**Coordination Plan Template**

**(For Compliance with 23 United States Code 139)**

Using This Template

To create a document from this template:

1. Insert project name on the cover page (next page) with your project information.
2. Insert project name and date in the document header area at the top of page i (Contents page) with the same project and agency information as on the cover page.  
     
   Note: Please do not remove or modify content in the footer area.
3. Complete the entire template. Each section contains abbreviated instructions and a content area in table format. Sample text has been provided in the tables. Edit content appropriately. Relevant text from other project documents may be pasted into content areas.
4. Update the table of contents by right-clicking and selecting “Update Field.”
5. Delete this page.



**EFFICIENT ENVIRONMENTAL REVIEW COORDINATION PLAN**

**[INSERT NAME OF PROJECT]**



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# Lead/Participating/Cooperating/ Agencies

## List of Agencies, Roles, and Responsibilities

List all the agencies involved in the Efficient Environmental Review (23 USC 139) process for the project and their associated roles and responsibilities.

| **Agency** | **Role** | **Responsibilities** |
| --- | --- | --- |
| Caltrans | Lead Agency | Manage efficient environmental review process; prepare EIS; provide opportunity for public & participating/cooperating agency involvement |
| Army Corps of Engineers | Cooperating Agency Participating Agency | Section 404 permit jurisdiction Provide comments on purpose and need & range of alternatives |

## Agency Contact Information

Specify contact information for each agency.

| **Agency** | **Contact Person/Title** | **Phone** | **E-mail** |
| --- | --- | --- | --- |
| Caltrans | Cal T. Rans Environmental Branch Chief | (916) 555-2121 | Cal.rans@dot.ca.gov |

# Coordination Points and Responsibilities

## Coordination Points, Information Requirements and Responsibilities

List key coordination points, including which agency is responsible for activities during that coordination point. Specify the information required at each coordination point and who is responsible for transmitting that information.

| **Coordination Point** | **Information “In”** | **Agency Responsible** | **Information “Out”** | **Agency Responsible** |
| --- | --- | --- | --- | --- |
| Notice of Intent EIS | Send participating agencies a copy of the NOI; publish notice in newspaper; invite agencies and public to public scoping meeting | Caltrans | Comments on NOI | USACE USFWS |
| Purpose and Need | Provide participating agencies and public with draft purpose and need statement via letters; solicit comments; hold scoping meeting | Caltrans | Comments on Purpose and Need | Agency |
| Range of Alternatives | Provide participating agencies and public with information regarding alternatives being considered via letters; solicit comments; hold scoping meeting | Caltrans | Enter information | Agency |
| Collaboration on impact assessment methodologies | Enter information | Agency | Enter information | Agency |
| Socioeconomic and environmental impacts | Identification of resources located within project area & general location of alternatives | Agency | Identification of any issues that could substantially delay permit approval | Agency |
| Circulation of DEIS | Enter information | Agency | Enter information | Agency |
| I.D. Preferred Alternative | Enter information | Agency | Enter information | Agency |
| Combined FEIS/ROD | Enter information | Agency | Enter information | Agency |
| Issue Section 404 Permit | Enter information | Agency | Enter information | Agency |

# Project Schedule (Required)

In accordance with revisions to the 23 USC 139 made by the FAST Act effective December 4, 2015, the lead agency shall establish a plan for coordinating public and agency participation in and comment on the environmental review process. As part of this coordination plan, after consultation with and concurrence of each participating agency for the project, the lead agency shall establish a schedule for the completion of the environmental review process for the project (23 USC 139(g)).

The schedule should include key milestones and decision-making deadlines for each agency approval. For more detailed information, please see Chapter 32 of the SER. You can use the following table format or develop a Gantt chart.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Coordination Point** | **Anticipated Date of Information “In”** | **Agency Responsible** | **Anticipated Date of Information “Out”** | **Agency Responsible** |
| Notice of Intent EIS | January 2006 | Caltrans | February 2006 (30 days after transmittal) | USACE USFWS |
| Purpose and Need | Date | Agency | Date | Agency |
| Range of Alternatives | Date | Agency | Date | Agency |
| Collaboration on impact assessment methodologies | Date | Agency | Date | Agency |
| Socioeconomic and environmental impacts | Date | Agency | Date | Agency |
| Circulation of DEIS | Date | Agency | Date | Agency |
| I.D. Preferred Alternative | Date | Agency | Date | Agency |
| Combined FEIS/ROD | Date | Agency | Date | Agency |
| Issue Section 404 Permit | Date | Agency | Date | Agency |

# Revision History

Identify changes to the Coordination Plan. Note: Concurrence on the schedule change is required from all participating agencies.

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Name** | **Description** |
| 1 | January 1, 2006 | Name | Description |

# Other Information (Use only as needed)