FDOT NEPA Assignment Training for FHWA Auditors – Audit #3

Trainees: Marjorie Kirby
Katasha Cornwell
Victor Muchuruza
Peter McGilvray
Ruth Roaza

May 1, 2019
Logistics

- **GoTo Meeting** – everyone is on mute. Please type your questions into the chat box and will answer as appropriate.

- **Recording** – this webinar will be recorded and provided on our OEM NEPA Assignment Website under the SWEPT at:

  [http://www.fdot.gov/environment/NEPAAssignment.shtm](http://www.fdot.gov/environment/NEPAAssignment.shtm)
Topics

- How does FDOT Comply with NEPA
- FDOT Environmental Processes
- StateWide Environmental Project Tracker (SWEPT)
- Using SWEPT to Support FHWA Audits
How does FDOT comply with NEPA?
FDOT Compliance with NEPA

The PD&E Manual
Project Development & Environment (PD&E) Process

• FDOT’s means to comply with NEPA, federal and state laws, regulations, and requirements

• FDOT’s Office of Environmental Management (OEM) maintains a “PD&E Manual” that provides comprehensive guidance

• Provides framework for consistent technical and environmental documentation of transportation projects

• Used for both federal and non-federal actions

• Environmental documentation depends on the specific project and its impacts
Transportation Project Development Process

**Planning**
- Existing Conditions
- Needs & Assessment
- Planning Analysis
- Travel Demand
- LRTP\(^1\), CFP\(^2\), TIP\(^3\)
- Purpose and Need
- Work Program

**PD&E**
- Federal or State Process
- Purpose and Need
- Alternative Analysis
- Environmental Studies
- Technical Reports
- Env. Doc. Approval

**Design**
- Detailed Design
- Construction Plans
- Specifications
- Cost Estimates
- Permits
- Env. re-evaluation
- Commitment Tracking

**Right of Way**
- Appraisal
- Negotiations
- Acquisition
- Relocation

**Construction**
- Build and Deliver
- Continued Commitment Tracking

**ETDM Screening**
- Screening Environmental Issues

**Planning and Environmental Linkage**
- Subarea and Corridor Studies
- Alternatives Corridor Evaluation
- Interchange Access Study

**SWAT Process**
- Project Scoping

**Public Outreach and Interagency Coordination**

**ACRONYMS:**
1. Long Range Transportation Plan
2. Cost Feasible Plan
3. Transportation Improvement Plan

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Audit #3 – Training for FHWA Audit Team
NEPA – Classes of Action

Class I: Environmental Impact Statement (EIS)

- Projects anticipated to have significant impacts
- Draft EIS, Final EIS, Record of Decision
- Final EIS and ROD should be combined

Class II: Categorical Exclusions (CE)

- Projects without significant impacts, excluded from requirement to prepare EA or EIS
- Type 1: Fits within a low-impact threshold checklist of project types
- Type 2: Non-significant impacts that need further explanation

Class III: Environmental Assessment (EA)

- Projects where significance of impacts is unknown
- Results in either a Finding of No Significant Impact (FONSI) or EIS
Re-evaluation

Location and Design Concept Acceptance

District initiates a Re-evaluation

District Consults with OEM

Consultation Requires Signature?

YES

District Submits Re-evaluation to OEM

OEM Approval

Proceed with Project

NO

District Documents Consultation in Project File

Type 1 CE Determination

District Review the Project

District Consult OEM in COA Determination

Type 1 CE Determination Valid?

? YES

District Document Finding in the Project File

Audit #3 – Training for FHWA Audit Team
Environmental Review and the Final Approval of Interchange Access Requests

PD&E Study
- District evaluates and documents social, economic and environmental impacts evaluation and planning considerations
- OEM approves the NEPA document per 23 USC § 327 and the implementing MOU signed by FHWA and FDOT on 12/14/16

Interchange Access Request Process*
- District prepares interchange access request
- FDOT Chief Engineer approves (and FHWA concurs), or FHWA approves safety, operational and engineering determination per the programmatic agreement signed by FHWA and FDOT.

NEPA Approval
- District completes Table 1

SO&E
- SIRC verifies Table 1 is complete
- SMA submits a request for Final Approval

Request for FHWA Final Approval
- Steps taken by Districts and Central Office after the NEPA Document is approved, to request FHWA final approval of the interchange access request through a letter.

1. DIRC completes Table 1**
2. SIRC verifies Table 1 is complete
3. SMA submits a request for Final Approval

FHWA Final Approval***
- FHWA approves the access request by signing the letter from the District.

DIRC = District Interchange Review Coordinator; SIRC = State Interchange Review Coordinator; SMA = Systems Management Administrator;

* Determination of safety, operation and engineering acceptability of the interchange access request may precede the PD&E study, or occur concurrent with the PD&E study.

** Table 1 is attached to the letter of request, it shows where (in the NEPA document) social, economic and environmental impacts and planning considerations were documented.

*** FHWA approves the access request by signing the letter from the District.
FDOT Environmental Processes
OEM Points of Contact

ENVIRONMENTAL

- Matt Marino*
  - Mike McDaniel
- Brittany Bianco*
  - Katie Britt
- Katie Britt*
  - Thu-Huong Clark
- Thu-Huong Clark*
  - Brittany Bianco

Use contact for geographic District

ENGINEERING

- Heidi Coggins
- Michael Sykes
- Victor Muchuruza

NOTES: *
  - Primary Contact

Administrator Support to all Districts

- Marjorie Kirby
- Victor Muchuruza
- Katasha Cornwell
- Peter McGilvray

Office of General Counsel

- Kathleen Toolan
- Nona Shaffner
- George Reynolds

April 15, 2019

Audit #3 – Training for FHWA Audit Team
Overview of Environmental Review Process

ETDM Screening; Scope of Services Finalized; Advance Notification; Class of Action evaluation

Project Initiation

Technical Studies

District Review of Technical Studies

Prepare Draft Environmental Document

District Quality Control Certification prior to submittal to OEM

OEM and Legal Document Review

District Updates Draft Environmental Document

OEM and Legal Review and Approval

Public Hearing

District Updates Final Document

OEM and Legal Review of Final Document

District Certifies Final Document

OEM Approves Final Document; Location and Design Concept Acceptance

Additional Steps for FONSI/ROD (Publication and Limitation of Claims)

Final Legal Sufficiency Completed for EISs and Individual Section 4(f)

LEGEND

- District
- OEM
Quality Assurance and Quality Control
Quality Assurance / Quality Control (QA/QC)

- Consultants conduct QC for the PD&E Studies
- Districts review Consultants work and verify QC was performed
- OEM performs quality assurance

• **NEPA Assignment Quality Assurance and Quality Control Plan** revised 2/21/2019 (PDF)

**Guidance:**
- QA/QC Policy Topic No.: 001-260-001
- FDOT Project Management Handbook, Part 1, Chapter 16
- Scope of Services for PD&E Studies
Training
FDOT OEM Training Program

Office of Environmental Management

OEM Training Program

Welcome to the Environmental Management Training Academy. Our goal on this site is to provide FDOT staff, consultants, resource agency partners and Local Agency Program (LAP) partners with information about our training programs and delivery plan.

We offer a wide range of opportunities for training in various delivery formats including on-demand and instructor led courses, as well as access to relevant training materials from previous classes. Topics in our curriculum range from the National Environmental Policy Act (NEPA) Assignment Program, the Project Development and Environment (PD&E) Process, Environmental Permitting, Efficient Transportation Decision Making (ETDM) Process, Section 4(f), and more.

Our on-demand training includes both Computer Based Trainings (CBTs) as well recorded webinars. CBTs provide a great opportunity for the learner to work at their own pace, whether you are a new employee just starting out or a seasoned professional that may need a refresher.

Live webinars often provide direct access to OEM staff and our agency partners, such as the US Army Corps of Engineers or National Marine Fisheries Service. No more missing out on training due to scheduling conflicts, as the Training Academy includes recordings of those webinars for those that may have missed the scheduled event or those that may just want to review the material again.

For certain topics, we are able to provide instructor-led courses. These are scheduled based on need and as staff availability and budget allow. OEM’s goal with these courses is to provide more intensive and personal experiences for the learner, especially when there are changes in FDOT procedures.

The content for the Environmental Management Training Academy generally resides within the FDOT’s Learning Curve environment. You can find courses, enroll in live webinars or instructor led courses and access the CBTs and on-demand recorded webinars. You can even access training materials from previous, still relevant classes that do not have an on-demand option.

Currently, only FDOT staff have access to the Learning Curve, however, it is anticipated that non-FDOT participants (agencies, consultants, etc.) will have access to this system in the summer of 2017 for a nominal fee. Until external user access to FDOT’s Learning Curve is established, external learners can access the materials listed across the tracks below and at the web-based training site. Learners can keep track of their progress and transcripts. Instructors can share information with students, provide feedback and confirm enrollments.

Our Environmental Management Training Academy is generally arranged into different training tracks:

- Track 1 - National Environmental Policy Act (NEPA) Assignment Training
- Track 2 - StateWide Environmental Project Tracker (SWEPT) Training
- Track 3 - Project Development and Environment (PD&E) Tracking
- Track 4 - Statewide Acceleration and Transformation (SWAT) Process
- Track 5 - Environmental Coordination, Consultation and Permitting
- Track 6 - Engineering Topics
- Track 7 - Efficient Transportation Decision Making (ETDM) Process Tracking

The Academy also provides a location for upcoming training announcements and standalone training events that don’t fit into the tracks.

To stay up-to-date on OEM training opportunities, create an account on our FDOT Contact Manager 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 manager.

We hope that you find everything you need at your fingertips here on this site and in the Learning Curve, however, should you find that you need additional information or have questions, please feel free to reach out to Terri Cook at terri.cook@dot.state.fl.us or 850-414-5319.

OEM Training Opportunities:

- Links to lots of training videos describing the OEM Training.
  - [http://www.fdot.gov/environment/sched/train1.shtm](http://www.fdot.gov/environment/sched/train1.shtm)

SWEPT Recorded Demonstrations and Training Opportunities:

- Links to lots of training videos describing and demonstrating functionality within the StateWide Environmental Tracker (SWEPT).

PD&E Manual and Materials:

- Links to the PD&E Manual and materials describing the process.

ETDM Manual and Materials:

- Links to the ETDM Manual and materials describing the process.
  - [http://www.fdot.gov/environment/sched/track1.shtm](http://www.fdot.gov/environment/sched/track1.shtm)

NEPA Assignment Training and Materials:

- Links to the ETDM Manual and materials describing the process.
  - [http://www.fdot.gov/environment/sched/track1.shtm](http://www.fdot.gov/environment/sched/track1.shtm)
FDOT OEM Training Program

Office of Environmental Management

FDOT OEM Training Program - Track 2

Statewide Environmental Project Tracker (SWEPT) Training

Target Audience: Geared toward OEM, District Environmental Management staff, Project Managers and PD&E Consultants responsible for EPA project development.

Description: The following are on-demand training classes and webinars which have been developed or recorded by FDOT reviewers with a general understanding of the SWEPT system. The SWEPT system is a secure system. Only people with specific supporting functions for the NEPA, Assignment and FDOT EIP Processes have access to SWEPT. Access is approved by FDOT District Environmental Office Leadership.

Florida Department of Transportation

Office of Environmental Management

FDOT OEM Training Program - Track 3

Project Development and Environmental (PD&E) Training

Target Audience: Geared toward OEM, District Environmental Management staff, Project Managers and PD&E Consultants. This is also a good resource for LADY Agency partners. Other Development staff involved in or affected by the PD&E process may find topics in this track useful as well.

Description: This set of on demand classes is currently under development and will provide an overview of the NEPA process as well as a companion CST for each chapter of the PD&E Manual. Courses will be released to Training Curve one at a time as soon as a given CST development is complete.

PD&E Part 1 - this track includes NEPA 101 as well as all of the Part 1 PD&E Manual chapters which deal with Process and Guidelines.

Existing items included in this track:

- NEPA 101 Part 1 of 2 CST - NEW 12/15/2018 - (Non-FDOT Access) (FDOT Learning Curve) Part 1 of this course provides an overview of the National Environmental Policy Act, including the historical context, specific components and other complementary laws.
- NEPA 101 Part 2 of 2 CST - NEW 12/15/2018 - (Non-FDOT Access) (FDOT Learning Curve) Part 2 of this course examines the composition of NEPA project schedules, commonly-encountered requirements, and some of the major environmental laws and Presidential Executive Orders.
- Preliminary Environmental Discussion (PED) and the Advance Notification CST - New 7/19/2018 This CST will provide an overview of the requirements for both the Preliminary Environmental Discussion (PED) and Advance Notification (AN) instruction on preparing PEDs and ANs, as well as outline Agency roles in the environmental review process.
- Environmental Coordination, Consultation and Permitting Training
- Existing items to include in this track:
  - Section 401 Webinar (10/7/2016) - This webinar was conducted by the Office of Environmental Management to provide an overview of the 401 process and expectations when completing an evaluation.
  - Historical and Archeological Resources - NEW 4/22/2019 - This CST will present the information about the Section 106 of the National Historic Preservation Act, and provide an overview of the Section 106 process as detailed in 36 CFR Part 800 and in PD&E Manual Part 2, Chapter 8.

https://www.fdot.gov/environment/scheduling/training2.shtm
Any Questions?
Overview
Key Features

SWEPT will provide tools to help:

• Track environmental project schedules

• Integrate PD&E Scopes of Service

• Assign and document environmental document reviews

• Provide for consistent and reliable file management and retention

• Support Self-Assessment and FHWA audits of environmental documents

• Report quality and performance management results
SWEPT User Community

• District Environmental Administrators and Managers
• District PD&E Managers, Project Managers, & Team Members
• OEM Project Delivery Coordinators & Managers
• OEM Quality Assurance and Quality Control Staff
• OGC Environmental Document Reviewing Attorneys
• FHWA Auditors
SWEPT Components

- Project Dashboards
- Project Input / Setup
- Project Documents
- Quality & Performance Management
- Team Management
SWEPT Demonstration

• General Navigation
## Relevant SWEPT Enhancements

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<th>Implementation Date</th>
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<td>Revised Type 1 CE*</td>
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<td>Revised Reevaluation Form*</td>
<td>7/3/2017</td>
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*Day forward enhancement – those under development did not need to convert to new format
SWEPT Enhancements – Type 1 CE

- ESA and EFH assessment support
- Floodplain documentation for no impacts
- Planning Consistency documentation
- More descriptive titles of attachments

Section 7 of the Endangered Species Act (ESA) of 1973, as amended, or Magnuson-Stevens Fishery Conservation and Management Act (MSFCMA):

- No ESA listed species and/or Essential Fish Habitat (EFH) present
- ESA listed species and/or Essential Fish Habitat (EFH) present

Determination of No Effect

Enter names of species (required)

According to the Florida Natural Areas Inventory GIS database search, Element Occurrence Records there are no documented rare, threatened, endangered, or other protected/candidate species occurring within a one-mile radius of the project. The project is located in an urban area lacking habitat for listed species.

Black bear - The state-threatened Florida black bear (Ursus americanus floridanus) is a large mammal that inhabits large expanses of undeveloped land for foraging. Black bear nuisance reports have been documented within one mile of the project limits. The project is not within a primary or secondary Black Bear Range. Therefore, no commitments for black bear protection are required and the project is expected to have No Effect Anticipated on the black bear.

The project will have No Effect on listed species; therefore, no coordination with resource agencies is required.
SWEPT Enhancements – Type 2 CE

New tool improves consistency

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<th>Editors</th>
<th>Reviewers</th>
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Approval History

- Project Manager: Steven Anthony Andrews
- Lead Reviewer: Gwen G. Pipkin
- District Environmental Manager: Gwen G. Pipkin, Jonathan Adam Bennett
SWEPT Enhancements – Miscellaneous

• Efficiently process minor edit requests from OEM

• Notification enhancements to provide more information to recipients

• Permit tracking to support environmental linkages throughout project life cycle

• Automated signature stamps on approvals
SWEPT Enhancements – Miscellaneous (continued)

- Form enhancements to allow tables and images with text
- Standard text updated to reflect PD&E Manual Revisions
- Improved tracking of LAP projects
- More details added to project document descriptions

![File Explorer Screenshot](image.png)
I-75 REST AREA IN CHARLOTTE COUNTY

FM Numbers
436602-1-22:01 ISO TIP/STIP

Additional Identifiers
None

FAP Number
Not Available

Group Identifiers
STP

District
FDOT District 1

County
Charlotte County

Project Description
The project will identify two sites for new rest areas along I-75 (SR 93), one each in the northbound and southbound direction. The study limits extend from the Charlotte/Lee County line north to the interchange of SR 681 and I-75 (SR 93). The total study corridor length is approximately 51 miles (22 miles in Charlotte County and 29 miles in Sarasota County).

The Preferred Alternative includes two sites located along I-75 in Charlotte County, one each in the northbound and southbound directions. The Preferred Alternative sites, NB-2B and SB-2, are located between Exit 161 and 164 south of Airport Road (see [Project Location Map](#)). In addition to parking for vehicles, the rest area sites each include a main building with restrooms, vending, and security, as well as picnic shelters, a dog park and a maintenance building. Conceptual designs of the rest area sites are included in [Project Location Map](#).
# Approval History

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<th>Document Type</th>
<th>Action</th>
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<td>Jonathon Adam Bennett FOR</td>
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<td>William Alfred Hartmann</td>
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<td>Environmental Process Administrator</td>
<td>PDC to collect comments from EPAs and coordinate returning to District for minor edits</td>
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SWEPT Support for the Environmental Document Review Process
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<th>Environmental Assessment (EA) or Environmental Impact Statement (EIS)</th>
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<tr>
<td><strong>Audit #3 – Training for FHWA Audit Team</strong></td>
<td><strong>FDOT Office of Environmental Management</strong></td>
<td><strong>Office of Executive Review (OEM ERC) Reviews</strong></td>
<td><strong>Office of Executive Review (OEM ERC) Reviews</strong></td>
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<td>1) Fill out Type 2 CE form in SWIFT and submit for approval (off-line)</td>
<td>2) Save as PDF 3) Attach supporting documentation to ERC</td>
<td>1) Fill out EDS after uploading documents to ERC 2) Submittal Type = Initial 3) Submit for routing</td>
<td>7) SWIFT routes EDS through: • Environmental Manager • Project Development Manager</td>
<td>District approval of EDS certifies that the document is ready for review</td>
<td>8) OEM confirms that document is ready for review (on SWIFT) within 24 days</td>
<td>9) OEM and OGC (if project is complex) provide comments in ECOM within 30 days</td>
<td>10) OEM and District coordinate to resolve comments (off-line)</td>
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Example: Type 2 CE Process within SWEPT

Type 2 Categorical Exclusion Review Process Overview within SWEPT

Document Review Process
Florida Department of Transportation (FDOT) uses a robust process to prepare and review Type 2 Categorical Exclusion (CE) documents, making sure they are complete, consistent, and compliant with the Project Development and Environment (PDE) manual.

Team Assignments
Editors, Reviewers, Lead Reviewers, and Project Managers are identified in SWEPT when the Type 2 CE document is set up. Other assignments are automatic based on a person's position within the department.

*Offices outside OEM are included in these steps
OGC Review and Legal Sufficiency Determination

**EIS Significant Impacts to Section 4(f)?**

- **YES** - Legal Sufficiency Determination required
  - PDC ➔ OGC and OEM Env. Administrators ➔ OEM Director

- **No or Enhancement**
  - Legal Sufficiency Determination not required
  - OGC review only required if determined by OEM or OGC
  - PDC ➔ OGC and OEM Env. Administrators ➔ OEM Director

- **No Involvement** – No OGC review or Legal Sufficiency Determination
  - PDC ➔ OEM Env. Administrators ➔ OEM Director
SWEPT Videos

http://www.fdot.gov/environment/sched/train1.shtm
SWEPT Demonstration

- Updated CE 2
- Type 1 Enhancements
SWEPT Demonstration

• FHWA Audit tools
Any Questions?
SWEPT Videos

http://www.fdot.gov/environment/sched/train1.shtm
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