
Supplemental Guidance for Submitting Emergency Repairs Notifications to SHPO

(Version 4 - Updated June 26, 2026)

The following supplemental guidance was developed by OEM and SHPO staff and should be utilized for applicable emergency repairs following a qualifying storm/event. For specific questions or situations not covered by this supplemental guide, please coordinate with either your District's SHPO or OEM cultural resource contact, as appropriate. This update incorporates the submission changes associated with the SWEPT Section 106 Tool submission processes now in place.

Districts should set up a project in SWEPT according to normal procedure if the funding source is known, or according to the directions in Attachment A if the funding source is not yet known. Use the 'Additional Identifier' field on the project to provide a unique identifier for the project.

- Batch minor projects by activity type within a District (i.e., all signal repairs or sign replacements)
- Attach a spreadsheet with the available details for each of the locations of those activities (i.e., intersection or locations for the signal repairs)
- Submit 1 PA Stipulation V/VI Notification Form per activity type*
- Attach a map(s) that show the general location as well as including pin drops/flags/polygons on the map(s) for the specific locations of the activities
- Differentiate each submission to SHPO in either one of the free-type text boxes (Stip. V/VI Form) or within the body of the Transmittal Letter (Stip. VII Submission). For example, District 1 Sign Replacement - Batch No.1.

*It is understood that as more damage assessment takes place in the coming days and weeks, secondary or subsequent batches of activity types may be identified, but that having the Districts batch them together in groups to the greatest extent possible as the information becomes known will reduce the overall volume of submissions. Building on the above example, additional sign damage would be batched and assigned the next sequential number under that unique identifier; District 1 Sign Replacement - Batch No.2.

For situations involving emergency repairs to potentially eligible but unrecorded linear resources, please batch the repairs by the resource (i.e., if you have 6 washed-out segments of A1A batch them together).

For situations involving emergency repairs adjacent to previously recorded sites that are NRHP-eligible/-potentially eligible/-insufficient information, or which have documented human remains present, please be aware that these areas may require archaeological monitoring or additional coordination and won't meet the criteria for submission on a Stipulation V/VI Notification Form.

For situations falling under Stipulation VIII.B Emergency Situations (see page 2 for PA excerpt) when you have a known historic property, SHPO suggests an email, call, or brief Teams meeting, as appropriate, to quickly discuss the historic property impacted and proposed measures to take followed by an email (if not already in writing) documenting the conversation as the initial coordination to meet the time requirements in the PA. Please include “*Stipulation VIII. Emergency Situations Notification*” in the email subject.

OEM CR Emergency Response Contact: Lindsay.Rothrock@dot.state.fl.us

Submission Inbox: CompliancePermits@dos.myflorida.com

SHPO Reviewers: Alyssa.McManus@dos.fl.gov

Megan.Worthan@dos.fl.gov

VIII. Emergency Situations

Pursuant to 36 C.F.R. § 800.12, FDOT will implement the following procedures to address historic properties if a disaster or emergency situation arises. This Stipulation applies only to undertakings that will be implemented within thirty (30) days after a disaster or emergency is declared by the President of the United States, a Tribal government, or the Governor of Florida, or to other undeclared emergency situations which present similar urgent emergency threats and recovery challenges. In accordance with 36 C.F.R. § 800.12, immediate rescue and salvage operations conducted to preserve life or property are exempt from the provisions of Section 106, except as otherwise stated in this Agreement.

- A. In most cases, emergency repairs will not affect historic properties as defined in 36 C.F.R. § 800.16 and can be processed in accordance with **Stipulations V** or **VI** of this Agreement. In cases where emergency repairs have the potential to cause effects, the District will notify OEM to determine appropriate procedures as required by 36 C.F.R. § 800.12.
- B. In the event of a declared emergency or the identification of an emergency situation, FDOT will take the necessary steps to make historic properties safe and secure. Within forty-eight (48) hours of the initial declaration or identification of the emergency, or as soon as practicable, FDOT will notify the SHPO, and Tribes, if applicable, of such activities, providing a brief description of the nature of the emergency and proposed corrective work.
- C. For repairs initiated within the first thirty (30) days of the emergency declaration/identification, and which have the potential to affect historic properties, the processing of environmental documentation will happen concurrent with or after the emergency work is completed. Processing of project documentation pursuant to Section 106, including consultation with SHPO, Tribes, and other consulting parties must be completed within six (6) months of the completion of the emergency repair action. In all cases, FDOT shall comply to the extent possible with the Stipulations of this Agreement.
- D. In certain situations, it may be impractical to initiate or completely identify every repair required within the first thirty (30) days following a catastrophic event such as a hurricane or other declared emergency. In these cases, FDOT may request an extension of the period of applicability from ACHP prior to the expiration of the 30 days. FDOT shall also notify the SHPO, Tribes, and consulting parties of the delay and the reasons for the delay of the identification, implementation, or notification prior to the passing of the thirty (30) days.
- E. Any work beyond the scope of the emergency operation will comply with the procedures outlined in **Stipulations V**, **VI**, and **VII** of this Agreement, as appropriate. In these situations, FDOT may request an expedited review by SHPO and other consulting parties.

Attachment A

DocuSign Envelope ID: 6027341F-2902-43A5-8A8D-CBEE5B57714C



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.
SECRETARY

MEMORANDUM

DATE: November 8, 2021

TO: FDOT Work Program Managers and Environmental Management Leadership

FROM: Jennifer Marshall, Director, Office of Environmental Management 
Kendra Sheffield, Manager, Work Program Development 

SUBJECT: Guidance: Creation of Informational FM#s to Support Environmental Management

The StateWide Environmental Project Tracker (SWEPT) is the Department's electronic system used to create and approve environmental documents within the Department, including Environmental Impact Statements (EIS), Environmental Assessments (EA), State Environmental Impact Reports (SEIR), Re-evaluations, Type 2 Categorical Exclusions (CE2), Type 1 Categorical Exclusions (CE1) and Non-Major State Actions (NMSA). SWEPT uses the Adopted Work Program as an internal control, verifying projects exist in the Adopted Work Program before beginning the environmental documentation.

An Adopted FM# is a core requirement of the SWEPT system and is the primary connection between SWEPT, the Department's Electronic Document Management System (EDMS), Project Suite, Work Program Database, and Electronic Review Comment (ERC) System. This inter-program communication and integration is vital for appropriately maintaining connectivity, as well a complete project file record for audits, monitoring and file-retention purposes.

However, there are times when an environmental document approval (usually a CE1) and corresponding environmental certification is needed to support projects that have no financial component. Without any financial funding obligations, these projects are typically not included in the FDOT Adopted Work Program. Examples of federal projects where a NEPA decision is required on the federal action without a funding component include, non-highway projects (i.e., leases, surplus right-of-way, etc.) or federal grants that are released directly to local agencies and are not routed through FDOT. There are similar instances for state projects. Since these projects do not have funding through the FDOT work program, an informational FM# must be created and adopted in the work program to begin the environmental documentation.

In an effort to streamline and clarify our process to create Informational FM#'s to accommodate the creation of environmental documents for projects without a funding component, OEM and Central Office

Work Program have jointly developed the following process to allow these types of projects to use a single informational FM# for federal projects and a single informational FM# for state projects. SWEPT currently allows users to reuse FM#'s to create multiple CE1/NMSA projects under an existing FM# coming from the daily Adopted Work Program export which includes current plus 10 years. A recent enhancement now recognizes FY 2099 from the Adopted as well.

Process to utilize this enhancement:

1. Each District Work Program Team is directed to create 2 separate informational FM#s per District (one federal and one state, placed in the Adopted Work Program for FY 2099).
2. These informational FM#s should be reused consistently by the District Environmental Team for projects requiring environmental documentation and certification, but do not have a funding component. Prior to starting the environmental document, **verify** that the project does in-fact qualify to be processed as a CE1 or NMSA.
 - There are mechanisms within the CE1 form and NMSA form that allow the District Environmental Team to add their own unique identifier to find this specific project approval later, as the FM# alone may not be specific enough.
 - Each specific instance of reuse should include unique project specifics and analysis to support the document development and subsequent approval/certification.
 - If there should be funding associated with this project, the project specific FM# in the adopted work program should be used.
 - There are internal checks within SWEPT which will not allow the same FM# to be both a state and federal project at the same time.
 - Additionally, once the first project is a CE1, all others using that FM# must also be a CE1. You cannot mix classes of actions (COA) under one informational FM#, even if they are all federal.

If you have questions regarding the following topics, please contact the following people:

- Set up initial informational FM#: Kendra at 850-414-4627 or Kendra.Sheffield@dot.state.fl.us
- SWEPT: SWEPT Helpdesk at 850-414-5334 or swept@fla-etat.org
- Project specific questions: Jennifer Marshall at 850-414-4316 or Jennifer.Marshall@dot.state.fl.us