

# Environmental Program Performance Management



## State Historic Preservation Office/ FDOT Central Environmental Management Office Annual ETDM Program Review Meeting Notes

<b>Meeting Date and Location</b>	<b>Meeting Attendees</b>	
March 9, 2005 Burns Building	Buddy Cunill Roy A. Jackson	FDOT
	Brian Yates Barbara Mattick Sherry Anderson Frederick Gaske	SHPO
	George Hadley Cathy Kendall Damaris Santiago	FHWA
	Gary Phillips Terri Alexander Jordan Smith	URS

### **EST Discussion**

#### **Discussion of SHPO Review (Use of Environmental Screening Tool)**

- An overview of completed SHPO project reviews using the EST was presented to the group. A total of 117 projects were reviewed by SHPO under the Historic and Archaeological issue, of which 82 were contained in the Planning Screen and 35 were contained in the Programming Screen. Ninety-one percent of the projects reviewed by SHPO were reviewed within the 45 or 60 day review period. Extensions were granted for one of project in the Planning Screen and 8 projects in the Programming Screen. SHPO has provided substantive and high quality comments during the first year of ETDM implementation.
- Out of the 117 project reviewed, the SHPO assigned 27 percent of the projects a degree of effect of minimal to none, 56 percent moderate and 16 percent substantial.
- SHPO has found it difficult to determine the criteria for the degrees of effect i.e. what constitutes a minimal to none, moderate, substantial, etc... SHPO has developed guidance language in determining the degree of effect impact on resources.
- SHPO expressed difficulty determining the criteria for the degree of effect i.e. what constitutes a minimal to none, moderate, substantial, etc...

# Environmental Program Performance Management



## State Historic Preservation Office/ FDOT Central Environmental Management Office Annual ETDM Program Review Meeting Notes

---

### *ETDM Process*

#### **How is interagency coordination between Districts and other ETAT agencies?**

- SHPO indicated that interagency coordination varies between FDOT Districts. The majority of Districts have not communicated with SHPO about comments submitted during the Planning and Programming Screens. However, on occasion District 5 has forwarded to SHPO a hard copy of Final Summary Report for various projects.
- SHPO indicated that they contact agencies outside EST for issues regarding permitting. These primarily include four of the five Water Management Districts, the Department of Environmental Protection, the Army Corps of Engineers, and all SAI projects submitted to the Florida State Clearinghouse. There has been very little dialogue between SHPO and other ETAT agencies. Occasionally, there have been a few projects for which SHPO has requested additional purpose and need clarification.

#### **Describe how SHPO is organized in Florida?**

- SHPO is located in the Florida Department of State, Division of Historical Resources, Bureau of Historic Preservation on the 4<sup>th</sup> Floor of the R.A. Gray Building, 500 S. Bronough Street, Tallahassee. For the compliance review section, the organization of the staff includes two dedicated compliance review positions, several OPS reviewers and one full-time and one part-time OPS Administrative Assistants. Incoming projects for SHPO review are spread among different staff which reduces continuity.
- Organizationally, for ETDM this program is similar to the Compliance Review Section. Two staff members are supervised by the Bureau Chief and have direct access to the Historic Preservation Officer, Director of the Division of Historical Resources, and the Deputy Secretary of the State.
- Today the team approach for projects review is handled in-house by SHPO ETAT staff. Project types typically reviewed by the Transportation Compliance Review Program staff include:
  - Cultural Resources Assessment Surveys (CRAS – these could be as required for compliance with PD&E, NEPA, Section 106 of NHPA, Chapter 267, Florida Statutes, or other regulations
  - Advance Notification
  - NEPA documents including EA, EIS, etc..
  - Permit Reviews where FDOT was the applicant including: WMD, DEP, CORPS, FCC, etc..
  - Consultation meetings

# Environmental Program Performance Management



## State Historic Preservation Office/ FDOT Central Environmental Management Office Annual ETDM Program Review Meeting Notes

---

- Mitigation involves coordination with other experts. Two ETAT members track all transportation projects for completion.

### **Describe your involvement with MPO's Planning Process?**

- SHPO's involvement with the MPO Planning Process includes the review of projects proposed in the EST Planning Screen.

### **Discuss the types of review SHPO conducts with FDOT that are outside of the EST. e.g. project field reviews, permitting reviews.**

- SHPO reviews Cultural Resource Assessment (CRAs) survey reports for transportation projects. In addition, SHPO reviews a substantial quantity of permit applications from the permitting agencies for transportation projects. The permits are forwarded to the SHPO throughout the permitting process, but typically occur late in project development.

### ***Contract Management Discussion***

#### **Renew Funding Agreement**

- SHPO Funding Agreement ends October 2005. SHPO would like to coordinate the Funding Agreement with state fiscal year and renew the Funding Agreement in July instead of October.
- SHPO states that it will need a new FTE position in the future. The need for the position will be discussed during negotiations for the new Funding Agreement.
- Need for Single Audit for existing content.
- SHPO was provided with Reference Manual
- SHPO agreed to experiment with new electronic forms
- SHPO has requested funding agreement be changed to coincide with DOT's Fiscal Year.

### ***General Discussion***

#### **What were the major barriers to coordination and involvement with FDOT projects?**

- SHPO referenced that budget and staff availability were in limited supply, and field reviews only occurred during rare instances. It was difficult for Compliance Review staff to participate in out-of-town or on-site meetings. Only in urgent cases was this type of travel authorized. Now, with a dedicated travel budget provided to the Transportation Compliance Review Program, SHPO staff can participate in meetings and on-site coordination and consultation when necessary.
- Staff expertise to deal with transportation projects was sometimes limited to one of two or three staff members and requests to amend the Funding Agreement to provide

# Environmental Program Performance Management



## State Historic Preservation Office/ FDOT Central Environmental Management Office Annual ETDM Program Review Meeting Notes

---

permanent supplemental funding for an additional Transportation Compliance Review Archaeologist.

- Current reporting procedures for quarterly activity and requisite documentation for advance pay requests for participation in the ETDM Process.
  - Lack of Line Item Authority
  - Unsynchronized Agreement Period with State Fiscal Year
  - After the fact reporting of Advance Payment funds
  - List of upcoming projects to help in scheduling.

### **Explain any program successes you have experienced?**

- The EST has proven to be a useful tool for providing high-level comments on possible impacts to significant or potentially significant historic properties. The EST has provided the opportunity to see other agency comments, good to work with other agencies and better quality comments.
- Projects reviewed using the EST, and on-site consultation and coordination have provided testament to the effectiveness of early involvement and collaborative decision making with FDOT.

### **What recommendations would you make to improve the environmental streamlining of the process?**

- Regular District-wide ETAT meetings would be beneficial. SHPO attended the District 2 ETAT meeting and it provided a good opportunity for the District to introduce upcoming projects in their District for review in the EST.
- SHPO expressed the need for Section 106 training within the FDOT Districts. SHPO is increasingly receiving permits for projects that may have been determined to be a Type 1 C.E. and was not reviewed for possible effect to historic properties, or significant changes to project scope. Some of the projects seem to exceed the Type 1 C.E. threshold, or still need to comply with Section 106 although it qualifies for a NEPA Categorical Exclusion.
- SHPO would like to see additional project types entered into the EST for agency review and comment – beyond major capacity projects including private and transit projects.
- SHPO would like to focus on areas of high probability in reviews.
- SHPO would like EST to include bridge projects which would be beneficial when addressing potential affects to cultural resources.
- Tracking additional Performance Measures such as: Cost savings associated with more defined Cultural Resource Assessment (CRA), Percent of projects reviewed that

# Environmental Program Performance Management



## State Historic Preservation Office/ FDOT Central Environmental Management Office Annual ETDM Program Review Meeting Notes

---

do not require a CRA and percent of projects that do not require an extensive CRA and may only require reconnaissance survey.

### What can be done better in ETDM performance by all parties?

- There should be more contact between SHPO and FDOT in order to improve overall Technical Assistance.

### What are your training needs for ETDM?

- SHPO has no immediate training needs at this time.

### What are the benefits of the EST/ETDM process?

- The EST has proved to be beneficial in review of projects not included in the EST and have been able to share the success and benefits of the EST with other SHPO staff members.
- Earlier involvement by SHPO in the Planning, Programming, Technical Studies, and Permitting stages allows for more thorough understanding of the project needs, alternative selection, technical study requirements, and the best course of action to avoid, minimize, and mitigate adverse effects to significant historic resource when a project threatens such resources. Overall, the EST/ETDM process leads to a smarter review by SHPO.
- The EST/ETDM process is a Win/Win program
- The EST/ETDM process has enhanced project reviews, resulting in continuity of staff.
- Improved response/timeframes
- Integrate processes
- EST/ETDM process provides for a Single Point of Contact.
- Continue to work together to make ETDM a better and more efficient process.

### Annual Report

- SHPO has completed Draft 1<sup>st</sup> Annual Report and will coordinate with FDOT and FHWA on finalizing.

### *Findings, Conclusions and Recommendations*

- Regular District-wide ETAT meetings to introduce upcoming projects for review in the EST. This will be an opportunity for Districts to introduce upcoming projects in their District for review in the EST. In addition, it will assist SHPO office with project planning and time and resource allocation. SHPO has recommended that all

# Environmental Program Performance Management



## State Historic Preservation Office/ FDOT Central Environmental Management Office Annual ETDM Program Review Meeting Notes

---

Districts provide a list of projects schedule for EST in future years. Coordinate with District ETAT.

- Better communication between the Districts and SHPO is needed concerning the availability of the summary reports so the agency can see how their comments were addressed. Verify/improve the Summary Report notification process.
- Training for assigning Degree of Effect. Agencies are assigning different degree of effect based on their agencies philosophy of impact. There should be some type of consistency among agencies. Coordinate with Pete McGilvray
- Section 106 training with Districts is needed. SHPO increasingly receives permits for projects that may have been determined to be a TYPE 1 C.E., was not reviewed for possible effects to historic properties, or significant changes to project scope. Some of these projects seem to exceed the Type 1 C.E. threshold, or still need to comply with Section 106 although it qualifies for NEPA C.E. status.
- SHPO understands that the EST was designed for major capacity improvement projects; however, they would like to see additional project types entered in to the EST for agency review and comment.
- Single Audit Language must be added to and made part of current and future Funding Agreements.