**Sample Merger Summary:**

**CP 1 Purpose and Need**

INSTRUCTION SHEET – DELETE THIS PAGE BEFORE FINALIZING THE PACKET

This CP3 Merger Summary Example and Guidance is to be used for all projects in Merger.

This instruction sheet is intended to assist the writer and should not be included with the CP3 Merger Summary submittal.  For additional information please see the [Merger Guidance](https://connect.ncdot.gov/resources/Environmental/EPU/Merger/Documents/Merger-MOU.pdf).

**Hidden Text/Guidance**

This document uses the “Hidden Text” feature of Microsoft Word to assist the writer in in the creation of a CP3 Merger Summary.  Hidden text can be enabled and disabled by going to File > Options > Display and then check/uncheck Hidden text.  It is highly recommended you enable the guidance text if this your first time working in this document.

The purple hidden text explains the type of information needed.

The red Example Text sections provide example language.  This language is not intended to be copied and pasted exactly as stated and should be modified to change the specifics as it pertains to your project.

The blue text are hyperlinks to guidance.

**Format**

Use text formatting (i.e. font, size, bold, italics, etc.) specifically as presented in this template.  Follow the header and footer format as shown.

Insert Summary Date

**Meeting Summary**

INSERT STIP DESCRIPTION

INSERT COUNTY(IES)

INSERT STIP No.

INSERT DATE/TIME of the Merger Meeting

**Meeting Attendees**

**List federal Merger Team Members first (USACE first federal listed), followed by state Merger Team Members, followed by NCDOT PM and staff, followed by consultants. Use an asterisk or some other superscript to denote those who attended by phone.** Example Text

|  |  |  |
| --- | --- | --- |
| Name | Organization | EMAIL ADDRESS |
| Hans Auff | USACE | hauff@usace.mil |
| Joseph Schmeaux | FHWA\* | josephschmeaux@fhwa.gov |
| Michelle Jordan | NCDWR | mjjordan@ncdeq.gov |
| Alex Trout | NCDOT | alex.trout@ncdot.gov |
| Paula Simon | FDG & Associates | mpsimon@fdg.com |

\*Attended via phone

**Start by mentioning who led the meeting, introductions, and who presented the project materials. Also include the meeting purpose**.

Example Text A meeting was held on June 20, 2020, to discuss and reach concurrence on Merger Process Concurrence Point 1 (Project Purpose and Need) for STIP Project [insert name and description]. NCDOT distributed, on [date], an informational packet to the participating agencies and team members for their review prior to the meeting.

Hans (USACE) began the meeting with a brief summary of the purpose of the meeting, and introductions were made by each member of the group present or participating via telephone. Following introductions, NCDOT project manager, Alex, turned the meeting over to Paula of FDG & Associates. Paula then provided a PowerPoint presentation (attached) on the project’s location, background, and existing conditions. The following summarizes the main topics discussed.

**The discussion summary should list each substantive question raised by Merger Team members and provide documentation of the response. If the response includes a future action item, it should be included in the summary and in the action item section. All CP 1 items can be discussed in one section or divided into Need, Purpose, and Study Area Defined.**

1. ***Project Overview Discussion:***

Example Text Paula provided an overview of the project location, logical termini, large scale location overview, regional context, study area with expansions, interchanges and bridges, and previous activities.

1. ***Purpose and Need and Study Area Defined (CP 1) Discussion:***

Example Text Paula provided a summary of primary, secondary, and other desirable outcomes for the proposed project and potential measures of effectiveness (MOEs). Travel speed may be the best MOE in terms of describing the benefits of the project to the public, as it is may be easier for the public to understand compared to more technical and complex measures such as vehicle miles traveled (VMT) and vehicle hours traveled (VHT).

1. ***Avoidance and Minimization Measures (AMMs) Discussion:***

**The summary should include any avoidance and minimization measures discussed during the meeting.**

Example Text Paula discussed how the project will minimize impacts to resources as a part of its design. However, it is not likely to be feasible for the proposed project to completely avoid impacts and still meet the purpose and need of the project. As the project progresses through the Merger process, avoidance and minimization measures will be implemented to the extent practicable.

1. ***Next Steps/Schedule Discussion:***

**The summary should include any items discussed during the Merger meeting that pertain to subsequent concurrence points, a timeline for major deliverables (traffic analysis, public meetings, etc.) and an estimate of when the next Merger meeting would take place.  If concurrence is not reached, or if there are outstanding items to be clarified, this should be discussed here.**

Example Text

Discussion during/following the PowerPoint are summarized below:

* Michelle (NCDWR) inquired why some/not all the roadway deficiencies would be addressed as part of the project. The project would improve conditions at most interchanges, but significant profile modifications such as where sag and crest curves are present would not be feasible.
* Map-related improvements/corrections were suggested: add floodplain to legend, fix county labels around the River crossing, and remove Buncombe County from the mapping.

The Merger Team Discussed the proposed Merger Plan for the project. Based on this discussion, it is anticipated that the CP 2 meeting will be held in six months. Merger Team members will be notified of any changes that require a revision of this timetable.

The tentative project schedule is below:

CP 2 Meeting June 2020

CP 2A Meeting September 2020

Public Involvement Meeting January 2021

CP 3/CP 4A Meeting July 2021

Environmental Document (Type III CE)  September 2021

Begin Right of Way Acquisition Fiscal Year 2024

Begin Construction Fiscal Year 2026

***Action Items:***

**The action item discussion should include the action, responsible party, and when the action is anticipated to take place. If an action item was resolved prior to finalizing the meeting summary, it should be indicated, and that information included in the action item discussion.** Example Text

* NCDOT will send a DocuSign for Merger Team concurrence within the next five business days. Signatures are requested within one week of receipt.

Please direct any comments or questions to [insert name and contact information].

Attachments:

CP1 Signature pages with Study Area Map

.pdf of Presentation