Submit the completed form into ERMS at Stage 3. All applicable approved permits and/or permit documentation must be uploaded to ERMS prior to submitting this form for review. See Instructions item 13.

1. Designation Number(s):

County:       Route:

1. Date of Stage 3 Plan Submittal: Click here to enter a date.
2. Type of Environmental Document (select only 1):

Programmatic CE-1 CE-2 CE-3 CE-4 EA/FONSI EIS/ROD SEPA

Approval date of environmental document: Click here to enter a date.

If the Environmental Document was an EIS/ROD, have more than three years passed between federal approvals? Yes No

If Yes, what were the results of reevaluating the validity of the EIS?

1. Environmental Reevaluation(s):

N/A

Note to File Most Recent Date of Submission:

Additional Information Most Recent Date of Approval:

If a reevaluation document was prepared, were there changes to the commitments? Yes No

If Yes, the changes should be addressed in the Project Commitments Database.

1. Project Description:
2. Is the the project still meeting the Purpose and Need in the approved environmental document and reevaluation(s)? Yes No

If No, Explain:

1. Are the scope and impacts still consistent with the approved environmental document and reevaluation(s) (if any)? Yes No

If No, Explain:

1. Current Funding Source(s) (select all that apply):

Federal State Local Other:

Has the funding been switched from 100% state, local, and/or other to now include federal participation or need a federal action, such as permit approval? Yes No

If Yes, does the current environmental document and approval address all the applicable federal regulatory requirements? Yes No

1. Right of Way and Relocations

Typical existing right-of-way width:

Maximum existing right-of-way width:

Does the entire project occur within existing right-of-way: Yes No

If No:

Reacquired Right-of-Way acre(s):

New Permanent Right-of-Way acre(s):

Temporary Right-of-Way acre(s):

Are relocations required? Yes No

If yes, number of relocations:

1. Impact Data:

Is the roadway being horizontally realigned?: Yes No

Does the project include bridge or small structure work?: Yes No

Total amount of tree clearing acre(s):

Channel impacts linear feet:       (permanent)       (temporary)

Is the channel being relocated?: Yes No

Wetland impacts acre(s):       (permanent)       (temporary)

1. Post-Construction Stormwater Management (PCSM):

Does this project add one (1) acre or more of net added impervious\* surface? ☐Yes  ☐No

If Yes, does the current plan set include Post Construction Stormwater Measures? ☐Yes  ☐No

\* *Impervious Surface: Any land surface with a low or no capacity for soil infiltration, including but not limited to pavement (sidewalks, streets, parking areas, and driveways), packed gravel or soil, and rooftops.*

1. Is the All Commitments Report from the Commitments Database attached to this ECF? Yes No
2. Are the applicable permit documents uploaded into ERMS for ECF review? Yes No N/A

Do the issued permits differ from the permits specified in the approved environmental document and reevaluation(s): Yes No

If Yes, Explain:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Permit Type** | | **Required?** | **Effective Date** | **Expiration Date** |
| **US Army Corps of Engineers (USACE) 404/ Section 10** | **Nationwide Permit (NWP)** | Yes |  |  |
| No |
| **Regional General Permit (RGP)** | Yes |  |  |
| No |
| **Individual Permit (IP)** | Yes |  |  |
| No |
| **Indiana Department of Environmental Management (IDEM)** | **Section 401 NWP** | Yes |  |  |
| No |
| **Section 401 RGP** | Yes |  |  |
| No |
| **Section 401 IP** | Yes |  |  |
| No |
| **Isolated Wetlands** | Yes |  |  |
| No |
| **Construction Stormwater General Permit (CSGP)** | Yes |  |  |
| No |
| **Indiana Department of Natural Resources (IDNR)** | **Construction in a Floodway (CIF)** | Yes  No |  |  |
| **Other** |  | Yes  No |  |  |
| **Other** |  | Yes  No |  |  |
| **Other** |  | Yes  No |  |  |
| **Mitigation Required** | **Wetland (404/401)** | Yes  No |  | |
| **Stream (404/401)** | Yes  No |  | |
| **Forested Floodway (IDNR)** | Yes  No |  | |

1. Permit Information:

**Effective Date** = “date obtained”, “effective date”, “issued date”, depending on the permit.  If the permit only requires an application (for example, 404 NWP), include the application date in the Effective Date column.

Do not write “TBD” or an anticipated date. If the permit has not been received, leave the permit dates blank.

**Expiration Date.** If the permit does not have an expiration date, indicate “No Exp.”

The designer certifies this document is prepared accurately. Designer has reviewed the approved environmental document and all reevaluation(s), if any, and hereby finds that the project scope and design plans are consistent with approved environmental documentation.

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared By: |  |  |  |
|  | Designer Signature |  | Date |
|  |  |  |  |
|  | Name and Consulting Firm or INDOT(District/CO) (typed) |  |  |

INDOT has reviewed this document and concurs it is consistent with the project scope and the findings of the approved environmental documentation remain valid.

|  |  |  |  |
| --- | --- | --- | --- |
| Approved By: |  |  |  |
|  | District Environmental (DE) or Environmental Services Division (ESD) Signature |  | Date |
|  |  |  |  |
|  | DE or ESD Name (typed) |  |  |

### Overview

Be prepared to submit the completed ECF and all associated information to the appropriate INDOT Environmental approval authority at Stage 3. Doing so should allow enough time to respond to most unforeseen issues that may arise during the review.

It is the designer’s responsibility to contact the appropriate INDOT Environmental approval authority (can be identified on the environmental document) if the project scope, limits, purpose and need, or right-of-way amounts have changed after the environment document was approved. The INDOT Environmental approval authority will determine what, if any, additional environmental documentation is required.

### The Submittal Package

Required items. Timely submittal of the required items speeds up the review process. If all items are not provided, the ECF will not be reviewed.

1. ECF Form completed with All Commitments Report attached

* All Commitments Report must contain resolutions

1. Unique Special Provisions (USP) uploaded into Electronic Records Management System (ERMS), if applicable
2. Stage 3 plans uploaded into ERMS (Included with Stage 3 submittal)
3. Permits submitted/approved

* ECF will not be approved until all permits are obtained and applicable permit documents are uploaded into ERMS

If the project is on an expedited schedule (determined by the INDOT Project Manager (PM)) and the ECF is missing a piece of the approval package, the INDOT PM should coordinate with the applicable INDOT Environmental approval authority to determine if the ECF can be submitted for review.

### Submitting the ECF

1. Make certain Stage 3 plans, USP and the applicable permit documents have been uploaded into ERMS. Make note of DOT ID #s for each.
2. Email the ECF PDF (all parts except Stage 3 plans, USP and applicable permit documents) to the appropriate INDOT Environmental approval authority for review. Copy the INDOT PM. Include the DOT ID #s for the Stage 3 Plans, USP and applicable permit documents in ERMS

* Do not provide scanned pages. Convert all files into PDF directly. This enables the reviewer to place comments in exact locations. The exceptions are the pages that require signatures. If an electronic signature is used, make sure adding the electronic signature does not lock the file
* If the appropriate INDOT Environmental approval authority (can be identified on the environmental document) is not known, address the ECF email to the INDOT PM and let them know it is ready for review
* In the email, provide any additional information or clarification you believe may be necessary to assist with the ECF review

### Instructions for Completing the ECF

1. Include the designation number (DES) (also include DES number in the footer on page 2). If there are multiple DES numbers, include all DES numbers. Note the county in which the project is located. If the project overlays multiple counties, include all counties. Note the State, U.S., or Interstate route(s) and/or local road names the project involves.

1. Include the date of submission for the Stage 3 plans. Do not include a future date for plan submission.
2. Note the specific type of the originally approved environmental document. Indicate only one type. Include the approval date of the original environmental document. If the project was approved under a different DES number, include the approved DES number. For Programmatic Categorical Exclusion (PCE) approvals provide the date the PCE was applied and the version, for example, PCE 9/10/2019 (Version 2/2/2012).

* Note if the type of approval was an Environmental Impact Statement/Record of Decision (EIS/ROD), include if more than three years have passed between Federal approvals for the EIS/ROD document. If more than three years have passed, the EIS/ROD must be reevaluated to confirm that it is still valid and the results should be included. This is not applicable to an Environmental Assessment/Finding of no Significant Impact (EA/FONSI) or Categorical Exclusion (CE) level project. If the project is EA/FONSI or CE, N/A should be indicated. It is good practice to reassess the environmental documents as the project progresses to ensure that previous environmental clearance is still valid.

1. Note if an environmental reevaluation(s) was completed. Include the most recent date(s) of reevaluation(s). Include if changes occurred to the environmental commitments based on the reevaluation(s). If yes, ensure the Commitments Database reflects the changes. If there has been a change to the project after the environmental document was approved, coordinate with the applicable INDOT Environmental approval authority to determine the scope of the reevaluation(s).
2. Note what improvements will occur during construction. Provide information such as: project termini, all proposed work, project impacts, and etc. Project description should be a paragraph or two. Review the approved environmental document for reference on what to include. If the project is occurring in phases include a discussion of the phases and which phase the ECF document is covering. For example,

Phase I – Roadway Improvement from Point A to Point B (covered by approved ECF dated x under DES XXXXXXX)

Phase II – Roadway Improvement from Point B to Point C: Summary of Work Activities (covered in this ECF)

Phase III – Roadway Improvement from Point C to Point D (covered in a future ECF under Des XXXXXXX or TBD)

1. Review the approved environmental document and reevaluations. Indicate whether the project still meets the Purpose and Need(s) discussed in the approved environmental document. If current design plans do not meet the project’s Purpose and Need(s), explain why, and coordination will need to occur with the INDOT Environmental approval authority (District Environmental (DE) or Environmental Services Division (ESD)). If the project no longer meets the Purpose and Need specified in the approved environmental document, the project no longer complies with NEPA. If the project has multiple Needs, ensure all Needs are still valid. If a project’s Need(s) have changed, coordination with the INDOT Environmental approval authority must occur.
2. Review the approved environmental document and any reevaluations. Compare current design plans with design plans included in the approved environmental documentation and reevaluations. Include whether the project remains consistent with what was discussed in the approved environmental documentation and reevaluations. If current design plans do not match previous design plans, explain why they differ. If design plans differ, coordination will need to occur with the INDOT Environmental approval authority, and a reevaluation may be needed. Coordination is needed to determine if all additional impacts are fully covered in environmental documents.
3. Provide the project’s current funding sources. Indicate all applicable types. Indicate if the funding has changed to include federal participation. If funding has changed to include federal participation, indicate if the approved environmental document(s) address all applicable federal regulatory requirements. If not, the INDOT Environmental approval authority should be contacted and could require a reevaluation.
4. Indicate the typical existing and maximum existing right-of-way widths in the project area. Provide the minimum and maximum range. For example, the existing right-of-way varies between x and y feet north of the centerline and between x and y feet south of the centerline. Indicate if the entire project will occur within existing right-of-way. If no, provide the additional information.

* Include the amount in acre(s) of right-of-way to be reacquired. Include unit(s) of measurement.
* Include the amount in acre(s) of new permanent right-of-way needed for the project. Include unit(s) of measurement.
* Include the amount in acre(s) of temporary right-of-way needed for the project. Include unit(s) of measurement.
* Include the number of relocations needed for the project. If no relocations will occur, include a zero.

If the amount of right-of-way differs from that specified in the approved environmental document, contact the INDOT Environmental approval authority to determine if a reevaluation is necessary.

1. For any of the impact data information, if the amounts have changed from the approved environmental document(s), coordination should occur with the INDOT Environmental approval authority to determine if a reevaluation is required.

* Note whether the roadway is being moved from its existing horizontal alignment. This is defined as movement of the road more than a single lane width, not a slight movement or shift.
* Note if there will be any bridge, structure, and/or small structure work being completed for the project. This includes repairs, rehabilitation, replacement, etc.
* Note the total amount in acre(s) of tree clearing that will occur for project. This amount is only the tree clearing total, not total vegetation impact. Include acre(s) as the unit(s) of measurement. If no tree clearing will occur, include N/A.
* Note the total channel impacts (permanent and temporary) that will occur as a result of the project. Include both upstream and downstream impacts. Provide the impact data in linear feet as the unit(s) of measurement. If there are no channel impacts, include N/A. Review the approved environmental document with the submitted permit information to ensure channel impacts are consistent.
* Note if the channel will be relocated for the project. This is defined as physically moving or altering the flow of the stream from its original alignment.
* Note the total wetland impacts (permanent and temporary) in acre(s) associated with the project. Include acre(s) as the unit of measurement. If there are no wetland impacts, include N/A. Review the approved environmental document against submitted permit information to ensure wetland impacts are consistent.

1. Note if the All Commitments Report including associated resolutions is attached to the ECF. If No is chosen, the ECF will not be reviewed and will be sent back to be updated with the appropriate project commitments.

* Commitments - Review the current commitments guidance (available on INDOT’s Environmental Policy website), and ensure the applicable commitments are included.
* Resolutions - Read the commitment and respond to each commitment.  How will the commitment be implemented during construction?  Be specific and avoid generalizations.

Do not simply state “concur” in the resolution. If the contractor needs to be aware of a commitment, it needs to be included in the contract documents (*Standard Specifications*, Standard Drawings, plan details, RSP, USP, pay item, etc.) Some commitments do not require a USP due to being covered as part of the design. For example, designing a structure for wildlife crossings and size of riprap recommendations.

Some commitments designated as “For Consideration” may become “Required” if a permit is issued and the “For Consideration” commitment is a permit condition. For example:

* + If the commitment states a resource agency will be contacted, the resolution must include the entity responsible for contacting the resource agency.
  + If the commitment is covered by an INDOT standard specification or included on the plan sheets, the resolution must include the standard specification number or the plan sheet page number.
  + If a commitment states something will be completed, the resolution must include the date it was completed.
  + Some “For Consideration” commitments may no longer be applicable. If this occurs, the resolution must include why it no longer applies and why it was not considered for the project.
  + When resolutions specify contractor actions (i.e. contacting emergency services and schools), the commitment can only be resolved by a USP.  Further, by definition, some commitments require writing a USP (i.e. USFWS Indiana bat and northern long-eared bat (NLEB) avoidance and minimization measures (AMMs) and Migratory Bird Treaty Act commitments).
    - The USFWS Indiana bat and NLEB AMMs and Migratory Bird Treaty Act commitments are resolved via the USPs featured on the [INDOT Recurring and Unique Special Provisions website](https://www.in.gov/dot/div/contracts/standards/rsp/index.html).  Use of these USP drafts ensures that the USP contains all the associated resource agencies’ directives.
  + If the commitment will be resolved by a USP, the resolution in the Commitments Database should state: “Included in the USP titled (title of USP) and will be included in the contract book.”
* Commitments Database
  + Once the commitments are uploaded into the Commitments Database, generate the All Commitments Report (PDF). Attach the All Commitments Report PDF to the Environmental Consultation Form (ECF).

1. Note whether all applicable permit documents have been uploaded into ERMS. Permit documents include applications, email concurrence notifications, and approval letters.

For example, if the permit is an USACE Nationwide 404 permit, the permit application and INDOT email concurrence (if project is INDOT project) is uploaded into ERMS for review. All applicable permit documents must be uploaded into ERMS and be reviewed alongside the ECF. The ECF cannot be approved until all permits are approved and all applicable permit documents are reviewed. This includes a Notice of Sufficiency (NOS) or the Construction Stormwater Posting Project Information (CSPPI) Form, and the Stormwater Pollution Prevention Plan (SWP3) for a Construction Stormwater General Permit (CSGP), if applicable. Note that the CSPPI Form can filled out after the Notice of Intent (NOI) has submitted and may be accepted in place of the NOS.

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* Indicate if issued permits differ from the permits specified in the approved environmental document and reevaluations. If issued permits differ from those specified in the approved environmental document, include the reason(s) why.

1. Note what specific permits are required for the project. Include the effective date of the permit and the permit’s expiration date. If an out of state permit is obtained for a project located along the border, it should also be noted in the “Other” box. Keep “other” permit name under 40 characters.

**Effective Date** = “date obtained”, “effective date”, “issued date”, depending on the permit.  If the permit only requires an application (for example, 404 NWP), include the application date in the Effective Date column.

Do not write “TBD” or an anticipated date. If the permit has not been received, leave the permit dates blank.

**Expiration Date.** If the permit does not have an expiration date, indicate “No Exp.”