

CHAPTER 2 COVER PAGE

TABLE OF CONTENTS

2-1 OVERVIEW AND PROCEDURE	2-1
2-1.1 Environmental Assessment (EA)	2-2
2-1.2 Finding of No Significant Impact (FONSI).....	2-2
2-1.3 Environmental Assessment/Draft Section 4(f) Evaluation.....	2-2
2-1.4 Finding of No Significant Impact/Final Section 4(f) Evaluation	2-3
2-1.5 Draft Environmental Impact Statement (DEIS)	2-3
2-1.6 Final Environmental Impact Statement (FEIS).....	2-5
2-1.7 Draft Environmental Impact Statement/Section 4(f) Evaluation [DEIS/4(f)]	2-5
2-1.8 Final Environmental Impact Statement/Section 4(f) Evaluation [FEIS/4(f)]	2-6
2-1.9 Draft Supplemental Environmental Impact Statement (DSEIS)	2-6
2-1.10 Final Supplemental Environmental Impact Statement (FSEIS)	2-6
2-1.11 Draft Section 4(f) Evaluation.....	2-6
2-1.12 Final Section 4(f) Evaluation.....	2-7
2-1.13 Programmatic Section 4(f) Evaluation	2-7
2-1.14 Additional Reports	2-8
2-2 REFERENCE.....	2-8

LIST OF FIGURES

FIGURE 2.1 Environmental Assessment Sample Cover Page	2-9
FIGURE 2.2 Finding of No Significant Impact Sample Cover Page	2-10
FIGURE 2.3 Environmental Assessment/Draft Section 4(f) Evaluation Sample Cover Page.....	2-11
FIGURE 2.4 Finding of No Significant Impact/Final Section 4(f) Evaluation Sample Cover Page.....	2-12
FIGURE 2.5 Draft Environmental Impact Statement Sample Cover Page	2-13
FIGURE 2.6 Final Environmental Impact Statement Sample Cover Page	2-14
FIGURE 2.7 Draft Environmental Impact Statement/Section 4(f) Evaluation Sample Cover Page.....	2-15
FIGURE 2.8 Final Environmental Impact Statement/Section 4(f) Evaluation Sample Cover Page.....	2-16
FIGURE 2.9 Draft Supplemental Environmental Impact Statement Sample Cover Page.....	2-17
FIGURE 2.10 Final Supplemental Environmental Impact Statement Sample Cover Page	2-18
FIGURE 2.11 Draft Section 4(f) Evaluation Sample Cover Page	2-19
FIGURE 2.12 Final Section 4(f) Evaluation Sample Cover Page	2-20
FIGURE 2.13 Programmatic Section 4(f) Evaluation Sample Cover Page.....	2-21
FIGURE 2.14 Miscellaneous Reports Sample Cover Page.....	2-22
FIGURE 2.15 Project Engineering Report Sample Cover Page.....	2-23

2. COVER PAGE

2-1 OVERVIEW AND PROCEDURE

This chapter provides guidance concerning the format and content of the cover page for Environmental Assessments and Environmental Impact Statements (both with and without **Section 4(f)** Evaluations), Supplemental EISs, and **Section 4(f)** Evaluations including Programmatic **Section 4(f)** Evaluations. The cover pages presented in this chapter have been developed through agreement with the Federal Highway Administration (FHWA) Division Office. Sample cover pages are provided as figures at the end of this chapter.

There are thirteen (13) different document cover pages for the **National Environmental Policy Act (NEPA)** documentation. These are:

1. Environmental Assessment
2. Finding of No Significant Impact (FONSI)
3. Environmental Assessment/Draft Section 4(f) Evaluation
4. Finding of No Significant Impact Final Section 4(f) Evaluation
5. Draft Environmental Impact Statement
6. Final Environmental Impact Statement
7. Draft Environmental Impact Statement/Section 4(f) Evaluation
8. Final Environmental Impact Statement/Section 4(f) Evaluation
9. Draft Supplemental Environmental Impact Statement
10. Final Supplemental Environmental Impact Statement
11. Draft Section 4(f) Evaluation
12. Final Section 4(f) Evaluation

13. Programmatic Section 4(f) Evaluation

2-1.1 Environmental Assessment (EA)

Refer to **Figure 2.1** for the EA cover page. The analyst should note the following:

1. “If a cooperating agency is involved, then insert the following statement beneath “Florida Department of Transportation”:

“In cooperation with (name of agency)”

2. For the portion “Brief Description of the Project”, provide a brief description of the proposed action including the length, number of lanes, and major structures involved (bridges, interchanges, park and ride lots, ramps, etc.).

2-1.2 Finding of No Significant Impact (FONSI)

Refer to **Figure 2.2** for the FONSI cover page. The information required for this is the same as outlined for the Environmental Assessment with three (3) exceptions:

1. Change the type of administrative action from Environmental Assessment to:

“Administrative Action
Finding of No Significant Impact”

2. Delete the statement “Approved for Public Availability”.
3. After the date and signature block, provide a brief abstract of the EA and the reasons why the action will not have a significant effect on the human environment. This portion of the cover page should reach all appropriate findings and reference the EA when required. (**Part 2, Chapter 3**, on SUMMARY discusses FONSI content).

2-1.3 Environmental Assessment/Draft Section 4(f) Evaluation

Refer to **Figure 2.3** for an EA/Draft **Section 4(f)** Evaluation cover page. The information required for this cover page is the same as that for an EA with two (2) exceptions:

1. The type of administrative action is:

“Administrative Action
Environmental Assessment/Draft Section 4(f) Evaluation”

2. Cite the Federal authority for which the document is being prepared as:

“Submitted pursuant to 42 USC 4332(2)(c) and 49 USC 303”

2-1.4 FONSI/Final Section 4(f) Evaluation

Refer to **Figure 2.4** for a FONSI/Final **Section 4(f)** Evaluation cover page. The information required for this cover page is the same as that for a FONSI with one exception:

1. Change signature block to the Division FHWA Administrator.

2-1.5 Draft Environmental Impact Statement (DEIS)

In the upper left corner, write the Federal identification number, lead agency, and FHWA Division. For example:

“FHWA-FLA-EIS-99-02D or (F) or (S)
Federal Highway Administration Florida Division”

1. Cite the Federal authority for which the document is being prepared as:

“Submitted pursuant to 42 USC 4332(2)(c) and 49 USC 303.”

Where:

- | | | |
|------|---|--|
| FHWA | - | Name of Federal Agency |
| FLA | - | Name of State |
| EIS | - | Environmental Impact Statement |
| 99 | - | Year Draft (Statement) was prepared |
| 02 | - | Sequential number of Draft statement for State of Florida for each calendar year |
| D | - | Designates statement is a Draft |
| F | - | Designates statement is a Final |

- S - Designates statement is supplemental and should be combined with Draft (DS) or Final (FS) Statement designation. The year and sequential number will be the same as those used for the original DEIS.

This number will be assigned by the Central Environmental Management Office (CEMO).

2. Indicate the type of administrative action:

“Administrative Action
Draft Environmental Impact Statement”

3. Identify the agencies preparing the document. If there is a cooperating agency, insert the following statement beneath “Florida Department of Transportation”:

“In cooperation with (name of agency)”

4. Identify Financial and Federal, Number. Identify route number, local name, project limits, and County in which project is contained.
5. Provide a brief abstract of the proposed action including the length, number of lanes, and major structures involved (bridges, interchanges, park and ride lots, ramps, etc.)
6. Cite the Federal procedures for which the document is being prepared as:

“Submitted pursuant to 42 U.S.C. 433(2)(c).”

7. Provide date and signature block for the FHWA Division Administrator.
8. Provide the names, addresses, and telephone number of agency contact persons such as the District Environmental Management Engineer/Manager and FHWA Division Administrator.
9. Provide the following statements:

“Comments must be received by the District Environmental Management Engineer/Manager (insert district address)

By _____”

The date placed in the blank is forty-five (45) days after publication of a Notice of Availability in the Federal Register (see **Part 1, Chapter 6**).

2-1.6 Final Environmental Impact (FEIS)

Refer to **Figure 2.6** for the FEIS cover page. The information for this cover page is the same as that for a DEIS with the following exceptions:

1. In the upper left corner, write the Federal identification number, lead agency, and FHWA Division (**Section 2-1.5**). Change the “D” to “F” to indicate this is a final document.
2. Indicate the administrative action:

“Administrative Action
Final Environmental Impact Statement”

3. Provide date and signature block for the FHWA Division Administrator, based on FHWA’s decision to delegate approval.
4. Remove the statement: “Comments must be received by the District Environmental Management Office Engineer/Manager (insert district address)”

2-1.7 Draft Environmental Impact Statement/Section 4(f) Evaluation [DEIS/4(f)]

Refer to **Figure 2.7** for a cover page for the DEIS/**Section 4(f)** Evaluation. This cover page is the same as that required for a DEIS with two (2) exceptions:

1. The type of administrative action is:

“Administrative Action
Draft Environmental Impact Statement/Section 4(f) Evaluation”

2. Indicate the Federal procedures for which the document is being prepared as:

“Submitted pursuant to 42 U.S.C. 4332(2)(c) and 49 U.S.C. 303”

2-1.8 Final Environmental Impact Statement/Section 4(f) Evaluation [FEIS/4(f)]

Refer to **Figure 2.8** for a cover page for a FEIS/**Section 4(f)** Evaluation.

2-1.9 Draft Supplemental Environmental Impact Statement (DSEIS)

Refer to **Figure 2.9** for a cover page for a DSEIS. The information required for this cover page is the same as that required for a DEIS (see **Section 2-1.5**) except:

1. In the upper left corner, write the Federal identification number, lead agency, and FHWA Division (**Section 2-1.5**). Change the “D” to “DS”.
2. Indicate the type of administrative action:

“Administrative Action
Draft Supplemental Environmental Impact Statement”

2-1.10 Final Supplemental Environmental Impact Statement (FSEIS)

Refer to **Figure 2.10** for a cover page for a FEIS (**Section 2.1.6**). The information for this cover page is the same as required for FEIS with the following two exceptions:

1. In the upper left corner, write the Federal identification number and lead agency and FHWA Division (**Section 2-1.5**). Change the “D” to “FS”.
2. Indicate the type of administrative action:

“Administrative Action
Final Supplemental Environmental Impact Statement”

2-1.11 Draft Section 4(f) Evaluation

Refer to **Figure 2.11** for a cover page for a Draft **Section 4(f)** Evaluation. The cover page is the same as that required for an EA (**Section 2-1.1**) with the following two (2) exceptions:

1. Indicate the type of administrative action:

“Administrative Action

Draft Section 4(f) Evaluation”

2. Cite the Federal procedures for which the document is being prepared as:

“Submitted pursuant to 49 U.S. C. 303.”

2-1.12 Final Section 4(f) Evaluation

Refer to **Figure 2.12** for a cover page for a Final **Section 4(f)** Evaluation. The cover page is the same as that required for an EA (**Section 2-1.1.1**) with the following three (3) exceptions:

1. Indicate the type of administrative action:

“Administrative Action
Final Section 4(f) Evaluation”

2. After citing the Federal regulations for which the document is being prepared, make the following statement:

“Based upon considerations herein, it is determined that there is no feasible and prudent alternative to the use of land from (name of 4(f) property) and that the proposed action includes all possible planning to minimize harm to Section 4(f) property resulting from such use.”

3. Provide signature and date for the FHWA Division Administrator after the above paragraph.

2-1.13 Programmatic Section 4(f) Evaluation

Refer to **Figure 2.13** for a cover page for a Programmatic **Section 4(f)** Evaluation. The cover page is the same as that required for an EA (**Section 2-1.1**) with the following four (4) exceptions:

1. Cite the Federal procedures for which the document is being prepared as:

“Submitted pursuant to 49 U.S.C. 303”

2. After the Federal regulations for which the document is being prepared, make the following statement:

“Administrative Action
Programmatic Section 4(f) Evaluation”

3. Cite the Federal procedures for which the document is being prepared as: “submitted pursuant to 49 U.S. C. 303” after the Federal regulations for which the document is being prepared, make the following statement:

“Based upon considerations herein, it is determined that there is no feasible and prudent alternative to the use of land from the (name of 4(f) property) and that the proposed action includes all possible planning to minimize harm to the Section 4(f) property resulting from such use”

4. Provide signature and date for the FHWA Division Administrator after the above paragraph.

2-1.14 Additional Reports

Figures 2.14 and **2.15** show the cover pages for miscellaneous reports and **Project Engineering Reports**, respectively.

2-2 REFERENCE

1. US Department of Transportation, Federal Highway Administration October 30, 1987. Guidance for Preparing and Processing Environmental and Section 4(f) Documents, FHWA Technical Advisory T6640.8A.

Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION
ENVIRONMENTAL ASSESSMENT
U.S. Department of Transportation
Federal Highway Administration
and
Florida Department of Transportation
In cooperation with the
United States Coast Guard

Financial Project Number: xxxxx-xxxx
Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(Brief description of the project)
XX
XX

Submitted pursuant to 42 U.S.C. 4332 (2)(c).

Approved For Public Availability

___ / ___ / ___

Date

Division Administrator
Federal Highway Administration

FIGURE 2.1 Environmental Assessment Sample Cover Page

Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION

FINDING OF NO SIGNIFICANT IMPACT

U.S. Department of Transportation

Federal Highway Administration

and

Florida Department of Transportation

Financial Project Number: xxxxx-xxxx

Federal Project Number: xxx-xxx-x(xx)

route, limits, county, state

(Brief description of the project)

XX
XX

Submitted pursuant to 42 U.S.C. 4332 (2)(c).

___ / ___ / ___

Date

Division Administrator
Federal Highway Administration

(Abstract on EA)

XX
XX
XX

FIGURE 2.2 Finding of No Significant Impact Sample Cover Page

Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION

ENVIRONMENTAL ASSESSMENT/DRAFT SECTION 4(f) EVALUATION

U.S. Department of Transportation

Federal Highway Administration

and

Florida Department of Transportation

Financial Project Number: xxxxx-xxxx

Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(Brief description of the project)

XX
XX
XX

Submitted pursuant to 42 U.S.C. 4332 (2)(c) and 49 U.S.C. 303.

Approved For Public Availability

___ / ___ / ___

Date

Division Administrator
Federal Highway Administration

**FIGURE 2.3 Environmental Assessment/Draft Section 4(f) Evaluation Sample
Cover Page**

Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION

FINDING OF NO SIGNIFICANT IMPACT/FINAL SECTION 4(f) EVALUATION

U.S. Department of Transportation

Federal Highway Administration

and

Florida Department of Transportation

Financial Project Number: xxxxx-xxxx

Federal Project Number: xxx-xxx-x(xx)

route, limits, county, state

(Brief description of the project)

XX
XX
XX

Submitted pursuant to 42 U.S.C. 4332 (2)(c) and 49 U.S.C. 303.

___ / ___ / ___

Date

Division Administrator
Federal Highway Administration

(Abstract of EA)

XX
XX
XX

**FIGURE 2.4 Finding of No Significant Impact/Final Section 4(f) Evaluation Sample
Cover Page**

FHWA-FLA-EIS 02-01-D
Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION
DRAFT ENVIRONMENTAL IMPACT STATEMENT
U.S. Department of Transportation
Federal Highway Administration
and
Florida Department of Transportation

Financial Project Number: xxxxx-xxxx
Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(One paragraph abstract of the project)

XX
XX

Submitted pursuant to 42 U.S.C. 4332 (2)(c).

___ / ___ / ___

Date

Division Administrator
Federal Highway Administration

For additional information, contact:

Mr. John Doe
District Environmental Management Engineer/Manager
Florida Department of Transportation
Post Office Box xxx
2015
city, state, zip code
Phone: (xxx) xxx-xxxx

OR

Mr. John Buck Doe
Division Administrator
Federal Highway Administration
227 N. Bronough Street, Room
Tallahassee, Florida 32301
Phone: (xxx) xxx-xxxx

Comments must be received by the District Environmental Management Office
Engineer/Manager (insert district address).

By: _____

FIGURE 2.5 Draft Environmental Impact Statement Sample Cover Page

FHWA-FLA-EIS 02-01-D
Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION
DRAFT ENVIRONMENTAL IMPACT STATEMENT/SECTION 4(f) EVALUATION

U.S. Department of Transportation

Federal Highway Administration

and

Florida Department of Transportation

Financial Project Number: xxxxx-xxxx
Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(One paragraph abstract of the project)

XX
XX

Submitted pursuant to 42 U.S.C. 4332 (2)(c) and 49 U.S.C. 303.

___ / ___ / ___

Date

Division Administrator
Federal Highway Administration

For additional information, contact:

Mr. John Doe
District Environmental Management Engineer/Manager
Florida Department of Transportation
Post Office Box xxx
2015
city, state, zip code
Phone: (xxx) xxx-xxxx

or

Mr. John Buck Doe
Division Administrator
Federal Highway Administration
227 N. Bronough Street, Room
Tallahassee, Florida 32301
Phone: (xxx) xxx-xxxx

“Comments must be received by the District Environmental Management
Engineer/Manager (insert district address)

By: _____

**FIGURE 2.7 Draft Environmental Impact Statement/Section 4(f) Evaluation
Sample Cover Page**

FHWA-FLA-EIS 02-01-F
Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION

FINAL ENVIRONMENTAL IMPACT STATEMENT/SECTION 4(f) EVALUATION

U.S. Department of Transportation

Federal Highway Administration

and

Financial Project Number: xxxxx-xxxx
Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(One paragraph abstract of the project)

XX
XX

Submitted pursuant to 42 U.S.C. 4332 (2)(c) and 49 U.S.C. 303

___ / ___ / ___
Date

Division Administrator
Federal Highway Administration

For additional information, contact:

Mr. John Doe
District Environmental Management Engineer/Manager
Florida Department of Transportation
Post Office Box xxx
2015
city, state, zip code
Phone: (xxx) xxx-xxxx

or

Mr. John Buck Doe
Division Administrator
Federal Highway Administration
227 N. Bronough Street, Room
Tallahassee, Florida 32301
Phone: (xxx) xxx-xxxx

Comments must be received by the District Environmental Management Office
Engineer/Manager (insert district address)

By: _____

**FIGURE 2.8 Final Environmental Impact Statement/Section 4(f) Evaluation Sample
Cover Page**

FHWA-FLA-EIS 02-01-DS
Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION

DRAFT SUPPLEMENTAL ENVIRONMENTAL IMPACT STATEMENT

U.S. Department of Transportation

Federal Highway Administration

and

Florida Department of Transportation

Financial Project Number: xxxxx-xxxx
Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(One paragraph abstract of the project)

XX
XX

Submitted pursuant to 42 U.S.C. 4332 (2)(c).

___ / ___ / ___
Date

Division Administrator
Federal Highway Administration

For additional information, contact:

Mr. John Doe
District Environmental Management Engineer/Manager
Florida Department of Transportation
Post Office Box xxx
2015
city, state, zip code
Phone: (xxx) xxx-xxxx

Mr. John Buck Doe
Division Administrator
Federal Highway Administration
227 N. Bronough Street, Room
Tallahassee, Florida 32301
Phone: (xxx) xxx-xxxx

or

“Comments must be received by the District Environmental Management
Engineer/Manager (insert district address)

By _____

**FIGURE 2.9 Draft Supplemental Environmental Impact Statement Sample Cover
Page**

FHWA-FLA-EIS 02-01-FS
Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION

FINAL SUPPLEMENTAL ENVIRONMENTAL IMPACT STATEMENT

U.S. Department of Transportation

Federal Highway Administration

and

Florida Department of Transportation

Financial Project Number: xxxxx-xxxx

Federal Project Number: xxx-xxx-x(xx)

route, limits, county, state

(One paragraph abstract of the project)

XX
XX

Submitted pursuant to 42 U.S.C. 4332 (2)(c).

___ / ___ / ___

Date

Division Administrator
Federal Highway Administration

For additional information, contact:

Mr. John Doe

District Environmental Management Engineer/Manager

Florida Department of Transportation

Post Office Box xxx

2015

city, state, zip code

Phone: (xxx) xxx-xxxx

or

Mr. John Buck Doe

Division Administrator

Federal Highway Administration

227 N. Bronough Street, Room

Tallahassee, Florida 32301

Phone: (xxx) xxx-xxxx

Comments must be received by the District Environmental Management Office
Engineer/Manager (insert district address)

By: _____

**FIGURE 2.10 Final Supplemental Environmental Impact Statement Sample Cover
Page**

Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION

DRAFT SECTION 4(f) EVALUATION

U.S. Department of Transportation

Federal Highway Administration

and

Florida Department of Transportation

Financial Project Number: xxxxx-xxxx
Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(One paragraph abstract of the project)

XX
XX

Submitted pursuant to 49 U.S.C. 303.

Approved For Public Availability

___ / ___ / ___
Date

Division Administrator
Federal Highway Administration

FIGURE 2.11 Draft Section 4(f) Evaluation Sample Cover Page

Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION

FINAL SECTION 4(f) EVALUATION

U.S. Department of Transportation

Federal Highway Administration

and

Florida Department of Transportation

Financial Project Number: xxxxx-xxxx
Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(One paragraph abstract of the project)

XX
XX
XX

Submitted pursuant to 49 U.S.C. 303.

Based upon considerations herein, it is determined that there is no feasible and prudent alternative to the use of land from the (name of 4(f) property) and that the proposed action includes all possible planning to minimize harm to the Section 4(f) property resulting from such use.

___ / ___ / ___
Date

Division Administrator
Federal Highway Administration

FIGURE 2.12 Final Section 4(f) Evaluation Sample Cover Page

Federal Highway Administration
Florida Division

ADMINISTRATIVE ACTION

PROGRAMMATIC 4(f) EVALUATION

U.S. Department of Transportation

Federal Highway Administration

and

Florida Department of Transportation

Financial Project Number: xxxxx-xxxx
Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(One paragraph abstract of the project)

XX
XX
XX

Submitted pursuant to 49 U.S.C. 303.

Based upon considerations herein, it is determined that there is no feasible and prudent alternative to the use of land from the (name of 4(f) property) and that the proposed action includes all possible planning to minimize harm to the Section 4(f) property resulting from such use.

___ / ___ / ___
Date

Division Administrator
Federal Highway Administration

FIGURE 2.13 Programmatic 4(f) Evaluation Sample Cover Page

(TYPE OF REPORT)

Florida Department of Transportation

Financial Project Number: xxxxx-xxxx
Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(Brief Description of the project)

XX
XX
XX

(DATE)

FIGURE 2.14 Miscellaneous Reports Sample Cover Page

PROJECT ENGINEERING REPORT

Financial Project Number: xxxxx-xxxx
Federal Project Number: xxx-xxx-x(xx)
route, limits, county, state

(Brief Description of the project)

XX
XX
XX

(DATE)

Prepared by:
(Name of Consulting Firm)

(Name and Title of Engineer)

(Name and Title of
Responsible Official)

(P. E. Number)

FIGURE 2.15 Project Engineering Report Sample Cover Page