Direct and Indirect Screening Tool (DIST)

Scope of Work

STIP X-XXX

Prepared Month Day, Year

Prepared by Consulting Firm

# Project Initiation and Set-up

## ⮚ The consultant will obtain the current DIST Template, Demographic Tool, and other pertinent forms and tools from the Connect NCDOT website or from the Community Studies (CS) staff before starting the data-gathering process.

#  Direct and Indirect Screening Tool Data Gathering

## Document EJ and LEP populations

## Using the CS Demographic Tool current at the start of the report process, the consultant will note the presence of EJ and LEP populations in the Census block group(s) containing the project footprint.

## Project Area Examination

The consultant will use aerial photography, Street View, and if available, Google Earth, to examine the project area for surrounding land uses, evidence of EJ populations, and other community characteristics as shown in the DIST template. O Notify CS and Public Involvement if the project area examination suggests that expanded community coordination may be appropriate.

## Field Visit to Inspect Project Area (if necessary)

1. **⮚** The consultant and CS staff will determine whether a field visit is necessary to confirm the findings of the project area examination (see above) or to obtain additional information about community characteristics as shown in the DIST template. Field visits are not necessary for most DIST reports.
2. Following current guidance, prior to the field visit the consultant will prepare and send an e-mail to the NCDOT Division staff. **⮚** Copy CS on the email.
3. The consultant will conduct a field visit to the proposed project location. The consultant will use the field visit input form obtained from CS as a starting point for observational notes. The consultant will take photos of the project area and any notable community characteristics. O Notify CS and Public Involvement if the field visit or additional research suggests that expanded community coordination may be appropriate.

## Local Officials Input

## If roadway closures and/or offsite detours are anticipated, the consultant will contact local EMS and school transportation officials using the local input forms provided by NCDOT CS and available on the Connect website as guidance. O Contact CS and Public Involvement to discuss whether expanded community coordination is necessary if the interviews or other research reveals notable concerns.

#  Direct and Indirect Screening Tool Project Documentation

The consultant will document community characteristics, assess impacts, and develop recommendations according to the current DIST Template.

#  Community Impact Assessment Deliverables

## Draft Direct and Indirect Screening Tool

The draft DIST will be submitted to CS in Word format. The consultant will coordinate the schedule for an initial two-week duration review of the draft report with CS and the NCDOT Project Planning Engineer to adhere to the overall project delivery schedule.

The consultant will revise the reviewed draft report according to NCDOT CS comments and schedule a second one week duration review for CS to confirm that comments have been adequately addressed. The consultant will submit a “clean” revised report and a “track changes” version that shows: (1) text added, deleted, or moved in response to CS comments in comment boxes; and (2) how the consultant addressed each comment in a comment box. It is not necessary to show text insertions, deletions, or edits made by CS in the “track changes” version; the consultant may simply accept those changes.

## Final Direct and Indirect Screening Tool

When CS accepts the report as final, the consultant will provide CS with a digital copy of the complete final report in both Word and Adobe Portable Document Format.

# Direct and Indirect Screening Tool Project Administration

## Scope of Services

The consultant will review this Scope of Work and prepare a task list and fee.

## Project Management

The consultant will provide adequate staff with proper expertise to complete the project. The primary author of the report must be pre-qualified by CS.