Guidance

Preparing a Reevaluation Using the Documented Reevaluation Checklist (DRC)

This guidance outlines the TxDOT process for preparing a documented reevaluation as required by 43 TAC 2.85 and 23 CFR 771.129.
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1.0 Introduction

As explained in ENV’s Environmental Handbook on Reevaluations, there are two types of reevaluations, a "consultation reevaluation," which is recorded in the project file, and a "documented reevaluation," which is prepared using the Documented Reevaluation Checklist (DRC). The purpose of this Guidance is to provide instructions for using the DRC to complete a documented reevaluation.

2.0 Documented Reevaluation Process

The documented reevaluation process, described in Section 2.2 below, consists of completing the DRC to document compliance with the requirements of 43 TAC 2.85 and 23 CFR 771.129. The DRC is used to conduct the documented reevaluation and to record reevaluation recommendations and a determination. A DRC is prepared for a single project and may not be used to reevaluate multiple projects.

2.1 Responsible Parties

The DRC is prepared by the project sponsor, and is reviewed and approved by the department delegate.

2.1.1 DRC Preparer

For TxDOT sponsored projects, the preparer is a district environmental staff member or a consultant performing on the district’s behalf. For TxDOT sponsored environmental assessments (EAs) and environmental impact statements (EISs), the district core team member prepares the DRC in cooperation with the division core team member.

For local government sponsored projects, the local government representative or the local government’s consultant prepares the DRC.

A consultant working for the project sponsor may complete the DRC, any required technical reports, and sign as the DRC preparer.

2.1.2 Department Delegate

The department delegate ultimately approves the DRC.

If the department delegate elects not to assign the document review to a reviewer, he or she signs the DRC as both the reviewer and delegate.

For TxDOT and local government sponsored projects, the department delegate is a TxDOT employee authorized to issue environmental decisions for the class of project being reevaluated.

For EAs and EISs, the department delegate is an ENV employee authorized to issue environmental decisions for the class of project being reevaluated.

2.1.3 DRC Reviewer

The reviewer performs an administrative completeness review and technical review of the DRC.

For a CE, the reviewer is a district environmental staff member.

For an EA or EIS, the reviewer is the division core team member. The core team, at their discretion, may assign the review to an independent TxDOT environmental staff member.
For categorical exclusion (CE) projects, it is possible for one person to conduct all three of the following roles: DRC preparer, DRC reviewer, and department delegate. If the department delegate elects not to assign review to an independent reviewer, he or she signs the DRC in both the reviewer and delegate roles.

### 2.2 Overview of Documented Reevaluation Checklist (DRC)

To complete the DRC, the preparer must compare the differences in the original decision and supporting documentation to the current sources of information and record any changes in project specific information. Knowledge of changes in guidance, regulation, law, process, and procedure is critical for reevaluating a project.

The DRC has three parts, each of which has a distinct function. Steps for completing the DRC are described in Section 3.

#### 2.2.1 DRC Introductory Section

The introductory section of the DRC records basic project information needed to make a determination. Refer to Section 3.1.1 for detailed instructions for completing this section.

#### 2.2.2 DRC Sections I-III

Sections I-III are used to determine if further sections of the DRC must be completed. The programming in the DRC form will yield one of two outcomes when Sections I-II are completed.

- One outcome is there are no changes that affect the previous environmental decision. Therefore, further evaluation is not required. In this scenario, signature lines will appear in Section III of the DRC, and Sections IV-X will disappear. The DRC is signed and approved as described below. In cases where preparation and approval are conducted by the same person, documenting the decision satisfies the documented reevaluation requirement.

- The DRC preparer signs the checklist and creates a form in ECOS. On the Forms screen in ECOS, select Project for the Program Area and then select the form for Perform Reevaluation Determination. Upload the DRC into the ECOS Perform Reevaluation Determination Form and assign the ECOS Perform Reevaluation Determination Form to the department delegate.

- The department delegate either designates a reviewer or performs the reviewer role. If a reviewer is designated, the delegate assigns the ECOS Perform Reevaluation Determination Form to the reviewer. The reviewer conducts the review, makes a recommendation, signs the DRC, and returns it to the department delegate.

- Once the review is complete, the department delegate makes a determination, signs the DRC, and closes the ECOS Perform Reevaluation Determination Form. The date of the department delegate’s signature and the end date of the form must be the same. Signature by the delegate concludes consultation.

The second possible outcome is that there are changes with the potential to affect the previous environmental decision and that further evaluation is required. With this outcome, Section III instructs the DRC preparer that further evaluation is required and Sections IV-X will remain visible and must be completed. This outcome does not require validation through signatures in Section III.
2.2.3 DRC Sections IV-X

The information recorded in Sections IV-X and any supporting documentation allow the DRC preparer, DRC reviewer, and department delegate to reevaluate the project, make informed recommendations and a determination, and to record the recommendations and determination and the logic behind them. Section X records one of the following outcomes.

- The environmental decision has been reevaluated as required by 23 CFR 771.129 and/or 43 TAC 2.85, and it has been determined that no substantial changes have occurred to the social, economic or environmental impacts of the proposed action that would substantially impact the quality of the human or natural environment. Therefore, the original environmental decision remains valid. It is recommended that the project be advanced to the next phase of project development.

- The environmental decision has been reevaluated as required by 23 CFR 771.129 and/or 43 TAC 2.85. It has been determined that the original environmental decision does not remain valid, and that the project must be reclassified. For example, the delegate could determine that the project needs an EA rather than a CE.

- The environmental decision has been reevaluated as required by 23 CFR 771.129 and/or 43 TAC §2.85. It has been determined that the original environmental decision does not remain valid, and that the project sponsor and department delegate must confer to determine a course of action. For example, the department delegate could determine that an EIS needs a supplemental EIS.

Once complete, the DRC is signed and approved as described below, regardless of the outcome.

- The DRC preparer signs the checklist, creates an ECOS Perform Reevaluation Determination Form, uploads the DRC into the ECOS Perform Reevaluation Determination Form, and assigns the ECOS Perform Reevaluation Determination Form to the department delegate.

- The department delegate either designates a reviewer or performs the reviewer role. If a reviewer is designated, the delegate assigns the ECOS Perform Reevaluation Determination Form to the reviewer. The reviewer conducts the review, makes a recommendation, signs the DRC, and returns it to the department delegate.

- Once the review is complete, the department delegate makes a determination, signs the DRC, and closes the ECOS Perform Reevaluation Determination Form. The date of the department delegate’s signature and the end date of the form must be the same. Signature by the delegate concludes the reevaluation process.

3.0 Documented Reevaluation Checklist (DRC)

The DRC is automated to control the appearance of signature lines in one of three sections: the introductory section, Section III, and Section X. Some of the questions also trigger automated responses revealing or hiding other questions and fields. Once the DRC preparer completes the DRC, one of the three processes outlined in Section 2.2 is used to solicit the DRC reviewer and department delegate approval and signature.
The DRC is automated to prevent the insertion of a digital signature if the form is not completely filled out. When signed digitally, the DRC automatically populates the date. For guidance on inserting a digital signature, refer to Section 3.3. When the DRC is printed for a hardcopy signature, any required incomplete fields are highlighted.

3.1 DRC Sections I-III

The introductory section and Sections I-III are completed, as described in this section, as a screening tool used to determine if further analysis is required. If no further evaluation is required, Sections I-III document that the reevaluation process was followed. To maintain consistency, refer to existing database systems – such as the Design and Construction Information System and ECOS – and planning documents – such as a TIP, STIP, or MTP – for project specific details – such as project limits, project description, Control Section Job (CSJ) number, etc.

The Tab Key can be used to scroll from one field to the next.

3.1.1 Introductory Section

This is the untitled introductory section of the DRC located at the top of Page 1.

- **Original Environmental Decision Date:** Indicate the date of the CE determination, finding of no significant impact (FONSI), or record of decision (ROD).
- **Let Date:** Indicate the current proposed letting date.
- **Project Name:** Indicate the roadway designation and city or town where the project is located.
- **Project Limits:** Enter the construction limits for the project in the To and From fields.
- **CSJs:** Enter all CSJs related to the project.
- **District Name:** Select the district. If the project extends into more than one district, hold down the Ctrl Key while selecting additional districts. Press the Tab Key to exit the menu.
- **County Name:** Select the county. Only counties in the previously selected districts appear on the County Drop-down Menu. To select multiple counties, hold down the Ctrl Key while selecting additional counties. Press the Tab Key to exit the menu.
- **Has the project design changed...?** Select Yes or No from the drop-down menu to indicate if changes to the project design are proposed. If Yes is selected, explain why the changes are or are not substantial in Section II. If No is selected, the project description box disappears.
- **Project Description:** Compare the proposed project description in the original environmental decision and any subsequent reevaluations to any proposed changes. Enter a project description or the filename and location of the project description. If changes to the project design and/or scope are proposed, clearly describe the changes. In addition, attach or enter the filenames and locations of any schematics, typical sections, or maps to illustrate the design changes.
- **Project History:** Describe what has been ongoing since the original NEPA approval. This includes ROW acquisition, construction, permitting and PS&E. Describe how the project construction will be phased, what portions of the proposed project have been completed, and what portions are under construction. Include any previous or proposed letting dates.
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- **Portion of Project Currently Being Advanced**: Indicate the specific limits and CSJs for the portion(s) of the project that are being advanced. If the whole project is being advanced, enter ‘not applicable’ or a similar entry, but don’t leave the field empty, as a response is required.

- **Date(s) of Prior Reevaluations**: Enter the approval dates for any previously submitted reevaluations for the project. If none were conducted, enter not applicable or a similar entry, but don’t leave the field empty, as a response is required.

- **FHWA Assignment**: Determine if the project is assigned to TxDOT under the Memorandum of Understanding between the Federal Highway Administration and the Texas Department of Transportation Concerning State of Texas’ Participation in the Project Delivery Program Pursuant to 23 U.S.C. 327. Selecting ‘Yes’ makes a mandatory disclosure statement appear.

### 3.1.2 Section I – Environmental Classification

From the drop-down menu, select the appropriate documentation type for the original environmental decision or most recent reclassification. If the project is a CE, the appropriate criterion also must be selected from the drop-down menu. In addition, the preparer must verify that the project still meets the original (c)-List or (d)-List criterion. If the project would no longer meet the original (c)-List or (d)-List criterion, the project cannot be reevaluated and must be reclassified. Refer to the project file and ECOS and dDetermine if there are any environmental classification letters or e-mails from the original document. Determine if any proposed changes indicate an up scope or downgrade of the current project environmental classification.

If DEIS, FEIS, or state environmental impact

### 3.1.3 Section II – Project Information

This section includes a series of questions, outlined below, to assist in determining what changes have occurred to the project since the original environmental decision and to determine the appropriate documentation requirements. Use professional judgment when completing this section. These questions are a screening tool for determining whether further evaluation is required. Additional public involvement may be required based on the answers provided and current rules.

The best method for completing this section is to compare the original document and subsequent reevaluations to current information (laws, regulations, planning documents, etc.) to confirm whether the project scope remains the same or has changed.

Some answers to these questions trigger an automated response, either hiding existing or revealing additional questions and fields. Select Yes or No from the drop-down menu for each question. If ‘Yes’ is selected, explain or describe as directed in any field that appears. Be clear and concise, but provide necessary details to convey the relevant information to the decision-maker. If the response to a question is ‘Yes’ but the changes would not be considered significant, be sure to explain clearly.

**EIS Projects** – An EIS question appears in Section I if DEIS, FEIS, or SEIS was selected as the classification in Section I. If the answer to the question is yes, federal and state regulations require a reevaluation. To satisfy this requirement, the entire DRC, including the remainder of Section II, must be completed with supporting documentation attached or incorporated by reference.
If neither of the conditions for an EIS applies, there are nine additional questions that determine whether further evaluation is necessary.

- **Proposed Action** – If ‘No’ was selected in the project description in the introductory section of the DRC, this question is automatically answered ‘No’. If ‘Yes’ was selected in the introductory section, select ‘Yes’ or ‘No’ from the drop-down menu, and explain why the change was or was not substantial in the field provided.

- **Project Limits** – Compare the project limits in the original document and subsequent reevaluations to what is currently proposed. Determine if the limits changed. If so, determine if the changes consist only of (a) transitions for construction purposes or (b) a reduction in the limits. If so, state which and describe the changes in the field provided.

- **Any changes to the logical termini must be discussed with the department delegate, who determines if the DRC can still be used. Changes in logical termini must be explained and justified in the comment field.**

- **Right of Way** – Determine if the ROW requirements changed. If ‘No’ is selected from the drop-down menu, the remaining ROW questions disappear. If ‘Yes’ is selected, indicate if any new ROW was not covered by the previous decision. Enter the amount originally required and the change in the amount of ROW required. If the amount of ROW was reduced, enter the amount as a negative number. The total is calculated automatically. Describe the location and reason for the ROW changes in the field provided.

- **If new ROW was not covered by the original environmental decision or subsequent reevaluations, indicate whether any new ROW required will be from a publicly owned park, recreation area, wildlife or waterfowl refuge, or historic site. If so, describe, in the provided field, the location and reason the additional ROW is required.**

- **Easements** – Determine if the requirements for temporary or permanent easements changed. If ‘No’ is selected from the drop-down menu, the remaining easement questions disappear. If ‘Yes’ is selected, indicate if any new easements were not covered by the previous decision. Enter the amount originally required and the change in the amount of easements required. If the amount of easements was reduced, enter the amount of changed easements as a negative number. The total is calculated automatically. Describe the location and reason for the easement changes in the field provided.

- **If new easements were not covered by the original environmental decision or subsequent reevaluations, indicate whether any new easements will be from a publicly owned park, recreation area, wildlife or waterfowl refuge, or historic site. If so, describe, in the provided field, the location and reason the additional easements are required.**

- **Displacements** – Determine if any changes will result in any residential or nonresidential displacements not covered by the original environmental decision or reevaluations. If so, indicate the number of original and the change in the
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number of displacements. If the number was reduced, enter it as a negative number. The total is calculated automatically. Describe the property types in the provided field.

- Access – Determine if changes to the project result in any temporary or permanent adverse changes in access for residences or nonresidential property that were not covered in the original environmental decision or subsequent reevaluations. Actions such as relocating ramps or adding raised medians may change access to and from a residential or nonresidential property. If the changes will affect access, describe the impact of changes in the provided field.

- Traffic – Compare the projected average daily traffic (ADT) in the original document to the updated projected ADT. Determine if there are any substantial changes to the projected ADT from what was described in the original environmental decision or subsequent reevaluations. If the projected ADT has increased or decreased substantially, describe why this has occurred. Any changes in traffic estimates must be described. A change in traffic may require that a quantitative carbon monoxide and mobile source air toxics analysis be conducted. If there are changes, but based on professional judgment the changes are not substantial, explain the judgment in the provided field.

- Laws and Regulations – Determine if there have there been changes, since the approval of the original document or subsequent reevaluations, to laws or regulations that result in the need to update the analysis. Changes to a law or regulation may result in a project being noncompliant with current requirements, thereby making an updated analysis necessary. Describe any changes to laws or regulations in the field provided. Examples include changes to threatened and endangered species or wetlands.

- Land Use & Population – Determine whether or not there have been any substantial changes, since the time of original environmental decision, to the area surrounding the project or the population within the project area. If so, describe any changes. Changes to project context may indicate a need to reassess environmental determinations in relation to how resources are used and the significance of the resource to the public. If there have been changes but based on professional judgment the changes are not substantial, explain the judgment in the description field.

3.1.4 Section III – Required Action

The DRC is automated to allow the following two outcomes in Section III.

Further Evaluation Not Required – If all of the questions in the introductory section and Sections I-II indicate that there are no new impacts, then further evaluation is not required. Sections IV-X of the DRC disappear, and signature lines appear.

The DRC preparer, DRC reviewer, and department delegate enter their names, titles, and signatures. If the DRC is signed manually, they also must enter the date. Signature formally closes the reevaluation. The department delegate uploads the executed DRC into ECOS after signature.
Further Evaluation Required – If a response to any of the questions in Sections I-II indicates that there are or may be new impacts, further evaluation is required. Section III informs the preparer that further evaluation is required and prompts him or her to complete Sections IV-X.

3.2 DRC Sections IV-X

If further evaluation is required, the preparer must complete Sections IV-X, as described in this section, to document the reevaluation and a recommendation.

3.2.1 Section IV – Environmental Setting and Affected Environment

This section lists the human, socio-economic, or natural environmental resources that may be affected by changes to the project. For each resource or setting listed, compare the original project information to the current information to determine any changes. For example, compare the original endangered species list to the current list for the project area.

For each resource or setting listed, select the appropriate response from the drop-down menu. Only select NA if the resource was not addressed in the original environmental document and does not need to be addressed as a result of the changes. For each resource or setting that changed, select “Add Comment” and describe the changes in the field provided.

3.2.2 Section V – Resource Agency Coordination

Review the project information to determine what coordination was conducted and if additional coordination is required. If coordination with an unlisted resource agency was or will be conducted, add the agency to the end of the list under ‘Other’. For each agency listed:

- Check the box in the NA Column if changes to the project as described within the DRC do not result in the need for coordination.
- If coordination was previously completed, indicate the date in the Previous Coordination Completed Column.
- If additional coordination was required, indicate the date completed. Refer to FHWA’s Common Comments guidance for recommendations on when coordination becomes too old. Resource agencies have their own governing regulations in this regard that trump FHWA guidance for resources within their jurisdiction.
- Describe additional required resource agency coordination. Attach copies of the additional completed coordination to the DRC, and list them in Section IX.

3.2.3 Section VI – Additional Studies

Review the project information to determine if any additional studies were required or remain to be completed as a result of changes to the project. If no additional studies were required, select ‘NA’, and the remainder of the section will disappear. If studies have been conducted or remain to be completed, select ‘Yes’ from the first drop-down menu and enter a description in the provided field. If studies are required but have not been conducted, select ‘No’, then select ‘Yes’ from the second drop-down menu, and enter a description in the provided field.
3.2.4 Section VII – EPICs

Refer to the EPIC Sheet, PS&E if available, decision documents (FONSI/ROD) and issued permits to determine the status of any changes that affect the original environmental permits, issues, and commitments (EPICs). Select the option that applies in this section.

- **Project originally required no mitigation or commitments.** Select this option if no commitments or mitigation were required for the original environmental decision or subsequent reevaluations.

- **All mitigation and/or commitments from the original environmental decision remain the same.** Select this option if the mitigation and/or commitments remain exactly the same as proposed in the original environmental decision or subsequent reevaluations and as a result of any changes.

- **Mitigation and/or commitments have changed since the original environmental decision.** Select this option if the mitigation and/or commitments have changed or been modified from what was proposed in the original environmental decision or subsequent reevaluations and as a result of any changes. Describe the changes in the description field.

- **There are additional mitigation requirements or commitments.** Select this option if additional mitigation and/or commitments are required that were not previously proposed or included in the original environmental decision or subsequent reevaluations. Describe the additional mitigation and/or commitments in the description field.

3.2.5 Section VIII – Public Involvement

Determine if additional public involvement is appropriate. Indicate if there is substantial controversy on environmental grounds. If there is substantial controversy, describe it in the field provided. Indicate if any public involvement has been completed or remains to be completed, including preparation of summaries. If public involvement has been completed or remains to be completed, select the types from the drop-down menus. To select more than one type from a list, hold down the Ctrl Key to make additional selections.

3.2.6 Section IX – Attachments and References

This section lists all of the supporting documentation for the reevaluation in two fields. In the first field, list any studies, permits, coordination, etc. that are attached to the checklist. If nothing is attached enter NA into the field. In the second field, list any studies, permits, coordination, etc. that are incorporated by reference. Include file names and locations for electronic documents. If nothing is incorporated by reference, enter NA into the field.

3.2.7 Section X – Conclusion and Recommendation

This section records the DRC preparer and reviewer recommendations and signatures and the department delegate determination and signature, as addressed below. Refer to Section 2.1 for more details about who can perform these roles and to Section 2.2 for more details about DRC review and approval.

- The DRC preparer selects a recommendation option, enters his or her name and title, and signs the checklist.
The DRC reviewer selects a recommendation option, enters his or her name and title, and signs the checklist. If the DRC reviewer’s recommendation is different from the preparer’s, the optional comment field turns into a mandatory explanation field.

The department delegate selects a determination option, enters his or her name and title, and signs the checklist. If the preparer, reviewer, or delegate selects different options, the optional comment field turns into a mandatory explanation field.

### 3.3 Procedure for Inserting a Digital Signature

This procedure is not mandatory and is provided for reference only. The DRC can be digitally signed or printed and physically signed, and neither method is preferred.

1. The DRC must be filled out completely. Click on the red flag or anywhere over the signature line, and the window shown in Figure 1 opens. To create a new digital signature, continue to Step 2. To use an existing signature, select the My existing digital ID from Button, select the A file Button, and select the Next Button; proceed to Step 7.

**Figure 1: Existing or New Digital ID**
2. Select the A new digital ID I want to create now Button, and select the Next Button. The window shown in Figure 2 opens.

**Figure 2: New Digital ID File**

3. Click on the Next Button, without making any changes, and the window shown in Figure 3 opens.

**Figure 3: Personal Information for Signature Certificate**

4. Enter the name as it will appear in a legal signature in the Name Field. Enter the district or division name in the Organizational Unit Field. Enter TxDOT in the Organization Name Field. Enter an email address in the Email Address Field. Do not modify the other fields. Select the Next Button, and the window shown in Figure 4 opens.
5. Read the instructions, enter and confirm a password in the fields, and use the Browse… Button to note and change, as needed, the location of the new file. Although it is possible to create a signature that does not require a password, ENV recommends entering and confirming a password for the digital signature. This password is not associated with a TxDOT login password and is not automatically updated when TxDOT login information is changed. Select the Finish Button, and the window shown in Figure 5 opens.

6. Consider selecting a signature style from the Appearance Drop-down Menu.
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7. Select the name to be signed from the Sign As Drop-down Menu, and enter the password.
Do not sign under someone else’s name. Click the Sign Button, and the window shown in
Figure 6 opens.

Figure 6: Saving the Document

8. Click the Save Button and the signature block is automatically inserted, as shown by the
example in Figure 7.

Reviewed By: John Smith
Title: Environmental Specialist V
Date: January 13, 2015

The procedure is complete.
4.0 Glossary

**Categorical Exclusion** – This is a category of actions, which do not individually or cumulatively have a significant effect on the human environment and for which neither an EA nor an EIS is required.

**Department Delegate** – The department district, division, or other operational unit of TxDOT, designated by the executive director, that has the authority to review and approve on TxDOT’s behalf work conducted under 43 TAC Chapter 2, including an environmental review document.

**Environmental Assessment** – A concise public document that provides sufficient evidence and analysis for determining whether to prepare an EIS or a FONSI.

**Environmental Impact Statement** – An EIS is prepared when an action is determined likely to cause significant impacts on the environment. Determining significance requires consideration of both context and intensity as defined in 40 CFR 1508.27. An EIS is issued in draft and final forms. A supplemental EIS can be required on some occasions.

**Finding of No Significant Impact** – A document briefly presenting the reasons why an action, not otherwise categorically excluded, will not have a significant effect on the human environment and for which an environmental impact statement will not be prepared.

**Metropolitan Transportation Plans** – MTPs are long-range (typically 20 year) transportation plans for urban areas that exceed 50,000 residents. These plans are developed by MPOs in cooperation with TxDOT and publicly owned transit services. The MTPs identify policies, programs, and projects by travel mode – including roadways, public transit, bicycle, pedestrian, air, rail, and freight facilities – necessary to meet a region’s transportation needs.

**Project Sponsor** – As defined in 43 TAC 2.7, the project sponsor is responsible for preparing the environmental review document and performing any related tasks outlined in the project scope. A TxDOT district, division, or office or a municipality, county, group of adjoining counties, regional mobility authority, local government corporation, or transportation corporation may be a project sponsor. Private entities and other types of local government entities may not serve as project sponsors.

**Record of Decision** – A ROD signals formal approval of an EIS concerning a proposed project. The ROD identifies the selected alternative.

**Statewide Transportation Improvement Program** – The STIP is a TxDOT 4-year capital improvement program and includes the various TIPs developed by MPOs in conjunction with TxDOT districts. The TIPs and STIP include more detailed project cost estimates and available funding sources. As such, the STIP and TIPs represent how TxDOT and local agencies plan to allocate available funding resources based on the transportation needs of the region.

**Texas Environmental Compliance Oversight System (ECOS)** – TxDOT’s electronic system for managing the environmental process. ECOS is TxDOT’s file of record for environmental compliance under state and federal laws.

**TxDOT Reevaluation Process** – This process satisfies the requirements of 43 TAC 2.85 and 23 CFR 771.129 for conducting, if required, a reevaluation.

**Transportation Improvement Program** – Each MPO, in conjunction with a TxDOT district, develops a TIP of the region’s transportation needs – urban and rural, respectively – that is consistent with the State Long Range Transportation Plan and the MTP. The TIPs represent a medium-term (typically 4-year)
capital improvement program of multi-modal transportation projects. All federally funded projects must be included in the TIP.

5.0 Abbreviations and Acronyms

- **ADT**: Average Daily Traffic
- **CE**: Categorical Exclusion
- **CFR**: Code of Federal Regulations
- **CSJ**: Control Section Job
- **DRC**: Documented Reevaluation Checklist
- **DEIS**: Draft Environmental Impact Statement
- **EA**: Environmental Assessment
- **ECOS**: Environmental Compliance Oversight System
- **EIS**: Environmental Impact Statement
- **EPICs**: Environmental Permits, Issues, and Commitments
- **FEIS**: Final Environmental Impact Statement
- **FHWA**: Federal Highway Administration
- **FONSI**: Finding of No Significant Impact
- **MTP**: Metropolitan Transportation Plan
- **PS&E**: Plans, Specifications, and Estimates
- **ROD**: Record of Decision
- **ROW**: Right-of-Way
- **SEIS**: State Environmental Impact Statement
- **STIP**: Statewide Transportation Improvement Program
- **TAC**: Texas Administrative Code
- **TIP**: Transportation Improvement Program
- **TxDOT**: Texas Department of Transportation
- **USC**: United States Code
Appendix A: Revision History

The following table shows the revision history for this guidance document.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Reason for and Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2018</td>
<td>Version 6 released.</td>
</tr>
<tr>
<td></td>
<td>• Updated section numbers as Sections I and VIII were deleted from the DRC.</td>
</tr>
<tr>
<td>January 2017</td>
<td>Version 5 was released.</td>
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<tr>
<td></td>
<td>• Title changed to: Preparing a Reevaluation Using the Documented Reevaluation Checklist (DRC).</td>
</tr>
<tr>
<td></td>
<td>• Updated for consistency with revised state rules.</td>
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<td></td>
<td>• Revised procedures regarding how to prepare the Documented Reevaluation Checklist (DRC)</td>
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<tr>
<td></td>
<td>• References to the RCC were changed to DRC</td>
</tr>
<tr>
<td>July 2015</td>
<td>Version 4 was released.</td>
</tr>
<tr>
<td></td>
<td>• Guidance was revised to accommodate incorporation of automated features into the RCC.</td>
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<tr>
<td></td>
<td>• Guidance was revised to record decisions formerly recorded by FHWA in a separate document.</td>
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<tr>
<td></td>
<td>• Guidance was revised to accommodate procedure for reclassifying a project without conducting a reevaluation.</td>
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<tr>
<td></td>
<td>• Guidance was revised to accommodate elimination of narrative written reevaluations because the RCC and supporting documentation satisfy the written reevaluation requirement.</td>
</tr>
<tr>
<td></td>
<td>• The document title was changed from Guidance for Preparing Reevaluations to Guidance: Preparing Reevaluation Documents</td>
</tr>
<tr>
<td>March 2014</td>
<td>Version 3 was released.</td>
</tr>
<tr>
<td></td>
<td>• Guidance was revised for consistency with updated RCC.</td>
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<tr>
<td></td>
<td>• Title of document was revised to Guidance for Preparing Reevaluation Documentation.</td>
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<tr>
<td></td>
<td>• The document number was changed from 145.01.GUI to 640.02.GUI to correct document numbering errors that occurred in the ENV Programs Document Catalog.</td>
</tr>
<tr>
<td>November 2013</td>
<td>Version 2 was released.</td>
</tr>
<tr>
<td></td>
<td>In response to the users, Section III has been expanded to include details for each question found in Section III of the checklist.</td>
</tr>
<tr>
<td>October 2012</td>
<td>Version 1 was released.</td>
</tr>
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</table>