



## Categorical Exclusion Form

### -Instructions-

The following provides instructions to complete an Environmental Evaluation 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 relevant documentation (e.g., wetland delineations, PJDs, biological assessments, noise reports, communication, and consultation) should be saved in ProjectWise. The following guidelines are provided to assist with the completion of the checklist.

CEs are appropriate for less complex projects 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.

There are two types of CEs prepared for ITD:

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

Resources required to complete this checklist:

- ITD Environmental website <https://itd.idaho.gov/env/>
- ITD Environmental Procedures Manual (EPM) – [EPM](#) (to be updated in 2020)
- FHWA Environmental Review Toolkit [https://www.environment.fhwa.dot.gov/nepa/trans\\_decisionmaking.aspx](https://www.environment.fhwa.dot.gov/nepa/trans_decisionmaking.aspx)

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.
- Document must be saved as a .pdf and all signatures must be digital signatures.
- 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)**
- **This form must be saved as a .pdf prior to final digital signature.**

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

## Categorical Exclusion Determination – Signature Page

### Project Tracking

Confirm the ITD Key Number and Project Name in OTIS and insert the information.

Verify county, route (US or SR number or street name), work authority number (this should be listed in OTIS) and limits (to tenth of a mile).

If OTIS limits and construction limits are different, list OTIS limits here and note the construction limits in the project description.

Identify ITD (select district from drop down menu), LHTAC (list local sponsor) or ACHD project.

Contact the ITD Project Manager to confirm the project will be federally or state-funded.

When a (c)(23) is anticipated, include the estimated project cost.

### CE Determination – 23 CFR 771.117 (c) and (d)

Choose one (c) list from the drop down list choices or indicate a (d) list categorical exclusion; choose the classification that fits best (i.e., for bridge repair, choose c28).

Check the box to indicate whether the project meets the requirements of the Programmatic Agreement for Categorical Exclusions<sup>1</sup> - "ITD Headquarters approval (PCE)" or "FHWA approval (CE)".

### Preparers

- Consultant: digital signatures are required; also include names of the engineering lead and environmental lead, company(ies), and date, if applicable.
- Agency: digital signatures are required; also include names of the engineering lead and environmental lead, agency, and date.

### Approved

- The agency with final approval is the signatory in the "Approved" signature line.
- Note: When the document is submitted to ITD HQ, the HQ reviewer either recommends approval of the document by forwarding to the HQ Environmental Services Manager (ESM) or to FHWA for approval.

### Supporting Documentation

Include a list here of all supporting documentation (including but not limited to: correspondence, data collected, technical reports) saved to the ProjectWise file.

---

<sup>1</sup> [https://apps.itd.idaho.gov/Apps/env/FHWA-Programmatic\\_CE\\_Agreement.pdf](https://apps.itd.idaho.gov/Apps/env/FHWA-Programmatic_CE_Agreement.pdf)

## Project Description

### Purpose and Need

The purpose is typically what the project will accomplish. The need, or problem being solved, is typically 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 typically contains all information necessary to determine if the action fits the CE description and that no unusual circumstances exist that would require further environmental studies. Include the following. Use common language and/or define technical terms for the general public.

- Description of the project work, including all ground disturbance activities
- All activities such as milling and paving, bridge deck repair, guardrails, culvert replacements
- All staging/stockpiling areas (and verify clearance on these), detours, and temporary access routes
- Project limits (this should match the limits identified in OTIS or explain why it does not match)
- If trees are to be removed include where and how many
- Add building or structure demolition
- Where known, provide detail on existing utilities and domestic wells, as well as utility and well relocations (only those that are part of the proposed action).

### Right of Way and Easements

If no ROW or easements are required, check the first box.

If new ROW or easements are required, or if the project extends outside of the ITD ROW onto another easement (e.g., BLM or city ROW), check the second box (temporary easements: see the Environmental Summary table under Construction). Use the text box to describe impacts to residential or business parcels, including the number of parcels impacted (include a table and/or map if needed). If the ROW being acquired includes any displacement or relocation of owners and/or tenants (either business or residential) and affects the function of the primary use of the property, the CE is processed as a **non-programmatic CE**.

### Changes in Access or Access Control

Does the project result in changes in access or access control? Temporary Changes in Access: see the Environmental Summary table under Construction. If the project will result in access impacts, check the applicable box, and include a discussion regarding the impacts and justify that the impact is not substantial. Access Control Changes: Will this action result in the creation or modification of an access control resolution for a particular roadway? In this case, **the CE may be non-programmatic**.

### Changes in Traffic/Travel Patterns

Does the project result in changes in traffic/travel patterns that substantially<sup>2</sup> affect users?

Temporary Changes to Traffic Patterns: see the Environmental Summary table under Construction.

If the project will result in travel pattern impacts, check the applicable boxes, and include a discussion regarding the impacts and justify that the impact is not substantial. **If the project will require substantial changes to travel patterns, the CE may be non-programmatic.**

---

<sup>2</sup> Substantially 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.

## Maps and Photos

**NOTE: In order to insert maps and photos into the form, complete the form and save as a pdf. Then insert maps and photo pages prior to final 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 map 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. The map must include a north arrow. 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 in this section. Caption and number each photo for ease of reference throughout the document. If necessary, a photo map or log can be helpful.

## Environmental Summary

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

For each of the items listed on the Environmental Summary, determine if the item is present (“Yes”) or not present (“No”) and check the applicable box.

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 Commitments and Mitigation Measures Sheet.

For each of the listed items, determine if the item is present or not present, and check the applicable box. Guidance in determining the presence of a specific resource is provided in the applicable section of the ITD EPM.

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.

<i>Example:</i>	Yes	No	Comment
Waters of the U.S., including wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Deep Creek = parallel to project; not impacted.</li> <li>• Windy Creek = impacted (see Analysis Sheet)</li> </ul>

### Tribes and Agencies with Managed Lands in the Project Area

Identify all tribal and agency management interests in the area. Identify all tribal interests in the project area. Where a project is within reservation boundaries or within an area of interest, check “Yes” and list the tribe. Identify each land managing agency that has lands that may be impacted by the project action. Information on land ownership and existing easements can be obtained on line through the Idaho State Tax Commission.<sup>3</sup> For each land-managing agency marked “Yes” include the agency title (e.g., Sawtooth National Forest, Idaho Parks and Recreation Department, Kootenai County, City of Idaho Falls) in the Comment column.

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

Use ITD Forms 1500 and 1502 to determine if historic properties/sites (eligible for or listed on the NRHP) are present in the project impact area and check the appropriate “Yes” or “No” box. Indicate the level of effort required for Section 106 compliance in the Comment column (this should match what is marked on the ITD 1502). Indicate whether mitigation is required. Refer to the ITD 1502 and/or equivalent.

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

If Section 4(f) resources are present within the project area, check “Yes”, include the name of the resource(s) in the Comment column, then determine whether there is a use of the resource (yes or no). If there is no use of the resource, the section is complete. If there is a use (as defined below), complete the *Section 4(f) Resources Analysis Sheet*. **If an individual 4(f) evaluation is required the CE is non-programmatic.**

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

<sup>3</sup> [Idaho State Tax Commission - Parcel Maps](#)

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.

### **Section 6(f) Resources**

Are there outdoor recreation areas within the project area? If so, are these areas Section 6(f) resources<sup>4</sup> (areas funded and used specifically for outdoor recreation)? If present within the project area, check "yes", then include the name of the resource in the Comment column. Next, determine whether there is a conversion of the resource (yes or no). If there is no conversion of the resource, the section is complete. If there will be a conversion (as defined below), complete the *Section 6(f) Analysis Sheet*. **If conversion of 6(f) properties occurs, the CE is non-programmatic.**

"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."

### **Prime and Unique Farmland, and Farmland of Statewide or Local Importance**

Determine if farmland<sup>5</sup> is present in the project area and indicate "Yes" or "No". If the "Yes" box is checked, indicate whether if work is in ROW or of an exempt land type. 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**

Use the *Hazardous Materials Evaluation Analysis Sheet* to determine if hazardous materials are present in the project impact area. Save all data collected to ProjectWise. Check "Yes" or "No" to indicate presence. If present, also indicate in the Comment column the potential risk in the project area. Where due to risk additional studies are warranted (such as but not limited to asbestos or RCRA metals surveys), list in Comment column. When mitigation is required, include brief note in Comment column of type.

### **FAA Facilities and/or Airspace**

First, determine whether FAA facilities and/or airspace are in the project area. Check "yes" or "no" to indicate presence. If "yes", indicate in the Comment column the name of the airport. If "no" no further analysis necessary.

To determine whether the project will require FAA notification, go to the FAA Notice Criteria tool<sup>6</sup>, complete, print and save to ProjectWise.

If the project proposes work that requires notification, check "Yes" and date of FAA consultation. Save a copy of the FAA form (FAA Form 7460-1<sup>7</sup>) to ProjectWise.

Check "No" if notification is not required.

### **Noise**

Refer to the ITD Traffic Noise Analysis and Abatement Procedures<sup>8</sup>. Check "Yes" if the proposed project is considered "Type I" and indicate which level of analysis was conducted in the Comment column and refer to the *Noise Analysis Sheet*.

Did the Noise Analysis conclude that abatement is necessary? Check "Yes" or "No". If yes, see *Commitments/Mitigation Measures Sheet*.

If the project is not a "Type I", check "No" and no further analysis is necessary.

### **Air Quality**

Is the project within a non-attainment/maintenance area? Refer to the ITD Air Screening Policy<sup>9</sup> and Idaho DEQ

---

<sup>4</sup> [Grants and Funding | Idaho Parks & Recreation](#)

<sup>5</sup> [USDA NRCS Web Soil Survey](#)

<sup>6</sup> [FAA Notice Criteria Tool](#)

<sup>7</sup> [https://www.faa.gov/documentLibrary/media/Form/FAA\\_Form\\_7460-1\\_AJV-1-050117.pdf](https://www.faa.gov/documentLibrary/media/Form/FAA_Form_7460-1_AJV-1-050117.pdf)

<sup>8</sup> Draft December 2019 – to be finalized in 2020

<sup>9</sup> [https://apps.itd.idaho.gov/apps/env/Air\\_Screening\\_Policy\\_12\\_04\\_07.pdf](https://apps.itd.idaho.gov/apps/env/Air_Screening_Policy_12_04_07.pdf)

attainment areas map<sup>10</sup> to make this determination. If the project is located in non-attainment or maintenance area(s), check “Yes” and answer the questions in the Comment column. If no, no further analysis is required. Comment column: Is the project type exempt from air quality conformity per **40 CFR 93.126**? Exempt Projects<sup>11</sup>:

**Safety**

- |   |   |
|---|---|
| Railroad/highway crossing.  | Pavement marking demonstration.   |
| Hazard elimination program.   | Emergency relief (23 U.S.C. 125).   |
| Safer non-Federal-aid system roads.   | Fencing.  |
| Shoulder improvements.  | Skid treatments.  |
| Increasing sight distance.  | Safety roadside rest areas.   |
| Safety improvement program.   | Adding medians.   |
| Traffic control devices and operating assistance other than signalization projects. | Truck climbing lanes outside the urbanized area.                                  |
| Railroad/highway crossing warning devices.  | Lighting improvements.  |
| Guardrails, median barriers, crash cushions.  | Widening narrow pavements or reconstructing bridges (no additional travel lanes). |
| Pavement resurfacing and/or rehabilitation.   | Emergency truck pullovers.  |

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 yes (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*.

**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<sup>12</sup>; state or locally-designated scenic routes<sup>13</sup>

Wild and scenic rivers, agency-designated or managed scenic rivers

National Trail System<sup>14</sup>

National Monuments<sup>15</sup>

Historic Resources (per Section 106 determination)

Section 4(f) Resources

Section 6(f) Lands

Special roadside classification

Known concerns with visual aspects such as aesthetics, light, glare or night sky

Tribal concerns

Public comment or known controversy

State and Local Government Plans, Policies and Ordinances

State Resource Conservation and Protection Plans

Public Land Management Plans

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 project is consistent with the land management agencies visual objectives?

Are there noise walls or other features 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, go to that analysis sheet). If there is no potential to effect visual resources, viewers or visual quality, check “No”. This indicates

<sup>10</sup> <http://www.deq.idaho.gov/media/60180337/nonattainment-map.pdf>

<sup>11</sup> Additional exempt project types are listed in Table 2 of the ITD Air Screening Policy.

<sup>12</sup> <https://www.fhwa.dot.gov/byways/states/ID>

<sup>13</sup> <https://visitidaho.org/things-to-do/scenic-byways-backcountry-drives/>

<sup>14</sup> <https://www.nps.gov/subjects/nationaltrailssystem/index.htm>

<sup>15</sup> <https://www.nps.gov/state/id/index.htm>



that the project would have no effect on the visual quality, setting or resources in the project area. No further analysis is required.

### **Social, Economic and Community Resources**

Some CEs require a social or economic analysis because they:

- change access control or affect traffic patterns.
- require right of way acquisition (as defined in the PCE agreement) or displace residents or businesses.
- require temporary road closures or detours during construction.

Due to the nature of the project and based on public involvement and coordination already completed, determine if a review of social, economic or community resources is warranted. Indicate whether the project involves any of the above bulleted items (“Yes” or “No”). If “Yes” to any of the above, see *Analysis Sheet* and also the following: Public Involvement, Access and Travel Patterns, Right-of-Way, Environmental Justice, ITD Commitments.

**If the project involves displacement or relocation of owners and/or tenants (business or residential) or results in changes that substantially<sup>16</sup> affect traffic or travel patterns (i.e., temporary or permanent closures), the CE is non-programmatic.**

### **Environmental Justice Review**

Due to the nature of the project, is an Environmental Justice (EJ) review warranted? First, review the *FHWA/ITD Programmatic Finding on Environmental Justice*. If the project is of the type that meets all of the conditions of the finding, check “No” and check the finding in the Comment column. No further analysis is required. **If the project does not meet the conditions of the finding, a review is warranted and the CE is non-programmatic.** Check “Yes” and go to the *Analysis Sheet*.

## **Natural Environment**

### **Aquatic Resources**

#### **Waters of the U.S., including wetlands**

To determine if a water or wetland<sup>17</sup> potentially under the jurisdiction of the Corps is located in 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 specific to Idaho (suggest using the IDFG Wetland Data Viewer<sup>18</sup> along with others such as the USFWS NWI wetlands mapper<sup>19</sup>). Also consider presence of navigable waters<sup>20</sup> and Section 10 waters<sup>21</sup>; these resources are also waters of the U.S. and would involve additional permits if impacted.

Indicate whether waters 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 in the Comment column; no further analysis required. If any waters are present and potentially impacted, check “Yes” and refer to the *Aquatic Resources Analysis Sheet*.

Indicate whether compensatory mitigation will be required for the project (and if “yes”, document accordingly on the *Commitments/Mitigation Measures Sheet*).

#### **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<sup>22</sup> will be required for the project (in accordance with Executive Order 11990 and DOT Order 5660.1A) and if “yes”, document accordingly on the *Commitments/Mitigation Measures Sheet*.

---

<sup>16</sup> See page 3 for definition

<sup>17</sup> [US Army Corps - Wetlands](#)

<sup>18</sup> IDFG Wetland Data Viewer

<sup>19</sup> [USFWS NWI Mapper](#)

<sup>20</sup> [Idaho Navigable Lakes and Rivers](#)

<sup>21</sup> [Section 10 Waters in Idaho](#)

<sup>22</sup> [Part 777 Mitigation of Impacts to Wetlands and Natural Habitat](#)



### **Floodplains and Regulatory Floodways**

Determine if the project is located—or partially located—within a designated 100-year floodplain or a regulatory floodway<sup>23</sup>. Indicate whether a floodplain or floodway is present (“yes”) or not present (“no”). If Yes but the resource will not be encroached upon, note this in the comment column by checking the box and provide additional information where necessary in the Comment column. No further analysis is necessary.

If no encroachment is proposed, check “No”. No further analysis is necessary. If Yes (or unmapped with floodplains) and encroachment is proposed, refer to the *Floodplains and Floodways Analysis Sheet*. **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.**

Provisions of the development permit/approval must be added to the *Commitments/Mitigation Measures* page.

### **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, use the FHWA Idaho Division Office Guidance on Wild & Scenic Rivers in Idaho<sup>24</sup> to find links to these lists.

The next steps are to determine presence by 1) whether the project is a “water resources” project and 2) whether the project is in close proximity to the listed segment.

A “water resources” project is any project that involves work within the bed or banks of a river.

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.

Both of the above 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.

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*.

### **Sole Source Aquifer**

To determine if the project is located within a Sole Source Aquifer<sup>25</sup>, access the IDEQ website and indicate whether SSA is present (“Yes” or “No”) and use the dropdown list to include the name of the aquifer in the Comment column. If present but no impact, provide explanation in text box. When applicable, 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 Analysis Sheet*.

### **Biological Resources**

#### *Threatened/Endangered Species and/or Critical Habitat*

To determine the presence of threatened/endangered species and their critical habitat, request an Official Species List from the IPaC<sup>26</sup> and enter the most recent date accessed in the Comments column. 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 conservation measures will be required for the project (and if “yes”, document accordingly on the *Commitments/Mitigation Measures Sheet*).

#### *Essential Fish Habitat*

Determine the presence of species known to occur in essential fish habitat by accessing the EFH Mapper<sup>27</sup> and enter the date 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 conservation measures will be required for the project (and if “yes”, document accordingly on

---

<sup>23</sup> [FEMA Flood Map Service Center](#)

<sup>24</sup> [WSR Guidance](#)

<sup>25</sup> [Idaho Sole Source Aquifers \(www.deq.idaho.gov\)](http://www.deq.idaho.gov)

<sup>26</sup> [USFWS ECOS IPaC: Home](#)

<sup>27</sup> [EFH mapper](#)

the *Commitments/Mitigation Measures Sheet*).

#### *Species of Greatest Conservation Need*

Determine if Species of Greatest Conservation Need (SGCN)<sup>28</sup> occur in the project area by accessing the IDFG Conservation Planning Tool. Check “Yes” or “No” to indicate whether there are Tier 1 species that are present in the project area. Coordinate with IDFG on Tier 1 listed species. If “Yes”, refer to the *Biological Resources Analysis Sheet*.

Indicate whether conservation measures will be recommended by IDFG for the project (and if “yes”, document accordingly on the *Commitments/Mitigation Measures Sheet*).

#### *Federal Sensitive Species/Habitat*

To determine the presence of species and/or habitat listed by another Federal agency (an agency that has lands within the project area), coordinate with that agency, check “Yes” or “No”, and provide details in the Comments column. If “Yes”, refer to the *Biological Resources Analysis Sheet*.

Indicate whether conservation measures will be required for the project (and if “yes”, document accordingly on the *Commitments/Mitigation Measures Sheet*).

#### *Migratory Birds*

Determine if migratory birds are present in the project area (this can be accomplished through visual surveys, bridge inspection report reviews, bird surveys, or the IPaC web tool). Determine if your project action has the potential to impact migratory birds. (Generally, project actions that involve ground disturbance outside the paved area, vegetation removal or structure disturbance have the potential to impact migratory birds.) If “Yes” include the following commitment on the *Environmental Commitments/Mitigation Measures Sheet*:

“Migratory bird breeding and nesting season generally occurs between April and August. The contractor shall avoid activities that have the potential to impact migratory birds during these times. If avoidance is determined to be infeasible, the contractor shall coordinate with the Engineer, District Environmental Planner and USFWS to minimize and/or mitigate impacts to migratory birds. Avoidance infeasibility determinations will not be allowed strictly for contractor convenience.”

#### *Bald and Golden Eagles*

Determine if your project is near an active or inactive eagle nest or where eagles roost or forage. If yes, access the USFWS Midwest Region-Eagle Permits website<sup>29</sup> for a step by step guide to determine if a permit is required. Indicate any avoidance, minimization or mitigation commitments on the *Environmental Commitments/Mitigation Measures Sheet*. Save all documents from the tools and online reports in ProjectWise.

#### **Construction**

Construction-related impacts are those that are temporary measures that can impact the community including construction schedules/windows/timing, traffic control measures, temporary easements, closures, special conditions (holiday construction schedules, if known), and detours. If the project proposes construction-related impacts such as those listed or other known impacts, check “Yes” and provide detail here or reference the *Construction-Related Impacts Analysis Sheet* in the Comment column and provide further detail there. If the project will not result in construction-related impacts, check “No”. **If the project will require substantial changes to traffic patterns temporarily, the CE may be non-programmatic. If the project will require change in access to the interstate, the CE may be non-programmatic. Contact ITD HQ ENV for further information.**

#### **NPDES Permit**

Determine if a NPDES permit is required (and mark as such) by marking one of the boxes in the Comment column. Permit required if the project will result in greater than one acre of disturbance and discharge to water of the U.S.

<sup>28</sup> [IDFG Species of Greatest Conservation Need](#)

<sup>29</sup> [USFWS Midwest Region Eagle Permits](#)

## Coordination and Outreach

Agency, Tribal, organizational and public coordination and outreach is 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<sup>30,31</sup>; this should be documented as part of the CE.

### Agency, Tribal and Organizational Coordination

When this type of coordination is conducted, list all entities—including all departments within those entities—contacted, include the date of contact, 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:

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Local Municipalities</li> <li>• County</li> <li>• Police, Ambulance and other services</li> <li>• Idaho Fish and Game</li> <li>• Idaho Department of Water Resources</li> </ul> | <ul style="list-style-type: none"> <li>• Tribes</li> <li>• Bureau of Land Management</li> <li>• Bureau of Reclamation</li> <li>• US Environmental Protection Agency</li> <li>• National Park Service</li> <li>• US Army Corps of Engineers</li> </ul> | <ul style="list-style-type: none"> <li>• US Coast Guard</li> <li>• USDA Forest Service</li> <li>• US Fish and Wildlife Service</li> <li>• National Marine Fisheries Service</li> </ul> |
|--|---|--|

### Public Coordination and Outreach

The ITD Public Outreach Planner (POP)<sup>32</sup> is a valuable tool that should be accessed to determine the level of public involvement necessary for a project. Ensure that the POP has been accessed, either by the Project Manager or by the Environmental Planner, and document the POP level of the project. Save the POP worksheet as a .pdf and file in ProjectWise.

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 was held, include the date and location. Meeting materials such as sign-in sheets and handouts as well as the public notice should be saved to file. Any comments received should be saved to the project file. Where applicable, identify if individuals were contacted during the public scoping process and why. Document the outcome.

If Limited English Proficiency populations, minority populations, or low-income populations are in the community, additional specific outreach methods and materials may be required (if so, provide detail as necessary and save to project file). Contact ITD HQ ENV and/or ITD Civil Rights for further detail and instruction.

#### 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 PWise.
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).

<sup>30</sup> [ITD Public Involvement Manual](#)

<sup>31</sup> [ITD Roadway Design Manual](#)

<sup>32</sup> [ITD Public Outreach Planner](#)

## Archaeological Resources and Historic Properties Analysis Sheet

The Determination of Significance and Effect (ITD Form 1502) is always required. In the final pdf, replace this analysis sheet with the completed 1502.

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 there is a determination of “adverse effect,” the CE is non-programmatic.**

## Section 4(f) Resources Analysis Sheet

If there is no “use” of the resource, delete this page from the final pdf.

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 needed then the CE is non-programmatic.**

### Section 4(f) Properties

Complete the table. Include the name, type (dropdown list), location (MP, street intersection, etc.), and the ownership/administration of the resource where prompted.

### Types of “Use”

#### Direct Occupancy (Permanent Incorporation or Easement) or Constructive Use

Based on the definitions of use outlined in the FHWA Section 4(f) Policy Paper<sup>33</sup>, determine if the project will result in an actual (direct) or constructive (proximity impacts) use of the Section 4(f) resource; check the applicable box (and indicate which resource if there are more than one). FHWA consultation is required when there is the potential for use.

#### Temporary Occupancy

If the project will require a temporary occupancy of a Section 4(f) resource but does not result in the “use”, check the box. Also include the name of the official(s) having jurisdiction over the resource, and save the documented agreement regarding the Section 4(f) resource to ProjectWise.

#### Exceptions

Check the box if exception under 23 CFR 774.13 applies (indicate which resource if there are more than one).

#### De Minimis

*De minimis* impacts are defined as those that do not “adversely affect the activities, features, and attributes” of the Section 4(f) resource. Indicate the resource name (if more than one) and save the documented agreement regarding the Section 4(f) resource to ProjectWise.

#### Programmatic Evaluation – choose one per resource: Net Benefit, Minor Uses, Historic Bridges, Independent Bikeways and Walkways

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.<sup>34</sup> Contact the ITD HQ Planner. If one of the programmatic evaluations applies, check the applicable box and include a summary. Save all documentation to ProjectWise, including a concurrence letter from the agency having jurisdiction over the 4(f) resource. Copy and paste and add description for each resource as necessary.

#### Actual/Direct Use Requiring Individual Section 4(f) Evaluation

If the project requires the use of a Section 4(f) resource, and the Nationwide Section 4(f) Programmatic Agreements do not apply, check the box and contact ITD and FHWA (**the CE will be non-programmatic**).

#### 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.

<sup>33</sup> <https://www.environment.fhwa.dot.gov/legislation/section4f/4fpolicy.aspx>

<sup>34</sup> FHWA Programmatic Section 4(f) Evaluation - Historic Sites

## Section 6(f) Resources Analysis Sheet

If there is no Section 6(f) conversion, delete this page from the final pdf.

### 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<sup>35</sup>, and check the applicable boxes.

### 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.

**FHWA may require concurrence and the CE is non-programmatic.**

---

<sup>35</sup> [Grants and Funding | Idaho Parks & Recreation](#)

## Hazardous Materials Evaluation Analysis Sheet – Administrative Review Form

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

**Mark features involved in the project.**

### Available Data Review

The following data set must be reviewed and all data collected saved to ProjectWise:

- Terradex<sup>36</sup>

The table below gives the required search radius for each data set. All lists and maps saved to ProjectWise are required to demonstrate this level of investigation.

List Name	Abbreviation	Search Radius	Agency Contact
FEDERAL LISTS:			
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 <sup>37</sup>	EPA
Emergency Response Notification System	ERNS	ROW only	EPA
STATE LISTS:			
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
State list – hazardous waste sites (investigation or remediation)		1 mile	DEQ

List date accessed. Print lists and maps to ProjectWise.

Findings: List all sites identified in the project area by site type and potential for risks identified for each. If no sites are identified, note no sites identified.

### Site Information

When there are sites, add additional area information such as groundwater flow direction, depth to the water table, and topographical changes (if it informs risk).

### Agency contacts

Relevant agency officials should always be contacted to identify sites that are not listed in the databases and to verify the presence of an identified site. Check the box and list the DEQ, EPA and health department officials contacted (see table above). Terradex lists an agency contact for each site. Public Records Requests may be required. Contact the ITD HQ Hazardous Materials SME for further information or for a list of agency contacts. Provide the date and in the summary field, indicate the recommendations of the agency, including specific mitigation. Do not list all items identified during the hazardous materials research.

<sup>36</sup> IDEQ Terradex: <https://idaho.terradox.com/>

<sup>37</sup> Within is the project footprint/ROW. Adjacent are all properties that touch the footprint/ROW.



**Other hazardous materials**

Indicate (“yes” or “no”) if load-bearing structures will be modified or altered by the project. Indicate the need for asbestos survey by including the date of the survey or include the requirement in mitigation commitments. Indicate (“yes” or “no”) if work will occur on existing structures that have been previously painted. Provide requirement (including any applicable mitigation measures) for RCRA metals testing (refer to *ITD SpecBook* or *Standard Specifications*<sup>38</sup>) and include date of testing (or include the requirement in mitigation commitments).

**Windshield Survey**

Check the box and give the date the survey was conducted and the name of the surveyor. List the findings of the survey including all suspected land uses and operations.

**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. Indicate commitments are to be included in contract documents and list on Commitments page.

---

<sup>38</sup> <https://apps.itd.idaho.gov/Apps/manuals/SpecBook/SpecBook18.pdf>

## Noise Analysis Sheet

Refer to FHWA's Noise Abatement Criteria<sup>39</sup> and the ITD Traffic Noise Analysis and Abatement Procedures (2019). This analysis sheet is required when the proposed project is a Type I project.

### Documentation

Select the type of analysis performed based on the following:

A **Best Estimate Memo** is required when the project is a Type I and the roadway in question exhibits less than 14,000 Average Annual Daily Traffic (AADT).

- The Best Estimate Memo consists of using the FHWA TNM Low Volume Tool or worst-case scenarios pre-modeled to determine if a noise impact would be expected.
- Confirm that the letter to local officials will be sent and to whom it will be sent – this should be listed on the *ITD Commitments* page.

A **Noise Screening Analysis** is appropriate for roadways that exhibit more than 14,000 AADT and where there are 4 or more receptors in the project ROI, but none have an area of frequent human use (NAC activity C or E).

- A 10-point transect must be completed for the analysis.
- Save all documentation in ProjectWise.
- Confirm that the letter to local officials will be sent and to whom it will be sent – this should be listed on the *ITD Commitments* page.

A **Traffic Noise Report** is required when the roadway exhibits more than 14,000 AADT and there are 4 or more receptors that are NAC activity A or B or an area of frequent human use in NAC Activity C or E.

- Full noise and abatement analysis is required.
- Save all documentation in ProjectWise.
- Confirm that the letter to local officials will be sent and to whom it will be sent – this should be listed on the *ITD Commitments* page.

Summarize findings and abatement required (this may also be included in Mitigation Commitments).

Process is complete upon FHWA approval/concurrence (include the date of approval). Save all to ProjectWise.

---

<sup>39</sup> <https://www.fhwa.dot.gov/environment/noise/>

## Air Quality Analysis Sheet

### Analysis Results

- Prepare quantitative analysis as required (see *ITD Air Quality Analysis Guidance*), submit to ITD for review and concurrence. Save to ProjectWise.
- Provide analysis date and copy conclusion statement (check the box and add summary of results).
- Document Mitigation Considerations
- When interagency consultation is required, summarize the process, save all documentation in ProjectWise file.

## Visual Resources Analysis Sheet

Does the project involve any of the following components? Does the viewshed<sup>40</sup> 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 with visual aspects such as aesthetics, light, glare or night sky  
Tribal concerns  
Public comment or known controversy  
State and Local Government Plans, Policies and Ordinances  
State Resource Conservation and Protection Plans  
Public Land Management Plans

When one or several of the above are checked on the analysis sheet, the project has potential to effect its visual setting. Conduct a Visual Impact Analysis (VIA)<sup>41</sup> and summarize findings here.

Where agency coordination and/or review of management plans is appropriate, summarize and document when approvals or concurrence was deemed necessary.

Where agency coordination and concurrence is required document accordingly.

CEs do not typically involve visual resource impacts that require mitigation. Should the VIA conclude that mitigation was required, **the CE may be deemed non-programmatic**. Consult with ITD HQ for process.

---

<sup>40</sup> Viewshed = view of the road and view from the road

<sup>41</sup> [https://www.environment.fhwa.dot.gov/env\\_topics/other\\_topics/VIA\\_Guidelines\\_for\\_Highway\\_Projects.aspx](https://www.environment.fhwa.dot.gov/env_topics/other_topics/VIA_Guidelines_for_Highway_Projects.aspx)

## Social, Economic and Community Impacts Analysis Sheet

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 residential and/or commercial displacements, the CE is non-programmatic.**

This section is inherently tied to other sections. Cross reference with: Construction, Public Involvement<sup>42</sup>, Access/ROW, Environmental Justice, and Commitments.

### Social and Economic Effects

This analysis provides detail on the effects the project will have on businesses, residential areas, services and landowners. All text boxes may reference other analysis sheets.

Minor and/or temporary effects, such as detours: use the text box to provide explanation as to how the impacts are minor, temporary and/or not “significant” to the community. Provide cross reference with Construction and Commitments if applicable.

When it is determined that the project will have an impact on the **social resources** in the community, include summary and justification here that the impacts are not significant. If significant, a Social Impacts Report must be prepared. See the EPM for a list of resources that are covered in the report. Any applicable commitments must be identified on the *Environmental and Engineering Commitments* page.

When it is determined that the project will have an impact on the **economic resources** in the community, include summary and justification here that the impacts are not significant. If significant, an Economic Impacts Report must be prepared. See the EPM for a list of resources that are covered in the report. Any applicable commitments must be identified on the *Environmental and Engineering Commitments* page.

### Relocations and Displacements

Determine if displacements or relocations are required and check the applicable box. If displacements or relocations are required, reference applicable memo/report (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. **CE is non-programmatic when the project involves displacements or relocations.**

---

<sup>42</sup> <https://apps.itd.idaho.gov/apps/manuals/PublicInvolve/PublicInvolve.pdf>

## Environmental Justice Analysis Sheet

If the project will include any of the following, the programmatic finding does not apply. Projects must not include: residential or business relocations; changes to roadway access; traffic pattern changes and/or controversy over closures; new barriers or impediments to low-income or minority populations or their movement; or issues involving special and unique circumstances, such as high level of public concern or proximity to sensitive sites or facilities.

Select an item ("Choose an item") from the drop down menu to identify a characteristic of the project that may potentially effect minority populations or low-income populations. See the EPM for instructions on how to conduct an analysis.

### Analysis

Access demographic data in the project area such as that readily available on EJSCREEN and/or the US Census Bureau American FactFinder<sup>43</sup>.

When the project affects access or services, proposes relocations, or creates barriers, determine (through the use of the EPM) if there are any minority populations or low income populations in the project area.

Affected Minority or Low Income Populations - Check the box to indicate yes; minority or low income populations will be impacted by the project. In the text box provide detail where necessary.

### Conclusion

Proportionate Effects - Identify whether the impacts of the project will be proportionate to those experienced by the general population. Include a brief statement explaining how the effects are proportionate (provide data to compare the project area to the surrounding block groups, census tracts, city, county, etc.).

Disproportionate Effects - Identify any disproportionate effects (including discriminatory effects). Full analysis of the effects and all mitigation measures is required, along with FHWA concurrence. Save analysis, maps and all correspondence to ProjectWise.

- Per FHWA formal guidance on EJ<sup>44</sup>, a statement indicating there are no EJ impacts is sufficient for projects with a Categorical Exclusion. Disproportionate and adverse effects to minority populations or low-income populations would be considered an unusual circumstance for a CE project (and **the CE would be deemed non-programmatic**) and *Order 6640.23A - FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*<sup>45</sup> should be consulted as well as additional coordination with the ITD Office of Civil Rights.

---

<sup>43</sup> US Census American Fact Finder

<sup>44</sup> FHWA EJ Reference Guide

<sup>45</sup> FHWA Directive on EJ in Minority Populations and Low-Income Populations

## Aquatic Resources Analysis Sheet

If the project does not impact aquatic resources, delete this sheet from the final pdf.

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

If the project will impact waters of the U.S., list waters by name, type and the location where the impacts will occur. Include areas and characteristics of features where necessary.

### Non-jurisdictional wetlands

If the project will impact isolated wetlands, list by name, type and area, and the location where impacts will occur.

### Impacts

Summarize all impacts here. This includes all potentially jurisdictional and non-jurisdictional aquatic resources.

Narrative sample:

“Portions of 5 aquatic resources (2 potentially jurisdictional and 3 non-jurisdictional) are subject to permanent impacts. The importance of the wetlands is not significant, nor is the magnitude of the impacts. None of the wetlands are identified in the State Comprehensive Outdoor Recreation Plan (SCORP)/Idaho Wetlands Conservation Prioritization Plan (IDFG).”

Table 1. Jurisdictional Impacts

Area	Type	Acres
A	PEM	0.2
B	PFO	0.33

Table 2. Non-Jurisdictional Impacts

Area	Type	Acres
C	PEM	0.04
D	PEM	0.005

Further details on impacts, wetland type, function and value, and drawings are included in a memo or impacts report, incorporated here by reference, and maintained in ProjectWise.

### IDFG Wetland Prioritization

The IDFG Wetland Data Viewer<sup>46</sup> identifies priority wetlands in Idaho (through the SCORP [State Comprehensive Outdoor Recreation and Tourism Plan] wetland conservation prioritization plan). If the wetlands impacted by your project are considered important and/or have been identified by IDFG, check the appropriate box and complete the summary [insert details on agency comments, concerns, site in question, impacts, etc]. All coordination with IDFG must be documented and saved to the project file.

### 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. Complete the finding.

If necessary, review the FHWA Wetland Policy to determine applicability.<sup>47</sup>

Permitting – see *Permitting Analysis Sheet*

### Mitigation

Indicate whether compensatory mitigation will be required and in what form it will be completed. Provide bank information and details [describe: bank name, location, organization responsible, coordination that has occurred, details of banking potential agreement]. Check the appropriate box and provide details where FHWA-required mitigation will be performed.

All coordination regarding mitigation must be documented and saved to the project file.

<sup>46</sup> [IDFG Wetland Data Viewer](#)

<sup>47</sup> [FHWA Wetland Policy](#)

## Wild and Scenic Rivers Analysis Sheet

This analysis sheet summarizes two potential processes found in further detail in the *FHWA Idaho Division WSRA Guidance* (April 2014)<sup>48</sup>:

- 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 will be in effect, generally comprising “that area measured within ¼ 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 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).

---

<sup>48</sup> [FHWA Idaho Division WSRA guidance \(2014\)](#)



## Sole Source Aquifer and Groundwater Analysis Sheet

Include this section only if the project is located in Eastern Snake River Plain Aquifer, Spokane Valley-Rathdrum Prairie Aquifer, and Lewiston Basin Aquifer sole source aquifer areas. To determine whether the project area is located in a sole source aquifer, refer to the IDEQ designated sole source aquifer maps<sup>49</sup>. If the project is not located within a sole source aquifer or if exempt, delete this section from the document.

### EPA Safe Drinking Water Act Section 1424(e) review

Refer to the current EPA/FHWA MOU regarding the Sole Source Aquifer review<sup>50</sup> 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 conclusion and summarize the results (include the date of the review).

Save all correspondence with the EPA to ProjectWise.

## Floodplains and Floodways Analysis Sheet

This analysis sheet is applicable only where the 100-year floodplain is present AND the project will substantially alter the floodplain topography in the project area. If the project is not located within a 100-year floodplain, 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. Include the FEMA FIRM numbers even if the 100-year floodplain has not been delineated (or note “unmapped”).

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** and use the checkbox 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, or if the floodplain is not delineated. Check the box indicating that the floodplain manager has been apprised of the project, and include a statement regarding any comments received (e.g., “and has no comment on the project”). When Development Permit or Approval by the Official with Jurisdiction is required (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.

---

<sup>49</sup> [Sole Source Aquifers](#)

<sup>50</sup> [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 presence or a potential to impact.

ProjectWise documentation should include the IPaC list (date should be documented either on the summary sheet or at the top of the analysis sheet) any Federal or state agency or tribal review, approval or correspondence of biological documentation or decisionmaking.

### Threatened and Endangered Species

If the resulting finding for a species is a “no effect”, check the box. Within the table, select each species analyzed and select a reason why the no effect determination was made in the second column.

If the BA results in either of these findings, check the appropriate box. In the table, select each species analyzed in detail. Include the date (MM/DD/YYYY) of the USFWS and NOAA/NMFS concurrence letter(s). Indicate whether the PBA or another agency’s PBA has been invoked. If a BA is prepared for formal consultation under the ESA with a may effect, likely to adversely affect determination on a federally listed endangered or threatened species or critical habitat, the BA must receive prior approval from FHWA<sup>51</sup> prior to consultation with the Services and approval of the CE.

### Essential Fish Habitat

If the project occurs within Essential Fish Habitat (EFH)<sup>52</sup>, check the appropriate box and list the date of the NOAA/NMFS Biological Opinion. To streamline requirements and avoid duplication, EFH consultations are typically combined with the PBA or BA.

### Non-ESA Sensitive Species and Habitat

*Sensitive species listed by a federal land managing agency*

If the project occurs on federal land and the federal agency (BLM, USFS) requests sensitive species be analyzed, check the box. List the species analyzed in the first column and the anticipated effects (e.g. disturbance from construction noise) and determination for each species (e.g. may impact individuals, but is not anticipated to result in a trend toward federal listing or loss of viability) in the second column.

*Idaho Species of Greatest Conservation Need, including candidate species*

Identify the Tier 1 species here and include IDFG recommendations in the right column. Any recommendations for specific conservation measures should be included in the *Environmental and Engineering Commitments/Mitigation Measures Sheet*.

*Migratory Birds and Bald and Golden Eagles*

When there is a potential for impact to migratory birds or Bald and Golden Eagles, check the appropriate box. See ITD Standard Specifications (Sec 107.17) and insert additional project detail here (re: removal of trees and shrubs, or structural reconstruction or demolition, etc). Additional commitments must be copied to the *Environmental and Engineering Commitments/Mitigation Measures Sheet*.

*Other Habitat Concerns*

Refer to the biological document and any responses received during the agency scoping/coordination process to identify other wildlife and habitat concerns. Indicate in the table if other wildlife/habitat concerns were identified and include applicable mitigation measures in the *Environmental and Engineering Commitments/Mitigation Measures Sheet*.

---

<sup>51</sup> [FHWA ESA Webtool - Environmental Review Toolkit](#)

<sup>52</sup> [EFH Mapper](#)

## Construction-Related Impacts Analysis Sheet

Determine if the project will result in any construction-related impacts such as lane closures, detours, or dust abatement requirements. If the project will not have construction-related impacts, do not include this page in the document and briefly explain why there are no impacts in the Comment field on the *Environmental Summary* sheet.

### Temporary Impacts to Access

Determine if the project will result in temporary impacts to access. This may include temporary access changes, sidewalk closures, parking restrictions, temporary driveway closures, etc. The impacts could include non-vehicular access, such as pedestrians, and impacts to special events, such as fairs and parades. If the project will result in access impacts, determine if they are temporary and/or permanent (permanent access changes are documented as part of the project description, not here), check the applicable boxes, and include a discussion regarding the impacts.

### Traffic Control Measures

Briefly describe construction-related traffic impacts, and traffic control measures required to minimize impacts for construction.

### Detours

If a detour is necessary, it must be included in the footprint of environmental surveys and environmental analyses, and be included in socioeconomic impact analyses as well. Explain the location of detours, adding maps as needed to illustrate the location. If a detour map is included, it should go immediately after the state and vicinity maps. If detours will be required within an air quality non-attainment or maintenance area, coordinate with the ITD HQ.

### Other

If needed, check the box and briefly describe other construction-related impacts and identify applicable mitigation.

## Permitting Analysis Sheet

Indicate the types of permits required.

- **Nationwide Section 404 Permits** - If a NWP is required, check the applicable box.
- **Individual Section 404 Permit and/or a Section 10 Permit** - check the applicable box (**CE is non-programmatic**).
- **Navigable Waters and Stream Alteration** - If the project involves navigable waters<sup>53</sup> (i.e., the Snake River) or alteration of a stream, check the applicable box. Add appropriate information and save all documentation to ProjectWise. **Note: bridge projects over navigable lakes or rivers may require a US Coast Guard Bridge Permit (if yes, CE is non-programmatic).**
- **Corps Levees – Section 408 Permits**

Document or summarize and cross-reference commitments where applicable.

---

<sup>53</sup> <https://www.idl.idaho.gov/lakes-rivers/index.html>

## Environmental and Engineering Commitments/Mitigation Measures

This page is always included in the environmental document.

### Internal ITD Commitments – Things to Consider

- Copy from ROW – any specific measures agreed to re: access?
- Any detours or other community impacts with additional commitments of note here?
- Noise: copy the language below and paste into the table when project is a Type 1.
  - Letter to Local Officials will be sent within 2 weeks following approval of this CE.
- Floodplains:
  - Hydraulics Analysis must be completed and saved to ProjectWise.
  - CLOMR/LOMR? Additional commitments?
  - Floodplain Development Permit/Approval by Official with Jurisdiction – must be completed and saved to ProjectWise.

Other Notes:

Do not close the project prior to mitigation completion.

### Contractor Commitment Examples

- Traffic control will be in accordance with the most current *Manual on Uniform Traffic Control Devices for Streets and Highways*, published by the 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.
- If a bridge within the project work area, demonstrates evidence of nesting birds, the Contractor shall inform ITD prior to commencing work on the bridge 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. The Contractor shall be responsible for any penalties levied by the USFWS for the taking of migratory birds.
- Avoid and protect all wetlands unless authorized for impacts by a 404 permit.
- Work below the ordinary high water mark (OHWM) authorized by the US Army Corps of Engineers Section 404 permit for work in the irrigation system will be completed outside the irrigation season or when there are no irrigation waters present.

### 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 standard specifications (see SpecBook), should be listed here.
- Development of mitigation measures is to be accomplished in coordination with the appropriate 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.