Before you start…

In SWEPT, a Re-evaluation Form is saved under the SWEPT project using the Financial Management (FM) number of the **original, approved environmental document**. This PD&E project must be listed in SWEPT. If it's not found, you'll be prompted to use the Basic Project Setup wizard. At the end of the wizard, click **Finish** to return to the Re-evaluation form.

In order to complete the form, you will also need a valid FM number from the Currently Adopted Work Program for the segments being advanced.

Where to find the Re-evaluation Form

You can open the Re-evaluation form on the SWEPT **Main Menu** or a **Project Page** as shown below:

From Swept Main Menu:

Project Input / Setup ▾
- Overview
- Scope of Services
- Basic Project Setup
- Type 1 Categorical Exclusion Checklist
- Type 2 Categorical Exclusion Determination Form
- **Re-evaluation Form**
- Non-Major State Action Checklist

1. Under **Project Input/Setup**, click on **Re-evaluation Form**
2. Enter the **FM Number** of the PD&E Study
3. Click **Load**

The form reloads with basic project information displayed, or prompts the user to setup the SWEPT project.

From Project Page:

Re-evaluations — Upload
- Re-evaluation Form
- Re-evaluation — Create
- Federal-Aid Project Authorization/Agreement Form
- Construction Advertisement
- Design Change
- Preliminary Engineering
- Right-Of-Way Acquisition

Documents Supporting the Re-evaluation Form — Upload

1. Go to the **Project Page** of the original, approved PD&E Project.
2. Scroll to the **Project Documents** section
3. Look under **Re-evaluations**
4. Click **Create** next to **Re-evaluation Form**

The form loads with the FM Number and basic project information displayed.

How to fill out the form

SECTION 1 – GENERAL INFORMATION: This section contains information about the approved Type 2 CE, EA with FONSI, EIS, ROD, or any supplemental environmental document and the segment(s) being advanced. Information provided under this section includes:

A. **Re-evaluation Type**: Click the checkboxes to select the appropriate options. Multiple types can be selected.

B. **Original approved Environmental Document:** The following information will be automatically populated if available:
- **Document Type** (COA)
- **Date of Approval**
- **Project Numbers** [Federal Aid (if applicable), FM, ETDM]
- **Project Name**
- **Project Location**

> Some or all may be automatically completed if available from Work Program, Environmental Screening Tool, Project Schedule Manager, or during project setup.

C. **Prior Re-evaluations**:
- If the project was previously re-evaluated, select "Yes" and provide the requested information in the chart. For each Re-evaluation, list the FM Number, the type, the date they were approved by the District, and the date the lead agency concurred, if applicable. If lead agency concurrence was not required, then the date of consultation must be included. Use the **Add Row** button to describe additional Re-evaluations. Use the **Remove** buttons to delete rows, as needed.
- If the project was not previously re-evaluated, select "No" and the standard statement will automatically appear.

D. **Project or project segment(s) being evaluated:**
- In the box, begin typing the FM Number for each segment of highway being advanced. A list of valid FM Numbers will appear below the box if any are found in the **Currently Adopted Work Program** file. Click on the appropriate number to select it. (If the number isn't found, nothing will appear in the list.)
- After selecting the FM Number, the form will fill in the Federal-aid project number(s), Financial Management number(s), the Project/Segment Name, Location, and Letting Type.
- Indicate the type(s) of Re-evaluation for each segment by clicking "Y" (Yes) or "N" (No) under each type. Options include:
  - PE – Preliminary Engineering
  - DC – Design Change
  - RO – Right of Way
  - CON – Construction Advertisement

SECTION 2 – PROJECT DESCRIPTION: In the text box, provide a brief summary of the project description and segment(s) being advanced, as applicable.

SECTION 3 – CHANGES IN APPLICABLE LAW OR REGULATION

SECTION 4 – EVALUATION OF MAJOR DESIGN CHANGES & REVISED DESIGN CRITERIA

SECTION 5 – PUBLIC INVOLVEMENT

> Answer the questions. If "Yes," provide a description in the comment box or upload supporting documentation.

SECTION 6 – PROJECT OR SEGMENT(S) PLANNING CONSISTENCY: This section provides a table for each segment described in Section 1.D. The information is only required for phase changes requiring federal funding authorization, or when updating previous consistency information. If not required, click on the box next to the statement and the tables will be removed. If planning consistency is required, fill out the tables. **Note:** A "No" response to "Currently Adopted CFP-LRTP" requires details on how implementation and fiscal restraint will be achieved.

SECTION 7 – EVALUATION OF CHANGES IN IMPACTS: Document FDOT's evaluation of changes in impacts to affected resources, as well as impacts to new resources, which may have been identified. Answer each question (Yes, No, or N/A) for the four categories of impacts listed (social & economic, cultural, natural, & physical). Your answer will determine if comments and/or supporting documentation is required for each question.

SECTION 8 – COMMITMENT STATUS: If the answer to either question is "Yes," upload the *Project Commitment Record, Form No. 700-011-35.* Use the comment box to list new environmental commitments.

SECTION 9 – STATUS OF PERMITS: Click the **Add** button to enter permit information. For each permit category, select "Permit Type," "Permit Status," and "Issuance Date." The status of the permit(s) should be commensurate with the phase of the project and the type of Re-evaluation. For example, if the permit has been applied for, state the name of the permit, agency, date of application, and number; if the permit has been issued state the name of the permit, agency, date of issuance, and permit number.

SECTION 10 - CONCLUSION: This section contains a statement about the Re-evaluation of the project, the validity of the findings in the Environmental Document, new findings (if necessary), and a recommendation for project advancement. If no changes affecting the original environmental determination have occurred, check the box next to the standard statement.

SECTION 11 – DISTRICT REVIEW AND APPROVAL: The name of the District approving authority or designee will appear in this section when it is approved electronically in SWEPT. If applicable (as for Federal projects), answer "Yes" or "No" if OEM signature is required. If "No," provide date of consultation between the OEM and the District when this was discussed.

SECTION 12 – OEM CONCURRENCE: This section is only applicable to Federal projects. The signature of the Director or designee will appear when the Re-evaluation is approved in SWEPT.

SECTION 13 –LINKS TO SUPPORTING DOCUMENTATION: Links to documents uploaded on the form are listed here. You may also attach additional documents, if needed.

Uploading Supporting Documentation

You will see **Upload** buttons located throughout the form. Use these when supporting documentation is needed, you need more space than provided in a text box, or you would like to include tables and figures. Follow the instructions on the screen to upload and describe a new file, or select one that was previously saved in the SWEPT project file. After documents are attached, a link to the attachment is added to *Section 13 – Links to Supporting Documentation* at the bottom of the form. To associate a file with more than one topic:

- Start by clicking the **Upload** button next to the first topic.
- In the dialog box (refer to screen capture at right), choose **Yes** (instead of **No**, which is currently selected) for the question: **Does this file contain information that supports other topics**?
- Select each topic that applies.

If the document was not previously saved to the SWEPT project file, it will be uploaded to SWEPT at this time. Project files are transferred to EDMS when the Re-evaluation form is approved.

For more details, see the SWEPT Quick Guide, Uploading Project Documents.

Upload Supporting Documentation for Environmental Analysis ✕

○ Choose Existing File ● Upload New File

Choose File Allowed file formats: PDF

[No file chosen] [Choose File]

Describe Document Enter a brief description of document you are uploading (up to 240 alphanumeric characters)

Publication Date Enter the publication date of the document you are uploading

What product(s) are represented in this file? Select at least one product type.

Does this file contain information that supports other topics? Select Yes to show other topics this file can support.
○ Yes
● No

[Cancel] [Save]

Saving & Processing for Approval

[Save Draft] To save a draft of the form at any time, click on the **Save Draft** button, located at the bottom of the form. If OEM concurrence is needed, save as draft and use the PDF button at the top of the page to create a PDF file of the draft form. The unsigned draft form is uploaded to FDOT's Electronic Review & Comment (ERC) application for the initial OEM review.

[Send for Approval] When complete, the District Environmental Manager approves the form in SWEPT. If OEM concurrence is needed, District approval occurs after OEM's review and prior to requesting OEM approval.

To submit this form for District approval, first make sure you have completed all the sections and uploaded all relevant documentation, and then click on the **Send for Approval** button, located at the bottom of the form. Note: if any questions remain unanswered, you will be prompted to complete those questions prior to sending for approval.

After the District Environmental Manager or designee approves the Re-evaluation Form, use the Environmental Document Submittal Form to request OEM approval, if needed.

Project Team Member
- **Complete Re-evaluation Form** using this quick guide as a reference.
- **Submit for approval** to the District Environmental Manager after the form is completed, with supporting documentation.

District Environmental Manager or Designee
- **Check that the form is complete** and includes all completed fields and appropriate uploaded documentation or comments to support answers to the questions.
- **Approve form** only if form is complete and meets all the requirements for a Re-evaluation.