**“Streamlined” Environmental Assessment Writing Template**

**INTRODUCTION:**

The “Streamlined” Environmental Assessment Writing Template has been created for use for projects that have 1-2 build alternatives and for which the potential for significant effect to resources is limited. This template is created in alignment with FHWA Technical Advisory T 6640.8A *Guidance for Preparing and Processing Environmental and Section 4(f) Documents* that states:

The primary purpose of an [Environmental Assessment] EA is to help the FHWA and [highway agency] HA decide whether or not an EIS is needed. Therefore, the EA should address only those resources or features which the FHWA and the HA decide will have a likelihood for being significantly impacted. The EA should be a concise document and should not contain long descriptions or detailed information which may have been gathered or analyses which may have been conducted for the proposed action…To minimize volume, the EA should use good quality maps and exhibits and incorporate by reference and summarize background data and technical analyses to support the concise discussions of the alternatives and their impacts.

In keeping with those goals, incorporation by reference of technical studies is encouraged when using this template. According to the Council on Environmental Quality regulations, agencies can incorporate by reference analyses and information from existing documents into an EA provided the material has been appropriately cited and described, and the materials are reasonably available for review by interested parties (40 CFR 1502.21).

**GUIDANCE:**

This writing template has been set up to assist with creating a document that is compliant with the Americans with Disabilities Act (ADA). Guidance for what content should be included can be found in the appropriate Environmental Document Annotated Outline (AO) located on the [SER Forms and Templates page](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/forms-templates#aos). For assistive technology users, form fields have been used to alert you to where text needs to be inserted. Should you need further accessibility assistance, please contact [env.webmaster@dot.ca.gov](mailto:env.webmaster@dot.ca.gov).

Documents that will be converted to PDF and posted on the Caltrans internet must pass the PDF Accessibility Checker 3 (PAC 3). This template has been formatted to assist with final PAC 3 compliance. As you use this template, it is recommended to follow the instructions listed below to ensure the document remains accessible.

* Font:
  + Text should be no smaller than 12-point (10-point is approved for use in tables and footnotes) and should be either Arial, Verdana, Tahoma, Calibri, or Century Gothic. This template uses a 12-point Arial default font.
  + When copying text from another source, use the “Keep Text Only” paste option.
  + Color alone should not be used to convey meaning.
  + Use paragraph spacing between paragraphs, not hard returns.
* Tables:
  + To add a title (caption), highlight table, right click, and choose “Insert Caption.” Add title to caption box, label as table and choose “Above selected item” for position. Click on “Numbering” for additional formatting—including the chapter number is recommended in the body of the document. In other sections of the document (i.e., summary, appendices, etc.), including the chapter number is not recommended as the chapter numbering is based on the main body headings. However, a new label (e.g., Appendix A Table -) can be created in the caption box. That label will then appear in the dropdown list and can be reused. Follow the same instructions for inserting a caption on additional tables (copying and pasting is not recommended). Once inserted, additional formatting can be applied to the caption. By using this feature, tables will auto number and will also appear in the lists of tables when the lists are updated.
  + Keep tables simple (i.e., no merged or split cells) to avoid reading order issues.
  + Add a table summary. Highlight table, right click, go to “Table Properties,” then click on the “Alt Text” tab. Enter a title and brief description. This will help avoid errors in PAC 3.
  + Define header rows. Highlight the header row, right click, go to “Table Properties,” and select the box for “Repeat as header row at the top of each page.” Also check the Table Design tab and make sure “Header Row” is checked in “Table Style Options.” This will bring up table styles with header row formatting that can be applied if desired.
  + If possible, keep tables on the same page, rather than splitting onto a second page, this will also help avoid a PAC 3 error.
  + If a table cannot fit on one page, don’t allow individual rows to break across the page. Highlight table, right click, go to “Table Properties,” and make sure the box for “Allow row to break across pages” is unchecked.
* Figures/Images:
  + To insert an image, first insert a normal paragraph mark where the figure will be located. Then click on “Pictures” in the “Insert” tab. Choose “This Device,” then locate appropriate picture file. JPEGs are the recommend file type. Following this method will result in less errors than copying and pasting an image.
  + To add a title (caption), follow instructions shown above in table section and label as figure in the caption box.
  + Add alt text. Figures or other images (e.g., the Caltrans logo) that cannot be read by a screen reader need to contain alternative text or marked as decorative. Right click on the item and choose “Edit Alt Text” to add description or mark as decorative.
* Links:
  + Add alt text. Highlight link, right click, go to “Edit Hyperlink,” then choose “ScreenTip” in the upper right-hand corner. Add text that briefly describes the destination, function, and/or purpose.

In addition, please note the following:

* The use of this writing template is not mandatory, it is provided as a work aid to assist you in creating an accessible document.
* Only use those sections which are applicable to your document. **NOTE:** the regulatory setting is optional. If included, use the language provided in the AO without edits.
* When a section is deleted, the numbering will automatically update.
* There are a few areas where guidance or special notes have been provided, these are called out with blue font and the terms “GUIDANCE” or “NOTE.” Make sure to delete these instructions before publishing.
* Insert document name into the footer.
* To jump to desired sections, use the navigation pane shown on the left of the screen. If the navigation pane is not visible, it can be turned on by marking the “Navigation Pane” box located under the “View” tab in the “Ribbon” at the top of the screen.
* Text boxes should not be used as they can cause issues with screen readers. Borders can be used to give the look of a text box.

Final Steps

* Update document title. Go to “File” in the Ribbon, click on “Info.” In the properties section, edit the title (i.e., remove the writing template title and enter project title).
* Once all edits are complete and the table of contents (TOC) has been updated, highlight the entire table, click “Ctrl+Shift+F9.” This will deactivate the links in the TOC. This is to remove the link errors that will occur in PAC 3. Users will still be able to navigate through the Word document via the Navigation Pane or through Bookmarks in the PDF file. **NOTE:** Once the links have been deactivated, the TOC can no longer be updated. If updates are necessary (e.g., between draft and final documents), a new TOC will need to be inserted. Repeat process to also deactivate the links in the List of Tables and List of Figures.
* When the document is finished and ready to be converted to a PDF, click on “Create PDF” in the “Acrobat” tab. There are other methods of saving as a PDF, but some may result in more PAC 3 errors. It is also recommended to use the latest 64-bit version of Adobe Acrobat Pro if possible.

**COVER SHEET GUIDANCE:**

* Modify the text on this page as appropriate for the project.
* Insert project photo if desired, add alt text or mark as decorative.
* Do not alter MOU statement at bottom of page.

Insert Project Name

COUNTY, CALIFORNIA

DISTRICT DISTRICT NUMBER –COUNTY ABBREVIATION–ROUTE (PM POSTMILES)

EA/EFIS/FEDERAL AID NUMBER

**Environmental Assessment and** **enter Draft or Final Section 4(f) Evaluation [NOTE:** only include if there is an Individual or Programmatic Section 4(f) Evaluation**] with Finding of No Significant Impact [NOTE:** only add for “Final” EA**]**

[**GUIDANCE:** INSERT A PHOTO HERE]

**Prepared by the**

**State of California, Department of Transportation**

**and enter (Local Agency) if applicable**

The environmental review, consultation, and any other actions required by applicable Federal environmental laws for this project are being, or have been, carried out by Caltrans pursuant to 23 USC 327 and the Memorandum of Understanding dated May 27, 2022, and executed by FHWA and Caltrans.

****

Insert date (month and year)

General Information about This Document

**GUIDANCE:** Use this page for **DRAFT** documents. Modify the text as needed for your document. See the AO for additional instructions.

**What’s in this document:**

The California Department of Transportation (Caltrans), as assigned by the Federal Highway Administration (FHWA), has prepared this Environmental Assessment (EA), which examines the potential environmental impacts of the alternatives being considered for the proposed project located in enter project location. Caltrans is the lead agency under the National Environmental Policy Act (NEPA). The document tells you why the project is being proposed, what alternatives have been considered for the project, how the existing environment could be affected by the project, the potential impacts of each of the alternatives, and the proposed avoidance, minimization, and/or mitigation measures.

**What you should do:**

* Please read this document.
* Additional copies of this document and the related technical studies are available for review at enter Caltrans district office or local agency office as appropriate, and/or public institution, such as a library, community center, school, etc., where the document can be viewed and provide addresses and operating hours for all locations. This document may be downloaded at the following website: enter web page address.
* **NOTE:** Include as applicable: Attend the public hearing. Enter date and location of hearing if known.
* We’d like to hear what you think. If you have any comments about the proposed project, please attend the enter type of meeting [**NOTE:** For State Highway System projects, see [Chapter 11, Article 7 of the PDPM](https://dot.ca.gov/programs/design/manual-project-development-procedures-manual-pdpm) for guidance. Local Assistance projects should refer to the [LAPM](https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm), Chapter 8, Public Hearings] and/or send your written comments via postal mail or email to enter Caltrans or (Local Agency) by the deadline.
* Send comments via postal mail to:  
  Enter contact name and address
* Send comments via email to: Enter email.
* Be sure to send comments by the deadline: Enter due date.

**What happens next:**

After comments are received from the public and reviewing agencies, Caltrans, as assigned by the FHWA, enter "and in cooperation with (Local Agency)" as appropriate may: (1) give environmental approval to the proposed project, (2) do additional environmental studies, or (3) abandon the project. If the project is given environmental approval and funding is obtained, Caltrans enter "and/or" (Local Agency) if applicable could design and construct all or part of the project.

**Alternative Formats:**

**GUIDANCE:** Update the following to reflect what alternative formats will be made available and update contact information as needed. For individuals with sensory disabilities, this document can be made available in Braille, in large print, on audiocassette, or on computer disk. To obtain a copy in one of these alternate formats, please call or write to enter Caltrans or (Local Agency), Attn: Enter contact name and address; enter phone number (Voice), or use the California Relay Service 1 (800) 735-2929 (TTY to Voice), 1 (800) 735-2922 (Voice to TTY), 1 (800) 855-3000 (Spanish TTY to Voice and Voice to TTY), 1-800-854-7784 (Spanish and English Speech-to-Speech) or 711.

General Information about This Document

**GUIDANCE:** Use this page for **FINAL** documents. Modify the text as needed for your document. See the AO for additional instructions.

The California Department of Transportation (Caltrans), as assigned by the Federal Highway Administration (FHWA), has prepared this Environmental Assessment with Finding of No Significant Impact for the proposed project located in enter project location. Caltrans is the lead agency under the National Environmental Policy Act (NEPA). The document tells you why the project is being proposed, what alternatives have been considered for the project, how the existing environment could be affected by the project, the potential impacts of each of the alternatives, and the proposed avoidance, minimization, and/or mitigation measures. The Environmental Assessment circulated to the public for enter number days between enter date and enter date. Comments received during this period are included in enter appropriate chapter or appendix. Changes to the document made since the draft document circulation are shown enter description of how changes are shown. Minor editorial changes and clarifications are not shown. Additional copies of this document and the related technical studies are available for review at enter Caltrans district office or local agency office as appropriate, and/or public institution, such as a library, community center, school, etc., where the document can be viewed and provide addresses and operating hours for all locations. This document may be downloaded at the following website: enter web page address.

**Alternative Formats:**

**GUIDANCE:** Update the following to reflect what alternative formats will be made available and update contact information as needed. For individuals with sensory disabilities, this document can be made available in Braille, in large print, on audiocassette, or on computer disk. To obtain a copy in one of these alternate formats, please call or write to enter Caltrans or (Local Agency), Attn: Enter contact name and address; enter phone number (Voice), or use the California Relay Service 1 (800) 735-2929 (TTY to Voice), 1 (800) 735-2922 (Voice to TTY), 1 (800) 855-3000 (Spanish TTY to Voice and Voice to TTY), 1-800-854-7784 (Spanish and English Speech-to-Speech) or 711.

**TITLE SHEET GUIDANCE:**

* Modify the text on this page as appropriate for the project.
* Add an agency signature block only if the agency is involved as a joint lead agency under NEPA.

FHWA Highway ID No. enter # if applicable SCH# Enter SCH number

Enter district-county-route-postmiles

Enter EA/EFIS

Enter Federal Aid Number for Local Assistance projects

Enter short descriptive phrase consistent with project alternative(s) such as “widen” or “improve” or “rehabilitate” and general description of project location

**Environmental Assessment and** **enter Draft or Final Section 4(f) Evaluation [NOTE:** only include if there is an Individual or Programmatic Section 4(f) Evaluation**] with Finding of No Significant Impact [NOTE:** only add for “Final” EA**]**

Submitted Pursuant to: (Federal) 42 USC 4332(2)(C)

[**NOTE:** If there is an Individual or Programmatic Section 4(f) Evaluation, add: 49 USC 303, and/or 23 USC 138]

THE STATE OF CALIFORNIA

Department of Transportation

and

enter (Local Agency) if appropriate

Cooperating Agencies: enter cooperating agencies

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enter name Date

District Director

California Department of Transportation

NEPA Lead Agency

The following persons may be contacted for more information about this document:

Enter name, address, telephone, and email information for Caltrans and local agency contacts.

Finding of No Significant Impact (FONSI)

**GUIDANCE:** This is for the “final” EA. The FONSI is prepared by Caltrans. Do not include a blank FONSI in a “draft” EA See the [Forms and Templates page](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/forms-templates) of the Standard Environmental Reference (SER) for a sample FONSI.

Summary

**GUIDANCE:** The summary is optional for an EA. If a summary is included, follow the guidance provided in the AO. The headers and table below may be edited/deleted as appropriate for the project.

Begin typing here

* 1. NEPA ASSIGNMENT

**GUIDANCE:** Insert boilerplate text from AO.

Begin typing here

* 1. PROJECT OVERVIEW

Begin typing here

* + 1. Lead Agencies and NEPA/CEQA Documentation

**GUIDANCE:** Insert boilerplate text from AO.

Begin typing here

* + 1. Project Area

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* + 1. Purpose and Need

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* + 1. Proposed Action

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* 1. PROJECT IMPACTS

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**GUIDANCE:** A table can be used to summarize impacts. Edit resource topics appropriately.

Summary Table 1: Summary of Major Potential Impacts from Alternatives

| **Potential Impact** | **Alternative Enter alt name** | **Alternative Enter alt name** | **Alternative Enter alt name** | **No-Build Alternative** |
| --- | --- | --- | --- | --- |
| Consistency with State, Regional, and Local Plans and Programs |  |  |  |  |
| Coastal Zone |  |  |  |  |
| Wild and Scenic Rivers |  |  |  |  |
| Parks and Recreational Facilities |  |  |  |  |
| Farmland and Timberland |  |  |  |  |
| Growth |  |  |  |  |
| Community Character and Cohesion |  |  |  |  |
| Relocations and Real Property Acquisition |  |  |  |  |
| Environmental Justice |  |  |  |  |
| Equity |  |  |  |  |
| Utilities and Emergency Services |  |  |  |  |
| Traffic and Transportation/ Pedestrian and Bicycle Facilities |  |  |  |  |
| Visual/Aesthetics |  |  |  |  |
| Cultural Resources |  |  |  |  |
| Hydrology and Floodplain |  |  |  |  |
| Water Quality and Storm Water Runoff |  |  |  |  |
| Geology, Soils, Seismicity and Topography |  |  |  |  |
| Paleontology |  |  |  |  |
| Hazardous Waste and Materials |  |  |  |  |
| Air Quality |  |  |  |  |
| Noise and Vibration |  |  |  |  |
| Natural Communities |  |  |  |  |
| Wetlands and Other Waters |  |  |  |  |
| Plant Species |  |  |  |  |
| Animal Species |  |  |  |  |
| Threatened and Endangered Species |  |  |  |  |
| Invasive Species |  |  |  |  |
| Construction |  |  |  |  |
| Cumulative Impacts |  |  |  |  |

* 1. COORDINATION WITH PUBLIC AND OTHER AGENCIES

Begin typing here

Table of Contents

**GUIDANCE:** To update the table of contents (TOC), hover cursor over table and right click. Choose update field and update entire table. For topics not needed, or to modify a header, delete or edit the header in the body of the document and then update the TOC.

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List of Tables

**GUIDANCE:** Include a list of tables here. Make sure to update whenever edits are made to table numbers and before finalizing document. To update, right click on entry below and choose “Update Field” and update entire table.

[Table 1‑1: Permits and Approvals 2](#_Toc126070961)

[Table 2‑1: Resource Topics Dismissed from Analysis 3](#_Toc126070962)

List of Figures

**GUIDANCE:** Include a list of figures here. Make sure to update whenever edits are made to figure numbers and before finalizing document. To update, right click on entry below and choose “Update Field” and update entire table.

To aid the public in locating maps, it is recommended to clearly show where mapping can be found, particularly for the preferred alternative (if it has been identified).

**No table of figures entries found.**

# Proposed Project

**GUIDANCE:** Edit the headers below as appropriate for the project. Delete unused headers.

## INTRODUCTION

Begin typing here

## PURPOSE AND NEED

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### Purpose

Begin typing here

### Need

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### Independent Utility and Logical Termini

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## PROJECT DESCRIPTION

Begin typing here

## PROJECT ALTERNATIVES

Begin typing here

### Proposed Build Alternatives

Begin typing here

***Transportation System Management (TSM) and Transportation Demand Management (TDM) Alternatives***

**GUIDANCE:** Include only if applicable.

Begin typing here

***Reversible Lanes***

**GUIDANCE:** Include only if applicable.

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***Access to Navigable Rivers***

**GUIDANCE:** Include only if applicable.

Begin typing here

### No-Build (No-Action) Alternative

Begin typing here

## IDENTIFICATION OF A PREFERRED ALTERNATIVE

**GUIDANCE:** This would be in the final document.

Begin typing here

## ALTERNATIVES CONSIDERED BUT ELIMINATED FROM FURTHER DISCUSSION

**GUIDANCE:** For final document, change section title to: ALTERNATIVES CONSIDERED BUT ELIMINATED FROM FURTHER DISCUSSION PRIOR TO “DRAFT” ENVIRONMENTAL ASSESSMENT.

Begin typing here

## PERMITS AND APPROVALS NEEDED

The following permits, licenses, agreements, and certifications (PLACs) are required for project construction:

Table 1‑1: Permits and Approvals

| **Agency** | **PLAC** | **Status** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

# Project Impacts

## RESOURCE TOPICS DISMISSED FROM ANALYSIS IN ENVIRONMENTAL ASSESSMENT

The 1992 Regulations for Implementing the Procedural Provisions of NEPA direct federal agencies to “concentrate on the issues that are truly significant to the action in question” (40 CFR 1500.1(b)), “focus on significant environmental issues” (40 CFR 1502.1), and include “only brief discussion of other than significant issues” (40 CFR 1502.2(b)). Consideration and analysis was given to the resources listed in Table 2-1 below. These resources either do not occur in the project area, or would experience negligible or no impacts as a result of the project. Therefore, they are not discussed further in this EA.

Table 2‑1: Resource Topics Dismissed from Analysis

| **Resource** | **Rationale for Dismissal** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Sample table:

**Table 2**-**1: Resource Topics Dismissed from Analysis**

| **Resource** | **Rationale for Dismissal** |
| --- | --- |
| Air Quality | Fall County is designated non-attainment by the Environmental Protection Agency (EPA) for ozone. Because this project would not add capacity to SR 789 and the intersection improvements would be consistent with a safety project, it is exempt from conformity per the Transportation Conformity Rule (40 CFR 93.126 and 40 CFR 93.127). Therefore, the project is not required to conform to an applicable State Implementation Plan. Standard Specifications will be followed to minimize the effects of fugitive dust on air quality during construction. |
| Economics and Employment | No long-term impacts on the local or regional economy are anticipated. Short-term, minor beneficial impacts would occur as revenue to the local economy for construction labor and materials. |
| Environmental Justice | Based on the Community Impact Assessment (January 2021), there are no minority or low-income populations within the project area. Therefore, this project is not subject to the provisions of Executive Order 12898. |
| Farmland | According to the CA Department of Conservation, some land within the project area is classified as Farmland of Local Importance as it could serve for productivity if irrigated (CA Department of Conservation 2021). However, the project will be constructed entirely within Caltrans’ existing right-of-way and no agricultural lands will be converted to non-agricultural uses. |
| Noise | No residential properties occur along the roadway within the project area that would be affected by noise. In addition, the project is not a Type I project since it is not a new facility, does not involve substantial alterations of an existing facility and does not increase capacity; the proposed project only includes modifications to turning lanes. |
| Paleontological Resources | A review of information compiled by Fall County and of geological formations in the project area revealed a very low propensity for fossils and other paleontological resources within the floodway of Crowe Creek (Caltrans Memo 2021). Given the limited area and depth of excavation within the project area (no more than 2 feet), it is highly unlikely paleontological resources would be encountered. In the event paleontological resources are encountered, the Caltrans Standard Specifications for unanticipated paleontological discoveries will be followed. |
| Section 4(f) | There are no historic sites, parks and recreational resources, wildlife or waterfowl refuges, which meet the definition of a Section 4(f) resource, within the project vicinity. Therefore, this project is not subject to the provisions of Section 4(f) of the Department of Transportation Act of 1966. (Caltrans Memo 2021). |

[End Sample]

## RESOURCE TOPICS WARRANTING FURTHER ANALYSIS

**GUIDANCE:** Include a discussion of those resource topics that are truly of substantial concern for the project. FHWA Technical Advisory T 6640.8A *Guidance for Preparing and Processing Environmental and Section 4(f) Documents* does not require a separate discussion of affected environment and environmental consequences for an Environmental Assessment; however, those subsections can be used if they will help with readability of the analyses. Similarly, regulatory setting is not required but can be included. It is recommended to discuss resource topics in the same order as the AO. The impact discussion for resource topics that warrant further analysis must include the applicable content in the environmental consequences subsection of a given topical area in the AO. Enough detail needs to be presented to allow readers to determine the anticipated effect; however, incorporation by reference of technical studies is strongly encouraged rather than lengthy or technical text for information such as, but not limited to, study methodologies. Use incorporation by reference of the technical studies by briefly describing what information is being incorporated and then provide a citation to where that information can be found. At a minimum, cross-references to the Avoidance, Minimization and/or Mitigation Summary appendix must also be included. To add additional resource topics, type in the header name, highlight header, and choose “Heading 3” located under “Styles."

### Resource Topic 1

Begin typing here

### Resource Topic 2

Begin typing here

## CONSTRUCTION IMPACTS

**GUIDANCE:** Include here if not discussed for each resource area in Section 2.2.

## CUMULATIVE IMPACTS

**GUIDANCE**: Include here if not discussed for each resource area in Section 2.2.

# California Environmental Quality Act

**GUIDANCE:** Include here only when preparing a joint NEPA/CEQA document. The content of this chapter should be consistent with the CEQA chapter of the applicable AO. Note, the preparation of a joint NEPA/CEQA document would also require updating other items including, but not limited to, the cover sheet, general information page, title page, and Negative Declaration/Mitigated Negative Declaration page.

Caltrans does not provide oversight or approve CEQA Environmental Documents or Technical Studies for Local Assistance projects located off the State Highway System. If a joint document is prepared, District Local Assistance staff work with Local agencies to complete this chapter.

Begin typing here

# Comments and Coordination

Begin typing here

# List of Preparers

**GUIDANCE:** This chapter is optional but is highly recommended.

Begin typing here

# Distribution List

**GUIDANCE:** This chapter is optional but is highly recommended.

Begin typing here

1. Section 4(f)

**GUIDANCE:** Only use the sections below which apply to your project.

INDIVIDUAL SECTION 4(F) EVALUATION

Begin typing here

Introduction

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Description of the Proposed Project

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Section 4(f) Properties

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Use of the Section 4(f) Property

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Avoidance Alternatives

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Measures to Minimize Harm to the Section 4(f) Property

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Least Harm Analysis and Concluding Statement

**NOTE:** This section is included in the final document.

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Coordination

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PROGRAMMATIC SECTION 4(F) DETERMINATION(S)

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SECTION 4(F) DE MINIMIS DETERMINATION(S)

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RESOURCES EVALUATED RELATIVE TO THE REQUIREMENTS OF SECTION 4(F): NO-USE DETERMINATION(S)

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SECTION 6(F)

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1. Title VI/Non-Discrimination Policy Statement

**GUIDANCE:** Insert the most recent Title VI/Non-Discrimination Policy Statement here. The most recent version can be found on the [Caltrans Civil Rights Title VI page](https://dot.ca.gov/programs/civil-rights/title-vi).

Insert policy here

1. Summary of Relocation Benefits

**GUIDANCE:** Include this appendix if the proposed project involves any relocations.

CALIFORNIA DEPARTMENT OF TRANSPORTATION RELOCATION ASSISTANCE PROGRAM

Begin typing here

1. Avoidance, Minimization and/or Mitigation Summary

Begin typing here

1. Required Consultation/ Concurrence Documentation

**GUIDANCE:** This appendix is for the final document only.

Begin typing here

1. Comment Letters and Responses

**GUIDANCE:** This appendix is for the final document and should be used if comment letters and response are not included in the Comments and Coordination Chapter.

Begin typing here

1. Final Determination of Engineering and Operational Acceptability

**GUIDANCE:** Include this appendix in the final document if applicable (i.e., the project includes Federal Highway approval of access modification). For additional information, see the “Updates on FHWA’s ‘Policy on Access to the Interstate System’” letter located on the [SER Policy Memo page](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/policy-memos#LinkTarget_545).

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1. List of Technical Studies

The following studies and/or technical analyses have been prepared and are incorporated by reference into this Environmental Assessment and can be located at:

Enter location where technical studies may be accessed.

**GUIDANCE:** Include the following information with the cultural study reference:

Please note, many state and federal laws limit the disclosure of sensitive cultural and tribal resource information to the public. Additional information regarding confidentiality of these resources can be found in the [Standard Environmental Reference Volume 2](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/volume-2-cultural-resources) in Section 3.4.13 and Section 5.3.6.

1. Glossary of Technical Terms

**GUIDANCE:** This appendix is optional.

Begin typing here

1. List of Acronyms and Abbreviations

**GUIDANCE:** This appendix is optional.

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