

ENVIRONMENTAL EVALUATION OF FACILITIES DEVELOPMENT ACTIONS

Wisconsin Department of Transportation

Project Summary - Basic Sheet 1

Revised March 2013

Project ID Construction ID	Project Termini From _____ To _____	Funding Sources (Check all that apply) <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local								
Route Designation (if applicable) National Highway System (NHS) Route <input type="checkbox"/> Yes <input type="checkbox"/> No	Nearest Community _____	Estimated Project Cost and Funding Source (state and/or fed). Year of Expenditure (YOE) dollars incl. delivery cost \$ _____ Real Estate Acquisition Portion of Estimated Cost \$ _____ Utility relocation Portion of Estimated Cost \$ _____								
Project Title _____		Right of Way Acquisition <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;"></th> <th style="width: 30%;">Acres</th> </tr> <tr> <td>Fee</td> <td></td> </tr> <tr> <td>TLE</td> <td></td> </tr> <tr> <td>PLE</td> <td></td> </tr> </table>		Acres	Fee		TLE		PLE	
	Acres									
Fee										
TLE										
PLE										
County _____		Scheduled start date (Operational Planning Meeting (OPM) or Scoping Meeting) _____								
Bridge Number(s), if applicable _____										

Functional Classification of Existing Route (FDM 3-5-2)	Urban	Rural	WisDOT Project Classification (FDM 3-5-2)	
Freeway/Expressway	<input type="checkbox"/>	<input type="checkbox"/>	Resurfacing	<input type="checkbox"/>
Principal Arterial	<input type="checkbox"/>	<input type="checkbox"/>	Pavement Replacement	<input type="checkbox"/>
Minor Arterial	<input type="checkbox"/>	<input type="checkbox"/>	Reconditioning	<input type="checkbox"/>
Major Collector		<input type="checkbox"/>	Expansion	<input type="checkbox"/>
Minor Collector		<input type="checkbox"/>	Bridge Rehabilitation	<input type="checkbox"/>
Collector	<input type="checkbox"/>		Bridge Replacement	<input type="checkbox"/>
Local	<input type="checkbox"/>	<input type="checkbox"/>	A "Majors" Project (there are both state & federal majors)	<input type="checkbox"/>
No Functional Class	<input type="checkbox"/>	<input type="checkbox"/>	SHRM	<input type="checkbox"/>
			Reconstruction	<input type="checkbox"/>
			Preventive Maintenance	<input type="checkbox"/>
			Safety	<input type="checkbox"/>
			Other, Describe	<input type="checkbox"/>

FHWA Categorical Exclusion, Type 2c
 The Environmental Report (ER) is complete upon signing. Bureau of Technical Services (BTS) only reviews and signs ERs if there is Section 4(f) involvement.

FHWA Environmental Assessment – No significant Impacts indicated
 When complete, the document must be made available for public comment per FDM Chapter 6.

_____ (Signature) (Company/Org.) (Date) (Title)	_____ (Signature) (Date) (Title)
_____ (Signature) (Company/Org.) (Date) (Title)	_____ (Director, Bureau of Technical Services)
_____ (Signature) (Date) (Title)	_____ (Signature) (Date) (Title)
_____ (<input type="checkbox"/> Region <input type="checkbox"/> Aeronautics <input type="checkbox"/> Rails & Harbors)	_____ (<input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> FRA)

After reviewing and addressing substantive public comments, updating the Environmental Assessment (EA), and coordinating with other agencies, it is determined this action:

A) **Will not** significantly affect the quality of the human environment. This document is a Finding of No Significant Impact (FONSI).

B) **Has potential** to significantly affect the quality of the human environment. Environmental Impact Statement (EIS) required.

_____ (Signature) (Company/Org.) (Date) (Title)	_____ (Signature) (Date) (Title)
_____ (Signature) (Company/Org.) (Date) (Title)	_____ (Director, Bureau of Technical Services)
_____ (Signature) (Date) (Title)	_____ (Signature) (Date) (Title)
_____ (<input type="checkbox"/> Region <input type="checkbox"/> Aeronautics <input type="checkbox"/> Rails & Harbors)	_____ (<input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA <input type="checkbox"/> FRA)

Purpose and Need - Basic Sheet 2

1. Purpose and Need

This section should: (1) briefly describe the project status in a few sentences, (2) clearly state the purpose of the project, and (3) clearly identify the need(s) for the project. This section lays the foundation for the development of a preferred alternative and the range of reasonable alternatives evaluated.

The discussion should also explain why the proposed action, with its inherent costs and environmental impacts, is being pursued. If properly described, the purpose and need limits the potential range of alternatives considered reasonable, prudent, and practicable in compliance with the CEQ regulations, Section 4(f) the Executive Orders on Wetlands and Floodplains, and the Section 404(b)(1) guidelines.

Developing the Purpose and Need

The project purpose is a broad statement of the overall intended objective(s) to be achieved and can be defined in just a few sentences. For example, "expanded capacity to facilitate the safe and efficient movement of people, services, and goods," or "improved access to a community."

The project need should be a detailed explanation of specific transportation problems or deficiencies that require action and should include technical information, such as measures of traffic efficiency, demand (origin-destination patterns, modal links, queue lengths, motorist delays, level of service, etc.), and other goals (economic development, safety improvement, legislative directives, etc.) as needed. The discussion should focus on the problem(s) requiring action, rather than how to solve the problem. The "problem solving" is done through the alternatives discussion. When developing the purpose and need, provide:

- justification of why the improvement must be implemented
- details that are comprehensive and specific
- reexamine and update as appropriate throughout the project development process

The following must be discussed in the Purpose and Need:

1. *Project Status*: Briefly describe the action's history, including measures taken to date, other agencies and governmental units involved, action spending, schedules, etc.

2. *Need Factors (discuss all that apply)*:

Capacity

Discuss existing and projected capacity of the present facility and its ability to meet current and projected traffic demands. Discuss what capacity and levels of service for existing and proposed facilities are needed. Include relevant data to support discussion.

System Linkage

Discuss if the proposed action is a "connecting link" and how it fits into the local or regional transportation system.

Transportation Demand

Discuss the action's relationship to any statewide plan or adopted urban transportation plan. In addition, explain any related traffic forecasts that are substantially different from those estimates of the 23 U.S.C. 134 (Section 134) planning process.

Legislation

Explain if there is a Federal, state, or local governmental mandate for the action.

Social Demands or Economic Development

Describe how the action will foster new employment and benefit schools, land use plans, recreation facilities, etc. In addition, describe projected economic development/land use changes that indicate the need to improve or add to the highway capacity. Include relevant data to support discussion.

Modal Interrelationships

Explain how the proposed action will interface with and serve to complement airports, rail and port facilities, mass transit services, etc.

Safety

Explain if the proposed action is necessary to correct an existing or potential safety hazard. In addition, explain if the existing accident rate is excessively high and why, and how the proposed action will improve safety. Include relevant data to support discussion.

Roadway Deficiencies

Explain existing roadway deficiencies (e.g., substandard geometrics, load limits on structures, inadequate cross-section, high maintenance costs, etc.). Explain how the proposed action will correct these deficiencies.

3. Maps

Include a map(s) of sufficient detail to clearly indicate the project termini and where the project is located in the state. Additional maps must be included in the document to identify the alternatives considered (include existing conditions and proposed changes) and of sufficient detail for reviewers to determine the extent of proposed actions. Reference all maps included in the document.

- Title
- Label all roadways and other relevant landmarks
- Include township boundaries or other jurisdictional boundaries if needed
- Use digital photos as a base layer
- Include standard cartographic features such as scale, legend, and directional orientation (compass rose, north arrow, etc).

Tips

- Federal funds *cannot* be used for projects that are not in a long-range transportation plan. Provide all pertinent information of the project from the associated Metropolitan Planning Organization (MPO), Transportation Improvement Program (TIP) or Statewide Transportation Improvement Program (STIP).
- Use words like portion, section, etc. Avoid words like “segment” and “significant,” which have specific meaning for environmental documents.
- Be specific about all changes to the current roadway. Define what a reconstruct or an intersection improvement will include.
- If using the terms “will”, “shall”, or “must”, support the statement with data, otherwise, consider using “proposed,” “possible,” or “may.”

Resources:

Federal Highway Administration Environmental Review Toolkit
<http://environment.fhwa.dot.gov/projdev/tdmneed.asp>

2. Summary of Alternatives

This section discusses the range of alternatives considered, including all "reasonable alternatives," including the “No Build Option,” as well as those eliminated from further consideration. The discussion of each alternative should begin with an explanation of why it is considered and how it will meet the Purpose and Need (P/N). If an alternative is eliminated from further consideration, include an explanation and how it does not meet the P/N. Any alternative(s) carried forward for further evaluation must be analyzed equally and should include how environmental impacts have been avoided, minimized, or compensated where applicable.

Alternatives must include the following:

1. Begin with the No Build/No Action alternative, which is used as a baseline for comparison against the other alternatives considered.
2. Build alternatives are to include consistent labeling (numbered and named, etc) throughout the discussion and document.
3. Identify all alternatives considered, even if eliminated early in the process, and a brief description.
4. Identify the Preferred or Recommended alternative
5. Clearly describe how each alternative does/does not meet the P/N. An alternative may meet a portion or level of the P/N.
6. Discussion of fiscal considerations that affect all alternatives (positively or negatively).

It is advisable to include more than one build alternative in the event that unanticipated fatal flaws are encountered (e.g., community opposition, wetland impacts, section 4(f) impacts, etc), and another alternative is necessary. According to FHWA policy, decisions are to be “made in the best overall public interest based upon a balanced consideration of the need for safe and efficient transportation; of the social, economic and environmental impacts of the proposed transportation improvement; and of national, State and local environmental protection goals.”

Resources:

NEPA and Transportation Decision-making
www.environment.fhwa.dot.gov/projdev/tdmalts.asp

3. Description of Proposed Action

This section describes the proposed action in greater detail than the Summary of Alternatives section. Often, the Proposed Action is the same as the Preferred or Recommended Alternative, but not always. This section should be as concise as possible while fully describing the proposed action, especially if multiple project types are proposed (i.e. reconstruct and recondition). Describe all aspects of the project, regardless of funding source (not just the Federal Aid portion).

A thorough discussion of the Proposed Action should include the following:

- Explanation of why the proposed action has been selected
- Description of the actions that may, or would likely occur, if a build alternative is selected.
- Classification of the road and whether or not it is part of the National Highway System (NHS).
 - **EXAMPLE:** Wisconsin State Trunk Highway X is a rural principal arterial and part of the NHS. Albert Street is a local road and is not on the NHS system. Road designations in Wisconsin are as follows; U.S. Highway, Wisconsin State Trunk highways, County Trunk Highways.
 - If the project is part of the NHS, describe how capacity issues are addressed in relation to NHS goals.
- Include Transportation Management Plans (TMP)
 - Detour routes
 - Improvements required for the detour route
 - Temporary roadways or bridges that may be necessary and any associated impacts
 - Impacts to local businesses as a result of construction staging
- State whether or not construction will include local through traffic or be open to local traffic only.
- At a minimum, the following maps must be included:
 - Map(s) indicating the proposed action(s) and existing infrastructure
 - Map(s) for detour routes, including proposed improvements and structures.
 - Title
 - Label all roadways and other relevant landmarks
 - Include township boundaries or other jurisdictional boundaries if needed
 - Use digital photos as a base layer
 - Include standard cartographic features such as scale, legend, and directional orientation (compass rose, north arrow, etc).
- Other maps or graphics as necessary to depict proposed action(s).

4. Construction and Operational Energy Requirements

Describe construction and operational energy requirements and conservation potential for the alternatives under consideration. Indicate whether the savings in operational energy are greater than the energy required to construct the facility. In your discussion, balance the safety, maintenance, and traffic costs (operational energy) against the construction costs for each alternative.

Resources:

WisDOT Facilities Development Manual Chapter 25 (FDM)
[FDM 25-5-35 Energy Consumption](#)

5. Land use

Describe the land use adjacent to and surrounding the project. Land use adjacent to the project includes property that has frontage on the project's right-of-way (ROW). Land use surrounding the project refers to property outside of the project ROW, but with the potential for direct and indirect impacts. The distance from which surrounding land use is considered varies by project and on project scope, as well as potential for impacts.

Discussion of adjacent and surrounding land use(s) should include the following as applicable:

- Percent of land cover
- County or municipal land use plans
- Metropolitan Statistical Area
- Population forecasts
- Maps (must correspond to discussion and be appropriately referenced)

Resources:

Wisconsin Land Cover Maps

www.sco.wisc.edu/maps/landcover.php

Wisconsin Regional Planning Commissions

<http://www.dot.wisconsin.gov/projects/planorg/rpc-contacts.htm>

State and Local Government Net

www.statelocalgov.net/state-wi.cfm

Wisconsin Land Information Program (Wisconsin Department of Administration)

www.doa.state.wi.us

Wisconsin Land Information Clearinghouse

www.sco.wisc.edu/wisclinc/

Wisconsin State Cartographers Office

www.sco.wisc.edu/

Wisconsin Department of Administration, Intergovernmental Relations (Comprehensive Planning)

<http://www.doa.state.wi.us/category.asp?linkcatid=743&linkid=128&locid=9>

U. S. Department of the Interior, Bureau of Land Management

<http://www.blm.gov/wo/st/en.html>

U.S. Department of the Interior (Northeast Region Field Office)

http://www.blm.gov/es/st/en/fo/milwaukeefo_html.1.html

6. Planning and Zoning

Identify any local or regional comprehensive plans for the project area and relevant zoning regulations. Discuss whether or not the proposed action is compatible with current and planned zoning and development within the project area. Include a brief discussion of any other WisDOT highway projects or studies that may connect to, or impact, your project. Use the most current plans available, and update project information if the project has been in development over many years.

Plans may include Regional Planning Commission plans, Metropolitan Planning Organization plans, Comprehensive plans, Long Range plans, Drainage District plans, Transportation Improvement Program, Well-head Protection, State Long-range Transportation plans (Connections 2030), land use plans, WisDOT storm water management plans, Downtown Main Street, County Smart Growth plans, Traffic Study plans and others. Include reference to the appropriate TIP or STIP. Include a discussion of all transportation modes or plans (e.g. bike, pedestrian, rail or transit) within the project area.

Provide a reference(s) to the plan(s) used and the date published. Attach a copy of the plan's cover or title page in the appendix. Do not attach any plans in the appendix unless deemed critical to the project.

Project # _____

Resources:

See resources above in Land Use

WisDOT Facilities Development Manual Chapter 25
[FDM Chapter 25-5-15 Public and Private Development Plans](#)

7. Environmental Justice

Describe how the project development process complies with Executive Order 12898 on Environmental Justice (EJ). If populations of any group covered by EO 12898 are present in the project area, complete Factor Sheet B-4, Environmental Justice.

EO 12898 requires agencies to achieve environmental justice by identifying and addressing disproportionately high and adverse human health and environmental effects on minority populations and low-income populations, including the interrelated social and economic effects. Groups covered by EO 12898 are listed on Question 1, Factor Sheet B-4. If the group identified is covered by EO 12898 and also includes individuals covered by the Americans with Disabilities Act and the Age Discrimination Act, describe those. In areas with an RPC or MPO transportation plan, the plan should be reviewed and any environmental justice analysis included in the plan should be summarized here.

EJ populations are found throughout the state. Discuss accessibility and service to any EJ group, as well as any disproportionate impacts. If increased or decreased travel time for low income or other groups is an impact, provide information as to how to avoid, minimize, or mitigate impacts. Any changes in access to medical, post-secondary education, retail, recreation, and employment must address the following: (1) disproportionate and adverse effects to any group, (2) denial of benefits, and (3) how the project relates to Indirect and Cumulative Effects (see FHWA Environmental Toolkit).

At a MINIMUM, data must be obtained from U.S. Census Data, Real Estate, or local units of government (e.g. official planning documents). A windshield survey is not sufficient on its own, but is strongly recommended to field verify data. Include a complete reference for the data source used to obtain EJ and socioeconomic data.

How was information obtained about the presence of populations covered by EO 12898?	
<input type="checkbox"/> Windshield Survey	<input type="checkbox"/> Official Plan
<input type="checkbox"/> U.S. Census Data	<input type="checkbox"/> Survey Questionnaire
<input type="checkbox"/> Real Estate Company	<input type="checkbox"/> WisDOT Real Estate
<input type="checkbox"/> Public Information Meeting	<input type="checkbox"/> Local Government
<input type="checkbox"/> Human Resources Agency (e.g. Wisconsin Department of Health and Family Services or local agency) Identify agency, plan, approval authority, and date of approval	
<input type="checkbox"/> Other (e.g. a local citizen mentioned a low income elderly facility/Ethiopian neighborhood, etc, during the public meeting)	

- A. No (Based on data obtained above, populations covered by EO 12898 are not present in project area).
- B. Yes (Based on data obtained above, populations covered by EO 12898 are present in project area).
Factor Sheet B-4 must be completed.

Resources:

Federal Highway Administration, Environmental Justice
www.fhwa.dot.gov/environment/ej2.htm

WisDOT Facilities Development Manual
[FDM Procedure 20-10-35, Federal Environmental Justice Policy](#)
[FDM Procedure 25-10-1, Resource Identification](#)

U.S. Census Bureau
<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

UW Extension Community Economic Profiles/Data Sources
<http://www.uwex.edu/ces/cced/communities/CountyEconomicProfile.cfm>

FHWA Environmental Toolkit, Direct and Cumulative Impacts Toolkit for identifying minority populations:
http://www.fhwa.dot.gov/environment/environmental_justice/fact (see section 14)

For identifying low-income populations: within context, a combination of the above and information at:
<http://aspe.hhs.gov/poverty/index.shtml>

UW Extension Community Economic Profiles/Data Sources
<http://www.uwex.edu/ces/cced/communities/CountyEconomicProfile.cfm>

US Department of Health and Human Services
<http://aspe.hhs.gov/poverty/index.shtml>

8. Title VI of the 1964 Civil Rights Act, the Americans with Disabilities Act or the Age Discrimination Act

Indicate whether or not individuals covered by Title VI have been identified. Title VI prohibits discrimination on the basis of race, color, or country of origin.

- A. No. Individuals covered by the above laws were not identified.
- B. Yes. Individuals covered by the above laws were identified.
 - Civil Rights issues were not identified.
 - Civil Rights issues were identified. Explain.

9. Public Involvement

Briefly summarize public involvement methods for the project. Public involvement for WisDOT activities should effectively involve citizens in the facilities development process so that project decisions are made in the best interest of the public. Effective public involvement is achieved through the implementation of techniques designed to accomplish one or more specific objectives (see additional resources below) and through early engagement.

Describe how accommodations for public involvement have been achieved (e.g. meeting venues are handicapped accessible; documents are available in alternative formats upon request, etc). If public meeting(s) are not anticipated, discuss how construction activities will be communicated to the public. This may include, but is not limited to, contacts with local units of government, public announcements, pre-construction signs, etc). Once public comments have been obtained, allow time for adjustments before the final environmental document approved. Response to substantive public comments must be included in the final environmental document.

When possible, agencies/project sponsors should consider Section 106 (FDM Chapter 26) early in the NEPA process. Public participation, analysis, review and coordination should meet the obligations of both statutes (NEPA and NHPA-Section 106) in a timely and efficient manner.

Resources:

WisDOT Public Information Guidelines for Transportation Projects
<http://www.dot.wisconsin.gov/library/publications/pi-guidelines.htm>

WisDOT Facilities Development Manual, Chapter 6
[FDM Chapter 6: Public Involvement](#)

- A. Public Meetings (Fill in table, add lines as needed):

Date	Meeting Sponsor (WisDOT, RPC, MPO, etc.)	Type of Meeting (PIM, Public Hearings, etc.)	Location	Approx. # Attendees

B. Other methods (describe):

- Newsletters
- Web sites
- Press releases
- Social media

C. Identify groups participating in the public involvement process. Include any organizations and special interest groups including, but not limited to:

- American Indians
- Amish communities
- Local interest groups
- Property owners
- Special interest groups may include elderly, handicapped, minority and low-income populations; snowmobile, hunting or fishing, environmental, businesses, unions, or local historic preservation groups, community service, etc.
- Community involvement activities directly related to Community Sensitive Design (CSD)/Community Sensitive Solutions (CSS), such as focus groups or community meetings.

D. Indicate plans for additional public involvement, if applicable.

10. Briefly summarize the results of public involvement:

Briefly summarize all public comments.

A. Describe the issues, if any, identified by individuals or groups during the public involvement process.

All issues identified at the public meetings are to be addressed, including those of EJ groups. Issues are to be summarized; do not attach or reference the meeting minutes. Meeting minutes are to be attached only when there is a major issue, specific issue letter(s), or discussion. A summary of why people supported or opposed the proposed project should be included, as opposed to "30 people were in favor of the project and 10 were opposed." Do not include names of individuals and groups. Any questions or concerns should be discussed with the REC.

B. Briefly describe how the issues identified above were addressed.

Respond to substantive comments identified in 10A. Include a discussion of impacts avoided, minimized, and those to be mitigated. If mitigation is proposed, include a brief discussion. List any commitments on the Environmental Commitments Sheet.

Include CSS/CSD considerations, such as alignment changes to avoid special features, special lighting, reduced lane width, bike/pedestrian accommodation, landscaping, etc. Project design, construction activities or operational practices that have been modified as a result of CSS/CSD-related public involvement should be considered elements of CSS/CSD.

11. Local/regional/tribal/federal government coordination

Consider changes in local governments such as elections, retirements, and staff changes. Be sure to keep contacts current. When there are changes in local governments, attitudes toward a project may change. Include the earliest date of contact and all subsequent contacts.

A. Identify units of government contacted and provide the date coordination was initiated.

Unit of Government	Coordination	Coordination Initiation Date	Coordination Completion Date	Comments
MPO, RPC, City, County, Village, Town, etc.	Correspondence Attached Y/N			

B. Describe the issues, if any, identified by units of government during the public involvement process.

C. Briefly describe how the issues identified above were addressed.

D. Indicate any unresolved issues or ongoing discussions.

Agency and Tribal Coordination - Basic Sheet 3

Check with the REC to determine what coordination is required for a project. It is not necessary to include ALL correspondence from an agency. Normally, only the final or "concurrence" letter is necessary unless the additional documentation provides a particular function. Acceptable coordination may include e-mails and phone records. If no reply was received from an agency, indicate that a letter/email was sent on a particular date and no reply was received.

	Coordination Required? Y =Yes/N= No	Correspondence Attached? Y = Yes/ N = No	Comments Describe coordination efforts, outcomes, and current status, including dates. Attach all <u>formal</u> correspondence to this document.
WisDOT			
Regional Real Estate Section			Coordination is required if any inhabited houses or active businesses will be acquired. Project effects and relocation assistance should be addressed. The Conceptual Stage Relocation Plan should be reviewed by the regional Real Estate Section and attached as an exhibit to this document.
Bureau of Aeronautics		See FDM Procedure 5-10-25 for general guidance	Coordination is required if project is located within 2 miles (3.22 km) of a public or military use airport or if the project would change the horizontal or vertical alignment of a transportation facility located within 4 miles (6.44 km) of a public or military airport.
Rails & Harbors Section		See FDM Procedure 5-10-20 for general guidance	Coordination is required if railways or harbors are in or planned in the project area.
STATE AGENCY			
Natural Resources (DNR)	Y	See FDM Procedure 5-10-1 for general guidance	Coordination is required to comply with the DOT/DNR Cooperative Agreement. Attach the initial coordination letter at a minimum. Non-routine project issues should be discussed. List any permits/follow up that may be required (ex. surveys to be conducted, storm water issues, 401 water quality certification).
State Historic Preservation Office (SHPO)	Y	See FDM Procedures 5-10-5 and 26-5 for general guidance	Section 106 (archeology and history) and Section 157.70 (burial sites preservation) coordination is required on projects. If the project has been placed on the WisDOT Section 106 Screening List, coordination may be completed (attach page from list). If the DOT Cultural Resources team has sent notification that a burial site permit is required for construction, attach the notification email (project will not be able to be placed on the Screening List for archeology if this applies). If a Section 106 Form has been completed and signed by SHPO, attach the signed form.
Agriculture (DATCP)		See FDM Procedure 5-10-30 for general guidance.	Coordination is required for projects having effects on agricultural operations or farmland acquisitions.
Other			

FEDERAL AGENCY			
U.S. Corps of Engineers (USACE)		See FDM Procedure 5-5-20 for general guidance	A Section 404 permit (USACE.) is required for projects with discharges of fill or dredged material into wetlands or waters of the U.S. A Section 10 permit is required for work over and in commercially navigable waters. Early coordination should include submittal of the wetland delineation for concurrence and a request for completion of the jurisdictional determination by COE. Wetland delineations are only valid for 5 years from the date of the delineation, or the date of the COE concurrence on the delineation report (for permitting purposes). Section 404/10 applications should be submitted once impacts are defined during final design.
U.S. Fish & Wildlife Serv. (USFWS)		See FDM Procedure 5-10-5 for general guidance	Coordination is required for all projects requiring Section 404 permits, potential federal threatened and endangered species impacts (as identified in DNR correspondence), specially funded land conversions, and compliance with Federal Migratory Bird Treaty Act.
Natural Resources Conservation Service (NRCS)		See FDM Procedure 5-5-5 for general guidance	Notification is required to comply with the Farmland Protection Policy Act for projects impacting agricultural lands. Formal coordination is required if a score of 60 or more points is indicated on Form AD 1006. Coordination is also required if lands are part of the Wetland Reserve Program.
U.S. National Park Service (NPS)		See FDM Procedure 5-10-6 for general guidance	Coordination is required when completing a full Section 4(f) evaluation or when the project has Section 6(f) impacts (involves National Park Lands, Scenic and Wild Rivers, or other properties overseen by the NPS).
US Coast Guard (USCG)		See FDM Proc. 21-30-1 and 20-15-1 for general guidance	Coordination is required for projects with structures over commercially navigable waterways.
U.S. Environmental Protection Agency (EPA)			Coordination is required for EIS documents and some EA documents, if requested by EPA.
Advisory Council on Historic Preservation (ACHP)		See FDM Procedure 5-5-25 for general guidance	Coordination is rare and completed by FHWA on projects that are adversely impacting historical or archeology resources.
Other(Identify)			
SOVEREIGN NATIONS			
American Indian Tribes	Y		Tribes with documented interested in particular counties must receive a coordination letter regarding the project scope and location. Attach a single copy of the form letter with a mailing list. List any resulting requests from tribe(s) and attach any response letters received. For wetland impacts on Tribal lands, permits (such as the 401 WQ Certification, air, storm water, etc) should be requested by the Tribe to EPA, unless the Tribe has its own delegated authority.

Environmental Factors Matrix - Basic Sheet 4

FACTORS	EFFECTS			
	Adverse	Benefit	None Identified	<p>If the adverse or beneficial effect can be adequately explained in the comment section, a factor sheet is not necessary. If further discussion is necessary to describe the impacts, complete the factor sheet. Comments should summarize and should not extensively duplicate information in an attached factor sheet. If an “adverse” effect is permanent, a factor sheet must be attached. If an “adverse” effect is temporary, it must be explained on this sheet under “comments”. If “None Identified” is indicated, explain why.</p> <p align="right">Comments</p>
A. ECONOMIC FACTORS				
A-1 General Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FHWA requires this sheet be submitted regardless of impacts.
A-2 Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A-3 Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A take of zoned agricultural land is always adverse.
B. SOCIAL/CULTURAL FACTORS				
B-1 Community or Residential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B-2 Indirect Effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The prescreening indirect effects worksheet is a recommended tool for determining whether an Indirect Effects analysis is needed, and the appropriate level of analysis. If a detailed analysis is required, include a summary of the analysis as an appendix.
B-2 Cumulative Effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address the impacts in other factor sheets. Do not use this as a standalone factor sheet.
B-4 Environmental Justice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For B-5 through B- 7, if any of these resources are present on the project, contact your REC.				
B-5 Historic Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B-6 Archaeological/burial Sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B-7 Tribal Coordination/Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B-8 Section 4(f) and 6(f) or Other Unique Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If 4(f) and/or 6(f) resources may be within or adjacent to the project limits, contact your REC immediately. Any 4(f) resource within or adjacent to the project should be discussed in the document. The factor sheet may need to be completed even if there is no impact in order to document no 4(f) impacts.
B-9 Aesthetics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check with your REC before checking benefit. If using CSS/CSD funding, it can be addressed as such. Minor changes and new pavement are not considered a benefit.

C. NATURAL RESOURCE FACTORS

C-1 Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Impacts to any wetland are always adverse. The factor sheet must be included.
C-2 Rivers, Streams and Floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Impacts to any stream or river are always adverse. The factor sheet must be included. If any portion of the project is within a mapped floodplain or floodway, contact your REC.
C-3 Lakes or Other Open Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C-4 Groundwater, Wells, and Springs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there is potential for any impact on groundwater, including dewatering, or if there are any springs or wells (including groundwater monitoring wells from remediation projects) located in the project area, contact the REC.
C-5 Upland Wildlife and Habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only check impacts if there is a specific impact of concern to DNR, USACE, or USFWS.
C-6 Coastal Zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only applicable along the Great Lakes shoreline.
C-7 Threatened and Endangered Species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only check impacts if there is a specific DNR, USACE, or USFWS concern involving threatened and endangered species.

D. PHYSICAL FACTORS

D-1 Air Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attainment, non-attainment, or maintenance areas must be clearly indicated.
D-2 Construction Stage Sound Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Every document should have a factor sheet for construction stage sound quality unless there are no receptors. If none, clearly indicate.</p> <ol style="list-style-type: none"> If there are no special construction noise mitigation measures proposed and the hours of operation are similar to those cited in the <i>State of Wisconsin Standard Specifications for Highway and Structure Construction</i>, use the following language: "WisDOT Standard Specifications 107.8(6) and 108.7.1 will apply." If the hours of operation will be different than those in the <i>State of Wisconsin Standard Specifications for Highway and Structure Construction</i>, use the following language: "WisDOT Standard Specifications 107.8(6) and 108.7.1 will apply with the exception that the hours of operation requiring the engineer's written approval for operations will change to _____ P.M. until _____ A.M." If special construction noise mitigation measures are required, contact the REC for the appropriate language.
D-3 Traffic Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Check only if a change in capacity or location. Standard language should be used for the following analysis:</p> <ol style="list-style-type: none"> A noise analysis was not required for this project. "A noise analysis was not required for this project. No impacts are anticipated." A noise analysis was performed and no impacts were predicted. "A noise analysis was performed. No impacts are anticipated. See attached Factor Sheet D-3."

					<p>3. A noise analysis was performed and impacts were predicted. "A noise analysis was performed. Some impacts are anticipated. See attached Factor Sheet D-3."</p>
D-4 Hazardous Substances or Contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typically we are doing nothing, or removing (benefit).
D-5 Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only check adverse or benefit if there is a change to the current system.
D-6 Erosion Control and Sediment Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unless there is an improvement to an existing situation, this should be checked as no impacts since our BMP's for erosion control aim for no impacts.
E. OTHER FACTORS					
E-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
E-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Alternatives Comparison Matrix - Basic Sheet 5

All estimates, including costs, are based on conditions described in this document at the time of preparation in the year of expenditure (YOE). Additional agency or public involvement may change these estimates in the future.

All alternatives carried forward for detailed study should be included in the cost matrix. Use an asterisk (*) to indicate which is the preferred or recommended alternative(s). The numbers should add up and be consistent with other discussions in the document.

ENVIRONMENTAL ISSUES/IMPACTS	UNIT of MEASURE	ALTERNATIVES/SECTIONS					
		No Build	A	B	C	D	E
Project Length	Miles						
Preliminary Cost Estimate (YOE)							
Construction	Million \$						
Real Estate	Million \$						
Total	Million \$						
Land Conversions							
Wetland Area Converted to ROW	Acres						
Upland Habitat Area Converted to ROW	Acres						
Other Area Converted to ROW	Acres						
Total Area Converted to ROW	Acres						
Real Estate							
Number of Farms Affected	Number						
Total Area Required From Farm Operations	Acres						
AIS Required	Yes/No						
Farmland Rating	Score						
Total Buildings Required	Number						
Housing Units Required	Number						
Commercial Units Required	Number						
Other Buildings or Structures Required	Number & Type						
Environmental Issues/Impacts							
Indirect Effects	Yes/No						
Cumulative Effects	Yes/No						
Environmental Justice Populations	Yes/No						
Historic Properties	Number						
Archeological Sites	Number						
Burial Site Protection (authorization required)	Yes/No						
106 MOA Required	Yes/No						
4(f) Evaluation Required	Yes/No						
6(f) Land Conversion Required	Yes/No						
Flood Plain	Yes/No						
Total Wetlands Filled	Acres						
Stream Crossings	Number						
Endangered Species	Yes/No						
Air Quality Permit Required	Yes/No						
Design Yr Noise Sensitive Receptors	Number						
No Impact	Number						
Impacted	Number						
Contaminated Sites	Number						

*Total Area Converted to ROW= wetland area + upland area + *other* area. *Other* area converted to ROW includes any area that is not a wetland or upland (e.g. agricultural or urban land). Totals listed here must be consistent with totals listed elsewhere in the document.*

Traffic Summary Matrix - Basic Sheet 6

All alternatives must be included and clearly labeled. Complete multiple sheets as needed and indicate alternatives that are the same. Use an asterisk (*) to indicate the preferred or recommended alternative(s). The numbers should add up and be consistent with other discussions in the document.

	ALTERNATIVES/SECTIONS					
	No Build	A	B	C	D	E
TRAFFIC VOLUMES						
Existing ADT Yr. ____						
Const. Yr. ADT Yr. ____						
Const. Plus 10 Yr. ADT Yr. ____						
Design Yr. ADT Yr. ____						
DHV Yr. ____						
TRAFFIC FACTORS						
K [30/100/200] (%)						
D (%)						
Design Year T (% of ADT)						
T (% of DHV)						
Level of Service						
SPEEDS						
Existing Posted						
Future Posted						
Design Year Project Design Speed						
OTHER (Specify)						
P (% of ADT)						
K (% OF ADT)						

ADT = Average Daily Traffic

K [30/100/200] : K₃₀ = Interstate, K₁₀₀ = Rural, K₂₀₀ = Urban, % = ADT in DHV

T = Trucks

K₈ = % ADT occurring in the average of the 8 highest consecutive hours of traffic on an average day (required only if CO analysis required per NR 411)

DHV = Design Hourly Volume

D = % DHV in predominate direction of travel

P = % ADT in peak hour

EIS Significance Criteria - Basic Sheet 7

In determining whether a proposed action is a "major action significantly affecting the quality of the human environment", the proposed action must be assessed in light of the following criteria: (1) if significant impact(s) will result, the preparation of an environmental impact statement (EIS) should commence immediately. Indicate whether the issue listed below is a concern for the proposed action or alternative, and (2) if the issue is a concern, explain how it is addressed or where it is addressed in the environmental document.

1. Will the proposed action stimulate substantial indirect environmental effects?

See [FDM Procedure 25-5-17](#), Indirect and Cumulative Effects of Projects, for general guidance to respond to questions 1 and 2. See also "Land Use in Environmental Documents", WisDOT, 1997, and "Environmental Guidebook – Questions and Answers Regarding Consideration of Indirect & Cumulative Impacts in the NEPA process", FHWA. <http://environment.fhwa.dot.gov/guidebook/index.asp> Complete Indirect Effects, Factor Sheet B-2

- No
 Yes. Explain or indicate where addressed.

2. Will the proposed action contribute to cumulative effects of repeated actions?

See [FDM Procedure 25-5-17](#), Indirect and Cumulative Effects of Projects, for general guidance. See also "Land Use in Environmental Documents", WisDOT, 1997, and "Environmental Guidebook – Questions and Answers Regarding Consideration of Indirect & Cumulative Impacts in the NEPA process", FHWA. <http://environment.fhwa.dot.gov/guidebook/qaimpact.htm>. Complete Cumulative Effects, Factor Sheet B-2. This question relates to socio-economic impacts as well as natural environment impacts.

- No
 Yes. Explain or indicate where addressed.

3. Will the creation of a new environmental effect result from this proposed action?

- No
 Yes. Explain or indicate where addressed.

4. Will the proposed action impact geographically scarce resources?

- No
 Yes. Explain or indicate where addressed.

5. Will the proposed action have a precedent-setting nature?

- No
 Yes. Explain or indicate where addressed.

6. Is the degree of controversy associated with the proposed action high?

- No
 Yes. Explain or indicate where addressed.

7. Will the proposed action be in conflict with official agency plans or local, state, tribal, or national policies, including conflicts resulting from potential effects of transportation on land use, and transportation demand?

- No
 Yes. Explain or indicate where addressed.

If initial coordination with resource agencies or community outreach indicates there may be a significant impact, additional coordination with regional environmental coordinators and BTS staff is required.

Environmental Commitments - Basic Sheet 8

Environmental commitments supplement contractor requirements as part of the WisDOT Standard Specifications for Highway and Bridge Construction. Environmental commitments often go beyond those of contractor requirements, and it is WisDOT's responsibility to ensure completion and documentation for the environmental file.

Identify and describe any commitments made to protect the environment. Indicate when the commitment should be implemented and who in WisDOT is responsible for fulfilling each commitment (Project Manager, Environmental Coordinator, etc). Please note if the commitment will be recorded in the Plans, Specifications, and Estimates (PSE) under special provisions, construction notes, or some other written format, and whether or not the commitment is mandated by law, and legally binding.

Incorporate any special requirements or requests that have been agreed upon with other agencies such as DNR, USACE, SHPO, THPO, EPA, and USFWS.

Do not include comments that do NOT relate to environmental commitments. It is possible that additional commitments will not be necessary. There may be commitments to change maintenance practices after the road project is completed involving coordination with local highway/utilities or parties requesting permits to work in WisDOT's right-of-way. Include design commitments that were made as part of the preliminary design environmental process. For all commitments include any measures to avoid, minimize, mitigate, or compensate impacts.

ATTACH A COPY OF THIS PAGE TO THE DESIGN STUDY REPORT AND THE PSE SUBMITTAL PACKAGE

Factor Sheet	Commitments
A-1 General Economics	Examples: keeping the road open during construction, certain holidays, maintaining access to businesses, driveways, etc
A-2 Business	Examples: keeping the road open during construction, certain holidays, maintaining access to businesses, driveways, etc
A-3 Agriculture	Examples: Temporary bridges will accommodate horse-drawn vehicles. Replacement of cattle passes, access to field entrances, invasive species controls or eradication, etc.
B-1 Community or Residential	Examples: Provisions to ensure businesses, homes, school busses and emergency vehicles will be able to access properties or opening the road during certain holidays, There may be CSS/CSD commitments here.
B-2 Indirect Effects	Examples: Providing WisDOT technical planning support, assisting with the preparation or revision of local plans, ordinances (comprehensive plans, neighborhood plans, local zoning/subdivision ordinances) and local official maps. Also, application of various access management tools and strategies on the facility and CSS/CSD can be included here.
B-3 Cumulative Effects	Examples: Providing WisDOT technical planning support, developing a corridor plan, and assisting other agencies in water quality studies. Certain project design considerations and other maintenance issues can be included.
B-4 Environmental Justice	Examples: Provision of interpreters at future meetings, non-English newsletters/brochures, design changes, and any mitigation measures cited on the factor sheet.
B-5 Historic Resources	Examples: Commitments made on the Section 106 form or in the terms of an MOA, such as photo-recording, public interpretation or soliciting interest in constructive re-use of an historic bridge, lighting, or "street scaping" that is sensitive to an historic structure or district
B-6 Archaeological Sites	Examples: Commitments made on the 106 form or in the terms of an MOA, such as avoiding, monitoring of construction, placement of fencing to protect a site or compliance with screening utility permits for archaeology and future maintenance done in a way that will not disturb soil. Commitments for avoiding areas for waste and borrow sites are also common. If a burial site authorization is in effect, refer to it and discuss the agreed upon commitment(s).

B-7 Tribal Coordination/Consultation	Examples: Any commitments made to address tribal concerns such as invasive species controls or eradication, monitoring or allowing access of tribal members during or prior to construction. The Section 106 MOA may have terms regarding the treatment of human remains discovered during construction. Tribes may require permits for construction, water quality, etc., or may have requirements if any work is off the right of way. Note if the project is on or near the reservation or tribal lands.
B-8 Section 4(f) and 6(f) or Other Unique Areas	Examples: replacement land, provision of amenities or improvements, design considerations, maintaining access to facilities, invasive species controls, or eradication. If tied to Section 106 (archaeology or history) note requirements in MOA.
B-9 Aesthetics	Examples: landscaping, protection of existing trees and rock faces, colored or textured pavement, form liners on bridges, street lighting, use of native plant species, invasive species controls or eradication. Include any other commitments made on the factor sheet. Enhancements or CSS/CSD plans should be discussed.
C-1 Wetlands	Examples: Wetlands will be protected by silt fence, temporary fills will be removed, the sites restored, and losses will be mitigated at a particular ratio or site, invasive species controls or eradication.
C-2 Rivers, Streams & Floodplains	Examples: No work will be done during the trout spawning season, bridge removal will be done in a manner that will minimize debris falling into the stream and silt booms and other erosion control measures will be used, invasive species controls or eradication.
C-3 Lakes or other Open Water	Examples: Turbidity barriers, controlling construction operations, avoiding sensitive areas, restricting access where spawning areas and sediment or water sampling for dredging and return flow operations, invasive species controls or eradication.
C-4 Groundwater, Wells and springs	Examples: Provision of spring boxes to protect springs, protection with silt fence, maintaining spring hydrology, or controlling certain construction operations.
C-5 Upland Wildlife and Habitat	Examples: Fencing of high quality upland areas to protect from equipment, protection of trees with snow fence, protection of slopes by seeding, mulching and prairie restoration, invasive species controls or eradication.
C-6 Coastal Zones	Example: Commitments to maintain navigational clearances and channels.
C-7 Threatened and Endangered Species	Examples: Turtle barriers, critter passes, minimum distance from nests/habitat, monitoring during construction, time restrictions on construction, surveys and relocation of mussels.
D-1 Air Quality	

<p>D-2 Construction Stage Sound Quality</p>	<p>Always check for local ordinances and discuss here. If none, clearly state.</p> <p>Check all that apply:</p> <p><input type="checkbox"/> WisDOT Standard Specification 107.8(6) and 108.7.1 will apply.</p> <p><input type="checkbox"/> Special construction stage noise abatement measures will be required.</p> <ol style="list-style-type: none"> 1. If there are no special construction noise mitigation measures proposed and the hours of operation are similar to those cited in the <i>State of Wisconsin Standard Specifications for Highway and Structure Construction</i>, use the following language: "WisDOT Standard Specifications 107.8(6) and 108.7.1 will apply." 2. If the hours of operation will be different than those in the <i>State of Wisconsin Standard Specifications for Highway and Structure Construction</i>, use the following language: "WisDOT Standard Specifications 107.8(6) and 108.7.1 will apply with the exception that the hours of operation requiring the engineer's written approval for operations will change to _____ P.M. until _____ A.M." <p>If special construction noise mitigation measures are required, contact the REC for the appropriate language.</p>
<p>D-3 Traffic Noise</p>	<p>Only applicable for capacity expansion or new alignment.</p> <p>Examples: Specific traffic noise abatement measures selected. If abatement is found reasonable and feasible, but a Resolution of Support from the local unit of government has not yet been obtained, a commitment to completing the determination phase should be included.</p>
<p>D-4 Hazardous Substances or Contamination</p>	<p>Any work that needs to be completed, recommendations from Phase 1 reports or special provisions.</p> <p>Examples: Additional investigation to be completed, including recommendations from investigations already conducted, and preparation of hazmat special provisions. Identify bridge structures that have tested positive for asbestos by current bridge number. Do not include site names or addresses.</p>
<p>D-5 Storm water</p>	<p>Examples: Street sweeping, detention basins or catch-basins, anything needed to reduce TSS or NPDES permit areas.</p>
<p>D-6 Erosion Control</p>	<p>Examples: "Best Management Practices" during construction, provision of an Erosion Control Implementation Plan (ECIP), Reservation Land requirements, anything specifically agreed upon with other agencies (DNR, USACE, Tribes).</p>
<p>E Other</p>	

Factor Sheets (to follow basic sheets)

- Include a Table of Contents
- Include any necessary documentation for factor sheets

Appendices

- Maps
- Photos/graphics
- Correspondence
- Other attachments as needed
- References