

INSTRUCTIONS
Caltrans District 10 Local Assistance
QUARTERLY ENVIRONMENTAL AGENCY PRELIMINARY
PROJECT REVIEW SUBMITTAL FORM

The AIT (Action Item Team, developed from the August 10, 2001 District 10 Multi-Agency Team Building Meeting) is a partnership of Local, FHWA, Caltrans and Regulatory and Resource Environmental Agencies. At the August 10, 2001 Meeting, three action items were identified for the Team's review:

- 1) look into the local resourcing of Regulatory and Resource Agency positions;
- 2) look at increasing the number of programmatic agreements that could be used in project delivery in District 10; and
- 3) Develop the format for review meetings between Regulatory and Resource Agencies, local agencies, FHWA and Caltrans to improve communication regarding local project delivery.

Our purpose as stated in our Team Charter is to "Improve project delivery in a collaborative and expeditious manner from project conception to project completion". Our identified value of the team is "to work together to develop a continuous, non-controversial dialog and to develop cooperation, collaboration and mutual understanding of the project delivery process.

In keeping with our Team Charter, the purpose of the District 10 Quarterly Environmental Agency Review Meetings is to provide local agencies scheduled quarterly meetings to present any proposed project to Regulatory and Resource Agencies for technical assistance from these agencies. An official review or formal concurrence from the Regulatory and Resource Agencies should **not** be considered a desired outcome of the meeting. The meetings can be used as a tool in the development and delivery of local agency projects. Use of this process may help local agencies provide more complete packages to the Regulatory and Resource Agencies when formal concurrence is required. Conversely, the quarterly meetings will provide the Regulatory and Resource Agencies the opportunity to have a preliminary review and better understanding of the project before formal concurrence is requested.

Local Agency participation in the meetings is voluntary. Not every project will need to be reviewed at the Quarterly Environmental Agency Preliminary Review Meetings. Local Assistance can help determine if a review would be beneficial or not.

This memo provides background, initiation and instruction for Quarterly Environmental Agency Preliminary Review Meetings. The Team has set the following meeting dates: June 13, September 12 and December 12, 2002. All meetings will be held in the Caltrans District 10 Offices. Local Assistance will be responsible for logistics, notices, distributing review packages, and approval of the agenda.

The desired outcome of the meetings will be a written record of the discussion that clearly defines expectations of the Regulatory and Resource Agencies for the

benefit of the project sponsors in developing the project. Local Assistance will be responsible for minutes of the meetings and disseminating the information.

The attached submittal instructions are a guide for the local agencies to help in developing the submittal form. All of the ">" are items to consider as you develop that section and can be eliminated from the final submittal form. It is important to note that the more detail provided, the more detailed the discussion will be. If the purpose of the meeting is to get a preliminary opinion, the detail may be minimal, however, if the purpose is to determine more significant issues, the detail in the submittal must be greater. Local Assistance is available to help determine the desired outcome and appropriate submittal. A preliminary field review is required with the Local Assistance Environmental Coordinator prior to placing the project on the agenda. The Preliminary Environmental Study (PES) Form is also required and can be completed at the preliminary field review. All database searches should be required prior to the field review.

The following dates will provide Local Assistance and the Local Agencies a guide for developing the agendas for the Quarterly Environmental Review Meetings:

Deadline for Local Agency Determination of Projects to be submitted and Local Assistance notified	Deadline to complete preliminary field review with Local Assistance Environmental Coordinator	Deadline to submit Final Quarterly Environmental Agency Project Review Submittal Forms to Local Assistance	Review Packages in the hands of the Regulatory and Review Agencies, FHWA and distribution of Final Agenda	Meeting Date (Local Agencies will be notified on Final Agenda of their appointment time)
April 1, 2002	April 29, 2002	May 13, 2002	May 24, 2002	June 13, 2002
July 1, 2002	August 1, 2002	August 15, 2002	August 29, 2002	September 12, 2002
September 26, 2002	October 24, 2002	November 7, 2002	November 21, 2002	December 12, 2002

For questions or concerns regarding the meetings, dates or times, please contact Charlese Brown, Local Assistance Environmental Coordinator at 209-948-3695, Laurie Barton, District 10 Local Assistance Engineer at 209-948-3689, or your Local Assistance Area Engineer.

LAURIE BARTON
District 10 Local Assistance Engineer

Caltrans District 10
QUARTERLY ENVIRONMENTAL AGENCY PRELIMINARY
PROJECT REVIEW SUBMITTAL *INSTRUCTION* FORM

Project Name/Location _____
Agency: _____ Funding Program _____
Agency Project Manager _____ Phone _____ email _____
Local Assistance PM _____ Phone _____ email _____
Consultant Contact _____ Phone _____ email _____

I. Project Description (complete, specific scope including all work involved i.e. drainage etc.)
Describe the project location with details of type of work to be performed including drainage, utilities, paving, excavation, etc. Include borrow sites, haul roads, anything that will physically be touched in the field to the best of your knowledge. State if R/W is needed (including utilities, railroad, easements and rights of entry).

A. Purpose and Need

Need may be thought of as the problem and the purpose thought of as an intention to solve the problem. The agency must specify the underlying purpose and need that the proposed action and alternatives address. The purpose and need is a transportation problem statement that justifies the need to consider the project. Consider the following as information that can be helpful to substantiate the underlying need and project purposes.

- Is the proposed project a connecting link to the transportation plan?
- Is the capacity of the present facility inadequate for the present traffic? Projected traffic? What capacity is needed? What is the level(s) of service for existing and proposed facilities?
- Is project related to statewide plan or adopted urban transportation plan together with an explanation of the projects traffic forecasts that are substantially different from those estimates from project planning process.
- Is there a Federal, State, or local governmental mandate for the action?
- Social Demands or Economic Development – New employment, schools, land use plans recreation, etc. What projected economic development/land use changes indicate the need to improve or add to the highway capacity?
- Will the proposed facility interface with and serve to complement airports, rail and port facilities, mass transit services, etc.
- Is the proposed project necessary to correct an existing or potential safety hazard? Is the existing accident rate excessively high? Why? How will the proposed project improve it?
- Is the proposed project necessary to correct existing roadway deficiencies (e.g., substandard geometric load limits on structure, inadequate cross-section, or high maintenance costs)? How will the proposed project improve it?

B. Independent Utility and Logical Termini

To have independent utility, a project must be able to stand on its own. Logical Termini addresses the project's begin and end construction. Providing the following information may help to define independent utility and logical termini.

- Is the project a safety project?
- Can the improvement stand-alone without forcing other improvements, which may have impacts.
- Do these improvements restrict consideration of other reasonably foreseeable transportation improvements?
- Can the project function properly without requiring additional improvements elsewhere

C. Attachments

Required:

- Location Map
- Existing project mapping
- Draft Area of Potential Effect (APE) map
- Photos (can be video, digital, paper, aerial, PowerPoint Presentation, etc.)
- Waterways, canals, wetlands (required for specific input from FWS, F&G, ACOE, NMFS)
- Preliminary Environmental Study (PES) Form

Requested, but not required:

- Preliminary Geometric Layouts with as much of the following information as possible:
 - Map indicating existing /proposed right of way, parcel numbers and structures
 - Work areas
 - Material storage areas
 - Tree/Vegetation removal
 - Utility Relocation
 - Trenching locations
 - Adjacent structure/driveway
 - Cut/fill detail information
 - Drainage details including easements
 - Other information such as detours, bike paths or sidewalk closures
 - Waterways

II. Environmental Considerations

A. Preliminary Environmental Study (PES) Form (Required)

- With as much known information included as possible.
- Local Assistance must have input to PES Form.
- All database checks should be completed prior to meeting with Local Assistance.

B. Resource Agency Input

- What are the specific issues you want addressed at the Quarterly Meeting?
- Have you attended the ACOE pre-application meeting for wetlands/waters of the US?
 - Which Resource Agencies do you want to review this project? (Please check)
 - CA Dept. of Fish & Game Region II

- CA Dept. of Fish & Game Region IV
- Office of State Historic Preservation (SHPO)
- Regional Water Quality Control Board
- US Fish and Wildlife Service
- US Army Corps of Engineers
- US Environmental Protection Agency
- National Marine Fisheries

III. Funding – Preliminary Cost Estimate/Funding Program

- Is the project programmed in an approved RTIP and FTIP?
- What are the funding programs? Match?
- Will you use consultants?

Breakdown of costs:

Preliminary Engineering _____

Right of Way _____

Utilities _____

Construction _____

Construction Engineering _____

IV. Schedule

What is your proposed schedule?

Start PE _____ End PE _____

Start Environmental Studies _____ End Environmental Studies _____

Start R/W acquisition _____ R/W Certification _____

Advertise _____ Open Bids _____

Start Construction _____ End Construction _____

- Have you considered time for appropriate environmental studies?
- Have you considered time for possible r/w delays (hazardous waste, condemnation, utilities, and railroad)?
- Have you considered funding constraints (STIP, Use It or Lose It Provisions, CTC approvals, etc.)
- Does the project impact the State R/W? Will there be a co-operative agreement?
- Have you considered time to process permits?

V. Political Considerations

- Explain the implications of not delivering the project on time or within budget.
- Is this a high-priority project for your agency?
- Is this a safety project for your agency?

VI. Expectations/Desired Outcomes

- Do you need resolution of an issue?
- Do you need guidance in developing your project?

VII. Requested Meeting

- Which Meeting are you requesting:

- June 12, 2002
- September 13, 2002
- December 13, 2002

VIII. Attendees

- Who will be attending the meeting for the local agency?

IX. Submittal Request Approval

Local Agency Project Manager

Date

District Local Assistance Environmental Coordinator

Date

Caltrans District 10
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A. Purpose and Need:

B. Independent Utility and Logical Termini:

C. Attachments:

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Requested, but not required:

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A. Preliminary Environmental Study (PES) Form (Required)

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September 13, 2002

December 13, 2002

VIII. Attendees:

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Local Agency Project Manager

Date

District Local Assistance Engineer

Date