

For any project in Oregon which may need environmental review, the first step is to contact your PTD Regional Transit Coordinator (RTC) to discuss the project. This should be done as soon as you have executed your funding agreement and plans cannot be further along than 30% before your NEPA concurrence is issued from the FTA. A list of RTCs and more information on environmental review is available at About-RTCs.pdf (oregon.gov).

**FEDERAL TRANSIT ADMINISTRATION
REGION 10**
(covering Alaska, Idaho, Oregon, and Washington)

CATEGORICAL EXCLUSION / DOCUMENTED CATEGORICAL EXCLUSION WORKSHEET

The purpose of this worksheet is to assist project sponsoring transit agencies in the states of **Alaska, Idaho, Oregon, and Washington** in gathering and organizing materials for environmental analysis required under the National Environmental Policy Act (NEPA) – particularly for projects that may qualify as a Categorical Exclusion (CE) or Documented Categorical Exclusion (DCE) under [23 Code of Federal Regulations \(CFR\) Part 771.118](#) – to support a recommendation. The use and submission of this worksheet is NOT required. The worksheet is provided as a helpful tool for assembling information needed by the Federal Transit Administration (FTA) to determine the likelihood and magnitude of potential project impacts to the environment.

NOTE: Worksheet fields are expandable. Feel free to use more than a line or two, if needed. You may also reference and attach additional information such as technical memoranda, maps, or photographs for the project.

Submission of this worksheet does not satisfy NEPA requirements. FTA must concur in writing in the sponsoring agency's NEPA recommendation, as appropriate. Project activities may not begin until this process is complete and FTA has provided written concurrence. FTA encourages you to review the document "Guidance for Implementation of FTA's Categorical Exclusions (23 CFR 771.118)" available online here: <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/guidance-implementation-ftas-categorical-exclusions>.

Please contact the FTA Region 10 office at (206) 220-7954 if you have any questions or require assistance. For submittal procedures, please see information at the end of this document. For links to other agencies or for further topical guidance, please go to FTA's website on Environmental Programs, <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/environmental-programs>.

DISCLAIMER: *The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees should refer to applicable regulations and statutes referenced in this document.*

I. Project Description		
Sponsoring Agency	Date Submitted	FTA Grant Number(s) (if known)
Project Title		
Project Description (brief, 1-2 sentences)		
Purpose and Need for Project (Please provide a brief statement. You may include this information as an attachment if the statement is lengthy.)		

Project Location (Please include street address, city, and state of the project location.)

Project Contact (Please include the name, phone number, email address, and mailing address for the submitter of this worksheet.)

If your project involves construction, please include the following as appropriate:

- Project vicinity map
- Project site plan(s) showing project features, access points, and project boundaries
- Other useful maps as appropriate (topographic maps, aerial photographs, Environmental Protection Agency [EPA] NEPAssist maps, etc.)
- Photographs of the site if useful to illustrate important features
- Details on the depth and extent of soil excavation proposed for the project
- Additional information if the soil has been previously disturbed by prior construction or other activity
- List of parks or recreation areas within the project vicinity
- List of any previous consultations that might be relevant (e.g., with other federal, state, or local agencies)

II. NEPA Class of Action

Please answer the following questions to determine the project's potential NEPA Class of Action. If the answer to any of the questions in **Part II.A, questions A.1 through A.4 below** is "Yes", contact your assigned FTA Region 10 Grant Representative to discuss whether the project requires preparation of a NEPA Environmental Assessment (EA) or Environmental Impact Statement (EIS).

A.1 Will the project significantly impact the natural, social, and/or economic environment?

- Yes (If selected, please contact your assigned FTA Region 10 Grant Representative.)
 No

A.2 Is the significance of the project's social, economic, or environmental impacts unknown?

- Yes (If selected, please contact your assigned FTA Region 10 Grant Representative.)
 No

A.3 Is the project likely to require detailed evaluation of more than a few potential impacts?

- Yes (If selected, please contact your assigned FTA Region 10 Grant Representative.)
 No

A.4 Is the project likely to generate intense public discussion, concern, or controversy, even though it may be limited to a relatively small subset of the community?

Yes (If selected, please contact your assigned FTA Region 10 Grant Representative.)

No

B. Does the project type fall into any of the following Categorical Exclusions (CEs)?

Yes (If selected AND there are no unusual circumstances, please check the applicable CE box below and continue to **Part III. Project Information Required for CEs and DCEs** of this form.)

No (If selected, please continue to **Part II.C Does the project type appear similar to any of the following Documented Categorical Exclusion (DCE) examples?** of this form.)

The types of activities listed below describe actions which, when the corresponding conditions are met, are categorically excluded from further NEPA analysis under [23 CFR Part 771.118\(c\)](#). Unusual circumstances may prevent the use of these CEs, and may include, but are not limited to, the presence of wetlands, historic buildings and structures, parklands, or floodplains in the project area, or the potential for the project to impact other resources. (You may look up detailed descriptions of each type of activity, and corresponding conditions at the guidance document here:

<https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/guidance-implementation-ftas-categorical-exclusions.>)

[23 CFR Part 771.118\(c\)\(1 through 16\)](#)

(1) Utilities and Similar Appurtenances

(2) Recreation, Pedestrian, or Bicycle Facilities

(3) Environmental Mitigation or Maintenance of Environmental Quality and Site Aesthetics

(4) Planning and Administrative Activities (No construction activities)

(5) Activities Promoting Transportation Safety, Security, Accessibility, and Communication

(6) Acquisition or Transfer of Real Property Interest

(7) Acquisition, Rehabilitation, Maintenance of Vehicles or Equipment

(8) Maintenance, Rehabilitation, Reconstruction of Facilities

(9) Assembly or Construction of Facilities

(10) Development of Facilities Adjacent to Existing Transit Facilities

(11) Emergency Recovery Activities

(Several conditions are attached to this type of CE. Please consult with FTA Region 10 Office if you think this CE may apply to your project.)

(12) Projects Entirely within the Existing Operational Right-of-Way

(13) Projects with Limited Federal Funding

(Must be less than \$5 million in federal funding, or having a total estimated cost of not more than \$30,000,000 and federal funds comprising less than 15 percent of the total estimated project cost. Please consult with FTA if you think this CE may apply to your project.)

- (14) Bridge Removal and Related Activities
- (15) Preventative Maintenance to Certain Culverts and Channels
- (16) Geotechnical and Similar Investigations

C. Does the project type appear similar to any of the following Documented Categorical Exclusion (DCE) examples?

- Yes (If selected, please check the applicable DCE example box below and continue to **Part III. Project Information Required for CEs and DCEs** of this form.)
- No (If selected, please contact your assigned FTA Region 10 Grant Representative, as further discussion about the project may be necessary prior to initiating NEPA review.)

Projects that are categorical exclusions under [23 CFR Part 771.118\(d\)](#) require additional documentation demonstrating that the specific conditions or criteria for the categorical exclusions are satisfied and that significant effects will not result.

[23 CFR Part 771.118\(d\)\(1 through 8\)](#)

- (1) Modernization of a highway by resurfacing, restoring, rehabilitating, or reconstructing shoulders or auxiliary lanes.
- (2) Bridge replacement or the construction of grade separation to replace existing at-grade railroad crossings.
- (3) Acquisition of land for hardship or protective purposes. (Hardship and protective buying will be permitted only for one or a limited number of parcels, and only where it will not limit the evaluation of alternatives (including alignments) for planned construction projects.)
- (4) Acquisition of right-of-way. (No project development such as final design or construction activities on the acquired right-of-way may begin until the NEPA review process for such project development, including the consideration of alternatives, where appropriate, has been completed.)
- (5) [Reserved]
- (6) Facility modernization through construction or replacement of existing components.
- (7) Minor transportation facility realignment for rail safety reasons.
- (8) Facility or structure modernization or minor expansion outside existing right-of-way.
- "Other" actions which meet the criteria for a CE in the CEQ regulations (40 CFR part 1508.4) and will not result in significant environmental effects. Actions must not: induce significant impacts to planned growth or land use; require the relocation of significant numbers of people; have a significant impact on any natural, cultural, recreational, historic or other resource; cause significant air, noise, or water quality impacts; have significant impacts on travel patterns; or otherwise have significant environmental impacts (either individually or cumulatively).

III. Project Information Required for CEs and DCEs

1. If you selected "Yes" in **Part II.B Does the project type fall into any of the following Categorical Exclusions (CEs)?** above, and checked any of the CE options under 23 CFR Part 771.118(c)(1 through 16):
 - a) Complete **Part III.A Detailed Project Description** below.
 - b) Review the remaining subject areas (**Part III.B Location and Zoning - Part III.AA Related Federal and State/Local Actions**). If any of these subject areas is relevant to demonstrating your project has no significant impacts or unusual circumstances, please enter a brief description within the box for that subject area, otherwise enter "N/A".
 - c) Complete the "**Submitted By**" and "**Date**" boxes at the end of the form and submit electronically to your assigned FTA Region 10 Grant Representative according to the instructions at the end of this form.
2. If you selected "Yes" in **Part II.C Does the project type appear similar to any of the following Documented Categorical Exclusion (DCE) examples?** above, and checked any of the DCE examples under 23 CFR Part 771.118(d)(1 through 8):
 - a) Complete **Part III.A Detailed Project Description** below.
 - b) Complete each of the remaining subject areas (**Part III.B Location and Zoning - Part III.AA Related Federal and State/Local Actions**) that are relevant to your project. Depending on the details of your project, some of the subject areas may not be applicable. In such cases, no discussion is needed, simply enter "N/A". You may reference and attach documents prepared for other purposes (e.g., public meetings) if they are helpful.
 - c) Complete the "**Submitted By**" and "**Date**" boxes at the end of the form and submit electronically to your assigned FTA Region 10 Grant Representative according to the instructions at the end of this form.

NOTE: The subject areas list below is not all-inclusive. If your project has the potential to cause impacts to resources which are not listed below, please provide supplemental information about those potential impacts.

A. Detailed Project Description

Please describe the project and explain how it satisfies the "Purpose and Need for Project", as provided in **Part I. Project Description**.

B. Location and Zoning

Attach a map identifying the project's location and surrounding land uses. Identify any critical resource areas (historic, cultural, or environmental) or sensitive noise or vibration receptors (schools, hospitals, churches, residences, hotels, etc.). Briefly describe the project area's zoning and indicate whether the proposed project is consistent with it. Briefly describe the community (geographic, demographic, economic, and population characteristics) in the project vicinity.

C. Traffic

Describe potential traffic and parking impacts, including whether the existing roadways have adequate capacity to handle increased bus or other vehicular traffic. Include a map or diagram if the project will modify existing roadway configurations. Describe connectivity to other transportation facilities and modes, and coordination with relevant agencies, if applicable.

D. Aesthetics

Will the project have an adverse effect on scenic views, or scenic viewpoints?

- No
- Yes

If Yes, please describe.

Will the project substantially degrade the existing visual character or quality of the site and its surroundings?

- No
- Yes

If Yes, please describe.

Will the project create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?

- No
- Yes

If Yes, please describe.

E. Air Quality

Does the project have the potential to have a negative impact on air quality?

- No
- Yes

If Yes, please describe.

Is the project located in an EPA-designated non-attainment or maintenance area? (For additional information, see the EPA webpage “Nonattainment Areas for Criteria Pollutants” here: <https://www.epa.gov/green-book>.)

- No
- Yes

If Yes, please indicate the criteria pollutant and contact your assigned FTA Region 10 Grant Representative to determine if a “hot spot analysis” is necessary.

- Carbon Monoxide (CO)
- Ozone (O₃)
- Particulate Matter (PM₁₀ or PM_{2.5})

If the non-attainment area is also in a metropolitan area, was the project included in the MPO’s Transportation Improvement Program (TIP) air quality conformity analysis?

- No
- Yes

If Yes, please provide the date of U.S. Department of Transportation conformity finding.

F. Coastal Zone

Is the proposed project located in a designated coastal zone management area? (For additional information on Coastal Zones, see the Water Resources Standard Operating Procedures on FTA’s website here: <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0>. Also, see the National Oceanic and Atmospheric Administration [NOAA] webpage “The National Coastal Zone Management Program” here: <https://coast.noaa.gov/czm/>.)

- No
- Yes

If Yes, please describe coordination with your appropriate State agency regarding consistency with the coastal zone management plan and attach the State finding, if available.

G. Environmental Justice

Determine the presence of minority and low-income populations (business owners, land owners, and residents) within a quarter-mile of the project area. Indicate whether the project will have disproportionately high and adverse effects on minority or low-income populations. Describe any potential adverse effects. Describe outreach efforts targeted specifically at minority or low-income populations. Please see Environmental Justice Policy Guidance for Federal Transit Administration Recipients here:

<https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/environmental-justice-policy-guidance-federal-transit>.

H. Floodplains

Is the proposed project located within the Federal Emergency Management Agency (FEMA) 100-year floodplain? (For additional information on Floodplains, see the Water Resources Standard Operating Procedures on FTA's website here:

<https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0>. Also, see the FEMA Flood Mapping Products webpage here: <https://www.fema.gov/flood-mapping-products>.)

No

Yes

If Yes, please describe potential impacts, indicate if the project will impact the base flood elevation, and include or link to the FEMA Flood Insurance Rate Map (FIRM) with the project location identified.

I. Hazardous Materials

Is there any known or potential contamination at the project site? This may include, but is not limited to, lead/asbestos in existing facilities or building materials; above or below ground fuel storage tanks; or a history of industrial uses of the site.

No

If No, please describe steps taken to determine the absence of hazardous materials on the site.

Yes

If Yes, please describe steps taken to determine the presence of hazardous materials on the site. Please also describe any mitigation and clean-up measures that will be taken to remove hazardous materials from the project site. If the project includes property acquisition, identify if a Phase I Environmental Site Assessment for the land to be acquired has been completed and the results. (For additional information on Hazardous Materials, see the Consideration of Contaminated Properties including Brownfields Standard Operating Procedures on FTA's website here:

<https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/consideration-contaminated-properties-including>. Also, for additional

information on Phase I Environmental Site Assessments, see the ASTM International webpage "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process" here: <https://www.astm.org/Standards/E1527.htm>.)

J. Navigable Waterways

Does the proposed project cross or have the potential to impact a potentially navigable waterway? (Waterway navigability can be defined by the U.S. Army Corps of Engineers, the U.S. Coast Guard, Congress, or the federal courts. For additional information on Navigable Waterways, see the Water Resources Standard Operating Procedures on FTA's website here: <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0>.)

No

Yes

If Yes, please describe potential impacts and any coordination with the U.S. Army Corps of Engineers or the U.S. Coast Guard.

K. Noise and Vibration

Does the project have the potential to increase noise or vibration?

- No
- Yes, please describe the impact(s) and provide map(s) identifying sensitive receptors such as schools, hospitals, parks, residences, and hotels. If the project will result in a change in noise and/or vibration sources, you must conduct an analysis following the guidance in FTA's Transit Noise and Vibration Impact Assessment Manual here: <https://www.transit.dot.gov/research-innovation/transit-noise-and-vibration-impact-assessment-manual-report-0123>.

L. Prime and Unique Farmlands

Does the project involve the use of any prime or unique farmlands, as defined by the U.S. Department of Agriculture (USDA)? (For additional information, see the document "Prime and Unique Farmlands" at the USDA webpage here:

<https://efotg.sc.egov.usda.gov/references/public/VA/PrimeandUniqueFarmlands.pdf>.)

- No
- Yes

If Yes, please describe potential impacts and any coordination with the Natural Resources Conservation Service of the USDA.

M. Historic and Cultural Resources

Impacts to cultural, historic, or recreational properties may trigger Section 106 consultation, tribal consultations, and/or a Section 4(f) evaluation, requiring consideration of avoidance alternatives. (For additional information on Section 106, see the Section 106 Process Standard Operating Procedures on FTA’s website here: <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/section-106-process-standard-operating-procedures>. For additional information on Section 4(f), see the Section 4(f) Evaluations Standard Operating Procedures on FTA’s website here: <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/section-4f-evaluations>.)

Does the project involve any ground disturbing activities?

- No
- Yes

If Yes, please provide the approximate maximum ground disturbance depth and extent. Also, please provide information on any previous ground disturbance at the project site.

Are there any historic resources at the project site or in the vicinity of the project?

- No
- Yes

If Yes, please attach photographs of structures more than 45 years old that are within or adjacent to the project site and describe any direct or indirect impacts the project may cause.

N. Biological Resources

Are there any species located within the project vicinity that are listed as threatened or endangered under the Endangered Species Act? Determine this by obtaining lists of threatened and endangered species and critical habitat from the U.S. Fish and Wildlife Service and the National Marine Fisheries Service. (For additional information on Biological Resources, see the Biological Resources Standard Operating Procedures on FTA’s website here: <https://www.transit.dot.gov/regulations-and-programs/environmental-programs/biological-resources-standard-operating-procedures>.)

- No
- Yes

If Yes, please identify the species, and also describe any critical habitat, essential fish habitat, or other ecologically sensitive areas within or near the project area.

O. Recreational Resources

Is the project located in or adjacent to a park or recreation area? (For additional information on Recreational Resources, see the Section 4(f) Evaluations Standard Operating Procedures on FTA's website here: <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/section-4f-evaluations>.)

No

Yes

If Yes, please provide information on potential impacts to the park or recreation area. Please also indicate if the park involved Land and Water Conservation Fund Act funding (Section 6(f)) (For additional information on the Land and Water Conservation Fund Act, see the National Park Service's Land and Water Conservation Fund webpage here: <https://www.nps.gov/subjects/lwcf/index.htm>.)

P. Seismic and Soils

Are there any unusual seismic or unstable soil conditions in the project vicinity? If so, indicate on a project map and describe the seismic standards to which the project will be designed.

No

Yes

If Yes, please describe the conditions.

Q. Water Quality

Does the project have the potential to impact water quality, including during construction? (For additional information on Water Quality, see the Water Resources Standard Operating Procedures on FTA’s website here:

<https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0.>)

- No
- Yes

If Yes, please describe potential impacts as a result of the project and your agency’s Best Management Practices to manage/mitigate these impacts.

Will there be an increase in new impervious surface or restored impervious surface?

- No
- Yes

If Yes, please describe potential impacts and proposed treatment for stormwater runoff.

Is the project located within the vicinity of an EPA-designated Sole Source Aquifer (SSA)? (For additional information on Sole Source Aquifers including an interactive map, see the EPA’s Sole Source Aquifers for Drinking Water webpage here:

<https://www.epa.gov/dwssa.>)

- No
- Yes

If Yes, please provide the name of the aquifer for which the project is located and describe any potential impacts to the aquifer. Also, please provide the approximate amount of new impervious surface created by the project. (Attach a completed FTA Region 10 SSA Worksheet and submit it along with this CE worksheet, if applicable.)

R. Wetlands

Will the project temporarily or permanently impact wetlands or require alterations to streams or waterways? (For additional information on Wetlands, see the Water Resources Standard Operating Procedures on FTA’s website here:

<https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/water-resources-0.>)

- No
- Yes

If Yes, please describe potential impacts.

S. Construction Impacts

Describe the construction plans, and identify impacts due to construction noise, utility disruption, debris and spoil disposal, and staging areas. Address air and water quality impacts, safety and security issues, and disruptions to traffic and access to property.

T. Cumulative and Indirect Impacts

Are cumulative and indirect impacts likely?

- No
- Yes,

If Yes, please describe the reasonably foreseeable impacts:

a) **Cumulative impacts** (which result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency – Federal or non-Federal – or person undertakes them. Cumulative impacts can result from individually minor but collectively significant actions taking place over a time period.)

b) **Indirect impacts** (which are caused by the action but are later in time or farther removed in distance, yet are still reasonably foreseeable. Indirect impacts may include growth-inducing effects and other effects related to induced changes in the pattern of land use, population density or growth rate, and related effects on air, water, and other natural systems, including ecosystems.)

U. Property Acquisition

Will the project acquire any real properties?

- No
- Yes

If Yes, please indicate whether the property acquisition will result in relocation of businesses or individuals. (**Note:** For real property acquisitions valued over \$1,000,000, FTA concurrence in the property’s appraisal/valuation is required. Please contact your assigned FTA Region 10 Grant Representative if you have any questions.)

V. Energy

Does the project include construction or reconstruction of a building, identify measures to conserve energy which will be employed? (This includes building materials and techniques used for construction; special innovative conservation features; fuel use for heating, cooling, and operations; and alternative renewable energy sources.)

- No
- Yes

If Yes, please describe.

W. Public Involvement

Please describe public outreach efforts undertaken on behalf of the project. Indicate opportunities for public meetings (e.g., board meetings, open houses, special hearings). Indicate any significant concerns expressed by agencies or the public regarding the project.

X. Mitigation Measures

Please describe all measures to be taken to mitigate project impacts, both during construction and operation.

Y. Other Federal Actions

Please provide a list of other federal NEPA actions related to the proposed project or in the vicinity, if applicable.

Z. State and Local Policies and Ordinances

Is the project in compliance with all applicable state and local policies and ordinances?

No

If No, please describe the non-compliance.

Yes

AA. Related Federal and State/Local Actions

Check all that apply below.

- Corps of Engineers Permit (e.g., Section 10 of the Rivers and Harbors Act of 1899, Section 404 of the Clean Water Act)
- Coastal Zone Management Certification
- Critical Area Ordinance Permit
- Endangered Species Act and Magnuson-Stevens Fishery Conservation and Management Act Consultation
- Floodplain Development Permit
- Forest Practices Act Permit
- Hydraulic Project Approval
- Local Building or Site Development Permits
- Local Clearing and Grubbing Permit
- National Pollutant Discharge Elimination System General Construction Permit
- Shoreline Permit
- Solid Waste Discharge Permit
- Sole Source Aquifer Consultation (Safe Drinking Water Act of 1974)
- Section 4(f) (Historic or Recreational Properties; Wildlife Refuges)
- Section 6(f) (Recreational Properties with Land and Water Conservation Fund Act funding)
- Section 106 Consultation (National Historic Preservation Act)
- Stormwater Site Plan (SSP)
- Temporary Erosion and Sediment Control Plan (TESC)
- U.S. Coast Guard Permit
- Water Rights Permit
- Water Quality Certification - Section 401 of the Clean Water Act
- Tribal Consultation or Permits (if any, describe below)
- Other

Others (Please describe, if applicable):

For any project which may need environmental review, the first step is to contact your PTD Regional Transit Coordinator (RTC) to discuss the project. This should be done as soon as you have executed your funding agreement and plans should not be further along than 30% before your NEPA concurrence is issued from the FTA. A list of RTCs and more information on environmental review is available at About-RTCs.pdf (oregon.gov). Please submit this completed form and any attachments electronically to the RTC in your region

for initial review; PTD Support Services then forwards documents to the FTA. Submission of this worksheet by itself does not mean a project has met NEPA requirements and will be issued a concurrence. FTA must issue a concurrence with the agency's assessment of the project in writing. Project activities cannot begin until this process is complete.

Please submit documentation to your Regional Transit Coordinator using the [RTC](#) emails in this hyperlink.