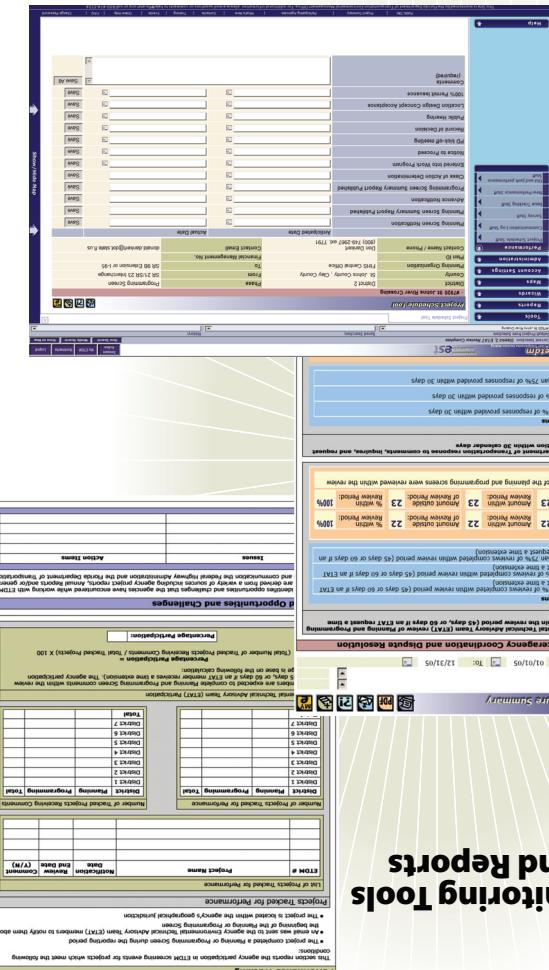


Monitoring and Reporting Tools



Performance Measures	
Goal 1: Improve interagency coordination and dispute resolution	1.1 Improve interagency coordination and dispute resolution
Goal 2: Integrate ETDM into project delivery	1.2 Improve interagency coordination and dispute resolution
Goal 3: Develop environmental stewardship through protection of environmental resources	1.3 Number of projects in Dispute Resolution
	1.4 Number of projects marked for "Potential Dispute" during a planning screen
	1.5 Review of all environmental documents, technical reports, and permit pre-applications within 30 or 45 calendar days, as appropriate (allowing 45 days for formal dispute [ETDAs] and 30 days for all others).
	1.6 Percentage of projects for which a draft Environmental Impact Statement (EIS) processing time between Date Initiated and Receipt of Decision (DOD) meets kick-off meeting Other (Specify)/Notice of Intent (NOI) Date and Receipt of Decision (DOD) Date/Project Kick-off meeting (Specify) and 30 months / within 36 months
	1.7 Assess quality of agency coordination
	1.8 Assess quality of District coordination
	2.1 Environmentally Sensitive (EIS) processing time between Date Initiated and Receipt of Decision (DOD) meets kick-off meeting (Specify)/Notice of Intent (NOI) Date and Receipt of Decision (DOD) Date/Project Kick-off meeting Other (Specify) and 30 months / within 36 months
	2.2 Environmentally Sensitive (EIS) processing time between Date Initiated and Receipt of Decision (DOD) meets kick-off meeting (Specify)/Notice of Intent (NOI) Date and Receipt of Decision (DOD) Date/Project Kick-off meeting Other (Specify) and 30 months / within 36 months
	2.3 Type 2 Category I kick-off meeting (Specify) and DCA
	2.4 Percentage of ETDM projects that have completed the Project Development and Environment (PDE) Phase to meet proposed schedule
	2.5 Percentage of Planning Summary Reports published within 60 days
	2.6 Percentage of Programming Summary Reports published within 60 days
	3.1 Number of Class of Actions (COAs) resulting in EIS per District and statewide
	3.2 Number of COAs resulting in EIS per District and statewide
	3.3 Assess quality of ETDM Project Data
	3.4 Assess quality of ETAT Comments
	3.5 Assess quality of ETAT Comments

The Performance Management Program is dynamic and will be updated as the ETDM PMP matures

The Performance Management Program is dynamic and will be updated as the ETDM PMP matures

Surveys

Project Schedule Timeline (Environmental Management)

ETDM Reviews and Summaries

The Safe, Accountable, Flexible, Efficient, Transportation Equity Act – Safetea-LU, adopted August 25, 2005 (23 USC), requires that performance measures be developed for a Legacy for Users (SAFETEA-LU), adopted in 1998. This PMP is an on-line system currently being customized statewide. The PMP to monitor and evaluate the success of the ETDM Performance Management Program was developed in concert with the ETAT agencies and DOT Districts to measure and monitor environmental review processes. The DOT has developed the ETDM Performance Management Program through its review timelines and programming and environmental review processes. The DOT has developed the ETDM Performance Management Program in conjunction with the ETAT agencies and DOT Districts to measure and monitor environmental review processes. The DOT has developed the ETDM Performance Management Program through its review timelines and programming and environmental review processes.

Performance Management

Information Sources Measuring Performance

Information Sources

Measuring Performance

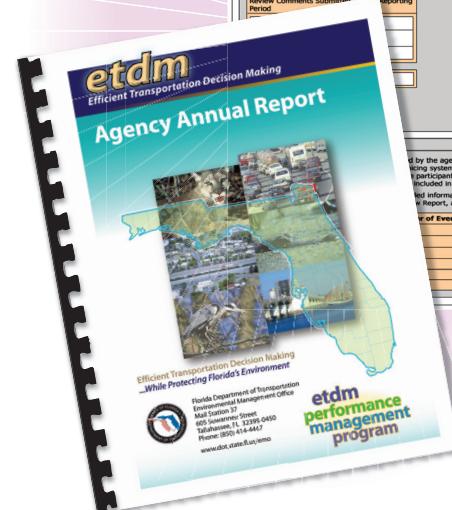
Performance data are collected in the EST to calculate the results of ETAT agency project reviews and timelines during normal project review activity. Surveys completed by the agencies and FDOT Districts provide a source of qualitative data.

A third source is data uploaded by FDOT Districts into the EST concerning environmental review timelines for NEPA projects.

This information is confirmed using a variety of methods:

1. EST, Invoice Reports, and Feedback Reports
2. ETAT and District Surveys and Survey Summary Reports
3. Teleconferences/Face-to-Face Meetings with ETAT and FDOT Districts

Agency Feedback Report	
Agency	Reporting Period
Florida Department of Transportation	From: 07/25/06 To: 01/25/07
Purpose	
Purpose goes here.	
Accomplishments	
This section describes the level of work that occurred during the reporting period, whether or not a screening event was completed.	
ETDM Screening Events	
Number of Notifications Sent to Agency During Reporting Period	
Planning Screen	
Programming Screen	
Total Notifications	
Number of Planning or Programming Screens Completed During Reporting Period	
Planning Screen	
Programming Screen	
Total Completions	
Number of Review Comments Submitted During Reporting Period	
Includes comments for all issues and alternatives	
District 1	
District 2	
District 3	
District 4	
District 5	
District 6	
District 7	
Total	



Summary

The goal of the Performance Management Program is to maintain an efficient and inclusive program that actively seeks to improve communication, coordination, and process and program problem solving among all parties participating in the ETDM Process. Performance Monitoring is built on a strong partnering concept and ensures that issues are identified early, discussed, resolved and documented.

The PMP uses an on-line system that provides the tools necessary to upload information and provide reports for monitoring purposes for use in discussions with ETAT agencies and FDOT Districts on program performance elements and measures. In the future, this PMP will expand to include many of the environmental program areas of interest to FDOT and the FHWA. Examples of program areas for future inclusion are noise mitigation, wetland mitigation, endangered species mitigation, and historic and archaeological resource mitigation.

In addition, the Quality Assurance Program for the Environmental Management Office is currently being linked and integrated with the ETDM Performance Management Program so that program and process information can be fully utilized in identifying and addressing program needs, successes, best practices and benefits.

Keys to Success:
communication
coordination
documentation
efficiency
inclusiveness
monitoring
partnership



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v.2008_10

performance management program



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performance management program

etdm

Efficient Transportation Decision Making

The Performance Management Program (PMP) consists of three major elements: Measuring, Monitoring and Steering. The first element is "Measuring" through a series of Periodic Performance Reviews conducted throughout the year. One review mechanism is the Biennial Survey and Semi-Annual Feedback reports, which provide feedback to participants and FDOT. The third element is "Steering," which consists of problem identification and rapid problem solving through good communication between all parties to ultimately meet mutually defined goals of the ETDM Process. The PMP uses a cyclical process leading to improved performance, goal attainment, and improved project delivery.

Biennial Survey

The District ETDM Coordinators and agency ETAT members complete a survey on a biennial basis to assess the performance of the ETDM Program. Upon completion of the surveys, the results are analyzed and a meeting is held, as appropriate, and results are reported in the Agency and District Survey Results reports.

Project Schedule

Project Schedule is a report in the EST that lets a Project Manager or ETDM Coordinator see key milestone dates for a project at a glance. It is a useful way to quickly identify important dates in the history of a project and outstanding milestones. The report can also contain links to the AN Package and Class of Action Determination. Currently the information on ETDM Benefits comes from the ETDM Quarterly Reports received from the FDOT Districts. Once fully implemented, the Project Schedule will become the primary mechanism for capturing information on ETDM Benefits.

Invoicing Reports

FDOT uses an On-line Invoicing System for ETDM. The objectives of the ETDM On-line Agency Invoicing System are to reduce paperwork, expedite the invoicing process, and reduce errors. Each agency provides an Activity Report in support of their invoice, which addresses performance measures, ongoing issues, and EST and ETDM Program problems requiring immediate attention.

Participation & Status Reports

Each quarter, ETAT Participation and Summary Report Status reports are generated and emailed directly to ETDM personnel within FDOT and the ETAT agencies to provide updates on their performance in the ETDM Planning and Programming Screens conducted during the quarter. This allows for corrective action if performance issues are indicated.

Feedback Reports

These reports provide individual agencies with semi-annual performance information regarding their ETDM activities. These reports summarize performance results associated with agency-related performance measures. The reports include performance results for agency participation in ETDM Planning and Programming Screens and statistics about participation in other related activities, as well as the status of issues and action items identified in the Biennial Survey reports and invoice-related Activity Reports.

measuring

Measuring

focuses on Agency and FDOT participation and performance, by gathering information from participants using the EST, in order to evaluate whether performance measures are achieved.

monitoring

Monitoring

consists of reviewing data and providing feedback to participants and FDOT management throughout the process.

steering

Steering

focuses on taking necessary actions to fix problems and support agencies, FDOT Districts, and program elements in successfully meeting performance measures and ETDM Program goals.

steering

Issue Tracking (ongoing)

An on-line database used when an issue relating to ETDM cannot be resolved quickly. The issue is recorded and assigned to appropriate personnel for action. ETDM Program support personnel record and update the status of the action items in the database. The status of action items is included in the Semi-Annual Agency Feedback Report for the agency that reported the problem.

steering

Focused Review

After the survey period, focused performance review meetings are scheduled with agencies and FDOT Districts to discuss the results and address any issues. During the early years of ETDM Process implementation, these meetings were held annually. Currently, meetings are planned, as required, according to survey results and discussions with individual agencies and FDOT Districts.

ETDM Quality Assurance

The Environmental Management Office (EMO) submits an Annual Quality Assurance Monitoring Plan that identifies key processes, customer and regulatory requirements, review teams, measures, performance targets and review schedules. Every three years, this plan addresses the ETDM Program, incorporating elements from the ETDM Performance Management Program.