

USACE Coordination Instructions

This guidance is intended for use by GDOT OES Staff and others involved in coordination between the Department and the US Army Corps of Engineers (USACE).

Types of Transmittal Packages:

- Practicable Alternatives Review (**PAR**) Coordination (*currently being updated*)
- Aquatic Resource Verification Request
- Scope of Analysis (**SOA**) Request
- Pre-Application Coordination under **Section 7 and/or Section 106**
- Pre-Construction Notification (**PCN**) Submittal
- Individual Permit (**IP**) Application
- Additional Types of Transmittals, as needed

Document Transmittal Guidance:

All documents shall first be submitted to the USACE electronically. The USACE will begin their review upon receipt of the electronic submittal. Following the electronic submittal, hard copies shall be submitted.

Additional guidance can be found in the Appendices of this guidance as follows:

- Appendix A – Transmittal Checklists
- Appendix B – Template Transmittal Letters
- Appendix C – Template Transmittal Emails
- Appendix D – SOA Map Instructions
- Appendix E - Document Labeling & File Guidance

The SOA Request shall be submitted to the USACE by the Environmental Analyst. When the Pre-Application Coordination request includes both ecology resources and cultural resources, it shall be submitted by the Environmental Analyst. Separate Section 7 and Section 106 Coordination Requests may be submitted by the SME.

All other packages are submitted by the Ecologist.

Electronic Submittal:

Refer to the previous section to see who is responsible for submitting each package to the USACE.

To submit electronic documents to the USACE, generate a transmittal email using the **guidance below** and the **email templates** in *Appendix C*.

Projects that do not have an assigned USACE Project Manager (PM) shall be submitted to the email address shown below. All other correspondence shall be directed to the USACE PM assigned to the project.

- Addressing the Email
 - i) If USACE PM is NOT Assigned: Address the email to the USACE-GDOT Inbox at <cesas-rd-gdot-esubmittal@usace.army.mil>
 - (a) CC: Project SMEs
 - (b) Do **NOT** CC: any specific USACE personnel
 - ii) If USACE PM is Assigned: Email USACE PM
 - (a) CC: SMEs (if sent by Env Analyst) Env Analyst (if sent by Ecologist/CR Specialist)
 - (b) Do **NOT** CC: the USACE submittal mailbox
- Documents to Include with Email

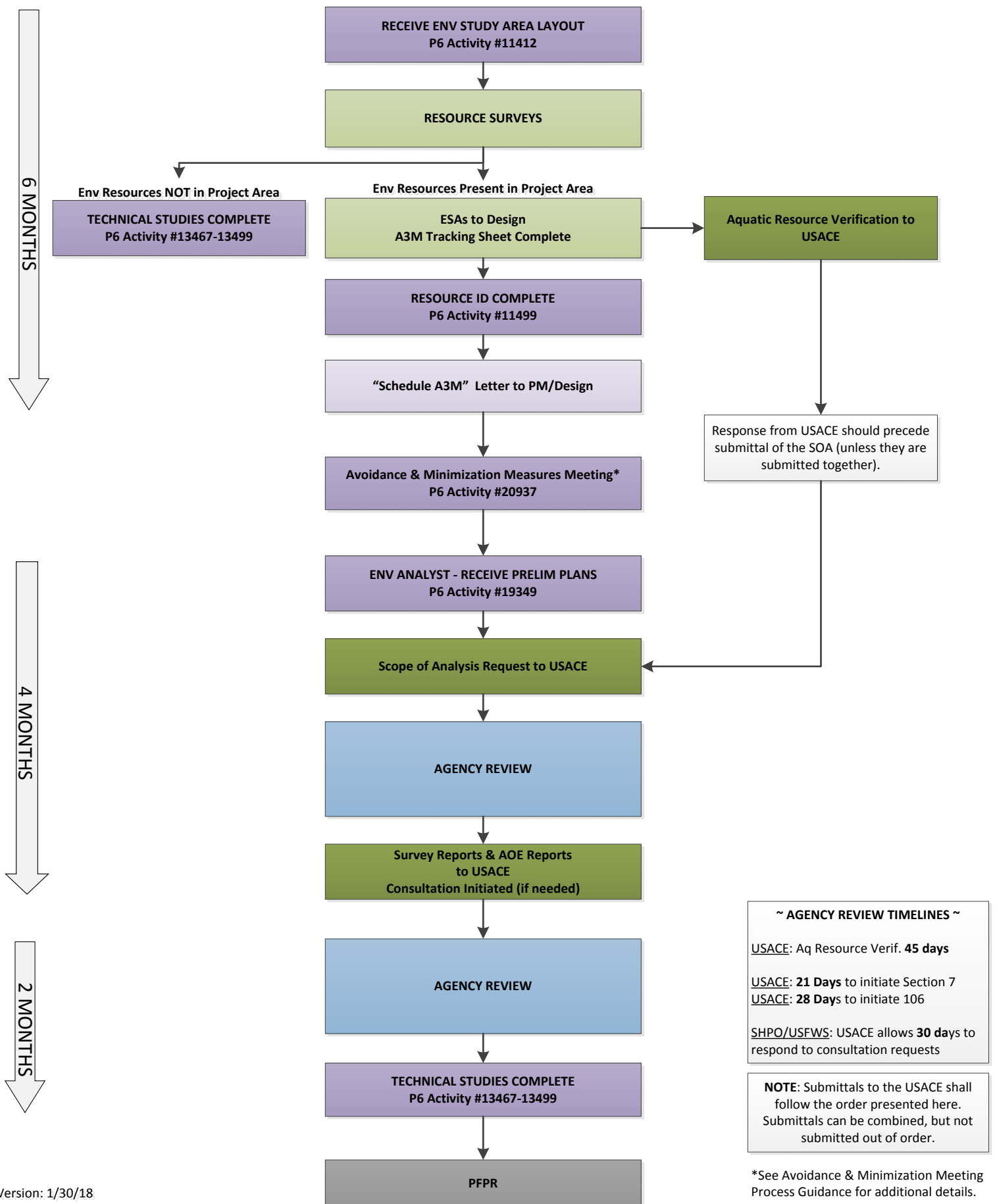
- i) Attach the document transmittal letter to the email.
- ii) Include a link to the SharePoint Site “USACE Transmittals” project folder which shall include all documents associated with the request.

Hard Copy Submittal:

Before sending hard copies of documents to the USACE, look through the document to ensure that it matches the electronic submittal exactly. Following submittal of the hard copies, update TPro to note that the hard copy was mailed.

- USACE Assignment
 - i) For initial submittals to the USACE-GDOT inbox, GDOT will receive the PM assignment and USACE file number (SAS-201X-XXXXX) the day after the electronic submittal.
 - (1) As soon as the USACE PM is assigned, mail the hard copies to the USACE PM.
 - (2) Email the USACE file number to the project team for use in all future correspondence. Update TPro comment to include USACE File number.
- USACE PM Previously Assigned
 - i) If the USACE PM is known, hard copies can be sent directly to the USACE PM immediately following the electronic submittal.

Office of Environmental Services ~ Environmental Process Overview For State-Funded Projects Requiring a 404 Permit



APPENDIX A

Transmittal Checklists

Transmittal Checklists

Aquatic Resource Verification:

- ☐ Transmittal Letter (*See Appendix B*)
- ☐ Request for review form
- ☐ Property owner information
- ☐ Table of aquatic resources in review area which may be subject to regulatory jurisdiction
- ☐ GPS Datasheet

Scope of Analysis Request:

- ☐ Transmittal Letter (*See Appendix B*)
- ☐ Overview map showing entire project length with impacted waters identified (*See Appendix D*)
- ☐ Zoomed in maps showing the impact to each impacted WOTUS and the locations of Cultural Resources (*See Appendix D*)

Pre-Application Coordination/Consultation Request:

- ☐ Transmittal Letter (*See Appendix B*)
- ☐ Ecology Assessment of Effects Report (EAOER)
- ☐ Cultural Resources Assessment of Effects to include resources in the USACE's SOA.

Other:

Checklists for PAR, PCN and IP are located on the Ecology SharePoint site in the "Shared Documents" library in the "USACE Guidance and Documents" folder.

APPENDIX B

Template Transmittal Letters



<<INSERT DATE>>

Ms. Kimberly Garvey, Deputy Chief
Regulatory Branch
United States Army Corps of Engineers
100 West Oglethorpe Avenue
Savannah, Georgia 31401
Attention: Richard Morgan

Subject: P.I. # _____, _____ County(ies); SAS# _____-____-____: State Funded Project;
Request for Scope of Analysis for the Permit Area and Area of Potential Effect under Section 106 of the
National Historic Preservation Act

Dear Ms. Garvey:

The Department is requesting your review of the subject project and a determination for the USACE's Scope of Analysis related to the proposed permitted action and resulting Area of Potential Effect (APE) for Cultural Resources. This project proposes _____. *(For initial project submittals to the Corps, include the Lat/Long of the project.)* The project is located at insert lat/long here.

To assist with this evaluation, please find attached a project location map showing Waters of US (WOTUS) along the GDOT project corridor that are anticipated to be impacted by this project. Additional maps are included that show the anticipated WOTUS impacts and the locations of cultural resources that are recommended eligible and ineligible per the NHPA.

This project has been state-funded from its inception.

OR

Previous Section 106 consultation was completed through the Federal Highway Administration (FHWA), and those resources are color-coded on the attached map along with resources identified since the project changed funding. As of _____, this project has been state-funded.

The Department respectfully requests your review of the attached resource location map(s) and your determination of jurisdiction and Section 106 APE for the proposed GDOT project.

We appreciate your assistance in this matter. Please direct your response or any questions to the project's Environmental Analyst, Name (email@dot.ga.gov or phone number) or Name of Env Analyst's supervisor (email@dot.ga.gov or phone number).

Sincerely,

Eric Duff
State Environmental Administrator

ED/INT

GDOT PI# _____, _____ County
Scope of Analysis Request

Enclosure: Project Location & Resources Map(s)

cc: _____, GDOT Project Manager, Office of Program Delivery
_____, GDOT Archaeologist
_____, GDOT Historian
_____, GDOT Ecologist
_____, <Name of Firm>, Consultant Archaeologist
_____, <Name of Firm>, Consultant Historian
_____, <Name of Firm>, Consultant Ecologist
_____, <Name of Firm>, Prime Consultant

GDOT PI# _____, _____ County
Scope of Analysis Request

ENCLOSURE

Project Location & Resources Maps



<<INSERT DATE>>

Ms. Kimberly Garvey, Deputy Chief
United States Army Corps of Engineers
Regulatory Division – Coastal Branch
100 West Oglethorpe Avenue
Savannah, Georgia 31401
Attention: Richard Morgan

Subject: P.I. # _____, County; SAS# _____ - _____: State Funded Project;
Recommendation for Consultation under Section 7 of the Endangered Species Act and Section 106 of the
National Historic Preservation Act *(Modify as needed.)*

Dear Ms. Garvey:

The Department is requesting your review and coordination on the subject project, which proposes _____.
(Include the project description as summarized in TPro – modified as needed.) A project location map and detailed
assessment of cultural and ecological resources and potential impacts are included in the attached documentation. The tables
below summarize the recommends regarding eligibility, determinations, and consultation. *(For initial project submittals to
the Corps, include the Lat/Long of the project.)* The project is located at insert lat/long here.

This is a state-funded project. Previous coordination was completed through the Federal Highway Administration (FHWA),
which is summarized below. As of _____, this project has been state-funded. *(Include this statement if the project had been
previously federally funded.)*

Dates of previously completed consultation (through FHWA): *(Include this only if the project had been previously federally
funded.)*

	Eligibility	Effects Determination	Mitigation	Additional Consultation Requested?
Archaeological Site(s)	Date	Date	Date	Y/N
Historic Structure(s)	Date	Date	Date	Y/N
Protected Species	NA	Date	NA	Y/N

The chart below summarizes project findings since the change in funding *(Include only if any previous coordination was
completed.)* and identifies the greatest impact level for each resource type and associated consultation requests. The attached
documents detail the recommended effect determination for each identified potential resource within the proposed
jurisdictional area of the project.

	Present in Proposed Jurisdictional Area	Eligible?	Impacted by Project?	Effect Recommendation*	Mitigation Required	Requesting Coordination with SHPO/THPOs/USFWS
Archaeological Site(s)	Y/N	Y/N	Y/N		Y/N	Y/N
Historic Structure(s)	Y/N	Y/N	Y/N		Y/N	Y/N

GDOT PI# _____, _____ County
Coordination Request

Protected Species	Habitat: <u>Y/N</u> Species: <u>Y/N</u>	NA	Y/N		Y/N	Y/N
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*Recommendation Abbreviations -NHPA: No Historic Properties Affected; NE: No Effect; NAE: No Adverse Effect; AE Adverse Effect; NE: No Effect; MANLAA: May affect, not likely to adversely affect; MALAA: May affect, likely to adversely affect.

The Department respectfully requests your review of the recommendations presented in this letter and accompanying documentation. If coordination with other agencies and Tribal Historic Preservation Officers (THPO) is required, the Department requests being copied on the communication with those agencies and THPOs for filing purposes. If it is determined that no additional coordination is required, the Department requests notification of your determination. For questions or requests for additional information, please refer to the contact information below.

We appreciate your assistance in this matter. Please direct your response or any questions to the project's Environmental Analyst, Name (email@dot.ga.gov or phone number) or Name of Env Analyst's supervisor (email@dot.ga.gov or phone number).

Sincerely,

Eric Duff
State Environmental Administrator

ED/INT

Enclosures <number> For each attached file, include the document file name for reference in PW.

- 1) Project Location and Resources Map (Provide resources in SOA only)
- 2) Ecology Assessment of Effects, Date
- 3) Archaeological Resources Documentation, Date (Provide resources in SOA only)
- 4) Historic Resources Documentation, Date (Provide resources in SOA only)
- 5) Cultural Resources Assessment of Effects, Date (Provide resources in SOA only)

cc: _____, GDOT Archaeologist
_____, GDOT Ecologist
_____, GDOT Historian
_____, GDOT Project Manager, Office of Program Delivery
_____, <Name of Firm>, Consultant Archaeologist
_____, <Name of Firm>, Consultant Historian
_____, <Name of Firm>, Consultant Ecologist
_____, <Name of Firm>, Prime Consultant

*Ecology shall ensure that a Team Leader has reviewed the letter before submitting to Cultural Resources. Cultural Resources will sign the letter and copy the Project Ecologist when providing the letter to the Env Analyst.

GDOT PI# _____, _____ County
Coordination Request

ENCLOSURE 1:

Project Location & Resources Map

GDOT PI# _____, _____ County
Coordination Request

ENCLOSURE 2:

Ecology Assessment of Effects

GDOT PI# _____, _____ County
Coordination Request

ENCLOSURE 3:

Archaeological Resources Documentation

*GDOT PI# _____, _____ County
Coordination Request*

ENCLOSURE 4:

Historic Resources Documentation

GDOT PI# _____, _____ County
Coordination Request

ENCLOSURE 5:

Cultural Resources Assessment of Effects

APPENDIX C

Template Transmittal Emails

Scope of Analysis Email Templates

SOA TRANSMITTAL EMAIL TEMPLATE (ONLY WHEN PM IS NOT KNOWN)

(To be sent by the Env Analyst)

TO: USACE-GDOT Inbox*
CC: Archaeologist, Ecologist, Historian, GDOT PM, Scheduler
SUBJECT: PI#, County; SOA and/or APE Request

TEMPLATE DIRECTIONS: When using this template, edit the information in the gray highlighted areas to match your project. Once the information has been edited, remove the highlighting.

***See GDOT Document Transmittal Addresses & Carbon Copy List for directions.**

A Scope of Analysis and/or Area of Potential Effect request is hereby submitted to the USACE for the subject project. An electronic copy of the request can be found on the Office of Environmental Services SharePoint site in the project folder located in the "USACE Transmittals" library.

Attached is the transmittal letter for this request. If you have any questions or need additional information, please let me know.

LINK: Insert link to file location

<EMAIL SIGNATURE>

SOA TRANSMITTAL EMAIL TEMPLATE (WHEN PM IS IS KNOWN)

(To be sent by the Env Analyst)

TO: USACE PM
CC: Archaeologist, Ecologist, Historian, GDOT PM, Scheduler
SUBJECT: PI#, County; SOA and/or APE Request

TEMPLATE DIRECTIONS: When using this template, edit the information in the gray highlighted areas to match your project. Once the information has been edited, remove the highlighting.

A Scope of Analysis and/or Area of Potential Effect request is hereby submitted to the USACE for the subject project. An electronic copy of the request can be found on the Office of Environmental Services SharePoint site in the project folder located in the "USACE Transmittals" library.

Attached is the transmittal letter for this request. If you have any questions or need additional information, please let me know.

LINK: Insert link to file location

<EMAIL SIGNATURE>

PCN TRANSMITTAL EMAIL TEMPLATE

(To be sent by the Ecologist)

TO: USACE PM
CC: GDOT PM, Env Analyst*, Daryl Williams (ECB), Lisa Westberry (Mitigation), EPD Wetlands Mgmt Unit*, EPD CRD*, EPD E&S Unit*, Consultant, Sandy Lawrence, Terri Lotti, Heather Mustonen, Ecology Team Leader, Scheduler
SUBJECT: PI#, County, SAS# (if available); PCN Transmittal

TEMPLATE DIRECTIONS: When using this template, edit the information in the gray highlighted areas to match your project. Once the information has been edited, remove the highlighting.

**See GDOT Document Transmittal Addresses & Carbon Copy List for directions.*

USACE Team Lead* - A Pre-Construction Notification for a **insert permit type** is ready to be transmitted to the appropriate office for the subject project. An electronic copy of the PCN can be found in the "USACE Transmittals" project folder on the Office of Environmental Services SharePoint website using the link included below. Attached is the transmittal letter. Cultural Resources documents will be provided, as needed. If you have any questions or need additional information, please let me know.

LINK: **Insert link to file location**

Application Author – This application has been saved to the OES SharePoint website in a folder titled **"Folder Title"**. Once the USACE PM has been assigned, please mail a hard copy of this application to the assigned USACE PM. After the hard copy is mailed, please alert the GDOT Ecologist via email that the applications have been mailed. Please also upload all electronic files associated with this application to the "Electronic Files for GDOT" subfolder of this project's folder on the SharePoint site. **NOTE TO GDOT ECOLOGIST: Create a subfolder in the SharePoint project folder titled "Electronic Files for GDOT" for the requested electronic files. That way the agencies will not be confused by multiple documents. Consultants cannot create folders on the SFTP site.**

Also note that permit applications for local let projects are submitted directly by the locals to the USACE; GDOT does not review/submit. GDOT does however oversee applications authored by locals on GDOT let projects.

GDOT – This document can be found here: **insert link to ProjectWise folder**.

If you have any questions, please let me know.

<EMAIL SIGNATURE>

APPENDIX D

Scope of Analysis - Map Instructions

Scope of Analysis Map Instructions

Figures:

Project Overview Map

The first figure is a project area map showing the entire project area with only impacted waters of the US (WOTUS). See example at the end of this section.

Figure 1: Project Overview Map

- Include the entire project corridor on a single map
- Include only impacted WOTUS
 - Impacted WOTUS shall be shown as dots along the corridor
 - Each impacted WOTUS shall have a callout box that identifies on which map the impact is shown

WOTUS & Cultural Resources Maps:

Following the overview map, include maps that show all WOTUS and Cultural Resources along the project corridor on zoomed-in maps, highlighting the WOTUS that are anticipated to be impacted by the project. Use the Ecology Federal and State Waters maps for the base maps. Highlight impacted WOTUS on the map as describe below.

Add Cultural Resources shapefiles to those maps. All areas of impacts to WOTUS will need a map regardless of presence/absence of cultural resources on site. This means that some maps may only have ecology resources on them. Maps without cultural resources will need a text box stating that no cultural resources are present.

Figure 2 (et al): WOTUS Impact & Cultural Resource Location Maps

- Include proposed ROW limits
- Zoom in to show impact area for each impacted WOTUS
- WOTUS can have style of ESAs on maps to be used in the ERSR and/or EAOER
- Impacts to WOTUS shall be highlighted in red and labeled as “Proposed Impact to WOTUS”
- Cultural Resources shall also be shown as described below

Fig. 1: Project Area Map whole corridor on one figure if corridor is larger than one map can capture).

LABELING:

Ecology Resources:

Use callouts to label each ecology resource as described above for Figure 1.

For Figures 2 et al, label the WOTUS as it will be labeled in the ecology document. If the resource will be impacted (i.e., a 404 permit is needed for those impacts), change the background color of the callout to **RED**. Resources that will not be impacted shall have a **WHITE** background in the callout label.

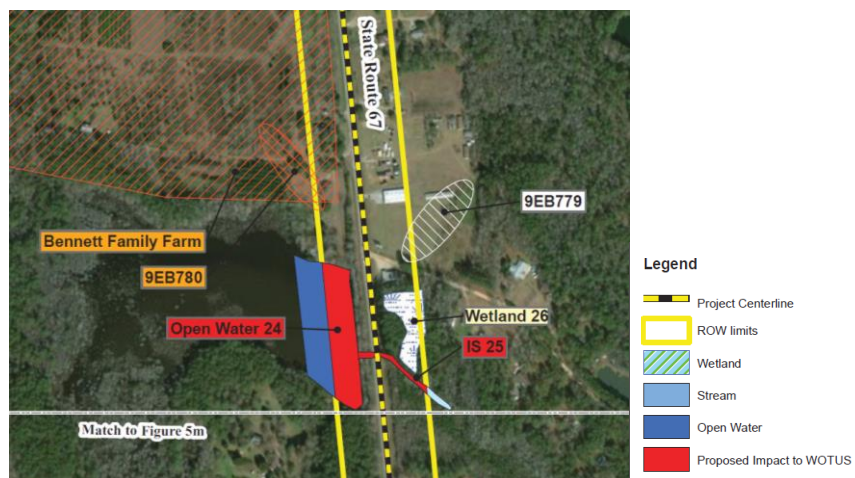
Cultural Resources:

Use callouts to label each cultural resource. If the resource is eligible, change the color of the background of the callout to **ORANGE**. Ineligible resources should have a white background in the callout label.

SYMBOLOLOGY:

Ecology:

- Streams: solid medium blue
- Wetlands: “Swamp” style (white background with blue grass fill shape and blue outline)
 - NOTE: consider adjusting transparency/layering if resources overlap
- Open waters: “Lake” style (solid light blue interior with medium blue outline)
- Protected Species ESAs: pale purple polygons
- Proposed Impact to WOTUS
 - Regardless of the impact, if a WOTUS is anticipated to be impacted by the project, highlight the entire area of the WOTUS that is within proposed ROW in RED.
 - If a WOTUS is not anticipated to be impacted by the project, do not change the symbology.
- Proposed ROW: yellow line

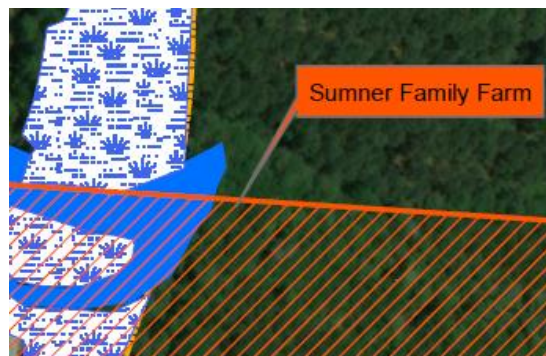


Cultural Resources:

- Color: Recommended eligible resources shall be **ORANGE polygons**, recommended ineligible resources should be **WHITE polygons**.

History:

- Recommended eligible resources shall be noted as an **ORANGE polygon of the proposed National Register boundary**: 10% Simple Hatch style; *default 45 deg. angle (left slanting line fill)
 - Recommended eligible History Resource - “Sumner Family Farm”:



- Recommended ineligible Resources should be noted as a **WHITE** polygon of the legal parcel boundary: 10% Simple Hatch style; *default 45 degree angle.
 - Ineligible History Resource - “Resource 1”:



Archaeology:

- Recommend eligible resources should be noted as a **polygon**: 10% Simple Hatch style; *edit symbol to 135 degree angle.
 - Recommended Eligible Archaeology Resource (as an **ORANGE** polygon) “9EB779”:

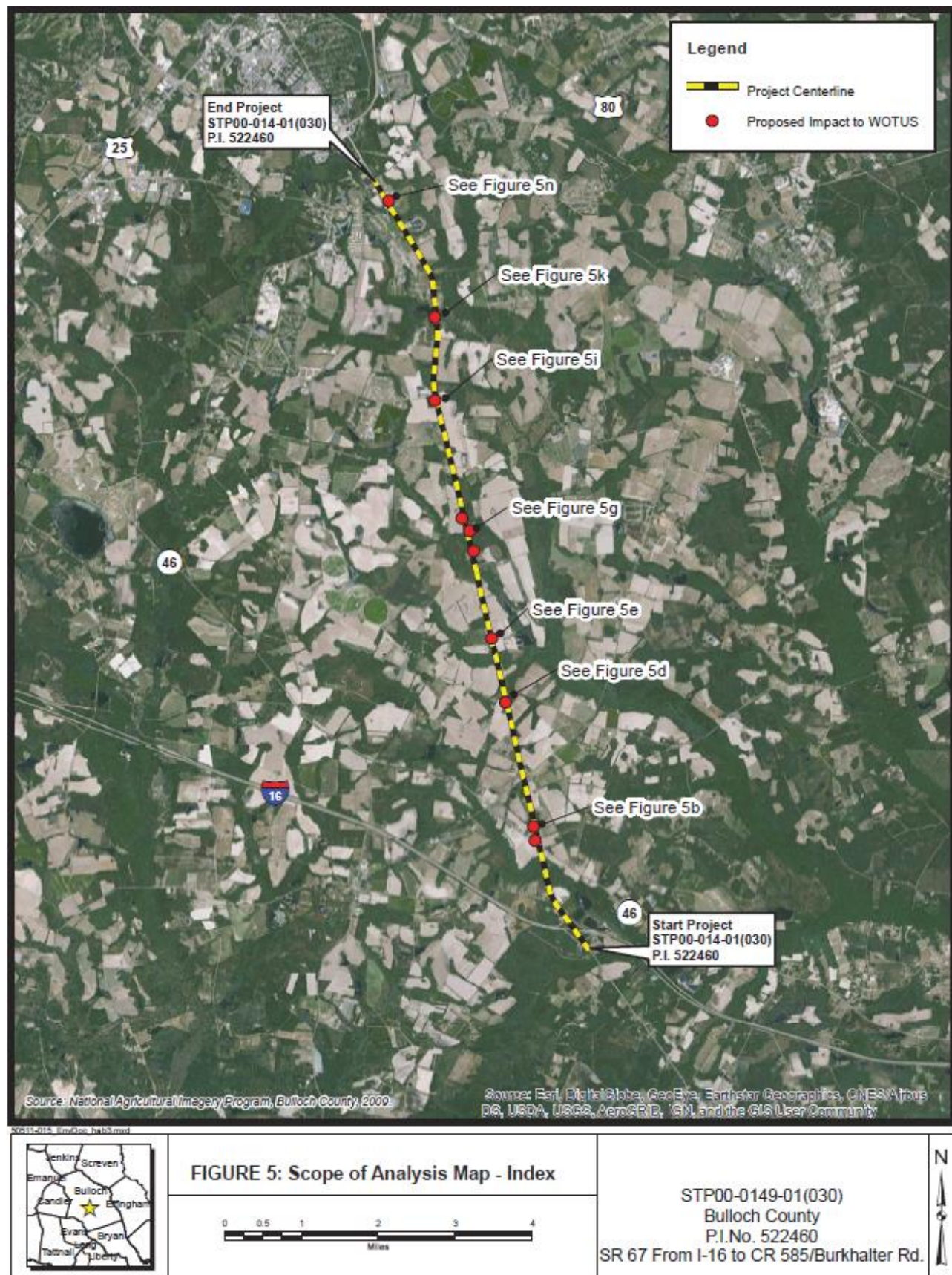


- Recommended Ineligible Archaeology Resource (as a **WHITE** polygon) “9EB779”:

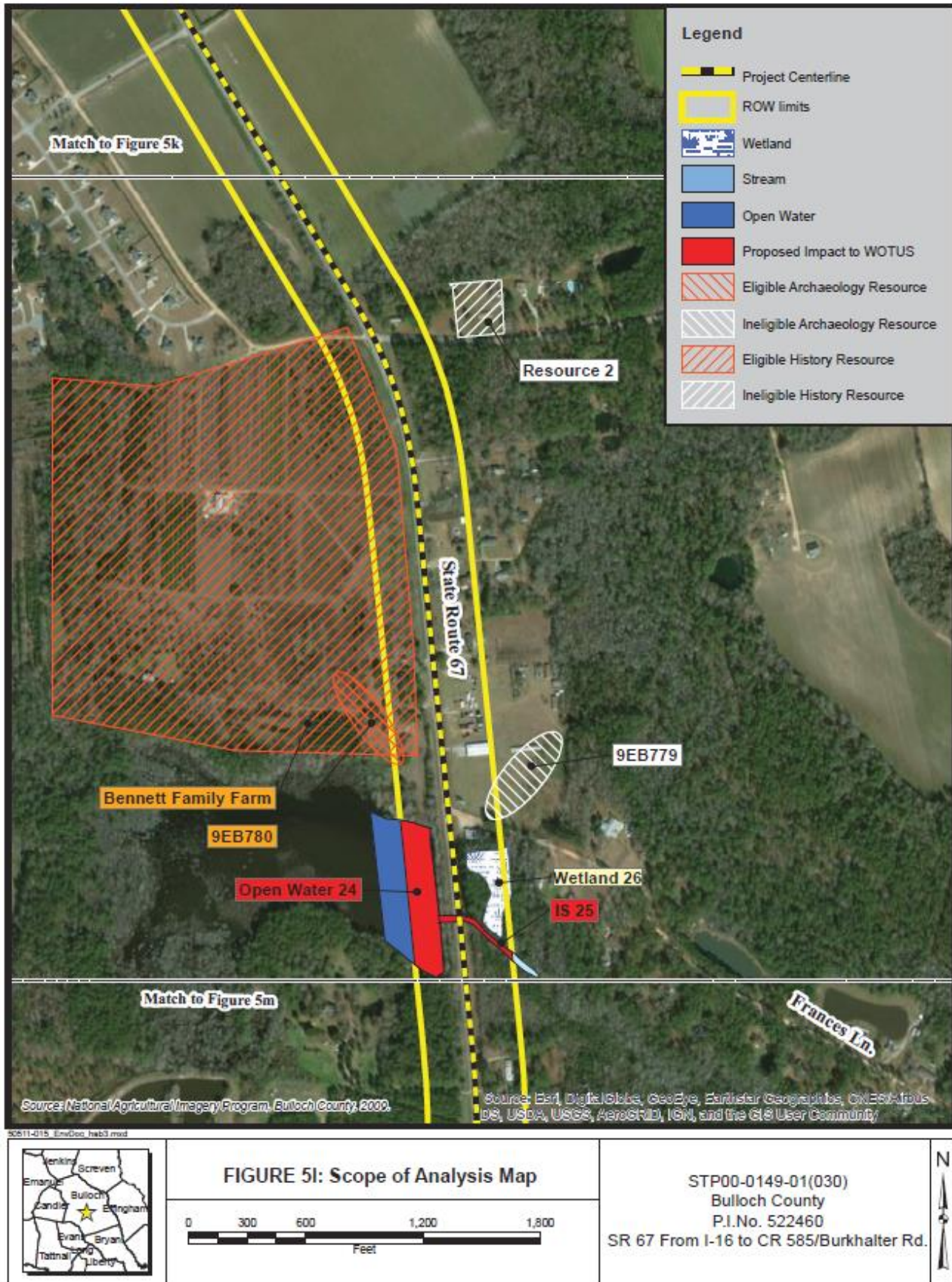


*Include a legend that describes the label color codes. Ensure that it is given equal weight to the shapefile layer legend. This legend should be near the shapefile legend.

Scope of Analysis – Project Overview Map EXAMPLE



Scope of Analysis – WOTUS Impact & CR Location Map EXAMPLE



APPENDIX E

Document Labeling & File Guidance

USACE Transmittal File Labeling and Storage

ProjectWise Folder	Document Type	Document Title	Notes
ECOLOGY	Aquatic Resource Verification	PI_ENV_ARV_REQUEST_DATE	Enter package to be saved in Ecology Folder
ECOLOGY	Response from USACE on ARV	PI_ENV_ARV_RESPONSE_DATE	Enter package to be saved in Ecology Folder
NEPA --> USACE Coordination	Request for SOA	PI_ENV_SOA_REQUEST_DATE	Enter package to be saved in USACE Transmittals Folder
NEPA --> USACE Coordination	Response from USACE on SOA	PI_ENV_SOA_RESPONSE_DATE	Enter package to be saved in USACE Transmittals Folder
NEPA --> USACE Coordination	Request for Consultation (S7 and 106)*	PI_ENV_Consultation_Request_S7_106_DATE	*Letter must reference title, date and file name of each attached document.
NEPA --> USACE Coordination	Request for Consultation (S7)*	PI_ENV_Consultation_Request_S7_DATE	*Letter must reference title, date and file name of each attached document.
NEPA --> USACE Coordination	Request for Consultation (106)*	PI_ENV_Consultation_Request_106_DATE	*Letter must reference title, date and file name of each attached document.
NEPA --> USACE Coordination	Response from USACE on Consultation (S7 and 106)	PI_ENV_Consultation_Response_S7_106_DATE	
NEPA --> USACE Coordination	Response from USACE on Consultation (S7)	PI_ENV_Consultation_Response_S7_DATE	
NEPA --> USACE Coordination	Response from USACE on Consultation (106)	PI_ENV_Consultation_Response_106_DATE	
NEPA --> USACE Coordination*	Section 7 Letter from USFWS	PI_ECO_S7_Concurrence_DATE	*Can also be saved in ECOLOGY FOLDER, but name must remain identical.
NEPA --> USACE Coordination*	106 Letter from SHPO	PI_CR_106_Concurrence_DATE	*Can also be saved in CR FOLDERS, but name must remain identical.
Archaeology	Survey Reports, AOE, MOAs	Same as existing naming convention	
Ecology	Survey Reports, EAOERs	Same as existing naming convention	
History	Survey Reports, AOE, MOAs	Same as existing naming convention	

