

Virginia Recreational Trails Program

Environmental Review and Public Comment Requirements

As a federally funded program all RTP projects are considered federal actions. As a federal action, all projects must demonstrate compliance with the National Environmental Policy Act (NEPA); Section 106 of the Historic Preservation Act (NHPA); Section 7 of the Endangered Species Act; and Executive Orders 11988 and 11990 (Floodplain Management and Wetland Protection), and where applicable, consistency with the Coastal Zone Management Act.

In addition to the federal environmental review requirements, all projects must comply with local and state permitting requirements. **Please contact your local wetlands, land disturbance, erosion and sediment control, and/or stormwater management (or similar) permitting office/s to determine any county/city/agency permitting requirements early in the environmental review process.** Copies of permits and agency permitting coordination obtained for the project may be requested by DCR and/or Federal Highway Administration (FHWA) for project records.

Environmental review requirements are largely based on the scope of work being planned and the natural habitat of the area, and documentation of the environmental review becomes part of the federal record for the project. Construction of the project cannot begin until due diligence of this review is completed and presented to DCR Recreation Grants staff and approved by the FHWA.

The National Environmental Policy Act (NEPA) of 1969, as amended, was established with the goal of creating a balance between the use and preservation of natural and cultural resources. The National Historic Preservation Act (NHPA) of 1966, Section 106, ensures the protection of historic and cultural resources and requires analysis of the effects of federal actions on historic properties.

The NEPA and NHPA processes coordinate compliance with separate but related federal, state, and local environmental requirements. Identifying potential impacts helps guide the appropriate NEPA pathway for the project. There are three pathways which may be appropriate:

1. Categorical Exclusion,
2. Environmental Assessment, or
3. Environmental Impact Statement.

Typically, RTP projects qualify for a Categorical Exclusion (CE). However, if *any* agencies recommend further correspondence and/or survey work this must be completed and may result in an Environmental Assessment or Environmental Impact Statement pathway. FHWA has final authority for environmental review approval.

Upon the completion of all agency correspondence described below, submit a draft of the CE Determination form and a PDF of all agency correspondence to DCR Recreation Grants staff at recreationgrants@dcr.virginia.gov for review. Once DCR concludes all necessary documentation is provided, staff will forward all information to FHWA programmatic staff for their final review and approval. **Projects must have FHWA approval of the NEPA pathway documentation prior to going to bid and before moving forward with site work and construction.**

Environmental Coordination Procedures Summary Checklist

Use the Categorical Exclusion Determination form available on the DCR RTP website <https://www.dcr.virginia.gov/recreational-planning/trailfnd> to summarize the results of each required review area listed below. For each functional area in the form, select the determination that matches with the agency response, if applicable, or with your analysis, if an agency response was not required. In the comments section, include the source of information, date of agency response, and any other pertinent notes. Additional guidance on each review item is available on the following pages.

- Section 106 - National Historic Preservation Act Review - VA Department of Historic Resources ePIX for Federal Projects
- Section 7 - Endangered Species Act Review, includes:
 - U.S. Fish and Wildlife Service iPac Project Review
 - VA Department of Wildlife Resources Environmental Services Staff review
 - VA DCR Division of Natural Heritage Project Review
 - Completion of Section 7 Determination Table (template provided)
- Floodplain Analysis - Local Floodplain Administrator, may also include:
 - Flood Level Rise Analysis - U.S. Army Corps of Engineers (if proposed project is in a floodway and in a community participating in the National Flood Insurance Program (NFIP))
- Wetlands/Shoreline Analysis - as directed by local wetland board or multiple agencies through Joint Permit Application process
- Coastal Zone Management Act DEQ Federal Consistency Review – VA Department of Environmental Quality (if within Coastal Zone)
- Permitting (must identify required permits on CE Determination form, but permits can be obtained during construction phase)
- Public Comment Period

Environmental Coordination Procedures

At a minimum, compliance by the project sponsor with the following federal laws and executive orders shall be coordinated during the environmental review process and should be integrated into the impact analysis. The scope of work presented to the agencies must be comprehensive of the full project area of potential effects and description of proposed disturbance(s).

Use the Categorical Exclusion Determination form available at on the [DCR RTP website](#) to summarize the results of each required review.

National Historic Preservation Act (NHPA), Section 106, as amended

Section 106 of NHPA requires analysis of the effects of federal actions on historic properties. The State Historic Preservation Office (SHPO), Tribal Historic Preservation Officers (THPO), and as necessary, the Advisory Council on Historic Preservation, must be given a reasonable opportunity to review and comment on these actions.

Section 106 review and NEPA are two separate, distinct processes. They can and should occur simultaneously but one is not a substitute for the other. **However, the information and mitigation gathered as part of the Section 106 review must be included in the NEPA document.**

In Virginia, the Department of Historic Resources (DHR) serves as the SHPO and is the resource agency responsible for issuing determinations regarding compliance with NHPA, Section 106. Project sponsors must read and follow the instructions posted on the DHR website for obtaining a NHPA Section 106 project review.

The DHR website with instructions is located at:

<https://www.dhr.virginia.gov/programs/federal-state-review/>. RTP projects are considered Federal Projects for this review. Once on this website, navigate to the “Federal Project Review” page and click “How to request DHR review of a Federal project” and follow the instructions to first obtain a DHR Archives search and then to complete the ePIX review process. If you do not already have an ePIX account, you will be prompted to create one.

For the purposes of this review, the federal entity is the Federal Highway Administration, the program is the Recreational Trails Program and the Code of Federal Domestic Assistance/ Assistance Listing Number is 20.219.

A letter from DHR that provides a NHPA Section 106 determination for the archaeological and architectural review is required before obtaining the final federal Section 106 project review and approval from the FHWA. In most cases, if DHR recommends a survey or additional consultation, those steps must be completed before the project will be authorized to proceed. **Project sponsors must submit to DCR a copy of the archives search results and the ePIX determination comment letter or email from DHR.**

Endangered Species Act (ESA), Section 7

Section 7 of the Endangered Species Act (ESA) requires consultation with the U.S. Fish and Wildlife Service (USFWS) on any action that may affect endangered or threatened species or candidate species or that may result in adverse modification of critical habitat.

The USFWS's Virginia Ecological Services Field Office outlines the required multi-step process at <https://www.fws.gov/office/virginia-ecological-services/virginia-field-office-online-review-process>. The Information for Planning and Consultation (IPaC) can be accessed at <https://ipac.ecosphere.fws.gov/>. Users must create an IPaC account.

Project sponsors should follow the instructions for conducting a regulatory review. The process includes identifying the location and defining the project, requesting an official species list, evaluating impacts with any applicable determination keys (DKeys), then evaluating impacts on any remaining species. When prompted, be sure to indicate:

- The project is being funded by a federal agency;
- It is funded under the Bipartisan Infrastructure Law;
- The grant recipient is not the designated non-federal representative;
- The lead federal agency is Federal Highway Administration;
- The project type is usually either Recreation – Maintenance/Modification or Recreation – New Construction

When prompted to evaluate the project using DKeys, if the “FHWA, FRA, FTA Programmatic Consultation for Transportation Projects affecting IBAT, NLEB, or TCB” option is available, use that DKey versus the other available bat species DKeys. Note that if the DKey evaluation results in a “may affect” determination, additional coordination between FHWA and USFWS is typically required. If this occurs, please reach out to DCR to initiate that process.

Project sponsors must submit a copy of the completed USFWS online review (IPaC area, Official Species List, determination key results, Species Conclusion Table (template available on [DCR RTP website](#) or available from USFWS), supporting documentation, and either the determination letter or self-certification letter from the USFWS, as applicable).

Note that completion of the species conclusion table requires coordination with the Virginia Division of Natural Heritage and the Virginia Department of Wildlife Resources (formerly Game and Inland Fisheries). You must also contact these agencies as outlined below:

Virginia Division of Natural Heritage

Instructions for obtaining project review comments from the Virginia Division of Natural Heritage are online at <http://www.dcr.virginia.gov/natural-heritage/ereview>. Follow the instructions for obtaining a Project Review using the Information Services Order Form. At this time, accompanying map add-ons are not required. Any information regarding federally listed species received from the Division of Natural Heritage must be documented on the Species Conclusion Table.

Project sponsors must provide a copy of the comment letter received from the Virginia Division of Natural Heritage to DCR grants staff.

Virginia Department of Wildlife Resources

Instructions for obtaining project review comments from the Virginia Department of Wildlife Resources (DWR) are online at <https://dwr.virginia.gov/wies/environmental-services/> under “Federal and State Agencies, Permit Writers, and NGO Conservation Partners”. Project sponsors should collect the listed information and follow the instructions to submit the projects to the DWR electronically at ProjectReview@dwr.virginia.gov.

A preliminary DWR review may be obtained through the Fish and Wildlife Information Service at <https://services.dwr.virginia.gov/fwis/>. This may be helpful in determining if your project is likely to have impacts to wildlife resources and habitats and then also must be submitted to DWR when requesting a project review as outlined above.

Project sponsors must provide a copy of the comment letter or email received from the Virginia DWR incorporated in the final correspondence document. Any information regarding federally listed species must be documented on the Species Conclusion Table for the USFWS project review. Comments from the DWR are required to demonstrate compliance with Code of Virginia 3.2-1000 Plant and Insect Species Act and 29.1-563 Endangered Species Act.

Floodplain Management and Wetland Protection, Executive Orders 11988 and 11990

Executive Orders 11988 and 11990 direct the avoidance to the maximum extent possible of long and short term adverse impacts associated with modifying or occupying floodplains and wetlands. These orders also require the avoidance of direct or indirect support of floodplain or wetland development whenever there is a practical alternative. **Evidence documenting the project sponsor’s coordination efforts with responsible local, state, and federal authorities for determining floodplain management and wetland impacts must be submitted to DCR.**

Floodplains

Project sponsors must contact their local floodplain administrator for a floodplain determination and comply with the community’s local floodplain ordinance, including receiving a local permit, if necessary. Failure to comply with the local floodplain ordinance could result in enforcement action from the locality.

To find local floodplain administrator contact information and community National Flood insurance Program (NFIP) participation, use DCR’s Local Floodplain Management Directory at <https://www.dcr.virginia.gov/dam-safety-and-floodplains/floodplain-directory>.

It may be advised to conduct a flood level rise analysis. Information can be found at <https://www.fema.gov/flood-maps/guidance-reports/guidelines-standards>.

General information on floodplains can be obtained from the DCR Division of Dam Safety and Floodplain Management at <https://www.dcr.virginia.gov/dam-safety-and-floodplains/fpvfris>.

Wetlands and Streams

For proposals involving wetlands or state waters or with the potential to impact wetlands or state waters, coordination with the locality wetlands and/or development offices should be initiated to determine if further consultation with Virginia Marine Resources (VMRC), Virginia Department of Environmental Quality (DEQ), and/or U.S. Army Corps of Engineers (USACE) is needed.

Most projects with potential impacts to wetlands or state waters will be advised to complete and submit a Joint Permit Application (JPA) to USACE. Since the fall of 2025, USACE has served as a clearinghouse and coordinates review of the project from VMRC, DEQ, and local wetlands boards. This streamlined process replaces the need for the project sponsor to contact each agency individually. A JPA should be initiated early in the planning process to allow the necessary time for each agency to review the project. The process takes a minimum of 60 days and usually longer. For specific information and guidance on the JPA process please see USACE information at <https://www.nao.usace.army.mil/Missions/Regulatory-Branch/Apply-for-a-Permit/> which provides guidance on the preferred method of submitting the project through the Regulatory Request System (RRS) at <https://rrs.usace.army.mil/rrs>.

Coastal Zone Management Act Federal Consistency

Pursuant to the Coastal Zone Management Act (CZMA), projects within Virginia's [coastal zone](#) must be consistent with the enforceable policies of the Virginia Coastal Resources Management Program. While it is not mandatory for federally-funded projects to obtain a CZMA federal consistency determination from DEQ, DEQ can perform a courtesy review of the project to provide project sponsors with guidance on compliance with each of the enforceable CZMA policies.

See <https://www.deq.virginia.gov/our-programs/environmental-impact-review/federal-consistency> and follow the instructions to request a CZMA Federal Consistency determination using the Intergovernmental Review Submission Form for federal funding to state or local governments. In submitting the request to the DEQ please indicate the project is receiving federal funding assistance from the Virginia Recreational Trails Program.

In lieu of the formal courtesy review, DCR can also provide project sponsors with general guidance from DEQ on compliance with the enforceable CZMA policies.

Public Comment Requirements

Construction Projects

Projects that involve new construction must hold a public comment period to ensure the public is aware of the proposed project and has an opportunity to provide input. Public input to the proposed project must be solicited through a legal advertisement in a newspaper with the widest circulation in the immediate project area. The public notice must be published at least once per week for at least two consecutive weeks in a newspaper of general weekly circulation or published three consecutive days in a paper of general daily circulation in the service area(s) involved in the project.

The notice must include a description of the proposed project and its anticipated impacts. The notice must include the name, address, and contact information of the project sponsor and the location where detailed information about the project can be found for review by the public. The notice must also indicate that partial funding is provided by the Recreational Trails Program. Comments should be received in writing. **Evidence of the public comment must be submitted to DCR with the full environmental review package.**

To satisfy evidence of a public comment period the following information is required:

- a) A photocopy of the legal advertisement showing the date(s) on which it ran in the newspaper. Also include a link or copies of the website if posted online.
- b) A description of the total public involvement for this project beyond the legal advertisement.
- c) A description of the nature of the public comments received during the official public comment period. Provide a tally of comments in support of the project and those against it.
- d) A summarization of the most important comments received and your responses to these comments.
- e) A summarization of changes made to the project as a result of public comments.
- f) Comments received and made must be available to DCR for review upon request.

The public comment period must be open for a minimum of two weeks with a preferred window of 30 days as feasible with project timeline requirements.

Maintenance Projects

Proof of public input other than an official public comment period may be accepted in lieu of a formal public comment period for projects that involve only repair or maintenance of existing trails. This applies only for Categorical Exclusion pathways. Maintenance project sponsors should contact DCR staff to discuss the project's alternative public input before determining which method to follow.

In Summary:

Copies of the letters and database results showing environmental coordination for NEPA, Section 106 of the Historic Preservation Act, Section 7 of the Endangered Species Act, Executive Orders 11988 and 11990, a Categorical Exclusion Determination form, and the evidence of a public commenting period must be submitted to DCR in order to close-out the Preliminary Engineering project phase and authorize for Construction.

A complete package of the required documentation should be submitted to recreationgrants@dcr.virginia.gov.

Please reference the checklist in this document and Categorical Exclusion Determination form available under "Documents and Forms for Grant Recipients" on the [DCR RTP website](#). This will serve to summarize all of the information obtained from the required correspondence.