Title: PROJECT DEVELOPMENT MANUAL, CHAPTER 4 - PROJECT DESIGN PHASES

Approved: /

/s/ Stephen A. Zargham
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ADMINISTRATIVE INFORMATION:

- **Effective Date**: This Engineering Bulletin (EB) is effective upon signature.
- **Superseded Issuances**: No issuances are superseded. The December 2015 version of Project Development Manual Chapter 4 was released as a working draft by memo on 2/3/16.
- **Disposition of Issued Materials**: Project Development Manual (PDM).

PURPOSE: To announce the issuance of a full revision to PDM Chapter 4.

TECHNICAL INFORMATION: The following are highlights of updates made with this revision to the December 2015 working draft of PDM Chapter 4:

- Exhibit 4-1 – Main Office Project Liaison (MOPL) with Federal Highway Administration (FHWA), has been revised to indicate the Regional Local Project Liaison (RLPL) is the MOPL for local projects. Guidance has been added to the chapter on using the project steps for local projects for consistency with the 2015 NYSDOT/FHWA Stewardship and Oversight Agreement.
- Exhibit 4-2 - Design-Related Approvals:
  - Has been revised to remove the NYS Thruway and Canal Corporation as grantors of NEPA Environmental Determination for their projects. This has been done for consistency with the Programmatic Agreement Regarding Categorical Exclusions (PARCE) issued by EB 17-043.
  - Exhibit footnotes were modified to provide clarification of approval for nonstandard features on locally administered projects.
- Chapter text and exhibits have been updated to be consistent with the PARCE and Version 3 of the Federal Environmental Approval Worksheet (FEAW) – issued by EB 18-015.
- Section 4.4 – Concurrent Design Progression has been updated to align with FHWA’s July 2015 Program Review – Design Activities in Relation to National Environmental Policy Act (NEPA) Approval and the Department’s response.
- Changes resulting from implementation of the Fixing America’s Surface Transportation (FAST) Act have been incorporated.
- Guidance has been updated and additional guidance provided in Sections 4.3.3.1 and 4.3.4 to address Design Approval Document (DAD) shell changes implemented by EB 17-015 - Project Development Manual Appendix 7, Exhibits 7-1 and 7-11 Revisions.
- Exhibits 4-4 and 4-5 have been revised to include the record retention requirements in EI 17-005. A step has also been added to Phase IV in the project step tables to address the requirement.
- Section 4.3.2 Submitting Requests to the MOPL: This section, (including Exhibits 4-4 and 4-5 Deputy Chief Engineer, Design (DCED) and FHWA approval request procedures), has been
revised to remove the option of paper copy review by the MOPLs and clarify submission requirements for design-related approval reviews.

- Applicable steps in Sections 4.3.4.4 and 4.3.5.3 have been adjusted to reflect revised timeframes for providing public notice of NEPA and State Environmental Quality Review Act public hearings in local newspapers.
- Appendix D has been added with a table outlining the procedural steps to progress an Individual Section 4(f) Evaluation.
- A procedural step has been added for Moderate Projects to address the notification requirement to FHWA when a NEPA Class III project is being progressed (EB 18-013).
- Exhibit 4-6 has been revised to provide updated information and additional clarification for NEPA and NYSDOT scoping activities.
- Steps have been combined where possible (for example, on NEPA Class III projects, steps for the Notice of Availability of Finding of No Significant Impact (FONSI) and Notice of Design Approval have been combined into one step for a combined notice).
- Guidance on the requirements of the e-NEPA filing process has been added (§4.3.5.4).
- Applicable Complex Project steps referencing the MOPL and Office of Environment have been revised to reference only Office of Environment for Complex (Environmental Impact Statement) Projects.

TRANSMITTED MATERIALS: This revision has been incorporated into the online version of the PDM at https://www.dot.ny.gov/divisions/engineering/design/dqab/pdm.

BACKGROUND: PDM Chapter 4 was revised and draft was circulated for clearance review in 2011. Comments received from the clearance review were evaluated and incorporated into the December 2015 working draft. The working draft was released for use by memorandum on February 3, 2015. This issuance finalizes the Chapter by updating it to account for procedural and regulatory changes since 2015 and to incorporate comments received from those using the working draft.

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