

ADVANCE NOTIFICATION (AN)

Acronyms

- ❑ CZMP- Coastal Zone Management Program
- ❑ LGCP- Local Government Comprehensive Plan
- ❑ SCH- State Clearinghouse
- ❑ AN- Advance Notification
- ❑ EST- Environmental Screening Tool
- ❑ ETAT- Environmental Technical Advisory Team
- ❑ SAFETEA-LU- Safe, Accountable, Flexible Efficient Transportation Equity Act: A Legacy for Users
- ❑ LAP- Local Agency Program

What is the purpose of an AN?

- ❑ Promote Awareness of Project to stakeholders
- ❑ Provide Notice of Federal or State Funding
- ❑ Early Involvement
- ❑ Determine Consistency- CZMP, LGCP
- ❑ Compliance with State/Federal Executive Orders
- ❑ Compliance with SAFETEA-LU
- ❑ Begins the EST Programming Screen
- ❑ Helps develop scope for PD&E study

Advance Notification

Section 3-1

- When is an AN needed?
 - ▣ Projects that go through the EST – **“Major Projects”**
 - Including major LAP projects
- When is an AN not needed?
 - ▣ **“Minor Projects”**

Module

2

Advance Notification

Chapter 3

When is the AN initiated?

Section 3-2.1

- ❑ Initiated through Environmental Screening Tool
- ❑ Created at beginning of Programming Screen
- ❑ Distributed with Programming Screen Notification (Figure 3.2)

Advance Notification Package

Section 3-2.2

- Responsibility of ETDM Coordinator or Project Manager
 - ▣ Prepared by FDOT or agency sponsor
 - ▣ LAP projects
 - Letter prepared by LAP but transmitted by FDOT through EST, FHWA is lead
- Generated in EST
- GIS Analyses

Module

2

Advance Notification

Chapter 3

AN Package Contents

Section 3-2.2

Module
2

Advance Notification

#1

Cover
Letter to
SCH

#2

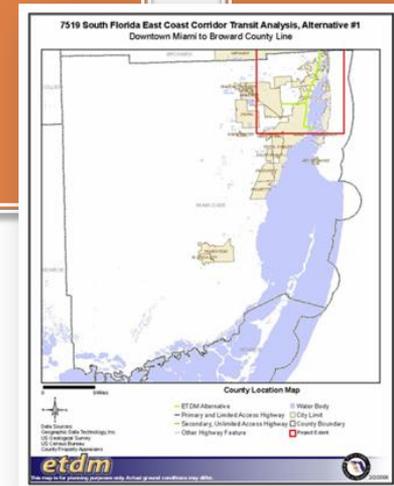
Notification
Transmittal
List

#3

Application
for Federal
Assistance

#4

Project
Location
Maps



AN Package Contents

Section 3-2.2

#5

AN Fact
Sheet

#6

Summary
Degree of
Effect
Overview

#7

Comments
on AN
Package

#8

Summary
Degree
of Effect
Comments

Advance Notification

Module
2

Chapter 3

AN Package Contents

Section 3-2.2

#9

Resource
Maps

#10

Class of
Action

#11

Dispute
Resolution
Activity Log

#12

Ancillary
Documentation

Advance Notification

Module
2

Chapter 3

Advance Notification Lite

NEW

Module

2

Advance Notification

#1

Cover Letter
to SCH

#2

Notification
Transmittal
List

#3

Application
for Federal
Assistance

#4

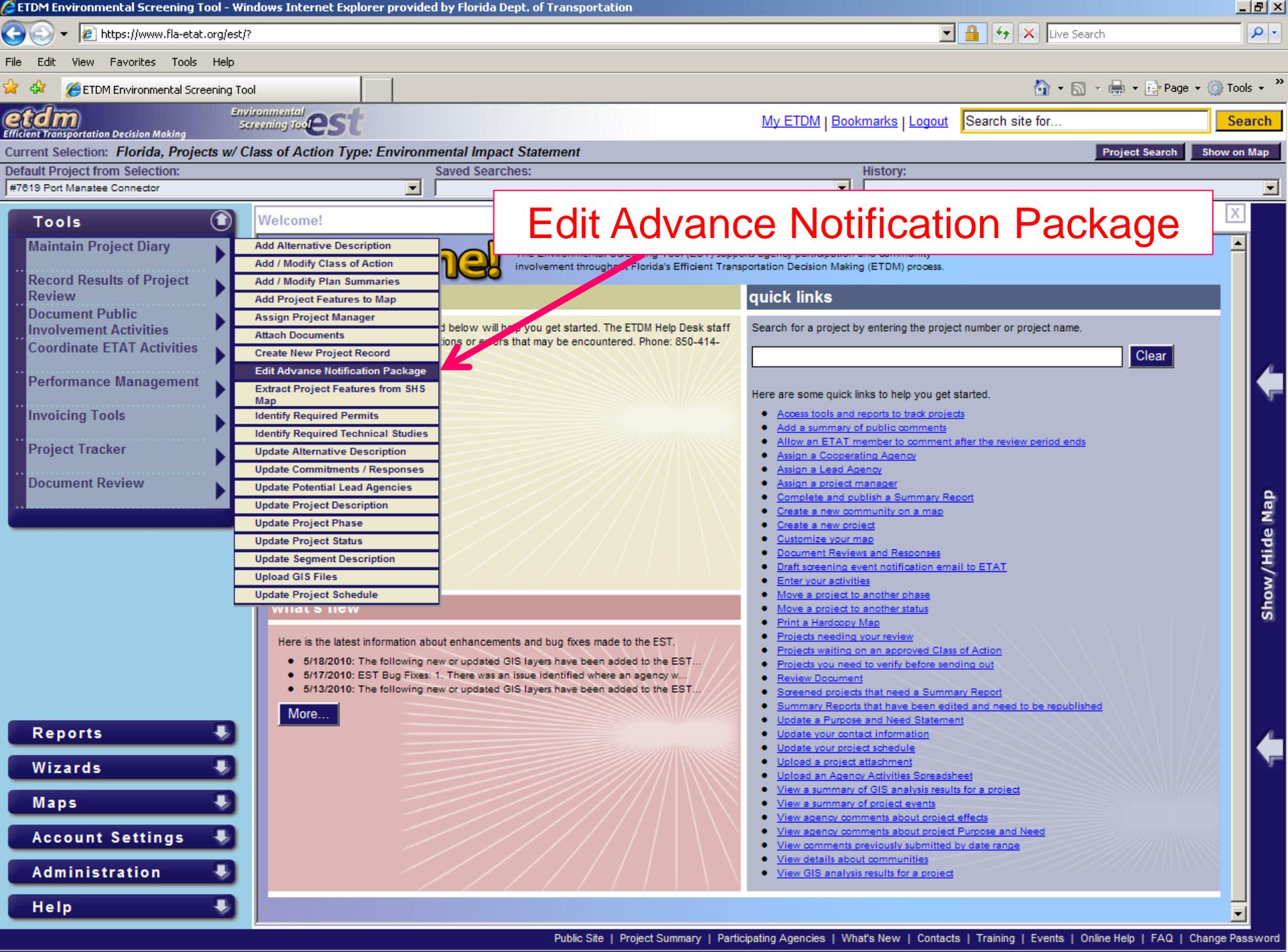
Project
Location
Maps

#5

AN Fact Sheet

#6

Instructions



Edit Advance Notification Package

- Tools
- Maintain Project Diary
- Record Results of Project Review
- Document Public Involvement Activities
- Coordinate ETAT Activities
- Performance Management
- Invoicing Tools
- Project Tracker
- Document Review

- Welcome!
- Add Alternative Description
- Add / Modify Class of Action
- Add / Modify Plan Summaries
- Add Project Features to Map
- Assign Project Manager
- Attach Documents
- Create New Project Record
- Edit Advance Notification Package**
- Extract Project Features from SHS Map
- Identify Required Permits
- Identify Required Technical Studies
- Update Alternative Description
- Update Commitments / Responses
- Update Potential Lead Agencies
- Update Project Description
- Update Project Phase
- Update Project Status
- Update Segment Description
- Upload GIS Files
- Update Project Schedule

quick links

Search for a project by entering the project number or project name.
 Clear

- Here are some quick links to help you get started.
- [Access tools and reports to track projects](#)
 - [Add a summary of public comments](#)
 - [Add an ETAT member to comment after the review period ends](#)
 - [Assign a Cooperating Agency](#)
 - [Assign a Lead Agency](#)
 - [Assign a project manager](#)
 - [Complete and publish a Summary Report](#)
 - [Create a new community on a map](#)
 - [Create a new project](#)
 - [Customize your map](#)
 - [Document Reviews and Responses](#)
 - [Draft screening event notification email to ETAT](#)
 - [Enter your activities](#)
 - [Move a project to another phase](#)
 - [Move a project to another status](#)
 - [Print a Hardcopy Map](#)
 - [Projects needing your review](#)
 - [Projects waiting on an approved Class of Action](#)
 - [Projects you need to verify before sending out](#)
 - [Review Document](#)
 - [Screened projects that need a Summary Report](#)
 - [Summary Reports that have been edited and need to be republished](#)
 - [Update a Purpose and Need Statement](#)
 - [Update your contact information](#)
 - [Update your project schedule](#)
 - [Upload a project attachment](#)
 - [Upload an Agency Activities Spreadsheet](#)
 - [View a summary of GIS analysis results for a project](#)
 - [View a summary of project events](#)
 - [View agency comments about project effects](#)
 - [View agency comments about project Purpose and Need](#)
 - [View comments previously submitted by date range](#)
 - [View details about communities](#)
 - [View GIS analysis results for a project](#)

What's New

Here is the latest information about enhancements and bug fixes made to the EST.

- 5/18/2010: The following new or updated GIS layers have been added to the EST...
- 5/17/2010: EST Bug Fixes: 1. There was an issue identified where an agency w....
- 5/13/2010: The following new or updated GIS layers have been added to the EST...

[More...](#)

- Reports
- Wizards
- Maps
- Account Settings
- Administration
- Help

Tools

Maintain Project Diary

Record Results of Project Review

Document Public Involvement Activities

Coordinate ETAT Activities

Performance Management

Invoicing Tools

Project Tracker

Document Review

Edit Advance Notification Package

Draft AN Package Table of Contents

	AN	AN Lite
Cover Letter delete	edit	
Location Maps Not Available	re-generate hardcopy maps	
<p>Select the alternative-level maps that you would like to include (optional):</p> <input type="checkbox"/> Alternative #10		
[-] Disclaimer		
Project Description	edit	
Community-Desired Features - Not Available	edit	
Purpose and Need Reviews		
Environmental Information	edit	
Permits Required	edit	
Technical Studies Required	edit	
Project Commitments	edit	
Summary Degree of Effect Overview Programming Screen Summary Report Re-published on 12/16/2008	edit	
Comments on Advance Notification Package Programming Screen Summary Report Re-published on 12/16/2008		
Summary Degree of Effect Comments Programming Screen Summary Report Re-published on 12/16/2008	edit	
Resource Maps - Not Available	edit	
[-] Additional Information		
Class of Action	edit	
<p>Reminder: Before starting a Programming screen, the list of potential lead agencies needs to be verified (click here to update):</p> <ul style="list-style-type: none"> Federal Highway Administration ** assigned as lead on current CoA 		
Dispute Resolution Activity Log - Not Available	edit	
Ancillary Documentation (optional) None found	edit	
Transmittal List	edit	
Form SF-424: Application for Federal Assistance (not required) NOTE: The Federal Involvement recorded for this project does not require an SF-424. To change the project's Federal Involvement level, use the Update Project Description tool.		

[Preview Draft AN](#)

[Preview Draft AN Lite](#)

[Reports](#)

[Wizards](#)

[Maps](#)

[Account Settings](#)

[Administration](#)

[Help](#)

Edit Advance Notification Package

7/14/2008	(7.38 MB)	(7.3 MB)
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Draft Advance Notification Package

Draft AN Package Table of Contents

	AN	AN Lite
Cover Letter delete X		
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>		
Location Maps Not Available		
re-generate hardcopy maps		
Select the alternative-level maps that you would like to include (optional): <input type="checkbox"/> Alternative #10		
[-] Disclaimer		
Project Description		
Community-Desired Features - Not Available		
Purpose and Need Reviews		
Environmental Information		
Permits Required		
Technical Studies Required		
Project Commitments		
Summary Degree of Effect Overview Programming Screen Summary Report Re-published on 12/16/2008		
Comments on Advance Notification Package Programming Screen Summary Report Re-published on 12/16/2008		
Summary Degree of Effect Comments Programming Screen Summary Report Re-published on 12/16/2008		
Resource Maps - Not Available		
[-] Additional Information		
Class of Action		
Reminder: Before starting a Programming screen, the list of potential lead agencies needs to be verified (click here to update): <ul style="list-style-type: none"> Federal Highway Administration ** assigned as lead on current CoA 		
Dispute Resolution Activity Log - Not Available		
Ancillary Documentation (optional) None found		
Transmittal List		

Enter the path or browse to the cover letter PDF file.

- Tools**
- Maintain Project Diary
 - Record Results of Project Review
 - Document Public Involvement Activities
 - Coordinate ETAT Activities
 - Performance Management
 - Invoicing Tools
 - Project Tracker
 - Document Review

- Reports**
- Wizards**
- Maps**
- Account Settings**
- Administration**
- Help**

Show/Hide Map

Current Selection: **Manual Selection (6393)**

[New Search](#) | [Modify Search](#) | [Show on Map](#)

Default Project from Selection:

Saved Searches:

History:

#6393 US 1 - Wildwood Dr to Lewis Pt Rd

Tools

- Maintain Project Diary
- Record Results of Project Review
- Document Public Involvement Activities
- Coordinate ETAT Activities
- Cumulative Effects
- Performance Management

Reports

Wizards

Maps

Account Settings

Administration

Invoice Enhancement

Help

Invoice Enhancement

Project Selection Wizard

Advance Notification Package

Update Project Status

Edit Advance Notification Package

Advance Notification Package ...

Advance Notification Package Transmittal List



Instructions / Options

Review the official transmittal list for the Advance Notification Package (listed below). Email recipients listed here will automatically receive the Advance Notification Package. Hardcopy recipients will need to be mailed the "AN Package Lite" document once the project is put into ETAT Review. Mailing labels can be generated (below). You may edit contact information for only those recipients who were created by your organization, and may remove any optional recipients at any time (if you have the appropriate privileges).

- If you would like to add additional recipients or print mailing labels for hardcopy recipients, please use the form below.
- If you would like to edit or remove users from the transmittal list, please scroll down to find specific recipients on the list.

1. Add Existing Users to the AN Transmittal List

Search for existing Contacts.

2. Select Contact from One of Your Contact Lists

Click the plus sign to select a contact list:

Contact Lists

3. Create a New User to Add to the AN Transmittal List

Create a new user to add to the AN recipient list.

4. Generate Hardcopy AN Transmittal List

Generate Hardcopy Recipient Mailing Labels.

Select a Format:

5. Configure Draft ETAT Notification Emails for EST and Non-EST Users

Configure the required notification emails using the "Draft ETAT Notification" wizard.

Go

Recipient Key

Included Recipient	Mandatory recipient that has been added by the coordinator / manager to receive the AN Package, regardless of the user's jurisdictional authority.
Required Recipient	Mandatory recipient that will receive the AN Package because of his/her jurisdictional authority.

AN Package Mandatory Recipients

Organization	Name	Recipient Type*	Type	Created By	Edit	Remove
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Show/Hide Map

Current Selection: **Manual Selection (6393)**

[New Search](#) | [Modify Search](#) | [Show on Map](#)

Default Project from Selection:

Saved Searches:

History:

#6393 US 1 - Wildwood Dr to Lewis Pt Rd

Tools

- Maintain Project Diary
- Record Results of Project Review
- Document Public Involvement Activities
- Coordinate ETAT Activities
- Cumulative Effects
- Performance Management

Reports

Wizards

Maps

Account Settings

Administration

Invoice Enhancement

Help

Invoice Enhancement

Project Selection Wizard | Advance Notification Package | Update Project Status | Edit Advance Notification Pac... | Advance Notification Package... | Advance Notification Pac... X

Go

Recipient Key

Included Recipient	Mandatory recipient that has been added by the coordinator / manager to receive the AN Package, regardless of the user's jurisdictional authority.
Required Recipient	Mandatory recipient that will receive the AN Package because of his/her jurisdictional authority.

AN Package Mandatory Recipients

Organization	Name	Recipient Type*	Type	Created By	Edit	Remove
Advisory Council on Historic Preservation	Test, Test	Required Recipient	Email	Pasco County MPO		
Advisory Council on Historic Preservation	test, tst	Required Recipient	Email	FL Fish and Wildlife Conservation Commission		
Advisory Council on Historic Preservation	tst, test060208-2	Required Recipient	Email	Hernando County MPO		
Concerned Citizens of the Town Center	Delaney, Joseph	Required Recipient	Email	FL Department of Environmental Protection		
Concerned Citizens of the Town Center	Tester, Tester	Required Recipient	Email	FL Fish and Wildlife Conservation Commission		
FDOT District 1	Bosio, Marcelo	Required Recipient	Email	Pinellas County MPO		
FDOT District 2	Bosio, Marcelo	Required Recipient	Email	FDOT District 5		
FDOT District 2	test, testing	Required Recipient	Email	First Coast MPO		
FDOT District 2	tester, tester	Required Recipient	Email	Federal Highway Administration	Edit	
FDOT District 3	Bosio, Marcelo	Required Recipient	Hardcopy	FDOT District 5		
FDOT District 3	Sr. PM 3	Required Recipient	Hardcopy	Pinellas County MPO		
FDOT District 3	Sr. Project Mgr	Required Recipient	Hardcopy	FL Department of Community Affairs		
FDOT District 4	Bosio, Marcelo	Required Recipient	Email	Federal Highway Administration	Edit	
FDOT District 6	Test, Test040808	Required Recipient	Email	FL Department of Environmental Protection		
FDOT District 7	Grillo, David	Required Recipient	Email	Federal Highway Administration	Edit	
Federal Aviation Administration	test0606-2, test0606-2	Required Recipient	Email	Federal Rail Administration		
Federal Emergency Management Agency	Mitigation Division, Chief	Required Recipient	Hardcopy	FDOT - Central Office	Edit	
Federal Highway Administration	Blizzard, Stacie	Included Recipient	Email	Federal Highway Administration	Edit	Remove
Federal Highway Administration	Clemons, Stephanie A.	Required Recipient	Email	FDOT - Central Office	Edit	
Federal Highway Administration	Hall, Greg L	Required Recipient	Email	Federal Highway Administration	Edit	

Show/Hide Map

“Just the Facts” – AN Fact Sheet

- Provides Overview of Project
- Identifies Potential Involvement through GIS Analysis
- Information is Generated from EST

Tools

Maintain Project Diary

Record Results of Project Review

Document Public Involvement Activities

Coordinate ETAT Activities

Performance Management

Invoicing Tools

Project Tracker

Document Review

Advance Notification Package

Opens the Advance Notification PD...



Advance Notification Package

Project #8247 - Third East-West River Crossing(Crosstown Parkway Extension)
Programming Screen - Published on 06/27/2008
Printed on: 6/30/2008

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Project Base Map	16
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Project Aerial Map	18
Project Base Map	19

Reports

Wizards

Maps

Account Settings

Administration

Help

Advance Notice Fact Sheet

Section 3-2.2.4

- Project Description Data
- Purpose and Need Data
- GIS Generated Environmental Information
- Permits potentially required
- Anticipated technical studies
- Project commitments

Module

2

Advance Notification

Chapter 3

Who is the AN Package distributed to?

Section 3-2.3

- ETAT
- DEP's Florida State Clearinghouse (SCH)
 - ▣ Consistency Reviewers
- Federal, state and local agencies
- Other organizations
- Elected officials
- List of contacts (Figure 3.5 and 3.6)
- Submit Application for Federal Assistance to Federal Aid Office

Module

2

Advance Notification

Chapter 3

Federal Consistency Review

- ❑ State Consistency Reviewers comment on Projects through EST
- ❑ SCH consolidates Consistency Reviewers comments
- ❑ SCH provides CZMP and LGCP Consistency Determination
- ❑ Record of Coordination and Comments

Federal Consistency Review

Section 3-2.4

- DEP's State Clearinghouse
 - ▣ Consistency Reviewers – 45 days to comment
 - ▣ SCH- 15 days to consolidate comments
 - ▣ Within same 60-day Comment Period for Programming Screen review by ETAT
 - ▣ 15 Day Time Extension Upon Request

Module

2

Advance Notification

Chapter 3

District Responsibility

Section 3-2.4

- Review/Address Comments
- Check Consistency Determination
- Contact agencies that have not responded
- Coordinate with agency sponsor on responses
- Coordinate with Lead Federal Agency

Advance Notification

Module
2

Chapter 3

EST Dispute Resolution

Section 3-2.5

- Conflict with SCH or Consistency Reviewers
- Inconsistent Determination
- Resolution through the EST Dispute Resolution Process

Project Rescreening to Reprocess the AN

NEW

- If the Final Programming Screen Summary Report has been published and PD&E has not started within 4 years
- Changes in:
 - ▣ Project Termini
 - ▣ Project Concept(s)
- Rescreened before PD&E initiated

THE PROJECT IS NOT REQUIRED TO GO BACK
THROUGH THE PROGRAMMING PHASE
ONCE PD&E HAS BEEN INITIATED



A Project Update is to be sent if:

NEW

- 4 years after a project initiated and no environmental document approved for public availability
- Project termini have changed after PD&E has begun
- Project concepts have changed after PD&E has begun