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# Coordination Plan Template

For Compliance with SAFETEA-LU Section 6002

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U.S. Department  
of Transportation

**Federal Highway  
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[NAME OF PROJECT]

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**SAFETEA-LU 6002  
COORDINATION PLAN  
FOR  
AGENCY  
&  
PUBLIC INVOLVEMENT**



U.S. Department  
of Transportation

**Federal Highway  
Administration**



**Washington State  
Department of Transportation**

draft **TEMPLATE**

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# Section 1 Introduction

## 1.1 Purpose of the Coordination Plan

Section 6002 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU 6002) requires the lead agencies to establish a plan for coordinating public and agency involvement during the environmental review process.

This Coordination Plan is intended to define the process by which the Washington State Department of Transportation (WSDOT) will communicate information about the *[Insert Project Name]* Environmental Impact Statement (EIS) to the lead, cooperating and participating agencies and to the public. The plan also identifies how input from agencies and the public will be solicited and considered.

Because the Federal Highway Administration (FHWA) is expected to provide funding for this project, FHWA serves as the lead federal agency for the project *[this is an assumption, make sure you know who your lead federal agency is]*. WSDOT, as the direct recipient of Federal funds for the project, is the joint lead agency.

The purposes of the SAFETEA-LU 6002 coordination plan are to facilitate and document the lead agencies' structured interaction with the public and other agencies and to inform the public and other agencies of how the coordination plan will be accomplished. The coordination plan is meant to promote an efficient and streamlined process and good project management through coordination, scheduling, and early resolution of issues.

This coordination plan will:

- Identify the early coordination efforts;
- Identify cooperating and participating agencies to be involved in agency coordination;
- Establish the timing and form for agency involvement in defining the project's purpose and need and study area, the range of alternatives to be investigated, and methods and data reports, as well as reviewing the draft EIS and the selection of the preferred alternative and mitigation strategies.
- Establish the timing and form for public opportunities to be involved in defining the project's purpose and need and study area and the range of alternatives to be investigated, providing input on issues of concern and environmental features, and commenting on the findings presented in the DEIS.
- Describe the communication methods that will be implemented to inform the community about the project.

This coordination plan is being developed in conjunction with a separate Public Involvement Plan and Tribal Coordination Plan.

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The coordination plan will be updated periodically to reflect any changes to the project schedule and other items that typically require updating over the course of the project.

## 1.2 Project Background and Description

The Washington State Department of Transportation (WSDOT), in cooperation with *[Insert names of joint lead agencies]* has prepared the following coordination plan as required by SAFETEA-LU 6002 for the proposed *[Insert Project Name]*. This is a *[insert type of work]* project proposed in *[Insert name of County and closest City or specific area if within a large metro area]*. WSDOT and *[Insert names of joint lead agencies]* are advancing this project through an EIS. The proposed project is approximately *[Insert length]* and is located between *[Insert cross streets or mileposts]* on *[Insert name of State Highway]* (see project vicinity map below).

As part of this study, a Purpose and Need Statement is being developed and refined based on input from agencies and the public during the initial coordination/scoping period. The purpose of the project, as currently defined, is to *[Insert Basic Statement of the Project's Purpose and Need]*.

In addition to an EIS, WSDOT anticipates that this project will require *[list anticipated federal approvals and permits anticipated to be necessary for the proposed project]*.

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### 1.3 Project Vicinity Map

*[Insert Project Vicinity Map]*

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## Section 2. Lead/Cooperating/Participating Agencies

(Last Updated 00/00/00)

### 2.1 List of Agencies, Roles, and Responsibilities *[List all agencies involved in the SAFETEA-LU Section 6002 process for the project and their associated responsibilities.]*

The agencies below (except for the lead agencies) have been invited by letter to participate in the *[insert project name]* project in the roles identified below. All cooperating and participating agencies will be responsible for the following:

- Participate in the scoping process
- Provide comments on purpose and need, methodologies, and range of alternatives
- Identify any issues of concern regarding the project’s environmental or socioeconomic impacts
- Provide timely input on unresolved issues

Additional responsibilities are to be determined.

#### **Lead Agencies**

Agency Name	Role	Responsibilities
Federal Highway Administration <i>and/or Federal Transit Administration</i>		Manage 6002 process; prepare EIS; provide opportunity for public & participating/cooperating agency involvement
Washington State Department of Transportation		Manage 6002 process; prepare EIS; provide opportunity for public & participating/cooperating agency involvement
Other		

#### **Cooperating Agencies** *[Agencies listed below are typically invited to cooperate, but may actually be participating agencies for a given project.]*

Cooperating Agencies are those governmental agencies specifically requested by the lead agency to participate during the environmental evaluation process for the project.

FHWA’s NEPA regulations (23 CFR 771.111(d)) require those federal agencies with jurisdiction by law (with permitting or land transfer authority) or special expertise with respect to any environmental impact involved in a proposed project or project alternative be invited to be cooperating agencies for an EIS. A State or local agency of similar qualifications or, when the effects are on lands of tribal interest, a Native American tribe may, by agreement with the lead agencies, also become a cooperating agency.

Cooperating Agencies for this project are listed in Table 1. These cooperating agencies are also invited to be participating agencies.

If new information reveals the need to request another agency to serve as a cooperating agency, WSDOT will issue that agency an invitation.

**Table 1 Cooperating Agencies** *[The agencies listed below are provided for example, there may be other agencies that could be involved]*

Agency Name	Role	Responsibilities
U.S. Army Corps of Engineers		Section 404 permit jurisdiction. Provide comments on purpose and need, impact assessment methodologies, and range of alternatives.
U.S. Department of Fish and Wildlife		Endangered Species Act Consultation, Biological Opinion. Provide comments on purpose and need, methodologies, and range of alternatives.
National Marine Fisheries Service		Endangered Species Act Consultation, Biological Opinion. Provide comments on purpose and need, impact assessment methodologies, and range of alternatives.
U.S. Environmental Protection Agency		Review EIS for sufficiency. Provide comments on purpose and need, impact assessment methodologies, and range of alternatives.

**Participating Agencies** *[Agencies listed below are typically invited to participate, but may actually be cooperating agencies or joint lead agencies for a given project.]*

SAFETEA-LU (Section 6002) created a new category of agencies to participate in the environmental review process for EISs. These are Federal, State, tribal, regional, and local governmental agencies that have an interest in the project. These participating agencies are formally invited to participate in the environmental review of the project. Nongovernmental organizations and private entities cannot serve as participating agencies. Any Federal agency that is invited to participate in the environmental review process for a project shall be designated as a participating agency unless the invited agency informs the lead agency, in writing, by the deadline specified in the invitation that the invited agency

- has no jurisdiction or authority with respect to the project;
- has no expertise or information relevant to the project; and
- does not intend to submit comments on the project.

The designated participating agencies are shown in Table 2. Designation as a participating agency does not imply project support and, if applicable, does not provide an agency with increased oversight or approval authority beyond its statutory limits.

**Table 2 Participating Agencies**

Agency Name	Role	Responsibilities
Washington Department of Fish and Wildlife		
Washington Department of Ecology		
Washington Department of Natural Resources		
Washington Department of Archaeology and Historic Preservation		
Metropolitan Planning Organization		
County/ City/ Others...		
Tribal		

**2.2 Agencies that Declined the Invitation**

A State, tribal, or local agency needs to respond affirmatively to the invitation to be designated as a participating agency. If the State, tribal, or local agency fails to respond by the stated deadline or declines the invitation, regardless of the reasons for declining, the agency should not be considered a participating agency.

Agency Name	Requested status	Date of written response	Primary Reason(s) for Declining
	Cooperating		
	Participating		

### 2.3 Agencies that Did Not Respond to the Invitation

Should a Federal agency choose to decline cooperating agency status in part or in whole, that agency is obligated to respond to the invitation in writing and provide a copy of that response to the Council of Environmental Quality (40 C.F.R. 15.1.6(c)).

Should a Federal agency choose to decline cooperating agency status, that agency will automatically be considered participating. If a Federal agency should choose to decline both cooperating and participating status, that agency must submit a written response stating that their agency: 1) has no jurisdiction or authority with respect to the project, 2) has no expertise or information relevant to the project, and 3) does not intend to submit comments on the project. In the absence of a written response, invited Federal agencies will automatically be considered participating.

Should a state or local agency provide no response to an invitation to cooperate or participate, such agencies will be assumed non-cooperating and non-participating.

Agency Name	Requested status	Date of written response	Assumed SAFETEA-LU 6002 Status ( <i>Cooperating, Participating, none</i> )
	Cooperating/Participating		
	Participating		

### 2.4 Lead, Cooperating, and Participating Agency Contact Information (Last Updated 00/00/00)

*[Specify contact information for each agency]*

Agency	Contact Person/Title	Phone	E-mail
Federal Highway Administration <i>and/or Federal Transit Administration</i>			
Washington State Department of Transportation	Environmental Project Manager, Project Leader, Area Manager, or Region Manager (depending on Region and project)		
U.S. Army Corps of Engineers			
U.S. Department of Fish and Wildlife			
National Marine Fisheries Service (NMFS)			
U.S. Environmental			

Agency	Contact Person/Title	Phone	E-mail
Protection Agency			
Washington Department of Fish and Wildlife			
Washington Department of Ecology			
Washington Department of Natural Resources			
Washington Department of Archaeology and Historic Preservation			
MPO			
County			
City			
BLM			
USDA Forest Service			
U.S. Bureau of Reclamation			
Also consider school districts, housing authorities, police and emergency services, local transit authorities, etc.			

## Section 3. Initial Coordination, Coordination Points and Responsibilities

### 3.1 Initial Coordination

On [insert date], in conformance with the requirements of SAFETEA-LU, WSDOT formally notified FHWA in writing of its intent to initiate the NEPA EIS process for this project. Following the project initiation, FHWA with assistance from WSDOT prepared a Notice of Intent (NOI) to prepare an Environmental Impact Statement, as required by CEQ regulations 40 CFR 1501.7. The NOI was published in the *Federal Register* on [insert date].

Notification of the preparation of the EIS, as well as an announcement of the public scoping meetings, was published in the following project area newspapers: (insert newspapers)

### 3.2 Coordination Points, Information Requirements and Responsibilities (Last Updated 00/00/00)

*[List key coordination points, including which agency is responsible for activities during that coordination point. Specify the information required at each coordination point and who is responsible for transmitting that information.]*

Coordination Point	Information out (lead Agencies Responsible)	Information in (input)	Agencies Responsible for input
Issue Notice of Intent	Send participating agencies a copy of the NOI; publish notice in newspaper and Federal Register; invite agencies and public to public scoping meeting	Comments on NOI	Lead Agencies
<b>Purpose and Need</b> <i>(30-day comment period for participating and cooperating agencies and public)</i>	Provide participating and cooperating agencies and the public with draft purpose and need statement; solicit comments; hold scoping meeting	Comments on Purpose and Need and issues of concern	All participating and cooperating agencies and the public
<b>Range of Alternatives</b> <i>(30-day comment period for participating and cooperating agencies and public)</i>	Provide participating and cooperating agencies and public with information regarding alternatives being considered; solicit comments; hold scoping meeting	Comments on Range of Alternatives and issues of concern	All participating and cooperating agencies and the public
<b>Impact assessment Methodologies / Level of detail required for</b>	Provide participating and cooperating agencies opportunity to collaborate on	Collaboration and input through the development of methodologies, and	All participating and cooperating agencies

Coordination Point	Information out (lead Agencies Responsible)	Information in (input)	Agencies Responsible for input
<b>analysis of alternatives</b> <i>(30-day comment period for participating and cooperating agencies – the review period can be applied on a project by project basis but is not required by SAFETEA-LU)</i>	the development and review of the methodologies and level of detail required for the analysis of alternatives	comments on proposed methodologies	
<b>Socioeconomic and natural resource impacts</b> <i>(no SAFETEA-LU required coordination, but is an expected responsibility of participating agencies)</i>	Identification of resources located within project area & general location of alternatives	Identification of any issues that could substantially delay permit approval	
Circulation of DEIS			
Preferred Alternative			
Circulation of FEIS			
Issue ROD			

### 3.2 How Lead Agencies will make Information Available to Participating Agencies, Cooperating Agencies, and the Public. (Last Updated 00/00/00)

*[List key coordination points, including which agency is responsible for activities during that coordination point. Specify the information required at each coordination point and who is responsible for transmitting that information.]*

Coordination Point	How Information will be made available to Reviewing/Commenting Parties	
	Cooperating/Participating Agencies	Public
Issue Notice of Intent	Publish notice in local newspaper and Federal Register; invite agencies and public to public scoping meeting	Publish notice in newspaper and Federal Register; invite agencies and public to public scoping meeting
<b>Purpose and Need</b>		
<b>Range of Alternatives</b>		
<b>Collaboration on impact assessment Methodologies / Level of detail required for analysis of alternatives</b>		<i>Optional collaboration with the public</i>
<b>Socioeconomic/ natural resource impacts</b> <i>(no</i>		

Coordination Point	How Information will be made available to Reviewing/Commenting Parties	
	<i>Cooperating/Participating Agencies</i>	<i>Public</i>
<i>SAFETEA-LU required coordination)</i>		
Circulation of DEIS		
Preferred Alternative		
Circulation of FEIS		
Issue ROD		

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## Section 4. Project Schedule (Last updated 00/00/00)

This schedule includes key milestones, decision-making deadlines for each agency approval, coordination points, anticipated date of information “in” (i.e., comments back), and anticipated date of information “out”.

*[The table below includes the minimal key milestones and decision-making deadlines for each agency approval. You can insert additional milestones that are appropriate to your NEPA environmental review process such as Scoping meetings or Public Events/Open Houses. You can use the following table format or develop a Gant chart. This schedule can also be used as the project’s required FHWA Negotiated Timeframes]*

Coordination Point <sup>1</sup>	Information out <sup>2</sup> (anticipated date)	Information in (anticipated date)	Commenting/Reviewing parties
Issue Notice of Intent	Published 00/00/00		Lead Agencies
Review and Comment on Purpose and Need		(Within 30 days of information out)	All participating and cooperating agencies and the public.
Review and Comment on Range of Alternatives		(Within 30 days of information out)	All participating and cooperating agencies and the public.
Collaboration on impact assessment Methodologies / Level of detail required for analysis of alternatives			All participating and cooperating agencies
* Discipline Reports Circulated			
*Preliminary Draft EIS			WSDOT & FHWA
*Circulation of Draft EIS			All participating and cooperating agencies
Identification of Preferred			All participating and cooperating agencies

<sup>1</sup> Lead agencies are responsible for distribution of information associated with these points to reviewing and commenting parties

<sup>2</sup> Information associated with coordination points can be made available to the public for comment via open houses and/or the project website

<b>Coordination Point<sup>1</sup></b>	<b>Information out<sup>2</sup> (anticipated date)</b>	<b>Information in (anticipated date)</b>	<b>Commenting/Reviewing parties</b>
Alternative			
*Preliminary Final EIS			WSDOT & FHWA
*Circulation of Final EIS			All participating and cooperating agencies
*Issue Record of Decision (ROD)			All participating and cooperating agencies

\* Indicates FHWA required Negotiated Timeframe

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## Section 5. Revision History

Identify changes to the Coordination Plan. Note: If a schedule was included in the original coordination plan and it is the item that requires modification, concurrence on the schedule change is required only if the schedule is being shortened and then only from joint lead agencies, not all participating agencies.

Version	Date	Document Name	Revision description and why it was needed.

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**Section 6. Other Information (Use only as needed)**

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