



# PROJECT DEVELOPMENT PROCESS

September 2018

## Purpose & Overview

The purpose of this guide is to provide NCDOT Project Managers with a standardized reference tool to help guide them through the steps of the NCDOT project development process.

## Who this guide is for

NCDOT Project Management Unit staff  
Division Project Managers  
Private Engineering Firm Project Managers that work on behalf of NCDOT

## How to use this guide

This guide contains informational text, diagrams, and links to other guidance documents, work product templates, and other useful resources. The guide is presented in three primary sections: **Process Maps**, **Project Scheduling**, **Task Guidance**, and **Resources**. Each of the primary sections is divided into to subsections based on the NEPA compliance Classes of Action: Categorical Exclusion, Environmental Assessment, Environmental Impact Statement.

- ◇ The **Process Maps** are work flow diagrams that show the relationships between the various steps in the Project Development Process.
- ◇ **Project Scheduling** provides an overview of the critical path scheduling method and provides project schedule templates.
- ◇ **Task Guidance and Resources**, the final section, includes information on how to execute the main tasks of the project schedule.

## Contents

### Purpose & Overview

#### Process Maps

- Project Development Process
- Environmental Documentation
- Final Design

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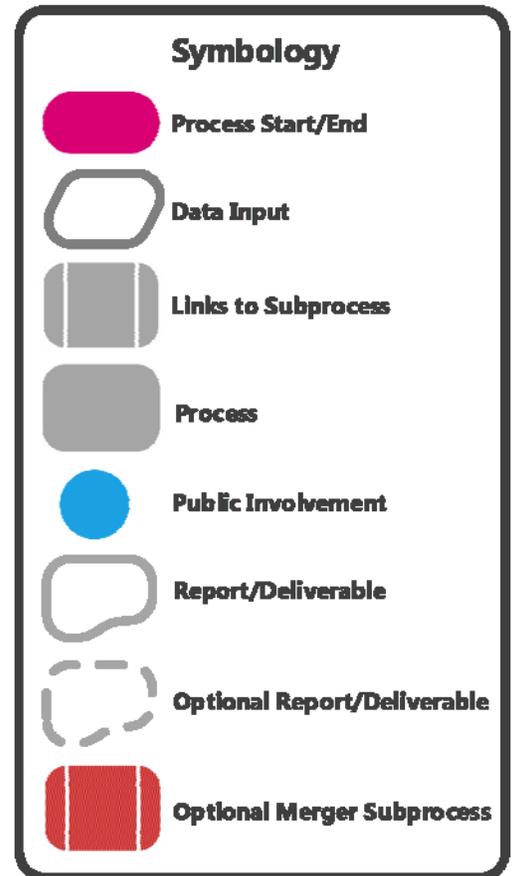
#### Task Guidance and Resources

# Process Maps

Project Development Process from CTP through project scoping and prioritization into the STIP, followed by project planning and environmental documentation, final design, right of way acquisition, and construction let.

Uses interactive flow charts to outline each process and subprocess, deliverables, and milestones. Within each chart, wherever there is a subprocess, you can click on that box and it will link to detailed instructions for that subprocess or to task guidance or resources.

- ◇ Project Development Process
- ◇ Express Design Evaluation & Project Scoping
- ◇ Project Planning & Environmental Documentation
- ◇ Final Design





# Project Scheduling

## Overview

Essential to completing any project is knowing what tasks are required, the order in which they must be completed, how long it will take to complete each task, and interrelationship of tasks. The Critical Path Method of scheduling can greatly improve the Project Manager's odds of delivering a project on-time and within budget. This section provides definitions of commonly used scheduling terms, describes how to use a Gantt Chart schedule to manage the project development process for each level of environmental Document

## Definitions

**Critical Path:** the sequence of stages determining the minimum time needed for an operation

**Duration:** the length of time that is expected to complete a project task

**Float:** the amount of time that a task in a project network can be delayed without causing a delay to subsequent tasks or project completion

**Gantt Chart:** a type of bar chart that illustrates a project schedule

**Lag (+):** the amount of time the successor activity can be advanced with respect to a predecessor activity

**Lead (-):** the amount of time a successor activity can be advanced with respect to a predecessor activity

**Milestone:** a critical point or achievement in a project

**Process Map:** the sequence and interactions of related process steps, activities or tasks that make up an individual process, from beginning to end

**Predecessor:** an activity that must be completed before a specified activity can begin

**Successor:** an activity whose start or finish is controlled by the start or finish of a predecessor

**Task Dependencies:** the relationship between two activities

- **Finish-to-Finish (FF):** the first activity (predecessor) in a relationship must finish before the second activity (successor) can finish
- **Finish-to-Start (FS):** the second activity (successor) in a relationship can not begin until the first task (predecessor) finishes
- **Start-to-Start (SS):** the first activity (predecessor) must start before the second activity (successor) can start

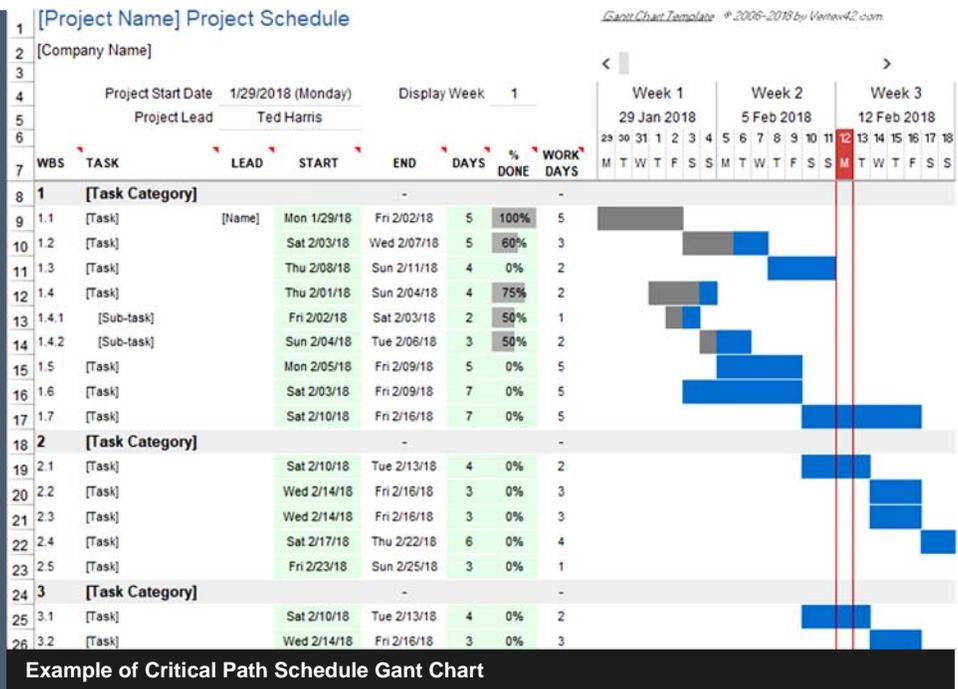
## Critical Path Method

Critical Path Method (CPM) is a mathematically-based algorithm for scheduling a set of project activities. The essential technique for using CPM is to construct a model of the project that includes the following:

- ◇ A list of all activities required to complete the project,
- ◇ The dependencies between the activities, and
- ◇ The estimate of time (duration) that each activity will take to completion.

Using these values, CPM usually calculates the longest path of planned activities to the end of the project, and the earliest and latest points that each activity can start and finish without making the project longer. This process determines which activities are "critical" (i.e. on the longest path) and which have "total float" (i.e. can be delayed without making the project longer).

*Critical Path Method in Project Management is as Easy as 1,2,3*  
 By Andrew Filev, September 27, 2017 <https://www.wrike.com/blog/critical-path-is-easy-as-123/>



# Task Guidance and Resources

Use paragraphs often. A wall of white text makes it hard for the reader to skim a story and find a way to quickly drop in and out of your content. White space gives the user an opening into your information. Don't be afraid to leave spaces open.

You might also designate a consistent spot on the page for lighter, or more editorial content. That way the reader always knows where to look for a certain type of content.

Most successful publications include a mix of content types to satisfy a wide range of tastes. Consider putting your most serious content on the front page, and your lighter content inside.

## It's called a story for a reason

Integrate frequent headlines to announce different sections of your story. Consider writing your content in a personal tone, in the same way you might talk to someone sitting across from you at a restaurant.

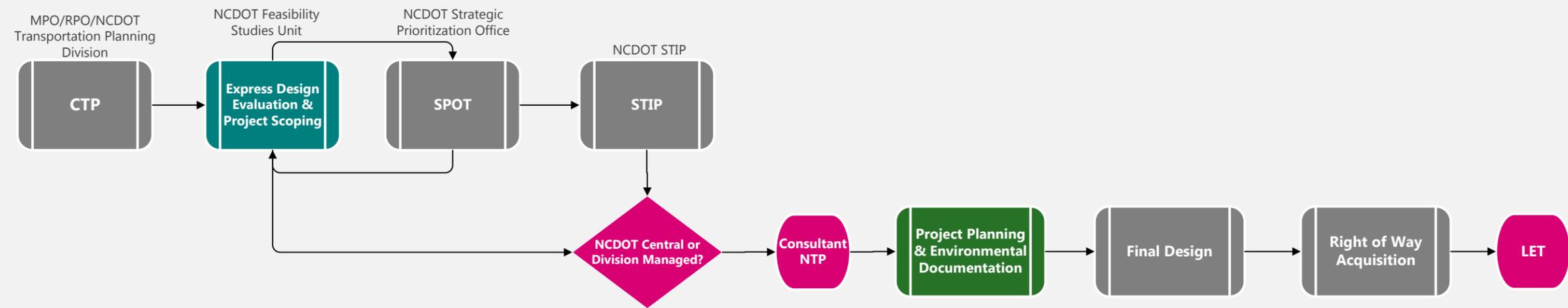
### Resources:



# PROCESS MAPS

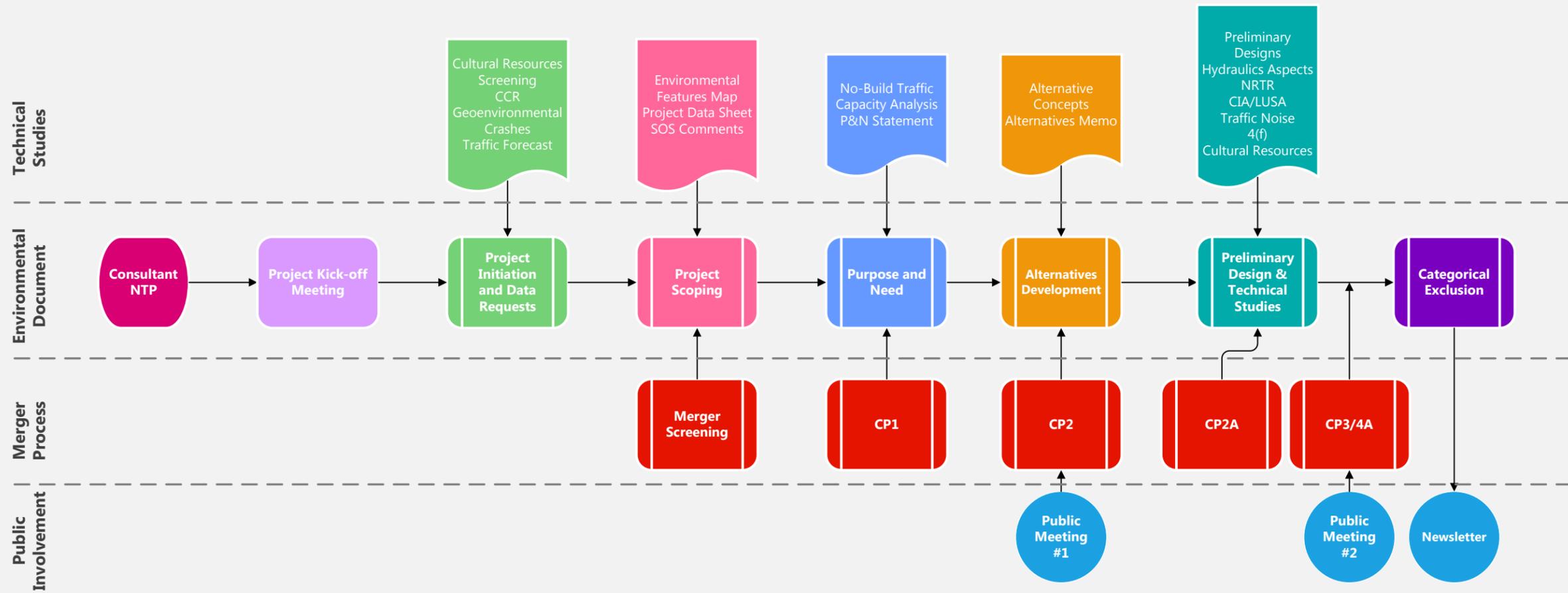
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# Project Development Process

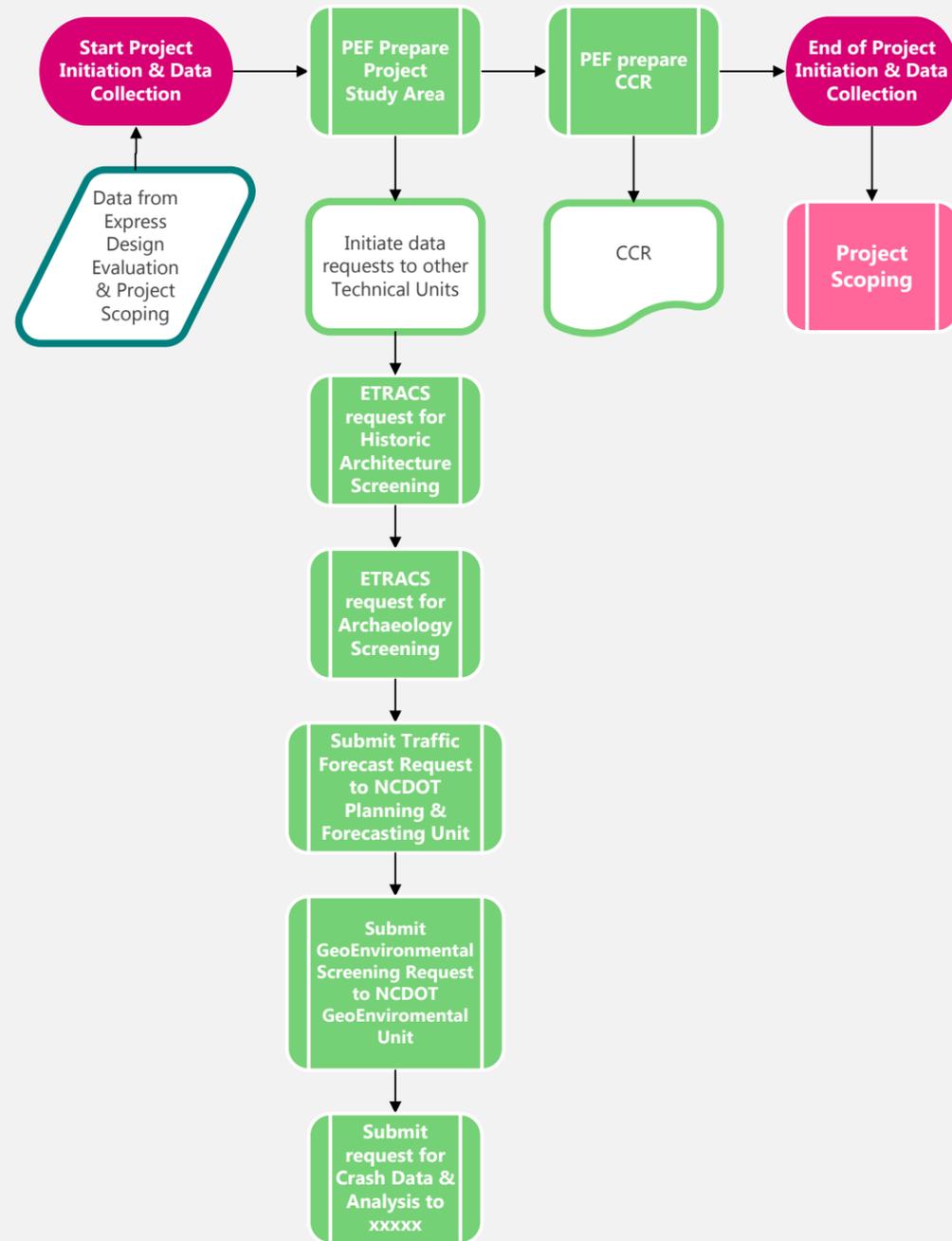


# Project Planning & Environmental Documentation

Return to Project Development Process Map



# Project Initiation and Data Collection

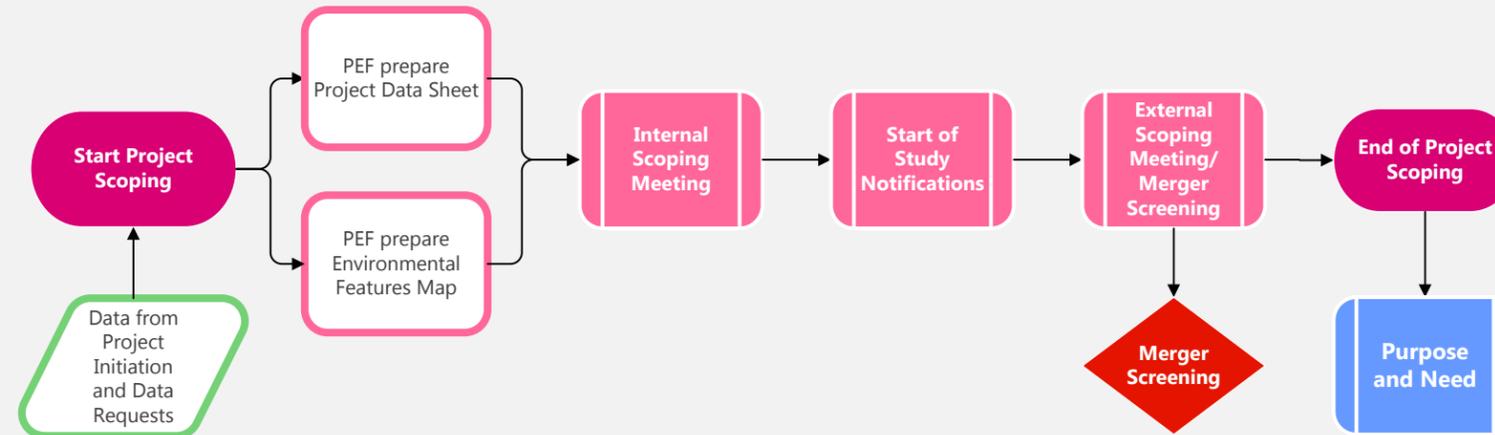


Return to Environmental Documentation Process Map

## Symbology

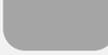
-  Process Start/End
-  Data Input
-  Links to Subprocess
-  Process
-  Public Involvement
-  Report/Deliverable
-  Optional Report/Deliverable
-  Optional Merger Subprocess

# Project Scoping

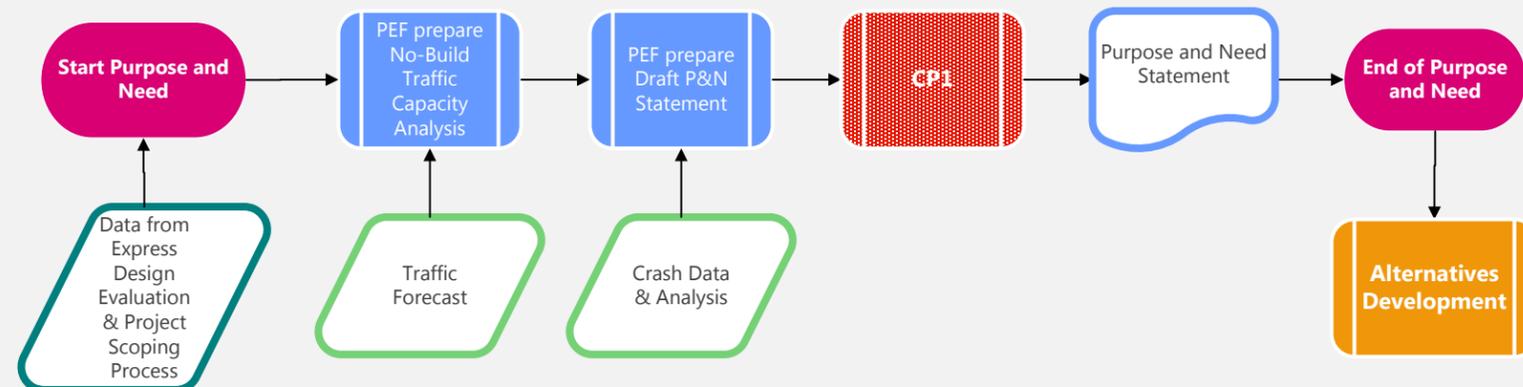


Return to Environmental Documentation Process Map

## Symbology

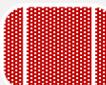
-  Process Start/End
-  Data Input
-  Links to Subprocess
-  Process
-  Public Involvement
-  Report/Deliverable
-  Optional Report/Deliverable
-  Optional Merger Subprocess

# Purpose and Need

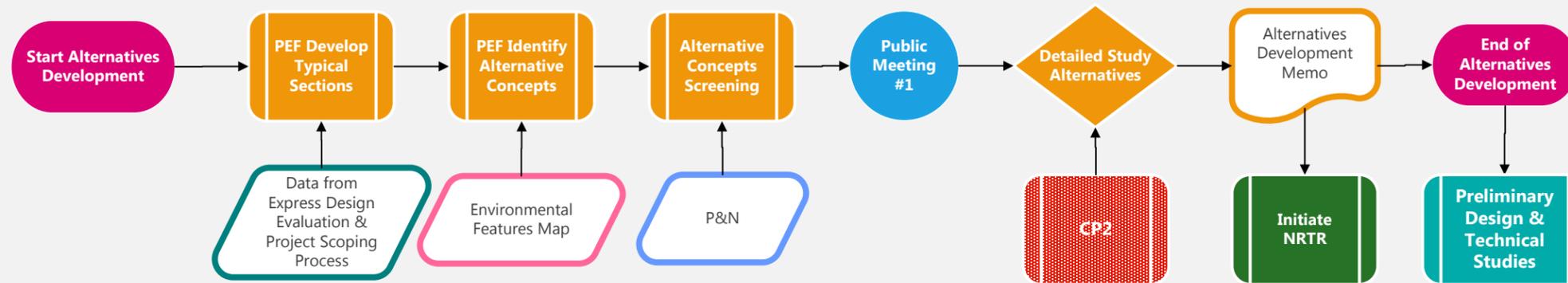


Return to Environmental Documentation Process Map

## Symbology

-  Process Start/End
-  Data Input
-  Links to Subprocess
-  Process
-  Public Involvement
-  Report/Deliverable
-  Optional Report/Deliverable
-  Optional Merger Subprocess

# Alternatives Development

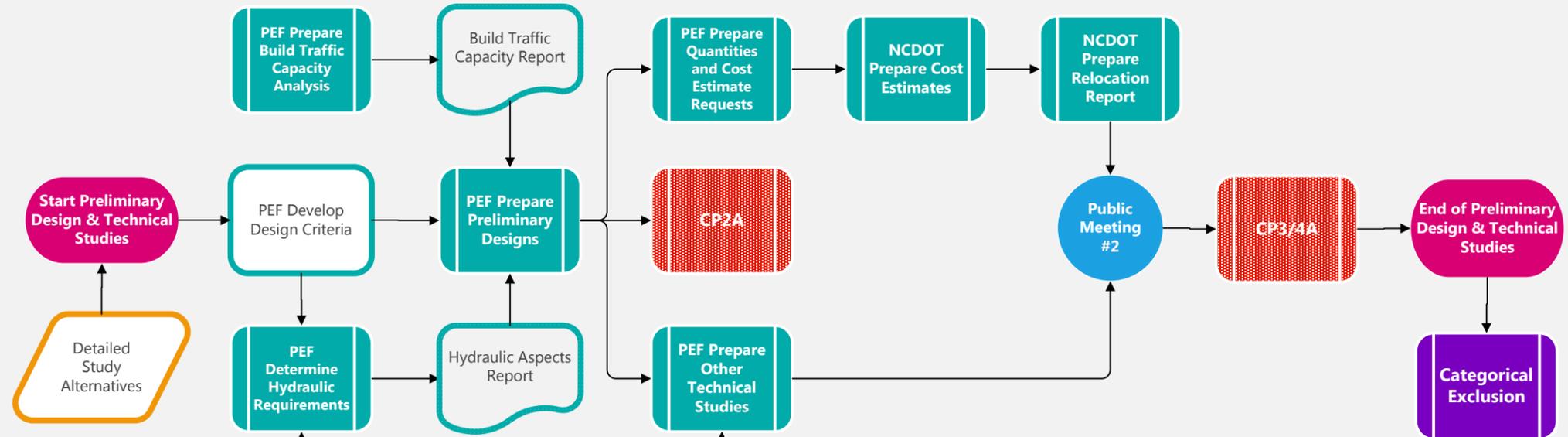


Return to Environmental Documentation Process Map

**Symbology**

- Process Start/End
- Data Input
- Links to Subprocess
- Process
- Public Involvement
- Report/Deliverable
- Optional Report/Deliverable
- Optional Merger Subprocess

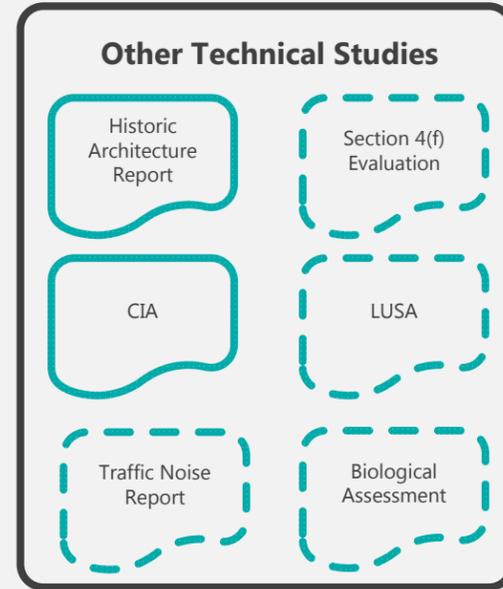
# Preliminary Designs & Technical Studies



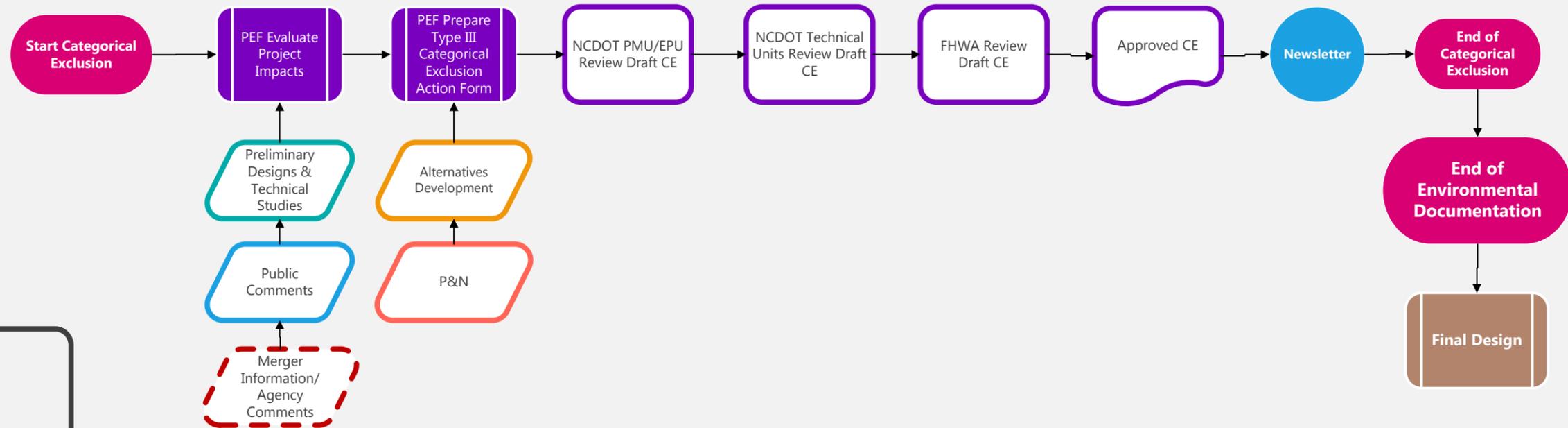
Return to Environmental Documentation Process Map

## Symbology

-  Process Start/End
-  Data Input
-  Links to Subprocess
-  Process
-  Public Involvement
-  Report/Deliverable
-  Optional Report/Deliverable
-  Optional Merger Subprocess



# Categorical Exclusion



Return to Environmental Documentation Process Map

## Symbology

-  Process Start/End
-  Data Input
-  Links to Subprocess
-  Process
-  Public Involvement
-  Report/Deliverable
-  Optional Report/Deliverable
-  Optional Merger Subprocess

# SCHEDULE TEMPLATE—TYPE III CATEGORICAL EXC

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R-5703 FELIX HARVEY PARKWAY EXTENSION									DRAFT PROJECT SCHEDULE									
ID	Task Name	% Complete	Duration	Start	Finish	Predecessors	Successors	Actual Finish	Half 1, 2018	Half 2, 2018	Half 1, 2019	Half 2, 2019	Half 1, 2020	Half 2, 2020	Half 1, 2021	Half 2, 2021	Half 1, 2022	Half 2, 2022
1	Project Start - Consultant NTP	0% 1 day		Fri 9/28/18	Fri 9/28/18		2,32	NA										
2	NCDOT Kickoff Meeting	0% 0 days		Fri 9/28/18	Fri 9/28/18	1	4,6,8,18,15,11,2	NA										
3	Project Initiation & Data Collection	0% 132 days		Mon 10/1/18	Tue 4/2/19			NA										
4	Submit ETRACS request for Historic Architecture screening	0% 1 day		Mon 10/1/18	Mon 10/1/18	2	5	NA										
5	Receive Historic Architecture screening	0% 20 days		Tue 10/2/18	Mon 10/29/18	4		NA										
6	Submit ETRACS request for Archaeological screening	0% 1 day		Mon 10/1/18	Mon 10/1/18	2	7,151	NA										
7	Receive Archaeological screening	0% 20 days		Tue 10/2/18	Mon 10/29/18	6	148	NA										
8	Submit request for Geoenvironmental Report to NCDOT-GEU	0% 1 day		Mon 10/1/18	Mon 10/1/18	2	9	NA										
9	Receive Geoenvironmental report	0% 20 days		Tue 10/2/18	Mon 10/29/18	8	33	NA										
10	Traffic Forecast Request (if needed)	0% 132 days		Mon 10/1/18	Tue 4/2/19			NA										
11	PEF prepare Traffic Forecast Request	0% 10 days		Mon 10/1/18	Fri 10/12/18	2	12,13	NA										
12	Traffic Forecast Request Coordination Meeting (if needed)	0% 1 day		Mon 10/15/18	Mon 10/15/18	11	13	NA										
13	Submit Traffic Forecast Request to NCDOT	0% 1 day		Tue 10/16/18	Tue 10/16/18	12,11	14	NA										
14	Receive Traffic Forecast	0% 5 mons		Wed 10/17/18	Tue 4/2/19	13	59,60,231	NA										
15	Request Crash Data and Analysis	0% 1 day		Mon 10/1/18	Mon 10/1/18	2	16	NA										
16	Receive Crash Data and Analysis	0% 20 days		Tue 10/2/18	Mon 10/29/18	15	33,64	NA										
17	Community Characteristics Report (CCR) (if needed)	0% 30 days		Mon 10/1/18	Fri 11/9/18			NA										
18	PEF prepare Draft CCR	0% 15 days		Mon 10/1/18	Fri 10/19/18	2	19	NA										
19	NCDOT-CS review Draft CCR	0% 10 days		Mon 10/22/18	Fri 11/2/18	18	20	NA										
20	PEF revise and submit Final CCR	0% 5 days		Mon 11/5/18	Fri 11/9/18	19	33,64,26,157	NA										
21	ICE Screening (if needed)	0% 30 days		Mon 10/1/18	Fri 11/9/18			NA										
22	PEF prepare Draft ICE Screening Report	0% 15 days		Mon 10/1/18	Fri 10/19/18	2	23	NA										
23	NCDOT-CS review Draft ICE Screening Report	0% 10 days		Mon 10/22/18	Fri 11/2/18	22	24	NA										
24	PEF revise and submit Final ICE Screening Report	0% 5 days		Mon 11/5/18	Fri 11/9/18	23	170,161	NA										
25	Public Involvement Plan (if needed)	0% 12 days		Mon 11/12/18	Tue 11/27/18			NA										
26	Prepare Draft PIP	0% 5 days		Mon 11/12/18	Fri 11/16/18	20	27	NA										
27	NCDOT-EAU Public Involvement review Draft PIP	0% 5 days		Mon 11/19/18	Fri 11/23/18	26	28	NA										
28	PEF revise and submit Final PIP	0% 2 days		Mon 11/26/18	Tue 11/27/18	27	47,86,89,157	NA										
29	Project Scoping	0% 104 days		Mon 10/1/18	Thu 2/21/19			NA										
30	Internal Scoping	0% 52 days		Mon 10/1/18	Tue 12/11/18			NA										
31	Project Data Sheet & Environmental Features Map (EFM)	0% 42 days		Mon 10/1/18	Tue 11/27/18			NA										
32	PEF compile project data	0% 10 days		Mon 10/1/18	Fri 10/12/18	1	33	NA										
33	PEF prepare and submit draft Project Data Sheet and EFM	0% 5 days		Mon 11/12/18	Fri 11/16/18	32,16,20,9	34	NA										
34	NCDOT-PMU review draft Project Data Sheet and EFM	0% 5 days		Mon 11/19/18	Fri 11/23/18	33	35	NA										
35	PEF revise and submit final Project Data Sheet and EFM	0% 2 days		Mon 11/26/18	Tue 11/27/18	34	36	NA										
36	Hold Internal Scoping Meeting	0% 0 days		Tue 11/27/18	Tue 11/27/18	35	37,41	NA										
37	PEF prepare draft meeting summary	0% 5 days		Wed 11/28/18	Tue 12/4/18	36	38	NA										
38	NCDOT-PMU review draft meeting summary	0% 3 days		Wed 12/5/18	Fri 12/7/18	37	39	NA										
39	PEF revise and submit final meeting summary	0% 2 days		Mon 12/10/18	Tue 12/11/18	38		NA										
40	Start of Study Letter (SOS)	0% 35 days		Wed 11/28/18	Tue 1/15/19			NA										
41	PEF prepare and submit draft SOS and list of recipients	0% 5 days		Wed 11/28/18	Tue 12/4/18	36	42	NA										
42	NCDOT-PMU review draft SOS and recipients	0% 3 days		Wed 12/5/18	Fri 12/7/18	41	43	NA										
43	PEF revise and distribute SOS	0% 2 days		Mon 12/10/18	Tue 12/11/18	42	44	NA										
44	Receive stakeholder comments on SOS	0% 20 days		Wed 12/12/18	Tue 1/8/19	43	45	NA										
45	PEF summarize comments on SOS	0% 5 days		Wed 1/9/19	Tue 1/15/19	44	47,64	NA										
46	External Scoping/Merger Screening	0% 27 days		Wed 1/16/19	Thu 2/21/19			NA										
47	Request meeting date/provide agenda	0% 1 day		Wed 1/16/19	Wed 1/16/19	45,28	48SS	NA										
48	PEF prepare draft meeting handout/presentation	0% 10 days		Wed 1/16/19	Tue 1/29/19	47SS	49	NA										
49	NCDOT-PMU/EPU review draft meeting handout/presentation	0% 3 days		Wed 1/30/19	Fri 2/1/19	48	50	NA										
50	PEF revise and submit final meeting handout/presentation	0% 2 days		Mon 2/4/19	Tue 2/5/19	49	51	NA										
51	Distribute meeting handout to Agencies/Stakeholders	0% 1 day		Wed 2/6/19	Wed 2/6/19	50	52	NA										
52	External Scoping Meeting/Merger Screening	0% 0 days		Wed 2/6/19	Wed 2/6/19	51	53	NA										
53	PEF prepare draft meeting summary	0% 5 days		Thu 2/7/19	Wed 2/13/19	52	54	NA										
54	NCDOT-PMU/EPU review draft meeting summary	0% 3 days		Thu 2/14/19	Mon 2/18/19	53	55	NA										
55	PEF revise and submit final meeting summary	0% 2 days		Tue 2/19/19	Wed 2/20/19	54	56	NA										
56	Distribute meeting summary	0% 1 day		Thu 2/21/19	Thu 2/21/19	55	80	NA										
57	Purpose and Need	0% 98 days		Wed 4/3/19	Fri 8/16/19			NA										
58	No-Build Traffic Capacity Analysis	0% 41 days		Wed 4/3/19	Wed 5/29/19			NA										
59	No-Build Capacity Kickoff Meeting (if needed)	0% 1 day		Wed 4/3/19	Wed 4/3/19	14	60	NA										
60	PEF prepare and submit Draft No-Build Traffic Capacity Analysis	0% 20 days		Thu 4/4/19	Wed 5/1/19	59,14	61	NA										
61	NCDOT-Cong. Mgmt review Draft No-Build Traffic Capacity	0% 10 days		Thu 5/2/19	Wed 5/15/19	60	62	NA										
62	PEF revise and submit Final No-Build Traffic Capacity Analysis Re	0% 10 days		Thu 5/16/19	Wed 5/29/19	61	64	NA										
63	Purpose and Need Statement (P&N)	0% 20 days		Thu 5/30/19	Wed 6/26/19			NA										
64	PEF prepare and submit Draft P&N	0% 10 days		Thu 5/30/19	Wed 6/12/19	62,16,20,45	65	NA										
65	NCDOT-PMU/EPU review Draft P&N	0% 5 days		Thu 6/13/19	Wed 6/19/19	64	66	NA										
66	PEF revise and submit Final P&N	0% 5 days		Thu 6/20/19	Wed 6/26/19	65	68,80,86	NA										
67	Concurrence Point 1 (CP1): P&N and Study Area (if needed)	0% 37 days		Thu 6/27/19	Fri 8/16/19			NA										
68	Request CP1 meeting date/provide agenda	0% 1 day		Thu 6/27/19	Thu 6/27/19	66	69SS	NA										
69	PEF prepare draft CP1 Package and presentation	0% 10 days		Thu 6/27/19	Wed 7/10/19	68SS	70	NA										
70	NCDOT-PMU/EPU review draft CP1 Package and presentation	0% 3 days		Thu 7/11/19	Mon 7/15/19	69	71	NA										
71	PEF revise and submit final CP1 package and presentation	0% 2 days		Tue 7/16/19	Wed 7/17/19	70	72	NA										
72	Distribute CP1 Package to Agencies	0% 1 day		Thu 7/18/19	Thu 7/18/19	71	73FS+10 days	NA										

Project: 20150913\_R2703 Project

Task Split: Milestone Summary: Project Summary External Tasks: External Milestone Inactive Task: Inactive Milestone Inactive Summary: Manual Task Duration-only: Manual Summary Rollup Manual Summary: Start-only Finish-only: Deadline Critical: Critical Split Progress:

R-5703 FELIX HARVEY PARKWAY EXTENSION										DRAFT PROJECT SCHEDULE									
ID	Task Name	% Complete	Duration	Start	Finish	Predecessors	Successors	Actual Finish		Half 1, 2018	Half 2, 2018	Half 1, 2019	Half 2, 2019	Half 1, 2020	Half 2, 2020	Half 1, 2021	Half 2, 2021	Half 1, 2022	Half 2, 2022
73	CP1 meeting/Signed CP1 Form	0%	0 days	Thu 8/1/19	Thu 8/1/19	72FS+10 days	89,74,119,151,1	NA					8/1						
74	PEF prepare draft CP1 meeting summary	0%	5 days	Fri 8/2/19	Thu 8/8/19	73	75	NA											
75	NCDOT-PMU/EPU review draft CP1 meeting summary	0%	3 days	Fri 8/9/19	Tue 8/13/19	74	76	NA											
76	PEF revise and submit final CP1 meeting summary	0%	2 days	Wed 8/14/19	Thu 8/15/19	75	77	NA											
77	Distribute CP1 meeting summary	0%	1 day	Fri 8/16/19	Fri 8/16/19	76		NA											
78	<b>Alternatives Development</b>	<b>0%</b>	<b>216 days</b>	<b>Thu 6/27/19</b>	<b>Thu 4/23/20</b>			<b>NA</b>											
79	<b>Alternative Concepts</b>	<b>0%</b>	<b>45 days</b>	<b>Thu 6/27/19</b>	<b>Wed 8/28/19</b>			<b>NA</b>											
80	PEF develop and submit typical sections	0%	15 days	Thu 6/27/19	Wed 7/17/19	56,66	82,81SS	NA											
81	PEF identify and submit alternative concepts	0%	20 days	Thu 6/27/19	Wed 7/24/19	80SS	82,86	NA											
82	NCDOT-PMU/Roadway review typical sections and alternative	0%	15 days	Thu 7/25/19	Wed 8/14/19	80,81	83	NA											
83	PEF revise and submit final typical sections and alternative conc	0%	10 days	Thu 8/15/19	Wed 8/28/19	82	107	NA											
84	<b>Public Meeting #1: P&amp;N and Alternatives (if needed)</b>	<b>0%</b>	<b>196 days</b>	<b>Thu 7/25/19</b>	<b>Thu 4/23/20</b>			<b>NA</b>											
85	<b>Project Website</b>	<b>0%</b>	<b>15 days</b>	<b>Thu 7/25/19</b>	<b>Wed 8/14/19</b>			<b>NA</b>											
86	PEF prepare and submit website content	0%	5 days	Thu 7/25/19	Wed 7/31/19	66,81,28	87,94	NA											
87	NCDOT-PI create website (update website quarterly or as nee	0%	10 days	Thu 8/1/19	Wed 8/14/19	86	99	NA											
88	<b>Newsletter/Postcard #1</b>	<b>0%</b>	<b>142 days</b>	<b>Wed 10/9/19</b>	<b>Thu 4/23/20</b>			<b>NA</b>											
89	PEF prepare and submit draft Newsletter/Postcard #1	0%	5 days	Wed 10/9/19	Tue 10/15/19	73,103,28	90	NA											
90	NCDOT-PMU/PI review draft Newsletter/Postcard #1	0%	5 days	Wed 10/16/19	Tue 10/22/19	89	91	NA											
91	PEF revise and submit final Newsletter/Postcard #1	0%	3 days	Wed 10/23/19	Fri 10/25/19	90	92	NA											
92	PEF reproduce and distribute Newsletter/Postcard #1	0%	5 days	Fri 4/17/20	Thu 4/23/20	91,140		NA											
93	<b>Public Meeting #1</b>	<b>0%</b>	<b>44 days</b>	<b>Thu 8/1/19</b>	<b>Tue 10/1/19</b>			<b>NA</b>											
94	Submit ETRACS request for Public Meeting #1	0%	1 day	Thu 8/1/19	Thu 8/1/19	86	95	NA											
95	PEF prepare draft public meeting materials (display boards,	0%	10 days	Fri 8/2/19	Thu 8/15/19	94	96	NA											
96	NCDOT-PMU/PI review of draft public meeting materials	0%	5 days	Fri 8/16/19	Thu 8/22/19	95	97	NA											
97	PEF revise and submit final public meeting materials	0%	3 days	Fri 8/23/19	Tue 8/27/19	96	98	NA											
98	NCDOT-PI post final public meeting materials to project webs	0%	1 day	Wed 8/28/19	Wed 8/28/19	97	99SS+10 days	NA											
99	<b>Hold Public Meeting #1 (and Local Officials Meeting, if need</b>	<b>0%</b>	<b>0 days</b>	<b>Tue 9/10/19</b>	<b>Tue 9/10/19</b>	<b>98SS+10 days</b>	<b>100,107</b>	<b>NA</b>											
100	Public Meeting #1 Comment Period (2 weeks)	0%	10 days	Wed 9/11/19	Tue 9/24/19	99	101	NA											
101	PEF prepare and submit Public Meeting #1 summary	0%	5 days	Wed 9/25/19	Tue 10/1/19	100	103SS	NA											
102	<b>Alternatives Memo</b>	<b>0%</b>	<b>15 days</b>	<b>Wed 9/25/19</b>	<b>Tue 10/15/19</b>			<b>NA</b>											
103	PEF prepare draft alternatives memo	0%	10 days	Wed 9/25/19	Tue 10/8/19	101SS	104,89	NA											
104	NCDOT-PMU review draft alternatives memo	0%	3 days	Wed 10/9/19	Fri 10/11/19	103	105	NA											
105	PEF revise and submit final alternatives memo	0%	2 days	Mon 10/14/19	Tue 10/15/19	104	116FF	NA											
106	<b>Concurrence Point 2 (CP2): Detailed Study Alternatives (if needed</b>	<b>0%</b>	<b>37 days</b>	<b>Wed 9/11/19</b>	<b>Thu 10/31/19</b>			<b>NA</b>											
107	Request meeting date/provide agenda	0%	1 day	Wed 9/11/19	Wed 9/11/19	83,99	108SS	NA											
108	PEF prepare draft CP2 Package and presentation	0%	10 days	Wed 9/11/19	Tue 9/24/19	107SS	109	NA											
109	NCDOT-PMU/EPU review draft CP2 Package and presentation	0%	3 days	Wed 9/25/19	Fri 9/27/19	108	110	NA											
110	PEF revise and submit final CP 2 Package and presentation	0%	2 days	Mon 9/30/19	Tue 10/1/19	109	111	NA											
111	Distribute CP2 Package to Agencies	0%	1 day	Wed 10/2/19	Wed 10/2/19	110	112FS+10 days	NA											
112	<b>CP2 meeting/Signed CP2 Form</b>	<b>0%</b>	<b>0 days</b>	<b>Wed 10/16/19</b>	<b>Wed 10/16/19</b>	<b>111FS+10 day</b>	<b>113,157,220,14</b>	<b>NA</b>											
113	PEF prepare draft meeting summary	0%	5 days	Thu 10/17/19	Wed 10/23/19	112	114	NA											
114	NCDOT-PMU/EPU review draft meeting summary	0%	3 days	Thu 10/24/19	Mon 10/28/19	113	115	NA											
115	PEF revise and submit final meeting summary	0%	2 days	Tue 10/29/19	Wed 10/30/19	114	116,153	NA											
116	Distribute meeting summary	0%	1 day	Thu 10/31/19	Thu 10/31/19	115,105FF		NA											
117	<b>Technical Studies</b>	<b>0%</b>	<b>484 days</b>	<b>Fri 9/28/18</b>	<b>Wed 8/5/20</b>			<b>NA</b>											
118	<b>Natural Resources Technical Report</b>	<b>0%</b>	<b>185 days</b>	<b>Fri 8/2/19</b>	<b>Thu 4/16/20</b>			<b>NA</b>											
119	PEF prepare and distribute landowner notification	0%	2 days	Fri 8/2/19	Mon 8/5/19	73	120FS+10 days	NA											
120	PEF delineate wetlands and streams	0%	20 days	Tue 8/20/19	Mon 9/16/19	119FS+10 day	121SS,124	NA											
121	PEF conduct field surveys for protected species	0%	20 days	Tue 8/20/19	Mon 9/16/19	120SS	122	NA											
122	PEF prepare Draft NRTR	0%	10 days	Tue 9/17/19	Mon 9/30/19	121	123	NA											
123	NCDOT-EAU review Draft NRTR	0%	15 days	Tue 10/1/19	Mon 10/21/19	122	125,124SS	NA											
124	PEF prepare and submit Draft Preliminary Jurisdictional	0%	10 days	Tue 10/1/19	Mon 10/14/19	123SS,120	127	NA											
125	PEF revise and submit Final NRTR	0%	5 days	Tue 10/22/19	Mon 10/28/19	123	170,126	NA											
126	Prepare WEX File	0%	1 day	Tue 10/29/19	Tue 10/29/19	125	225	NA											
127	NCDOT-EAU review Draft PJD and WEX File	0%	15 days	Tue 10/15/19	Mon 11/4/19	124	128	NA											
128	PEF revise and submit Final PJD	0%	5 days	Tue 11/5/19	Mon 11/11/19	127	129	NA											
129	Distribute JD package to agencies	0%	1 day	Tue 11/12/19	Tue 11/12/19	128	130	NA											
130	Agency Review Time/Conduct JD field visit	0%	30 days	Wed 11/13/19	Tue 12/24/19	129	132,131	NA											
131	Finalize WEX File and prepare WET File	0%	5 days	Wed 12/25/19	Tue 12/31/19	130	225	NA											
132	PEF revise and submit JD package	0%	5 days	Wed 12/25/19	Tue 12/31/19	130	133	NA											
133	Agency Review and Approval of JD package	0%	30 days	Wed 1/1/20	Tue 2/11/20	132	199,263	NA											
134	<b>Endangered Species Coordination (if needed)</b>	<b>0%</b>	<b>185 days</b>	<b>Fri 8/2/19</b>	<b>Thu 4/16/20</b>			<b>NA</b>											
135	Conduct Field Surveys	0%	5 days	Fri 8/2/19	Thu 8/8/19	73	136	NA											
136	Prepare Biological Assessment	0%	5 days	Wed 2/12/20	Tue 2/18/20	135,225	137	NA											
137	NCDOT-EAU review Draft BA	0%	5 days	Wed 2/19/20	Tue 2/25/20	136	138	NA											
138	PEF revise and submit to USFWS for Section 7 Consultation	0%	2 days	Wed 2/26/20	Thu 2/27/20	137	139	NA											
139	Coordination with USFWS	0%	30 days	Fri 2/28/20	Thu 4/9/20	138	140	NA											
140	Document Coordination	0%	5 days	Fri 4/10/20	Thu 4/16/20	139	92,202	NA											
141	<b>Noise Analysis (if needed)</b>	<b>0%</b>	<b>117 days</b>	<b>Thu 10/17/19</b>	<b>Fri 3/27/20</b>			<b>NA</b>											
142	PEF prepare and submit noise analysis workplan to NCDOT-EAU	0%	5 days	Thu 10/17/19	Wed 10/23/19	112	143	NA											
143	PEF conduct field work and No-Build modeling	0%	15 days	Thu 10/24/19	Wed 11/13/19	142	144	NA											
144	PEF prepare and submit Draft Traffic Noise Report	0%	15 days	Wed 2/12/20	Tue 3/3/20	143,225	145	NA											

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Task: █ Milestone: ◆ Project Summary: ▬ External Tasks: ▬ External Milestone: ◆ Inactive Milestone: ◆ Manual Task: █ Manual Summary Rollup: █ Start-only: ▬ Deadline: ▬ Critical Split: ▬

Split: ▬ Summary: ◆ External Milestone: ◆ Inactive Task: ◆ Inactive Summary: ▬ Duration-only: █ Manual Summary: █ Finish-only: ▬ Critical: ▬ Progress: ▬

R-5703 FELIX HARVEY PARKWAY EXTENSION									DRAFT PROJECT SCHEDULE									
ID	Task Name	% Complete	Duration	Start	Finish	Predecessors	Successors	Actual Finish	Half 1, 2018	Half 2, 2018	Half 1, 2019	Half 2, 2019	Half 1, 2020	Half 2, 2020	Half 1, 2021	Half 2, 2021	Half 1, 2022	Half 2, 2022
145	NCDOT-EAU review Draft Traffic Noise Report	0%	10 days	Wed 3/4/20	Tue 3/17/20	144	146	NA										
146	PEF revise and submit Final Traffic Noise Analysis Report	0%	8 days	Wed 3/18/20	Fri 3/27/20	145	170	NA										
147	<b>Archaeological Resources</b>	<b>0%</b>	<b>31 days</b>	<b>Fri 8/2/19</b>	<b>Fri 9/13/19</b>			NA										
148	Coordinate with NCDOT	0%	1 day	Fri 8/2/19	Fri 8/2/19	73,7	149	NA										
149	NCDOT recommends Phase 1 archaeological analysis on	0%	30 days	Mon 8/5/19	Fri 9/13/19	148	170	NA										
150	<b>Historic Architecture Resources</b>	<b>0%</b>	<b>141 days</b>	<b>Fri 8/2/19</b>	<b>Fri 2/14/20</b>			NA										
151	Coordinate with NCDOT and SHPO	0%	1 day	Fri 8/2/19	Fri 8/2/19	73,6	152	NA										
152	Receive historic survey report	0%	60 days	Mon 8/5/19	Fri 10/25/19	151	153	NA										
153	Conduct determination of effects meeting with NCDOT and SHPO	0%	20 days	Thu 10/31/19	Wed 11/27/19	152,115	170,154	NA										
154	Section 106 Consultation (if needed)	0%	30 days	Mon 11/25/19	Fri 1/3/20	153	155	NA										
155	Develop MOA	0%	30 days	Mon 1/6/20	Fri 2/14/20	154	202	NA										
156	<b>Community Impact Assessment (CIA)</b>	<b>0%</b>	<b>30 days</b>	<b>Wed 2/12/20</b>	<b>Tue 3/24/20</b>			NA										
157	PEF prepare and submit Draft CIA	0%	15 days	Wed 2/12/20	Tue 3/3/20	28,20,112,221	158	NA										
158	NCDOT-CS review Draft CIA	0%	10 days	Wed 3/4/20	Tue 3/17/20	157	159	NA										
159	PEF revise and submit Final CIA	0%	5 days	Wed 3/18/20	Tue 3/24/20	158	170	NA										
160	<b>LUSA/Qualitative ICE - (if needed)</b>	<b>0%</b>	<b>30 days</b>	<b>Thu 10/17/19</b>	<b>Wed 11/27/19</b>			NA										
161	PEF prepare and submit Draft LUSA	0%	15 days	Thu 10/17/19	Wed 11/6/19	24,112	162	NA										
162	NCDOT-CS review Draft LUSA	0%	10 days	Thu 11/7/19	Wed 11/20/19	161	163	NA										
163	PEF revise and submit Final LUSA	0%	5 days	Thu 11/21/19	Wed 11/27/19	162	170	NA										
164	<b>Section 4(f) Evaluation (if needed)</b>	<b>0%</b>	<b>50 days</b>	<b>Thu 10/17/19</b>	<b>Wed 12/25/19</b>			NA										
165	Initiate FHWA coordination	0%	5 days	Thu 10/17/19	Wed 10/23/19	112	166	NA										
166	PEF prepare and submit draft 4(f) documentation	0%	15 days	Thu 10/24/19	Wed 11/13/19	165	167	NA										
167	NCDOT-PMU/EPU review draft 4(f) documentation	0%	10 days	Thu 11/14/19	Wed 11/27/19	166	168	NA										
168	PEF revise and submit final 4(f) documentation	0%	5 days	Thu 11/28/19	Wed 12/4/19	167	169	NA										
169	Review of Final Evaluation	0%	15 days	Thu 12/5/19	Wed 12/25/19	168	170	NA										
170	Impact Assessment	0%	5 days	Wed 4/8/20	Tue 4/14/20	163,159,153,173,181,202		NA										
171	<b>Public Meeting #2: Detailed Study Alternatives (if needed)</b>	<b>0%</b>	<b>447 days</b>	<b>Fri 9/28/18</b>	<b>Mon 6/15/20</b>			NA										
172	<b>Project Website</b>	<b>0%</b>	<b>15 days</b>	<b>Wed 4/15/20</b>	<b>Tue 5/5/20</b>			NA										
173	PEF prepare and submit website content	0%	5 days	Wed 4/15/20	Tue 4/21/20	170	174,176SS	NA										
174	NCDOT-PI create website (update website quarterly or as nee	0%	10 days	Wed 4/22/20	Tue 5/5/20	173	187	NA										
175	<b>Newsletter/Postcard #2</b>	<b>0%</b>	<b>18 days</b>	<b>Wed 4/15/20</b>	<b>Fri 5/8/20</b>			NA										
176	PEF prepare and submit draft Newsletter/Postcard #2	0%	5 days	Wed 4/15/20	Tue 4/21/20	173SS	177	NA										
177	NCDOT-PMU/PI review draft Newsletter/Postcard #2	0%	5 days	Wed 4/22/20	Tue 4/28/20	176	178	NA										
178	PEF revise and submit final Newsletter/Postcard #2	0%	3 days	Wed 4/29/20	Fri 5/1/20	177	179	NA										
179	PEF reproduce and distribute Newsletter/Postcard #2	0%	5 days	Mon 5/4/20	Fri 5/8/20	178	187FS+10 days	NA										
180	<b>Public Meeting #2</b>	<b>0%</b>	<b>447 days</b>	<b>Fri 9/28/18</b>	<b>Mon 6/15/20</b>			NA										
181	Submit ETRACS request for Public Meeting #2	0%	1 day	Wed 4/15/20	Wed 4/15/20	170	182	NA										
182	PEF prepare draft public meeting materials (display boards,	0%	10 days	Thu 4/16/20	Wed 4/29/20	181	184	NA										
183	PEF prepare and submit draft public meeting maps	0%	20 days	Fri 9/28/18	Thu 10/25/18		184	NA										
184	NCDOT-PMU/PI review of draft public meeting materials	0%	5 days	Thu 4/30/20	Wed 5/6/20	182,183	185	NA										
185	PEF revise and submit final public meeting materials	0%	3 days	Thu 5/7/20	Mon 5/11/20	184	186	NA										
186	NCDOT-PI post final public meeting materials to project webs	0%	1 day	Tue 5/12/20	Tue 5/12/20	185	187SS+10 days	NA										
187	<b>Hold Public Meeting #2 (and Local Officials Meeting, if neede</b>	<b>0%</b>	<b>0 days</b>	<b>Mon 5/25/20</b>	<b>Mon 5/25/20</b>	<b>186SS+10 day</b>	<b>188,191</b>	NA										
188	Public Meeting #2 Comment Period (2 weeks)	0%	10 days	Tue 5/26/20	Mon 6/8/20	187	189	NA										
189	PEF prepare and submit Public Meeting #2 summary	0%	5 days	Tue 6/9/20	Mon 6/15/20	188	191	NA										
190	<b>Concurrence Point 3/4A (CP3/4A): LEDPA/Avoidance &amp;</b>	<b>0%</b>	<b>37 days</b>	<b>Tue 6/16/20</b>	<b>Wed 8/5/20</b>			NA										
191	Request meeting date/provide agenda	0%	1 day	Tue 6/16/20	Tue 6/16/20	187,189	192SS	NA										
192	PEF prepare draft CP 3/4A Package and presentation	0%	10 days	Tue 6/16/20	Mon 6/29/20	191SS	193	NA										
193	NCDOT-PMU/EPU review draft CP 3/4A Package and presentatic	0%	3 days	Tue 6/30/20	Thu 7/2/20	192	194	NA										
194	PEF revise and submit final CP 3/4A Package and presentation	0%	2 days	Fri 7/3/20	Mon 7/6/20	193	195	NA										
195	Distribute CP 3/4A Package to Agencies	0%	1 day	Tue 7/7/20	Tue 7/7/20	194	196FS+10 days	NA										
196	<b>CP3/4A meeting/Signed CP3/4A Form</b>	<b>0%</b>	<b>0 days</b>	<b>Tue 7/21/20</b>	<b>Tue 7/21/20</b>	<b>195FS+10 day</b>	<b>197,202</b>	NA										
197	PEF prepare draft meeting summary	0%	5 days	Wed 7/22/20	Tue 7/28/20	196	198	NA										
198	NCDOT-PMU/EPU review draft meeting summary	0%	3 days	Wed 7/29/20	Fri 7/31/20	197	199	NA										
199	PEF revise and submit final meeting summary	0%	2 days	Mon 8/3/20	Tue 8/4/20	198,133	200	NA										
200	Distribute meeting summary	0%	1 day	Wed 8/5/20	Wed 8/5/20	199	203	NA										
201	<b>Categorical Exclusion (CE)</b>	<b>0%</b>	<b>78 days</b>	<b>Wed 7/22/20</b>	<b>Fri 11/6/20</b>			NA										
202	PEF prepare and submit Draft CE	0%	15 days	Wed 7/22/20	Tue 8/11/20	196,170,140,203		NA										
203	NCDOT-PMU/EPU review Draft CE	0%	10 days	Wed 8/12/20	Tue 8/25/20	202,200	204	NA										
204	PEF revise and submit Draft CE	0%	5 days	Wed 8/26/20	Tue 9/1/20	203	205	NA										
205	NCDOT Technical Units review Draft CE	0%	10 days	Wed 9/2/20	Tue 9/15/20	204	206	NA										
206	PEF revise and submit Draft CE	0%	5 days	Wed 9/16/20	Tue 9/22/20	205	207	NA										
207	FHWA review Draft CE	0%	10 days	Wed 9/23/20	Tue 10/6/20	206	208	NA										
208	PEF revise and submit Final CE	0%	3 days	Wed 10/7/20	Fri 10/9/20	207	209	NA										
209	Final CE signatures	0%	0 days	Fri 10/9/20	Fri 10/9/20	208	212,215,269	NA										
210	<b>Newsletter/Postcard #3: Preferred Alternative</b>	<b>0%</b>	<b>20 days</b>	<b>Mon 10/12/20</b>	<b>Fri 11/6/20</b>			NA										
211	<b>Project Website</b>	<b>0%</b>	<b>15 days</b>	<b>Mon 10/12/20</b>	<b>Fri 10/30/20</b>			NA										
212	PEF prepare and submit website content	0%	5 days	Mon 10/12/20	Fri 10/16/20	209	213	NA										
213	NCDOT-PI create website (update website quarterly or as nee	0%	10 days	Mon 10/19/20	Fri 10/30/20	212	218	NA										
214	<b>Newsletter/Postcard #3: Preferred Alternative</b>	<b>0%</b>	<b>20 days</b>	<b>Mon 10/12/20</b>	<b>Fri 11/6/20</b>			NA										
215	PEF prepare and submit draft Newsletter/Postcard #2	0%	5 days	Mon 10/12/20	Fri 10/16/20	209	216	NA										
216	NCDOT-PMU/PI review draft Newsletter/Postcard #2	0%	5 days	Mon 10/19/20	Fri 10/23/20	215	217	NA										

Project: 20150913\_R2703 Project

Task Split: Milestone: Summary: Project Summary: External Tasks: External Milestone: Inactive Task: Inactive Milestone: Inactive Summary: Manual Task: Duration-only: Manual Summary Rollup: Manual Summary: Start-only: Finish-only: Deadline: Critical: Critical Split: Progress:

R-5703 FELIX HARVEY PARKWAY EXTENSION								DRAFT PROJECT SCHEDULE										
ID	Task Name	% Complete	Duration	Start	Finish	Predecessors	Successors	Actual Finish	Half 1, 2018	Half 2, 2018	Half 1, 2019	Half 2, 2019	Half 1, 2020	Half 2, 2020	Half 1, 2021	Half 2, 2021	Half 1, 2022	Half 2, 2022
217	PEF revise and submit final Newsletter/Postcard #2	0%	3 days	Mon 10/26/20	Wed 10/28/20	216	218	NA										
218	PEF reproduce and distribute Newsletter/Postcard #2	0%	5 days	Mon 11/2/20	Fri 11/6/20	217,213		NA										
219	<b>Design</b>	<b>0%</b>	<b>562 days</b>	<b>Thu 10/17/19</b>	<b>Fri 12/10/21</b>			NA										
220	PEF prepare and submit Design Criteria	0%	5 days	Thu 10/17/19	Wed 10/23/19	112	221	NA										
221	Design Assumptions	0%	10 days	Thu 10/24/19	Wed 11/6/19	220	222,224	NA										
222	Review of Design Assumptions	0%	10 days	Thu 11/7/19	Wed 11/20/19	221	223	NA										
223	Revise and Resubmit Design Assumptions	0%	5 days	Thu 11/21/19	Wed 11/27/19	222	225	NA										
224	Structural Recommendation Submittal	0%	20 days	Thu 11/7/19	Wed 12/4/19	221	242	NA										
225	15% Plan Submittal	0%	30 days	Wed 1/1/20	Tue 2/11/20	223,126,131	226,157,136,14	NA										
226	Review of 15% Plans Submittal	0%	10 days	Wed 2/12/20	Tue 2/25/20	225	235,227,229	NA										
227	PEF prepare and submit construction quantities and cost estimate	0%	10 days	Wed 2/26/20	Tue 3/10/20	226	228	NA										
228	NCDOT prepare and provide cost estimates for construction,	0%	20 days	Wed 3/11/20	Tue 4/7/20	227	170	NA										
229	PEF submit requests for right of way cost and relocation report	0%	3 days	Wed 2/26/20	Fri 2/28/20	226	230	NA										
230	NCDOT prepare and provide right of way cost and relocation repor	0%	20 days	Mon 3/2/20	Fri 3/27/20	229	170	NA										
231	Traffic Capacity Analysis Report	0%	10 days	Thu 10/17/19	Wed 10/30/19	14,112	232	NA										
232	NCDOT Review of Traffic Capacity Analysis Report	0%	15 days	Thu 10/31/19	Wed 11/20/19	231	233	NA										
233	Revise and Resubmit Traffic Capacity Analysis Report	0%	20 days	Thu 11/21/19	Wed 12/18/19	232	234	NA										
234	NCDOT Final Review Traffic Capacity Analysis Report	0%	10 days	Thu 12/19/19	Wed 1/1/20	233	202	NA										
235	25% Plans Submittal	0%	40 days	Wed 2/26/20	Tue 4/21/20	226	236	NA										
236	Review of 25% Plans Submittal	0%	10 days	Wed 4/22/20	Tue 5/5/20	235	237	NA										
237	Revise and Resubmit 25% Plans	0%	15 days	Wed 5/6/20	Tue 5/26/20	236	238FS+5 days	NA										
238	25% Plan Approval	0%	0 days	Tue 6/2/20	Tue 6/2/20	237FS+5 days	241,242,249,24	NA										
239	Preliminary General Drawings (PGD) Structure Submittal	0%	20 days	Wed 6/3/20	Tue 6/30/20	238	240	NA										
240	Review of PGDs	0%	15 days	Wed 7/1/20	Tue 7/21/20	239		NA										
241	Geotechnical Field Investigation & Reports	0%	90 days	Wed 6/3/20	Tue 10/6/20	238		NA										
242	Hydraulic Redline Plans	0%	60 days	Wed 6/3/20	Tue 8/25/20	238,224	243	NA										
243	Review of Hydraulic Redline Plans	0%	10 days	Wed 8/26/20	Tue 9/8/20	242	244	NA										
244	Revise and Resubmit Hydraulic Redline Plans	0%	10 days	Wed 9/9/20	Tue 9/22/20	243	245,246,247	NA										
245	Review of Hydraulic Redline Plans	0%	5 days	Wed 9/23/20	Tue 9/29/20	244	248FF+10 days	NA										
246	75% Erosion Control Plans	0%	20 days	Wed 9/23/20	Tue 10/20/20	244		NA										
247	Traffic Management Plans (Staging)	0%	20 days	Wed 9/23/20	Tue 10/20/20	244	263	NA										
248	65% Plans Submittal (Roadway, EC, TMP, Structures)	0%	90 days	Wed 6/10/20	Tue 10/13/20	238,245FF+1C250FF+10 days,		NA										
249	Utility Coordination	0%	130 days	Wed 6/3/20	Tue 12/1/20	238	251	NA										
250	Combined Field Inspection	0%	0 days	Tue 10/27/20	Tue 10/27/20	248FF+10 day	251,259	NA										
251	75% Right of Way Plan Submittal	0%	10 days	Wed 12/2/20	Tue 12/15/20	250,249	254,252	NA										
252	75% Right of Way Plan Review	0%	2 days	Wed 12/16/20	Thu 12/17/20	251	253	NA										
253	75% Right of Way Plans for Distribution	0%	3 days	Fri 12/18/20	Tue 12/22/20	252	268FS-40 days	NA										
254	25% Pavement Marking and Signing Submittal	0%	30 days	Wed 12/16/20	Tue 1/26/21	251	255	NA										
255	Review 25% Pavement Marking and Signing Submittal	0%	15 days	Wed 1/27/21	Tue 2/16/21	254	273	NA										
256	<b>Permits</b>	<b>0%</b>	<b>120 days</b>	<b>Wed 10/14/20</b>	<b>Tue 3/30/21</b>			NA										
257	<b>Construction Permits</b>	<b>0%</b>	<b>115 days</b>	<b>Wed 10/14/20</b>	<b>Tue 3/23/21</b>			NA										
258	Prepare Permit Package	0%	10 days	Wed 10/14/20	Tue 10/27/20	248	259	NA										
259	Submit Permits	0%	15 days	Wed 10/28/20	Tue 11/17/20	250,258	260	NA										
260	Agency review and approval	0%	90 days	Wed 11/18/20	Tue 3/23/21	259	261	NA										
261	Permit Approval	0%	0 days	Tue 3/23/21	Tue 3/23/21	260	285	NA										
262	<b>401/404 Permitting</b>	<b>0%</b>	<b>115 days</b>	<b>Wed 10/21/20</b>	<b>Tue 3/30/21</b>			NA										
263	Prepare Permit Package	0%	10 days	Wed 10/21/20	Tue 11/3/20	133,247	264	NA										
264	NCDOT EAU review	0%	10 days	Wed 11/4/20	Tue 11/17/20	263	265	NA										
265	PEF revise Permit Package and submit to agencies	0%	5 days	Wed 11/18/20	Tue 11/24/20	264	266	NA										
266	Agency Review	0%	90 days	Wed 11/25/20	Tue 3/30/21	265	267	NA										
267	Approval of Permit	0%	0 days	Tue 3/30/21	Tue 3/30/21	266		NA										
268	ROW/Utility Authorization	0%	0 days	Wed 10/28/20	Wed 10/28/20	253FS-40 day		NA										
269	ROW Acquisition	0%	185 days	Mon 10/12/20	Fri 6/25/21	209	270,271	NA										
270	Utility Relocation	0%	120 days	Mon 6/28/21	Fri 12/10/21	269	272	NA										
271	ROW Certification	0%	0 days	Fri 6/25/21	Fri 6/25/21	269		NA										
272	Utility Certification	0%	0 days	Fri 12/10/21	Fri 12/10/21	270		NA										
273	90% Signal Plans Submittal	0%	40 days	Wed 2/17/21	Tue 4/13/21	274SF,255		NA										
274	Review 90% Signal Plans	0%	20 days	Wed 12/16/20	Wed 1/13/21	275SF	273SF	NA										
275	Final Signal Plan Submittal	0%	15 days	Wed 1/13/21	Wed 2/3/21	276SF	274SF	NA										
276	Review Final Signal Plans	0%	10 days	Wed 2/3/21	Wed 2/17/21	277SF	275SF	NA										
277	Sealed Signal Plans to NCDOT	0%	10 days	Wed 2/17/21	Tue 3/2/21	286FF-40 day	276SF,278	NA										
278	90% Structure Plan Submittal	0%	30 days	Wed 3/3/21	Tue 4/13/21	277	279	NA										
279	Review of 90% Structure Plans	0%	15 days	Wed 4/14/21	Tue 5/4/21	278	280FF	NA										
280	Structure Final Tracings and All Supporting Data	0%	10 days	Wed 4/21/21	Tue 5/4/21	279FF	281	NA										
281	90% Plan Submittal (Roadway, Hydro, EC, TMP, Utilities, Signals, S	0%	30 days	Wed 5/5/21	Tue 6/15/21	280	282	NA										
282	Review 90% Plans	0%	10 days	Wed 6/16/21	Tue 6/29/21	281	283	NA										
283	100% Plan Submittal	0%	10 days	Wed 6/30/21	Tue 7/13/21	282		NA										
284	<b>Bid Phase</b>	<b>0%</b>	<b>45 days</b>	<b>Wed 3/24/21</b>	<b>Tue 5/25/21</b>			NA										
285	Review of 100% Plans	0%	10 days	Wed 3/24/21	Tue 4/6/21	261	286	NA										
286	Submit Final Plan Package	0%	15 days	Wed 4/7/21	Tue 4/27/21	285	277FF-40 days,2	NA										
287	Advertise	0%	0 days	Tue 4/27/21	Tue 4/27/21	286	288FS+20 days	NA										
288	Let	0%	0 days	Tue 5/25/21	Tue 5/25/21	287FS+20 day		NA										

Project: 20150913\_R2703 Project

Task Split: Milestone Summary: Project Summary: External Tasks: External Milestone: Inactive Milestone: Inactive Summary: Manual Task: Duration-only: Manual Summary Rollup: Manual Summary: Start-only: Finish-only: Deadline: Critical: Critical Split: Progress:

# TASK GUIDANCE AND RESOURCES

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# Scoping Process

<p>Technical Services Project Development Section</p>		<p>Approved: December 10, 2013 Version: 2.3</p>
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## **Purpose**

The Scoping Process provided in this document is intended to give the Project Development Engineer a framework for thoroughly scoping a project without spending an enormous amount of time in intensive data collection that may not be required.

## **Background**

The Council on Environmental Quality regulations (CEQ Sec. 1501.7) defines scoping as the “early and open process for determining the scope of issues to be addressed and for identifying significant issues related to a proposed action.” In addition, part (a) 3 states that this process should identify and eliminate from detailed study the *issues* which are not significant or that were covered under a previous environmental review. On March 6, 2012, CEQ issued a memo ([CEQ memo](#)) discussing the efficiencies in the environmental review process already in place in the regulations. Scoping and the integration of long-range planning and project development are some of the first items pointed out as “basic principles” of NEPA.

NCDOT charged an interdisciplinary team with reducing the time between the start of a project and ROW acquisition. The Streamlining Team determined that the early planning phase of a project offered an opportunity to get a more informed start by relying initially on the information gathered in the Comprehensive Transportation Plan (CTP) Process and GIS level data. The Team felt that effective scoping is critical for developing a project, and it was important to provide a framework that lends consistency to NCDOT’s approach while allowing flexibility to customize to specific project needs. In February 2012, the NCDOT Director of Preconstruction issued a memo ([Project Development Streamline Initiative - Scoping Implementation memo](#)) notifying staff that the scoping approach as defined under the streamlining initiative is mandatory for all R, U, I and W projects managed by the central Raleigh offices.

## **Definitions**

Internal Scoping – the range of communications, coordination and collaborative actions conducted to orient transportation personnel to a project, identify potential issues, and serve as the framework for strategically planning the efficient and effective development of the project. Transportation personnel typically include representation from NCDOT business units, FHWA, MPOs/RPOs, and transportation planning personnel from cities or local communities.



External Scoping – the range of communication, coordination and collaboration actions conducted to orient and involve personnel and organizations outside of the transportation discipline to a transportation project. This phase of scoping serves to integrate their input and expertise into the plan for a project’s development. The audience includes the state and federal regulatory and environmental resource agencies, especially those engaged in the Merger Process. This audience does not include the general public.

### ***Responsibilities***

The roles and responsibilities for the various project team members are mentioned throughout this procedure. In general, it is the responsibility of each team member to adequately prepare for and participate in the scoping process by providing existing information that is readily available about the project area or draw on past project experience in the area with regards to trends, attitudes, and specific issues. NOTE: There will be projects where there is very little existing data and experience.

### ***Procedures***

#### **Internal Scoping**

The purpose of Internal Scoping (formerly called Project Initiation) is to orient transportation personnel within NCDOT, FHWA, and local planning organizations (i.e. MPOs/RPOs) to a project and reach a consensus on the need for and purpose of the project, potential project issues, and a plan for moving the project forward. Internal Scoping occurs before substantial investment of time and money has been made on a project. Internal Scoping is an opportunity for participants to:

- Transfer known information and project history developed during long range planning studies
- Understand the problem(s) that the project is addressing.
- Understand the relevant context and background concerning the problem.
- Exchange known information concerning the project area
- identify questions, concerns, major constraints or issues that may influence the project decisions
- Identify an initial list of potential issues that will affect decisions made about the problem and potential resolutions.
- Examine potential solutions for the problem including the recommended alternative from the long range plan, which is a pre-NEPA alternative, best professional assessment for the CTP.
- Discuss the project’s schedule
- SEPA/NEPA class of action and potential status as a merger project.
- Identify and plan actions, assignments, and timeframes for moving the project forward through further scoping and engaging partners from other organizations.

The section below provides guidance for holding an internal scoping meeting. The discussion covers the following basic topics:

- Scheduling scoping meetings
- Information sent prior to meetings
- Meeting preparation
- Conducting the Meeting (agenda topics)
- Potential Meeting Results and outcomes
- Meeting Minutes

### **Scheduling an Internal Scoping Meeting:**

The Project Development Engineer (PDE) should:

- Begin planning the Internal Scoping Meeting 6-8 weeks before the desired meeting date.
- Communicate (either by phone or e-mail) with each branch or unit, if necessary, to verify the representative who will be attending the meeting and add the meeting to the NCDOT electronic calendar for each participant.
- Place all meeting materials in Project Store and notify James Tortorella; he will place the same materials on the website located at <http://207.4.62.65/PDEA/MergerMeetings/>. The website will allow non-NCDOT internal scoping participants, such as FHWA and MPOs/RPOs, to access the information.

The list of recommended attendees can be found by clicking here - [NCDOT Internal Scoping Distribution List](#). It is encouraged that one representative per unit be involved. When in doubt about units that should attend, the PDE should talk with the unit(s) in question and determine if they need to attend the meeting.

### **Information to Send Prior to the Meeting:**

Send scoping information to attendees a minimum of 4 weeks before the meeting. The information that is sent should be existing data that is readily available or takes very little time and effort to produce. Always send the following:

- [Internal Scoping Meeting Letter](#)
- Vicinity Map
- [Internal Scoping Meeting Roles and Responsibilities](#)
- Environmental Features Map

Information that *may be* provided as well, if available and applicable, includes:

- Project photos (with captions or labeling)
- Feasibility Studies
- Problem Statement from TPB (we should be currently receiving these, as of November 2013)
- Various reports from TPB such as the Alternatives Scenario Analysis report, Community Understanding Report, etc. (as of November 2013, we are not routinely receiving these, but we will in the future)
- Any mapping from the CTP/LRTP/Feasibility Study showing alternatives considered in long range planning
- Traffic data used in long range planning (Do not ask or request traffic forecasts at this point.)

TPB and Project Development share the responsibility in transferring this information. TPB's responsibility is to provide what they have in response to the internal scoping invitation; if TPB doesn't have anything, they should let the PDE know this. The PDE's responsibility is to contact TPB to retrieve any existing information.

### **Meeting Preparation:**

NCDOT Division staff, Roadway Design Staff, TPB staff, and MPO/RPO staff will play a key role at the internal scoping meeting. The first step for the PDE is to contact the TPB Regional Group Supervisor responsible for that area to identify a TPB Engineer who will serve as the point of contact for the project. The PDE and the TPB Engineer should identify the appropriate representatives from the MPO/RPO for the project and include

them in any meetings or discussions to prepare for internal scoping. The PDE, the TPB Engineer, MPO/RPO representatives, and any others as needed (e.g. Division personnel) will meet to discuss what data (including traffic data) is available from the CTP and map out the background and project history section of the agenda).

It is important to coordinate with the Division staff to get any background information and project history they may have, including efforts taken to solve the problem in the past. Project Development, TPB, MPO/RPO and the Division should plan the topics and messages that each one will deliver at the meeting.

### **Conducting the Meeting (Agenda Topics):**

It is important to have a meeting agenda.

Below is an outline of the types of agenda topics for the Internal Scoping meeting. This list is not exhaustive and the topics you discuss at the Internal Scoping meeting will be project dependent. It is important, however, to always start by establishing an understanding of the transportation problem that the project concerns. This meeting is part education and part work/planning session. It is not expected that participants conduct exhaustive research or field work to prepare for the meeting. Rather, participants can help provide information that is readily available about the project area or draw from past project experience in the area. An outline of a sample meeting agenda can be found by clicking [HERE](#). Examples of the type of information or questions that should be covered under each topic are provided in the [Scoping Guidance](#).

### **Potential Meeting Results/Outcomes:**

The outcomes of an internal scoping meeting will depend on the nature and complexity of the specific transportation project. In addition to the items on the sample agenda, you may have some information or direction on the following topics:

- Purpose and Need. (Is it well supported?)
- Key issues and topics, and their associated data needs, which most influence the direction of the project and/or require the most time and effort from staff.
- The project's likely Merger status and a plan for Merger Screening. (e.g. Should the PDE call the USACE and DWQ reps?)
- Realistic project schedule and strategy for moving forward
- Opportunities for streamlining the project development process for this particular project
- Immediate next steps/actions based on meeting discussion and due dates/deadlines for completing those actions.
- Identify when external scoping should be conducted and which regulatory and environmental resource agencies should be involved. Identify who from NCDOT should attend an external scoping meeting, based on anticipated issues or topics where expertise or support is needed.
- Identify the potential target month for the external scoping meeting and make everyone aware of the [Merger Days](#) for that month for the pertinent region. The people at the internal scoping meeting who will also attend the external scoping meeting should hold these days open until the exact meeting day and time is established (approximately 3 weeks in advance of the meeting). The target month should consider the actions identified during internal scoping and the time needed to complete those, especially if resolution of those actions is critical for conducting external scoping.

## **Finalized Meeting Summary**

Ensure that final meeting materials (including any revisions) are in Project Store. Prepare and submit meeting summary within 2 weeks after the meeting. Remember that the meeting minutes are not intended to be a transcript of the meeting, but a summary of issues discussed, decisions made, and next steps for the project team. Enlist someone from your group to take notes during the meeting so that you are free to facilitate. Consider having a flip chart/easel available so that key issues, decisions, actions, etc. can be recorded. All of these tools will help make producing meeting minutes less tedious. The meeting minutes will serve as “to dos” for the NCDOT Business Units and the MPO/RPO representatives in preparation for External Scoping. Finalized meeting summary should be stored in the appropriate folder in Project Store.

## **Start of Study Letters**

The Start of Study Letter is used to inform agencies or other stakeholders whom NCDOT *does not normally coordinate with* about the start of the project development phase. The letter invites their comments as well as offering them a chance to request to be involved throughout the life of the project. The Start of Study letter is sent to the NCDOT Board of Transportation member that represents the project area. The Start of Study letter has a limited audience depending on the project.

The Start of Study letter is **not** sent to internal NCDOT units, the State Environmental Review Clearinghouse, or the resource agencies that normally comprise the project team.

## **External Scoping**

The purpose of External Scoping (formerly Scoping Meeting) is to begin early coordination efforts with resource agencies and other stakeholders. Only NCDOT staff that is needed to assist in explaining information at the meeting should attend. During the Internal Scoping Meeting, or shortly thereafter, it will be determined and confirmed what NCDOT staff needs to attend the External Scoping Meeting. The external scoping meeting should provide an opportunity to acquaint our agency partners with the project by providing background and history, known information about the project area, and the purpose and need for the project. The agency representatives will bring information about their particular resource and any potentially significant issues or concerns to the meeting to discuss.

The following section is intended to give the PDE a framework for an External Scoping Meeting.

The discussion covers the following basic topics:

- Scheduling scoping meetings
- Information sent prior to meetings
- Meeting preparation
- Conducting the Meeting (agenda topics)
- Potential Meeting Results and outcomes
- Meeting Minutes

## **Scheduling an External Scoping Meeting**

- External scoping meetings should be held on Merger Meeting days, if possible.

- PDE requests a slot for the external scoping meeting from the PDEA Concurrence Meeting Coordinator in the same format as a Merger Meeting request.
- PDE provide the Concurrence Meeting Coordinator with a list of *all* attendees, as determined through internal scoping.

### Information to Send Prior to Meeting

- The PDE will prepare an External Scoping letter and “packet”. The packet will consist of:
  - [Scoping Cover Letter](#)
  - [Project Data Sheets](#) (formerly Scoping Sheets)
  - Vicinity Map
  - Environmental Features Map
  - Feasibility Study (If available)
  - Draft Purpose and Need statement
  - Any other pertinent information to assist attendees in preparing for the meeting
- The PDE will put the letter/packet on Project Store and the website at least 3 weeks in advance of the external scoping meeting. Provide the Project Store link to the Concurrence Meeting Coordinator so he can post the letter/packet on the website (<http://207.4.62.65/PDEA/MergerMeetings/>). Please make a pdf of mapping files at the appropriate size and scale to reduce storage size.
- The Concurrence Meeting Coordinator will send all invitees (NCDOT and agency) an electronic calendar meeting invitation with a link to the external scoping letter/packet a minimum of 3 weeks before the external scoping meeting. The PDE has the option of emailing or sending a hardcopy of the external scoping letter and packet as needed.

### Meeting Preparation:

After the internal scoping meeting, the PDE will continue to coordinate with the appropriate staff on the external scoping meeting agenda. The PDE may work on information that will be needed for the meeting such as a draft Purpose and Need Statement and an updated Environmental Features Map. The PDE should also contact the other Merger primary signatory agencies (FHWA, NCDENR, and USACE) to initiate Merger Screening, as appropriate.

If information gained from internal scoping indicates that the project will follow Merger *and* the P&N is straight forward and well supported, then you may choose to hold a combined External Scoping/CP1 meeting. This type of meeting must be clearly stated in the meeting invitation so that all attendees are aware. It is also important to coordinate with the USACE representative in advance. Obtaining Concurrence Point 1 is NOT a goal of the External Scoping Meeting, and you do not have to finalize whether the project will follow the Merger Process *before* the external scoping meeting. The discussion at the external scoping meeting should help resolve the project’s Merger status.

Each attendee is responsible for studying the Scoping Packet ahead of the meeting date. Agency representatives are responsible for researching their resources and gathering data on possible constraints and issues of relevance in the project area. Although basic data is available by GIS, agency representatives should add insight based on their expertise and experience. NCDOT staff should review the packet, even if they attended the Internal Scoping Meeting, for revisions or updated information on the project.

If the attendees have questions about the data in the Scoping Packet or the project in general, they are responsible for contacting the Project Development Engineer to discuss **before the meeting**.

### **Conducting the Meeting (agenda topics):**

It is important to have a meeting agenda. The basic agenda for an external scoping meeting is very similar to that used during Internal Scoping. The primary difference is that resource agencies are providing their information, perspective and input on the project and potential issues. That input will influence how the project moves forward. Agenda topics could cover:

- Orientation to the Project Problem and History
- Discuss and understand the project area's human and natural resources/features
- Identify known data, issues, constraints, questions and possible data needs based on the issues
- Discuss potential solutions
- Develop next steps and actions, which would likely include when and how to begin external scoping with the agencies

This list of agenda topics carries the discussion from understanding the project purpose and need to potential alternatives or solutions. However not all meetings may get to the point of discussing potential solutions.

The PDE must tailor the meeting discussion to the specific project. This guidance is not intended to be used as an exhaustive checklist of every topic that must be discussed. The [Scoping Guidance](#) offers questions that the PDE can use during the meeting to assess the value of moving forward to the next major topic.

### **Potential Meeting Results/Outcomes**

The exact outcomes will depend on the nature and complexity of the specific transportation project. Work to obtain information or direction on the following topics:

- Any issues with the project purpose and need
- Other issues that will be critical to the project
- Data and methodology needs for those issues
- Agencies that need to be on the project team
- Specific actions items with target dates (based on issues, questions raised)
- Project's status in the Merger Process
- Next steps, strategies, and overall schedule (Merger CP meeting? Public Involvement? Field work?)

### **Meeting Summary**

See Internal Scoping. Be sure to email minutes to meeting attendee no later than 2 weeks after the meeting.

### **Other Notifications**

- If it is determined that your project will require a federal EIS, please file a Notice of Intent with the Federal Register. Coordinate with the appropriate FHWA Pre-construction and Environment Engineer/Specialist for the actual filing.
- If a federal EIS or a state EIS is required, you have the option to submit a notice of scoping to State Environmental Review Clearinghouse (ref: 01 NCAC 25.0602)

**Contacts**

- For suggestions to change this procedure contact: For questions about performing this procedure contact: PDProcedures@ncdot.gov
- Procedure authors: Karen Capps, NCDOT, and Donna Dancausse, FHWA, with contribution and review from NCDOT PDEA Section Heads and Group Leaders, NCDOT Transportation Planning Branch’s Technical Services Unit Head, and FHWA Pre-construction and Environment Director

<b>Record of Revision</b>		
<b>Version #</b>	<b>Reason for Revision</b>	<b>Revision Date</b>
2.1	Revised personnel listed within procedure	5/6/2015
2.2	Revised links	7/14/2015
2.3	Removed PDEA designation, updated links, and revised personnel.	4/25/2016

**Documentation Requirements and Approval Procedures  
for Federal-Aid Projects Classified as Categorical Exclusions**

US Department of Transportation  
Federal Highway Administration  
North Carolina Division Office

and

North Carolina Department of Transportation

Approved:

1/27/17  
Date



Michael L. Holder, PE, Chief Engineer  
NCDOT, Division of Highways

1/27/17  
Date



John F. Sullivan, III, PE, Division Administrator  
Federal Highway Administration



# **PROGRAMMATIC AGREEMENT**

## **BETWEEN THE FEDERAL HIGHWAY ADMINISTRATION, NORTH CAROLINA DIVISION AND THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION REGARDING THE PROCESSING OF ACTIONS CLASSIFIED AS CATEGORICAL EXCLUSIONS FOR FEDERAL-AID HIGHWAY PROJECTS**

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**THIS PROGRAMMATIC AGREEMENT (“Agreement”) made and entered into this 27th day of January 2017, by and between the FEDERAL HIGHWAY ADMINISTRATION, UNITED STATES DEPARTMENT OF TRANSPORTATION (“FHWA”) and the STATE of North Carolina, acting by and through its North Carolina Department of Transportation (“NCDOT”) hereby provides as follows:**

### **WITNESSETH:**

**Whereas**, the National Environmental Policy Act of 1969 (NEPA), 42 U.S.C. § 4321 et seq., and the Regulations for Implementing the Procedural Provisions of NEPA (40 CFR parts 1500-1508) direct Federal agencies to consider the environmental impacts of their proposed major Federal actions through the preparation of an environmental assessment (EA) or environmental impact statement (EIS) unless a particular action is categorically excluded;

**Whereas**, the Federal Highway Administration’s (FHWA) distribution and spending of Federal funds under the Federal-aid Highway Program and approval of actions pursuant to Title 23 of the U.S. Code are major Federal actions subject to NEPA;

**Whereas**, the Secretary of Transportation has delegated to FHWA the authority to carry out functions of the Secretary under NEPA as they relate to matters within FHWA’s primary responsibilities (49 CFR 1.81(a)(5));

**Whereas**, the FHWA’s NEPA implementing procedures (23 CFR part 771) list a number of categorical exclusions (CE) for certain actions that FHWA has determined do not individually or cumulatively have a significant effect on the human environment and therefore do not require the preparation of an EA or EIS (23 CFR 771.117(c)-(d));

**Whereas**, the NCDOT is a State agency that undertakes transportation projects using Federal funding received under the Federal-aid Highway Program and must assist FHWA in fulfilling its obligations under NEPA for NCDOT projects (23 CFR 771.109);

**Whereas**, Section 1318(d) of the Moving Ahead for Progress in the 21st Century Act (MAP-21), Pub. L. 112-141, 126 Stat. 405 (July 6, 2012), allows FHWA to enter into programmatic agreements with the states that establish efficient administrative procedures for carrying out environmental and other required project reviews, including agreements that allow a state to determine whether a project qualifies for a CE on behalf of FHWA;

**Whereas**, the FHWA developed regulations implementing the authorities in section 1318(d), effective November 6, 2014 (23 CFR 771.117(g));

**Whereas**, the FHWA and NCDOT have designated additional CEs for the State and identified them in this programmatic agreement pursuant to Section 1315 of the Fixing America’s Surface

Transportation (FAST) Act, Pub. L. 114-94, 129 Stat. 1312 (Dec. 4, 2015), 40 CFR 1508.4 and 23 CFR 771.117(g);

**Now, therefore**, the FHWA and NCDOT enter into this Agreement for the processing of categorical exclusions.

### ***I. Parties***

The Parties to this Agreement are the FHWA and the NCDOT.

### ***II. Purpose***

FHWA regulations address three classes of actions: Environmental Impact Statement - EIS; Categorical Exclusion - CE; and Environmental Assessment - EA. The purpose of this document is to define documentation requirements and approval procedures for Federal-aid projects funded by the FHWA in North Carolina that are classified as a CE. This Agreement also authorizes NCDOT to either approve or certify CEs that meet requirements under Section V of this agreement, and identifies reporting requirements under Section VII.

### ***III. Authorities***

This Agreement is entered into pursuant to the following authorities:

- A. National Environmental Policy Act, 42 U.S.C. § 4321 et seq.
- B. Moving Ahead for Progress in the 21st Century Act, Pub. L. 112-141, 126 Stat. 405, Sec. 1318(d) (July 6, 2012)
- C. Fixing America's Surface Transportation Act, Pub. L. 114-94, 129 Stat. 1312, Sec. 1315 (Dec. 4, 2015)
- D. 40 CFR parts 1500 - 1508
- E. DOT Order 5610.1C
- F. 23 CFR 771.117

### ***IV. CE Documentation Types***

Projects that qualify as a CE may be processed with the following documentation types:

**Type I(A) (Appendix A):** These are primarily activities listed under 23 CFR 771.117(c) that do not meet or exceed threshold criteria identified in Appendix C.

**Type I(B) (Appendices A and C):** Similar to Type I(A) projects, these actions primarily involve activities listed under 23 CFR 771.117(c). However, threshold criteria identified in Appendix C are met or exceeded.

**Type II(A) (Appendix B):** These actions may be designated as CEs and are primarily activities listed under 23 CFR 771.117(d) that do not meet or exceed threshold criteria identified in Appendix C.

**Type II(B) (Appendices B and C):** Similar to Type II(A) projects, these actions primarily involve activities listed under 23 CFR 771.117(d). However, threshold criteria identified in Appendix C are met or exceeded.

**Type III (Appendix D):** These are actions not identified as Type I or II as described above. This includes, but is not limited to, highway widening projects that add an additional through lane (automobile capacity increases) or modify an interchange access point.

## V. Responsibilities

A. NCDOT is responsible for:

1. Ensuring the following process is completed for each project that qualifies for a CE:
  - (a) For actions qualifying for a CE listed in Appendix A (CEs established in 23 CFR 771.117(c)) and Appendix B (CEs established in 23 CFR 771.117(d)), that do not exceed the thresholds listed in Appendix C, the NCDOT may make a CE approval on behalf of FHWA. The NCDOT will identify the applicable listed CE; ensure any conditions or constraints are met; verify that unusual circumstances do not apply; address any and all other environmental requirements; and complete the review with a signature evidencing approval. No separate review or approval of the CE by FHWA is required.
  - (b) Actions listed in Appendices A and B that exceed the thresholds listed in Appendix C may not be approved by the NCDOT. The NCDOT may certify to FHWA that the action qualifies for a CE. These certified actions require review and approval by FHWA.
  - (c) The NCDOT may not approve actions not specifically listed as CEs in 23 CFR 771.117, but meet the requirements of a CE under 40 CFR 1508.4 and 23 CFR 771.117(a). Instead, the NCDOT shall certify that an action will not result in significant environmental impacts if the NCDOT concludes that the action qualifies for a CE and the action does not involve unusual circumstances that warrant the preparation of an EA or EIS. These certified actions require review and approval by FHWA.
    - (i) NCDOT shall provide a copy of the CE documentation prepared for the action(s) in accordance with Section VI of this Agreement.
    - (ii) If any project requires a Section 4(f) *de minimis* determination, or programmatic or individual evaluation and approval by FHWA, the NCDOT shall submit the 4(f) documentation.
    - (iii) The FHWA Division Office's objection to a NCDOT certification may not constitute a disapproval of the action, but signifies that FHWA will need to engage with NCDOT to confirm the NEPA Class of Action, which may include consultation with other agencies.
    - (iv) The NCDOT may request notice to proceed with final design, acquisition of right of way, or construction from FHWA once the CE has been approved by the NCDOT or FHWA, as specified above.
  - (d) A public involvement process is applicable for CEs. The NCDOT will determine the level of public involvement necessary on a project-by-project basis. Public meetings and/or contact with local civic groups and citizens may be appropriate for a project classified as a CE.
2. Providing a list of approved and/or certified actions, pursuant to this Agreement to the FHWA Division office annually and by no later than February 1. The list of actions approved and/or certified will contain the following information:
  - (a) The NCDOT project number and a project name: the federal aid number (if applicable); and the route number and/or facility name where the project will occur.
  - (b) Identify the CE action listed in the regulation, or if the action is not listed in 23 CFR 771.117, identify the project as "CE not categorized."
  - (c) Consultations or technical analyses that are pending (if applicable); and
  - (d) Whether the project included a 4(f) *de minimis*, programmatic, or individual evaluation.

3. Consulting with FHWA for actions that involve unusual circumstances (23 CFR § 771.117(b)), to determine the appropriate NEPA Class of Action for environmental analysis and documentation. The NCDOT may decide or FHWA may require additional studies to be performed prior to making a CE approval, or the preparation of an EA or EIS.
  4. Meeting applicable documentation requirements in Section VI and applicable approval and reevaluation requirements in Section VII for both CE approvals made by NCDOT on FHWA's behalf and NCDOT CE certifications to FHWA as well as applicable quality assurance/quality control, monitoring, and performance requirements in Section VIII.
  5. Relying only upon qualified NCDOT staff to make CE approvals or certifications submitted to FHWA under this agreement. The NCDOT may not delegate its responsibility for CE approvals or certifications to third parties (i.e., consultants, local government staff, and other State agency staff).
- B. The FHWA is responsible for:
1. Providing timely advice and technical assistance on CEs to the NCDOT, as requested.
  2. Providing timely input and review of certified actions. FHWA will base its approval of CE actions on the project documentation and certifications prepared by NCDOT under this Agreement.
  3. Overseeing the implementation of this Agreement in accordance with the provisions in Section VIII, including applicable monitoring and performance provisions.

**VI. Documentation of NCDOT CE Approvals and Certifications**

- A. For State CE approvals and State CE certifications to FHWA for approval, the NCDOT shall ensure that it fulfills the following responsibilities for documenting the project-specific determinations made:

For actions listed in Appendices A and B, the NCDOT shall: identify the applicable action; ensure any conditions specified in FHWA regulations are met; verify that unusual circumstances do not apply; address all other environmental requirements; and complete the review of documentation (Categorical Exclusion Action Classification Form, included in Appendix E) with a signature by a qualified NCDOT employee evidencing approval.

- B. The NCDOT should maintain a project file for CE approvals it makes on FHWA's behalf and each CE submitted to FHWA for approval. This record should include at a minimum:
1. Any checklists, forms, or other documentation and exhibits that summarize the consideration of project effects and unusual circumstances;
  2. A summary of public involvement complying with the requirements of NCDOT's current process;
  3. Any stakeholder communication, correspondence, consultation, or public meeting documentation;
  4. The name and title of the CE approver and the date of NCDOT's approval or FHWA's final approval;
  5. For cases involving re-evaluations, any documented re-evaluation (when required) or a statement that a re-evaluation was completed for the project (when documentation is not necessary).
- C. Any electronic or paper project records maintained by the NCDOT should be provided to FHWA at their request. The NCDOT should retain those records, including all letters

and comments received from governmental agencies, the public, and others for a period of no less than three (3) years after completion of project construction. This 3-year retention provision does not relieve NCDOT of its project or program recordkeeping responsibilities under 2 CFR § 200.333 or any other applicable laws, regulations, or policies.

## **VII. NEPA Approvals and Consultations**

- A. NCDOT's approval of CEs listed in Appendix A and B and certification of CEs submitted to the FHWA Division Office for individual approval has only been delegated to and may only be made by qualified NCDOT staff.

A consultation is a brief review that the Categorical Exclusion is valid or that additional analysis is required. In accordance with 23 CFR 771.129, consultations are required if more than one year has elapsed between approval of the CE and right of way authorization and/or construction authorization. NCDOT shall reevaluate its determinations and certifications for any of the following three scenarios:

1. For ground-disturbing Type I and Type II CEs where no FHWA approval was previously required, NCDOT will determine if any of the seven threshold criteria identified in Appendix C that were previously not met or exceeded are now met or exceeded. If there is no change, NCDOT will document as a memo to the project file. If thresholds have been met or exceeded, NCDOT will prepare and certify the consultation form for FHWA approval.
  2. For Type I and Type II CEs where FHWA approval was previously required, NCDOT will certify the determination that a CE is still appropriate to the project file. However, if an individual 4(f) is required, or an additional threshold(s) has been met or exceeded, NCDOT will prepare and certify the consultation form for FHWA approval.
  3. For Type III CEs, NCDOT shall prepare and certify a consultation form for FHWA approval.
- B. Regardless of the need to prepare a written consultation for projects processed as CEs, the qualified NCDOT representative(s) is responsible for performing two tasks:
1. Updating the project's involvement with Threatened and Endangered species, as per the current U. S. Fish and Wildlife Service list for North Carolina (as Section 7 requirements must be fulfilled, per the current species list, prior to right of way or construction authorization by FHWA);
  2. Reviewing the list of environmental commitments contained in the Categorical Exclusion Action Classification Form and coordinating with the appropriate design and/or construction individuals to ensure that these environmental commitments have been incorporated into the project.

## **VIII. Quality Assurance/Quality Control, Monitoring & Performance**

- A. NCDOT Quality Assurance & Quality Control (QA/QC)
1. The NCDOT agrees to carry out regular QA/QC activities to ensure that its CE approvals and CE submissions to FHWA for approval are made in accordance with applicable laws and this Agreement. It is anticipated that reviews will take place for each highway division and unit that prepare CEs. NCDOT will develop sampling procedures and process improvement criteria. This program will include a sampling of NCDOT Division and other NCDOT units for 10 percent of Type I, 10 percent of Type II, and 10 percent of Type III CEs.
  2. NCDOT QA/QC activities will include an annual review to evaluate CEs signed under this agreement that did not require FHWA signature. NCDOT will record the

number and types of CEs signed. NCDOT will conduct and summarize QA/QC results for each division and unit, as applicable. NCDOT will also document any issues and corrective actions that have taken place as a result of the QA/QC review.

**B. NCDOT Performance Monitoring and Reporting**

1. The FHWA and NCDOT should cooperate in monitoring performance under this Agreement and work to assure quality performance.
2. The NCDOT shall submit annually, by February 1<sup>st</sup>, to FHWA (electronically or hard copy) a report summarizing its performance under this Agreement. The NCDOT shall report on the number of Type I (A and B), Type II (A and B), and Type III CEs in addition to documenting the start (PE funding authorized) and completion dates (CE signature date).
3. The Annual report will also identify reviews conducted, areas where improvements are identified, and what measures NCDOT is taking to implement those improvements. The report will include a description of actions taken by NCDOT as part of its quality control efforts under Section VIII.

**C. FHWA Oversight and Monitoring**

1. Monitoring by FHWA will include consideration of the technical competency and organizational capacity of NCDOT, as well as NCDOT's performance of its CE processing functions. Performance considerations include, without limitation, the quality and consistency of NCDOT's CE approvals, CE submissions to FHWA for approval, adequacy and capability of NCDOT staff and consultants, and the effectiveness of NCDOT's administration of its internal CE approvals.
2. FHWA will conduct one or more program reviews as part of its oversight activities during the term of this Agreement. NCDOT shall prepare and implement a corrective action plan to address any findings or observations identified in the FHWA review. NCDOT should draft the corrective action plan within 60 days of FHWA finalizing its review. The results of that review and corrective actions taken by NCDOT shall be considered at the time this Agreement is considered for renewal.
3. Nothing in this Agreement prevents FHWA from undertaking other monitoring or oversight actions, including audits, with respect to NCDOT's performance under this Agreement. The FHWA may require NCDOT to perform other quality assurance activities, including other types of monitoring, as may be reasonably required to ensure compliance with applicable Federal laws and regulations.
4. The NCDOT agrees to cooperate with FHWA in all oversight and quality assurance activities.

**IX. Amendments**

If the parties agree to amend this Agreement, then FHWA and NCDOT may execute an amendment with new signatures and dates of the signatures. The term of the Agreement shall remain unchanged unless otherwise expressly stated in the amended Agreement.

**X. Term, Renewal, and Termination**

- A. This Agreement shall have a term of five (5) years, effective on the date of the last signature. The NCDOT shall post and maintain an executed copy of this Agreement on its website, available to the public.
- B. This Agreement is renewable for additional five (5) year terms if NCDOT requests renewal and FHWA determines that NCDOT has satisfactorily carried out the provisions of this Agreement. In considering any renewal of this Agreement, FHWA will evaluate

the effectiveness of the Agreement and its overall impact on the environmental review process.

- C. The effective date of this Agreement is the date of its signature with any CE approvals finalized three(3) months after that time being subject to the terms of this agreement.
- D. Either party may terminate this Agreement at any time only by giving at least 30 days written notice to the other party.
- E. Expiration or termination of this Agreement shall mean that the NCDOT is not able to make CE approvals on FHWA's behalf.

Execution of this Agreement and implementation of its terms by both parties provides evidence that both parties have reviewed this Agreement and agree to the terms and conditions for its implementation. This Agreement is effective upon the date of the last signature.

## Appendix A: Type I(A) Actions classified as Categorical Exclusions in 23 CFR 771.117(c)

### Actions determined by CEQ & FHWA to be classified as Categorical Exclusions:

#### Type I Actions

These actions (23 CFR 771.117(c) and other similar actions) were pre-approved by the FHWA because they are minor and, based on past experience with similar actions, do not involve significant impacts. They normally do not require any further NEPA approval by the FHWA. No further NEPA documentation is required except for completion of the Categorical Exclusion Action Classification included in Appendix E.

1. Activities which do not involve or lead directly to construction (program activities), such as planning and research activities; grants for training; engineering to define the elements of a proposed action or alternatives so that social, economic, and environmental effects can be assessed; and Federal-aid system revisions which establish classes of highways on the Federal-aid highway system.
2. Approval of utility installations along or across a transportation facility.
3. Construction of bicycle and pedestrian lanes, paths, and facilities.
4. Activities included in the State's "highway safety plan" under 23 USC 402.
5. Transfer of Federal lands pursuant to 23 U.S.C. 107(d) and/or 23 U.S.C. 317 when the land transfer is in support of an action that is not otherwise subject to FHWA review under NEPA.
6. The installation of noise barriers or alterations to existing publicly owned buildings to provide for noise reduction.
7. Landscaping.
8. Installation of fencing, signs, pavement markings, small passenger shelters, traffic signals, and railroad warning devices where no substantial land acquisition or traffic disruption will occur.
9. The following actions for transportation facilities damaged by an incident resulting in an emergency declared by the Governor of the State and concurred in by the Secretary, or a disaster or emergency declared by the President pursuant to the Robert T. Stafford Act (42 U.S.C. 5121):
  - a) Emergency repairs under 23 U.S.C. 125; and
  - b) The repair, reconstruction, restoration, retrofitting, or replacement of any road, highway, bridge, tunnel, or transit facility (such as a ferry dock or bus transfer station), including ancillary transportation facilities (such as pedestrian/bicycle paths and bike lanes), that is in operation or under construction when damaged and the action:
    - i) Occurs within the existing right-of-way and in a manner that substantially conforms to the preexisting design, function, and location as the original (which may include upgrades to meet existing codes and standards as well as upgrades warranted to address conditions that have changed since the original construction); and
    - ii) Is commenced within a 2-year period beginning on the date of the declaration.
10. Acquisition of scenic easements.
11. Determination of payback under 23 CFR Part 480 for property previously acquired with Federal-aid participation.
12. Improvements to existing rest areas and truck weigh stations.
13. Ridesharing activities.
14. Bus and rail car rehabilitation.
15. Alterations to facilities or vehicles in order to make them accessible for elderly and handicapped persons.
16. Program administration, technical assistance activities, and operating assistance to transit authorities to continue existing service or increase service to meet routine changes in demand.

17. The purchase of vehicles by the applicant where the use of these vehicles can be accommodated by existing facilities or by new facilities which themselves are within a CE.
18. Track and rail bed maintenance and improvements when carried out within the existing right of way.
19. Purchase and installation of operating or maintenance equipment to be located within the transit facility and with no significant impacts off the site.
20. Promulgation of rules, regulations, and directives (Not applicable to NCDOT).
21. Deployment of electronics, photonics, communications, or information processing used singly or in combination, or as components of a fully integrated system, to improve the efficiency or safety of a surface transportation system or to enhance security or passenger convenience. Examples include, but are not limited to, traffic control and detector devices, lane management systems, electronic payment equipment, automatic vehicle locaters, automated passenger counters, computer-aided dispatching systems, radio communications systems, dynamic message signs, and security equipment including surveillance and detection cameras on roadways and in transit facilities and on buses.
22. Projects, as defined in 23 U.S.C. 101, which would take place entirely within the existing operational right-of-way. Existing operational right-of-way refers to right-of-way that has been disturbed for an existing transportation facility or is maintained for a transportation purpose. This area includes the features associated with the physical footprint of the transportation facility (including the roadway, bridges, interchanges, culverts, drainage, fixed guideways, mitigation areas, etc.) and other areas maintained for transportation purposes such as clear zone, traffic control signage, landscaping, any rest areas with direct access to a controlled access highway, areas maintained for safety and security of a transportation facility, parking facilities with direct access to an existing transportation facility, transit power substations, transit venting structures, and transit maintenance facilities. Portions of the right-of-way that have not been disturbed or that are not maintained for transportation purposes are not in the existing operational right-of-way.
23. Federally-funded projects:
  - a) That receive less than \$5,000,000 (as adjusted annually by the Secretary to reflect any increases in the Consumer Price Index prepared by the Department of Labor) of Federal funds; or
  - b) With a total estimated cost of not more than \$30,000,000 (as adjusted annually by the Secretary to reflect any increases in the Consumer Price Index prepared by the Department of Labor) and Federal funds comprising less than 15 percent of the total estimated project cost.  
[https://www.environment.fhwa.dot.gov/projdev/FAST\\_ACT\\_Section1314\\_Final\\_Memo.asp](https://www.environment.fhwa.dot.gov/projdev/FAST_ACT_Section1314_Final_Memo.asp)  
[https://www.environment.fhwa.dot.gov/projdev/FAST\\_ACT\\_Section1314\\_Implementation\\_Guide.asp](https://www.environment.fhwa.dot.gov/projdev/FAST_ACT_Section1314_Implementation_Guide.asp)
24. Localized geotechnical and other investigation to provide information for preliminary design and for environmental analyses and permitting purposes, such as drilling test bores for soil sampling; archeological investigations for archeology resources assessment or similar survey; and wetland surveys.
25. Environmental restoration and pollution abatement actions to minimize or mitigate the impacts of any existing transportation facility (including retrofitting and construction of stormwater treatment systems to meet Federal and State requirements under Sections 401 and 402 of the Federal Water Pollution Control Act (33 U.S.C. 1341; 1342)) carried out to address water pollution or environmental degradation.
26. Modernization of a highway by resurfacing, restoration, rehabilitation, reconstruction, adding shoulders, or adding auxiliary lanes (including parking, weaving, turning, and climbing lanes), if the action meets the constraints listed in [23 CFR 771.117\(e\)\(1-6\)](#).
27. Highway safety or traffic operations improvement projects, including the installation of ramp metering control devices and lighting, if the project meets the constraints in [23 CFR 771.117\(e\)\(1-6\)](#).

28. Bridge rehabilitation, reconstruction, or replacement or the construction of grade separation to replace existing at-grade railroad crossings, if the actions meet the constraints in [23 CFR 771.117\(e\)\(1-6\)](#).
29. Purchase, construction, replacement, or rehabilitation of ferry vessels (including improvements to ferry vessel safety, navigation, and security systems) that would not require a change in the function of the ferry terminals and can be accommodated by existing facilities or by new facilities which themselves are within a CE.
30. Rehabilitation or reconstruction of existing ferry facilities that occupy substantially the same geographic footprint, do not result in a change in their functional use, and do not result in a substantial increase in the existing facility's capacity. Example actions include work on pedestrian and vehicle transfer structures and associated utilities, buildings, and terminals.

## Appendix B: Type II(A) Actions classified as Categorical Exclusions in 23 CFR 771.117(d)

### Actions determined by CEQ & FHWA to be classified as Categorical Exclusions: Type II Actions

Type II actions (23 CFR 771.117(d) and other similar actions) may be designated as CEs and are approved by NCDOT. Documentation, which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result, is required (23 CFR 771.117 (a) and (b)). Type II actions include:

- 1-3. [Reserved]
4. Transportation corridor fringe parking facilities.
5. Construction of new truck weigh stations or rest areas.
6. Approvals for disposal of excess right-of-way or for joint or limited use of right-of-way, where the proposed use does not have significant adverse impacts.
7. Approvals for changes in access control.
8. Construction of new bus storage and maintenance facilities in areas used predominantly for industrial or transportation purposes where such construction is not inconsistent with existing zoning and located on or near a street with adequate capacity to handle anticipated bus and support vehicle traffic.
9. Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users.
10. Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic.
11. Construction of rail storage and maintenance facilities in areas used predominantly for industrial or transportation purposes where such construction is not inconsistent with existing zoning and where there is no significant noise impact on the surrounding community.
12. Acquisition of land for hardship or protective purposes. Hardship and protective buying will be permitted only for a particular parcel or a limited number of parcels. These types of land acquisition qualify for a CE only where the acquisition will not limit the evaluation of alternatives, including shifts in alignment for planned construction projects, which may be required in the NEPA process. No project development on such land may proceed until the NEPA process has been completed.
  - a) Hardship acquisition is early acquisition of property by the applicant at the property owner's request to alleviate particular hardship to the owner, in contrast to others, because of an inability to sell his property. This is justified when the property owner can document on the basis of health, safety or financial reasons that remaining in the property poses an undue hardship compared to others.
  - b) Protective acquisition is done to prevent imminent development of a parcel which may be needed for a proposed transportation corridor or site. Documentation must clearly demonstrate that development of the land would preclude future transportation use and that such development is imminent. Advance acquisition is not permitted for the sole purpose of reducing the cost of property for a proposed project.
13. Actions described in paragraphs 26, 27, and 28 of Appendix A that do not meet the constraints in [23 CFR 771.117\(e\)\(1-6\)](#).

## Appendix C: Type I(B) and Type II(B) Categorical Exclusion Actions Requiring FHWA Approval

### Actions determined by CEQ & FHWA to be classified as Categorical Exclusions: Type IB and IIB Actions

**Type I(B):** Similar to **Type I(A)** projects, these actions primarily involve activities listed under 23 CFR 771.117(c). However, at least one of the threshold criteria listed below are met or exceeded. FHWA approval is required for Type I(B) projects.

**Type II(B):** Similar to **Type II(A)** projects, these actions primarily involve activities listed under 23 CFR 771.117(d). However, at least one of the threshold criteria listed below are met or exceeded. FHWA approval is required for Type II(B) projects.

#### **Type I(B) and IIB Actions Project Impacts Thresholds**

If any of these threshold criteria are met or exceeded, FHWA review and approval is required. A threshold is met or exceeded when questions 1-7 are marked "yes".

1. Does the project require formal consultation with USFWS or NMFS;
2. Does the project result in impacts subject to the conditions of the Bald and Golden Eagle Protection Act;
3. Does the project generate substantial controversy or public opposition, for any reason, following appropriate public involvement;
4. Does the project cause disproportionately high and adverse impacts relative to low-income and/or minority populations;
5. Does the project involve a residential or commercial displacement, or a substantial amount of right of way acquisition;
6. Does the project require an Individual Section 4(f) approval;
7. Does the project include adverse effects that cannot be resolved with a Memorandum of Agreement under Section 106 of the National Historic Preservation Act or have an adverse effect on a National Historic Landmark?

## Appendix D: Type III Categorical Exclusion Actions

### Type III Actions

For those projects which are not listed as Type I and Type II Actions (Appendix A and B) and meet the conditions and criteria established in 23 CFR 771.117 for CEs, the Categorical Exclusion Action Classification Form (Appendix E) will be utilized to document the results. If additional information on Need and Purpose, Alternatives Selection process, Independent Utility, or Logical Termini is required, this information will be included in Appendix F. If the evaluation concludes that the project will not have significant environmental impacts, the NCDOT will certify and FHWA will approve the project as a CE.

#### **Type III Actions Project Impacts with Unusual Circumstances**

These actions are not listed under Type I and Type II and require FHWA signature approval. NCDOT and FHWA will coordinate to determine whether a CE is appropriate.

23 CFR 771.117(b) states:

*“Any action which normally would be classified as a CE but could involve unusual circumstances will require the Administration, in cooperation with the applicant, to conduct appropriate environmental studies to determine if the CE classification is proper. Such unusual circumstances include:*

- (1) Significant environmental impacts;*
- (2) Substantial controversy on environmental grounds;*
- (3) Significant impact on properties protected by Section 4(f) of the DOT Act or Section 106 of the National Historic Preservation Act; or*
- (4) Inconsistencies with any Federal, State, or local law, requirement or administrative determination relating to the environmental aspects of the action.”*

Examples of this may include, but are not limited to, highway widening projects that add an additional through lane (automobile capacity increases) or modifications to an interchange access point.

## Appendix E: Categorical Exclusion Action Classification Form

STIP Project No. \_\_\_\_\_  
 WBS Element \_\_\_\_\_  
 Federal Project No. \_\_\_\_\_

A. Project Description: (Include project scope and location, including Municipality and County. Refer to the attached project location map and photos.)

B. Description of Need and Purpose:

C. Categorical Exclusion Action Classification: (Check one)

\_\_\_\_\_ TYPE I  
 \_\_\_\_\_ TYPE II  
 \_\_\_\_\_ TYPE III

D. Proposed Improvements – Include ALL Type I and Type II Action Classifications. For Type III CEs, leave blank.

E. Special Project Information: (Provide a description of relevant project information, which may include: vicinity map, costs, alternative analysis (if any), traffic control and staging, and resource agency/public involvement).

F. Project Impact Criteria Checklists:

<u>Type I - Non-Ground Disturbing Action</u>		Yes	No
If the proposed improvement (described above in Sections C & D) is a Non-Ground Disturbing Type I Action for 1, 4, 5, 10, 11, 13, 14, 15, 16, 17, 19, 20, &/or 29 then answer questions 1, 2, & 3. If question 3 is marked "yes," FHWA approval is required.			
1	Is the project not consistent with the State Transportation Improvement Program?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the project located within a Historic District? If yes, FHWA coordination is required to determine the effects of the project on the district. FHWA signature (Section I of this Form) on the CE may not be required (see Question 3).	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the project include adverse effects that cannot be resolved with a Memorandum of Agreement under Section 106 of the National Historic Preservation Act or have an adverse effect on a National Historic Landmark?	<input type="checkbox"/>	<input type="checkbox"/>

<u>Type I &amp; II - Ground Disturbing Actions</u>		Yes	No
<u>FHWA APPROVAL ACTIVITIES THRESHOLD CRITERIA</u> (FHWA Signature Required If "Yes" Selected)			
<p>If the proposed improvement (identified above in Sections C &amp; D) is a:</p> <ul style="list-style-type: none"> <li>Type I Action for #s 2, 3, 6, 7, 8, 9, 12, 18, 21, 22, 23, 24, 25, 26, 27, 28, &amp;/or 30; &amp;/or</li> <li>Type II Action</li> </ul> <p>then answer the threshold criteria questions (below) and questions 8 - 31 for ground disturbing actions.</p> <p>In addition, if any of questions 1-7 are marked "yes" then the CE will require FHWA approval.</p>			
1	Does the project require formal consultation with U.S. Fish and Wildlife Service (USFWS) or National Marine Fisheries Service (NMFS)?	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the project result in impacts subject to the conditions of the Bald and Golden Eagle Protection Act (BGPA)?	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the project generate substantial controversy or public opposition, for any reason, following appropriate public involvement?	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the project cause disproportionately high and adverse impacts relative to low-income and/or minority populations?	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the project involve a residential or commercial displacement, or a substantial amount of right of way acquisition?	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the project require an Individual Section 4(f) approval?	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the project include adverse effects that cannot be resolved with a Memorandum of Agreement (MOA) under Section 106 of the National Historic Preservation Act (NHPA) or have an adverse effect on a National Historic Landmark (NHL)?	<input type="checkbox"/>	<input type="checkbox"/>
<p>If any of questions 8 through 31 are marked "yes" then additional information will be required for those questions in Section G.</p>			
<u>Other Considerations</u>		Yes	No
8	Does the project result in a finding of "may affect not likely to adversely affect" or less for listed species, or designated critical habitat under Section 7 of the Endangered Species Act (ESA)?	<input type="checkbox"/>	<input type="checkbox"/>
9	Does the project impact anadromous fish?	<input type="checkbox"/>	<input type="checkbox"/>
10	Does the project impact waters classified as Outstanding Resource Water (ORW), High Quality Water (HQW), Water Supply Watershed Critical Areas, 303(d) listed impaired water bodies, buffer rules, or Submerged Aquatic Vegetation (SAV)?	<input type="checkbox"/>	<input type="checkbox"/>
11	Does the project impact waters of the United States in any of the designated mountain trout streams?	<input type="checkbox"/>	<input type="checkbox"/>
12	Does the project require a U.S. Army Corps of Engineers (USACE) Individual Section 404 Permit?	<input type="checkbox"/>	<input type="checkbox"/>
13	Will the project require an easement from a Federal Energy Regulatory Commission (FERC) licensed facility?	<input type="checkbox"/>	<input type="checkbox"/>
14	Does the project include a Section 106 of the NHPA effects determination other than a no effect, including archaeological remains?	<input type="checkbox"/>	<input type="checkbox"/>

<u>Other Considerations (continued)</u>		Yes	No
15	Does the project involve hazardous materials and landfills?	<input type="checkbox"/>	<input type="checkbox"/>
16	Does the project require work encroaching and adversely affecting a regulatory floodway or work affecting the base floodplain (100-year flood) elevations of a water course or lake, pursuant to Executive Order 11988 and 23 CFR 650 subpart A?	<input type="checkbox"/>	<input type="checkbox"/>
17	Is the project in a Coastal Area Management Act (CAMA) county and substantially affects the coastal zone and/or any Area of Environmental Concern (AEC)?	<input type="checkbox"/>	<input type="checkbox"/>
18	Does the project require a U.S. Coast Guard (USCG) permit?	<input type="checkbox"/>	<input type="checkbox"/>
19	Does the project involve construction activities in, across, or adjacent to a designated Wild and Scenic River present within the project area?	<input type="checkbox"/>	<input type="checkbox"/>
20	Does the project involve Coastal Barrier Resources Act (CBRA) resources?	<input type="checkbox"/>	<input type="checkbox"/>
21	Does the project impact federal lands (e.g. U.S. Forest Service (USFS), USFWS, etc.) or Tribal Lands?	<input type="checkbox"/>	<input type="checkbox"/>
22	Does the project involve any changes in access control?	<input type="checkbox"/>	<input type="checkbox"/>
23	Does the project have a permanent adverse effect on local traffic patterns or community cohesiveness?	<input type="checkbox"/>	<input type="checkbox"/>
24	Will maintenance of traffic cause substantial disruption?	<input type="checkbox"/>	<input type="checkbox"/>
25	Is the project inconsistent with the STIP or the Metropolitan Planning Organization's (MPO's) Transportation Improvement Program (TIP) (where applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
26	Does the project require the acquisition of lands under the protection of Section 6(f) of the Land and Water Conservation Act, the Federal Aid in Fish Restoration Act, the Federal Aid in Wildlife Restoration Act, Tennessee Valley Authority (TVA), or other unique areas or special lands that were acquired in fee or easement with public-use money and have deed restrictions or covenants on the property?	<input type="checkbox"/>	<input type="checkbox"/>
27	Does the project involve Federal Emergency Management Agency (FEMA) buyout properties under the Hazard Mitigation Grant Program (HMGP)?	<input type="checkbox"/>	<input type="checkbox"/>
28	Does the project include a <i>de minimis</i> or programmatic Section 4(f)?	<input type="checkbox"/>	<input type="checkbox"/>
29	Is the project considered a Type I under the NCDOT's Noise Policy?	<input type="checkbox"/>	<input type="checkbox"/>
30	Is there prime or important farmland soil impacted by this project as defined by the Farmland Protection Policy Act (FPPA)?	<input type="checkbox"/>	<input type="checkbox"/>
31	Are there other issues that arose during the project development process that affected the project decision?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Type III Actions</u>		Yes	No
<p>If the proposed improvement is identified as a Type III Class of Action, answer all questions.</p> <ul style="list-style-type: none"> <li>• The Categorical Exclusion will require FHWA approval.</li> <li>• If any questions are marked "yes" then additional information will be required for those question in Section G.</li> </ul>			
1	Does the project involve potential effects on species listed with the USFWS or NMFS?	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the project result in impacts subject to the conditions of the BGPA?	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the project generate substantial controversy or public opposition, for any reason, following appropriate public involvement?	<input type="checkbox"/>	<input type="checkbox"/>

<u>Type III Actions (continued)</u>		Yes	No
4	Does the project cause disproportionately high and adverse impacts relative to low-income and/or minority populations?	<input type="checkbox"/>	<input type="checkbox"/>
5	Does the project involve substantial residential or commercial displacements or right of way acquisition?	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the project include a determination under Section 4(f)?	<input type="checkbox"/>	<input type="checkbox"/>
7	Is a project-level analysis for direct, indirect, or cumulative effects required based on the NCDOT community studies screening tool?	<input type="checkbox"/>	<input type="checkbox"/>
8	Is a project level air quality Mobile Source Air Toxics (MSAT) analysis required?	<input type="checkbox"/>	<input type="checkbox"/>
9	Does the project impact anadromous fish?	<input type="checkbox"/>	<input type="checkbox"/>
10	Does the project impact waters classified as ORW, HQW, Water Supply Watershed Critical Areas, 303(d)-listed impaired water bodies, buffer rules, or SAV?	<input type="checkbox"/>	<input type="checkbox"/>
11	Does the project impact waters of the United States in any of the designated mountain trout streams?	<input type="checkbox"/>	<input type="checkbox"/>
12	Does the project require a USACE Individual Section 404 Permit?	<input type="checkbox"/>	<input type="checkbox"/>
13	Will the project require an easement from a FERC licensed facility?	<input type="checkbox"/>	<input type="checkbox"/>
14	Does the project include Section 106 of the NHPA effects determination other than a no effect, including archaeological remains?	<input type="checkbox"/>	<input type="checkbox"/>
15	Does the project involve hazardous materials and landfills?	<input type="checkbox"/>	<input type="checkbox"/>
16	Does the project require work encroaching and adversely effecting a regulatory floodway or work affecting the base floodplain (100-year flood) elevations of a water course or lake, pursuant to Executive Order 11988 and 23 CFR 650 subpart A?	<input type="checkbox"/>	<input type="checkbox"/>
17	Is the project in a CAMA county and substantially affects the coastal zone and/or any AEC?	<input type="checkbox"/>	<input type="checkbox"/>
18	Does the project require a USCG permit?	<input type="checkbox"/>	<input type="checkbox"/>
19	Does the project involve construction activities in, across, or adjacent to a designated Wild and Scenic River present within the project area?	<input type="checkbox"/>	<input type="checkbox"/>
20	Does the project involve CBRA resources?	<input type="checkbox"/>	<input type="checkbox"/>
21	Does the project impact federal lands (e.g. USFS, USFWS, etc.) or Tribal Lands?	<input type="checkbox"/>	<input type="checkbox"/>
22	Does the project involve any changes in access control?	<input type="checkbox"/>	<input type="checkbox"/>
23	Does the project have a permanent adverse effect on local traffic patterns or community cohesiveness?	<input type="checkbox"/>	<input type="checkbox"/>
24	Will maintenance of traffic cause substantial disruption?	<input type="checkbox"/>	<input type="checkbox"/>

<u>Type III Actions (continued)</u>		Yes	No
25	Is the project inconsistent with the STIP or the MPO's TIP (where applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
26	Does the project require the acquisition of lands under the protection of Section 6(f) of the Land and Water Conservation Act, the Federal Aid in Fish Restoration Act, the Federal Aid in Wildlife Restoration Act, TVA, or other unique areas or special lands that were acquired in fee or easement with public-use money and have deed restrictions or covenants on the property?	<input type="checkbox"/>	<input type="checkbox"/>
27	Does the project involve FEMA buyout properties under the HMGP?	<input type="checkbox"/>	<input type="checkbox"/>
28	Is the project considered a Type I under the NCDOT's Noise Policy?	<input type="checkbox"/>	<input type="checkbox"/>
29	Is there prime or important farmland soil impacted by this project as defined by the FPPA?	<input type="checkbox"/>	<input type="checkbox"/>
30	Are there other issues that arose during the project development process that effected the project decision?	<input type="checkbox"/>	<input type="checkbox"/>

G. Additional Documentation as Required from Section F

H. Project Commitments

I. Categorical Exclusion Approval

STIP Project No. \_\_\_\_\_

WBS Element \_\_\_\_\_

Federal Project No. \_\_\_\_\_

**Prepared By:**

\_\_\_\_\_  
Date <Name, Title>  
<Organization>

**Prepared For:** \_\_\_\_\_  
<Organization>

**Reviewed By:**

\_\_\_\_\_  
Date <Name, Title>  
<Organization>

- Approved**
- If Type I (Non-Ground Disturbing) Categorical Exclusion with an answer of “no” to question 3.
  - If Type I or Type II (Ground Disturbing) Categorical Exclusions with an answer of “no” to all of the threshold questions (1 through 7) of Section F.

- Certified**
- If Type I (Non-Ground Disturbing) Categorical Exclusion with an answer of “yes” to question 3.
  - If Type I or Type II (Ground Disturbing) Categorical Exclusions with an answer of “yes” to any of the threshold questions (1 through 7) of Section F.
  - If classified as Type III Categorical Exclusion.

\_\_\_\_\_  
Date <Name, Title>  
North Carolina Department of Transportation

FHWA Approved: For Projects Certified by NCDOT (above), FHWA signature required.

\_\_\_\_\_  
Date John F. Sullivan, III, PE, Division Administrator  
Federal Highway Administration