

## 455 PCE / CE Communication Plan

### Background

*The Programmatic Agreement Between The Federal Highway Administration, Oregon Division And The Oregon Department Of Transportation Regarding Approval Of Actions Classified As Categorical Exclusions For Federal-Aid Highway Projects (2015)*, discussed herein as the Programmatic CE (or PCE) Agreement, states that ODOT acts on behalf of FHWA Oregon Division to approve all PCE documents for projects using Federal-aid Highway Program funds, including those projects sponsored by local public agencies.

### Purpose

The purpose of the PCE/CE Communication Plan is to ensure effective and consistent communications involving PCE process information to/from and between the ODOT NEPA Program, ODOT Environmental & Hydraulic Engineering (EHE) Section, ODOT Regions, Federal Highway Administration (FHWA, Oregon Division), and other internal and external stakeholders as relevant.

The PCE/CE Communication Plan determines the roles and responsibilities for both verbal and written communication, identifies what information is required by whom and when it is required, and describes the different methods, tools and techniques that will be used to effectively communicate information to all who may be affected or need to know.

**Attachment A** provides a detailed matrix of communication protocols by PCE/CE communication activity.

### Communication Objectives

To build understanding, manage expectations, address uncertainty, and maintain engagement with all stakeholders throughout the implementation and continued maintenance of the PCE Agreement, the PCE/CE Communication Plan objectives include:

- Gather input, ideas, and proposed solutions
- Share and discuss QA/QC findings and recommendations
- Facilitate decision-making
- Report progress, status, and issues
- Prepare target audience for change
- Recognize contributions and share successes

## Target Audience

PCE/CE Communication Plan target audiences include, but are not limited to:

- ODOT NEPA Program team
- ODOT management and leadership teams
- Regions: RECs and EPMs
- Regions: Environmental Leads and Managers
- FHWA Oregon (OR) Division

## Secondary Audience

- ODOT Right-of-Way (time and cost savings data)
- ODOT Statewide Project Delivery Branch (data capture and process, reporting enhancements)
- ODOT Financial Services (changes to and support for data capture)
- Other relevant ODOT groups, disciplines, sections, branches, divisions
- External stakeholders such as Local Public Agencies (LPAs), consultants, other non-highway federal agencies

# ODOT NEPA Program Communication Strategy

## General Coordination Strategies with FHWA

- All updates needed for established PCE/CE procedures/policy/guidance/forms, including quality control and quality assurance activities, will be vetted with FHWA to determine coordination and/or FHWA review needs.
- Any identified training needs should be discussed between ODOT NEPA Program, Regions, and FHWA to collectively determine the best training approach for the identified need.
- Any new PCE/CE procedure or policy (determined either by ODOT or by FHWA or a combination) will be fully coordinated with FHWA to determine the appropriate method(s) for documenting and institutionalizing the new procedure or policy.
- FHWA will be copied on any applicable written communication if not a direct recipient.

# ODOT NEPA Manual

## General Coordination Strategies with Regions

(RECs, EPMs, and Region Environmental Managers)

- All updates needed for established (or new) PCE/CE procedures/policy/guidance/forms, including quality control and quality assurance activities, will be vetted with Region NEPA staff and/or managers for input, as relevant.
- For questions that Region NEPA staff and/or managers have about PCE/CE procedures/policy/guidance/forms (in general, or for their specific projects), they should first contact ODOT NEPA Program staff; NEPA Program staff may determine that the question or issue should also be vetted with FHWA. This strategy does not preclude Region NEPA staff and/or managers from contacting FHWA but instead encourages a “three-pronged approach” to the resolution of certain questions or issues not easily resolved through current established ODOT PCE/CE procedures and/or NEPA Program policy.

# PCE/CE Communication Matrix

Type of PCE/CE Information	Lead Communicator	Target Audience	Secondary Audience (As Warranted)	Method of Communication	Timeline for Communication
<b>1. EXISTING PROCEDURE, POLICY, OR GUIDANCE DOCUMENT UPDATES</b>	<ul style="list-style-type: none"> <li>• EEP Unit Manager<sup>1</sup>, NEPA Program Lead or delegate</li> </ul>	<ul style="list-style-type: none"> <li>• RECs and EPMs</li> <li>• NEPA Program team</li> <li>• FHWA, OR Division</li> <li>• Region Environmental Leads and Managers</li> </ul>	<ul style="list-style-type: none"> <li>• EHE<sup>2</sup> Section Leads</li> <li>• Other ODOT Units</li> <li>• Local Program</li> <li>• LPAs</li> <li>• Consultants</li> </ul>	Internal EHE Section Memo via email	No more than 3 business days after ODOT and FHWA approval or acceptance of revised PCE/CE procedure document
<b>2. NEW PROCEDURE, POLICY, OR GUIDANCE DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• EEP Unit Manager, NEPA Program Lead, or delegate</li> </ul>	<ul style="list-style-type: none"> <li>• RECs and EPMs</li> <li>• NEPA Program team</li> <li>• FHWA, OR Division</li> <li>• Region Environmental Leads and Managers</li> </ul>	<ul style="list-style-type: none"> <li>• EHE Section Leads</li> <li>• Other ODOT Units</li> <li>• Local Program</li> <li>• LPAs</li> <li>• Consultants</li> </ul>	Internal EHE Section Memo via email	No more than 3 business days after ODOT and FHWA approval or acceptance of revised PCE/CE procedure document

<sup>1</sup>State Environmental Engineering and Policy Manager.

<sup>2</sup>Environmental & Hydraulic Engineering.

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Type of PCE/CE Information	Lead Communicator	Target Audience	Secondary Audience (As Warranted)	Method of Communication	Timeline for Communication
<b>3. PROCESS UPDATES</b>	<ul style="list-style-type: none"> <li>• NEPA Program Lead or delegate</li> </ul>	<ul style="list-style-type: none"> <li>• RECs and EPMs</li> <li>• Region Environmental Leads and Managers</li> <li>• FHWA, OR Division</li> </ul>	<ul style="list-style-type: none"> <li>• EHE Section Leads</li> <li>• Others as warranted</li> </ul>	Meeting to discuss and arrive at decision	At regularly scheduled REC/EPM meetings, PCE/CE coordination meetings, or a separate meeting if time-sensitive
<b>4. QA/QC AND PCE/CE DOCUMENT REVIEWS AND COMMENTS</b>	<ul style="list-style-type: none"> <li>• NEPA Program Lead or delegate</li> </ul>	<ul style="list-style-type: none"> <li>• FHWA, OR Division</li> <li>• RECs and EPMs</li> <li>• Region Environmental Leads and Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Others as warranted</li> </ul>	Meeting and/or email exchange and resolve comments to/from audiences and lead communicators	At regularly scheduled PCE/CE coordination meetings, REC/EPM meetings, or separate meeting if time-sensitive
<b>5. MEETING &amp; TRAINING ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>• NEPA Program Lead or delegate</li> </ul>	<ul style="list-style-type: none"> <li>• RECs and EPMs</li> <li>• FHWA, OR Division</li> </ul>	<ul style="list-style-type: none"> <li>• Region Environmental Leads and Managers</li> <li>• Others as warranted</li> </ul>	Email and calendar invites (copy to NEPA Program team)	At least 2 weeks prior to the meeting date / time, unless time sensitive (then earlier)
<b>6. CHANGES TO FILING OR OTHER ADMINISTRATIVE PROTOCOLS</b>	<ul style="list-style-type: none"> <li>• NEPA Program Lead or delegate</li> </ul>	<ul style="list-style-type: none"> <li>• RECs and EPMs</li> <li>• FHWA</li> </ul>	<ul style="list-style-type: none"> <li>• Region Environmental Leads and Managers</li> </ul>	Email (copy to NEPA Program team)	High priority – communication will occur within 24 hours of changes

Type of PCE/CE Information	Lead Communicator	Target Audience	Secondary Audience (As Warranted)	Method of Communication	Timeline for Communication
		<ul style="list-style-type: none"> <li>EHE Section admin team</li> </ul>	<ul style="list-style-type: none"> <li>Others as warranted</li> </ul>		approved by ODOT and FHWA
<b>7. TRAINING ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>NEPA Program Lead or delegate</li> </ul>	<ul style="list-style-type: none"> <li>RECs and EPMs</li> <li>FHWA</li> </ul>	<ul style="list-style-type: none"> <li>ELT</li> <li>ODOT Planners</li> <li>Others as warranted</li> </ul>	Email and calendar invites (copy to NEPA Program team); internal and external trainings will be marketing to target staff and enrollment will be monitored by NEPA Program team	At least 3 business days prior to a scheduled webinar; at least 4 weeks prior to a scheduled internal training; at least 8 weeks prior to a scheduled external training
<b>8. WEBSITE POSTINGS / UPDATES</b>	<ul style="list-style-type: none"> <li>Lead or delegate</li> </ul>	<ul style="list-style-type: none"> <li>RECs and EPMs</li> <li>FHWA</li> <li>EHE Section admin team</li> </ul>	<ul style="list-style-type: none"> <li>ODOT Planners</li> <li>Others as warranted</li> </ul>	NEPA Program team submits changes needed or documents needing to be posted to NEPA Program website to EHE Section website lead via email	High priority – changes/posting will be done at least 2 business days after receipt of request to change/post (less if time sensitive)

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Type of PCE/CE Information	Lead Communicator	Target Audience	Secondary Audience <small>(As Warranted)</small>	Method of Communication	Timeline for Communication
<b>9. QUALITY ASSURANCE REVIEW INVITATIONS &amp; SCHEDULING ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>• NEPA Program Lead or delegate</li> </ul>	<ul style="list-style-type: none"> <li>• FHWA</li> <li>• RECs and EPMs</li> </ul>	<ul style="list-style-type: none"> <li>• NEPA Program team</li> <li>• Region Environmental Leads and Managers</li> </ul>	Email and calendar invites	At least 10 calendar days prior to the scheduled review meeting
<b>10. FINAL QUARTERLY / ANNUAL REPORT AVAILABILITY ANNOUNCEMENTS</b>	<ul style="list-style-type: none"> <li>• NEPA Program Lead or delegate</li> </ul>	<ul style="list-style-type: none"> <li>• RECs and EPMs</li> <li>• Region Environmental Leads and Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Other ODOT Units</li> <li>• Local Program</li> <li>• Others as warranted</li> </ul>	Email (copy to NEPA Program team and FHWA)	No more than 5 business days after ODOT submission to FHWA