

# **Guidelines for completing the Project Description Section of NEPA Determination and CE Forms**



**The following is a list of items the Federal Highway Administration (FHWA) has identified as being needed in the Project Description Section on the NEPA Determination and Categorical Exclusion Forms where applicable:**

**The Project Description must contain complete sentences and must be written so the public, who are not familiar with the project, can understand the project details.**

**Project Length:** provide an actual length of project

- Ex. Project 2.5 miles and include between ‘A St. and C St.’

**Material:** Identify paving material

- Ex. Asphaltic concrete with fog coat

**Repair Work:** Identify the type of repair work

- Ex. Joint repair, panel replacement/repair, crack sealing, etc.

**Roadway Dimensions:** Roadway, lane, and shoulder (surfaced or earth) widths of work

- Ex. 24; roadway, 8’ shoulders, 6’ surfaced for milling and resurfacing and grading

**Depths:** Milling depth, resurfacing depth, possibly existing depths from milled section

- Providing the existing asphalt depth and mill depth indicates if the existing concrete-asphalt bond will be maintained or milling will expose existing concrete (as applicable)
  - Ex. Existing asphalt surface 4”, mill 3” and resurface 3”

**Appurtenances Updates:** The general purpose and/or location of the guardrail or other updated appurtenances should be included.

- Ex. Guardrail at four bridges will be updated to meet FHWA standards.
- Ex. Specific location such as guardrail at viaduct will be updated.

**Traffic Control:** maintenance of traffic statement

- Indicate the traffic management in project description of additional comments.
- This was noted in a couple of forms in the additional comments, which works well.
- This does not need to be in-depth, but a statement indicating that “current traffic maintained on one lane” is sufficient.
- If current traffic will not be maintained during the project, or if access will be restricted, then more detail regarding traffic management during the project is needed
  - If traffic will not be maintained during the project a Categorical Exclusion Form maybe required.

**Additional Comments:** Please include any comments that may address any questions or permits that may be in question from the project description and purpose and need.

- The SWPPP statements are very helpful, as are any statements about a floodplain or wetland potential.
- This is also a good location to put in a sentence about maintenance of traffic on the facility.

**Example NEPA Determination Form:** The Federal Highway Administration (FHWA) reviewed the NEPA Determination Form for Project Control Number 51310 and found that it was completed with enough detail to understand what the work entailed. This document is available on the NDOR website at the following link: <http://www.dor.state.ne.us/gov-aff/downloads.htm>.

**Questions:** Contact Allison Zach, NDOR Environmental Analyst II, (402) 479-3632, [allison.m.zach@nebraska.gov](mailto:allison.m.zach@nebraska.gov), with any questions.