

**Class III Actions: Environmental Assessment (EA)
and
Environmental Assessment Worksheet (EAW)
– Process Guidance –**

1. EA/EAW Need Decision (if applicable, in response to petition)
2. Develop the EA/EAW [Statement of Purpose and Need](#) from District planning process
3. Develop a Public Involvement Plan
4. Consult with FHWA regarding solicitation of Federal and State *Cooperating Agencies*
5. Solicit Federal & State Cooperating Agencies (when warranted)
6. Prepare [EA/EAW](#)
7. Include a list of environmental commitments for the [Environmental Management Plan \(EMP\) \[Template\]](#)
8. Submit Preliminary EA/EAW first to Office of Environmental Stewardship (OES) for review/comment, then to FHWA for 30-day review/comment (per *Stewardship Agreement*)
9. Finalize EA/EAW
10. District Recommendation for Approval
11. MnDOT Chief Environmental Officer Approval
12. Transmit EA/EAW to FHWA
13. FHWA Division Approval (Allow 14 Days)
14. [Distribute](#) EA/EAW
15. EA/EAW Availability Notice in [EQB Monitor](#)
16. Public Hearing Notice in EQB Monitor (If Applicable; combined with EA/EAW Notice)
17. EA/EAW Availability and Public Hearing Notice Press Release
18. 30-Day Public Comment Period
19. Public Hearing (If Applicable)
20. Evaluate and Respond to Comments

21. Prepare Draft [Finding of Facts and Conclusions \(FOF&C\)](#) (including Transcript of Public Hearing, Affidavit of Publication and [Certificate of Compliance](#))
22. Submit Draft FOF&C to OES for Review, then to FHWA for 30 Day Review
23. Draft FOF&C Returned to District for Revision
24. District Submit FONSI Package to OES:
(FOF&C, Public Hearing Transcript, Certificate of Compliance, Affidavit of Publication, List of environmental commitments for the [EMP](#))
25. FOF&C Approved by OES
26. OES Prepares [Request](#) for FONSI and has it signed by MnDOT Chief Environmental Officer
27. Transmit Request for FONSI to FHWA
28. FHWA Transmits FONSI to OES (Allow 14 Days for FONSI to be Issued)
29. District Prepares and Issues [Negative Declaration \(EIS Need Decision\) and FONSI](#).
30. EIS Need Decision Notice in EQB Monitor
31. District Distributes EIS Need Decision (Negative Declaration), Findings of Fact and FONSI
32. Transfer environmental commitments from EA/EAW, FOF&C and FONSI into the [EMP](#) to carry forward into design