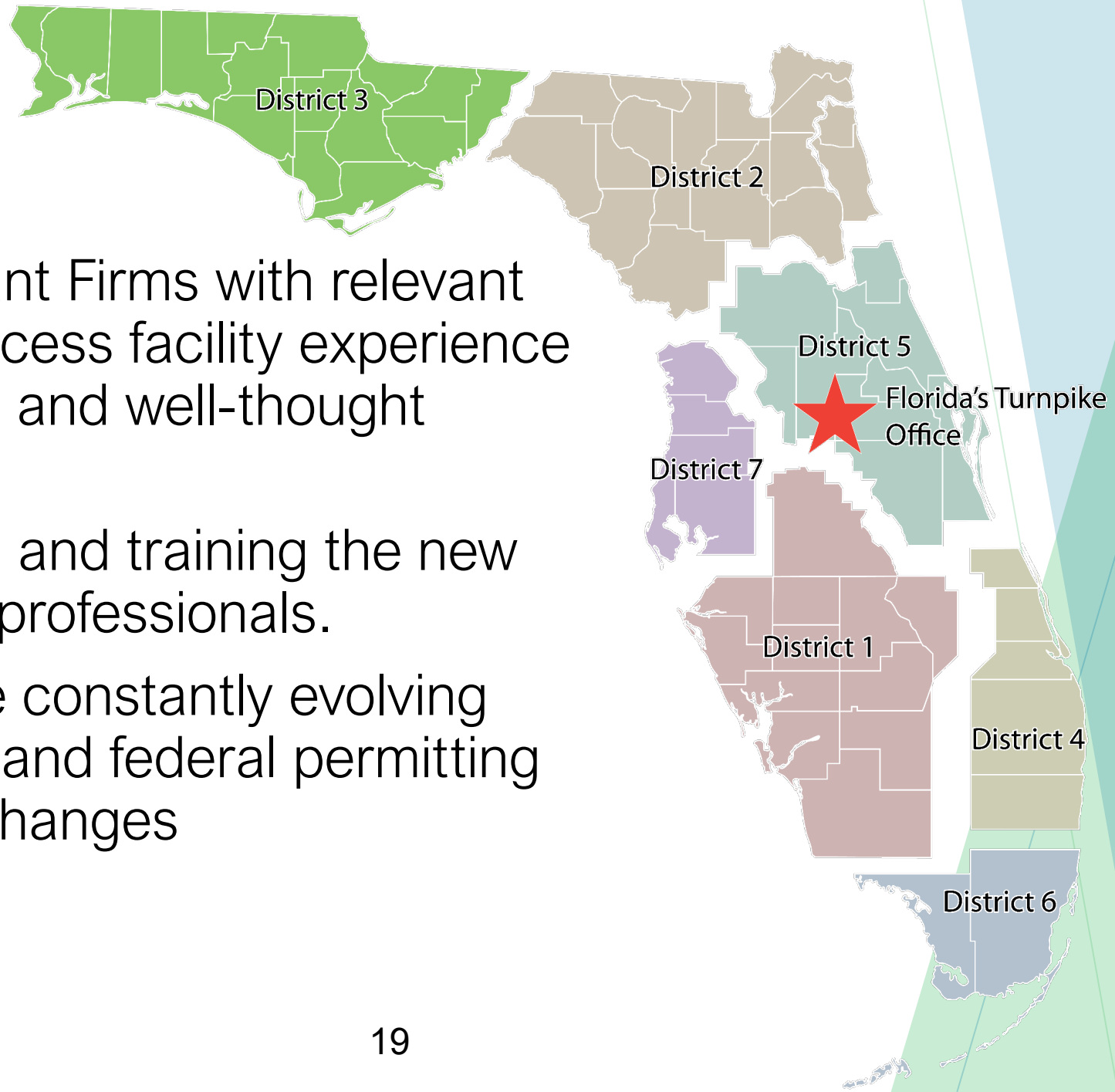
- Sociocultural Evaluations & Public Involvement
 - Ongoing coordination with Office of Policy Planning
 - New SCE documentation for SWEPT (in progress)
- ETDM
 - Manual Update (in progress)
 - ACE Process Update (in progress)
 - EA Form (in development)
 - Public Website (in progress)
- Marketing/Outreach
 - Branding
 - Environmental Week
 - Targeted Campaigns
 - Education
 - Recruitment & Retention
 - Website & SharePoint Updates

District Needs



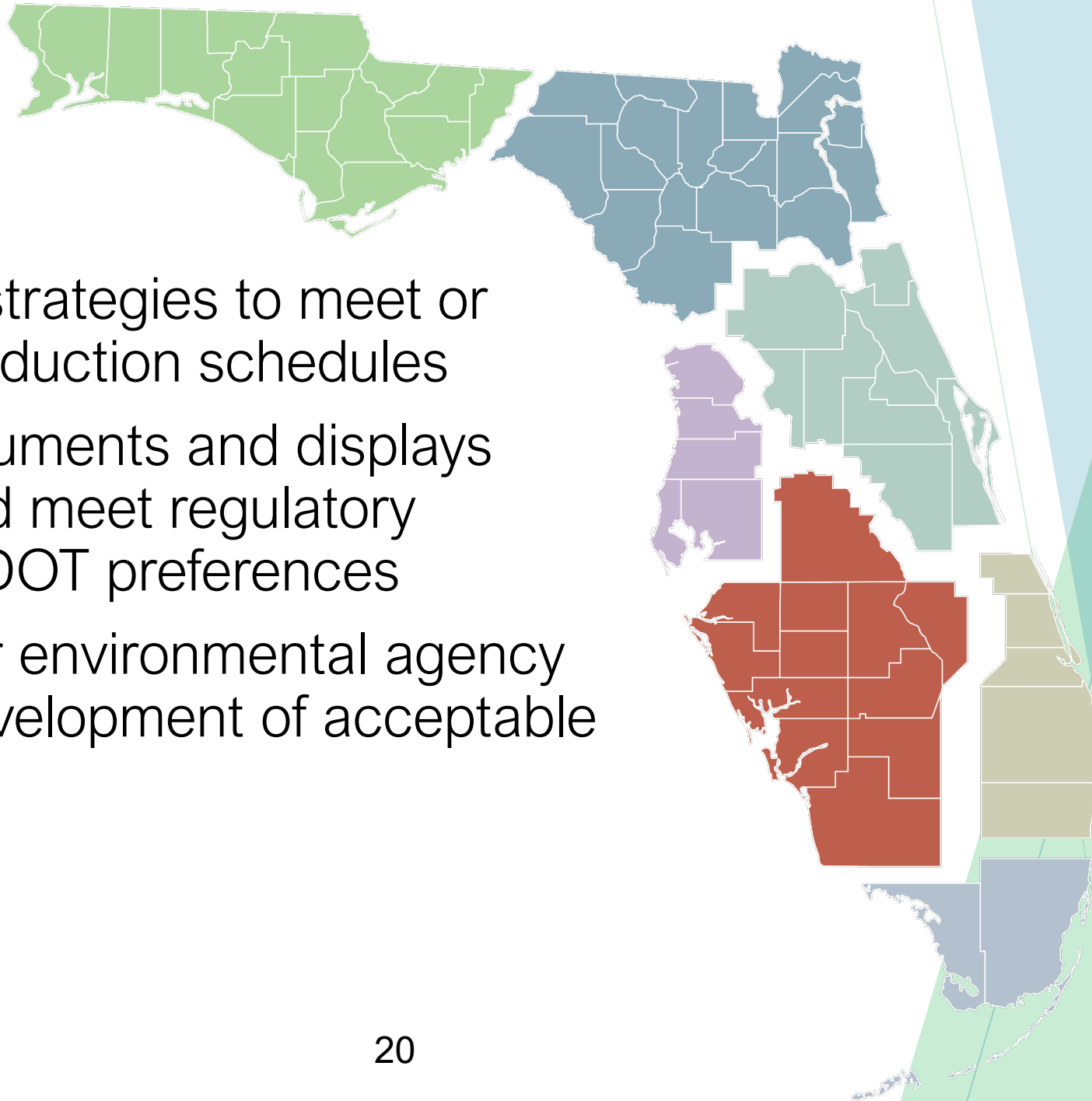
Turnpike

- Need more Consultant Firms with relevant PD&E and limited access facility experience with innovative ideas and well-thought recommendations.
- Succession planning and training the new generation of PD&E professionals.
- Fresh support on the constantly evolving world of local, state, and federal permitting rule and regulation changes

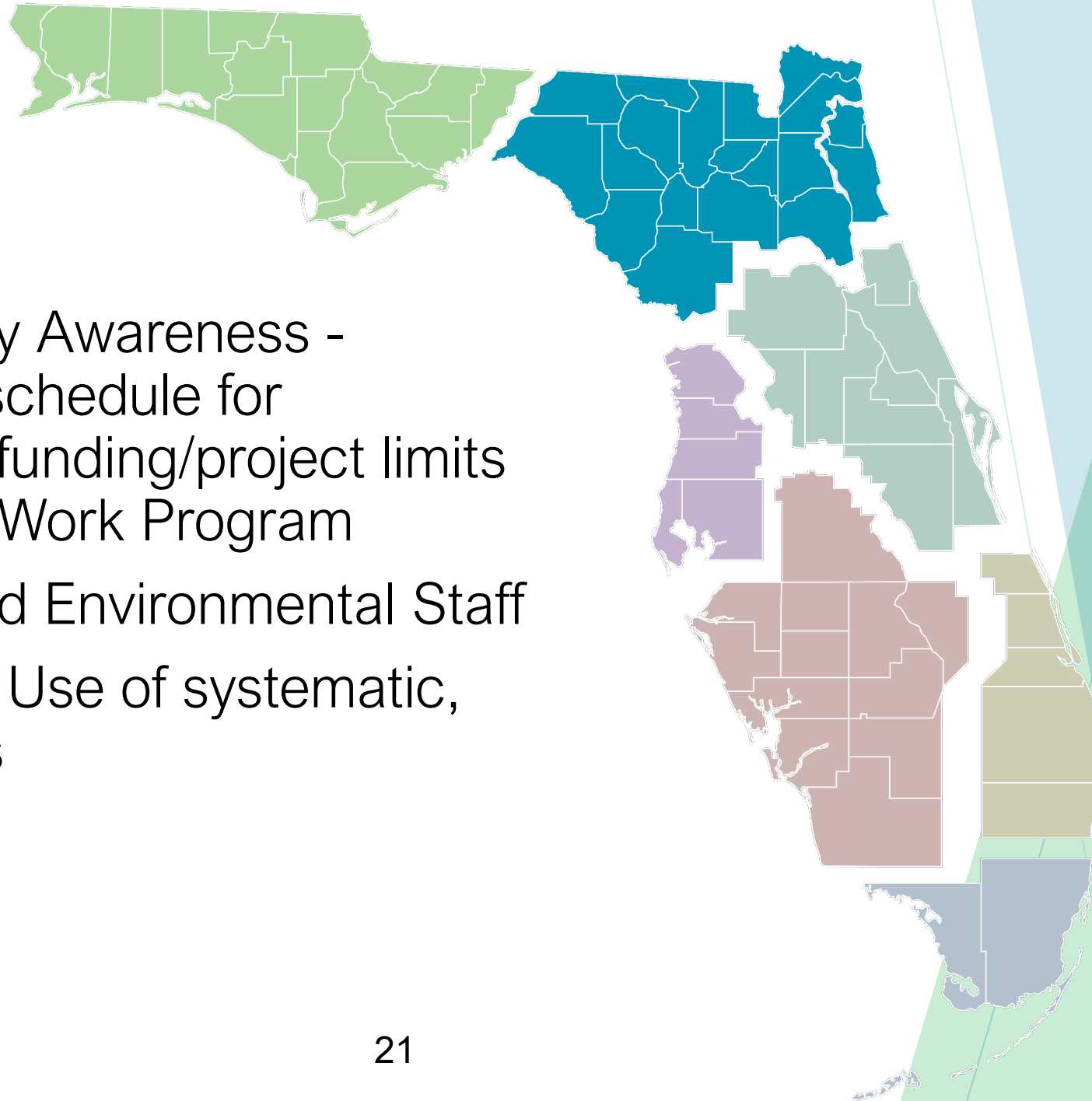


District 1

- Propose innovative strategies to meet or beat challenging production schedules
- Produce quality documents and displays that tell the story and meet regulatory requirements and FDOT preferences
- Provide expertise for environmental agency coordination and development of acceptable innovative solutions

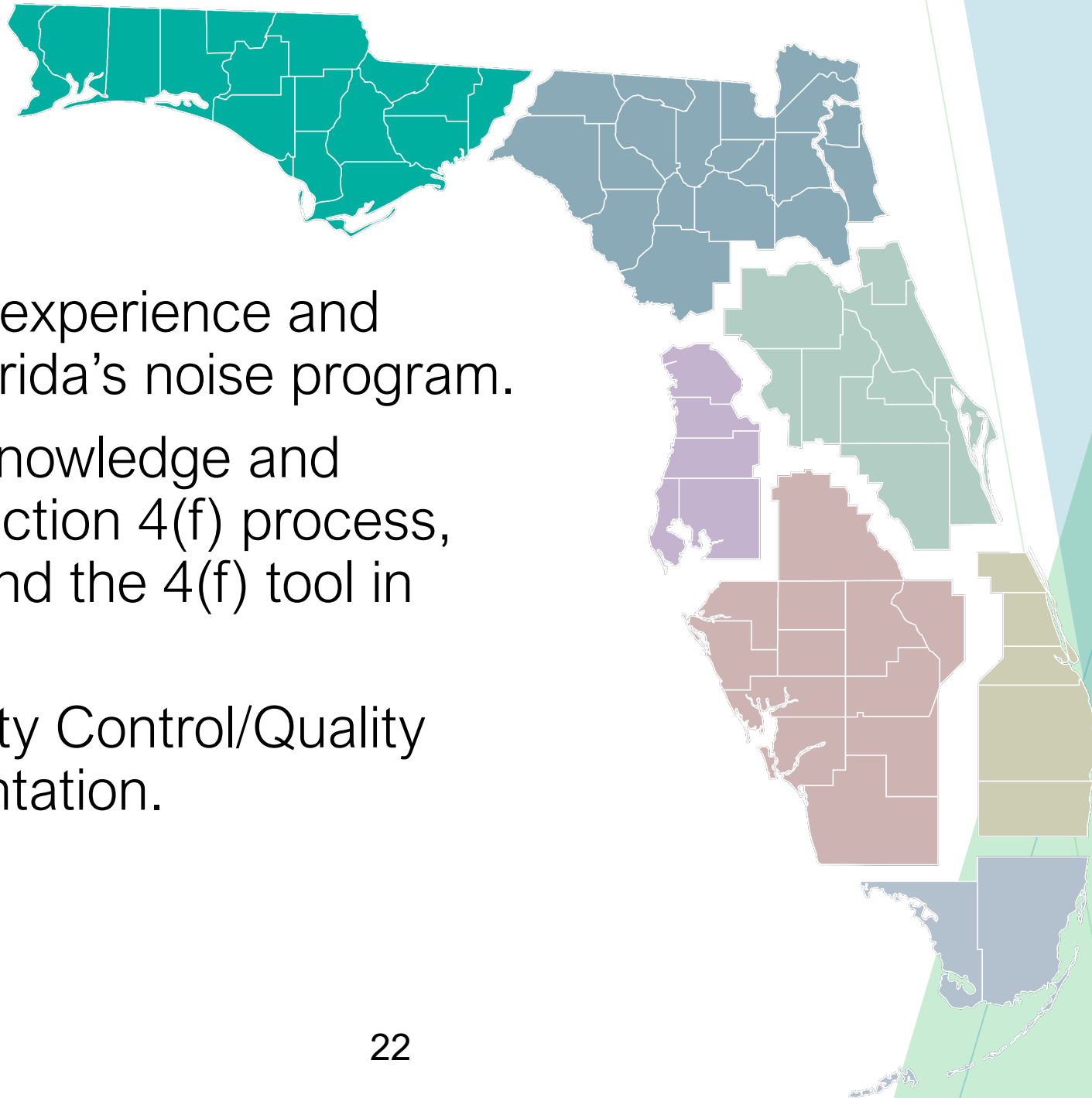


District 2



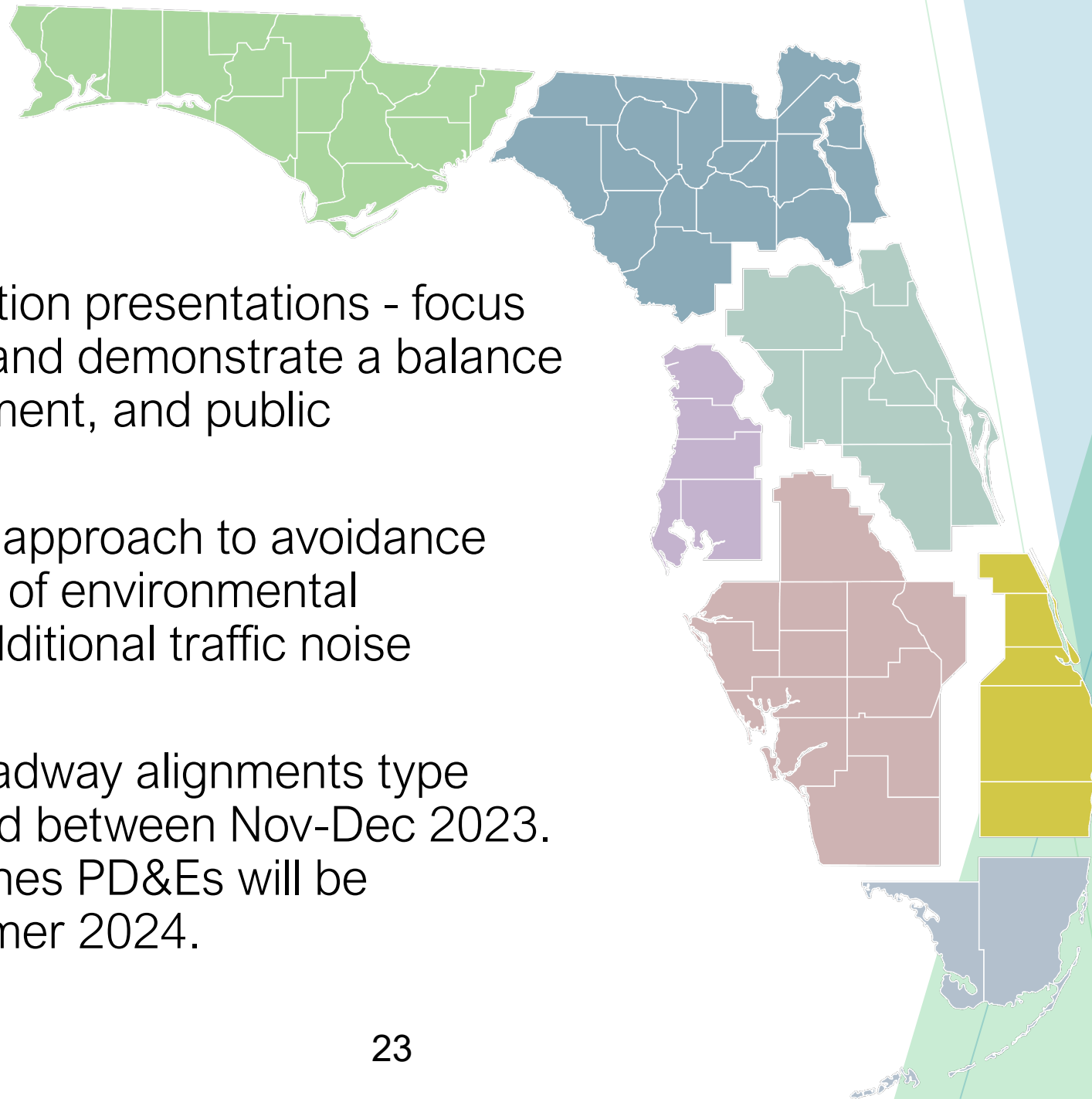
- Planning Consistency Awareness - recognize STIP/TIP schedule for updates/changes in funding/project limits and coordinate with Work Program
- Need for experienced Environmental Staff
- Quality Assurance – Use of systematic, consistent measures

District 3



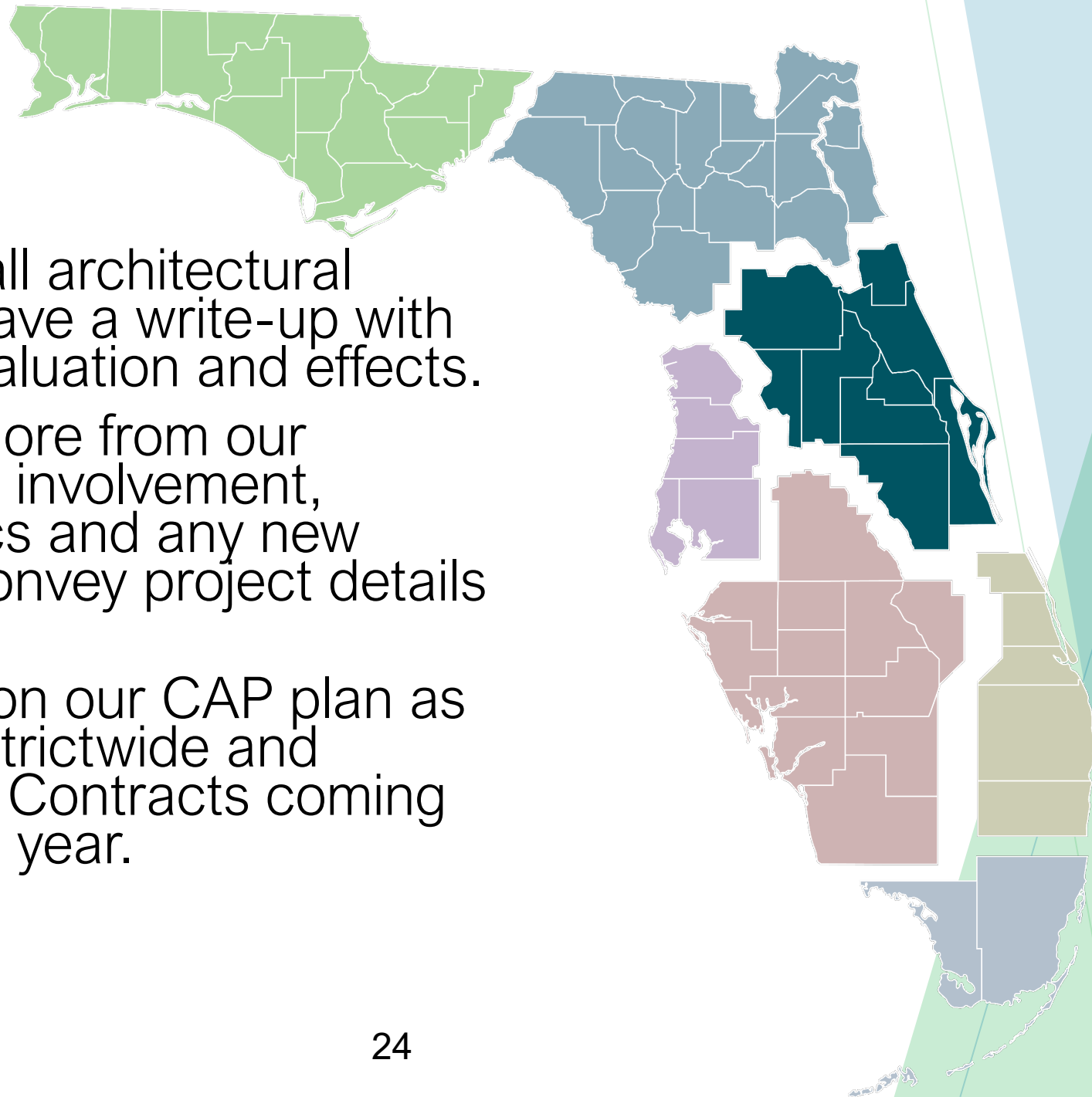
- Need noise analysis experience and understanding of Florida's noise program.
- Need Section 4(f)- knowledge and experience of the Section 4(f) process, tribal consultation, and the 4(f) tool in SWEPT.
- QA/QC- Good Quality Control/Quality Assurance implementation.

District 4



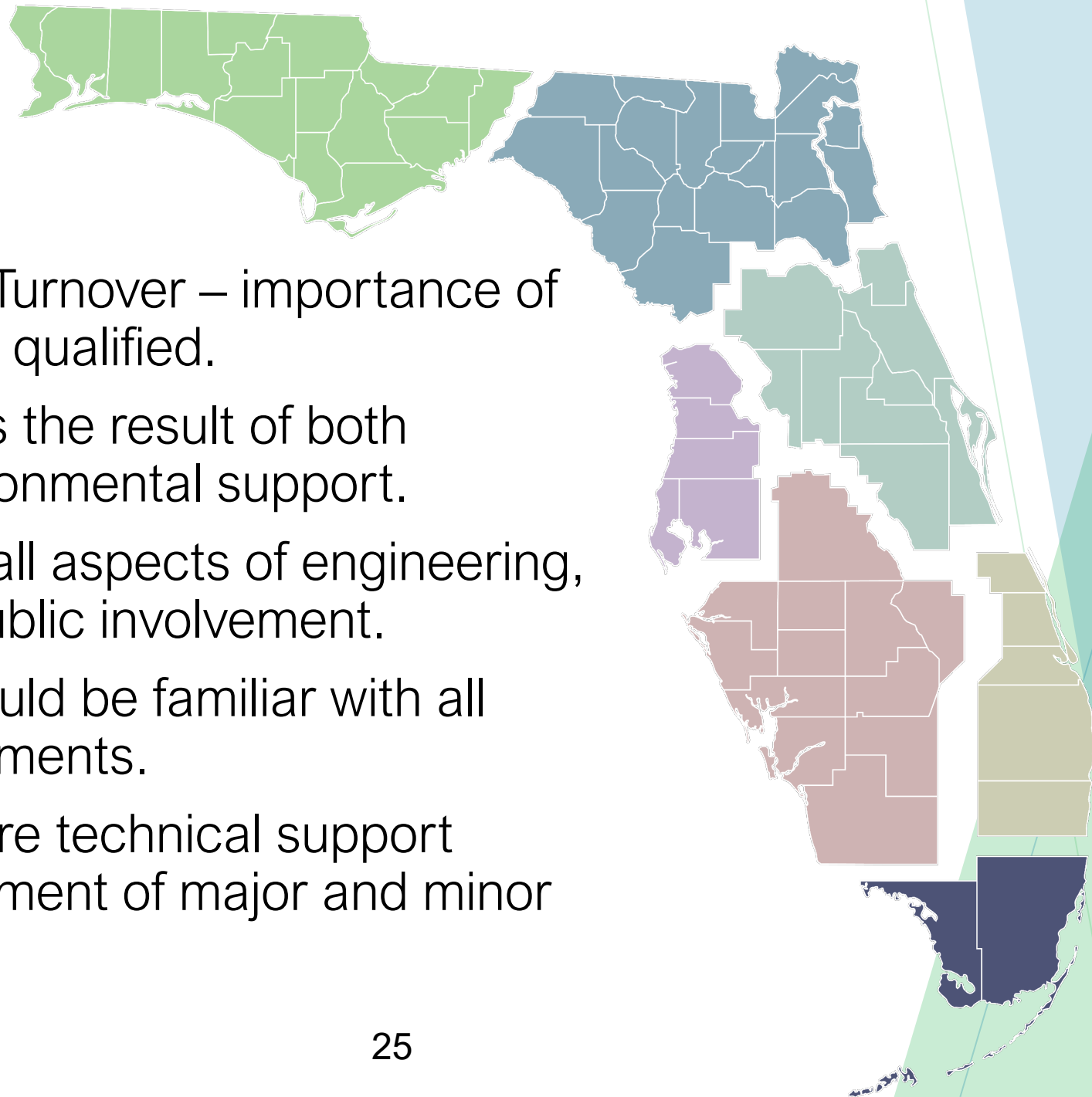
- During consultant selection presentations - focus on the FDOT compass and demonstrate a balance of engineering, environment, and public engagement.
- Demonstrate a focused approach to avoidance and minimization efforts of environmental resources and use of additional traffic noise experts.
- FY 24 – 2 major new roadway alignments type PD&Es will be advertised between Nov-Dec 2023. In FY 25, 4 managed lanes PD&Es will be advertised around summer 2024.

District 5



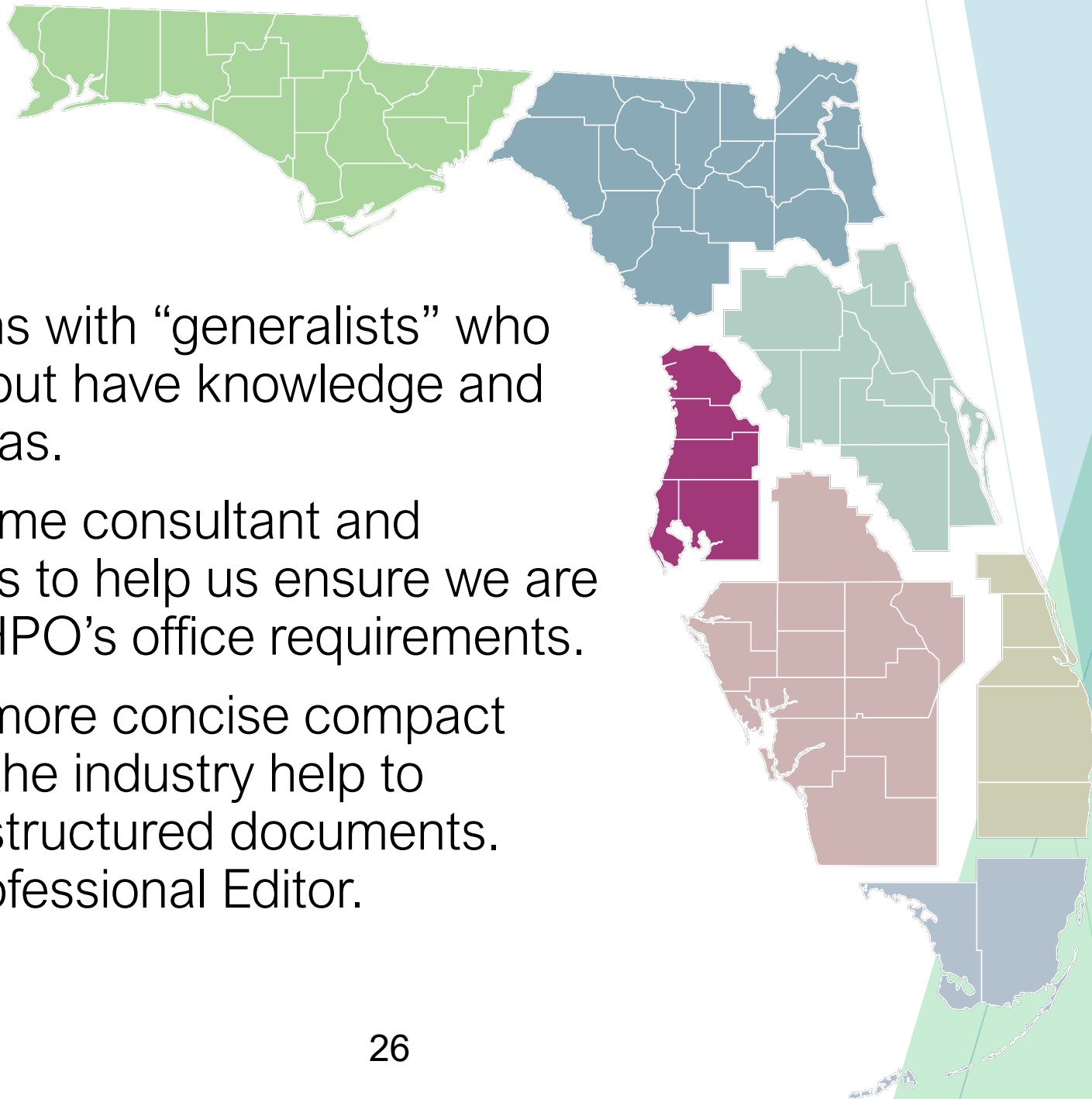
- For CRAS surveys, all architectural resources need to have a write-up with an explanation of evaluation and effects.
- We are looking for more from our consultants in public involvement, including 3D graphics and any new methods that may convey project details more effectively.
- Please keep an eye on our CAP plan as we have multiple Districtwide and Continuing Services Contracts coming out at the end of this year.

District 6

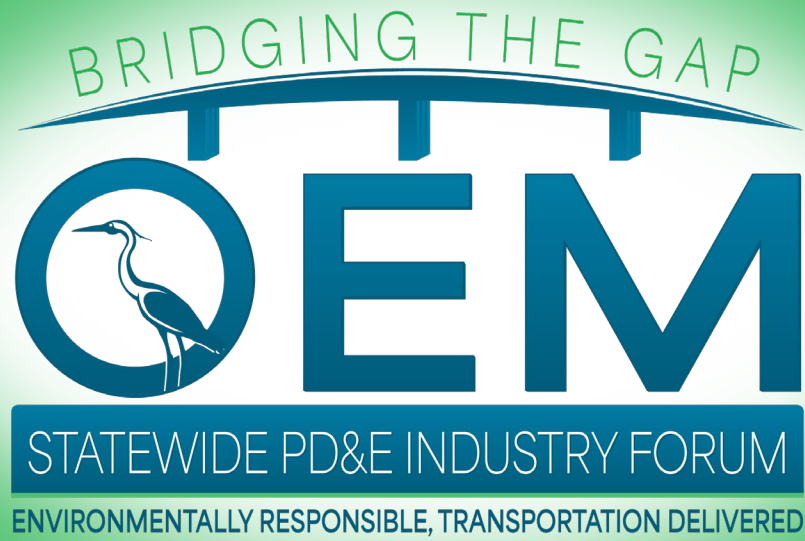


- Project Management Turnover – importance of consultants remaining qualified.
- A successful project is the result of both engineering and environmental support.
- PD&E study includes all aspects of engineering, environmental, and public involvement.
- Project Managers should be familiar with all environmental requirements.
- We are looking for more technical support related to the development of major and minor project schedules.

District 7



- We are looking for firms with “generalists” who may have a specialty but have knowledge and can assist in other areas.
- We need help from prime consultant and cultural subconsultants to help us ensure we are fully compliant with SHPO’s office requirements.
- As we move towards more concise compact documents, we need the industry help to produce consistently structured documents. Maybe acquiring a Professional Editor.



Break





PD&E Experience



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of Florida

American Council of Engineering Companies

Silvia Beltre

American Council of Engineering Companies

- **Project Development and Environment (PD&E) Sub-Committee**
 - Statewide representation - Catherine Bradley, FDOT Co-Chair, all districts represented
 - Quarterly meetings and once-a-year in-person meeting
 - Quarterly reporting at Transportation Committee meeting
- **Committee Charge and Goals**
 - Address issues and concerns (districts and consultants)
 - Identify areas needing support and new legislation
 - Training, best practices and lessons learned
 - Scope and staff hour updates

American Council of Engineering Companies

- **Consultant Representation**

- Silvia Beltre – Ardurra Group, Consultant Co-Chair
- Ryan Solis-Rios – The Corradino Group
- Imran Ghani – Osiris 9 Consulting
- Jeff Novotny – American Consulting Professionals
- Victor Muchuruza – HDR
- Greg Garrett – Atkins
- Mark Easley – Lochner
- OPEN POSITION ***

Tips, Tricks & Tidbits - Environmental Documentation

Katasha Cornwell

Environmental Documentation

Resources and Tools

- On-Demand Training
- PD&E Manual
- Checklists
- Comment Resolution Reminders
- SWEPT Project File Organization Guidance

Timelines

- Schedules for Concurrent Regulations (106/4f/NEPA)
- Type 2 CE Approval Process Game Board
- Gaps in Reviews and Final Review Time Clock

Navigating to Resources and Tools

Home / environment / training

Office of Environmental Management Training Programs Overview

The content for the Environmental Management Academy courses, enroll in live webinars, or access archived materials from previous sessions.

Currently, only FDOT Academy learners can access the Academy's online materials. Learners are responsible for their own internet access.

Our Environmental Management Academy Tracks

- [Track 1 - National Environmental Policy Act \(NEPA\)](#)
- [Track 2 - Statewide Environmental Policy Act \(SEPA\)](#)
- [Track 3 - Project Development Process](#)
- [Track 4 - Statewide Environmental Policy Act \(SEPA\)](#)
- [Track 5 - Environmental Assessment](#)
- [Track 6 - Engineering](#)
- [Track 7 - Efficient Project Delivery](#)

The Academy also provides a variety of other resources, including recorded webinars, manuals, and guides. To stay up-to-date on the Academy's activities, subscribe to our Environmental Public Works newsletter. Notifications are sent out through email.

Overview and Introductory Courses

- NEPA 101 Part 1 of 2 CBT** - This course covers the historical context, specific requirements, and the process for NEPA 101 Part 1 of 2 CBT.
- NEPA 101 Part 2 of 2 CBT** - This course covers the historical context, specific requirements, and the process for NEPA 101 Part 2 of 2 CBT.
- OEM Environmental Document Development** - This course covers the requirements for OEM environmental document development, from initial scoping to final document approval.

PD&E Manual, Part 1: Process and Requirements

- Class of Action - 4/2020** - (CBT) - This course covers the requirements for Class of Action (COA) to assess impacts and provide guidance on how to complete and document a COA.
- Categorical Exclusions - 4/2020** - (CBT) - This course covers the requirements for Categorical Exclusions (CE) and provides guidance on how to complete and document a CE. It includes a sub-section on **Type 1 CE - Guidance**.
- Preliminary Environmental Assessment - 4/2020** - (CBT) - This course covers the requirements for Preliminary Environmental Assessment (PEA) and provides guidance on how to complete and document a PEA.
- Project Development Process - 4/2020** - (CBT) - This course covers the requirements for the Project Development Process (PDP) and provides guidance on how to complete and document a PDP.
- SWEPT Type 2 CE Training - 4/2020** - (Video) - This course provides practical expectations for SWEPT Type 2 CE training. A companion quick guide has also been developed which shows an overview of the entire Type 2 environmental document development process.

PD&E Manual, Part 2: Analysis and Documentation

- Aesthetic Effects - 5/2017** - (CBT) - This session provides a general overview of the Aesthetic Effects and evaluation requirements during PD&E as described in Part 2, Chapter 5 of the PD&E Manual.
- Farmland - 11/2016** - (CBT) - This session provides a general overview of the Farmlands and evaluation requirements during PD&E as described in Part 2, Chapter 6 of the PD&E Manual.
- Section 4(f) Training - 9/2018** - (Recorded Webinar) - This webinar gives a brief overview of Section 4(f) of the USDOT Act of 1966, which protects publicly owned parks, recreation areas, wildlife and water fowl refuges, and public or private historic properties. Case studies are presented to illustrate the process relative to the various applicability and approval options. Refer to the PD&E Manual, Part 2, Chapter 7.
- Historical and Archeological Resources - 4/2019** - (CBT) - This course introduces the listener to Section 106 of the National Historic Preservation Act, and provide an overview of the Section 106 process as dictated in 36 CFR Part 800 and in PD&E Manual Part 2, Chapter 8.
- Wetlands and Other Surface Waters - 10/2021** - (Video) - This course provides information on wetlands and other surface waters and instruction on how to evaluate and document involvement on a project as described in Part 2, Chapter 9 of the PD&E manual.
- Aquatic Preserves and Outstanding Florida Waters - 2/2022** - (Video) - This course provides instruction on analysis, coordination, and documentation of project impacts to waters designated as Aquatic Preserves and Outstanding Florida Waters as described in Part 2, Chapter 11 of the PD&E Manual.
- Water Quality and Stormwater - 12/2018** - (CBT) - This course provides instruction in on Water Quality and Stormwater evaluation as described in Part 2, Chapter 11 of the PD&E Manual. Water resources are protected by the procedural aspects of the National Environmental Policy Act, or NEPA; and the substantive criteria of the Clean Water Act, and Florida Statutes. The PD&E Manual, Part 2, Chapter 11, provides the procedure for complying with water resources protection laws to ensure that all FDOT projects are evaluated for potential impacts on water quality from stormwater runoff.
- Wild and Scenic Rivers - 02/2022** - (Video) - This course provides instruction on analysis, coordination, and documentation of project impacts to Florida's Wild and Scenic Rivers as described in Part 2, Chapter 12 of the PD&E Manual.
- Floodplains - 4/2019** - (Video) - This course provides instruction on floodplain encroachments and the analysis and documentation required for potential impacts, as described in Part 2, Chapter 13 of the PD&E Manual.
- Coastal Zone Consistency - 10/2021** - (Video) - This presentation introduces the coastal zone and discusses FDOT's role in ensuring federal consistency, as well as the procedure for FDOT projects and how inconsistency determinations are made. This training along with

Navigating to Resources and Tools

Office of Environmental Management

PD&E Manual

Project Development and Environment Manual (PD&E Manual) Effective July 1, 2023

Pursuant to **23 United States Code (U.S.C.) 327** and the implementing [Memorandum of Understanding \(MOU\)](#) executed on May 26, 2022, the FDOT has assumed and Federal Highway Administration (FHWA) has assigned its responsibilities under the **National Environmental Policy Act (NEPA)** for highway projects on the State Highway System (SHS) and Local Agency Program (LAP) projects off the SHS (**NEPA** Assignment). In general, FDOT's assumption includes all highway projects in Florida which source of federal funding comes from FHWA or which constitute a federal action through FHWA. **NEPA** Assignment includes responsibilities for environmental review, interagency consultation and other activities pertaining to the review or approval of **NEPA** actions. Consistent with law and the MOU, FDOT will be the Lead Federal Agency for highway projects with approval authority resting in the Office of Environmental Management (OEM).

The process outlined in the **Project Development and Environment (PD&E) Manual** is the Florida Department of Transportation's (FDOT's) procedure for complying with the **National Environmental Policy Act (NEPA) of 1969, Title 42 U.S.C. section 4321, et seq.**, and the MOU mentioned above and describes FDOT's environmental review process.

To stay up-to-date on PD&E Manual updates and [training opportunities](#), create an account on our [FDOT Contact Mailer](#) and select **Environmental Management** and **Environmental Publications and Updates** under the **Publications Interest**. As training opportunities are available, we will send email notifications out through contact mailer. Existing PD&E Manual Training materials are found on our [training website](#).

Published July 1, 2023

Part 1: Processes and Documentation

Chapter	Table of Contents
1:	Introduction
2:	Class of Action Determination for Federal Projects (CBT) (Type 1 CE Webinar)
3:	Preliminary Environmental Discussion and Advance Notification (CBT)
4:	Project Development Process (Webinar)
5:	Type 3 Commercial Exclusion (CBT) (SWEST Training)

Part 2: Topics and Analysis

Chapter	Table of Contents
1:	Project Description and Purpose and Need (PPT)
2:	Traffic Analysis
3:	Engineering Analysis (Training)
4:	Sociocultural Effects Evaluation (Web Page) (Video)
5:	Aesthetic Effects (CBT)



Navigating to Resources and Tools

Entire July 2023 PD&E Manual ([single PDF](#))

Part 1 ([single PDF](#))

Part 2 ([single PDF](#))

Archived PD&E Manual chapters:

[PD&E Manual \(2016\)](#)

[PD&E Manual \(2017\)](#)

[PD&E Manual \(2019\)](#)

[PD&E Manual \(2020\)](#)

18: [Highway Traffic Noise](#)

19: [Air Quality](#)

20: [Contamination \(webinar\)](#)

21: [Utilities and Railroads](#)

22: [Commitments \(webinar\) \(CBT\)](#)

23: [Acquisition and Restoration Council \(ARC\) Coordination](#)

[OEM Bulletins and Memorandums](#)

CBT = Web Based training that cover the topic. Tests are provided to review the material. CBTs can be accessed by both FDOT and non-FDOT staff. FDOT staff should follow the links to Learning Curve to ensure they receive credit in the Department Learning Management System.

Supporting Resources:

- [CEQ Rule Changes to 40 CFR 1500-1508](#)
- [Overall Approval Process](#)
- [Type 2 CE Approval Process](#)
- [Type 2 CE QC Guidance \(May 2022\)](#)
- [Preparing for USEPA eNEPA Submittals](#)
- [Processing Limitation on Claims Notices](#)
- [Application for Federal Assistance \(expires 2022\)](#)
- [OEM Document Review and Approval Process recorded webinar \(2019\)](#)
- [OEM PDC and Engineering Leads](#)
- [Protected Species and Habitat Resources](#)
- [Re-evaluation QA/QC Checklist \(May 2023\)](#)
- [SWEPT Project File Organization Guidance](#)
- [Guidance for using 3D technology in PD&E projects](#)
- [Guidance for using 2D technology in PD&E projects](#)

Navigating to Resources and Tools

Supporting Resources:

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- [SWEPT Project File Organization Guidance](#) ←
- [Guidance for using 3D technology in PD&E projects](#)
- [Guidance for using 2D technology in PD&E projects](#)

Type 2 Categorical Exclusion QA/QC Checklist

May 2022

Project Name:			
FM #:		FAP#:	
Project Limits:			
Consultant:			
Reviewer:		Date:	
Additional Information:			
<input type="checkbox"/>	OEM PDC QA Complete	Date:	
<input type="checkbox"/>	OEM Engineer QA Complete	Date:	
			<div style="display: flex; justify-content: space-between; font-size: small;"> Green = PDC Responsibility Blue = Engineer Responsibility </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Orange = Both </div>

The purpose of this guidance is to facilitate the preparation of quality Type 2 Categorical Exclusions (CEs). This guidance is applicable to Florida Department of Transportation (FDOT) District and consultant preparers and Quality Control (QC) reviewers of Type 2 CEs. This guidance covers common QC items but is not intended to be all inclusive. The preparer will comply with the requirements set forth in Part 1, Chapter 5 (Type 2 Categorical Exclusion) of the Project Development & Environment (PD&E) Manual and all other applicable chapters of the PD&E Manual. Information to include in each section is found in the [PD&E Manual](#) chapter referenced next to each section heading.

All projects are required to go through a Quality Assurance (QA)/QC check at the District level before submittal for Office of Environmental Management (OEM) initial review (see [OEM's QC Plan for PD&E Studies website](#)). During this process the following general items should be addressed:

District	OEM	
<input type="checkbox"/>	<input type="checkbox"/>	Remove any blank pages and check for other formatting issues by reviewing a pdf version of the document closely
<input type="checkbox"/>	<input type="checkbox"/>	Spell out acronyms the first time they are used
<input type="checkbox"/>	<input type="checkbox"/>	Ensure all figures and graphics are legible
<input type="checkbox"/>	<input type="checkbox"/>	Check that figures are numbered and referenced correctly
<input type="checkbox"/>	<input type="checkbox"/>	Review for clarity
<input type="checkbox"/>	<input type="checkbox"/>	Document should be written from an FDOT perspective, not from a perspective of consultant writing it on behalf of FDOT (e.g., there should not be statements such as "It is recommended FDOT provide/conduct/consider...". The document should state what actions FDOT will take)
<input type="checkbox"/>	<input type="checkbox"/>	Use correct terminology/tense (e.g., instead of saying "should" use the word "will" and "FDOT will" rather than "we recommend")
<input type="checkbox"/>	<input type="checkbox"/>	Do not include subjective information (e.g., stating opinion rather than facts, overexaggerating, fluff)
<input type="checkbox"/>	<input type="checkbox"/>	Do not repeat language covered in standard statements generated by SWEPT in the Type 2 CE form
<input type="checkbox"/>	<input type="checkbox"/>	Do not reference individual PD&E manual chapters in the text. These are not needed since the second cover page states that the Type 2 CE was prepared in accordance with the manual
<input type="checkbox"/>	<input type="checkbox"/>	Rather than copying and pasting the same information repeatedly in different sections of the document include it in one spot and add either a reference to it or include a summary of it elsewhere
<input type="checkbox"/>	<input type="checkbox"/>	Use the term preferred alternative instead of the term build alternative
<input type="checkbox"/>	<input type="checkbox"/>	The Efficient Transportation Decision Making (ETDM) Degree of Effect should not be included in the text

District	OEM	
<input type="checkbox"/>	<input type="checkbox"/>	Do not include the names of people or consulting firms in the body of the document
<input type="checkbox"/>	<input type="checkbox"/>	Ensure all applicable boxes in the Environmental Analysis Summary are checked
<input type="checkbox"/>	<input type="checkbox"/>	If enhanced is selected, make sure the rationale is included in the document
<input type="checkbox"/>	<input type="checkbox"/>	Upload documents as Technical Materials or Attachments according to the Type 2 CE Attachments vs. Technical Materials guidance document (see Appendix)
<input type="checkbox"/>	<input type="checkbox"/>	Check that all attachments, Technical Materials, and other documents referenced in the Type 2 CE are in the project file and include them in the correct folder according to the StateWide Environmental Project Tracker (SWEPT) Project File Organization Guide
<input type="checkbox"/>	<input type="checkbox"/>	Information in the text should be consistent with information included in the project file documents
<input type="checkbox"/>	<input type="checkbox"/>	Include references to items included as attachments and identify that they are attached
<input type="checkbox"/>	<input type="checkbox"/>	The attachment list should include all of the attachments mentioned throughout the document
<input type="checkbox"/>	<input type="checkbox"/>	The following should not be attached to the Type 2 CE <ul style="list-style-type: none"> • The AN package • The ETDM Summary Report • Technical Memos, instead they should be included as Technical Materials
<input type="checkbox"/>	<input type="checkbox"/>	If Technical Material was prepared for an issue/resource, it should be mentioned in the applicable section and the document title should match the title of the document in the file. (e.g., A protected species and habitat assessment was conducted, and the results are summarized in the Natural Resource Evaluation (NRE))
<input type="checkbox"/>	<input type="checkbox"/>	The Technical Materials list should include all of the Technical Materials mentioned throughout the document

SOCIAL (Part 2, Chapter 4, Sociocultural Effects Evaluation)

Yes	No	N/A		OEM QA
<input type="checkbox"/>	<input type="checkbox"/>		Clearly summarizes the potential for the project to affect community groups, neighborhoods, and variables of local community concern. Describes the likelihood of disproportionate impacts and discuss whether there any areas of controversy resulting directly or indirectly from the project	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		A description of how the SCE analysis was accomplished is included	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Sociocultural Data Report (SDR) and/or SCE Technical Memorandum is referenced and included in the project file	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Discusses the potential to impact Community cohesion, community characteristics, special community designation, safety/emergency response, demographics, and community goals and quality of life	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		The Civil Rights Act standard statement is on the cover page of the Type 2 CE and is not repeated in this section	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demographic information corresponds with the SDR and/or SCE Technical Memorandum	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Demographic breakdowns are by both project areas and counties	<input type="checkbox"/>
Comments:				
<input type="text"/>				

SECTION 4(f) OF THE USDOT ACT OF 1966, AS AMMENDED (Part 2, Chapter 7, Section 4(f) Resources)

Yes	No	N/A		OEM QA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing or proposed Section 4(f) protected resources (i.e., public parks, recreational areas, wildlife and waterfowl refuges, and public or private historic and archeological sites) within the project study area are discussed along with any project-related impacts to these properties (including acquisition)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there is a use under Section 4(f), avoidance, minimization, and/or mitigation measures, and coordination with SHPO have been discussed	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The output of the SWEPT Section 4(f) Tool is included as an attachment	<input type="checkbox"/>
Comments:				
<input type="text"/>				

SECTION 6(f) OF THE LAND AND WATER CONSERVATION FUND ACT OF 1965 (Part 2, Chapter 9, Section 4(f) Resources)

Yes	No	N/A		OEM QA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If present, includes the formal name of all park and recreational properties funded wholly or in part under Section 6(f) within the project study area	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discusses any project-related impacts to these properties	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identifies any ROW or other acquisition from these resources which may be required to complete the project	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	National Park Service (NPS) position relative to Section 6(f) (for applicable sites) has been documented	<input type="checkbox"/>
Comments:				
<input type="text"/>				

PROTECTED SPECIES AND HABITAT (Part 2, Chapter 16, Protected Species and Habitat)

Yes	No	N/A		OEM QA
<input type="checkbox"/>	<input type="checkbox"/>		A table or discussion is provided with the listing status of both the federally-listed and state-listed species and their effect determinations along with Critical Habitat (table recommended for clarity)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Information is included on other protected species. Non-listed species do not have an effect determination	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Includes an explanation of how and why effect determinations were made	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Includes observations of species	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there is a may affect, not likely to adversely affect determination a concurrence letter (complete letter - not just the cover page with a stamp) is referenced in the text and included as an attachment or	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When a key is used and is not documented in an NRE, the key used is discussed with a description of the steps showing the path or the key is attached with the path highlighted	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any conservation measures required as a result of using a key are included as a commitment	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes correspondence with the Florida Department of Agriculture and Consumer Services (FDACS) on protected plants as an attachment	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identifies U.S. Fish and Wildlife Service (USFWS)/National Marine Fisheries Service (NMFS) and Florida Fish and Wildlife Conservation Commission (FWC) review and concurrence with the findings and provides the date of concurrence	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes measures to be taken to minimize impacts to protected species	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explanations on why specific items are commitments are included	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If Section 7 consultation is not completed, includes a summary of consultation to date, the reasons why consultation cannot be completed, and documentation that the service(s) agree to complete consultation prior to construction, and includes a commitment to continue consultation	<input type="checkbox"/>
Comments:				
<input type="text"/>				

AIR QUALITY (Part 2, Chapter 19, Air Quality)

Yes	No	N/A		OEM QA
<input type="checkbox"/>	<input type="checkbox"/>		Summarizes the potential project impact on air quality	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The screening model used is identified	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Air Quality Technical Memorandum, if scoped, is in the project file	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information in this section summarizes and matches the information in the Air Quality Technical Memorandum, if scoped	<input type="checkbox"/>
Comments:				
<input type="text"/>				
CONTAMINATION (Part 2, Chapter 20, Contamination)				
Yes	No	N/A		OEM QA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A discussion or table is provided identifying the low, medium and high ranked contamination sites (table recommended for clarity)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes avoidance or minimization efforts	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Contamination Screening Evaluation Report (CSER) is in the project file	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information in this section summarizes and matches the information in the CSER	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes a statement that all medium and high ranked sites will undergo a Level II assessment	<input type="checkbox"/>
Comments:				
<input type="text"/>				



Re-evaluation QA/QC Checklist

May 2023

Project Name:

Original Environmental Document FM #: FAP#:

Project Segments Being Evaluated:

Re-evaluation FM#(s):

Consultant:

Reviewer: Date:

Additional Information:

OEM PDC QA Complete Date: Green = PDC Responsibility

OEM Engineer QA Complete Date: Blue = Engineer Responsibility

Orange = Both

The purpose of this guidance is to facilitate the preparation of quality Re-evaluation Forms. This guidance is applicable to Florida Department of Transportation (FDOT) District and consultant preparers and Quality Control (QC) reviewers of Re-evaluations. This guidance covers common QC items but is not intended to be all inclusive. The preparer will comply with the requirements set forth in Part 1, Chapter 13 (Re-evaluations) of the Project Development & Environment (PD&E) Manual and all other applicable chapters of the [PD&E Manual](#).

All projects are required to go through a Quality Assurance (QA)/ QC check at the District level before submittal for Office of Environmental Management (OEM) initial review (see [OEM's QC Plan for PD&E Studies website](#)). During this process the following general items should be addressed:

District	OEM	
<input type="checkbox"/>	<input type="checkbox"/>	Remove any blank pages and check for other formatting issues by reviewing a pdf version of the document closely
<input type="checkbox"/>	<input type="checkbox"/>	Spell out acronyms the first time they are used
<input type="checkbox"/>	<input type="checkbox"/>	Ensure all figures and graphics are legible
<input type="checkbox"/>	<input type="checkbox"/>	Check that figures are numbered and referenced correctly
<input type="checkbox"/>	<input type="checkbox"/>	Review for clarity
<input type="checkbox"/>	<input type="checkbox"/>	Document should be written from FDOT perspective, not from a perspective of a consultant writing it on behalf of FDOT (e.g., there should not be statements such as "It is recommended FDOT provide/conduct/consider...". The document should state what actions FDOT will take). Use correct terminology/tense (e.g., instead of saying "should" use the word "will" and "FDOT will" rather than "we recommend")
<input type="checkbox"/>	<input type="checkbox"/>	Do not include subjective information (e.g., stating opinion, overexaggerating, fluff)
<input type="checkbox"/>	<input type="checkbox"/>	Do not reference individual PD&E manual chapters in the text
<input type="checkbox"/>	<input type="checkbox"/>	Rather than copying and pasting the same information repeatedly in different sections of the document include it in one spot and add either a reference to it or include a summary of it elsewhere
<input type="checkbox"/>	<input type="checkbox"/>	Use the term preferred alternative instead of the term build alternative
<input type="checkbox"/>	<input type="checkbox"/>	Do not include repeated information from previous Re-evaluation Forms
<input type="checkbox"/>	<input type="checkbox"/>	For resources not involved in the original project that are still not involved select N/A on the Re-evaluation Form
<input type="checkbox"/>	<input type="checkbox"/>	Do not include the names of people or consulting firms in the body of the document
<input type="checkbox"/>	<input type="checkbox"/>	Upload applicable documents as Supporting Documentation (see the list at the end of this checklist)
<input type="checkbox"/>	<input type="checkbox"/>	Information in the text should be consistent with the information included in the attached Supporting Documentation or other documents that are referenced and included only in the project file
<input type="checkbox"/>	<input type="checkbox"/>	Include references to items included as Supporting Documentation and identify that they are attached
<input type="checkbox"/>	<input type="checkbox"/>	If an updated technical document was prepared for an issue/resource, it should be mentioned in the applicable section and the document title should match the title of the document in the StateWide Environmental Project Tracker (SWEPT) project file (e.g., An archeological resource was investigated, and the results are summarized in the Cultural Resources Assessment Survey (CRAS) Report addendum)

Before Initial Submittal for OEM Review, the following sections should be checked by the Districts. The Districts should select Yes, No, or N/A (not applicable to the project) and add any comments in the Comments box for each issue. This checklist is also required for Consultative Re-evaluations before District sign off.

Section 1 - General Project Information- A (Re-evaluation Type) & B (Original approved Environmental Document)

Yes	No	N/A		OEM QA
<input type="checkbox"/>	<input type="checkbox"/>		The Re-evaluation type is correct in Section 1 A and matches the table of segments in Section 1 D being evaluated	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		This information has been checked with the original Environmental Document and all the information in Section 1 B is correct	<input type="checkbox"/>
Comments:				

Section 1 - General Project Information- C (Prior Re-evaluations)

Yes	No	N/A		OEM QA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Re-evaluations in the SWEPT project file are listed	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The appropriate Re-evaluation type has been selected	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Listed Re-evaluations include a description of what was approved	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Re-evaluations and supporting documents are uploaded in the SWEPT project file (especially important on older PD&E projects prior to SWEPT)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The "Description of Approval" is consistent from the previous re-evaluations unless there is an error that has been corrected. Otherwise, verbiage should remain the same from one Re-evaluation to the next	<input type="checkbox"/>
Comments:				

Comment Resolution Submittals

Type 2 CEs and Re-evaluations (Initial and Final)

- OEM requires the following unless otherwise noted in returned document
 - Specific Responses to OEM Comments within PDF version sent by PDC
 - Updated version of the Type 2 CE or Re-evaluation showing the changes
 - Note any other changes made since the last OEM review (highlights preferred)

Environmental Assessments (Initial)

- OEM requests word versions of these documents
 - Easier to share and comment collectively
 - Easier for District and Consultant to send track changes back



Spreadsheet Tool Where to Upload Documents in SWEPT

This spreadsheet tool was developed to provide guidance for uploading project documents within SWEPT

How to Use the Spreadsheet Tool

Column A: Displays the main folders from SWEPT. Some main folders will vary based on Class of Action.

Column B: For each main folder, click on the corresponding cell in Column B to view a drop-down list. This list contains the SWEPT subfolders associated with each main folder. When you toggle between subfolders, the information in Columns C, D and E will change to reflect the information related to the subfolder that you have selected.

Column C: References the relevant sections of the PD&E Manual (Effective July 1, 2020)

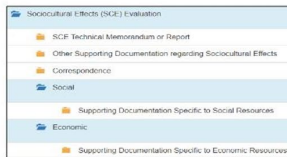
Column D: Displays the SWEPT folder where the information will be uploaded. In many cases, Column A and D will have the same information. In certain cases, the filing structure is more complex, and Column D is used to provide guidance on where to upload files in SWEPT.

Column E: Displays additional guidance pertaining to the topic selected from the drop-down list in Column B. This column will automatically update once a topic is selected from Column B.

A	B	C	D	E
SWEPT Main Folders	Drop-Down Lists	PD&E Manual Reference	Where to Upload Document in SWEPT	Guidance
PD&E Provisions for Work	Scope of Service	Part 1, Chapter 4, Section 4.2.7.3 Scope of Services	PD&E Provisions for Work (Created in SWEPT)	The PD&E Study Standard Scope of Services development tool is used to prepare the scope of services for a project. A SWEPT account is required to access the scope of services development tool.
Planning	Scope of Service Project Management Plan and Financial Management Plan Project Schedule Quality Control Plan			

What about correspondence and other general information?

All SWEPT topics have a **Correspondence, Supporting Documentation, or Other Supporting Documentation** folder. For example, shown here is the Sociocultural Effects Evaluation topic. Information uploaded in this section should be specific to that topic. All information uploaded in these general folders will be automatically linked to the Project Correspondence summary on the project's main page.



BEST PRACTICES: Information used during the environmental process to complete the Environmental Document and support decision-making can and should be uploaded in SWEPT to tell the story of the project. These include:

- **Technical Reports:** Documents contained under a separate cover (e.g., Noise Study Report)
- **Attachments:** Documents uploaded as attachments become part of the appendix to the Environmental Document (e.g., SHPO Concurrence Letter)
- **Meeting Summaries:** Used to document conversations, discussions, and decisions
- **Correspondence:** Including significant e-mails, to and from resource agencies and stakeholders. May include handouts, sign-in sheets, and telephone memos that document conversations.

LINKING: Documentation should only be uploaded once. The Upload Window in SWEPT allows the user to link a document to multiple topics. For example, the Pond Siting Report should be uploaded under the engineering folder and "LINKED" to the Floodplains folder as shown here.



NOTE: Technical Materials can be referenced in the Environmental Document by using the Find Technical Materials function in SWEPT, when applicable. When uploaded from a form, documents are automatically stored in the appropriate folder. The form will also include a link to this document stored under Supporting Documents.



DOCUMENT NAMING CONVENTION: The document name is formed by combing project and document information.

FM# - COA - District - Document Name - Date

- FM#, COA and District is **automatically established by SWEPT**
- **Document Name:** reader-friendly name, see **TIP** below; replace spaces with underscores (entered by the SWEPT editor)
- **Date:** date document was created or last modified, formatted YYYY-MMDD (entered by the SWEPT editor)

TIP: Do not include unnecessary information when entering the Document Name. For example, including date within the document name being uploaded in SWEPT. This results in a document having two dates within the document name since SWEPT automatically includes the Publication Date entered by the SWEPT Editor. See below for example of how to save the Preliminary Engineering Report document.

X User Enters Below Document Name:
43257425201_CE2_D4_Preliminary_Engineering_Report_2018-0420

SWEPT Generated Document Name:
43257425201-CE2-D4-43257425201_CE2_D4_Preliminary_Engineering_Report_2018-0420-2018-0420

NOTE: Since the user entered the FM#, COA, District and date as part of the document name, the information is repeated when SWEPT generates the pdf name.

✓ User Enters Below Document Name:
Preliminary_Engineering_Report

SWEPT Generated Document Name:
43257425201-CE2-D4-Preliminary_Engineering_Report-2018-0420



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Column C: References the relevant sections of the PD&E Manual (Effective July 1, 2020)

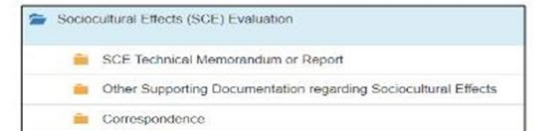
Column D: Displays the SWEPT folder where the information will be uploaded. In many cases, Column A and D will have the same information. In certain cases, the filing structure is more complex, and Column D is used to provide guidance on where to upload files in SWEPT.

Column E: Displays additional guidance pertaining to the topic selected from the drop-down list in Column B. This column will automatically update once a topic is selected from Column B.

A	B	C	D	E
SWEPT Main Folders	Drop-Down Lists	PD&E Manual Reference	Where to Upload Document in SWEPT	Guidance
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Planning	Scope of Service Project Management Plan and Financial Management Plan Project Schedule Quality Control Plan			

What about correspondence and other general information?

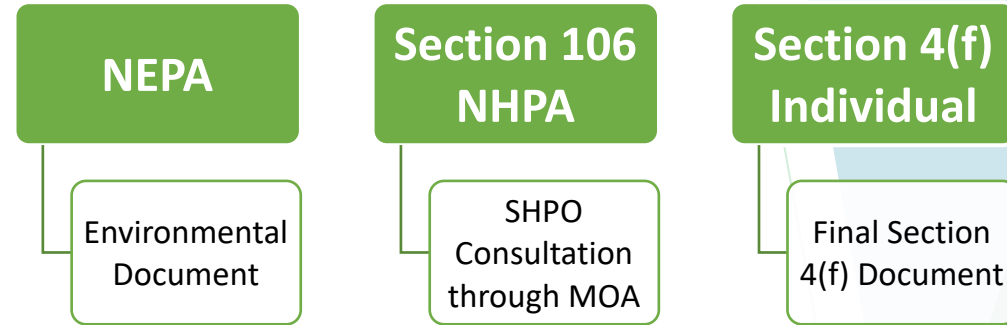
All SWEPT topics have a **Correspondence, Supporting Documentation, or Other Supporting Documentation** folder.





*Offices outside OEM are included in these steps

Timelines



NEPA Type 2 CE	District Collects Technical Studies Reports & Drafts Type 2													District comment resolution and Incorporate 106 info, 4(f) info, Draft Individual, Draft MOA into Type 2 CE		Pre-Public Hearing Public • Draft Type 2 • Draft Individual • Draft MOA		Public Hearing		Update Type 2 w/ public input		OEM/ OGC Initial Review of Type 2 CE including Final Individual & Final MOA		District/ OEM comment resolution		OEM Admin Review/ Legal Sufficiency Review		Director Approval		Public Notice of LDCA***					
Individual 4(f) Evaluation	OWJ Coordination				District Drafts Individual (much can be applied to the Case Study Report text too)									OEM/OGC review Draft Individual		District/ OEM comment resolution and Incorporate Semi-final MOA into		OEM backcheck Individual and approve for public viewing		DOI review of Draft Individual including Semi-final MOA		SHPO Reviews Draft Individual		(Concurrent Required Public Involvement for Section 106)		Public Comment Period		Incorporate DOI, OWJ, and public input into Final Individual doc.		Execute MOA		Replace Place Holder with Executed Version		Submit MOA to ACHP**	
Section 106 Process	Affected Parties Consultation & District develops MOA												OEM/ OGC review Draft MOA		District/ OEM comment resolution		SHPO Reviews Draft MOA (content)		District/ SHPO/ OEM comment resolution		OEM backcheck MOA and approve for public access		Pre-Public Hearing Public Availability for all Section 106 information		SHPO Legal review of Semi-										
Individual Deadline	60	30	15	30	15	60	30	15	15	30	15	0	30	15	30	15	15		45		2	10	15	30	30	75	5	1							
Cumulative	60	90	105	135	150	210	240	255	270	285	285	285	315	330	360	375	390	15	30	437	447	462	492	522	597	602	603								
Calendar																																			
Responsible Party	District	OEM	District/ OEM	SHPO	District/ SHPO	District	OEM	District/ OEM	OEM	SHPO	District/ SHPO	District/ OEM	OEM/ OGC	District/ OEM	SHPO	District/ OEM	OEM	Participating Agencies & Public		District		OEM/ OGC	District/ OEM	OEM	OEM Director	District									
Potential Compression	At District Pace	Possibly	At District Pace	None	Possibly	At District Pace	Possibly	At District Pace	Possibly	None	At District Pace	N/A	Possibly	At District Pace	Possibly	At District Pace	Possibly	None		Possibly	None	At District Pace	Possibly	At District Pace	Possibly	Possibly	Possibly	At District Pace							

CUMULATIVE TIMELINE - Auto Updates Running total with Individual Deadline changes

*Gross Estimation, highly variable depending on type, nature, and number of affected properties

**No hard deadline, no impact on timeline, but notable action

***For Type 2 CE with an Individual Section 4(f) Evaluation, the LDCA notice should also notice that the Final Section 4(f) Evaluation was approved by OEM





Timelines - Reminders

- Planning Consistency Review
 - Should be completed during Initial Review
- Gaps in OEM reviews
 - Longer than expected to respond to comments
 - Timeline to Return to OEM is not tracked
 - Initial Comment Resolution
 - Between Initial and Final
 - May require another Planning Consistency review
- May require additional OEM reviews

Timelines - Reminders

- Final Approval Timeline
 - Minor Edits Process Does Not Stop Clock
 - Minor Edits Due Dates Set by PDC
 - Reminders Sent by SWEPT
 - 14 days PDC
 - 25 days Admins
 - 5 days Director
- If timelines not met, will ask District to withdraw submittal





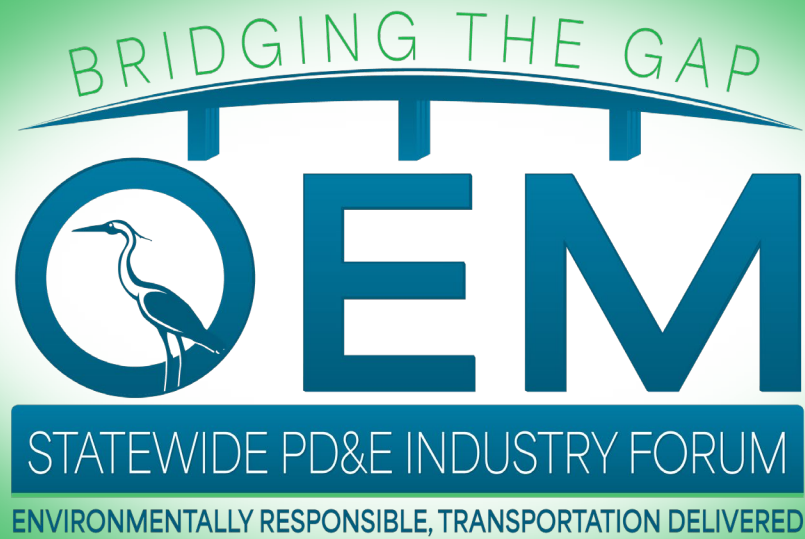
General Q&A



Final Poll Question



ENVIRONMENTALLY RESPONSIBLE _____
_____ TRANSPORTATION DELIVERED



Thank you!

