

Memorandum

To: DISTRICT DEPUTY DIRECTORS FOR
ENVIRONMENTAL ANALYSIS AND
LOCAL ASSISTANCE

Date: December 8, 2021

From: PHILIP J. STOLARSKI *Philip J. Stolarski*
Chief
Division of Environmental Analysis

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Chief
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Subject: NEPA PROCESS IMPROVEMENT TEAM – “Streamlined” Environmental Assessment Writing Template

The NEPA Process Improvement Team (Team) Steering Committee has approved a proposal by the Team to implement an option to use a “Streamlined” Environmental Assessment Writing Template. This writing template may be used both for off-State Highway System (local assistance projects) and on-State Highway System (Caltrans capital projects).

The “Streamlined” Environmental Assessment Writing Template, which has been posted to the Standard Environmental Reference Forms and Templates page, has been developed in alignment with the environmental assessment section of the Federal Highway Administration Technical Advisory T 6640.8A *Guidance for Preparing and Processing Environmental and Section 4(f) Documents*. The intention of “Streamlined” Environmental Assessment Writing Template is to provide more concise environmental assessments for those projects that have 1-2 build alternatives and for which the potential for significant effect to resources is limited. Brevity is achieved by:

- Using a table or other succinct means to dismiss resource topics that do not warrant full discussion
- Eliminating the requirement for regulatory setting and affected environment text
- Focusing on project *impacts* for those resource areas that warrant further discussion
- Using incorporation by reference

Please note that only the “Streamlined” Environmental Assessment Writing Template itself is titled “Streamlined.” The title sheet and cover for a project using this template would simply state “Environmental Assessment.”

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Thank you for all your efforts in delivering projects for Caltrans and our project delivery partners. If you have any questions regarding this memorandum, please contact Jennifer Heichel, Office Chief for Environmental Management Office at (916) 599-1920, or Kelly Hobbs, Office Chief responsible for Local Assistance environmental compliance, at (916) 838-9085.

c: Jeremy Ketchum, Assistant Chief, Division of Environmental Analysis, Caltrans
Scott Williams, Office Chief, Division of Environmental Analysis, Caltrans
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