



Special Project Commitment Guidance

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Contents

Summary of Special Project Commitments	1
Why do we document Commitments?.....	1
What is a Special Project Commitment?	1
What is a Standard Procedure?	2
How is a Commitment different from Standard Procedure?	2
What are some examples of Commitments?	2
Why do some Commitments have standardized language?	3
Project Commitments Dashboard.....	3
How are Commitments documented?	3
Who is responsible for Commitments?	4
Who can create a Special Project Commitment?	4
Who should validate a Commitment?	4
Can I validate a Commitment for someone else?.....	5
Who should fulfill a Commitment?.....	5
Navigating the Project Commitments Dashboard	6
Getting to the Project Commitments Dashboard	6
Entering a New Commitment	8
Validating a Commitment	22
Fulfilling a Commitment.....	28
Generating the Green Sheets	34
Appendix A.....	A-1
Commitments with Standardized Language.....	A-1
Northern Long-eared Bat (NLEB) – for use in Div 1-8 only	A-2
West Indian Manatee	A-2
Anadromous Fish	A-3
Trout Waters (NCWRC-designated).....	A-3
Design Standards in Sensitive Watersheds.....	A-4
Off-site Construction Staging.....	A-4
Federal Land Encroachment	A-4
FEMA Floodplain (Hydraulics).....	A-5
Voluntary Agriculture District (VAD).....	A-5

Archaeology Sites..... A-6
Section 4(f) Resource A-7
Section 6(f) Land and Water Conservation Fund..... A-7
Greenway Accommodation under Bridge A-8
Airports A-8
Interchange Access Report (IAR) Required..... A-9
Appendix BB-1

Summary of Special Project Commitments

Why do we document Commitments?

Every day our staff and consultants interact with agencies and other stakeholders as we develop our projects. During these interactions, we often commit to doing (or not doing) certain things as we deliver our projects. Many of these commitments are just part of the day-to-day work; however, some commitments rise to another level and should be more clearly documented for the full Project Team to be made aware. These are the Commitments being addressed herein. By documenting these Commitments and ensuring that we follow through on fulfilling them, we build trust with our stakeholders, we meet our regulatory obligations, and we reduce our schedule and cost risks for the Department. Additionally, **some Commitments become contractual requirements** that are in formal agreements or in our project letting contract.

The goals of this guidance and the Project Commitments Dashboard are to:

- Clearly assign responsibilities for each commitment,
- Improve communication regarding specific commitments,
- Eliminate confusing and vague commitment language,
- Provide a baseline set of expectations for commitments,
- Ensure applicable staff are aware of relevant commitments, and
- Maintain a reliable source for the latest set of commitments for a project team.

NCDOT will continue to “publish” the latest version of the Commitment green sheets in conjunction with certain project deliverables/milestones, such as environmental documentation, consultations, permit packages, and construction lettings. These published Commitment Green Sheets will include the validation status (if there is one denoted) as well.

What is a Special Project Commitment?

A Special Project Commitment is **an obligation that NCDOT has made to a resource agency or other stakeholder** to provide a feature (e.g., bridge railing type, sidewalk, etc.) or perform an action (e.g., bury culverts, coordinate with an agency, avoid a particular area, etc.) specific to the project that will be implemented during either the project development and engineering, construction, and/or post-construction phase.

Special Project Commitments (hereafter called “Commitments”) must:

- be specific to the project,
- have a tangible action,
- identify why and to whom the commitment is being made,

- identify who (NCDOT department, unit, division, or role) is responsible for ensuring the obligation is fulfilled, and
- specify when (and during what phase) the commitment needs to be fulfilled.

What is a Standard Procedure?

NCDOT has standard procedures that apply to nearly all projects. These procedures may guide design or construction activities, help facilitate efficient and safe travel during construction, or are close-out activities once construction is complete. One such procedure is for Division construction personnel to alert emergency services or schools when construction will begin on a project that may affect emergency or bus routes. Routine tasks such as this should not be included as a Commitment.

How is a Commitment different from Standard Procedure?

A Commitment is specific to a particular project and may or may not occur again on any other project. Standard procedures are conducted as general procedures for nearly all projects. Commitment versus standard procedure is largely a matter of specificity. For example, ***NCDOT will conduct threatened and endangered species surveys prior to construction*** is a general statement. Although there is not a specific stakeholder making this request, the reason for conducting surveys is to be in compliance with federal law. Therefore, this is something that NCDOT does as standard procedure. However, if the statement is ***NCDOT will conduct grey bat surveys throughout construction of the project***, the stakeholder is the USFWS representative, and the reason would be to comply with the project's Biological Opinion under the Endangered Species Act. Therefore, it would be a Commitment.

What are some examples of Commitments?

NCDOT project teams have a long history of adhering to our commitments. As referenced throughout this guidance, there are a wide variety of commitments that we make. The Project Team can determine what is worthwhile to track in the Dashboard; some teams may choose to focus on environmental commitments while others may use it for a wider variety of stakeholder commitments. A few example Commitments include:

- Due to the proposed bridge closure/detour and close proximity of Buncombe Fire Station #5, NCDOT will coordinate with Fire Department officials approximately 3 months prior to project letting to provide the Department ample time to relocate trucks and personnel during the bridge closure.
- NCDOT will coordinate with the US Forest Service during final design to confirm that there are no impacts to Forest Service lands and to provide advance notice prior to construction activities and the bridge closure/detour.
- Based on Section 106 consultation, tree removal along the right-of-way in front of the historic Joseph A. Beebe House will be minimized and a tree-protection fence will be erected during construction of the project.

If a commitment has various phases, such as a portion needs to be completed during design but also has a construction component, it is a best practice to break that into multiple commitments to better define the timing and fulfillment responsibilities of the commitment.

Why do some Commitments have standardized language?

NCDOT has agreements in place with some resource agencies or has guidelines in place to provide features or perform actions if a project meets certain conditions. While they may apply to many projects, these are still considered Commitments. Often, they apply to a certain type of project (e.g., interstate), a regional location/watershed, or a particular type of project impact. The consistency of the language provides clarity to those who must implement the Commitment. These Commitments include, but are not limited to:

- Threatened and endangered species
- Anadromous Fish
- Trout Waters
- Design Standards in Sensitive Watersheds
- Off-site Construction Staging
- Federal Land Encroachment
- FEMA floodplain impacts
- Voluntary Agriculture Districts (VADs)
- Archaeology sites
- Section 4(f) – non-historic resources
- Section 6(f) properties
- Structures over future greenways
- Airports
- Interchange Access Reports

Standardized language for such Commitments is described in detail in [Appendix A](#). In many cases these would be used verbatim; in other cases, they may be a good starting point but would need editing to fit the needs of a project.

Project Commitments Dashboard

How are Commitments documented?

Green Sheets (Then)

In the 1990's, NCDOT adopted the policy of attaching Commitments from project development to the NEPA/SEPA environmental documentation and printing those Commitments on green paper as a quick reference for construction personnel to ensure all members of the Project Team could easily find and adhere to them. "Green Sheet Commitments" and "Special Project Commitments" are often used interchangeably and refer to the same thing.

Project Commitment Dashboard (Now)

Much like the adoption of putting the Commitments on green paper for easy identification, the Project Commitment Dashboard is intended to be a "living document" that is easily-accessible and references all Commitments for a project. The Project Commitment Dashboard enables NCDOT staff/consultants to enter, validate, and confirm fulfillment of Commitments made to agency partners and stakeholders. Commitments will still be included with the environmental document, consultations, and any 404 permit (print or pdf), as well as being provided to the

contractor as a “green sheet”. The Project Commitment Dashboard is available on both Preconstruction and Construction Project SharePoint sites, which should allow for review and updates at any point during the project’s lifecycle (the Team should review at a regular interval).

Who is responsible for Commitments?

The Project Team is responsible for overall creation, communication, and fulfillment of their project’s Commitments. It is the NCDOT Project Manager’s responsibility to ensure that a project’s Commitments are documented on the Project Commitments Dashboard, validated, and ultimately fulfilled. Validation and fulfillment may be assigned to other NCDOT Divisions/Units/Groups; however, the Project Manager is ultimately responsible for making sure these tasks are completed. It is recommended that the Project Manager work with their Project Team to check the Project Commitment Dashboard on a regular basis as appropriate (e.g., monthly team status meetings) so that all are aware of the status (new, valid, fulfilled) of Commitments.

Who can create a Special Project Commitment?

Commitments can be entered into the Project Commitments Dashboard **by anyone on the Project Team** with access to the project SharePoint site. Because the Dashboard does **not** send notices that Commitments have been added or modified, **the person authoring the commitment in the Dashboard should communicate with those being assigned validation** and a project’s discipline leads should be well-aware of any commitments affecting their discipline. The Project Manager and team members should periodically check the Project Commitment Dashboard for additions or changes.

[Jump to Entering a New Commitment](#)

Who should validate a Commitment?

Validation of a Commitment should be assigned to a person within a Division/Unit/Group who has the **authority to ensure that the Department is able to commit to the action** (e.g., accommodating a future greenway under a bridge) or the feature (e.g., special guardrail type). Depending on the Commitment, more than one Division/Unit/Group may need to collaboratively validate a commitment. As a reminder, only NCDOT (or embedded staff with authority to speak for NCDOT) should be assigned to validate commitments.

Some Commitments come from permits or other regulatory agreements, such as conditions for a Section 106 No Adverse Effect finding or an MOA. These Commitments do not require additional validation from a Division/Unit/Group, since they are clearly defined in a regulatory conclusion. For these commitments, the ***Check Here if you want to validate the commitment now*** box can be checked by the person entering the Commitment into the Dashboard. This option can also be used in some Commitments with Standardized Language.

[Jump to Appendix A](#)

Can I validate a Commitment for someone else?

Yes. **However**, you will need to provide a comment to explain how you arrived at a “Valid” decision, for which you are taking responsibility. For example, if the Commitment is for Historic Architecture, your Historic Architecture representative would be the person assigned to validate the commitment. If the Commitment was made during an Effects meeting and a signed form is available, any NCDOT discipline lead who is cognizant of those findings could validate the commitment and, in the comments, note that the commitment was made on the date of the signed effects form and include a reference link to the form.

A private engineering firm representative (PEF) may validate a commitment on behalf of the person assigned to validate. However, as noted previously, a comment must be included to note that coordination with the assigned NCDOT representative has taken place. Responsibility for validation still remains with the assigned NCDOT representative.

[Jump to Validating a Commitment](#)

Who should fulfill a Commitment?

Fulfillment of a Commitment should be assigned to a person within an NCDOT Division/Unit/Group who is responsible for carrying out the commitment. The person who validates a commitment may not be the same as the person who fulfills the commitment. In addition, more than one Division/Unit/Group may be responsible for fulfilling a commitment. For example, the Division Engineer would need to validate a commitment to use a special guardrail type on a project. However, it would be up to Contracts to ensure the special guardrail type is included as a pay item and the Resident Engineer to ensure that the special guardrail type is used during construction. As a reminder, **only NCDOT (or embedded staff with authority to speak for NCDOT)** should be assigned to document the fulfillment of commitments.

[Jump to Commitment Fulfillment Group Form](#)

As with validation, a PEF may fulfill a commitment on behalf of the NCDOT representative assigned to fulfill a commitment. However, as noted previously, a comment must be included to note that coordination with the assigned NCDOT representative has taken place. Responsibility for fulfillment documentation remains with the assigned NCDOT representative.

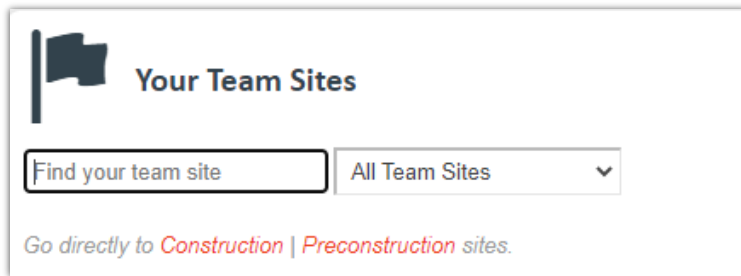
[Jump to Fulfilling a Commitment](#)

Navigating the Project Commitments Dashboard

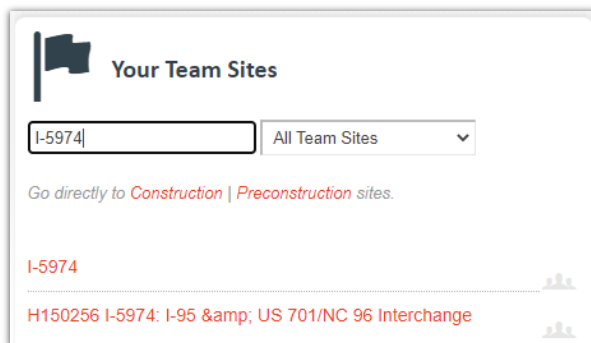
Getting to the Project Commitments Dashboard

Begin by logging into [Connect NCDOT](#).

You can enter a specific project into the “Find Your Team Site” search box (Option 1) OR you can click on “Preconstruction” or “Construction” (Option 2).

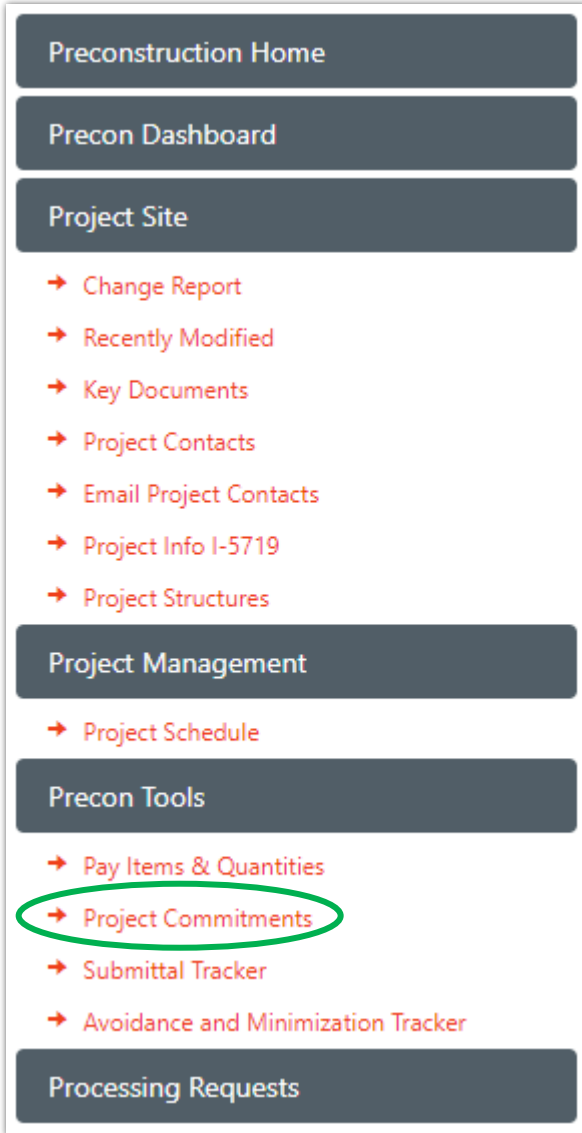


If you enter a STIP Project number into the project site, the project will appear below the search box, if you have been given access.



Click on the project to be taken to the project's SharePoint page.

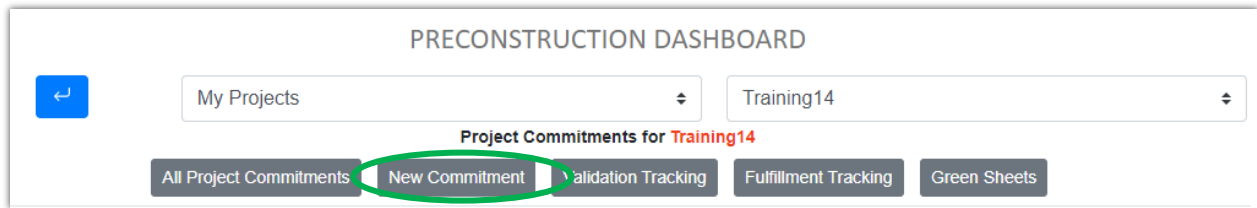
Under “Precon Tools” on the left side of the page is “Project Commitments”



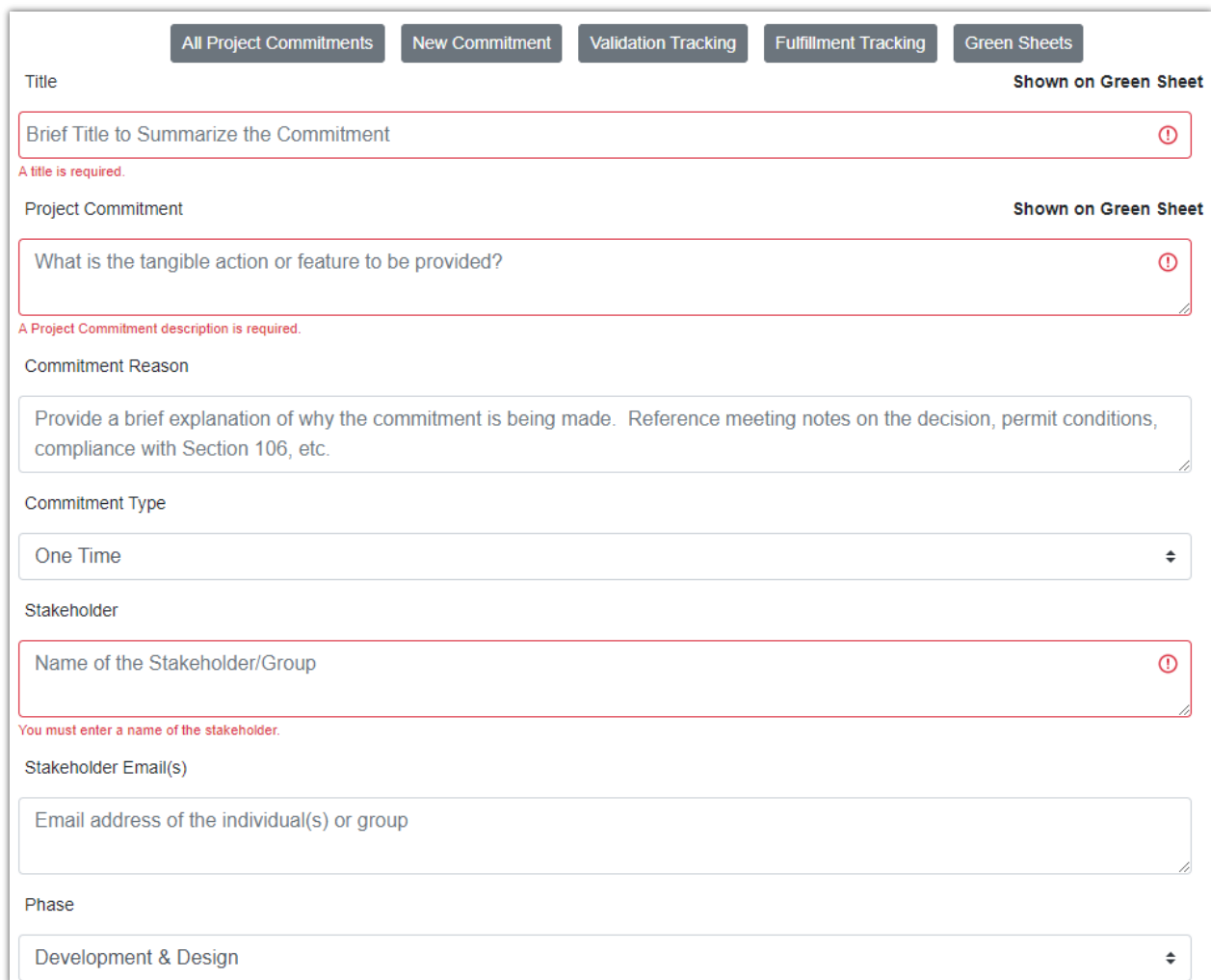
Clicking “Project Commitments” will take you to the Preconstruction Dashboard and Project Commitments for your particular project.

Entering a New Commitment

Once you have navigated to the Project Commitment Dashboard for your project, you will see five "buttons": All Project Commitments (default view); New Commitment; Validation Tracking; Fulfillment Tracking; and Green Sheets.




Click on New Commitment to bring up the Commitments form to add the new commitment.

A screenshot of the 'New Commitment' form. At the top, there are five buttons: 'All Project Commitments', 'New Commitment', 'Validation Tracking', 'Fulfillment Tracking', and 'Green Sheets'. The form has several fields: 'Title' (with a 'Shown on Green Sheet' checkbox), 'Project Commitment' (with a 'Shown on Green Sheet' checkbox), 'Commitment Reason', 'Commitment Type' (a dropdown menu), 'Stakeholder', 'Stakeholder Email(s)', and 'Phase' (a dropdown menu). The 'Title', 'Project Commitment', and 'Stakeholder' fields are outlined in red. There are red error messages below the 'Title' and 'Stakeholder' fields: 'A title is required.' and 'You must enter a name of the stakeholder.' respectively. The 'Commitment Reason' field has a placeholder text: 'Provide a brief explanation of why the commitment is being made. Reference meeting notes on the decision, permit conditions, compliance with Section 106, etc.'

Boxes that are **outlined in red** are required.


Title (required)

Title	Shown on Green Sheet
Brief Title to Summarize the Commitment	
A title is required.	


The title should be a few descriptive words that summarize the Commitment. Required items will have a red halo when entering information.

Once information is entered into a **required text box**, it will have a **green outline** and checkmark.


Example 1 (Standardized Language Commitment)

Title	Shown on Green Sheet
NLEB	

Example 2


Title	Shown on Green Sheet
Elizur Patton House	

Project Commitment (required)

Project Commitment	Shown on Green Sheet
What is the tangible action or feature to be provided?	
A Project Commitment description is required.	


What is the tangible action or feature to be provided? This description should be specific to the project and should not include anything NCDOT does as part of its standard procedures (e.g., Division alerting EMS regarding road closures). If the Commitment has **standardized language**, it should be copied and pasted here. *Be sure that the **red text** shown in each example in [Appendix A](#) is replaced with project specific information.*

Example 1 (Standardized Language Commitment)

Project Commitment	Shown on Green Sheet
Measures to Avoid/Minimize Mortality No tree clearing will occur within 150 feet of a known maternity roost tree May 1 – June 30 to protect non-volant young. Winter roost trees are not considered maternity roost trees.	

Example 2

Project Commitment	Shown on Green Sheet
Tree protection measures installed before and during construction at the southeast corner of the property. ✓	

Tip: You can expand the size of a text box by hovering over the  in the lower right corner. A double-ended arrow will appear allowing you to expand or shrink the box.

Commitment Reason

Commitment Reason
Provide a brief explanation of why the commitment is being made. Reference meeting notes on the decision, permit conditions, compliance with Section 106, etc.

Use this section to explain why the Commitment is being made. The **blue outline** of the box indicates that this box is not required; however, understanding why a Commitment was made can help future project decisions.

Example 1 (Standardized Language Commitment):

Commitment Reason
ECAP Staff have evaluated this project and it is in Divisions 1-8, in known/potential counties, and is within 150 feet of a known maternity roost tree.

Example 2:

Commitment Reason
Commitment reached at Effects meeting held 7/14/21 and signed Effects form 7/27/2021. See form: https://connect.ncdot.gov/site/Preconstruction/division/div14/R-5763/Human%20Environment/18-01-0032EffectsSigned.pdf

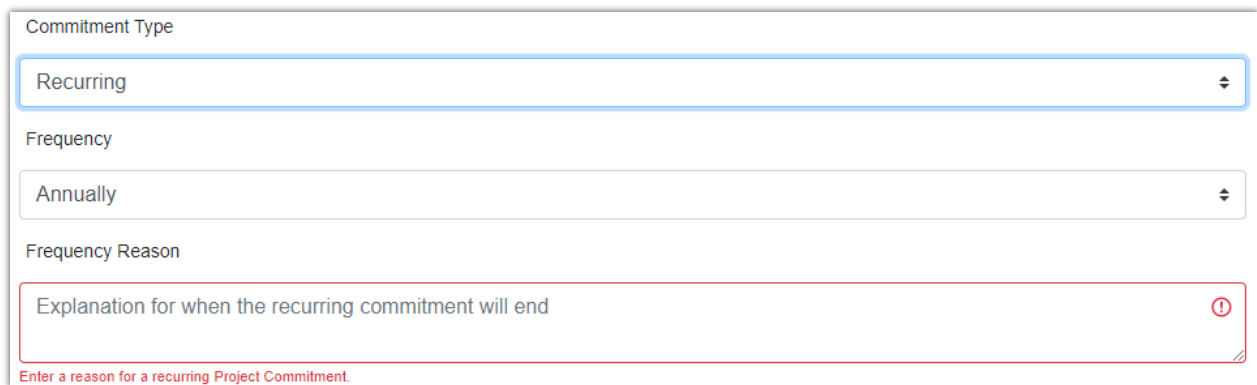
You may also reference meeting notes, reports, etc. that are stored on the project's SharePoint site by copying the hyperlink location into the text box.

Commitment Type

Commitment Type
One Time

Commitment Type
Recurring

This refers to how often a Commitment will be fulfilled. Commitments may be either One Time or Recurring. Most commitments are fulfilled one time and “One Time” is the default option. For instance, a commitment to implement Design Standards in Sensitive Watersheds is fulfilled when the design is complete. Recurring commitments are repeated throughout the life of the project, typically during or post-construction. For example, a commitment may be to conduct plant surveys for four years following construction completion. This is a recurring commitment that will be fulfilled once a year for four years. If “Recurring” is selected, additional boxes will appear asking the frequency of the recurrence (the default is Annually) and a reason. These are required boxes.



Commitment Type

Recurring

Frequency

Annually

Frequency Reason

Explanation for when the recurring commitment will end

Enter a reason for a recurring Project Commitment.

For example:



Commitment Type

Recurring

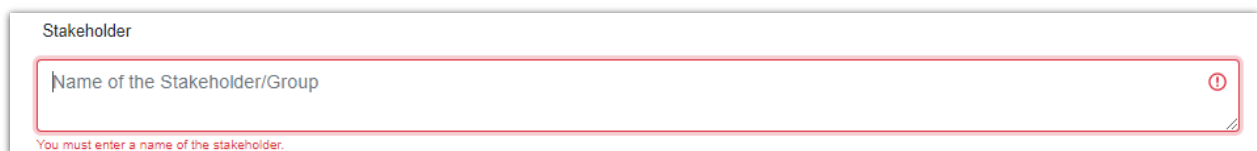
Frequency

Annually

Frequency Reason

According to the BO, monitoring shall occur prior to construction and during construction of the FBR bridge a period expected to be approximately 4 years.

Stakeholder (required)



Stakeholder

Name of the Stakeholder/Group

You must enter a name of the stakeholder.


To whom is the Commitment being made? Include the name of the individual and their organization or if the commitment is being made to a group (e.g., neighborhood HOA) the group’s representative. You may want to also include the stakeholders’ title after their name.

There may be multiple stakeholders for any single Commitment. Include each separated by a semi-colon (;).

Example 1 (Standardized Language Commitment):

Stakeholder

Gary Jordan, USFWS




Example 2:

In Example 2, the commitment is to preserve a large tree on an historic property, the stakeholder is the NC Historic Preservation Office.

Stakeholder

Renee Gledhill-Earley, NC HPO



Like other required text boxes, when the Stakeholder is included the box turns green with a green check mark.

Stakeholder Email(s)

Stakeholder Email(s)

Email address of the individual(s) or group

Provide the stakeholder(s) email information, if available. If there are multiple email addresses, separate them with a comma (,). Providing the email address will help if there is future change in project management. **No emails are sent from the Project Commitments Dashboard.**

Example 1 (Standardized Language Commitment):

Stakeholder Email(s)

gary_jordan@fws.gov

Example 2:

Stakeholder Email(s)

renee.gledhill-earley@ncdcr.gov

Phase

The image shows three sequential screenshots of a web form's 'Phase' dropdown menu. Each screenshot is enclosed in a light gray border. The first screenshot shows the dropdown menu with 'Development & Design' selected. The second screenshot shows 'Construction' selected. The third screenshot shows 'Post Construction' selected. Each dropdown menu has a small downward-pointing arrow on the right side.

The Phase refers to the phase in the project when the Commitment should be *fulfilled*. Because it is not “required” this commitment has a blue halo. As indicated by the arrows, this is a dropdown box that includes the phases: Development & Design; Construction; and Post Construction. The default choice is Development & Design for fulfillment of commitments through Letting. Construction should be used for commitments that will be fulfilled by the time construction of a project is complete. Post Construction is for commitments that occur once construction is complete.

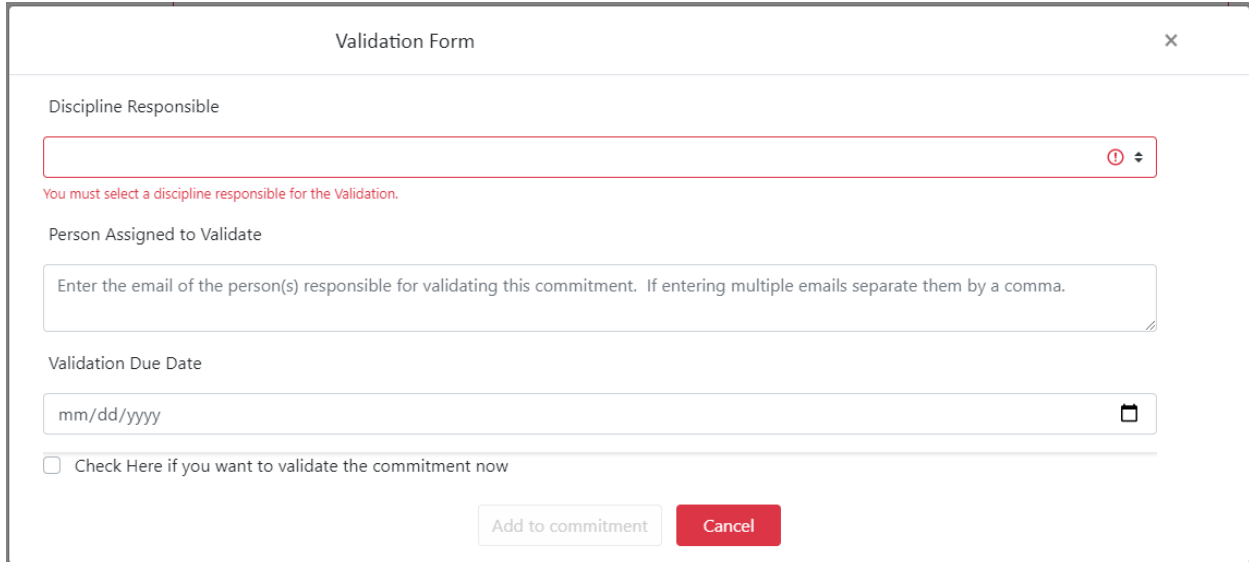
In some instances, a commitment may be fulfilled in both the Development & Design and Construction phases. In such cases, one commitment should be entered for the Development & Design phase and another commitment for the Construction phase. This will ensure that the commitment for a design is completed prior to construction. This is the case for the following example: “Design and construction in the vicinity of the Wilkesboro Livestock Market will 1. Maintain access to the property for the flow of trucks. 2. Restore/replace fencing. 3. Minimize utility impacts.” This commitment should be entered twice, once for the Development and Design phase and once for the Construction phase.

Commitment Validation Group Form

Commitment Validation allows NCDOT to ensure Commitments can be kept. All Commitments require a Validation Group (and Fulfillment Group) before they can be saved and added to the Project Commitments Dashboard.

The image shows a screenshot of a web form titled 'Commitment Validation'. The title is in a light gray font. Below the title is a blue button with white text that says 'Add Validation Group'. Below the button is a red error message that reads 'At least one(1) Project Commitment Validation is required.' The entire form is enclosed in a light gray border.

To assign Commitment Validation to an individual, click on the “Add Validation Group” button. A pop-up window with the Validation Form will appear.



The screenshot shows a pop-up window titled "Validation Form" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Discipline Responsible:** A dropdown menu with a red border and a red error icon. Below it is a red error message: "You must select a discipline responsible for the Validation."
- Person Assigned to Validate:** A text input field with a placeholder: "Enter the email of the person(s) responsible for validating this commitment. If entering multiple emails separate them by a comma."
- Validation Due Date:** A date input field with a placeholder: "mm/dd/yyyy" and a calendar icon.
- Check Here if you want to validate the commitment now:** A checkbox.
- Buttons:** "Add to commitment" (grey) and "Cancel" (red).

The Validation Form includes Discipline Responsible, Person Assigned to Validate, and Validation Due Date. As a reminder, only NCDOT (or embedded staff with authority to speak for NCDOT) should be assigned to validate commitments.

Discipline Responsible





This image shows a close-up of the "Discipline Responsible" dropdown menu. It has a red border and a red error icon. Below the dropdown is a red error message: "You must select a discipline responsible for the Validation."

Clicking in this box will produce a dropdown menu of disciplines that are most often going to validate Commitments. The list includes:

- | | |
|-------------------------------------|---------------------------------------|
| Construction Office | Human Environment |
| Division Office | Hydraulics |
| Division Environmental Staff | Project Management (PMU/SMU/Division) |
| EAU – ECAP | Rail |
| EAU – BioSurveys | Right of Way |
| EAU – Cultural Resources | Roadway Design |
| EAU - PICSviz | Structures Management |
| EAU – Traffic Noise and Air Quality | Traffic |
| EAU - Other | Utilities |
| Geotech/Geoenvironmental | Other (fill in the blank) |



Example 1 (Standardized Language Commitment):

Discipline Responsible

EAU – BioSurveys  



Example 2:

Discipline Responsible


EAU – Cultural Resources  

If “Other” is chosen, a second box will appear for you to identify the discipline responsible.

Discipline Responsible

Other  

Other Discipline Responsible

Enter a Discipline Responsible 

If you choose 'Other', you must enter that discipline.

Example of “Other”:

Discipline Responsible

Other  

Other Discipline Responsible

Roadside Environmental Unit 

Person Assigned to Validate

Person Assigned to Validate

Enter the email of the person(s) responsible for validating this commitment. If entering multiple emails separate them by a comma. ✓

Identify the individual(s) responsible for validating the Project Commitment by including their email address(es) or other pertinent contact information. **No emails are sent from the Project Commitments Dashboard.** It is the responsibility of the person entering the Commitment or the Project Manager to communicate (via phone, Teams, email, etc.) with the person assigned to complete the validation. A sample Validation Email is provided in [Appendix B](#) as an aide.

Example 1 (Standardized Language Commitment):

Person Assigned to Validate

Marissa Cox, mrcox@ncdot.gov ✓

Example 2:

Person Assigned to Validate

Mary Pope Furr, mpfurr@ncdot.gov ✓

Validation Due Date

Validation Due Date



mm/dd/yyyy ✓

The validation due date should be set to no more than two weeks from the date the Project Commitment was entered. Click on the calendar for a dropdown date picker or enter the date as appropriate.

Example 1 (Standardized Language Commitment)

In the case of Commitments using Standardized Language the Validation Date is the same as the day of entry.



Validation Due Date

05/04/2021  

Example 2

If the person who is entering the Commitment is the same as the person who would be validating the Commitment then the Validation Date would be the same day. If the person entering the Commitment is **not** the same as the person validating the Commitment, no more than two weeks should be given.

Validation Due Date

07/27/2021  

Checkbox to Self-Validate the Commitment

This checkbox should only be used if the person entering the Commitment is also the person who would validate the commitment OR if the Commitment uses standardized language a checkbox has been provided for self-validation. Checking this box will complete the validation step.


Check Here if you want to validate the commitment now

Complete Validation


Once all information has been added click "Add to commitment" to save the Validation Form.

Validation Form ×



Discipline Responsible

EAU – Cultural Resources 

Person Assigned to Validate

Mary Pope Furr, mpfurr@ncdot.gov 

Validation Due Date

04/13/2023  

Check Here if you want to validate the commitment now

If only one discipline needs to validate the Project Commitment, then this step is complete. If more than one discipline needs to validate the Project Commitment click on “Add Validation Group” and repeat the validation steps.

Commitment Validation

[Add Validation Group](#)

	Responsible	Other	Person(s) Assigned	Validation Due Date
	EAU – BioSurveys		Marissa Cox, mrcox	04/13/2023

This second Validation Group will be added to the first.

Commitment Fulfillment Group Form

Commitment Fulfillment specifies the discipline and person responsible for ensuring that a Project Commitment is completed. All Commitments require a Fulfillment Group (and Validation Group) before they can be saved and added to the Project Commitments Dashboard. As a reminder, only NCDOT (or embedded staff with authority to speak for NCDOT) should be assigned to document the fulfillment of commitments.

To add the Fulfillment Group click “Add Fulfillment Group”.

Commitment Fulfillment

[Add Fulfillment Group](#)

At least one(1) Project Commitment Fulfillment is required.

The Fulfillment Form will pop up and includes Discipline Responsible, Person Assigned to Fulfill, and Fulfillment Due Date.

Fulfillment Form
✕

Discipline Responsible Shown on Green Sheet

ⓘ ▾

You must select a discipline responsible for the fulfillment.

Person Assigned to Fulfill

Enter the email of the person(s) responsible for fulfilling this commitment. If entering multiple emails separate them by a comma.

Fulfillment Due Date

mm/dd/yyyy

📅

Add to commitment
Cancel

Discipline Responsible

Discipline Responsible
Shown on Green Sheet

ⓘ ▾

You must select a discipline responsible for the fulfillment.

The Discipline Responsible dropdown list includes the same disciplines as on the Validation Form. However, the person who validates a Project Commitment may or may not be the same person that ensures that the Commitment has been fulfilled.

Example

Discipline Responsible
Shown on Green Sheet

✔ ▾

Division Environmental Staff

Person Assigned to Fulfill

Person Assigned to Fulfill

Enter the email of the person(s) responsible for fulfilling this commitment. If entering multiple emails separate them by a comma.

Identify the individual(s) responsible for fulfilling the Commitment by including their email address(es) or other pertinent contact information. **No emails are sent from the Project Commitments Dashboard.** It is the responsibility of the person entering the Commitment or the Project Manager to communicate with the person assigned to fulfill the Commitment. A sample Fulfillment Email is provided in [Appendix B](#).

Example

Person Assigned to Fulfill

Chad Coggins, tccoggins@ncdot.gov ✓

Fulfillment Due Date


Fulfillment Due Date

mm/dd/yyyy 

The Fulfillment Due Date is an estimate of when the Project Commitment will need to be completed by. The Due Date may be tied to the right of way or let date to begin with and can be changed as more specific milestone dates are available

Example


Fulfillment Due Date

10/19/2027  ✓

Fulfillment Completion

To complete the Fulfillment Form, click "Add to commitment" at the bottom of the form.

Fulfillment Due Date


11/14/2024  ✓

[Add to commitment](#) [Cancel](#)

This will send you back to the Project Commitment screen and show the Fulfillment Groups listed. If more than one person is responsible for making sure the commitment is fulfilled, click "Add Fulfillment Group" and follow the previous steps.

Commitment Fulfillment

[Add Fulfillment Group](#)

	Responsible	Other	Person(s) Assigned	Fulfillment Due Date
	Division Office		Chad Coggins, tccoggins@ncdot.gov	07/01/2024

Once the Project Commitment, Validation Group, and Fulfillment Group information have been entered the buttons at the bottom will go from transparent

[Save Commitment and Add Another](#)
[Save Commitment and Exit](#)
[Cancel](#)

[Save Commitment and Add Another](#)
[Save Commitment and Exit](#)
[Cancel](#)

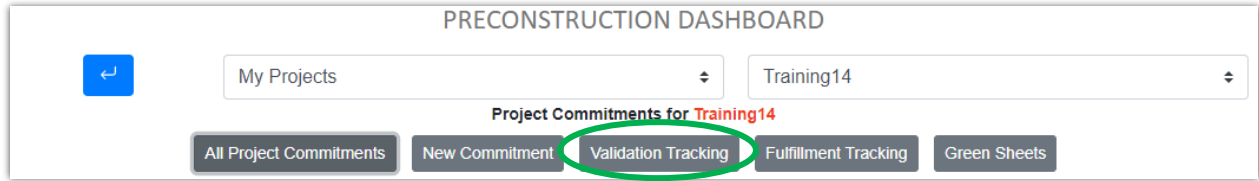
to opaque

Click the “Save Commitment and Add Another” if entering multiple commitments at once. Once saved a New Commitment form will appear. If this is the only commitment you have to enter choose “Save Commitment and Exit”, which will save the commitment and send you to the Project Commitments Dashboard. Choosing “Cancel” will send you to the Project Commitments Dashboard **without saving**.

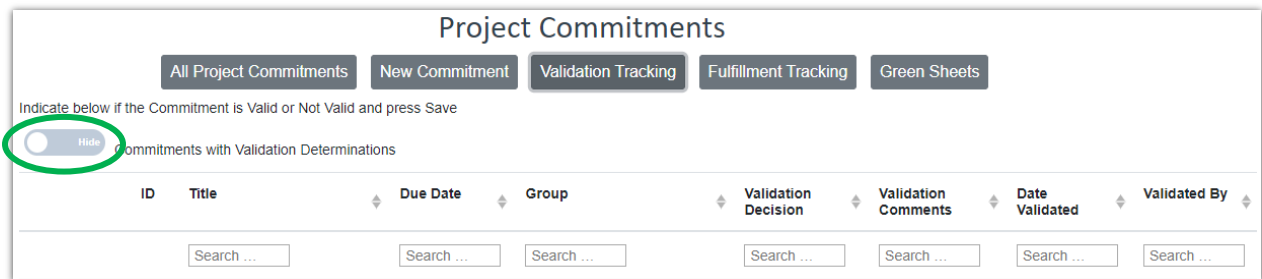
The Project Commitments Dashboard now shows the list of Project Commitments that have been added to date. The status will change as the Project Commitment is validated and fulfilled.

Validating a Commitment

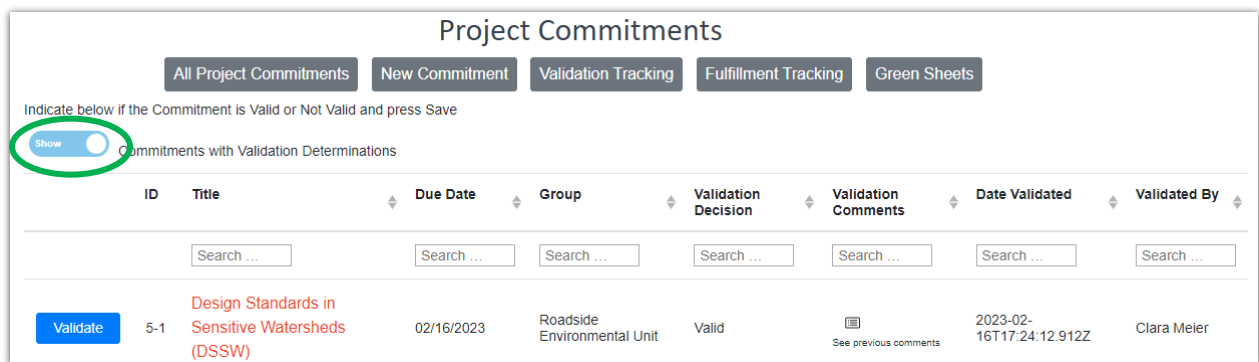
The default view for the Project Commitments Dashboard is “All Project Commitments”. To validate a commitment click on the Validation Tracking button to show the Validation Status.



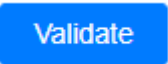
This will bring up the validation status of the Commitments for the project. The default view hides commitments already validated.



To show the Commitments that have validation decisions, click on the slider to “show” Commitments with Validation Determinations – the slider will turn blue.



To validate a Project Commitment, make sure the slider is on “hide” Commitments with

Validation Determinations. Click on the  button next to the Commitment that you want to make a validation decision on. The Validation Form will appear.

Edit Validation Decision

ID	4
Frequency	One Time
Frequency	One Time
Phase	Construction
Group	EAU – ECAP
Due Date	2023-02-09
Validation Decision	<input type="radio"/> Is Valid <input type="radio"/> Is Not Valid
Comments	<p style="color: red; font-size: small;">You must select a decision.</p> <div style="border: 1px solid red; padding: 5px; min-height: 30px; display: flex; align-items: center; justify-content: flex-end;"> ! </div> <p style="color: red; font-size: small;">You must enter a comment</p> <p>No comments</p>
Date Validated	
Validated By	

Add Attachment
Save
Cancel

Click on the radio button to choose whether the Commitment is Valid or Not Valid

Is Valid

Is Not Valid

Clicking the radio button will turn the text from red to green. If “Is Valid” is chosen then the blue Save button will also appear. **However**, if you are validating the comment on behalf of someone else, a note should be made in the Comments box noting the coordination and date. You may also include additional documentation (e.g., email, memo, etc.) by clicking

Add Attachment

Due Date 2023-02-09

Validation Decision Is Valid
 Is Not Valid

Comments

No comments

Date Validated

Validated By

Add Attachment **Save** **Cancel**

If "Is Not Valid" is chosen, then the blue Save button will not appear until a reason is provided in the comments box.

Validation Decision Is Valid
 Is Not Valid

Comments

You must enter a comment

No comments

Date Validated

Validated By

Add Attachment **Save** **Cancel**

Validation Decision Is Valid
 Is Not Valid

Comments

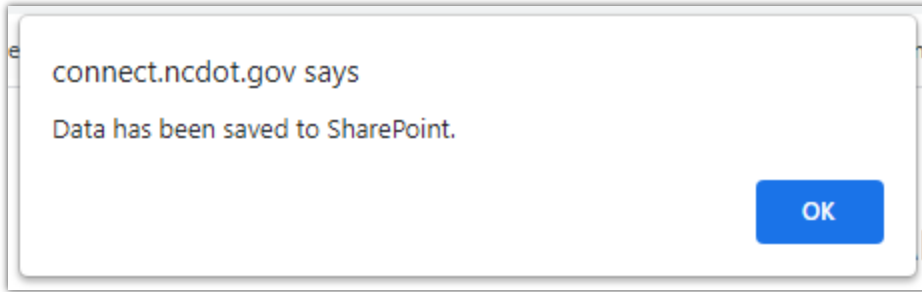
No comments

Date Validated

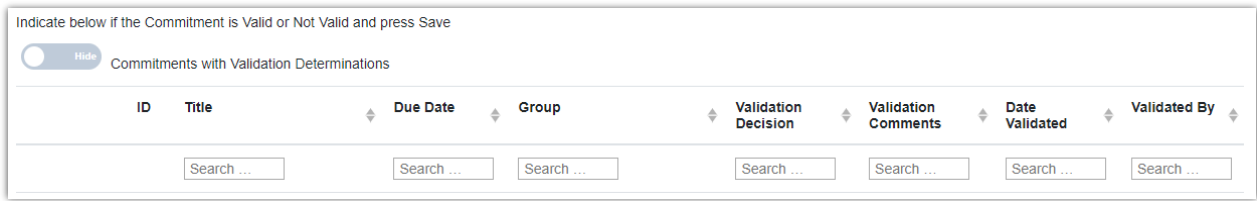
Validated By

Add Attachment **Save** **Cancel**

Once the Save button is clicked, the following box will pop up.



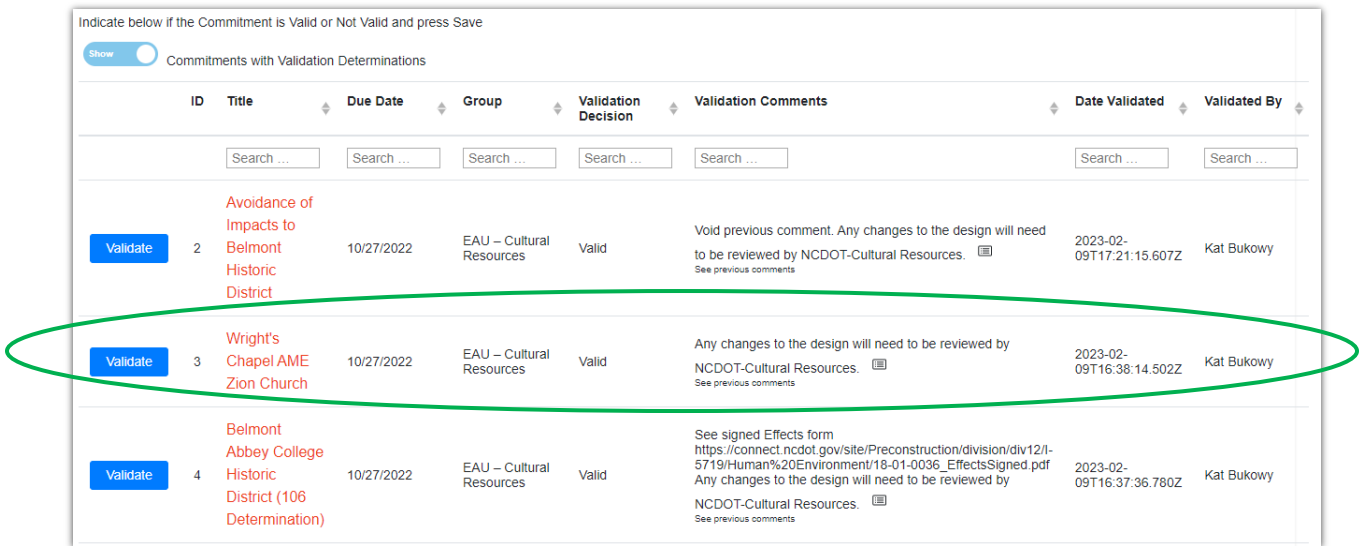
And the Project Commitment will no longer appear in the Validation Tracking list:



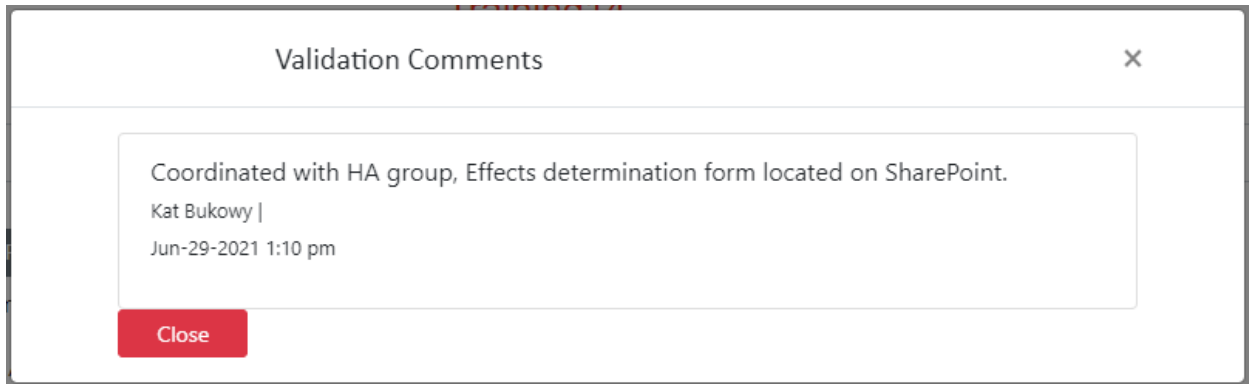
The Project Commitment will appear in the list of “Commitments with Validation



Determinations” and includes the last comment added and shows [See previous comments](#). If there are no comments, “No comments” will appear instead.



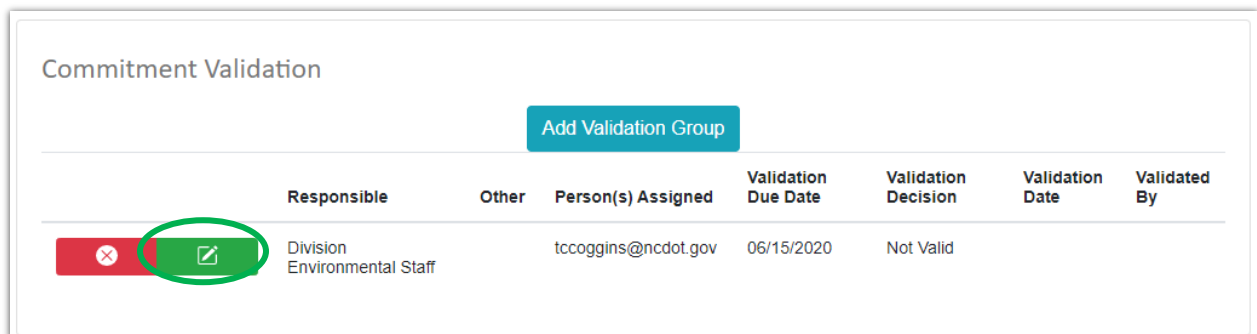
The history of comments can be seen by clicking the . This will produce a pop-up box that shows each comment, who made it, and the date.



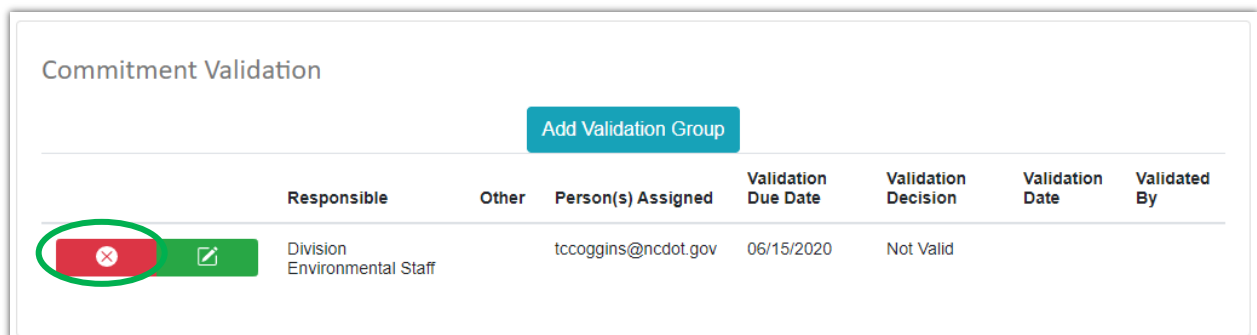
Editing a Commitment from the Validation Dashboard

Commitments that have **not** been validated can be edited by clicking on the red title. This will take you back to the Project Commitment form. You can make any necessary edits to the form. Please note that if information in a required text box (red/green highlight) is deleted you will not be able to save the changes until the required text box is populated with information.

To make changes to an entry in the Commitment Validation form, click on the green edit button.



To remove a Validation Group, click on the red deletion button.



If there is only one responsible group listed for Commitment Validation and that group is removed, you will be prompted to enter a new group for validation.

Commitment Validation

At least one(1) Project Commitment Validation is required.

Add Validation Group

Edits to the Commitment cannot be saved without an assigned responsible group for Commitment Validation. The “Save Changes” button is greyed out until a Validation Group is added.

Commitment Validation

At least one(1) Project Commitment Validation is required.

Add Validation Group

Commitment Fulfillment

Add Fulfillment Group

	Responsible	Other	Person(s) Assigned	Fulfillment Due Date
	Division Office		Chad Coggins, tccoggins@ncdot.gov	10/22/2024

Save Commitment and Add Another Save Commitment and Exit Cancel

Fulfilling a Commitment

The default view for the Project Commitments Dashboard is “All Project Commitments”. To fulfill a commitment, click on the Fulfillment Tracking button to show the Fulfillment Status.

Project Commitments

All Project Commitments New Commitment Validation Tracking Fulfillment Tracking Green Sheets

Enter the date the fulfillment was completed, remarks from the fulfillment, and press **Save**.

If fulfillment frequency is recurring and this is the final fulfillment click on the checkbox indicating **"Final Date"** as well.

This will bring up the fulfillment status of the Commitments for the project. The default view shows All Commitments and hides commitments already fulfilled.

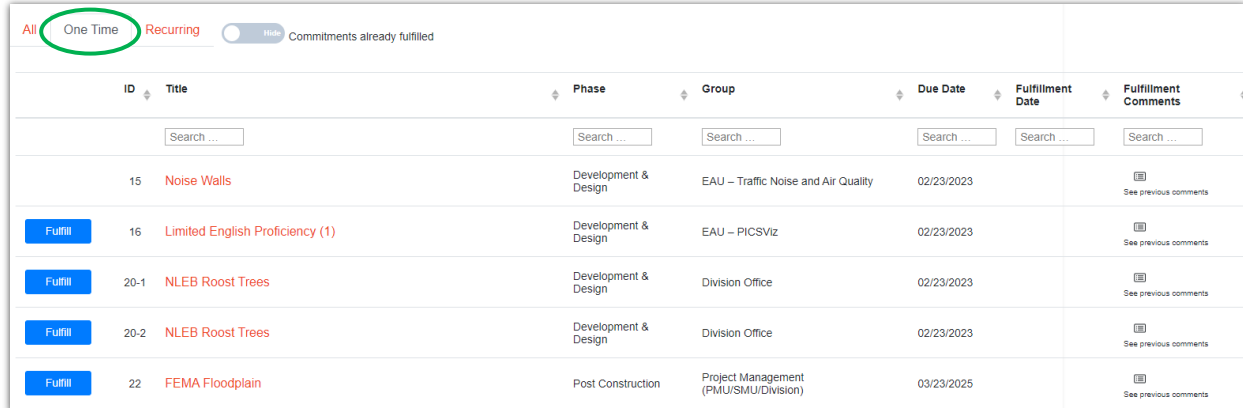
ID	Title	Frequency	Phase	Group	Due Date	Last Fulfillment Date	Fulfillment Date	Fulfillment Comments	Final Date?
3	Design Standards in Sensitive Watersheds (DSSW)		Development & Design	Project Management (PMU/SMU/Division)	04/09/2023			See previous comments	N/A
4	Northern Long-eared Bat	Annually	Construction	EAU – ECAP	05/22/2023			See previous comments	
5-1	PMU Seed Mix and Wildlife Passage		Development & Design	EAU – ECAP	07/31/2023			See previous comments	N/A
5-2	PMU Seed Mix and Wildlife Passage		Development & Design	Project Management (PMU/SMU/Division)	07/31/2023			See previous comments	N/A

Clicking the slider to “Show Commitments already fulfilled” shows all Commitments that have been fulfilled.

ID	Title	Frequency	Phase	Group	Due Date	Last Fulfillment Date	Fulfillment Date	Fulfillment Comments	Final Date?
17	Limited English Proficiency (2)	One Time	Development & Design	EAU – PICSviz	02/23/2023		04/18/2018	Design Public Hearing held, meeting materials in Russian and Spanish. See previous comments	

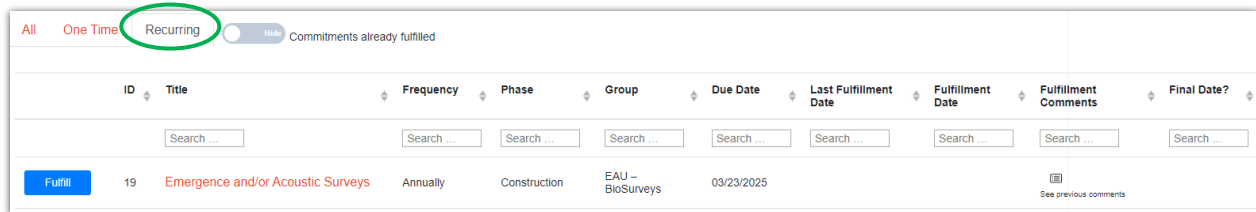
Unlike Validation Tracking, the Fulfillment Tracking can be sorted by One Time and Recurring Commitments. Once again, the default is to Hide commitments already fulfilled.

One Time Commitments:



All One Time Recurring <input type="checkbox"/> Hide Commitments already fulfilled						
ID	Title	Phase	Group	Due Date	Fulfillment Date	Fulfillment Comments
	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>
15	Noise Walls	Development & Design	EAU – Traffic Noise and Air Quality	02/23/2023		See previous comments
	16 Limited English Proficiency (1)	Development & Design	EAU – PICSviz	02/23/2023		See previous comments
	20-1 NLEB Roost Trees	Development & Design	Division Office	02/23/2023		See previous comments
	20-2 NLEB Roost Trees	Development & Design	Division Office	02/23/2023		See previous comments
	22 FEMA Floodplain	Post Construction	Project Management (PMU/SMU/Division)	03/23/2025		See previous comments

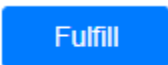
Recurring Commitments:



All One Time Recurring <input type="checkbox"/> Hide Commitments already fulfilled									
ID	Title	Frequency	Phase	Group	Due Date	Last Fulfillment Date	Fulfillment Date	Fulfillment Comments	Final Date?
	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>
	19 Emergence and/or Acoustic Surveys	Annually	Construction	EAU – BioSurveys	03/23/2025			See previous comments	

One-Time Commitments

To fulfill a One Time Commitment, the individual assigned to ensure the Commitment is fulfilled or the Project Manager in coordination with that individual should click on



for that particular Commitment.

The Fulfillment Form will pop up:

The red boxes are required. Enter the date the Commitment was fulfilled and a comment regarding the completion. You can also add additional documentation by clicking

Add Attachment

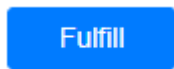
Save

Once these entries are made, **Save** appears. Clicking the save button will produce the pop-up box:

OK

Clicking **OK** removes the completed one time commitment from the default view.

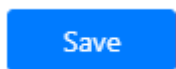
Recurring Commitments



If the Commitment is recurring, click on the **Fulfill** for that particular Commitment.

The Edit Fulfillment form will pop up:



The difference in the two forms is the “Final Fulfillment?” check box. Fill out the form with the date and a comment.





Click **Save** and then **OK**. The Fulfillment Tracking default view will update to show:


ID	Title	Frequency	Phase	Group	Due Date	Last Fulfillment Date	Fulfillment Date	Fulfillment Comments	Final Date?
4-2	Northern Long-eared Bat	Annually	Construction	EAU - ECAP	05/22/2023	09/02/2021	Report submitted and approved by USFWS on 8/31/2021	See previous comments	

The Commitment and its ID will update with each new fulfillment date. When the recurring Commitment is completed for the last time, fill in the date and comment, and check the box for “Final Fulfillment?”

Click  and then . The Fulfillment Tracking default view will update and this Commitment will no longer be visible in the default view.

The commitment is now included in the “Commitments already fulfilled” list.

ID	Title	Frequency	Phase	Group	Due Date	Last Fulfillment Date	Fulfillment Date	Fulfillment Comments	Final Date?
4-1	Northern Long-eared Bat	Annually	Construction	EAU – ECAP	05/22/2023		09/02/2021	Report submitted and approved by USFWS on 8/31/2021  <small>See previous comments</small>	<input type="checkbox"/>
4-2	Northern Long-eared Bat	Annually	Construction	EAU – ECAP	05/22/2023	09/02/2021	09/04/2023	USFWS approved final annual report. Monitoring complete.  <small>See previous comments</small>	<input checked="" type="checkbox"/>

Clicking on the  will show the comments for each entry.

Fulfillment Comments ✕

USFWS approved final annual report. Monitoring complete.
 Kat Bukowy | kbukowy@hntb.com
 Apr-13-2023 12:14 pm

Report submitted and approved by USFWS on 8/31/2021
 Kat Bukowy | kbukowy@hntb.com
 Apr-13-2023 12:12 pm

Close

Under “Show Commitments already fulfilled,” each instance of the Commitment being fulfilled will be listed.

ID	Title	Frequency	Phase	Group	Due Date	Last Fulfillment Date	Fulfillment Date	Fulfillment Comments	Final Date?
	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>	<input type="text" value="Search ..."/>
4-1	Northern Long-eared Bat	Annually	Construction	EAU – ECAP	05/22/2023		09/02/2021	Report submitted and approved by USFWS on 8/31/2021 See previous comments	<input type="checkbox"/>
4-2	Northern Long-eared Bat	Annually	Construction	EAU – ECAP	05/22/2023	09/02/2021	09/04/2023	USFWS approved final annual report. Monitoring complete. See previous comments	<input checked="" type="checkbox"/>

Generating the Green Sheets

The Green Sheets view is different in appearance compared to the other parts of the Dashboard. The Green Sheets default view includes a “Select” (All/None) slider; “Include Fulfilled Commitments” is turned on; and “Display Green Background on PDF” is turned off. Instructions for editing the Green Sheet are also included, along with a “Generate PDF” button and an editable header/footer.

The screenshot shows the 'Green Sheets' tab selected in a navigation bar. Below the tabs are three filters: 'Select' (set to 'All'), 'Include Fulfilled Commitments' (set to 'On'), and 'Display Green Background on PDF' (set to 'Off'). A 'Generate PDF' button is visible. Below the filters are instructions for printing and editing the green sheet. The instructions include: 1. Changing the text of the Green Sheet, 2. Updating Header/Footer, 3. Moving a commitment to the Permitting section, 4. Changing the Print Order, and 5. Striking-Through a Commitment. Below the instructions is a sample green sheet with the following text: PROJECT COMMITMENTS, I-85 Widening from US 321 to NC 273, T.I.P Number: Cherokee, -- blank field --, WBS:.

Modifying the Header and Footer

To change the information in the header or the footer, double click on the lines you want to change.

Header:

The screenshot shows the header section of a green sheet. The text is: PROJECT COMMITMENTS, Training and Demonstration project, T.I.P Number: Cherokee, Federal Aid Number: WBS:.

The screenshot shows the header section of a green sheet. The first line, 'I-85 Widening from US 321 to NC 273', is highlighted with a blue border, indicating it is selected for editing. The rest of the text is: PROJECT COMMITMENTS, T.I.P Number: Cherokee, Federal Aid Number: WBS:.

Footer:

The screenshot shows the footer section of a green sheet. The text is: Training and Demonstration project, -- blank field --, -- blank field --.

I-85 Widening, from US 321 to NC 273

STIP Projects I-5719/U-3608/U-5800

-- blank field --

Anything that is left as a “—blank field—” will not show on the Green Sheets. “Federal Aid Number” can be deleted and “—blank field—” will be left in its place. The “WBS:” would move to the “Federal Aid Number” line when shown on the Green Sheet pdf.

Selecting Commitments

The “Select” (All) slider selects all Commitments to be included on the Green Sheets.

Select All On Include Fulfilled Commitments Off Display Green Background on PDF

These are shown as blue checkboxes:

PROJECT COMMITMENTS				
Replace Bridge Nos. 82 and 85 over Black Creek and Bridge Nos. 100 and 101 over the Neuse River on I-95 T.I.P Number: B-6044 Johnston County Federal Aid Number: WBS:48330.1.1				
Save	Print Order	Permitting	Strike-Through	COMMITMENTS FROM PROJECT DEVELOPMENT AND DESIGN
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	Division Environmental Staff - Anadromous Fish The Neuse River and Black Creek are designated by the North Carolina Wildlife Resources Commission (NCWRC) as an Anadromous Fish Spawning Area. As a result, an in-water construction moratorium will be in effect from February 15 to June 30.
<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	Division Environmental Staff - Atlantic Sturgeon NCDOT will conclude Section 7 consultation with National Marine Fisheries Service prior to beginning construction. Any conservation measures agreed to during consultation will be added to the contract.

To select some of the Commitments for inclusion but not others, manually uncheck the boxes of the Commitments that you do not want included on the Green Sheets.

<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulics - FEMA Floodplain (Hydraulics) Neuse River and Black Creek This project involves construction activities on or adjacent to FEMA-regulated stream(s). Therefore, the Division shall submit sealed as-built construction plans to the Hydraulics Unit upon completion of project construction, certifying that the drainage structure(s) and roadway embankment that are located within the 100-year floodplain were built as shown in the construction plans, both horizontally and vertically.
<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	Division Office - Future Greenway Construction NCDOT will allow the future construction of a greenway/multi-use path by others upon approval of plans and encroachment agreements underneath the Neuse River bridges along the right riverbank.

Setting the Print Order

The “Print Order” indicates the order in which the Commitments will appear when the PDF is generated. The default is to list the Commitments in the order they were entered into the Dashboard. This list can be rearranged so that Units/Divisions/Groups responsible for fulfillment can be grouped together.

In this example, all of the Commitments to be fulfilled by Project Management will be grouped together, followed by Division Environmental Staff.

Save	Print Order	Permitting	Strike-Thru	COMMITMENTS FROM PROJECT DEVELOPMENT AND DESIGN
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project Management (PMU/SMU/Division) - USACE Action Area Determination and Section 106 Evaluation <small>NCDOT will coordinate with USACE on permit and Section 404 Merger requirements and the USACE action area. Once the USACE action area is determined, an ETRACS request will be made for final clearance for listed federal Section 106 Resources if needed.</small> <i>Action Completed, action area completed and 106 coordination completed 5.3.21</i>
<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	Project Management (PMU/SMU/Division) - Conditional No Adverse Effect Armory Rd Property <small>Design in the vicinity of the Wilkesboro Livestock Market will 1. Maintain access to the property for the flow of trucks. 2. Restore/replace fencing. 3. Minimize utility impacts.</small>
<input checked="" type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	Project Management (PMU/SMU/Division) - Municipal Sidewalk Agreement - Town of North Wilkesboro <small>The proposed project includes sidewalks on the south side of the facility inside the town limits of North Wilkesboro to 2nd Street. This will require a municipal agreement with the Town of North Wilkesboro.</small>
<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	Division Environmental Staff, Construction Office - Conditional No Adverse Effect Armory Rd Property <small>Construction in the vicinity of the Wilkesboro Livestock Market will 1. Maintain access to the property for the flow of trucks. 2. Restore/replace fencing. 3. Minimize utility impacts.</small>
<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project Management (PMU/SMU/Division) - UST Site Assessments <small>Conduct UST site assessments prior to ROW acquisition</small> <i>Standard operating procedure</i>

To retain the new print order click Save.

Edit a Commitment from the Green Sheet Dashboard

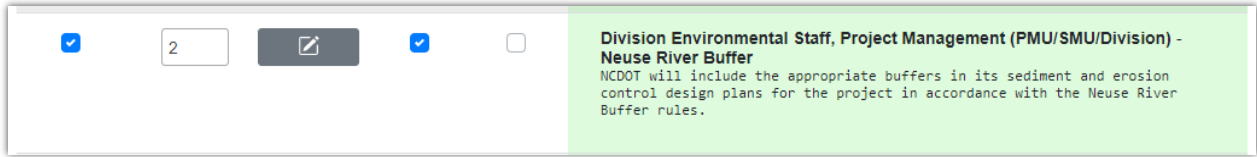


If needed, the gray edit box can be clicked and the Edit Project Commitment form will pop up. As previously noted, all text boxes with red/green highlight are still required.

Creating the Permitting Section

All Commitments are, by default, included in a section headed “Commitments from Project Development and Design.” By checking the boxes in the “Permitting” column any Commitments that are part of Permitting Conditions will be moved to a separate section in the Green Sheets labeled “Commitments from Permitting.”

Save	Print Order	Permitting	Strike-Thru	COMMITMENTS FROM PROJECT DEVELOPMENT AND DESIGN
------	-------------	------------	-------------	---

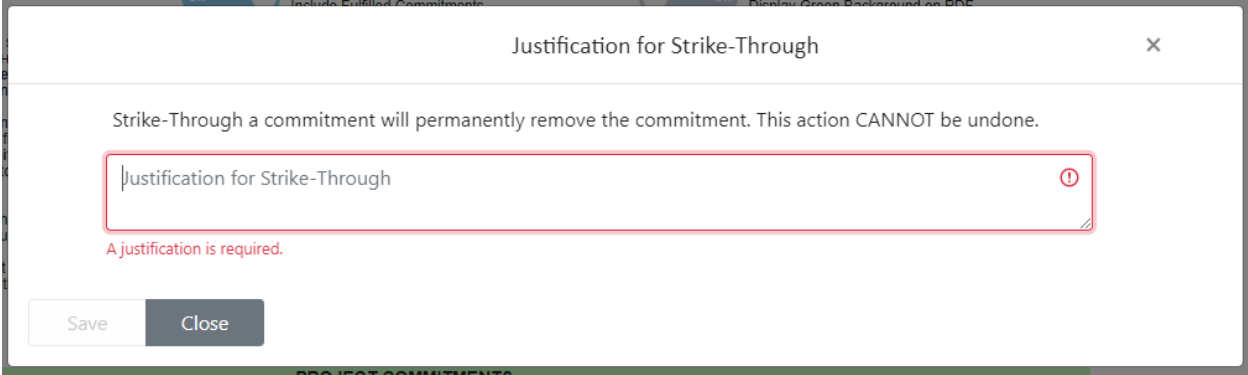


Removing a Commitment (Strike Through)

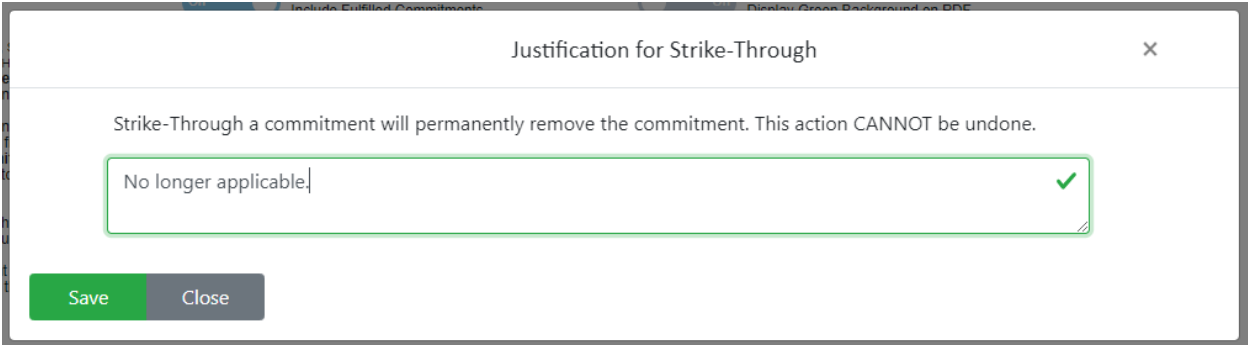
The “Strike Through” column allows you to remove a Commitment. **WARNING: ONCE A COMMITMENT IS STRUCK THROUGH (AND SAVED), IT CANNOT BE UNDONE!**

A Commitment may be struck through if it 1) has changed substantially, or 2) is no longer applicable. If a Commitment has been struck through and then becomes a new Commitment, it must be reentered into the Project Commitments Dashboard.

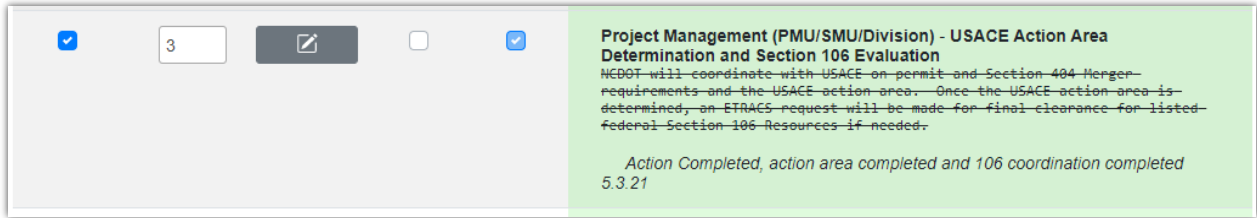
When checking a Strike Through box, the following text box will pop up.



A justification for the strike through is required.



The justification will appear in *italics* under the struck through Commitment. It will also appear on the Green Sheets.



Generating a Green Sheet

By default “Display Green Background on PDF” slider is OFF, this is to allow Green Sheets to be printed on green paper. However, if you are generating a Green Sheet for inclusion in a larger pdf document make sure the “Display Green Background on PDF” slider is set to ON.

Once the slider is OFF/ON, as appropriate, click

Generate PDF

Appendix A

Commitments with Standardized Language

Instructions for Use: The Commitments included here follow the format for entry into the Project Commitment Dashboard. Copy and paste all black text into the appropriate text boxes in the Project Commitment form. Replace **red text** with project specific text. Text in *italics* are additional directions and should not be copied/pasted. Form fields that do not have text associated here (e.g., Commitment Fulfillment) vary from project to project and should be filled in with project specific information.

Northern Long-eared Bat (NLEB) – for use in Div 1-8 only

Follow the current guidance located on the [NCDOT BSG website](#)

Title: NLEB

Project Commitment Standard Language:

Measures to Avoid/Minimize Mortality

No tree clearing will occur within 150 feet of a known maternity roost tree May 1 – June 30 to protect non-volant young. Winter roost trees are not considered maternity roost trees.

Commitment Reason: [ECAP or Division Environmental] Staff have evaluated this project and it is in Divisions 1-8, in known/potential counties, and is within 150 feet of a known maternity roost tree.

Stakeholder: USFWS

Stakeholder Email(s): gary_jordan@fws.gov

Phase: Construction

Commitment Validation

Discipline Responsible: EAU – ECAP OR Division Environmental Staff

Person Assigned to Validate: [EAU – ECAP OR Division Environmental Staff]

Validation Due Date: [Day of Project Commitment entry]

Check the box to validate-> [Check Here if you want to validate the commitment now](#)

West Indian Manatee

Title: West Indian Manatee

Project Commitment Standard Language:

NCDOT will adhere to “Guidelines for Avoiding Impacts to the West Indian Manatee: Precautionary Measures for Construction Activities in North Carolina Waters” for this project.

Commitment Reason: STIP Project [TIP #] is located in habitat for the West Indian Manatee.

Stakeholder: USFWS

Stakeholder Email(s): gary_jordan@fws.gov

Phase: Construction

Commitment Validation

Discipline Responsible: EAU – BioSurveys

Person Assigned to Validate: mrcox@ncdot.gov

Validation Due Date: [Day of Project Commitment entry]

Check the box to validate-> Check Here if you want to validate the commitment now

Anadromous Fish

Title: Anadromous Fish Spawning Area

Project Commitment Standard Language:

[Stream name] is designated by the North Carolina Wildlife Resources Commission (NCWRC) as an Anadromous Fish Spawning Area. As a result, an in-water construction moratorium will be in effect from February 15 to September 30.

Commitment Reason: STIP Project [TIP #] crosses and will require in-water construction on [Stream name].

Stakeholder: Travis Wilson, NC Wildlife Resources Commission

Stakeholder Email(s): travis.wilson@ncwildlife.org

Phase: Construction

Commitment Validation

Discipline Responsible: EAU – ECAP OR Division Environmental Staff

Person Assigned to Validate: [EAU – ECAP OR Division Environmental Staff]

Validation Due Date: [Day of Project Commitment entry]

Check the box to validate-> Check Here if you want to validate the commitment now

Trout Waters (NCWRC-designated)

Title: NCWRC Trout Waters

Project Commitment Standard Language:

[Stream name] is designated by the NC Wildlife Resources Commission as Trout Waters. As a result, in-water work and land disturbance within the 25-foot trout buffer is prohibited from October 15 to April 15 to avoid impacts to trout reproduction. In addition, NCDOT will implement Design Standards in Sensitive Waters for this project.

Commitment Reason: STIP Project [TIP #] crosses and will require in-water construction on [Stream name].

Stakeholder: David McHenry, NC Wildlife Resources Commission

Stakeholder Email(s): david.mchenry@ncwildlife.org

Phase: Construction

Commitment Validation

Discipline Responsible: EAU – ECAP OR Division Environmental Staff

Person Assigned to Validate: [EAU – ECAP OR Division Environmental Staff]

Validation Due Date: [Day of Project Commitment entry]

Check the box to validate-> Check Here if you want to validate the commitment now

Design Standards in Sensitive Watersheds

Title: Design Standards in Sensitive Watersheds

Project Commitment Standard Language:

[Water body name] is designated as a [pick all that apply High Quality Water, WS-I, WS-II, SA, PNA, ESAs, ORW, Critical Areas, Regulated Riparian Buffers, CAMA AECs, T&E Species Habitat, Trout Waters, 303(d) Waters for Turbidity, or Land Adjacent to a Water Supply Intake]. NCDOT will implement Design Standards in Sensitive Watersheds.

Commitment Reason: STIP Project [TIP #] will impact [water body name], therefore DSSW will be implemented.

Stakeholder: [Representative Name, Agency]

Stakeholder Email(s):

Phase: Development & Design

Commitment Validation

Discipline Responsible: Other

Other Discipline Responsible: Roadside Environmental Unit

Person Assigned to Validate: [Roadside Environmental Unit Staff]

Validation Due Date: [Two weeks from entry]

Off-site Construction Staging

Title: Off-Site Construction Staging

Project Commitment Standard Language:

Off-site staging and stockpiling areas should not occur in [name the project-specific locations].

Commitment Reason:

Stakeholder: [Representative Name, Agency]

Stakeholder Email(s):

Phase: Construction

Commitment Validation

Discipline Responsible: EAU – ECAP OR Division Environmental Staff

Person Assigned to Validate:

Validation Due Date: [Two weeks from entry]

Federal Land Encroachment

Title: Federal Land Encroachment

Project Commitment Standard Language:

Coordination is in progress with [name of agency (e.g., US Forest Service (USFS))] due to encroachment onto [agency] property. Any additional commitments developed during project design will be included in the project contract.

Commitment Reason: [Provide reference to documentation of encroachment on federal land including designs, meeting summaries, etc.]

Stakeholder: [Agency Representative, Agency Name]

Stakeholder Email(s):

Phase: Development & Design

Commitment Validation

Discipline Responsible: Project Management (PMU/SMU/Division)

Person Assigned to Validate:

Validation Due Date: [Two weeks from entry]

FEMA Floodplain (Hydraulics)

Title: Construction in FEMA Floodplain

Project Commitment Standard Language:

This project involves construction activities on or adjacent to FEMA-regulated stream(s). Therefore, the Division shall: (1) construct all vertical and horizontal elements within the floodplain as designed; and (2) consult with the Hydraulics Unit of any planned deviation of these elements within the floodplain prior to commencing any such changes; and (3) submit sealed as-built construction plans to the Hydraulics Unit upon completion of project construction. The Hydraulics Unit will then verify either: (1) the drainage structure(s) and roadway embankment located within the 100-year floodplain were built as shown in the construction plans, both horizontally and vertically; or (2) any changes made to the plans were reviewed and approved to meet FEMA SFHA compliance; or (3) appropriate mitigation measures will be achieved prior to project close-out.

Commitment Reason: STIP Project [TIP #] crosses FEMA-regulated stream [Stream name].

Stakeholder: Highway Floodplain Program

Stakeholder Email(s):

Phase: Post-Construction

Commitment Validation

Discipline Responsible: Hydraulics Unit

Person Assigned to Validate: [Hydraulics Unit Representative]

Validation Due Date: [Two weeks from entry]

Voluntary Agriculture District (VAD)

Title: Voluntary Agriculture District (VAD)

Project Commitment Standard Language:

The project will impact [#] VAD properties. If right of way will be acquired from VAD properties through eminent domain, the [County name] VAD Ordinance requires the [County name] County Agricultural Advisory Board hold a public hearing concerning the proposed condemnation before condemnation may be initiated. Any VAD lands converted to non-

agricultural use as part of a temporary construction easement must be returned to farmable condition by project completion. If any VAD property holders refuse settlement, the NCDOT Right of Way Branch must contact the Public Involvement, Community Studies and Visualization (PICSViz) Group as well as the NCDOT Project Manager to pursue a public hearing, before pursuing condemnation.

Commitment Reason: [Parcel/Property Name] is designated as a [VAD or EVAD] in [Name] County.

Stakeholder: [Name] County VAD Administrator, [Owner Name]

Stakeholder Email(s):

Phase: Development & Design

Commitment Validation

Discipline Responsible: EAU - PICSViz

Person Assigned to Validate: pdwilson1@ncdot.gov

Validation Due Date: [Two weeks from entry]

Commitment Fulfillment

Discipline Responsible: EAU - PICSViz

Person Assigned to Validate: pdwilson1@ncdot.gov

Validation Due Date: [Date after Public Hearing and comment period]

Archaeology Sites

Title: Adverse Effect on Archaeological Site

Project Commitment Standard Language:

STIP Project [TIP Number] has been determined to have an adverse effect on archaeological site [ID #] under Section 106 of the National Historic Preservation Act (NHPA) and this site is anticipated to require data recovery excavations as the project is currently proposed. The data recovery excavations will require the prior completion of a Section 106 e106 Notification of Adverse Effect, a Memorandum of Agreement (MOA), and acceptance of a data recovery plan in consultation with the North Carolina Historic Preservation Office (HPO) and other identified consulting parties. The excavations will be initiated after Right of Way is acquired from all parcels containing portions of the site that will be subjected to the data recovery excavations. A duration of [indicate length of time] is required to complete the data recovery field excavations after Right of Way acquisition of all the subject parcels. No construction-related activities will be initiated within the portion of the project Right of Way subjected to data recovery investigations until all MOA primary signatories agree that all required data recovery field excavations are complete.

Commitment Reason:

Stakeholder: NC Historic Preservation Office, Office of State Archaeology and [Lead Federal Agency]

Stakeholder Email(s): renee.gledhill-earley@ncdcr.gov; [Lead Federal Agency Representative]

Phase: Development and Design

Commitment Validation

Discipline Responsible: EAU – Cultural Resources

Person Assigned to Validate: [Archaeology staff assigned to project]

Validation Due Date: [Day of Project Commitment entry]

Check the box to validate-> Check Here if you want to validate the commitment now

Commitment Fulfillment

Discipline Responsible: EAU – Cultural Resources

Person Assigned to Validate: [Archaeology staff assigned to project]

Validation Due Date: [Date after primary signatory concurrence of the management summary]

Section 4(f) Resource

Title: Section 4(f) Resource [Resource Name]

Project Commitment Standard Language:

[Resource name] owned and/or managed by [official with jurisdiction name], is located [location relative to roadway]. No additional right-of-way or easements are proposed along or on resource property; therefore, the project will not impact [resource name]. If design plans change and result in impacts to [resource name], a Section 4(f) evaluation will be prepared.

Commitment Reason:

Stakeholder: [Official with Jurisdiction Name] and [Name, FHWA]

Stakeholder Email(s):

Phase: Development & Design

Commitment Validation

Discipline Responsible: Project Management (PMU/SMU/Division) OR Environmental Policy

Person Assigned to Validate:

Validation Due Date: [Two weeks from entry]

Section 6(f) Land and Water Conservation Fund

Title: Section 6(f) Resource [Resource Name]

Project Commitment Standard Language:

Continue to coordinate and support the [owner/agency name] with the LWCF conversion of use and non-conforming use requests to ensure process completion.

Commitment Reason: STIP Project [TIP #] will impact [LWCF Property name] and requires the conversion of [#] acres.

Stakeholder: [Owner/Agency with Jurisdiction Name], NC Parks LWCF Grant Coordinator

Stakeholder Email(s):

Phase: Development & Design

Commitment Validation

Discipline Responsible: Project Management (PMU/SMU/Division) OR Environmental Policy

Person Assigned to Validate:

Validation Due Date: [Two weeks from entry]

Greenway Accommodation under Bridge

Title: Greenway Accommodation under Bridge

Project Commitment Standard Language:

In accordance with the *Guidelines for Inclusion of Greenway Accommodations Underneath a Bridge as Part of a NCDOT Project* (2015), STIP Project [TIP Number] will investigate accommodating a future greenway under the bridge as referenced in the [reference municipal/county/state plan(s)] and in coordination with [municipal/county/state government(s)].

Commitment Reason:

Stakeholder: [Name] County

Stakeholder Email(s):

Phase: Development & Design

Commitment Validation

1 - Discipline Responsible: Project Management (PMU/SMU/Division)

Person Assigned to Validate:

Validation Due Date: [Two weeks from entry]

2 - Discipline Responsible: Structures Management

Person Assigned to Validate:

Validation Due Date: [Two weeks from entry]

3 - Discipline Responsible: Other

Other Discipline Responsible: Integrated Mobility Division

Person Assigned to Validate:

Validation Due Date: [Two weeks from entry]

Airports

Title: Airport Coordination

Project Commitment Standard Language:

[Airfield name and description] is located to the [cardinal direction] of the project. Coordination with the air strip will take place during construction to ensure that construction equipment does not violate any FAA air space.

Commitment Reason:

Stakeholder: [Liaison, Airport Name] and FAA representative

Stakeholder Email(s):

Phase: Construction

Commitment Validation

Discipline Responsible: Project Management (PMU/SMU/Division)

Person Assigned to Validate:

Validation Due Date: [Two weeks from entry]

Interchange Access Report (IAR) Required

Title: Interchange Access Report

Project Commitment Standard Language:

Due to the proposed improvements at [interchange locations] in the study area, an Interchange Access Report will be prepared and submitted to the Federal Highway Administration for approval following completion of the final environmental document.

Commitment Reason: All new or modified points of access must be approved by FHWA and developed in accordance with federal laws and regulations (as specified in 23 U.S.C. 109 and 111, 23 C.F.R. 625.4, and 49 C.F.R. 1.48(b)(1)).

<https://www.fhwa.dot.gov/programadmin/fraccess.cfm>

Stakeholder: Joe Geigle, FHWA

Stakeholder Email(s): joseph.geigle@dot.gov

Phase: Development & Design

Commitment Validation

1 - Discipline Responsible: Roadway Design

Person Assigned to Validate:

Validation Due Date: [Two weeks from entry]

2 - Discipline Responsible: Other

Other Discipline Responsible: Congestion Management

Person Assigned to Validate:

Validation Due Date: [Two weeks from entry]

Appendix B

Validation and Fulfillment Email Examples

Replace **red text** with project specific text.

Sample Validation Email:

[Name of NCDOT Validator],

As the **[NCDOT title]**, you have been assigned to Validate **[Project Commitment Name]** for STIP Project No. **[X-1234]**. Please go to the Project Commitments Dashboard and click on Validation Tracking to review and verify that the Department accepts this Commitment. Please provide validation by **[DATE]**. Please let me know if you have any questions or concerns.

NCDOT Project Manager / Consultant Lead / Other Discipline Lead

Sample Fulfillment Email:

[Name of NCDOT Fulfillment Lead],

As the **[NCDOT title]**, you have been assigned to make sure that the **[Project Commitment Name]** for STIP Project No. **[X-1234]** is fulfilled. Please go to the Project Commitments Dashboard and click on Fulfillment Tracking to see the Commitment. The due date is set to coincide with **[e.g., plan submittal, construction let, end of construction, etc.]**. This date may be updated as the project progresses. When the Commitment has been fulfilled please follow the steps outlined in the Commitment Guidance to complete Fulfillment. Please let me know if you have any questions or concerns.

NCDOT Project Manager / Consultant Lead / Other Discipline Lead