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1.0 PURPOSE AND SCOPE

1.1 Purpose. The purpose of this document is to list individuals or entities that do business with EEP and the corresponding policies and procedures that impact them.

1.2 Scope. This is a reference list for training identification.

1.3 Participants. This procedure applies to the following personnel:

- Applicant
- Attorney General's Office (AG)
- Construction Firm
- Contracted Facilitator
- DENR Budget Planning and Analysis (BPA) Division
- DENR Contract Administrator
- DENR Controller's Office
- DENR Division of Purchase and Services (DP&S)
- DENR Division of Water Quality (DWQ)
- DENR DWQ Basinwide Planner
- DENR DWQ/DCM Contacts
- Design Firms
- EEP Staff
- External Reviewers
- FEMA Flood Plain Contact
- FHWA Liaison
- Full Delivery Project (FDP) Manager
- Grantor
- Landowners
- Local Government Flood Plain Manager
- Monitoring Firm
- Natural Heritage Program (NHP)
- Natural Resource Conservation Service (NRCS)
- NCDOT Board
- NCDOT Contact
- NCDOT Deputy Secretary
- NCDOT Fiscal
- NCDOT Office of Natural Environment (ONE) Manager
- NCDOT Project Development and Environmental Analysis Branch Manager
- Office of State Budget and Management (OSBM)
- Preservation Firms
- Preservation Review Committee (PRC)
- Program Assessment and Consistency Group (PACG)

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- Project Review Committee
- Records Retention Center Staff
- Regulatory Agencies
- Review Team
- State Building Commission
- State Construction Office (SCO)
- State Property Office (SPO)
- USACE Representative

2.0 PROCEDURE STEPS

N/A

3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1. Training Requirements Identification

Responsibility	Procedure Title	Doc #	PPPM Section #
Applicant	Accounts Receivable – Receipts, In-Lieu Fee	ACT.PRO.02.01.02	8.5.2.2
Applicant	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
Applicant	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
Attorney General's Office	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
Construction Firm	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
Construction Firm	Contracting for Full Delivery Projects	CTR.PRO.04.01.01	8.4.4
Construction Firm	Construction Site Management	IMP.PRO.02.03.01	8.3.2.3.1
Construction Firm	Monitoring and Remediation	IMP.PRO.02.04.01	8.3.2.4.1
Consulting Firm	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
Contracted Facilitator	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
DENR Budget Planning and Analysis (BPA) Division	Prepare and Send Budget to OSMB – State Appropriations	ACT.PRO.01.01.01	8.5.1.1
DENR Budget Planning and Analysis (BPA) Division	Accounts Receivable – Receipts, Grants (State)	ACT.PRO.02.01.05	8.5.2.5
DENR Contract Administrator	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
DENR Controller's Office	Accounts Receivable – Receipts, In-Lieu Fee	ACT.PRO.02.01.02	8.5.2.2
DENR Controller's Office	In-Lieu Fee (Nutrient Offset) Accounts Receivable	ACT.PRO.02.01.03	8.5.2.3
DENR Controller's Office	Accounts Receivable – Receipts, Grants (Federal)	ACT.PRO.02.01.04	8.5.2.4
DENR Controller's Office	Accounts Receivable – Receipts, Grants (State)	ACT.PRO.02.01.05	8.5.2.5
DENR Controller's Office	Accounts Payable – Overhead	ACT.PRO.03.01.01	8.5.3.1
DENR Controller's Office	Accounts Payable – Contractors	ACT.PRO.03.01.02	8.5.3.2

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DENR Controller's Office	Accounts Payable – Land Acquisition	ACT.PRO.03.01.03	8.5.3.3
DENR Controller's Office	Reports on Federal Grants	ACT.PRO.04.01.04	8.5.4.4
DENR Controller's Office	Annual Fiscal Closeout	ACT.PRO.05.01.01	8.5.5
DENR Controller's Office	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
DENR Controller's Office	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
DENR Division of Purchase and Services (DP&S)	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
DENR Division of Purchase and Services (DP&S)	Contracting for Full Delivery Projects	CTR.PRO.04.01.01	8.4.4
DENR Division of Purchase and Services (DP&S)	Restoration Scoping/Contracting Process	IMP.PRO.02.02.01	8.3.2.2.1
DENR Division of Purchase and Services (DP&S)	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
DENR Division of Water Quality (DWQ)	Watershed Restoration Planning Process for River Basins	PLN.PRO.02.01.01	8.2.2.1
DENR DWQ Basinwide Planner	Watershed Restoration Planning Process for River Basins	PLN.PRO.02.01.01	8.2.2.1
DENR DWQ/DCM Contacts	Mitigation Request Process	PLN.PRO.01.02.01	8.2.1.4
Design Firms	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
Design Firms	Identify and Approach Landowners	IMP.PRO.02.01.01	8.3.2.1.1
Design Firms	Restoration Scoping/Contracting Process	IMP.PRO.02.02.01	8.3.2.2.1
Design Firms	Preparing and Submitting Application to FEMA	IMP.PRO.02.02.05	8.3.2.2.5
Design Firms	Construction Site Management	IMP.PRO.02.03.01	8.3.2.3.1
Design Firms	Monitoring and Remediation	IMP.PRO.02.04.01	8.3.2.4.1
Design Firms	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
EEP Accounting Section	Prepare and Send Budget to OSMB – State Appropriations	ACT.PRO.01.01.01	8.5.1.1
EEP Accounting Section	Prepare and Send DOT Annual Budget	ACT.PRO.01.02.01	8.5.1.2
EEP Accounting Section	Accounts Receivable – Receipts, DOT	ACT.PRO.02.01.01	8.5.2.1
EEP Accounting Section	Accounts Receivable – Receipts, In-Lieu Fee	ACT.PRO.02.01.02	8.5.2.2
EEP Accounting Section	Accounts Receivable – Receipts, Grants (Federal)	ACT.PRO.02.01.04	8.5.2.4
EEP Accounting Section	Accounts Receivable – Receipts, Grants (State)	ACT.PRO.02.01.05	8.5.2.5
EEP Accounting Section	Accounts Payable – Overhead	ACT.PRO.03.01.01	8.5.3.1
EEP Accounting Section	Accounts Payable – Contractors	ACT.PRO.03.01.02	8.5.3.2
EEP Accounting Section	Accounts Payable – Land Acquisition	ACT.PRO.03.01.03	8.5.3.3
EEP Accounting Section	Annual Reports on DOT Receipts	ACT.PRO.04.01.01	8.5.4.1
EEP Accounting Section	Quarterly Reports on DOT Receipts	ACT.PRO.04.01.02	8.5.4.2
EEP Accounting Section	Reports on Federal Grants	ACT.PRO.04.01.04	8.5.4.4
EEP Accounting Section	Annual Fiscal Closeout	ACT.PRO.05.01.01	8.5.5
EEP Accounting Section	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
EEP Accounting Section	Nutrient Offset Project Proposal Process	PLN.PRO.01.01.03	8.2.1.3
EEP Administration and Budget Officer	Document Control	ADM.PRO.01.01.01	5.2.2.1
EEP Analysis and Procedures Supervisor	Document Control	ADM.PRO.01.01.01	5.2.2.1

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EEP Analysis and Procedures Supervisor	Definition of Performance Metrics	ADM.PRO.06.01.01	9.2.1
EEP Analysis and Procedures Supervisor	Implementation of Performance Metrics	ADM.PRO.06.02.01	9.2.2
EEP Analysis and Procedures Supervisor	Master List of EEP Performance Metrics	ADM.PRO.06.03.01	9.2.3
EEP Budget Officer	Contracting for Full Delivery Projects	CTR.PRO.04.01.01	8.4.4
EEP Budget Officer	Restoration Scoping/Contracting Process	IMP.PRO.02.02.01	8.3.2.2.1
EEP Budget Officer	Construction Site Management	IMP.PRO.02.03.01	8.3.2.3.1
EEP Budget Officer	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
EEP Budget Officer	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
EEP Database Administrator	Definition of Performance Metrics	ADM.PRO.06.01.01	9.2.1
EEP Database Administrator	Implementation of Performance Metrics	ADM.PRO.06.02.01	9.2.2
EEP Database Administrator	Receipt and Validation of DOT Impact Projections Data	PLN.PRO.01.03.01	8.2.1.5
EEP Design and Construction Section	Preparing and Submitting Application to FEMA	IMP.PRO.02.02.05	8.3.2.2.5
EEP Design and Construction Supervisors (DCS)	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
EEP Design and Construction Supervisors (DCS)	Contracting for Full Delivery Projects	CTR.PRO.04.01.01	8.4.4
EEP Design and Construction Supervisors (DCS)	Identify and Approach Landowners	IMP.PRO.02.01.01	8.3.2.1.1
EEP Design and Construction Supervisors (DCS)	Restoration Scoping/Contracting Process	IMP.PRO.02.02.01	8.3.2.2.1
EEP Design and Construction Supervisors (DCS)	Preparing and Submitting Application to FEMA	IMP.PRO.02.02.05	8.3.2.2.5
EEP Design and Construction Supervisors (DCS)	Construction Site Management	IMP.PRO.02.03.01	8.3.2.3.1
EEP Director	Prepare and Send DOT Annual Budget	ACT.PRO.01.02.01	8.5.1.2
EEP Director	Accounts Receivable – Receipts, DOT	ACT.PRO.02.01.01	8.5.2.1
EEP Director	Accounts Payable – Land Acquisition	ACT.PRO.03.01.03	8.5.3.3
EEP Director	Annual Reports on DOT Receipts	ACT.PRO.04.01.01	8.5.4.1
EEP Director	Quarterly Reports on DOT Receipts	ACT.PRO.04.01.02	8.5.4.2
EEP Director	Document Control	ADM.PRO.01.01.01	5.2.2.1
EEP Director	Definition of Performance Metrics	ADM.PRO.06.01.01	9.2.1
EEP Director	Implementation of Performance Metrics	ADM.PRO.06.02.01	9.2.2
EEP Director	Master List of EEP Performance Metrics	ADM.PRO.06.03.01	9.2.3
EEP Director	Contracting for Full Delivery Projects	CTR.PRO.04.01.01	8.4.4
EEP Director	Restoration Scoping/Contracting Process	IMP.PRO.02.02.01	8.3.2.2.1
EEP Director	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
EEP Director	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
EEP Director	Mitigation Request Process	PLN.PRO.01.02.01	8.2.1.4
EEP DOT Coordinator	Mitigation Request Process	PLN.PRO.01.02.01	8.2.1.4
EEP DOT Coordinator	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
EEP Human Resources Manager	Prepare and Send DOT Annual Budget	ACT.PRO.01.02.01	8.5.1.2
EEP Human Resources Manager	Accounts Receivable – Receipts, DOT	ACT.PRO.02.01.01	8.5.2.1

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EEP ILF Specialist	Accounts Receivable – Receipts, In-Lieu Fee	ACT.PRO.02.01.02	8.5.2.2
EEP ILF Specialist	In-Lieu Fee (Nutrient Offset) Accounts Receivable	ACT.PRO.02.01.03	8.5.2.3
EEP ILF Specialist	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
EEP ILF Specialist	In-Lieu Fee (Nutrient Offset) Process	PLN.PRO.01.01.02	8.2.1.2
EEP ILF Specialist	Nutrient Offset Project Proposal Process	PLN.PRO.01.01.03	8.2.1.3
EEP Implementation Section	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
EEP Implementation Section	Watershed Restoration Planning Process for River Basins	PLN.PRO.02.01.01	8.2.2.1
EEP Implementation Section	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
EEP Implementation Supervisors	Accounts Receivable – Receipts, DOT	ACT.PRO.02.01.01	8.5.2.1
EEP Implementation Supervisors	Document Control	ADM.PRO.01.01.01	5.2.2.1
EEP Implementation Supervisors	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
EEP Implementation Supervisors	Contracting for Full Delivery Projects	CTR.PRO.04.01.01	8.4.4
EEP Implementation Supervisors	Identify and Approach Landowners	IMP.PRO.02.01.01	8.3.2.1.1
EEP Implementation Supervisors	Conduct Initial Assessment	IMP.PRO.02.01.02	8.3.2.1.2
EEP Implementation Supervisors	Construction Site Management	IMP.PRO.02.03.01	8.3.2.3.1
EEP Implementation Supervisors	Estimating Credits by Type	IMP.PRO.04.01.01	8.3.4.1
EEP Implementation Supervisors	Submitting Credits to Ledger	IMP.PRO.04.02.01	8.3.4.2
EEP Implementation Supervisors	In-Lieu Fee (Nutrient Offset) Process	PLN.PRO.01.01.02	8.2.1.2
EEP Implementation Supervisors	Nutrient Offset Project Proposal Process	PLN.PRO.01.01.03	8.2.1.3
EEP Implementation Supervisors	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
EEP Information System Manager	Master List of EEP Performance Metrics	ADM.PRO.06.03.01	9.2.3
EEP Monitoring Section	Monitoring and Remediation	IMP.PRO.02.04.01	8.3.2.4.1
EEP Monitoring Section	Nutrient Offset Project Proposal Process	PLN.PRO.01.01.03	8.2.1.3
EEP Monitoring Supervisor	Monitoring and Remediation	IMP.PRO.02.04.01	8.3.2.4.1
EEP Monitoring Supervisor	Estimating Credits by Type	IMP.PRO.04.01.01	8.3.4.1
EEP Monitoring Supervisor	Submitting Credits to Ledger	IMP.PRO.04.02.01	8.3.4.2
EEP Operations Director	Prepare and Send DOT Annual Budget	ACT.PRO.01.02.01	8.5.1.2
EEP Operations Director	Accounts Receivable – Receipts, DOT	ACT.PRO.02.01.01	8.5.2.1
EEP Operations Director	Annual Reports on DOT Receipts	ACT.PRO.04.01.01	8.5.4.1
EEP Operations Director	Document Control	ADM.PRO.01.01.01	5.2.2.1
EEP Operations Director	Definition of Performance Metrics	ADM.PRO.06.01.01	9.2.1
EEP Operations Director	Implementation of Performance Metrics	ADM.PRO.06.02.01	9.2.2
EEP Operations Director	Master List of EEP Performance Metrics	ADM.PRO.06.03.01	9.2.3

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EEP Operations Director	Contracting for Full Delivery Projects	CTR.PRO.04.01.01	8.4.4
EEP Operations Director	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
EEP Operations Director	In-Lieu Fee (Nutrient Offset) Process	PLN.PRO.01.01.02	8.2.1.2
EEP Operations Director	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
EEP Operations Director	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
EEP Planner	Watershed Restoration Planning Process for River Basins	PLN.PRO.02.01.01	8.2.2.1
EEP Planners	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
EEP Planning Supervisor	Accounts Receivable – Receipts, DOT	ACT.PRO.02.01.01	8.5.2.1
EEP Planning Supervisor	Document Control	ADM.PRO.01.01.01	5.2.2.1
EEP Planning Supervisor	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
EEP Planning Supervisor (Eastern and Western)	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
EEP Planning Supervisor (Eastern and Western)	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
EEP Preservation Coordinator	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
EEP Process Owner (may be manager or supervisor)	Definition of Performance Metrics	ADM.PRO.06.01.01	9.2.1
EEP Process Owner (may be manager or supervisor)	Implementation of Performance Metrics	ADM.PRO.06.02.01	9.2.2
EEP Process Owner (may be manager or supervisor)	Master List of EEP Performance Metrics	ADM.PRO.06.03.01	9.2.3
EEP Processing Assistant	Accounts Receivable – Receipts, In-Lieu Fee	ACT.PRO.02.01.02	8.5.2.2
EEP Processing Assistant	In-Lieu Fee (Nutrient Offset) Accounts Receivable	ACT.PRO.02.01.03	8.5.2.3
EEP Processing Assistant	Accounts Payable – Contractors	ACT.PRO.03.01.02	8.5.3.2
EEP Processing Assistant	Records Management	ADM.PRO.01.01.02	5.2.2
EEP Processing Assistant	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
EEP Processing Assistant	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
EEP Processing Assistant	Nutrient Offset Project Proposal Process	PLN.PRO.01.01.03	8.2.1.3
EEP Project Manager (PM)	Accounts Payable – Contractors	ACT.PRO.03.01.02	8.5.3.2
EEP Project Manager (PM)	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
EEP Project Manager (PM)	Identify and Approach Landowners	IMP.PRO.02.01.01	8.3.2.1.1
EEP Project Manager (PM)	Conduct Initial Assessment	IMP.PRO.02.01.02	8.3.2.1.2
EEP Project Manager (PM)	Restoration Scoping/Contracting Process	IMP.PRO.02.02.01	8.3.2.2.1
EEP Project Manager (PM)	Preparing and Submitting Application to FEMA	IMP.PRO.02.02.05	8.3.2.2.5
EEP Project Manager (PM)	Construction Site Management	IMP.PRO.02.03.01	8.3.2.3.1
EEP Project Manager (PM)	Estimating Credits by Type	IMP.PRO.04.01.01	8.3.4.1
EEP Project Manager (PM)	Submitting Credits to Ledger	IMP.PRO.04.02.01	8.3.4.2
EEP Project Manager (PM)	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
EEP Reviewers	Watershed Restoration Planning Process for River Basins	PLN.PRO.02.01.01	8.2.2.1
EEP Staff	Telecommuting Policy	ADM.POL.04.05.02	7.1.2
EEP Staff	Reserving Conference Rooms	ADM.PRO.05.02.01	7.4.1.1
EEP Staff	Reserving Equipment	ADM.PRO.05.02.02	7.4.1.2
EEP Staff	Reserving Vehicles	ADM.PRO.05.02.03	7.4.1.3

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EEP Staff	Reporting Accidents	ADM.PRO.05.03.01	7.4.2
EEP Staff	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
EEP State Property Office Liaison	Accounts Payable – Land Acquisition	ACT.PRO.03.01.03	8.5.3.3
EEP State Property Office Liaison	Identify and Approach Landowners	IMP.PRO.02.01.01	8.3.2.1.1
EEP State Property Office Liaison	Nutrient Offset Project Proposal Process	PLN.PRO.01.01.03	8.2.1.3
EEP State Property Office Liaison	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
EEP Strategic Planning Section	Prepare and Send DOT Annual Budget	ACT.PRO.01.02.01	8.5.1.2
EEP Strategic Planning Section	Accounts Receivable – Receipts, In-Lieu Fee	ACT.PRO.02.01.02	8.5.2.2
EEP Strategic Planning Section	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
EEP Strategic Planning Section	Mitigation Request Process	PLN.PRO.01.02.01	8.2.1.4
EEP Strategic Planning Section	Receipt and Validation of DOT Impact Projections Data	PLN.PRO.01.03.01	8.2.1.5
EEP Strategic Planning Section	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
EEP Strategic Planning Section	Watershed Restoration Planning Process for River Basins	PLN.PRO.02.01.01	8.2.2.1
EEP Strategic Planning Supervisor	Accounts Receivable – Receipts, In-Lieu Fee	ACT.PRO.02.01.02	8.5.2.2
EEP Strategic Planning Supervisor	Annual Reports on DOT Receipts	ACT.PRO.04.01.01	8.5.4.1
EEP Strategic Planning Supervisor	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
EEP Strategic Planning Supervisor	In-Lieu Fee (Nutrient Offset) Process	PLN.PRO.01.01.02	8.2.1.2
EEP Strategic Planning Supervisor	Mitigation Request Process	PLN.PRO.01.02.01	8.2.1.4
EEP Strategic Planning Supervisor	Receipt and Validation of DOT Impact Projections Data	PLN.PRO.01.03.01	8.2.1.5
EEP Strategic Planning Supervisor	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
EEP Technical Staff	Implementation of Performance Metrics	ADM.PRO.06.02.01	9.2.2
EEP Web Master (Computer Support and Web Maintenance Specialist)	Document Control	ADM.PRO.01.01.01	5.2.2.1
External Reviewers	Watershed Restoration Planning Process for River Basins	PLN.PRO.02.01.01	8.2.2.1
FEMA Flood Plain Contact	Preparing and Submitting Application to FEMA	IMP.PRO.02.02.05	8.3.2.2.5
FHWA Liaison	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
Full Delivery Project (FDP) Manager	Contracting for Full Delivery Projects	CTR.PRO.04.01.01	8.4.4
Grantor	Accounts Receivable – Receipts, Grants	ACT.PRO.02.01.05	8.5.2.5

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	(State)		
Landowners	Identify and Approach Landowners	IMP.PRO.02.01.01	8.3.2.1.1
Landowners	Conduct Initial Assessment	IMP.PRO.02.01.02	8.3.2.1.2
Landowners	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
Local Government Flood Plain Manager	Preparing and Submitting Application to FEMA	IMP.PRO.02.02.05	8.3.2.2.5
Monitoring Firm	Monitoring and Remediation	IMP.PRO.02.04.01	8.3.2.4.1
Natural Heritage Program	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
Natural Resource Conservation Services	Identify and Approach Landowners	IMP.PRO.02.01.01	8.3.2.1.1
Natural Resource Conservation Services	Conduct Initial Assessment	IMP.PRO.02.01.02	8.3.2.1.2
NCDOT Board	Prepare and Send DOT Annual Budget	ACT.PRO.01.02.01	8.5.1.2
NCDOT Contact	Mitigation Request Process	PLN.PRO.01.02.01	8.2.1.4
NCDOT Deputy Secretary	Prepare and Send DOT Annual Budget	ACT.PRO.01.02.01	8.5.1.2
NCDOT Fiscal	Accounts Receivable – Receipts, DOT	ACT.PRO.02.01.01	8.5.2.1
NCDOT Fiscal	Annual Reports on DOT Receipts	ACT.PRO.04.01.01	8.5.4.1
NCDOT Fiscal	Quarterly Reports on DOT Receipts	ACT.PRO.04.01.02	8.5.4.2
NCDOT Office of Natural Environment (ONE) Manager	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
NCDOT Office of Natural Environment (ONE) Manager	Mitigation Request Process	PLN.PRO.01.02.01	8.2.1.4
NCDOT Project Development and Environmental Analysis (PDEA) Branch Manager	Mitigation Request Process	PLN.PRO.01.02.01	8.2.1.4
Office of State Budget and Management	Appropriations	ACT.PRO.01.01.01	8.5.1.1
Preservation Firms	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
Preservation Review Committee (PRC)	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
Program Assessment and Consistency Group (PACG)	Programmatic Needs Analysis	PLN.PRO.01.04.01	8.2.1.7
Program Assessment and Consistency Group (PACG)	Estimating Credits by Type	IMP.PRO.04.01.01	8.3.4.1
Project Review Committee (FDP Manager and Implementation Staff)	Contracting for Full Delivery Projects	CTR.PRO.04.01.01	8.4.4
Records Retention Center Staff	Records Management	ADM.PRO.01.01.02	5.2.2
Regulatory Agencies	Accounts Receivable – Receipts, In-Lieu Fee	ACT.PRO.02.01.02	8.5.2.2
Regulatory Agencies	In-Lieu Fee (Combined) Mitigation Request	PLN.PRO.01.01.01	8.2.1.1
Review Team	Identify and Approach Landowners	IMP.PRO.02.01.01	8.3.2.1.1
Soil and Water Conservation District (SWCD)	Identify and Approach Landowners	IMP.PRO.02.01.01	8.3.2.1.1
Soil and Water Conservation District (SWCD)	Conduct Initial Assessment	IMP.PRO.02.01.02	8.3.2.1.2
Stakeholder Team	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
State Building Commission	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1

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State Construction Office	Contracting for Construction	CTR.PRO.02.01.01	8.4.2
State Construction Office	Restoration Scoping/Contracting Process	IMP.PRO.02.02.01	8.3.2.2.1
State Construction Office	Construction Site Management	IMP.PRO.02.03.01	8.3.2.3.1
State Construction Office	Local Watershed Plan (LWP) Development	PLN.PRO.03.01.01	8.2.3.1
State Property Office	Accounts Payable – Land Acquisition	ACT.PRO.03.01.03	8.5.3.3
State Property Office	Preservation Land Acquisition	IMP.PRO.03.01.01	8.3.3.1
USACE Representative	Mitigation Request Process	PLN.PRO.01.02.01	8.2.1.4

4.0 PROCEDURE FLOW DIAGRAM

N/A

5.0 REFERENCES

[EEP's Process, Policy, and Procedures Manual](#)

6.0 FORMS

N/A