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These are suggested categories and headers. They are consistent with NEPA and Plain Talk guidelines.

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List of Exhibits

List any exhibits used in the discipline report after the table of contents. These exhibits can be included at the end of the discipline report or inserted appropriately in the text. The following is an example list of exhibits. These would vary depending on the project and report and would not necessarily be in this order.

Exhibit 1. Project Area Vicinity Map
Exhibit 2. County and City Populations
Exhibit 3. Annual and Projected Average Rate of Change in Population
Exhibit 4. Population Trends, Historic and Projected
Exhibit 5. Civilian Labor Force
Exhibit 6. Covered Employment and Wages by Industry
Exhibit 7. Study Area Showing Zoning
Exhibit 8. Alternative 1
Exhibit 9. Alternative 2
Exhibit 10. No-Build Alternative

Project Name
Economic Effects Discipline Report

Month Year
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If there are potential effects on economic elements, based on the results of working through the Economic Decision Matrix, a discipline report is likely the appropriate method of documentation. If the project is minor and it does not appear that there would be any effects on a project area’s economic elements, describing the steps taken to arrive at this conclusion in a letter to the project file may serve as adequate documentation. Use the following discipline report template for more detailed documentation. This document should be prepared using the guidance in the Environmental Procedures Manual and our website. It is difficult to provide a template to fit all situations. Consider the project, level of effects and right size your document accordingly.

**Summary and Project Description**

Briefly describe the project, including the project study area, key points from this report, and proposed solution, for inclusion in the larger environmental document (e.g., EA, EIS, DCE). The summary should include the following information:

- study approach
- baseline conditions
- project effects (for all build alternatives and the no-build alternative)
- measures to avoid or minimize effects
- project benefits
- unavoidable adverse effects

**Regulations, Studies, and Coordination**

**What regulations, studies, or coordination did we use in the economic effects analysis?**

This section should briefly mention the following:

- NEPA as it relates to economics
- The Uniform Relocation Act as amended (if there are relocations)
- List other discipline reports reviewed such as noise, transportation, social, and land use.
- WSDOT Environmental Procedures Manual Chapter 458 and website
- Other studies or coordination with local jurisdictions and local businesses
Existing Conditions

Describe the general economic climate of the affected area. Include established business districts, transportation facility-related business, business activity, job relocation, property values, and the regional economy. Describe any minority owned businesses, ones that employ large numbers of minorities or fill a specific cultural niche.

Potential Effects

This section will vary in length depending on whether there are minimal effects or ones of significance. If there is any local controversy, consider adding more detail to address those areas. Make sure you document enough, both so the reader can clearly understand what the effects are and to support any conclusions. Please right size your document.

If more than one alternative is under consideration, describe the effects of each alternative as well as the no-build.

Consider and describe, when appropriate, the following effects:

- **Construction effects** – Briefly describe methods for evaluating construction effects. Discuss any short-term, temporary effects to affected businesses from construction. Consider access, parking and visibility issues. Consider sales taxes and temporary jobs created during construction. Direct and indirect employment effects can be calculated using multipliers provided by the U.S. Department of Commerce Bureau of Economic Analysis’ Regional Input-Output Modeling System (RIMS II). Since direct and indirect economic effects typically cannot be distinguished in time and space, they should both be treated as direct construction effects. Although any business relocation or property acquisitions would take place prior to and during construction, these can be mentioned here but the effects should be discussed in the next section.

- **Operational effects** – Briefly describe methods for evaluating operational effects. Discuss any direct effects related to operations (e.g., displacements, traffic pattern changes, and commercial businesses). Changes in revenue, permanent jobs, and loss of taxable property should be discussed if possible and appropriate. Discuss any business relocations or property acquisitions. Effects on minority and low-income populations – also known as environmental justice (EJ) populations – may also be identified in the assessment of a project’s effects on a community’s economic elements and resources. These would be businesses that employ large
numbers of minorities, minority-owned businesses or businesses that fill a specific cultural niche.¹ Check to see if this data may be needed for the EJ report.

- **Indirect effects** – Discuss any effects caused by the project that would or could happen later in time or further from the project area. Discuss how changes in accessibility that may result from the project are likely to influence the location of growth. In most cases, this will need to be a very brief, qualitative discussion of the fact that improved accessibility increases the attractiveness of an area with respect to other locations in the region. The improvement, itself, does not cause regional growth.

- **Cumulative effects** – Consider cumulative effects on economic resources.²

### Measures to Avoid or Minimize Project Effects

**How will we avoid or minimize adverse effects from construction?**

Briefly discuss strategies for avoiding and minimizing construction effects such as: construction closures timed to minimize inconvenience; information about construction and travel options posted using a method most appropriate for the project area; methods that will be used to control dust, glare, and noise; any signage and maintenance of access and parking.

**How will we avoid or minimize adverse effects from the project?**

Briefly describe how we avoided or minimized any permanent effects. If there are business relocations or property acquisitions, mitigation through the Uniform Relocation Act should be discussed. Briefly describe how permanent effects were minimized as well as any project benefits received by the affected businesses or economy. These benefits may include safety improvements, improved access, increased business visibility, etc.

### Conclusion

Summarize the economic effects of the project along with effects addressed by any mitigation.

### References

Format references using the *Chicago Manual of Style, 15th Edition*.

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¹ A business survey is the best tool to gather this type of information.

² If cumulative effects are discussed in a cumulative effect discipline report, include a short summary here.
Documents and Publications

Examples could be local comprehensive plan(s); NCHRP Report 122 - Summary and Evaluation of Economic Consequences of Highway Improvements, NCHRP Report 456 – Guidebook for Assessing the Social and Economic Effects of Transportation Projects, WSDOT Environmental Procedures Manual, Chapter 458 (use latest version), local real estate publications, and city, county and regional data.

Personal Communications

Examples could include telephone, email, or interview communications with local business owners, local officials, and service providers. Any surveys done and results can be included here.

Internet Websites

Examples could include U.S. Census Data; city and county information; Employment Security Department Labor Management and Economic Analysis.

Acronyms and Abbreviations

Acronyms and abbreviations are defined in the text.

Glossary of Terms

A glossary of terms is included in the EPM, which is available online: [http://www.wsdot.wa.gov/publications/manuals/fulltext/M31-11/appendixb.pdf](http://www.wsdot.wa.gov/publications/manuals/fulltext/M31-11/appendixb.pdf)
Appendix A: Methods

Briefly describe the rationale for completing a discipline report to address project effects on economic resources.

Describe the steps conducted for the economic analysis. Examples of the types of data that can be used to determine the effects on the area economy and businesses are as follows:

- Resources reviewed, such as U.S. Census Bureau data, tax records, labor market data, and county economic reports. A good resource is the Employment Security Department Labor market information, available online: 
  http://www.workforceexplorer.com/cgi/databrowsing/?PAGEID=4
- Any interviews conducted and surveys distributed. (When appropriate, the survey and analysis of results can be included as an appendix.)

Briefly discuss how data was collected and analyzed to evaluate potential effects on economic elements.

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3 This template shows methods in a separate appendix. If you are doing an EIS, SAFETEA-LU mandates that methods are shared. For an EA or DCE, this section should be included in the Regulations and Coordination section of the discipline report.