



**WisDOT Region Environmental Coordinator (REC) or Central Office Bureau of Technical Services Environmental Services Section (ESS) or Environmental Process and Documentation Section (EPDS) Staff Member:**

I certify that I meet the requirements for staff who review and recommend approval of Categorical Exclusion (CE) actions, specified in the FHWA – WisDOT CE Programmatic Agreement (CE-PA). I further certify that I have reviewed this document and agree with the determination that the proposed project and resultant impacts meet the definition of a CE as described in 23 CFR 771.117(a) & (b) and will not result in significant environmental impacts. I recommend this CE for approval.

Print – Name and Affiliation

Signature

(Date – m/d/yy)

**WisDOT Region or Central Office Project Manager or ESS/EPDS Staff Member:**

I certify that I am familiar with this proposed project and its impacts and that the information contained in this document is accurate and can be relied upon for documentation decisions. I further certify that the mitigation measures and commitments proposed herein will be incorporated into the project plans and contract documents. If this CE is a type delegated to WisDOT for approval under the CE-PA, I approve this CE. If this CE is a type retained for approval by FHWA, I recommend this CE for approval.

If there is an impact to a Section 4(f) resource, either temporary or permanent, BTS-EPDS reviews the Section 4(f) documents and the unsigned CEC prior to sending to FHWA for Section 4(f) determination approval. The CEC can be signed only after FHWA reviews, approves, and signs the Section 4(f) determination.

Print – Name and Affiliation

Signature

(Date – m/d/yy)

**FHWA Approval**

This CEC has been prepared for a CE listed in 23 CFR 771.117(d) that has not been delegated to WisDOT for approval by FHWA through the CE-PA, Section VI. B. 1. WisDOT has consulted with FHWA per CE-PA Section VII. A. 3 and determined a CEC is acceptable documentation for the proposed action. FHWA must review and approve this CEC prior to WisDOT proceeding with final design, acquisition of right of way or construction. FHWA approves this CE.

(Signature)

(Date)

This template may be used for National Environmental Policy Act (NEPA) documentation and/or Wisconsin Environmental Policy Act (WEPA) CE documentation.

A determination that this project satisfies the criteria for an FHWA Categorical Exclusion (CE) does not relieve the applicant of the requirement to comply with other laws and regulations including, but not limited to, Section 404 of the Clean Water Act, Section 7 of the Endangered Species Act, Section 106 of the National Historic Preservation Act, and Section 4(f) of the US Department of Transportation Act. Coordination to comply with these other laws may require FHWA involvement. Furthermore, designation of this project as a (c)-listed CE does not relieve the requirement for WisDOT to coordinate with WDNR under the Cooperative Agreement. Any correspondence or documentation used to comply with Federal, State, or Local laws or regulations should be maintained in the project file and provided with this checklist upon request.

Refer to 23 CFR 771.117(c). If the proposed action falls into one of the categories on the list, the CEC may be used. The proposed action may fall under more than one (c)-list category. If that is the case, choose the most applicable or appropriate category, but you may choose only one. If the proposed action does not fall into one of the categories on the list or is otherwise ineligible, prepare a PCE, ER, EA or EIS, as applicable.

23 CFR 771.117(c) Actions

- (1) Activities which do not involve or lead directly to construction, such as planning and research activities; grants for training; engineering to define the elements of a proposed action or alternatives so that social, economic, and environmental effects can be assessed; and Federal-aid system revisions which establish classes of highways on the Federal-aid highway system.
- (2) Approval of utility installations along or across a transportation facility.
- (3) Construction of bicycle and pedestrian lanes, paths, and facilities.
- (4) Activities included in the State's highway safety plan under 23 U.S.C. 402.
- (5) Transfer of Federal lands pursuant to 23 U.S.C. 107(d) and/or 23 U.S.C. 317 when the land transfer is in support of an action that is not otherwise subject to FHWA review under NEPA.
- (6) The installation of noise barriers or alterations to existing publicly owned buildings to provide for noise reduction.
- (7) Landscaping.

- (8) Installation of fencing, signs, pavement markings, small passenger shelters, traffic signals, and railroad warning devices where no substantial land acquisition or traffic disruption will occur.
- (9) The following actions for transportation facilities damaged by an incident resulting in an emergency declared by the Governor of the State and concurred in by the Secretary, or a disaster or emergency declared by the President pursuant to the Robert T. Stafford Act (42 U.S.C. 5121):
  - (i) Emergency repairs under 23 U.S.C. 125; and
  - (ii) The repair, reconstruction, restoration, retrofitting, or replacement of any road, highway, bridge, tunnel, or transit facility (such as a ferry dock or bus transfer station), including ancillary transportation facilities (such as pedestrian/bicycle paths and bike lanes), that is in operation or under construction when damaged and the action:
    - (A) Occurs within the existing right-of-way and in a manner that substantially conforms to the preexisting design, function, and location as the original (which may include upgrades to meet existing codes and standards as well as upgrades warranted to address conditions that have changed since the original construction); and
    - (B) Is commenced within a 2-year period beginning on the date of the declaration.
- (10) Acquisition of scenic easements.
- (11) Determination of payback under 23 U.S.C. 156 for property previously acquired with Federal-aid participation.
- (12) Improvements to existing rest areas and truck weigh stations.
- (13) Ridesharing activities.
- (14) Bus and rail car rehabilitation.
- (15) Alterations to facilities or vehicles in order to make them accessible for elderly and handicapped persons.
- (16) Program administration, technical assistance activities, and operating assistance to transit authorities to continue existing service or increase service to meet routine changes in demand.
- (17) The purchase of vehicles by the applicant where the use of these vehicles can be accommodated by existing facilities or by new facilities which themselves are within a CE.
- (18) Track and railbed maintenance and improvements when carried out within the existing right-of-way.
- (19) Purchase and installation of operating or maintenance equipment to be located within the transit facility and with no significant impacts off the site.
- (20) Promulgation of rules, regulations, and directives.
- (21) Deployment of electronics, photonics, communications, or information processing used singly or in combination, or as components of a fully integrated system, to improve the efficiency or safety of a surface transportation system or to enhance security or passenger convenience. Examples include, but are not limited to, traffic control and detector devices, lane management systems, electronic payment equipment, automatic vehicle locaters, automated passenger counters, computer-aided dispatching systems, radio communications systems, dynamic message signs, and security equipment including surveillance and detection cameras on roadways and in transit facilities and on buses.
- (22) Projects, as defined in 23 U.S.C. 101, that would take place entirely within the existing operational right-of-way. Existing operational right-of-way refers to right-of-way that has been disturbed for an existing transportation facility or is maintained for a transportation purpose. This area includes the features associated with the physical footprint of the transportation facility (including the roadway, bridges, interchanges, culverts, drainage, fixed guideways, mitigation areas, etc.) and other areas maintained for transportation purposes such as clear zone, traffic control signage, landscaping, any rest areas with direct access to a controlled access highway, areas maintained for safety and security of a transportation facility, parking facilities with direct access to an existing transportation facility, transit power substations, transit venting structures, and transit maintenance facilities. Portions of the right-of-way that have not been disturbed or that are not maintained for transportation purposes are not in the existing operational right-of-way.

- (23) Federally-funded projects: (changes made as enacted in the Bipartisan Infrastructure Law in October 2021)
- (i) That receive less than \$6,000,000 of Federal funds (as adjusted annual by the Secretary to reflect any increases in the Consumer Price Index prepared by the Department of Labor, see [www.fhwa.dot.gov](http://www.fhwa.dot.gov) or [www.fta.dot.gov](http://www.fta.dot.gov). Expect the number to change approximately annually); or
  - (ii) With a total estimated cost of not more than \$35,000,000 and Federal funds comprising less than 15 percent of the total estimated project cost.

**Note – current adjusted values are available at:**

[https://www.environment.fhwa.dot.gov/Legislation/authorizations/bil/bil\\_guidance.aspx](https://www.environment.fhwa.dot.gov/Legislation/authorizations/bil/bil_guidance.aspx)

- (24) Localized geotechnical and other investigation to provide information for preliminary design and for environmental analyses and permitting purposes, such as drilling test bores for soil sampling; archeological investigations for archeology resources assessment or similar survey; and wetland surveys.
- (25) Environmental restoration and pollution abatement actions to minimize or mitigate the impacts of any existing transportation facility (including retrofitting and construction of stormwater treatment systems to meet Federal and State requirements under sections 401 and 402 of the Federal Water Pollution Control Act (33 USC 1341; 1342)) carried out to address water pollution or environmental degradation.
- (26) Modernization of a highway by resurfacing, restoration, rehabilitation, reconstruction, adding shoulders, or adding auxiliary lanes (including parking, weaving, turning, and climbing lanes), if the action meets the constraints in 23 CFR 771.117(e) – Conditions for (c) (26-28).
- (27) Highway safety or traffic operations improvement projects, including the installation of ramp metering control devices and lighting, if the project meets the constraints in 23 CFR 771.117(e) – Conditions for (c) (26-28).
- (28) Bridge rehabilitation, reconstruction, or replacement or the construction of grade separation to replace existing at-grade railroad crossings, if the actions meet the constraints in 23 CFR 771.117(e) – Conditions for (c) (26-28).
- (29) Purchase, construction, replacement, or rehabilitation of ferry vessels (including improvements to ferry vessel safety, navigation, and security systems) that would not require a change in the function of the ferry terminals and can be accommodated by existing facilities or by new facilities which themselves are within a CE.

Rehabilitation or reconstruction of existing ferry facilities that occupy substantially the same geographic footprint, do not result in a change in their functional use, and do not result in a substantial increase in the existing facility's capacity. Example actions include work on pedestrian and vehicle transfer structures and associated utilities, buildings, and terminals.

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## I. Fiscal Constraint

Projects identified in the WisDOT Statewide Transportation Improvement Program (STIP) per 23 CFR 450.218(g), which are typically FHWA or Federal Transit Administration (FTA) funded projects, must demonstrate fiscal constraint. In addition, and regardless of funding source, projects defined as regionally significant per 23 CFR 450.104 and 23 CFR 450.218(h), must also demonstrate fiscal constraint.

Indicate whether a project ID for a subsequent phase following design (either a project ID for meaningful right-of-way acquisition or a project ID for construction) is included in the most recent version, or a previous version of the STIP, included in a STIP amendment, or listed in the STIP with a Backlog Advanceable Pilot Program (BAPP) STIP label. One of the boxes must be checked to demonstrate fiscal constraint.

If the proposed project is within a metropolitan planning area, it also must be in the metropolitan planning organization (MPO) transportation improvement program (TIP).

FHWA requires projects have reasonable assurance of project funding in place prior to approving an environmental document. This is demonstrated by showing fiscal constraint. For environmental document purposes, fiscal constraint is demonstrated by a project ID having a current or past Statewide Transportation Improvement Program (STIP) label. An example of a STIP label is 2022-2025 STIP.

The STIP is a four-year prioritized listing of highway and transit projects for the state of Wisconsin. Updated every year, the STIP includes both capital and non-capital projects that are federally funded or considered regionally significant in both urban and rural areas. The STIP incorporates by reference the Transportation Improvement Programs (TIPs) prepared by the state's 14 metropolitan planning organizations (MPOs). The STIP is approved by the Federal Highway Administration and the Federal Transit Administration. The STIP is published on the WisDOT website.

WisDOT may begin the environmental review process without having funding available to construct the project, however, for the final environmental document to be approved, one of the following three situations must be applicable to demonstrate fiscal constraint: 1) the proposed project must be in the STIP, or a previous STIP, for a subsequent phase following design – either a project ID for meaningful right-of-way acquisition or a project ID for construction (a small amount of real estate or small amount of construction prep work could be included in the last year of the current STIP if the next year STIP includes more robust funding); 2) listed in the STIP with a Backlog Advanceable Pilot Program (BAPP) STIP label; or 3) have a STIP amendment completed for the project. If a STIP amendment is needed, be aware that STIP amendments are a two-month process. Amendments are posted on the STIP page on the WisDOT website. Use of a past STIP label needs to be discussed with the region environmental coordinator to be sure the STIP label is still applicable.

Additionally, if the project is within a metropolitan planning area, the proposed project also must be in the MPO’s TIP. The information included in the STIP (and TIP if applicable) must match the information in the environmental document (project description, termini/limit, estimated project cost/funding, etc.).

Regionally significant project means a transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA’s transportation conformity regulations (40 CFR part 93, subpart A) that is on a facility that serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area’s transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel. (23 CFR 450.104)

<input type="checkbox"/>	<p>The proposed action is not federally funded with FHWA or FTA funds per 23 CFR 450.218(g), does not require federal approval, and is not considered a regionally significant project. Federal fiscal constraint requirements do not apply.</p>
<input type="checkbox"/>	<p>The proposed action is federally funded with FHWA or FTA funds per 23 CFR 450.218(g), requires federal approval, or is considered a regionally significant project. The proposed action is approved <b>in the most recent version of the STIP or included in a STIP amendment.</b></p> <p><u>Name of STIP or STIP Amendment:</u></p> <p><u>STIP Date and Page Number on which the project can be found:</u></p> <p><u>Include a copy of the page from the STIP as an attachment:</u> <input type="checkbox"/> <u>Included as:</u> Attachment</p> <p>For projects in metropolitan planning areas, it must also be in the metropolitan planning organization (MPO) transportation improvement program (TIP).</p> <p><u>Name of the TIP or TIP amendment:</u></p> <p><u>TIP Date and Page Number on which the project can be found:</u></p> <p><u>Include a copy of the page from the TIP as an attachment:</u> <input type="checkbox"/> <u>Included as:</u> Attachment</p> <p>The name of the STIP or STIP amendment, the portion of the proposed project funded and the page number on which the project can be found should be listed in the text boxes above. This information is required to demonstrate fiscal constraint. The information in the environmental document must match the information that is listed in the STIP and in the TIP, if applicable (project description, termini/limit, estimated project cost/funding, etc.).</p>
<input type="checkbox"/>	<p>The proposed action is federally funded with FHWA or FTA funds per 23 CFR 450.218(g), requires federal approval, or is considered a regionally significant project. The proposed action was approved <b>in a previous version of the STIP but is no longer included in the most recent STIP because initial project funding authorization has occurred.</b></p> <p><u>Name of STIP or STIP Amendment:</u></p> <p><u>STIP Date and Page Number on which the project can be found:</u></p> <p><u>Include a copy of the page from the STIP as an attachment:</u> <input type="checkbox"/> <u>Included as:</u> Attachment</p> <p>For projects in metropolitan planning areas, it must also be in the metropolitan planning organization (MPO) transportation improvement program (TIP).</p> <p><u>Name of the TIP or TIP amendment:</u></p> <p><u>TIP Date and Page Number on which the project can be found:</u></p> <p><u>Include a copy of the page from the TIP as an attachment:</u> <input type="checkbox"/> <u>Included as:</u> Attachment</p> <p>The name of the STIP or STIP amendment, the portion of the proposed project funded and the page number on which the project can be found should be listed in the text boxes above. This information is required to demonstrate fiscal constraint. The information in the environmental document must match the information that is listed in the STIP and in the TIP, if applicable (project description, termini/limit, estimated project cost/funding, etc.).</p> <p>If the proposed action was approved in a previous version of the because initial project funding authorization occurred, ensure the STIP label given contains either a ROW phase or construction phase label.</p>

## II. Proposed (c)-list Categorical Exclusion 23 CFR 771.117(c)26, (c)27 or (c)28

Projects proposed for approval as (c)(26), (c)(27), or (c)(28) actions must not include any of the conditions specified in 23 CFR 771.117(e). If project is being processed as any other CE category skip to question III.

Check all boxes that apply to the proposed project. **If any boxes are checked, the project cannot be documented with (c)(26), (c)(27), or (c)(28) and FHWA approval is required.** Consult REC and/or EPDS to determine appropriate environmental document type.

- An acquisition of more than a minor amount of right of way or that would result in any residential or non-residential displacements  
\*In Wisconsin, a minor amount of right of way is defined as fee or PLE acquisition  $\leq 1$  acre/ mile on average for (c)(26) actions and  $\leq 0.5$  acre total for (c)(27)&(28) actions.
- An action that needs a bridge permit from the US Coast Guard
- An action that does not meet the terms and conditions of a US Army Corps of Engineers nationwide or general permit under Section 404 of the Clean Water Act and/or section 10 of the Rivers and Harbors Act of 1899
- A finding of "adverse effect" to historic properties under the National Historic Preservation Act
- The use of a resource protected under 23 USC 138 or 49 USC 303 (Section 4(f)) except for actions resulting in *de minimis* impacts  
\*If a project includes a Section 4(f) *de minimis* determination or programmatic evaluation, the Section 4(f) documentation must be submitted to FHWA for review and approval before final approval of this CE
- A finding of "may affect, likely to adversely affect" a threatened or endangered species or critical habitat protected by the Endangered Species Act
- Construction of temporary access, or the closure of existing road, bridge, or ramps, that would result in major traffic disruptions  
\*In Wisconsin, projects resulting in major traffic disruptions are those that require a Transportation Management Plan Type 3, as defined in FDM 11-50-5
- Changes in access control  
\*Existing access may be modified as long as access is maintained in a similar fashion as it existed prior the project being implemented. Creation of new access for the purposes of new development, removal of existing access without replacement or existing appropriate alternate access being available, or substantial changes that would modify existing circulation patterns on the parcel would disqualify the project.
- A floodplain encroachment other than functionally dependent uses (e.g., bridges, wetlands) or actions that facilitate open space use (e.g., recreation trails, bicycle and pedestrian paths); construction activities in, across or adjacent to a river component designated or proposed for inclusion in the National System of Wild and Scenic Rivers

## III. Description of Purpose and Need, Alternatives Considered and Preferred Alternative

Provide the project purpose and need, alternatives considered (as needed) and a concise project description below, including project background as appropriate, and the scope of work. Attach a project location map and other appropriate exhibits that are referred to in this document. The description must be consistent with the CE listed on the cover page. The project purpose and need or project description should include a brief explanation of the project's NEPA/WEPA logical termini in relation to the project scope, and 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 the range of alternatives evaluated and the identification of a preferred alternative.

### Tips

- Use words like portion, section, etc. Avoid words like "segment" and "significant," which have specific meaning for environmental documents
- Avoid using the terms "will", "shall", or "must", unless supported with data (e.g. identify where the requirement comes from), otherwise, consider using "proposed," "possible," or "may"

This is also the best location to discuss other items about the corridor like past projects, other projects going in the vicinity, corridor designations (Oversize Overweight, Corridors 2030, Backbone Route, etc.), or any other useful information to clarify the project in relation to the corridor.

### Project Background:

### Purpose:

The project purpose is a broad statement defining the transportation problems (needs) to be solved and outlining the overall goal(s) to be achieved through addressing the problem identified. The purpose should typically be defined in just a few sentences.

The purpose and need should never be solution based. The purpose and need should not be the proposed action itself. If a discussion of alternatives is included, keep it brief.

**Need:**

The project need should be a detailed explanation of specific transportation problems or deficiencies that require action. The need statements 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 (system linkage, 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 need:

- Provide evidence of issues that need to be addressed
- Include details that are comprehensive and specific

Re-examine and update as appropriate throughout the project development process

**Alternatives:**

At a minimum, you should include the no-build and build alternatives, if others have been analyzed include them as well. If a detour is necessary, clearly state the detour plans. For additional help with purpose and need, project description, and logical termini consult the REC and see the WisDOT blue language for the ER and EA Template at <http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/environment/formsandtools.aspx>

The description of the proposed action for a CEC must be concise. If the proposed action was previously an EIS, EA, ER or PCE, edit the description and include only relevant text and information. Do not copy and paste all information from the other environmental document.

All environmental documents must include a project location map. Include existing and proposed typical sections only if appropriate, but typically it is not necessary to include the entire preliminary plan set. Refer to the WisDOT guidance on appropriate environmental document attachments, link is below.

<https://wisconsindot.gov/Documents/doing-bus/eng-consultants/cnslt-rsrcs/environment/ApproppAttachAppend.pdf>

List attachments sequentially under section XI of this document.

**Description of the Preferred Alternative:**

#### **IV. Project is a Complete FHWA Action**

To process your project with this checklist you must be able to ensure meaningful evaluation of alternatives and to avoid commitments to transportation improvements before they are fully evaluated, to demonstrate it is a complete FHWA action, pursuant to 23 CFR 771.111(f).

Check all boxes that apply to the proposed project. You must check all of boxes 1-3, or the last box. **If you are unable to check either all of boxes 1-3 or the last box in this section, you cannot complete this document and must reassess the project scope to meet the criteria.**

Proposed projects being developed under WEPA must also meet these criteria.

- (1) Connect logical termini and be of sufficient length to address environmental matters on a broad scope
- (2) Have independent utility or independent significance, i.e., be usable and be a reasonable expenditure even if no additional transportation improvements in the area are made
- (3) Not restrict consideration of alternatives for other reasonably foreseeable transportation improvements
- Project is not an action resulting in construction and does not require compliance with (1-3) above

#### **V. Categorical Exclusion Definition**

Categorical exclusions (CEs) are actions which, based on experience with similar actions, do not involve significant environmental impacts (23 CFR 771.117(a)).

Check all boxes that apply to the proposed project. **If you are unable to check any box in this section, you cannot use any CE documentation, and must prepare an EA or EIS.** Proposed projects being developed under WEPA must also meet these criteria.

- Do not induce significant impacts to planned growth or land use for the area
- Do not require the relocation of significant numbers of people
- Do not have a significant impact on any natural, cultural, recreational, historic or other resource
- Do not involve significant air, noise, or water quality impacts

- Do not have significant impacts on travel patterns
- Do not otherwise, either individually or cumulatively, have any significant environmental impacts

## VI. Unusual Circumstances

23 CFR 771.117(b) Any action which normally would be classified as a CE but could involve unusual circumstances may require the FHWA, in cooperation with the applicant, to conduct additional environmental studies to determine if the CE classification is proper. In addition; if the project includes auxiliary lanes and/or capacity expansion WisDOT must consult with FHWA to determine whether a CEC is appropriate. Proposed projects being developed under WEPA must also meet these criteria.

See the FHWA/WisDOT Programmatic Agreement for details on unusual circumstances:

<https://wisconsindot.gov/Documents/doing-bus/eng-consultants/cnslt-rsrcs/environment/CEprogrammaticagreement.pdf>

Check all boxes that apply to the proposed project. **If any boxes in this section are checked, coordination with the REC, EPDS and FHWA is required prior to making a final CE determination.**

- Significant environmental impacts
- Substantial controversy on environmental grounds
- Significant impact on properties protected by Section 4(f) of the DOT Act or Section 106 of the National Historic Preservation Act (not required for WEPA document, consult with REC or EPDS for requirements)
- Inconsistencies with any Federal, State, or local law, requirement or administrative determination relating to the environmental aspects of the action
- Project includes auxiliary lanes or capacity expansion

Describe any coordination with the REC, EPDS and FHWA related to any unusual circumstances, including auxiliary lanes or capacity expansion:

## VII. Tribal Lands

For projects, regardless of project type, located partially or entirely on Tribal lands in trust, allotted, or reservation status, WisDOT Region staff shall consult with WisDOT EPDS staff prior to preparing CEC documentation. In certain cases, the involvement of Tribal land may warrant preparing higher level environmental documentation (e.g. ER instead of CEC). Prior to approval, the document preparer will send the CEC to the WisDOT EPDS liaison for review so EPDS can ensure adequate Tribal consultation by WisDOT and engage FHWA in consultation when necessary.

Describe any Tribal coordination (enter "N/A" if project is not on tribal lands):

## VIII. Tribal/Agency/Local Unit of Government Coordination and Public Involvement

Provide a brief description of Tribal coordination. Describe any unresolved issues and how they will be resolved. Attach evidence of coordination as applicable:

Provide a brief description of coordination conducted with agencies and local unit(s) of government. All projects at a minimum should include a discussion about coordination conducted with the Wisconsin Department of Natural Resources (WDNR), U.S. Fish and Wildlife Service (USFWS), Federal Aviation Administration (FAA), and WisDOT-Bureau of Aeronautics (BOA). Coordination conducted with other agencies and local unit(s) of government should be included, as appropriate. Describe any unresolved issues and how they will be resolved. Attach evidence of agency and local unit(s) of government coordination as applicable:

For more information Agency/Local Unit of Government coordination, see this topic on the ER and EA template guidance, question number 19.

This is found on the forms and tools page of the WisDOT webpage. Link is below.

<https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/environment/formsandtools.aspx>

Provide a brief discussion of public involvement efforts. Describe any concerns expressed, how those concerns were resolved and how any unresolved concerns will be resolved:

For guidance on public involvement, see FDM 6: Public Involvement <https://wisconsindot.gov/rdwy/fdm/fd-06-00toc.pdf>

**WisDOT policy is that every project prepares a public involvement plan, but the public involvement plan should be right sized based on the scope and characteristics of the project.**

Make sure items listed here are consistent with other sections of the document.

## IX. Environmental Factors

If the effects on an environmental factor can't be adequately summarized in several sentences, the Factor Sheet for the environmental factor must be included. If the Factor Sheet is completed also include a brief summary here in the effects box. Factor sheets should be attached in the order the shown below.

Factors	Adverse Impact	Beneficial Impact	No Impacts Identified	Factor Sheet Attached	Effects (for those Factors not present in the project area indicate 'not present') <b>Any avoidance, minimization or compensation measures agreed upon must be included in Question XII, Environmental Commitments.</b>
Business and Economic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the impacts identified are long-term or cannot be clarified here, complete the Factor Sheet. If impacts are temporary and only related to construction, you likely can describe them here.
Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the impacts identified are long-term or cannot be clarified here, complete the Factor Sheet. If impacts are temporary and only related to construction, you likely can describe them here.
Aesthetics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check with your REC before checking "benefit". Minor changes and new pavement are not considered a benefit. An adverse effect could occur if trees are removed without a plan to replace them. Aesthetic treatments tied to mitigation for other Factors should be discussed on those Factor Sheets.
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acquisition of agricultural land is always considered adverse and the Factor Sheet should be completed if more than 1 acre per owner is being impacted.
Relocations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relocations are always considered adverse, complete the Factor Sheet if any property is being relocated. <b>Be sure to also coordinate with the REC and EPDS Liaison to ensure the proper level of environmental document is being prepared.</b>
Indirect Impacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cumulative Impacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Environmental Justice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If an EJ group has been identified and there is a potential impact to them, complete the Factor Sheet. <b>At a minimum, EJ Screen (or similar) should be used to determine presence of EJ populations.</b>
Historic Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historic properties may include buildings, districts, traditional cultural places, archaeological sites, among others. Documentation must clarify if there will be impacts. A Factor Sheet must be completed if any of the alternatives includes: <ul style="list-style-type: none"> <li>• a 44.40 No Adverse Effects with commitments</li> <li>• a 44.40 Adverse Effects with mitigation</li> <li>• a Section 106 Determination of No Adverse Effects (DNAE) with commitments</li> <li>• a Section 106 Adverse Effects</li> <li>• a National Historic Landmark (NHL) in the project area</li> </ul> Please be sure to attach all agreement documents (Section 106 Form, Documentation for No Adverse Effect or MOA).
Burial Sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Note here if a burial site is in the project area and if a permit to disturb must be applied for. Also include in Question XII.
Tribal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		If there are impacts tied to projects on Tribal lands not covered by the Factor Sheets, you can use the Other Factor Sheet to describe them. Impacts could include spiritual or cultural impacts, impacts tied to food gathering or harvesting, sacred property restrictions, unique economic impacts, etc. Documentation must clarify coordination with tribe(s) and agreements reached.
Section 4(f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If Section 4(f) properties are within or adjacent to the project limits, contact your REC immediately. A Section 4(f) property 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 property acquisition/purchase/use to document no Section 4(f) use will occur or can be avoided. Documentation must clarify the Section 4(f) use.

Section 6(f) and other Unique Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If Section 6(f) resources or other special funding properties may be within or adjacent to the project limits, contact your REC immediately. Your initial DNR letter should identify most properties that have received special funding sources in the project area. Documentation must clarify coordination and impacts. Any incorporation of property of this type into a transportation facility is most likely adverse and will require a Factor Sheet unless the agency with jurisdiction over the property does not consider it adverse. In those cases, we may be incorporating some enhancements for the property as well.</p>
Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A factor sheet is often required for projects with permanent wetland impacts, impacts to rare or unique wetlands (refer to “Wetlands with special status” in WisDOT’s Wetland Mitigation Banking Technical Guidelines), based on the USACE permit type, or if the following information cannot be adequately described in this Matrix:</p> <ul style="list-style-type: none"> <li>• Characterize impacts, including the wetland type, general quality and approximate acreage of impacts</li> <li>• Describe avoidance and minimization measures implemented to reduce impacts, avoidance alternatives evaluated and compensatory mitigation plan.</li> <li>• Describe coordination with WDNR and USACE regarding potential wetland impacts and permitting requirements. Include the anticipated permit type and additional coordination needed.</li> </ul> <p>Refer to the blue language on the Wetlands Factor Sheet for additional guidance related to documentation and coordination requirements for wetland impacts. Talk to your REC if you have questions about documenting wetland impacts.</p>
Surface Water Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A factor sheet is required for projects with permanent surface water impacts, impacts to rare or unique surface waters, or if the following information cannot be adequately described in this Matrix:</p> <ul style="list-style-type: none"> <li>• Characterize impacts, including the surface water type, general quality and approximate acreage of impacts</li> <li>• Describe avoidance and minimization measures implemented to reduce impacts, avoidance alternatives evaluated and compensatory mitigation plan.</li> <li>• Describe coordination with WDNR and USACE regarding potential impacts and permitting requirements. Include the anticipated permit type and additional coordination needed.</li> </ul> <p>Refer to the blue language on the Surface Water Factor Sheet for additional guidance related to documentation and coordination requirements for wetland impacts.</p>
Groundwater, Wells, and Springs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Do local units of government in the project area have groundwater plans, programs or ordinances? If so, the factor sheet may need to be included to document coordination and compatibility with existing plans. In addition, if there is potential for impacts on groundwater, including dewatering, or if there are any springs or wells (including groundwater monitoring wells from remediation projects) located in the project area this Factor Sheet may be needed, contact your REC for guidance.</p>
Coastal Zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<p>Only applicable to counties which have coastlines on the Great Lakes. Identify whether a special coastal area will be impacted by your project, as indicated in the Coastal Zone Management Plan (CZMP). Describe any effects on the CZMP Special Coastal Area and attach any coordination completed and indicate location.</p>
Floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Most WisDOT projects on a floodplain require a floodplain analysis per FHWA policy and State or Federal Regulations. The Floodplain Factor Sheet is required if a Hydrology and Hydraulic Analysis is completed as part of that floodplain analysis.</p>
Unique Wildlife and Habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<p>If detailed analysis is required, include the detailed analysis as an appendix or summarize the detailed analysis and incorporate it by reference. A Factor Sheet is currently not available for Unique Wildlife and Habitat, but the Other Factor Sheet can be used.</p>
Threatened, Endangered and Protected Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Factor Sheet may be required if an alternative carried forward:</p> <ul style="list-style-type: none"> <li>• May affect any species or designated critical habitat protected by the endangered species act</li> <li>• Would result in a take of a state listed species</li> <li>• Would result in adverse effects to any federally-listed or proposed species, or</li> </ul>

					<p>federally-designated or proposed critical habitat. Note: This circumstance is very rare.</p> <ul style="list-style-type: none"> <li>• Would impact bald and/or golden eagles, requiring a permit from FWS</li> <li>• Would impact migratory birds, requiring a permit from FWS. Note: We often encounter migratory birds on bridge projects, but infrequently need to obtain a permit from FWS (permit required on approximately 5-7 projects per year).</li> </ul> <p>If the evaluation and effects, agency coordination, and avoidance, minimization or mitigation measures related to threatened/endangered species, migratory birds, and bald and golden eagles cannot be adequately described in this section of the Factors Matrix.</p> <p><i>Note: The Threatened, Endangered and Protected Resources factor sheet should be attached to every WisDOT CEC.</i></p>
Air Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Every document for a proposed project in a non-attainment or maintenance area for Ozone or PM2.5 should include this Factor Sheet. Talk to your REC if you are unsure.</p> <p><input type="checkbox"/> Project is in an area designated as <i>nonattainment or maintenance</i> for one or more transportation-related criteria air pollutants. The Air Quality Factor Sheet should be included as an attachment.</p>
Construction Sound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Every document should include this Factor Sheet unless there are no receptors in the project area.</p> <p>If there are no receptors in the project area, use the following language: "No receptors are in the project area. No impacts resulting from construction sound are anticipated." If there are receptors in the project area, use the following language: "Construction sound impacts may occur. See Construction Sound Factor Sheet."</p>
Traffic Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Refer to FDM Chapter 23 to determine if the project is a Type I project.</p> <p>If a detailed noise analysis was not required for this project, use the following language: "A detailed noise analysis was not required for this project. No impacts are anticipated."</p> <p>If a detailed noise analysis was required for this project and no impacts were identified, use the following language: "A detailed noise analysis was required for this project. No impacts are identified. See attached Factor Sheet, Pages_."</p> <p>If a detailed noise analysis was required for this project and impacts were identified, use the following language: "A detailed noise analysis was required for this project. Some impacts are anticipated. See attached Traffic Noise Factor Sheet, Pages_____."</p>
Hazardous Substances, Contamination and Asbestos		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Describe hazmat investigations that have occurred to date. For example, indicate if a Ph1 was completed, if sites were identified, and if there will be any impact from the sites. Also, if there are bridges (and culverts, if inspected for Asbestos-Containing Material [ACM]) add a comment indicating whether or not ACM was identified.</p> <p>If a phase 1 was completed and no sites were identified, if identified sites will not impact the project, or if the project falls under the list of potentially exempt projects in FDM 21-35-1.5, check no Impacts Identified.</p> <p>If the department proposes to perform remediation of the right of way, or of an acquired site, or abatement of an asbestos containing material, benefit can be checked.</p> <p>Areas of hazardous substances or contamination to be avoided or remediated should be marked on the plan, and the appropriate special provisions included in the specifications. Any avoidance agreements, outstanding investigations, changes to continuing obligations, or remediation or materials handling plans approved by DNR Bureau of Remediation and Redevelopment must be included in Question XII, Environmental Commitments.</p>
Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If the proposed action has the potential to modify discharge(s) to the waters of the state or the U.S. (Trans 401.04), a Factor Sheet needs to be completed if it cannot be described here. If the project is within a drainage district discuss coordination here or on the Factor Sheet.</p> <p><input type="checkbox"/> Project involves 1 or more acres of land disturbance and requires a coverage under the Transportation Construction General Permit (TCGP)</p>
Erosion and Sediment Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If the project results in ground disturbance, there may be short term adverse impacts. The Factor Sheet should be filled out when erosion control management techniques beyond typical BMPs will be required because of unique topography, unique resources or if the project is on tribal lands.</p>
<b>OTHER FACTORS</b>					

<input type="checkbox"/>	The Other Factor Sheet can be used for any Factors that do not currently have a specific Factor Sheet such as Indirect Impacts, Cumulative Impacts, Invasive Species Eradication, Burial Sites, Tribal or Unique Wildlife and Habitat Concerns.				
<input type="checkbox"/>					

### X. Supporting Documentation

List additional discussion, agency correspondence, or supporting documentation used in this CE determination that was not covered in the previous questions or in an attached Factor Sheet. Projects with Section 4(f) *de minimis* determinations or programmatic evaluations will require review by EPDS and review and approval by FHWA prior to the approval of this CE. Attach necessary documentation to this checklist and maintain a copy in the project file:

Refer to the WisDOT guidance on appropriate environmental document attachments ([http://wisconsindot.gov/Documents/doing\\_bus/eng-consultants/cnslt-rsrcs/environment/AppropAttachAppend.pdf](http://wisconsindot.gov/Documents/doing_bus/eng-consultants/cnslt-rsrcs/environment/AppropAttachAppend.pdf)). List attachments in the order they are referred to in the document and following the Factor Sheets.

List attachments sequentially in this section. It's helpful to include a separator/title page between attachments.

### XI. Environmental Commitments

Identify and describe any avoidance, minimization or compensation measures (commitments) in detail. Be specific on what needs to happen and specifically where on the project. 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 indicated on the final plan, recorded in the Plans, Specifications and Estimates (PS&E), under special provisions in the final plan set, in construction notes, or some other written format. Attach a copy of this completed matrix to the design study report and the PS&E submittal package. Be sure to update it if further commitments are made after the Environmental Document is signed.

Environmental commitments are often quite specific or go beyond contractor requirements found in the WisDOT Standard

Specifications for Highway and Bridge Construction. It is the Department's responsibility to ensure completion and documentation for the project file.

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

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 right-of-way. If commitments are part of a state municipal maintenance agreement (SMMA) please indicate as such.

<b>Factor</b>	<b>Commitment</b> (If none, indicate N/A)  If a commitment has been made to avoid or minimize impacts to a resource include here as well. Do not forget to list mitigation and commitments identified on the related Factor Sheets.  Do not refer to other documents. Summarize all commitments here.
Business and Economics	Examples: Keeping the road open during construction or on certain holidays, maintaining access to businesses, driveways, etc.
Community	Examples: Provisions to ensure homes, school busses and emergency vehicles will be able to access properties or opening the road during certain holidays. Acceptable access maintained during and after construction to sidewalks, schools, etc.
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 management. Include any other commitments made on the Aesthetics Factor Sheet. Enhancements should be discussed.
Agriculture	Examples: Temporary bridges to accommodate horse-drawn vehicles. Replacement or removal of cattle passes, access to field entrances, etc.
Relocations	Examples: Provisions to avoid impacting a residential property, relocation requirements, etc.

Indirect Impacts	Examples: Providing WisDOT technical planning support, assisting with the preparation or revision of local and neighborhood plans, comprehensive plans, local zoning/subdivision ordinances and local official maps. Also, application of various access management tools and strategies on the facility can be included here.
Cumulative Impacts	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.
Environmental Justice	Examples: Provision of interpreters at future meetings, non-English newsletters/brochures, temporary shuttle service provided during construction.
Historic Properties	Commitments made may be in the Screening List email notification or in PMP, on the Section 106 form, in the Determination of No Adverse Effect, or in the terms of a Memorandum of Agreement (MOA). Examples may include: photo-recording, vibration monitoring, nomination to the National Register, additional surveys or research, monitoring during construction, placement of temporary fencing, construction staging restrictions, or public interpretation.
Burial Sites	Commitments made may be in the Screening List email notification or in PMP, on the Section 106 form, in the Determination of No Adverse Effect (DNAE), or in the terms of a Memorandum of Agreement (MOA). Examples: A potential burial is in the project area (marked as sensitive resource on the plan), placement of temporary fencing, burial authorization must be applied for through the Cultural Resource Team (CRT) in BTS and the date it must be applied for. If a burial site authorization is applicable, refer to it and discuss the agreed upon commitment(s).
Tribal Lands	Examples: Any commitments made to address tribal concerns such as invasive species management, 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 or the transport of borrow material from outside the reservation. 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. Be sure to consult with your Region Tribal Liaison and REC on what constitutes Tribal lands. They include all lands within the exterior boundaries of a reservation as well as lands owned by a tribe.
Section 4(f)	Examples: Avoidance measures, amenities or improvements, design considerations and maintaining access to facilities. If commitments are tied to the Section 106 process (historic properties), note the requirements from the MOA as well.
Section 6(f) or Other Specially Funded Lands	Examples: Avoidance measures, providing replacement land, amenities or improvements, design considerations and maintaining access to facilities.
Wetlands	Examples: Wetlands to be protected by silt fence, temporary fills will be removed, sites restored, losses will be mitigated at a particular ratio, or site, invasive species management, construction equipment cleaning. Also note if additional work needs to be done including ongoing coordination with the DNR or USACE to obtain permits for the project.
Surface Water Resources	Examples: Time of year work restrictions, maintain navigational clearances and channels, 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 management, turbidity barriers, controlling construction operations, avoiding sensitive areas, restricting access in spawning areas, and sediment or water sampling for dredging and return flow operations, construction equipment cleaning.
Floodplains	Examples: Ongoing coordination with affected property owners or local floodplain zoning authority.
Groundwater, Wells and Springs	Examples: Construction of spring boxes to protect springs, protection with silt fence, maintaining spring hydrology, or controlling certain construction operations.
Coastal Zones	Example: Commitments to maintain navigational clearances and channels.
Unique Wildlife and Habitat Concerns	Examples: Fencing of high quality upland areas to protect from equipment, protection of trees with snow fence, special seed mixes, mulching and prairie restoration, invasive species management.
Threatened, Endangered and Protected Resources	Examples: Turtle barriers, small animal passage, minimum distance from nests/habitat, monitoring during construction, time restrictions on construction, swallow netting, surveys, species relocation or transplanting, fencing of high quality areas or suitable habitat to protect from equipment.
Air Quality	Examples: Limiting idle times of construction vehicles, alternative fuel use in construction vehicles.

Construction Sound	<p>Always check for local ordinances and discuss here if applicable.</p> <p>If the hours of operation will be different than those in the State of Wisconsin Standard Specifications for Highway and Structure Construction and no other special construction sound mitigation measures apply, include the following language:</p> <p style="padding-left: 40px;">“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> <p>If special construction sound mitigation measures are required other than a change in the hours of operation, contact the REC and WisDOT Noise Engineer or specialist.</p>
Traffic Noise	<p>If a detailed noise analysis was required for this project and no impacts were identified or there are impacts and abatement is not feasible or reasonable, use the following language:</p> <p style="padding-left: 40px;">“None.”</p> <p>If a detailed noise analysis was required for this project, impacts were identified, and abatement was found to be feasible and reasonable, use the following language:</p> <p style="padding-left: 40px;">“Noise abatement has been determined to be feasible and reasonable. A separate public involvement process will be initiated to determine whether the benefited owners and tenants support noise barrier construction. If final design results in substantial changes in roadway design from modeled conditions, noise abatement measures will be reviewed.”</p> <p>If mitigation measures other than noise barriers are proposed, contact the REC and BTS-EPDS Noise Engineer or specialist.</p>
Hazardous Substances, Contamination and Asbestos	<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 owner names or addresses.</p>
Stormwater	<p>Examples: Street sweeping, detention or retention ponds, catch basins, anything needed to reduce TSS or other pollutants of concern, or NPDES permit areas or TMDLs.</p>
Erosion Control	<p>Examples: Reservation Land requirements, anything specifically agreed upon with other agencies (DNR, USACE, Tribes). Special erosion control netting along waterways.</p>
Other:	<p>Example: Invasive species management not tied to another factor.</p>
Other:	

## XII. Document Quality Control

The lead preparer of this document shall use this checklist to certify document quality prior to transmitting the document for review and approval. Section XII shall be removed from the final document and retained in the project files when the CEC is ready to receive signature approval.

Quality Benchmark	Additional Information	Preparer Certification of Benchmark
<b>Overall Document Quality Benchmarks</b>		
Latest version of environmental document form is used	The current environmental document forms can be located on the WisDOT internet page: <a href="https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnsit-rsrcs/environment/formsandtools.aspx">https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnsit-rsrcs/environment/formsandtools.aspx</a> .	<input type="checkbox"/>
All abbreviations, acronyms and terminology defined	Write out abbreviations the first time they are used in the document. Define technical terms. ERs/EAs should include a list of abbreviations and acronyms.	<input type="checkbox"/>
No errors in consistency	Cross check dates and values (e.g. acreages, costs) throughout text and tables.	<input type="checkbox"/>
Appropriate level of detail in the document	The level of detail within the document should be appropriate for the type of environmental documentation and scope of the project.	<input type="checkbox"/>
Appropriate graphics and maps included	Graphics and maps should be inserted in text or added as attachments and referenced in the document text.	<input type="checkbox"/>
Avoided the use of words like "shall", "will" and "must"	Be careful about making definitive statements that may not be true. For example, avoid statements like, "The project <b>will</b> increase the potential for economic growth", unless that truly is a purpose for the project.	<input type="checkbox"/>
All statements are supported with proof	Statements made throughout the document should be substantiated with proof and should adequately describe the reasons for a factual conclusion or for a decision on a particular issue.	<input type="checkbox"/>
Document attachments are in the correct place and referenced appropriately	<ul style="list-style-type: none"> <li>- Attachments should be placed after the environmental commitments, not throughout the document.</li> <li>- The list of attachments should be included in the Supporting Documentation question</li> <li>- Reference to attachments should be double checked for accuracy, particularly after any updates or changes are made.</li> </ul>	<input type="checkbox"/>
<b>Project Specific Quality Benchmarks</b>		
The proposed action is <u>not</u> described in the purpose and need section	The details of the proposed action should be discussed in the alternatives or a separate description of the proposed action statement, not part of the purpose and need.	<input type="checkbox"/>
There is tangible support for project need(s)	The project needs should be substantiated with actual numbers (e.g. capacity with design year volumes, deteriorating pavement with pavement distress index, bridge deficiencies with bridges inspection ratings) and should provide a comparison to statewide averages or thresholds for action.	<input type="checkbox"/>
The need section does not mistakenly describe economic development as a need.	Generally, the need for a transportation project is to service economic growth caused by other planned development or conditions, rather than to induce economic growth. Statements like this may require an indirect and cumulative impacts analysis.	<input type="checkbox"/>

The term “Preferred Alternative” is used properly for Asset Management Program projects	<ul style="list-style-type: none"> <li>- If the Asset Management scope certification process or preliminary engineering for a non-Asset Management project has resulted in a preferred alternative, the term “WisDOT Preferred Alternative” should be used.</li> <li>- Other alternatives considered and eliminated from consideration must be described.</li> <li>- The WisDOT Preferred Alternative needs to be clearly identified in any tables.</li> </ul>	<input type="checkbox"/>
An assumption is not made that the build alternative is a foregone conclusion.	Use a phrase like, “If a build alternative is selected,” as a lead-in to comments you include as part of the environmental document, particularly when discussing project schedule.	<input type="checkbox"/>
Detour route descriptions are included when applicable	When the project will include a detour, the detour route(s) and any necessary maintenance or improvements to those route(s), should be included in the description of the preferred alternative.	<input type="checkbox"/>
The correct factor sheets are used	If sufficient detail can be provided in the Environmental Factors Matrix, then a factor sheet is often not needed.	<input type="checkbox"/>
Section 106 documentation is complete to the appropriate level	The Section 106 process must be completed (e.g. signed MOA) and included in the final document as an attachment. If on the screening list, include the appropriate .pdf page(s).	<input type="checkbox"/>
Proper identification of a public involvement meeting vs. a public hearing	<ul style="list-style-type: none"> <li>- Public involvement meetings (PIM) are informal meetings intended to disseminate proposed project information and to provide others an opportunity to voice their views about a project, alternatives, impacts or proposed mitigation.</li> <li>- Public hearings are legally-noticed meetings to solicit oral and written comments about a project, alternatives, impacts or proposed mitigation.</li> </ul>	<input type="checkbox"/>
All substantive public comments provided about the project are included and resolution of those comments is explained	<ul style="list-style-type: none"> <li>- Include a summary of reasons why people were for or against (don’t sugarcoat it). If members of the public make wrong or purposefully false statements, you may tactfully state that too.</li> <li>- Actual names of people making comments should not be included as part of the document.</li> <li>- Explain how WisDOT will (or plans to) answer the concerns people expressed.</li> </ul>	<input type="checkbox"/>
Agency correspondence and supporting project data are current	Agency correspondence should be updated if more than 3 years have lapsed since the last correspondence or if the project scope/impacts have changed. The validity of supporting data such as traffic volumes should also be considered based on when the data was gathered.	<input type="checkbox"/>
All required agency coordination is included	Be sure all required agency coordination is completed to the appropriate level for the draft and final document.	<input type="checkbox"/>
All agency comments, and commitments, resulting from coordination are included as part of the environmental document	Agency comments should be summarized in the body of the document and explained in more detail on applicable factor sheets. Summaries should indicate which comments resulted in environmental commitments. If any agency’s comment or requested commitment is dismissed from consideration, an explanation as to why WisDOT will not be complying with the request must also be included in the document.	<input type="checkbox"/>
Environmental commitments and sufficient commitment detail are part of the Environmental Commitments matrix	Non-standard project mitigation measures, including methods of operation, agreed upon as part of agency coordination or through discussions with other entities such as a local unit of government, must be included on the Environmental Commitments page of the environmental document. Remember to include who, what, when and where on the commitments matrix to support fulfillment of the commitment.	<input type="checkbox"/>

**Preparer Certification:**

\_\_\_\_\_  
Preparer Name / Title (Print)

\_\_\_\_\_  
Preparer Signature

\_\_\_\_\_  
Date