

# Caltrans/Metro Delivery Workshop



## NAVIGATING THROUGH NEPA

October 2019

### MISSION/VISION:

Helping our partners deliver local transportation projects that enrich our communities

### Division of Environmental Planning

Local Assistance Unit

# Helpful Hints for Completing the PES

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- Provide a complete project description. Include the purpose and need for the project, the exact location and project limits, any right-of-way requirements, and details of the work required. Project description must match that described in the FSTIP.
- Check all boxes appropriately and use the notes pages to support conclusions in Section A. Potential Environmental Effects.
- Provide a depth of excavation (as needed).
- Provide a plant palette when re-planting trees or shrubs.
- Indicate whether or not trees or shrubs will be removed (clearing and grubbing).
- Provide a Geotracker (or equivalent information) print-out to support Hazardous Waste decision.
- Check Air Quality boxes correctly including conformity exemption type.
- Provide location for equipment staging (if necessary) or explain that the contractor will be responsible for the staging area.
- Do not leave questions blank (unless otherwise instructed).
- Ensure the PES form has been signed by the Local Agency Staff/Consultant AND the Local Agency Project Engineer. Both are required to begin the process.
- Provide detailed maps with the project limits clearly identified. (Location and project footprint maps at minimum).
- Provide all available preliminary engineering drawings or schematics with the PES form.
- Provide a filled out Visual Impact Assessment Guide with the PES.
- Provide required technical studies as soon as possible.
- If you have questions, please contact your District Local Assistance Engineer( DLAE).

# The PES Process and Environmental Planning

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- PES package is submitted to Environmental Planning by the Local Area Engineer (LAE). It is logged in and briefly reviewed for completeness.
- A complete submittal includes: PES form (with boxes checked, notes page filled in, two signatures in Section G.), Field Review Form, Maps, and SCAG FTIP page with the project listed.
- Completed PES package is transmitted to Senior Environmental Planner (SEP) for project delivery (Michael Enwedo). It is then assigned to an Environmental Planner (EP) for processing.
- EP reviews all information provided in the PES submittal.
- If there are inconsistencies on the PES, the EP will return it to the LAE with comments and wait for re-submittal of a corrected PES.
- The EP will give the PES, Maps, and any related information to the specialists for review.
  - **ALL** projects will be reviewed, at a minimum, by our Cultural and Biological Studies Offices.
  - All specialists are given a minimum of **30 calendar days for their review of the PES.**
  - If further studies are required, the LAE will notify the Local Agency via a signed PES.
    - Upon receipt of the requested studies, the EP and the specialists will continue to process the project.
    - Specialists typically receive 3 to 4 weeks to complete their first review of a technical study and 2 weeks for each subsequent review.
- Upon acceptance of the tech studies by the specialists, the EP will have the Environmental Document or the CE signed by the Senior Area Engineer (SAE) and the SEP overseeing the project.
  - Once signed, the project will be sent to the AE, the SAE, and subsequently sent to the Local Agency.
- This step concludes the Environmental Process

# The Revalidation Process

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- A previously approved CE or Environmental Document must be revalidated when there is a change in scope, or a change in the project limits, or the project is proceeding to the next major federal approval.
  - A CE does NOT need to be revalidated due to a lapse in time (3-year rule only applies to an EIS).
  - If a project is proceeding to the next major federal approval with no change in scope or project limits, a letter on official City/County letterhead needs to accompany the request stating that there is no change in project scope or limits.
- A revalidation begins with the submittal of a new PES which outlines the changes being made to the project (the old PES and signed document should also be submitted for reference).
  - The current federally-approved FSTIP should reflect the change in project description.
  - If the project is moving on to the next major federal approval with no change in scope or project limits, a new PES is not required (the letter mentioned above will be required for this type of request).
- Upon receipt of the revised project description and accompanying maps and information, the Environmental Planner (EP) will distribute the project for specialist review.
  - Length of specialist review is dependent on the changes to the project.
  - **New project limits** typically require the specialists to do a full review on the new area to be worked on.
  - The change of work to be done **within the existing project limits** typically requires a cursory review of the change in scope.
- After specialist review, the PES is signed.
- Once the PES is signed, the Revalidation can be signed and sent off to the LAE/Local Agency
- This concludes the revalidation process.

# Helpful Links

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## Division of Environmental Analysis

Location: dot.ca.gov > Programs > Environmental Analysis

Link: <https://dot.ca.gov/programs/environmental-analysis>

### On-Demand Training:

- Modules on 4(f), NEPA/404 MOU, FHWA AQ Conformity, Noise Impacts etc.

### Standard Environmental Reference (SER):

Link: <https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser>

### Forms and Templates

- Quality Control Forms, Environmental Document Review Checklist, Annotated Outlines, Programmatic 4(f) outline, guidance and more.

## Caltrans Division of Local Assistance

Link: <https://dot.ca.gov/programs/local-assistance>

- Click Local Environmental Issues link to obtain resources such as:
  - Chapter 6 Local Assistance procedures manual,
  - PES/PES-NI as well as other NEPA related links,
  - Local Assistance related forms and templates.

# Contact Information

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