Categorical Exclusion Form

-Instructions-

The following provides instructions to complete a full Environmental Evaluation[1] for a Categorical Exclusion (CE) in the "checklist" format. This format was developed by the Idaho Transportation Department (ITD) to streamline the CE process. Any and all relevant documentation (e.g., wetland delineations, preliminary jurisdictional determinations, biological assessments, noise reports, communication, and consultation) should be saved in ITD's ProjectWise server (please note: **draft and final AHSRs and site forms are not saved to ProjectWise, however all other coordination for cultural resources should be**). The following guidelines are provided to assist with the completion of the checklist.

CEs are appropriate for less complex projects involving actions that do not involve significant impacts to the environment or historic properties, are not substantially controversial and are consistent with Federal, State and local laws[2].

There are two types of CEs prepared for ITD:

- PCE (Programmatic CE) – meeting the requirements of the Programmatic Agreement for CEs (or "PCE") between FHWA and ITD, these are reviewed and approved by ITD (on behalf of FHWA).
- CE (Non-Programmatic CE) – reviewed and approved by FHWA.

Resources required to complete this checklist:

- ITD Environmental website[3] and the ITD Environmental Manual
- ITD Environmental Standard Operating Procedures (SOPs)
- ITD Standard Specifications[4]
- FHWA Environmental Review Toolkit[5]

General Notes:

- Use 12-point font, no smaller than 11 points, where possible.
- Enter all dates as MM/DD/YYYY.
- Document must include a QA/QC prior to submittal to ITD.
- Text boxes are located where additional information and detail is necessary.
- This form is set up with no page numbers. The form should be saved as a .pdf in order to:
  - Delete pages (delete all unnecessary pages and analysis sheets)
  - Add page numbers and project information into the footer
  - Add maps and photos (just replace the page)
- Document must be saved as a .pdf and all signatures must be digital signatures.

The form is divided into six main components:

- Categorical Exclusion Determination – Signature Page
- Project Description
- Environmental Summary
- Agency Coordination and Public Involvement
- Analysis Sheets
- Environmental and Engineering Commitments/Mitigation Measures Sheet (or "Commitments")

Naming and Saving Documentation

- Utilize the Environmental Document File Naming Convention[6] when saving and naming documents to ProjectWise.

[1] The CE Determination specific to Minor Projects can be completed using the new ITD 649 form.
[2] 23 CFR 771
[3] Environmental | Idaho Transportation Department
[4] 2023 Standard Specifications for Highway Construction
[5] FHWA NEPA Transportation Decisionmaking
[6] ENV_Naming_Convention.pdf (idaho.gov)

Categorical Exclusion Determination – Signature Page

Project Tracking
Enter the ITD Key Number, Project Name, County, Route (this is US or SR number or street name), WA# (work authority number), and project limits as MP (mile post). This information can be found in OTIS (if you do not have access to OTIS confirm this information with the Project Manager or District Planner).
Note: OTIS limits must reflect the construction limits.

Determine which agency is proposing the project. If ITD, select which district from the drop-down box; If LHTAC, select which district from the dropdown box and identify local sponsor; If ACHD, check the box. Select project funding type: federal or state.

CE Determination – 23 CFR 771.117 (c) and (d)
Choose from the dropdown box of the (c) list to indicate how the project actions meet the criteria for a CE. (Choose the classification that best fits the primary project purpose and actions, i.e., for bridge repair, choose c28). However, note:
(e) Actions described in (c)(26), (c)(27), and (c)(28) may not be processed as CEs under paragraph (c) if they involve:

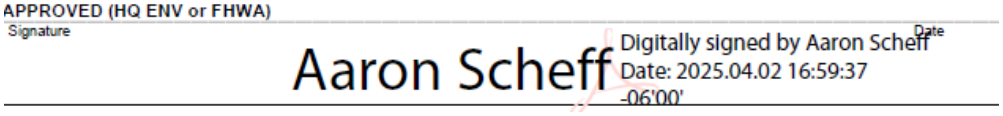
(1) An acquisition of more than a minor amount (less than 10 acres) of right-of-way or that would result in any residential or non-residential displacements.
(2) An action that needs a bridge permit from the U.S. Coast Guard, or an action that does not meet the terms and conditions of a U.S. Army Corps of Engineers nationwide or general permit under section 404 of the Clean Water Act and/or section 10 of the Rivers and Harbors Act of 1899;
(3) A finding of "adverse effect" to historic properties under the National Historic Preservation Act, the use of a resource protected under 23 U.S.C. 138 or 49 U.S.C. 303 (section 4(f)) except for actions resulting in *de minimis* impacts, or a finding of "may affect, likely to adversely affect" threatened or endangered species or critical habitat under the Endangered Species Act;
(4) Construction of temporary access or the closure of existing road, bridge, or ramps that would result in major traffic disruptions;
(5) Changes in access control;
(6) A floodplain encroachment other than functionally dependent uses (e.g., bridges, wetlands) or actions that facilitate open space use (e.g., recreational trails, bicycle and pedestrian paths); or construction activities in, across or adjacent to a river component designated or proposed for inclusion in the National System of Wild and Scenic Rivers.

If the actions do not meet (c) list criteria, select which of the (e) items triggered the use of the (d) list. Then select the appropriate (d) list criteria from the dropdown list. If the project is thru lanes, then select "(d) list CE not categorized" from the d list dropdown. Please note: (c)(23) and (e) should not be selected from the dropdown lists.

Check the box to indicate whether the project actions meet the requirements of the Programmatic Agreement for Categorical Exclusions[7] - "ITD Headquarters approval (PCE)" or "FHWA approval (CE)".

Preparers

- Consultant: When applicable, give the names of the engineering lead and environmental lead, as well as the company names.
- Agency: digital signatures (certificate or dynamic stamp) are required for the Project Manager and Environmental Planner.



[7] ITD FHWA Programmatic CE Agreement

Dynamic Stamps that include name, date and time stamp (see additional criteria): *Examples*



- The signature is a statement that the preparers affirm that the information provided is true and correct to the best of their knowledge and belief.

Approved

- The agency with final approval[8] is the signatory in the "Approved" signature line.

Supporting Documentation

Include a list here of the environmental documents that support the decisions (including but not limited to email and phone correspondence, meeting minutes, data collected, technical reports) and saved to the ProjectWise environmental folder.

[8] Note: When the document is submitted to ITD HQ, the HQ reviewer recommends approval of the document by forwarding to the HQ Environmental Services Manager (ESM) or to FHWA.

Project Description

Purpose and Need[9]

The purpose is what the project will accomplish. The need, or problem being solved, is a deficiency of an existing facility or a demand for something new. This statement should be copied from the Project Charter or obtained from the Project Manager (PM).

Example: The purpose of the project is to maintain and preserve the existing facility. The project is needed because of aging and surface deterioration.

Project Description and Scope of Work

The project description gives all information necessary to determine if the action fits the CE description and that no unusual circumstances exist that would require further environmental studies. Use common language and define technical terms for the general public. Provide the following:

- Description of the project work location
- Acreage of ground disturbance[10]
- Removal, replacement, modification or installation of items such as landscaping, guardrail, culverts, noise walls, MSE walls, cattle guards, curb and gutter, lighting, medians, traffic controls, bikeways/pathways, sidewalks, fencing, and bridges
- Activities, such as milling, paving, bridge deck repair, building or structure demolition
- Construction and construction-related activities[11], such as temporary detours (including all improvements on the detour route), temporary changes in access, and staging/stockpiling areas
- Vegetation and tree removal (include quantities)
- Interaction with existing utilities and domestic wells
- Additional activities: right-of-way, changes in access, changes in travel patterns, etc.)

[9] https://www.environment.fhwa.dot.gov/legislation/nepa/guidance_purpose_need.aspx

[10] "ground disturbance" is any work that disturbs the ground and includes any and all work done below the sub-base of the roadway as well as any earthwork (excavating, digging, plowing, grading, leveling, trenching, etc.).

[11] Construction details are intended to be a snapshot of the proposed activities that have the potential to impact the community and must be updated as necessary in a re-evaluation prior to PS&E.

Maps and Photos

NOTE: *Step 1: Complete the form and save as a pdf. Step 2: insert maps and photo pages into the final pdf document prior to all digital signatures.*

General
Maps are required for all projects, should be attached and full-page sized. All exhibits should be discernibly reproducible on a black and white copier.

State Map
Insert a state map or an inset of the State of Idaho, designating the location of the project and at a minimum all major cities and highways. Show county and state boundaries as well as national borders. The map must include a north arrow and a star depicting the project area.

Project Vicinity Map
Insert a map showing the location of the project with project limits clearly marked. Include all streets and features specifically called out in the document and label them. The map must include a north arrow and scale. Insert additional maps (such as detour locations, staging and stockpiling areas) immediately following the project vicinity map, if needed. If known, show ROW acquisitions and temporary construction easements.

Photos
Insert project photos. Caption and number each photo (where needed, insert a photo map or log). *Note: photos should be relevant to the project. If activities include culverts, photos should include the culverts.*

Environmental Summary

The summary provides an overview of the environmental resources/issues present that may be impacted by the project action.

For each item listed on the Environmental Summary, determine if the resource is present/item is required ("Yes") or not present/required ("No") and check the applicable box. Guidance in determining the presence of a specific resource is provided in the applicable section of the ITD Environmental Process Manual.

For each "Yes", complete the corresponding Analysis Sheet (unless otherwise noted in the summary). For each "No", delete the corresponding Analysis Sheet. List all mitigation measures in the *Environmental and Engineering Commitments and Mitigation Measures ("Commitments") Sheet*.

In general, provide information in the "Comment" column in bullet format—complete sentences are not needed—and provide conclusion, clarification, or reference to the *Analysis Sheet*. Note: when a resource is present but not impacted, list the name of the resource(s) and provide brief description or reasoning.

Example:	Yes	No	Comment
Waters and Waters of the U.S./Wetlands	☒	☐	• Deep Creek = parallel to project; not impacted. • Windy Creek = impacted and mitigation will be onsite and in kind (see Analysis Sheet)
- Mitigation Required?	☒	☐	

Tribes and Agencies with Managed Lands in the Project Area

Determine whether a project is within Tribal reservation boundaries or public lands, or of interest to tribes or any land management agency (including existing easements). Specifically, identify all land agencies in which the project actions will take place (i.e., city or county land). If yes, list name of tribe or agency in Comment column (i.e., Shoshone Bannock Reservation, Sawtooth National Forest, Idaho Parks and Recreation Department, city or county) and use the *Agency, Tribal and Organizational Coordination* table to document all coordination. **If a recognized Tribe requests formal consultation or other direct involvement with FHWA regarding the project, the CE is non-programmatic.**

Land ownership and existing easements can be obtained online through the Idaho State Tax Commission.[12] Note: LHTAC and ACHD may include ITD as a State Agency (for all other projects do not list ITD).

Human and Physical Environment

Cultural Resources

Complete the process[13] to obtain an ITD Determination of Significance and Effect (1502) form or a Project Consultation Summary (SHPO clearance) to determine if historic properties/sites (eligible for or listed on the NRHP) are present in the project impact area. If no, (mark no effect and no mitigation required) this section is complete. If yes, indicate whether the project will have an effect on the identified site (ANY effect = yes) and if mitigation is required. Select the appropriate check box(es) of the documentation required for Section 106 compliance in the Comment column. Note: the check box(es) match what is marked on the ITD 1502 form. Use the blank text box to list any other required documentation saved to ProjectWise. Do not save AHSRs in ProjectWise. The ITD 1502 and/or equivalent is the *Archaeological Resources and Historic Properties Analysis Sheet*. **If project has a determination of Adverse Effect or historic properties for which a Tribe has expressed objections or significant concerns, the CE is non-programmatic.**

Section 4(f) Resources – for DOT Federally-funded projects only

Determine if Section 4(f) resources are present within the project area. If no, mark no resources and this section is complete. If yes, include the name of the resource(s) in the Comment column (if the list is extensive, indicate

[12] Idaho State Tax Commission - Parcel Maps

[13] For process detail and information, go to the ITD Environmental website at ITD Environmental website

"see Analysis Sheet"). Then determine whether there is a use[14] of the resource. If no, this section is complete. If yes, complete the *Section 4(f) Resources Analysis Sheet.* **If an individual 4(f) evaluation is required, the CE is non-programmatic.**

Section 6(f) Resources
Determine if Section 6(f) LWCF lands[15] (areas funded and used specifically for outdoor recreation) are present within the project area. If no, this section is complete. If yes, include the name of the resource(s) in the Comment column. Then determine whether there is a conversion[16] of the resource. If no, this section is complete. If yes, complete the *Section 6(f) Analysis Sheet.* **If conversion of 6(f) properties occurs, the CE is non-programmatic.**

Prime and Unique Farmland, and Farmland of Statewide or Local Importance
Determine if farmland[17] is present in the project area. If no, this section is complete. If yes, indicate whether all work is in ROW or if land is of an exempt land type in the Comment column. If you check the exempt box, select the land type from the dropdown box. If work is outside of ROW and project is not exempt, complete the NRCS Form AD-1006, coordinate with NRCS when required and save to ProjectWise. No further analysis is necessary.

Hazardous Materials
Determine if hazardous materials sites are present by accessing Terradex Idaho[18]. Zoom in to view the presence of sites within the general vicinity[19] of the project and identify the project location on the map. Save map ("print screen" or "ctrl P") to ProjectWise. Add the Terradex date in the comments column.

- Sites present – check "Yes" and use the *Analysis Sheet* to determine if the project poses a potential for risk.
- No sites present – check "No".

Perform the reconnaissance survey to observe the project area for potential hazardous materials risk, such as visible spills, drums, fill pipes, tanks being stored on site, or other suspect past land uses.

- Potential risks observed (suspect/notable land uses, operations) – check "Yes" and use the *Analysis Sheet* to document.
- No potential risks observed – check "No" and use the comment column to note the date the survey was conducted. *Note: Survey should be within 12 months of the CE submittal.*

Check "Yes" or "No" to indicate when the project involves bridge or concrete culvert work. Indicate if asbestos, RCRA metals, or other surveys are required by checking the appropriate boxes in the comment column. If surveys have already been conducted, note the date of the survey report; if surveys will be completed at a later date, note "see Commitments". When surveys require mitigation, this must be noted in *Commitments*.

FAA Facilities and Airspace
Is the project located within 20,000 feet (approximately 3.78 miles) from center line and runway lanes and involves the use of cranes, interchange work, lighting structures or installing permanent structures that are 50 ft or higher of an airport? If yes, check "yes", include the name of the airport in the Comment column and complete the FAA Facilities and Airspace Analysis sheet. If no, check "No" and this section is complete.

[14] A "use" of a Section 4(f) resource, (as defined in 23 CFR § 774.17) occurs: 1) when land is permanently incorporated into a transportation facility; 2) when there is a temporary occupancy of land that is adverse* in terms of the statute's preservationist purposes; or 3) when there is a constructive use of a Section 4(f) resource which occurs when the transportation project does not incorporate land from resources, but the project's proximity impacts are so severe that the protected activities, features, or attributes that qualify a resource for protection under Section 4(f) are substantially impaired. *Note: for temporary occupancies that are minor, check yes to "use" and use the Analysis Sheet to document under the 23 CFR § 774.13 exception (d).
[15] Grants and Funding | Idaho Parks & Recreation
[16] Conversion of lands or facilities acquired with Land and Water Conservation Fund (LWCF) Act funds must be coordinated with the Department of Interior, National Park Service (NPS). Under Section 6(f) of the LWCFA, it is prohibited to convert property acquired or developed with LWCF grant money to non-recreational purposes without approval from the NPS.
[17] USDA NRCS Web Soil Survey
[18] Terradex Idaho
[19] General vicinity - the project area and its surroundings within a 1-mile radius

Noise

Refer to the 2011 ITD Noise Policy. Check "Yes" if the proposed project is considered "Type I" and refer to the *Noise Analysis Sheet*. Did the Noise Analysis conclude that abatement is necessary? Check "Yes" or "No". If yes, see *Commitments*. If the project is not a "Type I", check "No" and continue on to local ordinance question. **If a Type I noise project, the CE is non-programmatic.**

Does the project area have a local noise ordinance that requires construction special provisions? If so, check "yes" and note "see *Commitments*" (provide detail there). If no, check "No" and analysis is complete.

If coordination with the municipality on this issue has occurred, note this on the *Agency, Tribal, and other Organizational Coordination* sheet.

Air Quality

Determine if the project is within a non-attainment/maintenance area using the Idaho DEQ Priority Area Map[20] to make this determination. If no, section is complete. If yes, mark as such and refer to the ITD Air Screening Policy[21] to answer the questions in the Comment column. In the comment column: Is the project type exempt from air quality conformity per **40 CFR 93.126**?

If exempt, check "Yes" and no further analysis is required. If no,

- For CO: is the project forecast to have a level of service of "C" or better at all intersections within or directly affected by the project? If yes, check "Yes" and no further analysis is required.
- For PM: is the project exempt from hot spot analysis (is the project of "air quality concern" as defined in **40 CFR 93.123(b)(1)**)? If "not of concern", then the project is exempt. Check "yes" and no further analysis is required.

If no to the Comment column exemptions, then a quantitative modeling analysis is required. Refer to the *Air Quality Analysis Sheet.* **If the project does not confirm to the SIP due to adverse effects to air quality per Project level Air Quality Screening OR project is not included or inconsistent with STIP and in applicable urbanized areas (TIP), the CE is non-programmatic.**

Does the project area have local air quality ordinance that require construction special provisions? If so, check "yes" and note "see *Commitments*" (provide detail there). If coordination with the municipality on this issue has occurred, note this on the *Agency… Coordination* sheet.

Visual Resources and Aesthetics

Does the project involve any of the following?

Cut or fill slopes greater than a 10-ft difference in elevation
New: alignment (i.e., new roadway), overpass, interchange, grade separation
Removal of vegetative screen
National Scenic Byways or Areas; state or locally-designated scenic routes[22]
Wild and scenic rivers, agency-designated or managed scenic rivers
National Trail System[23]
National Monuments[24]
Historic Resources (per Section 106 determination)
Section 4(f) Resources
Section 6(f) Lands
Special roadside classification
Known concerns with or substantial revisions to visual aspects such as aesthetics, lighting, glare or night sky
Tribal concerns
Public comment or known controversy
State and Local Government Lands (special areas managed by Plans, Policies and Ordinances)
State Lands (managed through Resource Conservation and Protection Plans)
Federal Lands (managed through public land management plans)

Also, to consider: Does the project involve substantial changes to a roadway, cut-slope, or bridge on National Forest or BLM lands? If so, has the proper coordination with the land management agency taken place to ensure the

[20] Idaho DEQ Air Quality Priority Areas
[21] Section 600 - Air Quality (idaho.gov)
[22] National and Idaho scenic byways
[23] National Park Service - National Trail System
[24] National Park Service - Idaho

project is consistent with the land management agencies visual objectives? Are there noise walls or other features being proposed that may require coordination of visual impacts? Agreement on what color to stain a concrete spillway on federal lands is an example of a mitigation measure for a visual impact that may be included in a project.

If yes to any of the above areas, plans or resources existing in the project area, check "Yes" and go to the *Visual Resources Analysis Sheet* (unless addressed by another resource; in that case, refer to that resource in the Comment column and go to that analysis sheet). If there is no potential to effect visual resources, viewers or visual quality, check "No". If the project includes a Sec 106 and/or Sec 4(f) resource but the project actions result in a no effect, then note in the Comment column. This indicates that the project would have no effect on the visual quality, setting or resources in the project area. No further analysis is required.

Community Impacts
All construction projects involve temporary impacts. Check "Yes" here and consider the following impacts to the community, social, and economic resources: temporary business and/or residential access changes; traffic control; detours and closures; impacts to services; temporary ROW easements; sidewalk closure; parking restrictions; alleyway restrictions or closures. The impacts could include non-vehicular access, such as pedestrians, and impacts to special events, such as fairs and parades. Use the *Community Impacts Analysis Sheet* to document impacts and document commitments accordingly in *Commitments*.

Will the project involve permanent impacts? If "Yes" check the first box and consider the following community, social, and economic resources: permanent business and residential access changes and travel patterns; impacts to services; and permanent ROW easements. Use the *Community Impacts Analysis Sheet* to document impacts and document commitments accordingly in *Commitments*. If "No", no further analysis is needed for permanent impacts.

Will the project involve relocations or displacements? If "Yes" check the first box and use the *Community Impacts Analysis Sheet* to document impacts and document commitments accordingly in *Commitments*. If "No", no further analysis is needed for relocations or displacements.

If the project will require a change in access to the interstate; displacement or relocation of owners and/or tenants (business or residential) or results in changes that substantially[25] affect traffic or travel patterns (i.e., temporary or permanent closures), the CE is non-programmatic.

[25] Substantially is defined as closure of existing roads, bridges, or ramps, that would result in major traffic disruptions. Major disruptions are defined as adversely affecting through-traffic dependent on businesses, and/or generate substantial controversy regarding temporary access or road, bridge, or ramp closure.

Natural Environment

Aquatic Resources

Waters and Waters of the U.S., including wetlands

Are any waters impacted by the project? To determine if a water or wetland[26] potentially under the jurisdiction of the US Army Corps of Engineers (USACE) is located in/adjoining/adjacent to the project area—or if the project is moving forward under the assumption that a watercourse in the project area is considered Waters—access available data (Idaho data is available through the IDEQ Integrated Report[27], the Idaho Department of Water Resources (IDWR) mapper[28] along with others such as the US Fish and Wildlife Service (USFWS) NWI wetlands mapper[29]).

Indicate whether waters (including wetlands) are present and within the project area ("Yes") or not within ("No"). If present but the resource will not be impacted, check "Yes" and note this along with the name of the resource in the Comment column; no further analysis required. If present and potentially impacted, check "Yes" and refer to the *Aquatic Resources Analysis Sheet*.

Indicate whether permits or mitigation will be required for the project (check yes and note in Comment column; if "yes", document accordingly in *Commitments*).

Also consider the following (these may involve additional permits if impacted):

- Section 10 waters[30]
- navigable waters and bridges[31]
- USACE Levees[32]
- Stream alteration[33]

Check the appropriate boxes in the comment column to indicate all aquatic resource permits required.

Will project activities trigger the need for a Construction General Permit (CGP)? Provide the information to determine this (also known as the "IPDES" permit) by considering the following:

- Project involves < 1 ac of construction activity/ground disturbance = PPP required
- Project involves ≥ 1 ac of construction activity, does not discharge to waters of the US = PPP required
- Project involves ≥ 1 ac of construction activity, discharges to waters of the US = CGP required

If the project involves more than one segment, provide additional information in the blank text box in the Comment column and in *Commitments.* All permits will be noted in *Commitments*. **If project requires an individual 404 permit, the CE is non-programmatic.**

Wetlands (non-jurisdictional)

Indicate whether a wetland not under the jurisdiction of the Corps is present in the project area and check "Yes" or "No". If present but not impacted, note this in the Comment column and no further analysis required. Note the date of the Approved Jurisdictional Determination in the Comment column. If impacted, refer to the *Aquatic Resources Analysis Sheet.* Indicate whether mitigation[34] will be required for the project (in accordance with Executive Order 11990 and DOT Order 5660.1A) and if "yes", document accordingly in *Commitments*.

Floodplains and Regulatory Floodways

Determine if the project is located—or partially located—within a designated 100-year floodplain or a regulatory floodway[35]. Indicate whether a floodplain or floodway is present ("yes") or not present ("no"). If unmapped, note this in the Comment column. Save available data to the ProjectWise file. Will the floodplain or floodway be encroached upon (impacted) by proposed actions? Check "Yes". If Yes to both questions, refer to the *Floodplains and Floodways Analysis Sheet*. Provisions of the development permit/approval must be added to *Commitments*. **If the project will result in an increase to the base (100-year) floodplain in a regulatory floodway that will require a flood map revision the CE is non-programmatic.** If no encroachment is

[26] US Army Corps - Wetlands
[27] Idaho's 2022 Integrated Report
[28] IDWR Maps
[29] USFWS NWI Mapper
[30] Section 10 Waters in Idaho
[31] USCG Bridge Permits
[32] National Levee Database
[33] Stream Channel Protection Program
[34] Part 777 Mitigation of Impacts to Wetlands and Natural Habitat
[35] FEMA Flood Map Service Center

proposed, check “No”. No further analysis is necessary.

Wild and Scenic Rivers
To determine if a Wild and Scenic River (Designated, “Study rivers”, or Nationwide Rivers Inventory) is located within the project area, first review the FHWA Idaho Division Office Guidance on Wild & Scenic Rivers in Idaho[36] to find links to these lists.
The next steps are to determine presence by 1) whether the project is a “water resources” project[37] and 2) whether the project is in close proximity[38] to a listed segment. Both steps must be yes to indicate “Yes”. Otherwise, check “No”.
Include the river name in the Comment column and indicate if the river is considered a Section 4(f) resource (see the FHWA WSR guidance for additional information on how to complete this step).
If NRI but exempt due to project type (repair or rehabilitation of existing structures that would not result in significant expansion of the facility), select the finding to complete. If NRI and not exempt, check “Yes” and refer to the *Wild and Scenic Rivers Analysis Sheet.* **If project has a direct and adverse effect on the river’s free-flowing condition, water quality, or Outstanding Remarkable Values (ORV’s), the CE is non-programmatic.**

Sole Source Aquifer
Determine if the project is located within a Sole Source Aquifer (SSA) by accessing the EPA Region 10 website[39] and indicate whether SSA is present (“Yes” or “No”). If present, use the dropdown list to include the name of the aquifer in the Comment column. Determine if project actions would have an impact to the SSA, per the FHWA/ITD SSA MOA. If project actions have the potential to impact the SSA, then coordinate with EPA and enter EPA’s no impact determination date in the Comment column. If project actions are minimal and do not penetrate deeply into the ground, then select the finding to indicate that EPA review is not required. No further analysis is necessary. For all other project types, refer to the *Sole Source Aquifer and Groundwater Analysis Sheet.*

Biological Resources
All areas of ground disturbance, access areas, temporary workspace, staging areas, etc. need to be cleared for ESA.

ESA Species and Critical Habitat (USFWS)
To determine the presence of candidate, proposed, threatened, and endangered species and proposed or designated critical habitat under the jurisdiction of USFWS, request an Official Species List (valid for 90 days) from IPaC[40] and enter the most recent date accessed in the Comments column. (Note: this list must be dated within 90 days of the approval of the document (e.g., CE, RE)). Save the IPaC Official Species List to the file. Indicate whether there are species or critical habitat listed in the area: “Yes” or “No”. If “Yes”, refer to the *Biological Resources Analysis Sheet*. Indicate whether a “No Effect” or “Other Determination” has been made in the Comment column. Indicate whether conservation measures will be required for the project (and if “yes”, document accordingly in *Commitments*). **If project actions may affect and are *likely to adversely affect* (LAA) federally listed or candidate species, or proposed or designated critical habitat, the CE is non-programmatic.**

ESA Species, Critical Habitat, and Magnuson–Stevens Fishery Conservation and Management Act (MSA) Essential Fish Habitat (NOAA/NMFS)
To determine the presence of ESA species, critical habitat, or MSA Essential Fish Habitat (EFH) under the jurisdiction of National Oceanic and Atmospheric Administration, National Marine Fisheries Service (NOAA, NMFS) consider the project location. ESA species, critical habitat, and EFH watersheds are located within the following counties only: **Adams, Benewah, Blaine, Clearwater, Custer, Idaho, Latah, Lemhi, Lewis, Nez**

[36] WSR Guidance
[37] A “water resources” project is any project that involves work within the bed or banks of a river.
[38] “Proximity” is defined within one of four thresholds: Within the bed/banks of designated river; Within the bed/banks of congressionally-authorized study river; Within the bed/banks upstream, downstream or on a stream tributary to a designated river; Within the bed/banks upstream, downstream or on a stream tributary to a congressionally- authorized study river.
[39] Sole Source Aquifers (arcgis.com)
[40] IPaC Official Species List

Perce, and Valley. If the project is not located in one of these counties, check "no" and no further analysis or documentation is needed. If the project is within one of the counties listed above, continue with Environmental Summary. Determine the presence of species critical habitat, and/or EFH by accessing the NOAA West Coast Region Species and Habitat App[41]. Generate a report and save as Supporting Documentation. Enter the dates the App was accessed in the Comments column. Indicate whether there are species and/or habitat listed in the area: "Yes" or "No". If "Yes", refer to the *Biological Resources Analysis Sheet*. Indicate whether a "No Effect" or "Other Determination" has been made in the Comment column. Indicate whether conservation measures will be required for the project (and if "yes", document accordingly in *Commitments*). **If project actions may affect and are *likely to adversely affect* (LAA) federally listed or candidate species, or proposed or designated critical habitat, the CE is non-programmatic.**

Species of Greatest Conservation Need (IDFG)
Determine if Species of Greatest Conservation Need (SGCN)[42] occur in the project area by accessing the Idaho Department of Fish and Game (IDFG) Conservation Planning Tool (preferred method) OR by requesting a list through the Idaho Fish and Wildlife Information System (IFWIS)[43]. Save lists and maps as Supporting Documentation. (Note: this list must be dated within 90 days of the approval of the document (e.g., CE, RE)). Check "Yes" or "No" to indicate whether there are SGCN present in the project area. If "Yes", refer to the *Biological Resources Analysis Sheet*. Coordinate with IDFG on all SGCN present. Indicate whether conservation measures are recommended by IDFG for the project (and if "yes", document accordingly in *Commitments*).

Federal Sensitive Species/Habitat
Determine the presence of species and/or habitat listed by another Federal agency (an agency that has lands within the project area). Coordinate with the appropriate agency personnel (example: Wildlife Biologist, Botanist, Fisheries Biologist vs. Lands and Realty Specialist), check "Yes" or "No", and provide details in the Comments column. List the accessed resources or coordinating agency in the Comment column. If "Yes", refer to the *Biological Resources Analysis Sheet*. Indicate whether conservation measures are recommended by the agency and/or will be required for the project (and if "yes", document accordingly in *Commitments*).

Migratory Birds
Determine if migratory birds or active/inactive nests are present in the project area (this can be accomplished through a combination of visual surveys of habitat within and adjacent to project area, bridge inspection report reviews, bird surveys, and online resources such as IPaC[44], Audubon Bird Migration Explorer[45], or eBird[46]). Check "Yes" or "No" to indicate whether migratory birds or nests may be present in the project area. Where presence is known or suspected, determine if your project action has the potential to impact migratory birds. Generally, project actions that involve ground disturbance outside the paved area, noise, vibration, vegetation/tree removal, or infrastructure disturbance have the potential to impact migratory birds. If impacts are not anticipated as described above, check "No' and add rationale to the *Biological Resources Analysis Sheet*. If impacts are anticipated, check "Yes" then indicate whether conservation measures are required per the ITD Standard Specifications (also known as the "SpecBook"; Sec 107.17) or by USFWS by checking "Yes" or "No". Provide any details and list the accessed resources or coordinating agency in the Comment column (and if "yes", document accordingly in *Commitments*).

Bald and Golden Eagles
Determine if eagle occurrences, active or inactive eagle nests, or roosting, foraging, or hunting habitat is within the project vicinity (two mile buffer of project area). This can be determined by conducting site visits or field surveys or by conducting a desktop analysis of online resources such as IPaC, Audubon Bird Migration

[41] NOAA West Coast Region Species and Habitat App
[42] IDFG Species of Greatest Conservation Need
[43] IDFG IFWIS Request Data
[44] IPaC: Home (fws.gov)
[45] Bird Migration Explorer (audubon.org)
[46] eBird - Discover a new world of birding...

Explorer[47] , or eBird[48]. Check “Yes” or “No” to indicate whether eagles, eagle nests, or identified habitat may present in the project area. If impacts are not anticipated, check “No’ and add a rationale to the *Biological Resources Analysis Sheet*. If impacts are anticipated, check “Yes” then indicate whether conservation measures are required by checking “Yes” or “No”. Provide any details and list the accessed resources in the Comment column (and if “yes”, document accordingly in *Commitments*).

Note: actual site conditions may differ from predictions of IPaC or other desktop analysis resources for the project support/presence of bird species.

[47] Bird Migration Explorer (audubon.org)

Coordination and Outreach

Coordination and outreach are conducted on a case by case basis for projects processed with a CE. Public relations and construction information sharing are typically conducted for most projects[49][50]; this should be documented as part of the CE.

Agency, Tribal and other Organizational Coordination

When general coordination is conducted (not required consultation[51]; this would be documented elsewhere), list all entities—including all departments within those entities—contacted, include the date of contact, the purpose, and the outcome(s) of the coordination. All comments and concerns, and the response to those comments, should be saved to ProjectWise, and included in the list on Page 1 (*Cover Sheet*, *Supporting Documentation*). If comments are addressed in an *Analysis Sheet*, refer to the sheet in the "Outcomes" column. Potential stakeholders in projects:

- Local Municipalities
- County
- Police, Ambulance, other services
- Tribes
- Idaho Department of Lands
- Bureau of Land Management
- Bureau of Reclamation
- National Park Service
- USDA Forest Service

Public Coordination and Outreach

The ITD Public Outreach Planner (POP)[52] is a valuable tool that should be accessed to determine the level of public involvement necessary for a project. Document the POP level of the project. Completing the POP means completing the level of outreach determined. Save the POP worksheet as a .pdf and file in ProjectWise. If the tool was not used, explain why.

Check the applicable box to indicate whether a public meeting was held. If no public meeting was held, provide a brief explanation why not (e.g., "all interested parties were contacted as part of the scoping process and no issues were identified.")

If a public meeting is held, include the date and location. Meeting materials such as sign-in sheets, handouts, the public notice, and any comments received are saved to the project file. Where applicable, identify if individuals were contacted during the public scoping process and document the outcome. If public outreach is to be conducted during construction, list details in the table and in *Commitments*.

Where minority populations, low-income populations, elderly, people with disabilities and/or limited English proficient residents are known to be part of the community, additional outreach methods and materials are required. The District should consult with ITD HQ ENV and ITD Civil Rights Program Manager for further detail and instruction. *Please note: the standard Title VI and language interpretation sentence in another language (e.g. Spanish) does not suffice as official outreach to these communities.* When specific outreach efforts are made, provide detail as necessary and save to ProjectWise file.

Example Table:

Outreach	Date	Location	Outcomes and/or Archived Information
Public Meeting - Method(s) of notification: Public notice	2/5	Main St School	23 attendees. Handout materials and sign-in sheet saved to ProjectWise. 3 comments saved to ProjectWise.
Neighborhood A - Method(s) of notification: Public notice in market (Spanish; posted 1/25) - flyers (on 1/28 and 2/3)	2/5	Main St School	4 attendees from Neighborhood A attended the meeting. 1 commented (saved to ProjectWise).
Future Public Meetings, Information: Pub Notice	Fall 2023	Website	TBD; Meetings will occur prior to construction. See Commitments

[49] ITD Public Involvement Manual
[50] ITD Roadway Design Manual
[51] "required consultation" can mean any coordination, consultation or communication necessary to complete processes associated with the resources listed in the Environmental Summary Sheet and Analysis Sheets.
[52] ITD Public Outreach Planner

Archaeological Resources and Historic Properties Analysis Sheet

The Determination of Significance and Effect (ITD 1502) is always required when a project doesn't go through SHPO. If a project is cleared through SHPO then a SHPO Project Consultation Summary form is required. In the final pdf, replace this analysis sheet with the completed 1502 or the SHPO Project Consultation Summary. Please make sure the project description identified in the 1502 or the SHPO Project Consultation Summary matches what is documented in the ITD 654 project description.

All projects involving modifications to historic buildings or structures must comply with the *Secretary of the Interior Standards for the Rehabilitation of Historic Structures*. **If project has a determination of Adverse Effect or historic properties for which a Tribe has expressed objections or significant concerns, the CE is non-programmatic.**

Note: SHPO or THPO Section 4(f) de minimis notification applies only when a determination of effect results in a No Historic Properties Affected or No Adverse Effect determination under Section 106 and there will be a Section 4(f) use. If a Section 4(f) de minimis notification is included then you must complete the Section 4(f) analysis sheet, attach the Section 4(f) de minimis notification form (signed by SHPO or THPO), and the Section 4(f) de minimis impact finding in the supporting documentation.

Section 4(f) Resources Analysis Sheet

Contact the ITD HQ Planner prior to proceeding with the Section 4(f) analysis and on any 4(f) determination conclusions. **If an Individual 4(f) evaluation is required then the CE is non-programmatic.**

Use of Section 4(f) Properties[53]

When there is a permanent incorporation/permanent easement (direct occupancy) of a Section 4(f) property, complete the table. All definitions can be found in the FHWA Section 4(f) Policy Paper[54]. Include the following:

- Name,
- Resource type – public park, recreation area, wildlife or waterfowl refuge, or historic site (dropdown list),
- Location (MP, street intersection, etc.),
- Ownership/administration of the resource (i.e. SHPO is the official with jurisdiction for Historic Districts),
- Type of evaluation that was completed
  - De Minimis Finding - *De minimis* impacts are defined as those that do not "adversely affect the activities, features, and attributes" of the Section 4(f) resource.
  - Programmatic Evaluations - If the project requires the minor use of, or is a betterment to, a Section 4(f) resource, investigate if a Nationwide Section 4(f) Programmatic Evaluation applies.
    - Net Benefit
    - Minor Use of a Historic Site
    - Historic Bridge
    - Independent Bikeways and Walkways
- Agency consultation and/or concurrence
  - de minimis or minor use requiring a programmatic evaluation - the official with jurisdiction must concur. List the date of the concurrence and save the concurrence letter to ProjectWise.
  - actual or direct use requiring an individual evaluation - FHWA and the official with jurisdiction must concur (**the CE will be non-programmatic)**. List the date(s) of all agreements and save to ProjectWise.

Exceptions

Check the box if exception under 23 CFR 774.13 applies. List the name of the resource, reference the ITD 1502 form (this provides SHPO and tribal consultation dates and proof of no objection when relevant) and choose from the drop-down which exception applies.

Example: Temporary Use

If the project will require a temporary occupancy of a Section 4(f) resource, this does not result in the "use" but qualifies as an exception (select "d" temporary occupancies in the dropdown). List the name of the resource and include the name of the official(s) having jurisdiction over the resource. Save the documented agreement (proof of no objection) regarding the Section 4(f) resource to ProjectWise.

Constructive Use

If the project will require a constructive use of a Section 4(f) resource, check the box. List the name of the resource and include the name of the official(s) having jurisdiction over the resource and save all correspondence regarding the Section 4(f) resource to the ProjectWise file.

Public Involvement

Section 4(f) requires that the public be given the opportunity to comment. Individual 4(f) evaluations may not be considered complete until a public hearing has occurred. SHPO's de minimis acknowledgement for historic properties/districts suffices for public involvement. However, for recreational de minimis findings, ITD needs to issue a public notice.

Note: If there is a 4(f) de minimis make sure to attach the 4(f) di minimis impact finding and 4(f) di minimis approval letter in the supporting documentation and PW. Templates are available for the impact finding and approval letter.

[53] FHWA Section 4(f) Regulations and Guidance

[54] FHWA Section 4(f) Policy Paper

Section 6(f) Resources Analysis Sheet

Section 6(f) Resource
Include the name, location (MP or intersection), and ownership/administration for the Section 6(f) resource.

Section 6(f) Involvement
Determine if the property was acquired and/or developed with Section 6(f) funds[55], and check the applicable boxes.

Conclusion
Conversion of Section 6(f) Resource
When a project will require the conversion of property acquired or developed with Section 6(f) funding to a non-recreational purpose, replacement land must be identified for transfer to the land managing agency. Contact the ITD HQ Planner for additional guidance prior to proceeding. Check the applicable boxes and attach the written concurrence from the land-managing agency and the NPS that the replacement lands are of equal value, location, and usefulness as the impacted lands.

If conversion of 6(f) properties occurs, FHWA may require concurrence and the CE is non-programmatic.

[55] Grants and Funding | Idaho Parks & Recreation

Hazardous Materials Evaluation Analysis Sheet – Administrative Review Form

This form is an internal ITD review used to determine whether further analysis (such as Phase I) is necessary.

If there are no sites present in the vicinity (a result of the Terradex review), check the first box (typically this box will only be checked if the analysis sheet is used to document risks observed during the windshield survey).

Acquisitions and Easements

When sites are present in the general vicinity of the project, will the project involve right-of-way (ROW) acquisition or construction easements? If no, check the box and move to "Area Characteristics". If yes, check the box and skip to "Radius Search". In certain situations where sites are not present, but project will involve minor ROW acquisition or construction easements, select the check box and move to "Area Characteristics".

Area Characteristics

Because sites are present in the general vicinity of the project, check the box. Using existing available data, look at the area characteristics.

Step 1. Look at the topography in the area. If the project location is higher in elevation (greater than 20 feet; this is a general approximation) than the identified sites, check the box. This finding completes the analysis. Save the map to ProjectWise. Go to "Windshield Survey" and conclusion. If no, continue.

Step 2. Review groundwater levels[56] in the project area. If groundwater levels are deeper (greater than 20 feet) than the proposed ground disturbance, check the box. This finding completes the analysis. Save the map to ProjectWise. Go to "Windshield Survey" and conclusion. If no, continue.

Step 3. Review groundwater flow direction[57]. If groundwater (that can intersect identified sites) flows away from the project area, check the box. This finding completes the analysis Save the map to ProjectWise. Go to "Windshield Survey" and conclusion. If no, continue to radius search.

Step 4. If Groundwater data is not available for this area, then check the box and continue to radius search.

Radius search

When the project involves acquisition or easements OR the steps above are followed but no findings can be made, further analysis is required.

Step 1. Note the date of the Terradex Idaho radius search.

Step 2. In Terradex, select the "Adv Search" button at the top left. This will produce a drop-down box, select "Radius Search."

Step 3. Enter an address or general location (i.e. street, intersection, city name) near the center of the project area and select radius of 1 mile from the drop-down box. Where necessary, create multiple maps with centerpoints to get to a 1-mile buffer along a linear project. Save map to ProjectWise.

Step 4. To get a radius report/site list, input the lat/long at a centerpoint and "download .csv". Save to ProjectWise.

Analyze each site identified within the appropriate search radius to determine the potential risk. The table below gives the required search radius for each data set. Note: save all lists and maps to ProjectWise to show level of investigation.

Site Type	Abbreviation	Search Radius	Agency Contact
National Priorities List (Superfund)	NPL	1 mile	EPA
Comprehensive Environmental Response, Compensation, and Liability Information System	CERCLIS	½ mile	EPA
CERCLIS No Further Remedial Action Planned	CERC-NFRAP	½ mile	EPA
Corrective Actions on Resource Conservation and Recovery Act Information Treatment, Storage and Disposal Sites	CORRACTS RCRA-TSD	1 mile	EPA
Corrective Actions on Resource Conservation and Recovery Act Information Non-Treatment Storage and Disposal	CORRACTS RCRA non-TSD	1/2 mile	EPA
RCRA Generators	RCRA	W/in or adj to ROW[58]	EPA

[56] IDWR Groundwater Levels

[57] Water Data (idaho.gov)

[58] Within is the project footprint/ROW. Adjacent are all properties that touch the footprint/ROW.

Site Type	Abbreviation	Search Radius	Agency Contact
Emergency Response Notification System	ERNS	ROW only	EPA
Solid Waste Management Facilities/Landfill Facilities	SWF/LF	½ mile	Health Dept
Underground Storage Tank	UST	W/in or adj to ROW	DEQ
Leaking Underground Storage Tank	LUST	½ mile	DEQ
Other		1 mile	DEQ

Site Findings
In the table, list all sites identified in the project area by site type and findings/potential for risks identified for each. If no sites of a certain type are identified, enter “no sites identified” in the Findings column.

Agency contacts
Relevant agency officials are contacted to identify any sites that are not listed in the databases and to verify the presence and details of an identified site. Check the box and list the DEQ, EPA and health department officials contacted (see table above for the agency; Terradex lists an agency contact for each site). Public Records Requests may be required. Important note: agency coordination must occur with site specific information in mind (general project scoping will not suffice). Provide the date and in the summary field, indicate the site-specific recommendations of the agency, including specific mitigation.

Windshield Survey Findings
A reconnaissance or windshield survey is required. This is conducted to observe the project area for any and all other potential hazardous materials risk, such as visible spills, drums, tanks being stored on site and other suspect land uses. Give the name, company, date the survey was conducted and the findings including all suspected notable (potential risk) land uses and operations. Include reconnaissance photos. Note: When submitting a CE, the windshield survey must be current (within a year).

Conclusion
Conclude the analysis with a summary of the results of the hazardous materials investigations which occurred as part of the project. Based on these findings, make a concluding statement of the potential risk of encountering hazardous materials. When commitments are to be included in contract documents, list in *Commitments*.

Findings of other surveys
Provide a summary of the results of any other surveys conducted as part of the project.

FAA Facilities and Airspace Analysis Sheet

The analysis sheet must be completed when the project meets any of the following criteria:

- Construction or alteration at 20,000 feet (3.7 miles) from center line and runway lanes of an airport.
- Actions of interest include but are not limited to: installing permanent structures that are 50 ft or higher, the use of cranes, interchange work, and lighting structures.

List the airport. Select the appropriate check box that describes the project criteria. Include detail where applicable.

Coordination

Complete the following steps to determine if FAA and the ITD Division of Aeronautics (Aero) have any concerns.

Step 1: Complete the FAA Notice Criteria Tool (NCT).
Step 2: Print and save to ProjectWise; enter the date the results were saved.
Step 3: Email the NCT results, project description and a list of construction activities to Airport.Planning@itd.idaho.gov to coordinate and request input. Note all projects within 20,000 feet from center line and runway lanes of an airport must email Aero regardless of the project description. Aeronautics has two weeks to respond.
Step 4: Include the findings in the text box. Save all correspondence to the ProjectWise file.

FAA Notification as well as all Aero feedback, suggestion, and modifications/required revisions to activities must be identified in *Commitments*.

Noise Analysis Sheet

Refer to FHWA's Noise Abatement Criteria[59] and the 2011 ITD Noise Policy. This analysis sheet is required when the proposed project is a Type I project.

Document Type
Select the appropriate check box.

Findings
Summarize findings by completing the table. Select the Noise Impact Activity Category from the dropdown. Enter the number of total receptors for each category. Enter the number of total impacted receptors for each category. Identify whether abatement is required by selecting the Yes or No from the dropdown list.

When abatement is required, a *Statement of Likelihood* must be included in this CE. The statement must include the following:

1) Provide a description of the barriers that are preliminarily feasible and reasonable, including the preliminary location and physical description of the likely noise abatement measures, and
2) Check the box, which provides a statement that final decisions regarding noise abatement design and construction will be made based on the project's final design and completion of the public involvement process.

Process is complete upon FHWA approval/concurrence (include the date of approval). Include intent to distribute Letter to Local Officials in *Commitments.* Save all to ProjectWise project file.

[59] FHWA Noise Webpage

Air Quality Analysis Sheet

Analysis Results

- Prepare quantitative analysis as required (see *ITD Air Screening Policy*[60]), submit to ITD for review and concurrence. Save to ProjectWise file.
- Provide summary, analysis date and copy conclusion statement.
- Document Mitigation Considerations.
- When agency consultation is required, list the agency and officials that are consulted and summarize the process in the table. Save all documentation in ProjectWise file.

Visual Resources Analysis Sheet

Does the project involve any of the following components? Does the viewshed[61] contain any of the resources listed? If checked, list the name of the resource and/or reference the appropriate analysis sheet for further information on the subject.

Cut or fill slope substantial change (greater than a 10-ft difference in elevation)
New: alignment (i.e., new roadway), overpass, interchange, grade separation
Removal of vegetative screen
National Scenic Byways or Areas; state or locally designated scenic routes
Wild and scenic rivers, agency-designated or managed scenic rivers
National Trail System
National Monuments
Historic Resources (per Section 106 determination)
Section 4(f) Resources
Section 6(f) Lands
Special roadside classification
Known concerns (or substantial changes) with visual aspects such as aesthetics, light, glare or night sky
Tribal concerns
Public comment or known controversy
State and Local Managed Lands (special areas managed by Plans, Policies and Ordinances)
State Lands (managed through Resource Conservation and Protection Plans)
Federal Lands (managed through Public Land Management Plans)

When one or several of the above are checked on the analysis sheet, the project has potential to affect its visual setting. However, if there are no noticeable visible changes to visual resources, viewers, or visual quality, a VIA would not be needed. For example, some kinds of projects such as roadway resurfacing, rehabilitation of highway shoulders, or restriping, etc., would result in no apparent change to the visual qualities of the project area. In such cases, the fact that the proposed project has no effect on its visual setting can be documented as simply “no effect.” (Note: The FHWA Visual Impact Analysis (VIA) page[62] provides extensive guidance, including scoping tools). If there are noticeable changes, conduct a VIA and summarize findings here. Where agency coordination and/or review of management plans is appropriate, list, summarize and document when approvals or concurrence was deemed necessary.

CEs do not typically involve visual resource impacts that require mitigation. Should the VIA conclude that mitigation is required, consult with ITD HQ for process.

[60] Section 600 - Air Quality (idaho.gov)
[61] Viewshed is the view of the road and view from the road
[62] FHWA Visual Impact Analysis Page

Community Impacts Analysis Sheet

Community Impacts
This analysis provides detail on the effects the project will have on the community. Community refers to neighborhoods, businesses, social/cultural activity nodes, services, amenities, and cohesion among those elements.
Select the appropriate check box(es) that best describe the community (e.g. Rural, Suburban, Urban) and enter the name of the community in the text box.

Demographic Data
Demographic data can be obtained by using Census Reporter[63]. Limit the data (persons below poverty line, elderly[64], race/ethnicity) to the relevant community for the location of the project using census tract(s), block group(s) or city level for dense areas and county level if rural. Please use your professional judgement if the project actions have an impact on all users traveling the area, you may want to look city level rather than census tracts or block groups. Save results in the Project file.

Community demographic data should be compiled when projects meet the following conditions:

- Projects that add lanes or results in relocations and displacements. If the project is proposing something new to the area like adding additional thru lanes, constructing a new roadway, changing access or intersection changes resulting in impacts to community cohesion or relocating/displacing residents**.**
- Projects that replace existing infrastructure where the project will result in significant detours in the area. For example, if the project involves the closure of a bridge during construction and there is an assisted living facility in the area, make sure to consider the impact of the closure to the adjacent residents.

Community demographic data is not needed when projects meet the following conditions:

- Projects that do not have potential to disrupt community connectivity, such as installing new signs, improvements to existing bridges, resurfacing of roadway within the existing prism, replacing an existing sidewalk or installing a new sidewalk or bike lane(s).

Provide the Community and State percentages for persons below the poverty line, elderly persons, and race and ethnicity. Enter the race and ethnicity results that have community percentages per data search area (e.g., White, Asian, Black, Hispanic, American Indian, Hawaiian/Pacific Islander). Do not enter items like *Other Race* or *Two or more races,* as they do not provide specific race/ethnicity information.

Limited English Proficiency Populations. Provide data regardless of the project to ensure alignment with Title VI of the Civil Rights Act. An excel table is available on ITD Environmental website to calculate LEP percentages when pulling information from the US Census Bureau website. Include the spreadsheet in the Supporting Doc set.

- Use US Census Bureau data table C16001[65]. Do not include languages with a 0% community percent. Please note for some areas of Idaho, this data is not available. When pulling US Census data, if no data is available for any languages, then state that in the table. Cite the data source (US Census or Census Reporter) for each category of data.

Relocations and Displacements
Work with project manager to determine if displacements and/or relocations are occurring and check the applicable box. Identify the proposed residential and/or commercial displacements and/or relocations in this section. In addition, identify any other community related relocation or displacement like places of worship, community centers, or schools.

[63] https://censusreporter.org/

[64] Elderly is defined as people 65 and older.

[65] https://data.census.gov/table?q=C16001

If displacements or relocations are occurring, reference applicable information (e.g., ROW sheets) saved to ProjectWise and include pertinent information such as the type (e.g+., single family home; commercial business); number (in terms of property owners and units as applicable); and location (e.g., east of US 26 at milepost 37). Include other information as needed. **If the project requires residential and/or commercial displacements, or if acquisition affects the function of the primary use of the property, the CE is non-programmatic.**

Community Cohesion Impacts
Projects that construct a new roadway, add thru lanes, intersection changes resulting in access changes, replacement of existing infrastructure resulting in significant detours, and relocation and/or displacements need to complete the community cohesion [66]section. Select the appropriate check box and provide clarification in the text box.

Community Impact Assessment (CIA) Summary
Note: Complete this section ONLY if you have completed a CIA for the project. If you have not completed a CIA, then leave blank.
A Community Impact Assessment [67]may be needed when relocation and displacement impacts are unknown (work with ITD HQ ENV) or when FHWA requests one be completed. Provide a summary and conclusion and save a copy in ProjectWise. Any applicable commitments must be identified in *Commitments*.

Temporary effects
When a project has short term or temporary impacts on the community (including social and economic resources), such as when a project uses detours, select the appropriate check box to document the type of temporary impact and use the text box to provide explanation as to how the impacts are temporary and not "significant" to the community. Provide cross reference with *Commitments* if applicable.

In this section, briefly describe construction-related traffic impacts, and traffic control measures required to minimize impacts for construction. If a detour or closure is necessary, it must be included in the footprint of environmental surveys and environmental analyses and noted in this section.

Explain the location of detours, adding maps as needed to *Supporting Documents* (and saved to ProjectWise) to illustrate the location. If detours will be required within an air quality non-attainment or maintenance area, coordinate with ITD HQ. Identify if there are temporary ROW or easements required for the project.

Permanent effects
When a project will have a permanent impact on the community, the neighborhoods, the social resources, and/or the economy in the community (such as a change in traffic patterns in a neighborhood), include summary and justification on why the impacts are not significant.

If the project requires permanent changes in access or access control[68], select the appropriate check box and include discussion of impacts and justify why the impact is not substantial. If the project results in permanent changes in vehicular or bicycle/pedestrian traffic/travel patterns, then include a discussion of (adverse and beneficial) impacts and justify why the impact is not substantial[69]. **If the project will require substantial changes to traffic/travel patterns and/or access or access control modification for a particular roadway, the CE is non-programmatic.** If the project requires permanent easements, select the appropriate check box and include discussion of impacts. Relocations and displacements resulting from ROW are addressed in the Relocation and Displacement section. If there is significant impact, a scalable Community Impact Assessment

[66] Community cohesion is the degree to which residents have a sense of belonging to their neighborhoods, a level of commitment to the community, and/or a strong attachment to neighbors, groups, and institutions usually as a result of continued association over time. When considering community cohesion, consider "how will the project affect interaction among persons and groups? How will it change social relations and patterns?
[67] ciaguide_053118.pdf
[68] A driveway provides "access"; "access control changes" can be additions of or modifications to a control such as a stop sign or a streetlight (something that regulates or limits public access rights).
[69] "Substantial" is defined as closure of existing road, bridge or ramps unless the following conditions are satisfied: 1) through-traffic dependent businesses would not be adversely affected; and 2) there is no substantial controversy associated with the temporary access or road, bridge, or ramp closure.

must be prepared. See the EPM for a list of resources that are covered in the report. Any applicable commitments must be identified in *Commitments*.

If new ROW is required, FHWA must concur early in the planning process that the acquisition is “minor,” and that a CE is the appropriate level of NEPA documentation. **If the project will require property acquisition that affects the function of the primary use of the property, the CE is non-programmatic.**

Aquatic Resources Analysis Sheet

An Aquatic Resources Delineation is required for all projects that involve surface waters and/or wetlands.

Give the date of the Aquatic Resources Delineation Report (ARDR).
Provide the dates of ITD Approval and of the Preliminary or Approved Jurisdictional Determination (PJD/AJD).

Table: Delineated Aquatic Resources
In accordance with the ARDR, list all aquatic resources within the survey area, including a label for each resource, the classification (Cowardin et al), and acreage. For linear features, include both acreage and linear feet. List potential for jurisdiction or if suspected non-jurisdictional wetlands are present (J/NJ). ***Note: when suspected NJ, an AJD must be obtained from the US Army Corps of Engineers to confirm.***

Example Table:

Resource Name (Label)	Cowardin Classification	Acres/Linear Ft	J/NJ
Clear Creek (OW 1)	R	0.02	J
Wetland 1 (W1)	PEM	0.009	J
Wetland 2 (W2)	PEM	0.09	J
Wetland 3 (W3)	PEM	0.22	NJ
County Lateral (D1)	R	0.09	J
Unnamed Ditch 2 (D2)	R	0.42	J

Summary Table: Impacts to Aquatic Resources
Summarize and total all aquatic resource impacts in the table. This includes all potentially jurisdictional wetlands, non-wetlands (open waters) and suspected non-jurisdictional aquatic resources.

Example Table:

Resource Name (Label)	Cowardin Classification	Acres Impacted	J/NJ
Clear Creek (OW 1)	R	0.02	J
Wetland 1 (W1)	PEM	0.008	J
Wetland 2 (W2)	PEM	0.07	J
Wetland 3 (W3)	PEM	0.13	NJ
County Lateral (D1)	R	0.09	J
Unnamed Ditch 2 (D2)	R	0.22	J
IMPACTS TO JURISDICTIONAL WETLANDS		0.078	
IMPACTS TO JURISDICTIONAL NON-WETLANDS		0.11	
IMPACTS TO NON-JURISDICTIONAL WETLANDS		0.13	

Programmatic Wetland Finding (per the *2006 ITD/FHWA Programmatic Wetland Finding for CE Transportation Projects in Idaho*)
Where the project will be categorically excluded from further NEPA analysis, the programmatic wetland agreement finds that all ITD projects that qualify as such also meet the agreement. To complete the finding, reference a memo, report or map that provides documentation of the wetland impacts within the project area. *Note*: *the ARDR does not analyze impacts*. All documentation must be maintained in ProjectWise.
Permitting – see *Commitments*

Mitigation
Indicate whether compensatory mitigation will be required (either USACE or FHWA-required) and in what form it will be completed. Provide bank information and details [bank name, location, organization responsible, coordination that has occurred, details of banking potential agreement/proof of credit availability] as Support Documentation. Where a bank is not an option, use the dropdown to select the type of permittee responsible mitigation that will be performed (advanced or post-permit) and provide details.

Justification: when mitigation is not completed at a commercial bank, please provide justification for the decision to perform permittee-responsible mitigation. This must include information on opportunities or lack of opportunities on-site; long-term protection; local watershed/basin/statewide opportunities; and any options to partner with other agencies or NGOs to restore, create, or preserve wetlands.

Where out-of-kind and off-site small, non-commercial “11990” banks are developed in partnership with other agencies, detailed documentation such as MOAs and ledgers are required. The accounting of credits and debits must be accurately referenced by each project to ensure the management of the system.

FHWA coordination is required for 11990 mitigation. All coordination regarding mitigation must be documented and saved to the project file.

Wild and Scenic Rivers Analysis Sheet

Where Wild and Scenic Rivers are not impacted, delete this sheet. This analysis sheet summarizes two potential processes found in further detail in the *FHWA Idaho Division WSRA Guidance* (April 2014)[70]:

- the Section 7 Determination made by the river-administering agency. OR,
- the NRI effect determination made by ITD/LHTAC/FHWA.

Follow the FHWA guidance to complete the analysis. The guidance is available on the ITD Environmental website.

WSR Boundaries

Each congressionally authorized WSR must have a legally established boundary. If a boundary has not yet been established, an interim boundary (vicinity[71]) will be in effect, generally comprising "that area measured within¼ mile from the ordinary high water mark on each side of the river." The final boundary is limited to an area averaging up to 320 acres per river mile. State-administered rivers (Section 2(a)(ii)) may or may not include the establishment of lateral boundaries.

Notes:

• Contact the river-administering agency to obtain the boundaries.

• Boundaries for USFS-administered WSRs may be found in the relevant national forest plan.

Contact the ITD HQ Planner to determine whether a CE is the applicable level of NEPA documentation.

Indicate the name and designation of the river segments in question. A review of the river-administering agency's management plan for the resource is required. Provide a brief summary of the plan and what the resource is designated for [examples: scenery, recreation (rafting, kayaking), fisheries, wildlife, water quality, vegetation, and cultural resources].

WSRA Section 7 Determination

1. Determination. The river-administering agency has reviewed the water resources project, concluded that work will be conducted in or near the protected river.
   Select the determination in accordance with the corresponding location of effect and type of designation.

If the river administering agency has determined the project has a direct and adverse effect on the river's free-flowing condition, water quality, and outstandingly remarkable values (ORVs), the CE is non-programmatic.

NRI Effect Determination

1. Determination. ITD has reviewed the water resources project, concluded that work will be conducted in or near the protected river. Select the determination.

Note: Cross-reference - publicly-owned waters of designated wild and scenic rivers can be Section 4(f) resources (see Section 4(f) Analysis Sheet and Visual Resources Analysis Sheet).

[70] FHWA Idaho Division WSRA guidance (2014)

[71] Vicinity is defined as within ¼ mile of the ordinary high water mark of the designated river or river segment.

Sole Source Aquifer and Groundwater Analysis Sheet

Because the project is within the: Eastern Snake River Plain Aquifer, Spokane Valley-Rathdrum Prairie Aquifer, and Lewiston Basin Aquifer sole source aquifer areas, select one from the dropdown.

EPA Safe Drinking Water Act Section 1424(e) review

Refer to the current EPA/FHWA MOU regarding the Sole Source Aquifer review[72] pursuant to *Section 1424(e) of the Safe Drinking Water Act* to determine if an EPA review is required. If the project requires a Section 1424(e) review, check the applicable boxes to indicate why the review was requested, make a finding and summarize the results (include the date of the review).

Save all correspondence with the EPA and/or IDEQ to ProjectWise.

Floodplains and Floodways Analysis Sheet

If the project is not located within a 100-year floodplain and there is no encroachment (impact), then delete this section from the document.

Review FEMA 100-year FIRMs on the FEMA website. Include all floodplain FIRM numbers that occur in the project area and the effective or revision date for each FIRM, where indicated.

If the floodplain will be impacted by the project, check the applicable box and provide explanation of project impacts. Additionally, follow the requirements of 23 CFR Part 650(A). **If the project will result in an increase to the base (100-yr) floodplain in a regulatory floodway and will require a flood map revision, the CE is non-programmatic.** Provide details in a separate memo, save to ProjectWise and reference.

Provide information from **Hydraulics Report** (if applicable; or provide information where not required) and use the check box to document minimization measures where necessary.

Coordination and Permitting

Include the floodplain manager in the scoping process if the project is within a 100-year floodplain. Select the Floodplain Entity from the dropdown list that has been apprised of the project and include a statement regarding any comments received (e.g., “and has no comment on the project”).
Indicate when Development Permit or Approval by the Official with Jurisdiction is required and mark on *Commitments* page in Permitting (if already obtained, save to ProjectWise and reference here).

Finding

Check the finding box to make a final concluding statement in accordance with the above regulation.

[72] EPA sole source aquifer project review page

Biological Resources Analysis Sheet

This page is an *Analysis Sheet* and should be included if any Biological Resources were marked as "Yes"; this indicates known or suspected presence and/or a potential to impact.

ProjectWise documentation should include at the very least the IPaC Official Species List and the IDFG SGCN species list and map. Additional documentation could include the NOAA West Coast Region Species and Habitat App report or any other Federal or state agency or tribal review, approval, or correspondence of biological documentation or decision making. If a BA or PBA was prepared for the project, those documents and any other associated documents (Letter of Concurrence, Biological Opinion, or agency correspondence) should also be included in ProjectWise as Supporting Documentation.

ESA Species, Critical Habitat, and MSA Essential Fish Habitat

When the IPaC and NOAA West Coast Region Species and Habitat App lists no species, critical habitat, or EFH within the project area, check the first box.

If species or habitat are present and may be impacted or the BA or PBA results in a finding of *not likely to adversely affect* (NLAA) or *likely to adversely affect* (LAA) check the appropriate box. Within the table associated with the appropriate finding, select each species and critical habitat **separately**, select a listing status, and provide a rationale for the effects determination. Example for NLAA Rationale: "Suitable habitat is within the proposed action area, but the species is *not likely to be adversely affected* by the project, because all associated construction would occur during the non-nesting season and not result in the removal of suitable habitat."

Under each effects determination table, include the date (MM/DD/YYYY) of the USFWS and NOAA/NMFS Conference Opinion, Biological Opinion, or concurrence letter, if applicable. Indicate whether the ITD PBA or another agency's PBA has been invoked. FHWA[73] must review and approve the BA or PBA, then initiate formal consultation (LAA) with the Services. **If project actions may affect and are *likely to adversely affect* federally listed or candidate species, or proposed or designated critical habitat, the CE is non-programmatic.**

If the project occurs within EFH and has the potential to *adversely affect* EFH list the date of the NOAA/NMFS Conservation Recommendation Acceptance Letter. To streamline requirements and avoid duplication, EFH consultations are typically combined with the BA or PBA and the date of the Biological Opinion will likely be the same as the Acceptance Letter.

If species or habitat are present and will not be impacted check the *no effect* (NE) box. Within the table, select each species, critical habitat, and EFH **separately**, select a listing status, and select a rationale why the no effect determination was made from the drop-down box.

Add any additional information or detail about ESA species, habitat, or impacts in the comment section below the no effect table.

Non-ESA Sensitive Species and Habitat

When the IDFG SGCN lists no SGCN species in the project area and the project is not on public or federal land (BLM, USFS), check the "no" box. If IDFG SGCN are present in the project area and/or the project is on federal land, check the second "yes" box.

Idaho Species of Greatest Conservation Need (IDFG)

The first table in this section is for IDFG SGCN; provide the list here, then coordinate with the Regional IDFG Biologist on ALL species. Include any IDFG recommendations for each species in the second column, if the Regional Biologist has no concerns please state that here. Save all coordination to the project file and list as

[73] FHWA ESA Webtool - Environmental Review Toolkit

Supporting Documentation. Some recommended conservation measures may not be implemented; those specific measures that will be implemented should be included in *Commitments.*

Sensitive species classified under a federal land managing agency
The second table is **ONLY** for instances when the project occurs on public lands and the federal land management agency (BLM, USFS) requests sensitive species be analyzed.
Select the land management agency from the drop down. List the species analyzed in the first column and the agency recommendations for each species in the second column. Save all coordination to the project file and list as Supporting Documentation. Some recommended conservation measures may not be implemented; those specific measures that will be implemented should be included in *Commitments.*

Migratory Birds, Bald and Golden Eagles, Other Wildlife and Habitat Concerns
When migratory birds, eagles, nests or other wildlife or habitat of concern are present in or near the project area and there is a potential for impact, indicate here. Insert additional project detail here on the potential for impacts (re: ground disturbance, removal of trees and shrubs, structural reconstruction or demolition, vibration or noise impacts, etc.). Review the ITD SpecBook; Sec 107.17 and all additional conservation measures and commitments must be included in *Commitments*.

Environmental and Engineering Commitments/Mitigation Measures

This page is always included in the environmental document.

Agency ITD Commitments – Things to Consider

- Do not close the project prior to mitigation completion.
- Copy from ROW – any specific measures agreed to re: access?
- Any detours or other community impacts with additional commitments of note here?
- Noise: Letter to Local Officials will be sent within 2 weeks following approval of this CE.
- Indicate when a CGP is required or a low erosivity waiver is requested. This is the responsibility of both ITD and the Contractor.
- Floodplains:
    - Hydraulics Analysis must be completed and saved to ProjectWise.
    - CLOMR/LOMR? Additional commitments?

Contractor Commitment Examples (important: these should be above and beyond the Standard Specs[74])

- Indicate whether a Pollution Prevention Plan is required or if a CGP will provide coverage. If there is an assumption that or if it is known that a Low Erosivity Waiver will be requested, check the box.
- Traffic control will be in accordance with the most current *Manual on Uniform Traffic Control Devices for Streets and Highways*, (US Department of Transportation Federal Highway Administration) including any revisions or additions, and/or associated provisions in the project plans, as determined by the ITD Traffic Design Section during design.
- When load-bearing or painted structures are to be modified or altered by the project, ensure that asbestos or RCRA metals testing has occurred or consider as a commitment. If striping is to be removed as a separate activity, requirement for RCRA metals testing will be included.
- If a bridge within the work area demonstrates evidence of nesting birds, the Contractor shall inform ITD prior to commencing work to determine compliance with the Migratory Bird Treaty Act of 1918.
- Any structure demolition and vegetation clearing must happen outside of breeding season (April 1st to August 1st), or the Contractor must inspect and remove nests before April 1st and continue to monitor for nests as work commences.

Mitigation Measures – Things to Consider

- All measures required by an outside agency (IDFG, the Services) should be listed here.
- Temporary construction BMPs, if not in SpecBook, should be listed here.
- Development of mitigation measures is to be accomplished in coordination with the District (or LHTAC or ACHD), the Project Manager, and ITD HQ, prior to submittal of the draft environmental document.
  Other Notes:
- Use the word “attached” for any enclosures that will be included in the special provisions for the project.
- Use the word “shall” when the contractor is to perform a function.
- List the mitigation measures in bullet format.
- Do not use acronyms or abbreviations in mitigation; ensure that mitigation measures are specific, enforceable, and provide clear direction to construction personnel as to the steps to be taken to implement the measures.
- These measures must be written in a format that ITD Contracting, design, and construction personnel can implement.

Permits

- Select all permits that have been or will be obtained.
- Section 404 Individual/Nationwide permit: Identify the type of nationwide permit, also identify if it’s reporting or non-reporting.
- Note in the table whether the contractor is the responsible party or if ITD will obtain and include in the bid documents.

[74] 2023 Standard Specifications for Highway Construction