

LAP MANUAL UPDATES – February 2020

Preface – Definitions. Updated definitions where needed.

Chapter 3 – Roles and Responsibilities

- **3.2 – General VDOT Oversight Expectations/Obligations.** Added an 11th bullet that reads, “Change/Work Order reviews”.
- **3.3 – General LPA Expectations.** In the last paragraph, added a sentence that reads, “Refer to Chapter 13 to determine which documents need to be submitted to VDOT before project acceptance”.
- **3.4 – Staff Responsibilities.** On the 2nd line, added “...full-time local...”.
- **3.4.1 – The VDOT Project Coordinator.** Adjusted the 5th bullet to read, “Monitor LPA’s Budget and Schedule to ensure federal obligations are met”.
- **3.4.3 – The LPA Project Manager.** Added bullet that reads, “Plan Reviews and Submissions” as a part of items the LPA Project Manager is responsible for.

Chapter 5 – State Funded Projects and Special Programs

- **5.1 – Introduction.** Under the heading ‘Design-Build (DB)’, added a final sentence that reads, “Additional coordination is necessary between the Locality and VDOT’s Alternative Project Delivery Division”.
- **5.2 – Environmental Coordination.** Updated the 1st sentence to read, “The State Environmental Review Process (SERP) only applies to state-funded projects, where the total project cost is \$500,000 or more (PE, RW, CN)”.
- **5.2 – Construction Administration.** Revised the 2nd sentence to read, “Prior to installation, the Department must approve materials incorporated into the project”.
- **5.3 – Transportation Alternatives Program (Formerly Enhancement Program).** On line 9, added “...Also, for TAP projects initiated in 2008 and later, VDOT will provide the required NEPA document and conduct the associated coordination (i.e. the PCE or CE)...”.

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- **5.5.3 – NEPA and Public Involvement.** Adjusted paragraph to read, “Prior to the release of the RFP, it is VDOT’s practice to complete the National Environmental Policy Act (NEPA) Document; any deviation from this practice requires special approval from FHWA¹. The NEPA Document is required to obligate right of way and construction funds. In addition, applicable public involvement requirements must also be met prior to the release of the RFP”. Added reference 1 in the page footer.

Chapter 9 – Project Development Overview / Summary

- **9.2 – Project Authorization.** Under the heading “Right of Way”, adjusted the 7th bullet to read, “Environmental Right of Way Re-Evaluation (EQ-201) complete for CE/EA/EIS or Environmental review of project related deliverables complete for the PCE”.
- **9.2 – Project Authorization.** Under the heading “Construction”, adjusted the 5th bullet to read, “Environmental PS&E Re-Evaluation (EQ-200) and Environmental Certification/Commitments Checklist (EQ-103) complete”.
- **9.3 – Project Development Process.** Under the heading “Public Involvement/Public Hearings”, added “...and the environmental document...” on line 5.
- **Federal-Aid and State-Aid Checklists.** Under the heading “PE Phase Authorized”, for the task name “NEPA Concurrence”, added the following “...(not required for OTPCE or PCE)...”.
- **Federal-Aid and State-Aid Checklists.** Under the heading “PE Phase Authorized”, for the task name “NEPA Documentation”, added the following “...Document and...”.
- **Federal-Aid and State-Aid Checklists.** Under the heading “PE Phase Authorized”, for the task name “NEPA R/W Re-evaluation”, added the following “...(EQ-201) or Environmental deliverable review...”.
- **Federal-Aid and State-Aid Checklists.** Under the heading “Right of Way Authorization”, added the following new task name “...Water quality permits/finalize coordination with environmental regulatory agencies...”.
- **Federal-Aid and State-Aid Checklists.** Under the heading ‘Project State Authorization’, replaced “...construction projects > \$500,000...” with “...State funded projects, where the total cost (PE, RW, CN) is \$500,000 or more...”.

Chapter 10 – Project administration and agreements

- **10.4 – Request to Administer Project.** Added a bullet “Access Programs” under “UCI Participant Projects”.

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- **10.6 – Appendix A to the Project Administration Agreement.** Under the heading “Project scope and schedule”, on line 2, replaced “...six...” with “...twelve...”.
- **10.6 – Appendix A to the Project Administration Agreement.** Under the bullet “Project Financing (all sources including priority funds)”, added language describing the order of funding spending priorities.
- **10.6 – Appendix A to the Project Administration Agreement.** Added the following sentence next to the “Important Information” icon on page 10-8, “...Additionally, the locality must commit to the initiation of the overall project and their share of the project funds...”.
- **10.6 – Appendix A to the Project Administration Agreement.** Added the following sentence in the middle of page 10-8, “...VDOT has provided an example of the recommended resolution template which is available on the Local Assistance forms website...”.
- **10.6 – Appendix A to the Project Administration Agreement.** Under the paragraph beginning with “Upon Execution” on page 10-8, added “...and/or his designee’s...”.
- **10.6.1 – Updating Appendix A of the Project Administration Agreement.** Under the heading “VDOT Responsibilities”, in the 5th bullet, added “...and/or his designee’s...”.
- **10.6.1 – Updating Appendix A of the Project Administration Agreement.** Under the heading “VDOT Responsibilities”, in the 6th bullet, added “...and/or his designee’s...”.
- **10.7 – Key Submittals / Requirements.** Under the column “VDOT Responsibility”, in the 4th cell, added “...and/or his designee’s...”.

Chapter 12 – Project Development

- **12.1 – Project Scoping Checklist.** Under the heading “CH 12.1 – Project Scoping”, in the first paragraph, replaced “...IIM-226.5...” with “...the Project Development Process flowchart...” due to the IIM-226.5 being voided on July 18, 2014.

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- **12.1.3 – Scoping Process Requirements.** Under the heading ‘Bid Additive – SMART SCALE and State of Good Repair (SGR) Projects’, added “Additional work to be performed by the contractor that will be included in the construction contract for advertisement and award as a bid additive requires additional coordination on SMART SCALE and SGR projects as this may impact the project's budget, scope and/or scoring factors of the approved application. Refer to Sections 12.6.7 & 12.6.9.2 in the LAP Manual for additional guidance when including additives on SMART SCALE and State of Good Repair Projects”.
- **12.3.3 – Project Schedules.** Under the heading ‘VDOT Responsibilities’, added the bullets “Project Agreement (10), Authorize Preliminary Engineering (PE) (12), Consultant Procurement when applicable (28), Public Involvement / Willingness (47) when applicable, Adopt Location and Design approval 949) when applicable, Utility Relocation (67U) when applicable, Obtain Environmental Permit (70), and Award Contract (84)”. Removed the bullets “Plan Submission Date 9PS&E Submittal Date) (72X), Environmental Reevaluation 966), and Construction Authorization (79)”.
- **12.4.5 – Public Participation Requirements.** In Paragraph 2, on line 3, replaced “...any significant social, economic or environmental effects...” with “...significant effects on the environment...”.
- **12.4.6 – Public Involvement Procedures.** Under the heading ‘Newspaper notification must include’, in the 6th bullet, replaced “...and the availability of the environmental assessment (EA) or draft Environmental Impact Statement (DEIS) (if Federally funded)...” with “...and if federally funded, the availability of an Environmental Assessment (EA) or draft Environmental Impact Statement (DEIS)...”.
- **12.4 – Public Involvement Checklist.** Removed the ‘X’ in the cell under the ‘UCI’ column and adjacent to the ‘Location and Design Approval’ row to maintain consistent guidance to UCI Localities on Public Involvement.
- **12.6.4 – Bid Proposal and Contract Requirements.** Under the heading ‘The bid proposal and contract must contain the following elements:’, “...Schedule of Bid Items (including any Additives and/or Deductives to the Base Bid)...”.
- **12.6.4 – Bid Proposal and Contract Requirements.** Under the heading ‘The bid proposal and contract must contain the following elements:’, added a bullet that reads, “Incentives/Disincentives, Liquidated Damages (if applicable)”.

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- **12.6.4 – Bid Proposal and Contract Requirements.** Under the heading ‘The bid proposal and contract must contain the following elements:’, added “...local specifications being used that have been previously approved by VDOT...”.
- **12.6.4 – Bid Proposal and Contract Requirements.** Added a final paragraph that reads, “The LPA’s final bid proposal should include all bid items, including any Additives and/or Deductives to the Base Bid. This must be shown in the PS&E package submitted to the VDOT PC, to ensure the project is reviewed and approved for funding authorization associated with federal and state funding requirements. After VDOT’s acceptance, no changes should be made to the final bid proposal during advertisement and/or award without VDOT approval”.
- **12.6.7 – Plans, Specifications, and Estimates Submittal Package & 12.6.9.2 – Submittal of the Award Package.** Under the heading ‘Bid Additive – SMART SCALE and State of Good Repair (SGR) Projects’, added “Additional work to be performed by the contractor that will be included in the construction contract for advertisement and award as a bid additive requires additional coordination on SMART SCALE and SGR projects as this may impact the project’s budget, scope and/or scoring factors of the approved application. The SMART SCALE Prioritization Process requires that a project that has been selected for funding must be re-scored and the funding decision reevaluated if there are significant changes to either the scope or cost of the project, when the anticipated benefits relative to funding have changed. In addition, if an estimate increases prior to project advertisement that exceeds the established thresholds, CTB action is required to approve the budget increase. The VDOT Project Coordinator should coordinate with the District Program Office before the LPA includes any additive. This should be done prior to a RW phase authorization, advertisement or award of the construction contract when additional work is being considered as a bid additive. Subsequently, the District Program Office should inform the IID Director to determine if the additive warrants further review by OIPI, SSWG and EWG as outlined in the SMART SCALE Project Change Guide”.
- **12.6.7 – Plans, Specifications, and Estimates Submittal Package.** Under item ‘(2)’, added “...(including Base Bid Additives and/or Deductives)...”.
- **12.6.7 – Plans, Specifications, and Estimates Submittal Package.** Under the heading ‘Urban Construction Initiative’, in the 2nd paragraph, on the 1st line, added “...The LPA must request and receive funding verification from VDOT,...”.

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- **12.6.9.2 – Submittal of the Award Package.** Under the heading ‘Urban Construction Initiative’, in the first line, added “...but we still need VDOT Civil Rights concurrence...”.
- **12.6.11 – Key Submittals / Requirements.** Updated language and text in Chapter 12.6.11 in Key Submittals/Requests Table.
- **Appendix 12.6 A.** Under the heading ‘Submission of Finalized Documents for Projects Requesting Authorization to Advertise’, in the 2nd item, added “...,Additives and/or Deductives (PC to ensure VDOT CN oversight costs are included in the final costs)...”.
- **Appendix 12.6 B.** Under the 15th check box, added “...;PC to ensure VDOT Construction oversight costs are included...”.

Chapter 15 – Environmental Requirements

- **Environmental Flow Chart.** Updated flow chart for Chapter 15.
- **15.1.1 – Introduction.** In paragraph 3, line 2, removed “...preferably...”, and added a link for “VDOT’s Project Early Notification Form (EQ-429). On line 3, added “...including a project location on a topographic map,...” (page 15-6). On lines 5 and 6, added “.../shared use paths, culverts/bridge structures...” and “...potential...”.
- **15.1.1 – Introduction.** Adjusted the final paragraph in Chapter 15.1.1 to read “...Finally, LPAs are advised that locally administered projects—like VDOT-administered projects—are tracked on VDOT’s external dashboard so that the public can see how the projects are performing in accordance with schedule and budget. It is important that the LPA’s project schedule and budget are both comprehensive and reasonable, accounting for all required environmental activities, the time needed to complete the activities, and budget to support the completion of the activities. It is essential that LPA’s provide VDOT with supporting documentation demonstrating completion of the environmental work and the fulfillment of environmental commitments, especially that relate to NEPA and water quality permits...”.
- **Appendix 15.1 - A – Summary Table of Primary Tasks/Responsibilities.** Language in multiple cells adjusted.

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- **Appendix 15.1 – B.** Under the heading “National Environmental Policy Act (NEPA)”, in the 9th bullet, replaced “...(16 U.S.C. 470f)...” with “...54 U.S.C. 300101 et seq....”.
- **Appendix 15.1 – B.** Under the heading “National Environmental Policy Act (NEPA)”, in the 20th bullet, replaced “...16...” with “...54...”, and “...470f...” with “...306108...”.
- **Appendix 15.1 – B.** Under the heading “National Environmental Policy Act (NEPA)”, removed the 21st bullet “...Section 110 of the National Historic Preservation Act, 16 U.S.C. 470h 2; 36 C.F.R. 78...”.
- **Appendix 15.1 – B.** Under the heading “Cultural Resources”, in the 1st bullet, replaced “...16...” with “...54...”, and “...470f...” with “...306108...”.
- **Appendix 15.1 – B.** Under the heading “Cultural Resources”, added a new 3rd bullet “...National Register of Historic Places, 36 C.F.R. Part 60; 36 C.F.R. Part 63...”.
- **Appendix 15.1 – B.** Under the heading “Cultural Resources”, added a new 4th bullet “...Section 4(f) of the Department of Transportation Act, 49 U.S.C. 303 and 23 USC 138, 23 CFR 774...”.
- **Appendix 15.1 – B.** Under the heading “Cultural Resources”, in the 5th bullet, added “...,Pub. L. 91-190...” at the end of the sentence.
- **Appendix 15.1 – B.** Under the heading “Cultural Resources”, in the 6th bullet, deleted “...-1192...”.
- **Appendix 15.1 – B.** Under the heading “Cultural Resources”, added a new 7th bullet “...Permit required to conduct field investigations; ownership of objects of antiquity; penalty, Code of Virginia 10.1-2302...”.
- **Appendix 15.1 – B.** Under the heading “Cultural Resources”, added a new 8th bullet “...Permit required for the archaeological excavation of human remains, Code of Virginia 10.1-2305...”.
- **Appendix 15.1 – B.** Under the heading “Cultural Resources”, added a new 9th bullet “...Underwater historic property; penalty, Code of Virginia, 10.1-2214...”.
- **15.2 – National Environmental Policy Act.** Updated flow chart for Chapter 15.2.

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- **15.2.1 – Introduction.** Added the following at the end of paragraph 1, “...LPAs are advised that in order for FHWA to issue a NEPA decision the project must be fiscally constrained, demonstrating that a subsequent phase of the project is funded (right-of-way and/or construction) and that the project is properly programmed in the Statewide Transportation Improvement Program (STIP) and the local Transportation Improvement Program (TIP). For more information about fiscal constraint requirements, please contact the VDOT Project Coordinator...”.
- **15.2.1 – Introduction.** Under the 2nd bullet, on the 3rd line, replaced “...other...” with “...large...”, and deleted “...including those consisting of four lanes...”.
- **15.2.1 – Introduction.** Under the 3rd bullet, added the following at the end of the paragraph, “...The conclusion of the EIS process is the issuance of a Record of Decision (ROI)...”.
- **15.2.2 – Applicability.** In the 1st paragraph, under the 1st bullet, on the 2nd line, replaced “...another...” with “...a...”, and added “...by another federal agency other than FHWA...”.
- **15.2.2 – Applicability.** Under the heading “Transportation Enhancement/Alternatives Projects”, in the 1st paragraph, on lines 5 and 6, replaced “...basic coordination and required NEPA document...” with “...required NEPA document and conduct the coordination needed to complete it (i.e. the PCE or CE)...”.
- **15.2.2 – Applicability.** Under the heading “Transportation Enhancement/Alternatives Projects”, in the 2nd paragraph, on lines 6 and 7, replaced “...or wetland findings / delineations...” with “...wetland/stream delineations, or threatened and endangered species clearance (including Section 7 consultation if applicable)...”.
- **15.2.4.1 – Programmatic Categorical Exclusions (PCE).** In the final paragraph, replaced “...VDOT District Environmental Section...” with “...District Environmental Manager (or designee)...”. Added the following language after the final paragraph, “...In addition, VDOT has coordinated several One-Time Programmatic Categorical Exclusions (OTPCEs) with FHWA for projects that are of limited scope and are known to have no environmental impacts, such as pavement markings or signal head replacements. LPAs should contact the VDOT District Environmental Manager (or designee) for a determination as to whether or not their project qualifies for an OTPCE. If it does, then NEPA will be satisfied without further environmental review...”.
- **15.2.4.2 – Categorical Exclusions (CE).** In the final sentence, replaced “...VDOT...” and “...Section...” with “...Manager (or designee)...”.
- **15.2.4.3 – Submitting the PCE/CE.** In the 2nd paragraph, on line 2, replaced “...announcement of a public hearing...” with “...release for public availability...”.

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- **15.2.4.3 – Submitting the PCE/CE.** Under the heading “VDOT Responsibilities”, in the 6th bullet, replaced “...CE...” with “...including any commitments identified in the document...”.
- **15.2.4.3 – Submitting the PCE/CE.** Removed “The District Environmental Manager (or designee) will upload the NEPA document and all supporting materials, including FHWA’s approval, into CEDAR” and “VDOT will conduct random reviews to confirm LPA implementation process for all environmental commitments”.
- **15.2.5 – Environmental Assessments (EA).** In the 6th paragraph, on lines 4 and 5, replaced “...for the...” with “...for environmental quality assurance review by the District Environmental Manager (or designee) before...”.
- **15.2.5 – Environmental Assessments (EA).** Under the heading “VDOT Responsibilities”, in the 5th bullet, replaced “...Commitments in the FONSI will also be entered into the CEDAR Commitments tab...” with “...including any environmental commitments identified in the FONSI...”.
- **15.2.5 – Environmental Assessments (EA).** Removed “The VDOT Project Coordinator will verify that the LPA has incorporated all environmental commitments into their design plans, and the Area Construction Engineer (ACE) will verify that they have been incorporated into the construction project”.
- **15.2.5 – Environmental Assessments (EA).** Added the following as a bullet, “...VDOT will conduct random reviews to confirm LPA implementation process for all environmental commitments...”.
- **15.2.7 – References.** Added the following as a bullet, “Environmental Assessment Outline and Guidance”.
- **15.3 – State Environmental Review Process (SERP).** Updated flow chart for Chapter 15.3.
- **15.3.2 – Applicability.** Updated the 1st sentence to read, “The State Environmental Review Process (SERP) only applies to state-funded construction projects with an estimated cost of more than \$500,000 (PE, RW, CN)”.
- **15.3.3 – SERP Coordination Process.** In the 3rd paragraph on line 8, added the following sentence, “...LPAs are advised that the PEI is not an environmental clearance, but instead only a preliminary inventory of known environmental resources and issues. It is the LPA’s responsibility to conduct additional studies and coordination as needed to obtain all necessary environmental clearances for a project...”.
- **15.4 – Cultural Resources.** Updated the flow chart for Chapter 15.4.

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- **15.4.1 – Introduction.** In the 1st paragraph on line 6, added “...director of the...”.
- **15.4.1 – Introduction.** Under the heading “(1)”, removed “.../interested...”.
- **15.4.2 – Applicability.** Under the 1st bullet on line 3, added “...or land conveyance by a federal land management agency...”.
- **15.4.3 – Section 106 Coordination Process.** In the 1st paragraph on line 4, added “..., on behalf of FHWA...”.
- **15.4.3 – Section 106 Coordination Process.** In the 2nd paragraph on line 2, added “...(VDHR)...”.
- **15.4.3 – Section 106 Coordination Process.** In the 2nd paragraph on line 5, added “...Consultation with Indian tribes must recognize the unique government-to-government relationship between the Federal government and tribes. Thus, the LPA may not consult directly with tribes on behalf of FHWA. Instead, the LPA must request that FHWA contact potentially interested tribes to determine whether they wish to participate in Section 106 consultation...”.
- **15.4.4 – Effect Determinations.** In the 1st paragraph, on lines 1 and 2, removed “...with...”, added “...the...”, “...Project Coordinator...”, and “...prepared to document the identification of historic properties...”.
- **15.4.4 – Effect Determinations.** In the 2nd paragraph on line 4, added “...When VDHR has imposed conditions on a project to reach a determination of No Adverse Effect (e.g. the LPA’s future coordination of detailed project plans with VDHR), the LPA must provide written documentation of its acceptance of those conditions to the VDHR and the VDOT Project Coordinator...”.
- **15.4.5 – Memorandum of Agreement.** In the 1st paragraph, removed “...Memoranda of Agreement ()...”, added “...with the LPA and VDHR...”, and “...The District Environmental Manager (or designee) can provide the LPA template language for the MOA...”.
- **15.4.6 – Post Consultation/Construction.** In the 1st paragraph, removed the 2nd sentence. Adjusted the 3rd sentence to read “...The LPA must provide the VDOT Project Coordinator with documentation identifying all NEPA project commitments.”
- **15.4.6 – Post Consultation/Construction.** In the 1st paragraph, added the following sentence at the end of the paragraph, “...The LPA is required to maintain project files demonstrating that all project commitments (not just

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NEPA commitments) have been implemented and completed prior to project completion. VDOT will conduct random reviews to confirm an implementation process is in place and being followed...”.

- **15.4.6 – Post Consultation/Construction.** In the 2nd paragraph, added the following on line 4, “...The VDOT Project Coordinator will forward this documentation to the District Environmental Manager (or designee)...”.
- **15.4.7 – VDHR Permits.** Replaced “...Permits are issued through the VDHR’s Division of State Archaeology...” with “...The application form for a permit can be found on VDHR’s website...”.
- **15.4.7 – VDHR Permits.** Under the heading “VDOT Responsibilities” in the 2nd bullet, removed “...between...”, added “...among...” and “...FHWA...”.
- **15.4.7 – VDHR Permits.** Under the heading “VDOT Responsibilities” in the 3rd bullet, adjusted the first sentence to read “...Before the NEPA document can be completed, the VDOT Project Coordinator must receive from the LPA and provide to the District Environmental Manager (or designee) copies of technical reports, written correspondence between the LPA and VDHR, including...”.
- **15.4.7 – VDHR Permits.** Removed “The VDOT Project Coordinator will verify that the LPA has incorporated all cultural resources commitments into their design plans, and the Area Construction Engineer (ACE) will verify that they have been incorporated into their construction project”.
- **15.4.7 – VDHR Permits.** Added the following as the 6th bullet, “...VDOT will conduct random reviews to confirm LPA implementation process for all environmental commitments...”.
- **15.4.8 – References.** At the end of bullet 1, added link for “Section 106 Overview”.
- **15.4.8 – References.** At the end of bullet 2, added link for “Review and Compliance Division”.
- **15.4.8 – References.** At the end of bullet 3, added link for “Guidelines for Conducting Historic Resources Survey in Virginia”.
- **15.4.8 – References.** At the end of bullet 4, added link for “Virginia Cultural Resource Information System”.
- **15.5 – Section 4(F) Evaluations.** Updated flow chart for Chapter 15.5.

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- **15.5.3 – Section 4(f) Coordination Process.** Above the 4th paragraph, added the following “Important Note”, “...The identification of a *de minimis* determination requires an opportunity for public review and comment...”.
- **15.5.3 – Section 4(f) Coordination Process.** Under the heading “VDOT Responsibilities”, in the 3rd bullet, added the following sentence, “...The FHWA finding will be uploaded into CEDAR and any mitigation measures will be entered into the CEDAR Commitments tab...”.
- **15.5.3 – Section 4(f) Coordination Process.** Under the heading “VDOT Responsibilities”, in the 6th bullet, added the following sentence, “...The signed coversheet will be uploaded into CEDAR and any mitigation measures will be entered into the CEDAR Commitments tab...”.
- **15.5.3 – Section 4(f) Coordination Process.** Under the heading “VDOT Responsibilities”, in the 8th bullet, added the following sentence, “...The signed coversheet will be uploaded into CEDAR and any mitigation measures will be entered into the CEDAR Commitments tab...”.
- **15.5.3 – Section 4(f) Coordination Process.** Under the heading “VDOT Responsibilities”, in the 9th bullet, added the following sentence, “...The signed coversheet will be uploaded into CEDAR and any mitigation measures will be entered into the CEDAR Commitments tab...”.
- **15.5.3 – Section 4(f) Coordination Process.** Under the heading “VDOT Responsibilities”, in the 10th bullet, removed the 2nd sentence.
- **15.5.3 – Section 4(f) Coordination Process.** Under the heading “VDOT Responsibilities”, added an 11th bullet that reads “...VDOT will conduct random reviews to confirm LPA implementation process for all environmental commitments...”.
- **15.5.4 – References.** In the Section (4f) Evaluation form bullet, removed “...and Guidance...”.
- **15.6 – Noise Studies and Abatement.** Updated flow chart for Chapter 15.6.
- **15.6.1 – Introduction.** In the 2nd paragraph on line 7, replaced “...July of 2015...” with “...February 20, 2018...”.
- **15.6.3.1 – Project Type Determination.** In the 1st paragraph, added the following sentences, “...Type III projects do not need to be evaluated for noise abatement. The project type determination (i.e., Type I or Type III) shall be reviewed and approved by the VDOT Noise Section...”.

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- **15.6.3.2 – Noise Analysis.** In the 1st paragraph on line 1, added “...preliminary and/or final design...”.
- **15.6.3.2 – Noise Analysis.** In the 2nd paragraph on line 1, added “...Noise Analysis Technical Report...”.
- **15.6.3.3 – Noise Abatement Design.** In the 1st paragraph on line 4, added “..., and will evaluate any associated noise level changes...”.
- **15.6.3.3 – Noise Abatement Design.** In the 3rd paragraph, replaced “...and they are presented...” with “...to mitigate highway traffic noise, as outlined...”.
- **15.6.3.4 – Citizen Coordination.** In the 1st paragraph, added “...showing location of the proposed noise barrier wall...” and removed “...An example of the cover letter and survey for the citizens is located at http://virginiadot.org/projects/pr_noise_walls_about.asp...”.
- **15.6.3.4 – Citizen Coordination.** In the 2nd paragraph on line 4, added “...from an evaluated noise barrier...”.
- **15.6.3.4 – Citizen Coordination.** In the 3rd paragraph, added the sentence “...All votes received shall be documented in an addendum to the final design noise analysis...”.
- **15.6.3.4 – Citizen Coordination.** Under the heading “VDOT Responsibilities”, added a 3rd bullet stating, “...The District Environmental Manager (or designee) will coordinate with the VDOT Noise Section on the review and approval of any needed preliminary noise analysis and/or final design noise analysis...”.
- **15.6.3.4 – Citizen Coordination.** Under the heading “VDOT Responsibilities”, in the 5th bullet, added “...for noise barriers recommended for construction...”.
- **15.6.3.4 – Citizen Coordination.** Under the heading “VDOT Responsibilities”, in the 6th bullet, added “...The approved noise barriers for construction will be entered into the Commitments tab in CEDAR by the VDOT Noise Section...”.
- **15.6.3.4 – Citizen Coordination.** Under the heading “VDOT Responsibilities”, removed the 7th bullet.
- **15.6.3.4 – Citizen Coordination.** Under the heading “VDOT Responsibilities”, added an 8th bullet stating “...VDOT will conduct random reviews to confirm LPA implementation process for all environmental commitments.”.

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- **15.7 – Air Quality.** Updated the flow chart for Chapter 15.7.
- **15.7.1 – Introduction.** In the 2nd paragraph, replaced “...Every...” with “...In areas where transportation conformity applies,...”, and replaced “...Metropolitan Washington Council of Governments...” with “...National Capital Region Transportation Planning Board...”.
- **15.7.1 – Introduction.** Revised a portion of the 3rd paragraph to read “...Depending upon its location and document type, projects may need to be evaluated for its impact on carbon monoxide (CO), mobile source air toxics (MSAT), and greenhouse gases (GHG). VDOT’s Scoping Guidelines for Project-Level Air Quality Analyses, Project-Level Air Quality Resource Document, and Template Report for Project-Level Air Quality Analyses set standards for air quality assessment work and must be followed to avoid approved delays...”.
- **15.7.1 – Introduction.** Added footnote references 1 and 2.
- **15.7.2 – Applicability.** Added footnote reference 3.
- **15.7.3 – Air Quality Coordination Process.** In the 1st paragraph on line 2, replaced “...Environmental...” with “...Air Quality...”. On line 3, replaced “...PM_{2.5}CO Analysis, and/or...” with “...CO, and/or GHG...”.
- **15.7.4 – References.** Removed bullets 2, 3, 4, 5, 10, 11. Added bullets 1, 5, 6.
- **15.8 – Water Quality Permitting.** Updated flow chart for Chapter 15.8.
- **15.8.3 – Water Quality Permitting Coordination Process.** In the 1st paragraph on line 6, inserted the sentence “...LPA’s should also demonstrate reasonable efforts to avoid/minimize impacts to surface waters as part of the design process...”.
- **15.8.3 – Water Quality Permitting Coordination Process.** Added a 2nd paragraph that reads, “...Permit acquisition (Activity 70) is tracked on the VDOT external dashboard for project development. If reporting permits (i.e. permits that require completion of a Joint Permit Application and/or submittal to VMRC) are required by federal and/or state permitting agencies, Activity 70 actual start and actual end dates must be provided to the VDOT project coordinator from the LAP for entry into CEDAR to inform the external VDOT dashboard. If a reporting permit is not

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required, the LPA must notify the LAP coordinator so the task can be zeroed out to inform the external VDOT dashboard...”.

- **15.8.3 – Water Quality Permitting Coordination Process.** Added a 4th paragraph that reads, “...The LPA is required to maintain project files demonstrating that all project commitments (not just NEPA commitments) have been implemented and completed prior to project completion. VDOT will conduct random reviews to confirm an implementation process is in place and being followed...”.
- **15.8.3 – Water Quality Permitting Coordination Process.** Under the heading “VDOT Responsibilities”, removed bullet 1 and 4. In the 3rd bullet on line 2, removed “...and enter commitments resulting from the NEPA permitting process into the Commitments tab...”. Added a 4th bullet that reads, “...VDOT will conduct random reviews to confirm LPA implementation process for all environmental commitments...”.
- **15.9 – Construction Administration.** Changed Chapter 15.9 title from “Construction Administration” to “Threatened and Endangered Species”.
- **15.9 – Threatened and Endangered Species.** Updated flow chart for Chapter 15.9.
- **15.9.3 – T&E Coordination.** Added Important Note above paragraph 4 that reads, “...T&E documentation must have been updated within the last 6 months or updated at the last project milestone, whichever time period is shorter, in order for VDOT certification. Frequently the T&E coordination will need to be updated/confirmed by the LPA prior to submission of the completed EQ-555...”.
- **15.9.3 – T&E Coordination.** In the 4th paragraph on line 5, inserted the sentence that reads, “...The LPA is required to maintain project files demonstrating that all project commitments (not just NEPA commitments) have been implemented and completed prior to project completion. VDOT will conduct random reviews to confirm an implementation process is in place and being followed...”.
- **15.9.3 – T&E Coordination.** Under the heading “VDOT Responsibilities”, deleted bullets 1 and 4. Added bullet 5 that reads, “...VDOT will conduct random reviews to confirm LPA implementation process for all environmental commitments...”.

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- **15.10 – Hazardous Materials.** Updated flow chart for Chapter 15.10.
- **15.10.1 – Introduction.** In the 4th paragraph on line 3, replaced “...can provide copies of...” with “...has a number of...”, and replaced “...that the LPA can follow...” with “...and the LPA is encouraged to coordinate with the District Environmental Manager (or designee) to obtain these procedures...”.
- **15.10.3 – Hazardous Materials Coordination Process.** In the 1st paragraph on line 2, replaced “...an inventory of known...” with “...any information VDOT has on file associated with previously identified...”.
- **15.10.3 – Hazardous Materials Coordination Process.** Revised the 2nd paragraph to read, “...After completion of the due diligence activities, the LPA must submit a completed and signed Hazardous Materials Due Diligence form (EQ-121) to the VDOT Project Coordinator for conveyance to the District Environmental Manager and the VDOT Regional Right-of-Way Manager for Right-of-Way Authorization...”.
- **15.10.3 – Hazardous Materials Coordination Process.** Under the heading “VDOT Responsibilities”, removed bullet 1. In bullet 2, replaced “...so that they can proceed with the NEPA document...” with “...in support of the...”.
- **15.11.3 – Right of Way Re-evaluation.** Under the heading “VDOT Responsibilities”, in the 3rd bullet, replaced “...send a...” with “...save the completed EQ-201 to the CEDAR Documentation tab and send a...”.
- **15.11.4 – Plans, Specifications, & Estimates (PS&E) Re-evaluation & Environmental Certification/Commitments Checklist.** Under the heading “VDOT Responsibilities”, the 3rd bullet was adjusted to read, “...The District Environmental Manager (or designee) will save the completed EQ-200 and EQ-103 to the CEDAR Documentation tab and will send copies to the VDOT Project Coordinator for conveyance to the LPA...”.
- **15.12.1 – Introduction.** In the 1st paragraph, revised the final sentence to read, “...It is the LPA’s responsibility to notify VDOT of any commitments in writing for incorporation into the administrative record and tracked accordingly...”.
- **15.12.1 – Introduction.** In the 2nd paragraph, revised the first 2 sentences to read, “...The LPA is required to maintain project files demonstrating that all project commitments (not just NEPA commitments) have been

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implemented and completed prior to project completion. VDOT will conduct random reviews to confirm an implementation process is in place and being followed...”.

- **Chapter 15 – Environmental Checklist.** Updated cells in the final 2 rows.

Chapter 16 – Right of Way

- **16.5 – Right of Way Phase Authorization.** Under the heading ‘VDOT Responsibilities’, added a 5th bullet that reads, “Environmental will perform the environmental re-evaluation (EQ-201) for CEs, EAs, and EISs and will review project related deliverables for PCE level projects. Environmental will notify the Project Coordinator of results of review as outlined in Chapter/Section 15.11 of this manual” (page 16-11).
- **Appendix 16-A – Right of Way Authorization Request.** Removed the EQ-121 form (page 16 A-7).