

## **NEPA Assignment Course: Performance Measures**

Welcome to National Environmental Policy Act, also known as NEPA, Assignment Course on Performance Measures provided by the Florida Department of Transportation's Office of Environmental Management.

The NEPA Assignment Memorandum of Understanding (MOU), executed December 14, 2016, requires that FDOT have performance measures that assess our implementation of NEPA Assignment. This training provides an overview of the measures.

### **Lesson Objectives**

The 3 lessons in our learning objectives are Review of the Measures, NEPA Assignment Performance Measure Report, and Performance Monitoring.

### **Lesson 1: Review of the Measures**

Lesson 1 covers each measure, accompanying metrics, checking methods for the measures, and how to calculate the measures.

### **Authority**

There are 3 sections in the MOU, executed December 14, 2016 that cover the requirements for performance measures. The MOU provides it is desirable to mutually establish a set of performance measures to evaluate FDOT's administration of the responsibilities assumed under this MOU; and provides FDOT's attainment of the performance measures established in the MOU will be considered during the FHWA audits.

Further, the MOU provides FDOT shall collect and maintain necessary and appropriate data related to the performance measures. In collecting this data, FDOT shall monitor its progress toward meeting the performance measures and include its progress in the self-assessment summary to FHWA.

### **MOU Performance Measures**

Performance measurement is common to our work at FDOT. Our NEPA measures are based upon data and systems we currently have in place. Data compilation and reporting will happen in SWEPT and should not have an impact on the Districts.

The four performance measures from the MOU are Measure A, Compliance with NEPA, FHWA NEPA regulations and other federal environmental statutes and regulations, and Measure B, Quality Assurance and Quality Control for NEPA Decisions.

The remaining measures from the MOU are Measure C, Relationship with agencies and the general public; and Measure D, Increased efficiency and timeliness in completion of the NEPA process.

### **FDOT Performance Metrics**

OEM was required to develop a Quality Assurance and Quality Control Plan within 6-months of execution of the MOU. Within that QA/QC Plan, the MOU performance measures are defined and describe how the Department will track and report on the established MOU measures.

OEM developed specific metrics that quantify each of the 4 MOU measures so that we can assess and report our performance results. Each metric has a checking method so we know how to find our data, a formula to calculate our metric, and performance targets that enable us to assess quality performance for each District.

For each of our metrics, we will show the core MOU measure at the top of the slide in red and our metric or metrics for that measure in green. We will also show the established Checking Method, the calculation Formula, and the Performance Target.

Metric A.i.1 covers Percent of final Environmental Documents that have supporting documentation in the project file supporting analysis and decisions for NEPA. The Checking Method is "Relevant project documents are accessible in SWEPT as required." The Formula is "Final Documents with supporting documentation divided by Total of Final Documents." The Performance Target is 95%

MOU Measure B includes 4 metrics that focus on legal sufficiency, document transmittal using the environmental document submittal form, quality of submissions for document review, and quality of final submittals.

Metric B.i.a.1 covers Percent of FEIS's (say each letter, except the plural "s"), FEIS/RODs (common pronunciation), and individual section 4(f) determinations reviewed for legal sufficiency prior to Environmental Document approval.

Checking Method is the date in SWEPT of legal sufficiency determination that occurs before the Environmental Document approval date.

Formula is "Total of FEIS, FEIS/ROD, and 4(f) Determinations reviewed prior to approval divided by Total of FEIS, FEIS/ROD, and 4(f) Determinations reviewed overall." Performance Target is 100%.

Metric B.i.b.1 covers Percent of draft Environmental Documents submitted with the District environmental document submittal form. Checking Method is "Document submittal forms are recorded in SWEPT."

Formula is "Total Number of draft documents submitted with form divided by Total Number of draft documents submitted overall." Performance Target is 95%

Metric B.i.b.2 covers Percent of draft Environmental Documents certified by the District and accepted for document review by OEM at first submittal. Checking Method is "SWEPT reports number of times document submittal form provided before OEM confirms document is ready to begin review."

Formula is "Total Number of draft documents certified and accepted at first submittal divided by Total Number of draft documents certified and accepted overall." Performance Target is 80%.

Metric B.i.b.3 covers Percent of Environmental Documents approved by OEM on first submission of final Environmental Document. Checking Method is "SWEPT reports number of times submitted before approval."

Formula is "Total Number of final documents approved on first submittal for OEM approval divided by Total Number of final documents submitted for approval." Performance Target is 85%.

MOU Measure C includes 3 metrics that focus on advance notifications to mandatory recipients, the quality of agency communications, and work relations with agencies. Metric C.i.1 covers *Percent of Advance Notifications (AN) (say each letter)* are transmitted to mandatory recipients.

Checking Method is "AN transmittals distributed through Environmental Screening Tool (EST) (*say each letter*)."

Formula is "Total Number of ANs transmitted to mandatory recipients divided by Total Number of ANs transmitted overall." Performance Target is 100%.

Metric C.i.3 covers agency rating for how well FDOT works with the agency. Checking Method is "ETDM (*say each letter*) Survey Results."

Formula is "Calculate average agency ratings of Question 4." The Actual Survey Text is "Please rate how well the District works with your agency." This relates to the level of respect, trust, and support between the agency and FDOT. Performance Target is 4.

MOU Measure C includes another 3 metrics that focus on public involvement and formal issue resolution. Metric C.ii.1 covers Percent of projects that include a Public Involvement Plan, as required.

Checking Method is "Relevant project document(s) accessible in SWEPT include PIP (*say each letter*), as required per project specifics and the PD&E Manual."

Formula is "Total Number of project files with a PIP divided by Total Number of project files requiring a PIP overall (approved Type 2 CE, EA, EIS [*say each letter*])." Performance Target is 100%.

Metric C.ii.2 covers Percent of those projects which required a Public Involvement Plan that have documented compliance with the plan. Checking Method is “Check certification from District on Environmental Document Submittal form when submitted for final approval.”

Formula is “Total Number of projects certified in compliance divided by Total Number of projects requiring public involvement (approved Type 2, EA, and EIS’s).” Performance Target is 100%.

Metric C.iii.1 covers Percent of formal issue resolutions that are initiated according to the time lines established in 23 U.S.C. (say each letter) § 139. Checking Method is “Compare date request received with meeting date.”

Formula is “Total Number of formal issue resolutions that satisfy specified timelines divided by Total Number of formal issue resolutions overall.” Performance Target is 100%.

MOU Measure D has one metric. Metric D.i.1 covers time savings in completion of NEPA approvals before and after NEPA Assignment. Checking Method is “Compare actual project schedule milestones reported in SWEPT to baseline data provided by FHWA.”

Formula is “Total Number of Months to complete NEPA approvals after NEPA Assignment divided by Total Number of Months to complete NEPA approvals before NEPA Assignment.” Performance Target is 25%.

## **Lesson 2: NEPA Assignment Performance Measure Report**

Lesson 2 covers the Performance Measure Report.

### **Finding Performance Report in SWEPT**

Performance Reports are available in SWEPT under the Quality & Performance Management Menu.

### **Creating a Performance Report**

Creating a performance report is very simple and involves a couple of steps. You will have date range options for a performance report, and may select report to show by Districts and to include Re-evaluations. Once you have decided how to display your report, you may generate the Report.

### **Performance Report Contents**

The Performance Report provides data results for all measures by District and statewide for the time period you select. There is a quick reference area at the top of the Report with links for each measure to take you directly to performance results data.

The 2 sections of the report are Performance Summary and Performance Details. The Performance Summary Section shows results of all Districts at a glance using a spider chart. This chart type easily displays achievement of performance targets for each measure statewide and by District.

The Performance Details Section shows results for reporting period by District for each performance measure and all accompanying metrics.

You will also see a table that shows target performance, actual performance and variance from the target. The variance will display in green, which means meets or exceeds target; yellow, which means the performance is between the target and 10% below target; and red, which means the performance is 10% or more below target and requires follow-up action.

The Report will show the number of approved projects used to calculate each measure.

### **Downloading a Report**

Performance Reports may be downloaded in portable document format (PDF) or in Excel. See download options that are circled in this diagram in the upper right corner next to the search box.

## **Lesson 3: Performance Monitoring**

Lesson 3 covers Performance Monitoring.

### **Performance Monitoring Goal**

The goal of performance monitoring is to promote program excellence through the active identification and sharing of strengths and opportunities for improvement. Performance monitoring is our bridge between knowing our performance and taking steps to ensure quality.

### **Management Review of Performance Results**

OEM staff will pull quarterly performance reports and send to management for review and possible action. Management will use performance data to promote quality outcomes statewide. OEM *management* will review performance reports identifying strengths and opportunities. Management will seek opportunities to promote best practices, as well as proactively work on a less than optimal results.

### **Annual Self-Assessment**

OEM management will report performance results and any actions taken in connection with performance in the Annual Self-Assessment Report and the Annual Summary to FHWA. Please review our separate CBTs: the Self-Assessment and the FHWA Audit processes.

### **Summary**

To summarize: The MOU is the authority for NEPA performance measurement. The MOU has 4 performance measures A through D and FDOT has developed metrics for each performance measure.

OEM has created a Performance Measure Report in SWEPT under Quality & Performance Management. OEM staff will pull quarterly performance reports and send to management for review and possible action. FDOT will provide Performance report annually to FHWA in the Self-Assessment summary.

### **Questions**

This concludes the presentation on NEPA Assignment Performance Measures. If you have questions about generating a performance report, please contact the SWEPT Help Desk at the contact information in this slide.

### **Quiz**

Please proceed to and complete the test to receive credit for this course.