**­**

**USFWS TEMPLATE COORDINATION LETTER**

**NO EFFECT for all species**

**Use this FWS letter for project(s) with projects where:**

* SDDOT Determination of **No Effect**.

Complete your project in IPaC to receive your Official Species List. If within your IPaC Regulatory Review there is a call out for WETLANDS, include the statement in red within the coordination letter, “This project may impact aquatic resources.” Projects that include such work as Pipe Work, Structures, or Erosion Control will trigger this statement. If there are absolutely no aquatic resources (streams, wetlands) affected then leave out this statement.

Projects that contain Pipe Work include the project Pipe Report, if available, as attachment.

When a **No Effect** determination is reached in IPaC for the NLEB include a copy of the first page of the **Consistency Letter** as attachment.

**Special Consideration:** Threatened & Endangered Candidate species are also afforded special consideration because they can become listed as T or E and stop a project at any point during design or construction.

**For your information**

* Sentences shown in red text signify that project coordinator should either modify the sentence to suit project scope of work or delete if not applicable.

**CHANGE THE RED TEXT TO BLACK!**

* Hidden text is shown in blue text. This is informational text cueing project coordinator to items to include or is a hyperlink to additional information to aid in coordination.
	+ To turn Hidden text on go to **File** -> scroll down & select **Options** -> click on **Display** -> under ‘Always show these formatting marks on the screen’ select the check box for **Hidden Text**.

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Month ##, 20##

Amity Bass, Field Supervisor (Email to amity\_bass@fws.gov, Cc Dylan Turner)

U.S. Fish & Wildlife Service

420 Garfield - Suite 400

Pierre, SD 57501-5408

**RE: Project #, PCN ####, \_\_\_\_\_ County**

Location

Work Description

Dear Ms. Bass:

Attached is information on the above project for your review and comment. This project may impact aquatic resources. Include description of the work and attach Executive Scope Summary.

According to the U.S. Fish & Wildlife Service (FWS) IPaC Information for Planning and Conservation system, the following species are known to occur in \_\_\_\_\_\_ County:

(Consultation code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

|  |  |  |  |
| --- | --- | --- | --- |
| **Species** | **Status** | **SDDOT Determination** | **Comments** |
|  |  | No Effect |  |
|  |  |  |  |
|  |  |  |  |

The project will be reviewed for wetland impacts. The project will comply with all federal and state environmental regulations.

Please submit your comments as soon as possible,so that the project’s environmental documentation can be completed, and the project can be let and constructed in a timely manner.

Sincerely,

Name {of NEPA Project Coordinator}

Title

605.773.####

Attachments

PCN Executive Scope Summary

PCN Map

PCN Pipe Report (if applicable)

First page of Consistency Letter (if applicable)

**USFWS TEMPLATE COORDINATION LETTER**

**MAY AFFECT, NOT LIKELY TO ADVERSELY AFFECT**

**for any single species**

**Use this FWS letter for project(s) with projects where:**

* SDDOT Determination of **May Affect, Not Likely to Adversely Affect** for a single species; and
* For the **Least Tern**: Cheyenne River Projects are MANLAA, all other projects are No Effect.
* **Whooping Crane**: The Whooping Crane determination is MANLAA for ALL counties EXCEPT Brookings, Clay, Deuel, Fall River, Grant, Lake, Lincoln, Minnehaha, Moody, Roberts, and Union. No Effect determination applies to urban areas.
* Species with a NO EFFECT determination may be additionally included within this coordination letter.

Complete your project in IPaC to receive your Official Species List. If within your IPaC Regulatory Review there is a call out for WETLANDS, include the statement in red “This project may impact aquatic resources.” Projects that include such work as Pipe Work, Structures, or Erosion Control will trigger this statement. If there are absolutely no aquatic resources (streams, wetlands) affected then leave out this statement.

Projects that contain Pipe Work include the project Pipe Report, if available, with USFWS Coordination Packet.

When a **No Effect** determination is reached in IPaC for the NLEB include a copy of the first page of the **Consistency Letter** as attachment. When a **MANLAA** determination is reached in IPaC for the NLEB include a copy of the first page of the **Concurrence Verification Letter**.

**Special Consideration:** Threatened & Endangered Candidate species are also afforded special consideration because they can become listed as T or E and stop a project at any point during design or construction.

**For your information**

* Sentences shown in red text signify that project coordinator should either modify the sentence to suit project scope of work or delete if not applicable.

**CHANGE THE RED TEXT TO BLACK!**

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Month ##, 20##

Amity Bass, Field Supervisor (Email to amity\_bass@fws.gov, Cc Dylan Turner)

U.S. Fish & Wildlife Service

420 Garfield - Suite 400

Pierre, SD 57501-5408

**RE: Project #, PCN ####, \_\_\_\_\_ County**

Location

Work Description

Dear Ms. Bass:

Attached is information on the above project for your review and comment. This project may impact aquatic resources. Include description of the work and attach Executive Scope Summary.

According to the U.S. Fish & Wildlife Service (FWS) IPaC Information for Planning and Conservation system, the following species are known to occur in \_\_\_\_\_\_ County:

(Consultation code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

|  |  |  |  |
| --- | --- | --- | --- |
| **Species** | **Status** | **SDDOT Determination** | **Comments** |
|  |  | May Affect, Not Likely to Adversely Affect |  |
|  |  | No Effect |  |
|  |  |  |  |

The project will be reviewed for wetland impacts. The project will comply with all federal and state environmental regulations.

I am requesting FWS concurrence with the above determinations. Please provide your acknowledgment of this request at your earliest convenience.

Please submit your response so that the project’s environmental documentation can be completed, and the project can be let and constructed in a timely manner.

Sincerely,

Name {of NEPA Project Coordinator}

Title

605.773.####

Attachments

PCN Executive Scope Summary

PCN Map

PCN Pipe Report (if applicable)

First page of Consistency Letter (if applicable)

**USFWS TEMPLATE COORDINATION LETTER**

**Use this FWS letter for stream-crossing projects that entail bridge scour protection/erosion protection work with a “may affect, likely to adversely affect” determination.**

**If determination is “may affect, NOT likely to adversely affect” refer to corresponding template letter.**

**Project will require a B.A.**

**Meaning:**

* That informal consultation is needed for project with a **May Affect, LIKELY to Adversely Affect** determination for stream crossing maintenance projects.
* Determination **coincides** with that stated in the Biological Opinion (B.O.) for Stream Crossing Projects and is **eligible** for inclusion. Therefore, a Biological Assessment and informal consultation is required with FWS.
* Consultation should only occur for the species that the LIKELY to Adversely Affect determination was made. Any other species with a lesser affect require corresponding informal consultation letter to FWS.
* Begin with initial INFORMAL consultation letter. FWS representative will inform if additional formal consultation for T&E species impacted is required.

**Caveat to B.O. inclusion:** These type of projects typically do not involve a stream crossing structure being constructed.

**Special Consideration:** Threatened & Endangered Candidate species are also afforded special consideration because they can become listed as T or E and stop a project at any point during design or construction.

**For your information**

* Sentences shown in red text signify that project coordinator should either modify the sentence to suit project scope of work or delete if not applicable.
* Hidden text is shown in blue text. This is informational text cueing project coordinator to items to include or is a hyperlink to additional information to aid in coordination.
	+ To turn Hidden text on go to **File** -> scroll down & select **Options** -> click on **Display** -> under ‘Always show these formatting marks on the screen’ select the check box for **Hidden Text**.
* Upon selection of template letter to utilize please delete all the other template letters & cover sheets.

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Month ##, 20##

Amity Bass, Field Supervisor (Email to amity\_bass@fws.gov, Cc Dylan Turner)

U.S. Fish & Wildlife Service

420 Garfield - Suite 400

Pierre, SD 57501-5408

RE: Project #, PCN ####, \_\_\_\_\_ County

Location

Work Description

Dear Ms. Bass:

Attached for your review is/are a Biological Assessment(s) {NEPA coordinator to draft the BA} and supporting documentation for the above referenced project.

I have reviewed the scour protection design and have found it to be in compliance with the Terms and Conditions of the Biological Opinion for Stream Crossing Projects (2008).

This project is being submitted to your office for inclusion under the Programmatic Biological Opinion: Stream-Crossing Projects Administered/Funded by the South Dakota Department of Transportation and the Federal Highway Administration, dated 8/12/2008.

Please submit your concurrence at your earliest convenience.

Sincerely,

Name {of NEPA Project Coordinator}

Title

605.773.####

Attachments

PCN Scope

IPaC NLEB Determination (1st page)

PCN Map

Hydraulic Data Sheets

**USFWS TEMPLATE COORDINATION LETTER**

**May Affect, Likely to Adversely Affect**

**Stream Crossings**

**Use this FWS letter for stream crossing project(s) that require a Biological Assessment (B.A.) with Topeka Shiner Special Provision requirements for each replaced structure on the project. This template can be customized for other species included in the 2008 B.O. (i.e. American burying beetle) with a MALTAA determination.**

**Biological Assessment Process:**

[ ]  Project NEPA coordinator is responsible for drafting up the B.A. + supporting documentation.

[ ]  Request by email the SDDOT Wildlife Biologist’s review & concurrence of drafted B.A. Concurrence needs to be through email reply to original. This email of concurrence needs to be retained within the NEPA file.

[ ]  NEPA Coordinator will reflect the Wildlife Biologist review/concurrence date within the B.A. via the ‘*Reviewed by SDDOT Wildlife Biologist on:*’ cell at the bottom of B.A.

[ ]  NEPA coordinator completes the FWS coordination letter for submittal. The FWS submittal date needs to be reflected into the B.A.

**These type of projects involve a stream crossing structure being constructed AND a long term monitoring plan developed by SDDOT Wildlife Biologist will be required.**

**Special Consideration:** Threatened & Endangered Candidate species are also afforded special consideration because they can become listed as T or E and stop a project at any point during design or construction.

**For your information**

* Sentences shown in red text signify that project coordinator should either modify the sentence to suit project scope of work or delete if not applicable.
* Hidden text is shown in blue text. This is informational text cueing project coordinator to items to include or is a hyperlink to additional information to aid in coordination.
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Month ##, 20##

Amity Bass, Field Supervisor (Email to amity\_bass@fws.gov, Cc Dylan Turner)

U.S. Fish & Wildlife Service

420 Garfield - Suite 400

Pierre, SD 57501-5408

**RE: Project #, PCN ####, \_\_\_\_\_ County**

Location

Work Description

Dear Ms. Bass:

Attached for your review is/are a Biological Assessment(s) (BA) and supporting documentation for the above referenced project. I am requesting that the project be appended to the Programmatic Biological Opinion: Stream-Crossing Projects Administered/Funded by the South Dakota Department of Transportation and the Federal Highway Administration, dated August 12, 2008. {NEPA coordinator to draft the BA}

This project will replace description of existing and proposed replacement structure. The new structure design is in compliance with the Terms and Conditions of the 2008 B.O. Per the USACE 2012 Nationwide Permits Regional Conditions, permanent and temporary crossings of water bodies shall be suitably culverted, bridged, or otherwise designed and constructed to maintain low flows to sustain the movement of aquatic organisms. (If new structure is a box culvert, and not a bridge) The culvert invert depression of the proposed box culvert has been lowered approximately 1.0 ft below the stream grade line. Bankfull channel width (--.-- ft) was estimated from channel cross sections measured during the hydraulic survey. The width of the box culvert (--.—ft) easily exceeds the minimum culvert width specification (--.—ft ).{= 1.2\*BFW}

Please submit your comments as soon as possible,so that the project’s environmental documentation can be completed, and the project can be let and constructed in a timely manner.

Sincerely,

Name {of NEPA Project Coordinator}

Title

605.773.####

Attachments

1. PCN Scope, 2. IPaC NLEB Determination (1st page), 3. PCN Map, 4. Hydraulic Data Sheets - (ensure included: stream profile elevations, bankfull width, existing and proposed structure, bottom elevation of proposed structure 12” countersunk)

**USFWS TEMPLATE COORDINATION LETTER**

**May Affect, LIKELY to Adversely Affect for any Single Species**

**Use this FWS letter for project(s) which may require Formal Consultation due to a finding of “May Affect, LIKELY to Adversely Affect.”**

**Meaning:**

* Begin with initial **INFORMAL** consultation letter below. FWS representative will inform if formal consultation through the development of a Biological Opinion and corresponding Biological Assessment for T&E species impacted is required.
* Formal Consultation may be required for a project with a **May Affect, LIKELY to Adversely Affect** determination.
* Determination **does not coincide** with that stated in the Biological Opinion (B.O.) for Stream Crossing Projects. Therefore, formal consultation may be required with FWS.
* Project is **not eligible** for inclusion under the B.O. for Steam Crossing Projects. Therefore, formal consultation may be required with FWS.
* Consultation should only occur for the species that the LIKELY to Adversely Affect determination was made. Any other species with a lesser effect requires separate informal consultation letter to FWS.

**Biological Opinion and Assessment Process if Formal Consultation is Required:**

[ ]  Wildlife Biologist is responsible for drafting and receiving FWS approval of the B.O. and corresponding B.A. template.

* Project EPC is responsible for providing supporting documentation.

[ ]  Project EPC is responsible for drafting up the B.A. once template is complete and providing supporting documentation.

[ ]  Request by email the SDDOT Wildlife Biologist’s review & concurrence of drafted B.A. Concurrence needs to be through email reply to original. This email of concurrence needs to be retained within the NEPA file.

[ ]  EPC will reflect the Wildlife Biologist review/concurrence date within the B.A. via the ‘*Reviewed by SDDOT Wildlife Biologist on:*’ cell at the bottom of B.A.

[ ]  EPC completes the FWS coordination for submittal. The submittal date needs to be reflected on the B.A.

**Special Consideration:** Threatened & Endangered Candidate species are also afforded special consideration because they can become listed as T or E and stop a project at any point during design or construction.

**For your information**

* Sentences shown in red text signify that project coordinator should either modify the sentence to suit project scope of work or delete if not applicable.
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U.S. Fish & Wildlife Service

420 Garfield - Suite 400

Pierre, SD 57501-5408

**RE: Project #, PCN ####, \_\_\_\_\_ County**

Location

Work Description

Dear Ms. Bass:

Attached is information on the above project for your review and comment. This project may impact aquatic resources. Include description of the work and attach Executive Scope Summary.

This proposed Work Description falls outside the parameters of the Biological Opinion for Stream Crossing Projects thus potentially requiring an individual formal consultation for a finding of may affect, likely to adversely affect for the list T&E species for which determination was made.

I am requesting your informal consultation on the scope of this project to minimize impact to the above listed species, possibly resulting in a determination of may affect, not likely to adversely affect or no adverse effect. If formal consultation is required, please request the additional documentation needed from our agency.

Please call if you have any questions.

Sincerely,

Name {of NEPA Project Coordinator}

Title

605.773.####

Attachments

PCN Executive Scope Summary

PCN Map

PCN Pipe Report (if applicable)