

EEP PPPM Section 8.2.1.7		Document No.: PLN.PRO.01.04.01	
Procedure Title: Programmatic Needs Analysis		Rev. No. 1	Page: 1 of 5
		Date: August 31, 2004 Process revised April 2006	

1.0 PURPOSE AND SCOPE

- 1.1 Purpose. The purpose of this procedure is to describe how EEP analyzes information to project programmatic needs by cataloging unit (CU) and to develop the Programmatic Plan. The Programmatic Plan consists of CU-specific strategies that describe what type and how much mitigation needs to occur in each CU, the schedule for performing the mitigation, and the type of contract mechanism to be used (e.g., full delivery, on-call contractors).
- 1.2 Scope. This procedure applies to planning activities beginning with the NC Department of Transportation's (NCDOT's) submittal of seven-year impact projections in January of each year through development of EEP's Programmatic Plan.
- 1.3 Participants. This procedure applies to the following EEP personnel:
- EEP Strategic Planning Supervisor
 - EEP Strategic Planning Section
 - EEP Planning Supervisors (Eastern and Western)
 - EEP Implementation Supervisors (Eastern and Western)
 - EEP Implementation Section
 - EEP State Property Office (SPO) Liaison
 - EEP DOT Coordinator
 - FHWA Liaison
 - EEP Staff
 - EEP Operations Director
 - Program Assessment and Consistency Group (PACG).

2.0 PROCEDURE STEPS

- 2.1 Receive projections and convert to mitigation needs. Annually, NCDOT submits a seven-year projection of impacts. Once these projections have been validated (see PLN.PRO.01.03.01, Receipt and Validation of DOT Impact Projections Data), The EEP Strategic Planning Supervisor and the EEP Planning Supervisors evaluate the projections to determine the type (e.g., stream, wetland, buffer) and amount of mitigation needed based on regulatory requirements and policies.
- 2.2 Calculate existing assets. The Strategic Planning Section assesses and sums current existing assets (e.g., feet of stream restoration, acres of wetland preservation) by CU. This step will eventually be automated, and the Strategic Planning Section will simply retrieve a report of assets from the Information Management System (IMS).
- 2.3 Project mitigation needs over time. The Strategic Planning Section assembles all appropriate data and information, including annual projected NCDOT impacts,

EEP PPPM Section 8.2.1.7		Document No.: PLN.PRO.01.04.01	
Procedure Title: Programmatic Needs Analysis		Rev. No. 1	Page: 2 of 5
		Date: August 31, 2004 Process revised April 2006	

- ILF commitments (mitigation, buffer, and nutrient offset), status of assets, and local watershed planning (LWP) areas and timing. Based on current assets and projected mitigation needs, the Strategic Planning Section projects mitigation projects needed in each CU over time. Projections show the cumulative needs by type per CU per calendar quarter. The Implementation Section provides projections of when mitigation projects will convert to assets.
- 2.4 Convene meeting of key participants. The Strategic Planning Supervisor convenes a meeting of the key participants who will collaborate to develop a mitigation strategy for the coming year for each of the 54 CUs. These participants include the Planning and Implementation Supervisors, the EEP State Property Office (SPO) Liaison, the EEP DOT Coordinator, and the Federal Highway Administration (FHWA) Liaison.
 - 2.5 Decide on draft course of action. Led by the Strategic Planning Supervisor, the key participants collectively evaluate the status of each 8-digit CU and decide upon a draft course of action for that area (no action, full-delivery request, detailed planning study, other).
 - 2.6 Write draft plan. The Strategic Planning Section writes a draft programmatic plan.
 - 2.7 Disseminate for review. The Strategic Planning Section shares the draft programmatic plan with all EEP staff for comments.
 - 2.8 Revise plan. The Strategic Planning Section revises the draft plan based on comments received.
 - 2.9 Distribute and Share with DOT. The EEP DOT Coordinator distributes to EEP Supervisors and DOT Coordinator.
 - 2.10 6 week review. Every 6 weeks the EEP Strategic Planning Supervisor, Planning and Implementation Supervisor, EEP DOT Coordinator, and staff as required, reviews the plan and measures implementation progress.
 - 2.11 Adjustments. Based on review findings, adjustments are made to the plan, adjustments are documented, and the updates are distributed to Supervisors and the DOT EEP Coordinator. The review and distribution loop continues until new 7 year impact projections are received from NCDOT.

3.0 RESPONSIBILITIES AND AUTHORITIES

The EEP Strategic Planning Supervisor is primarily responsible for these activities. Key input is needed from all Planning and Implementation Supervisors.

Table 1. Responsibilities and Authorities

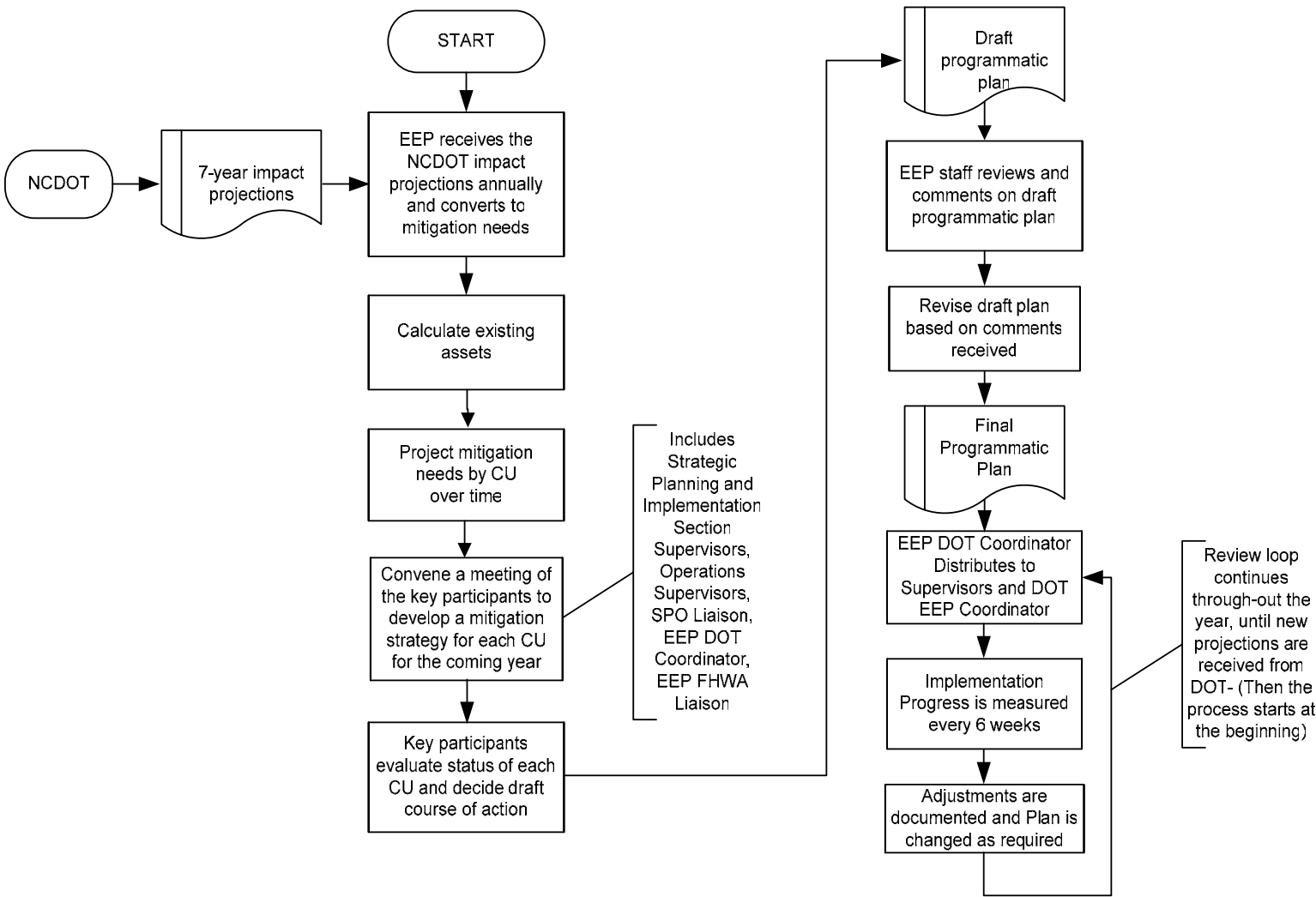
Step #	Procedure Step	EEP Strategic Planning Supervisor	EEP Strategic Planning Section	EEP Planning Supervisors	EEP Implementation Supervisors	EEP Impl. Section	EEP SPO Liaison	EEP DOT Coord.	FHWA Liaison	EEP Staff	EEP Operations Dir.	DOT EEP Coordinator
1	Evaluate projections and convert to mitigation needs	P		A								
2	Calculate existing assets	RA	P	A								
3	Project mitigation needs over time	P	A	A		A						
4	Convene meeting of key participants	P										
5	Decide on draft course of action	P		A	A		A	A	A			
6	Write draft plan	P	A					RI				
7	Disseminate for review	P								RI		
8	Revise plan	P	A					RI			RA	
9	Distribute										P	S
10	Review/ Update	P	A	A	A							
11	Redistribute		P		P							S

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person



4.0 PROCEDURE FLOW DIAGRAM



EEP PPM Section 8.2.1.7		Document No.: PLN.PRO.01.04.01	
Procedure Title: Programmatic Needs Analysis		Rev. No. 1	Page: 5 of 5
		Date: August 31, 2004 Process revised April 2006	

5.0 REFERENCES

None.

6.0 FORMS

None.