Section 404 Local Coordination Procedures: Checklist for Checkpoint 3 (PAR)

| Activity  | Responsible Team Member | Target Date in relation to CP 3 | Target Date | DateCompleted |
| --- | --- | --- | --- | --- |
| 1. Identify meeting location based on Checkpoint 2 decision for on-site meeting
 | Ecologist | 75 business days prior | Select Date | Select Date |
| 1. Invite meeting participants including GDOT district staff
 | Ecologist | 70 business days prior | Select Date | Select Date |
| 1. Review Checkpoint 1 and 2 correspondence and outcomes
 | Ecologist | 70 business days prior |  Select Date  |  Select Date  |
| 1. Coordinate with GDOT PM and Environmental Analyst to verify project description, N&P, and funding source (i.e., state or federal)
 | Ecologist | 70 business days prior | Select Date | Select Date |
| 1. Alert GDOT PM and Environmental Analyst of any changes in item 4 that could affect status of the project in the LCP, e.g., change in funding source, substantial change in preliminary N&P, scope of project as it relates to impact threshold and permit type. (PAR is required only for RGP 35 or IP. Proceed to Checkpoint 3 unless impacts are certain to remain below thresholds)
 | EcologistDesigner | 65 business days prior | Select Date | Select Date |
| 1. Building on efforts made during Checkpoints 1 & 2 and depending upon level of effort (methodology) agreed to during Checkpoint 2, map known environmental (natural and cultural) and community resources for each alternative being carried forward. Use available data from GNAHRGIS, information received from stakeholders as well as the locations of community resources (e.g., cemeteries, schools, churches, parks & recreation areas, fire stations)
 | Ecologist (with input from Environmental Analyst, Archaeologist & Historian) | 60 business days prior | Select Date | Select Date |
| 1. Add project design files to mapping with reasonably consistent level of detail for each alternative to compare preliminary impacts.
 | Ecologist Designer | 60 business days prior | Select Date | Select Date |
| 1. Use data from items 5 – 7 to create GIS mapping that depicts estimated impacts of each alternative on resources; scale should be based on readability of maps as report figures
 | Ecologist | 60 business days prior | Select Date | Select Date |
| 1. Use GIS analysis tools and/or design software to estimate resource impacts in comparative matrix format for report
 | Ecologist Designer | 60 business days prior | Select Date | Select Date |
| 1. Write draft PAR Report based on items 3 - 7 to describe process, compare practicable and feasible alternatives, propose and defend preliminary LEDPA
 | Ecologist | 50 business days prior | Select Date | Select Date |
| 1. Conduct technical and quality reviews with GDOT PM, Environmental and Design team. Revise per comments from project team
 | Ecologist | 40 business days prior | Select Date | Select Date |
| 1. Transmit PAR Report to USACE and FHWA (only for federal-aid projects) for initial review: **per the LCP, the draft PAR Report is due to Key Agencies 30 business days in advance of the scheduled meeting**
 | Ecologist | 30 business days prior | Select Date | Select Date |
| 1. Confirm receipt of Corps approval or comments on PAR Report; **per the LCP, approval or comments are due to GDOT 20 business days in advance of the scheduled meeting**
 | Ecologist | 20 business days prior | Select Date | Select Date |
| 1. Prepare draft visuals and any handout materials for PAR presentation (PowerPoint or similar presentation file is ideal format)
	1. Agenda/Introduction
	2. Overview of Previous LCP Steps
	3. Overview of Resources
	4. Alternatives Development
	5. Alternatives Comparison
	6. Summary of GDOT Recommendations
 | Ecologist Designer | 20 business days prior | Select Date | Select Date |
| 1. Revise (if required) to address USACE comments and transmit PAR Report to USACE, FHWA (only for federal-aid projects), and Commenting Review Agencies; **per the LCP, the PAR Report is due to Key and Commenting Agencies 15 business days in advance of the scheduled meeting**
 | Ecologist | 15 business days prior | Select Date | Select Date |
| 1. Update P6 activities 01762 & 01772
 | Ecologist | 15 business days prior | Select Date | Select Date |
| 1. Hold dry run meeting with GDOT PM and Environmental Analyst to confirm attendee(s) and speaking roles, to review visuals and handout materials, and to confirm any electronic files or handouts to share ahead of meeting
 | Ecologist | 10 business days prior | Select Date | Select Date |
| 1. Confirm meeting format and location (virtual access instructions, conference room, or field review site) for Checkpoint 3 meeting and visit or call in advance to review presentation logistics and any video equipment needs
 | Ecologist  | 5 business days prior | Select Date | Select Date |
| 1. Conduct PAR presentation with discussion of project alternatives, anticipated impacts, and proposed preliminary LEDPA
 | Project ManagerEcologist | At CP3/PAR meeting | Select Date | Select Date |
| 1. Update P6 activity 01782
 | Ecologist | 5 business days following | Select Date | Select Date |
| 1. Prepare draft meeting notes and email attendees requesting comments within 10 business days
 | Ecologist | 5 business days following | Select Date | Select Date |
| 1. Coordinate with USACE during agency comment period for any further discussion needed
 | Ecologist | 5 business days following | Select Date | Select Date |
| 1. Receive USACE determination of preliminary LEDPA or follow LCP procedures to resolve any disagreement; per **the LCP, comments are due to GDOT 15 business days following the meeting**
 | Ecologist | 10 business days following | Select Date | Select Date |
| 1. Circulate USACE determination to project team; file in ProjectWise
 | Ecologist | 15 business days following | Select Date | Select Date |
| 1. Update P6 activity 01799
 | Designer | Following A3M meeting | Select Date | Select Date |