The information presented by designers at Interagency Coordination Meetings (ICM) should enable informed decisions to be made that endure through the environmental permitting process and subsequent construction of a project.

Presentations to Interagency Meetings are generally made at either of two different points of a design:

1. conceptual/pre-Preliminary Design stage - possibly to help decide between alternatives / ask a specific question; OR
2. just prior to permit preparation (to familiarize regulators with projects for which they will soon see permits, and make sure that everyone is on the same page) and to receive permitting concurrence

For point 1), it is understood that more detailed information may not be available yet (this information is marked by asterisk (**\***) in the list below). Point 2) is more common and providing as much information as possible is helpful for the regulators to make permitting decisions.

Please keep the time allotted for your presentation in mind. Plan your slides and detail accordingly to allow for both your presentation and questions/discussion with regulatory staff afterwards (usually 20 to 30 minutes in total.) Discuss any need for more time when requesting to be on the agenda.

It has been found to be good practice to have the ability to toggle between your PowerPoint presentation, Google Maps, hydraulic modelling data, and Design Plan pdfs – in order to be able to move around and zoom in to answer any questions.

The following is a guide for PowerPoint presentations for the ICM. In an effort to be concise and consistent, the following information is suggested. Samples of PowerPoint presentations can be provided if needed. Please also take note of number 12 below for items to be prepared for discussion. An asterisk (\*) denotes information that may not be available, depending on the design stage at ICM discussion. In addition, please ensure the maps and plans shown within the presentation are readable. When preparing, keep the target audience (the regulating agencies) in mind. If information on the slides are not self-explanatory, consider adding text in the notes below the slide.

1. **Title Page:**
2. State Project Number
3. Location Description (ex. name of roadway/structure over watercourse)
4. Bridge Number(s) (if applicable)
5. City/Town
6. Date of Presentation
7. Briefly state (verbally) the main purpose of the project (safety, condition, etc.), the reason for being at the meeting and your goals for the meeting (desired outcomes)
8. **Location Map:**
9. Aerial mapping/Location plan
10. Name of Road(s)
11. Name of Watercourse(s)
12. Bridge location (if applicable)
13. North Arrow
14. **Existing Roadway/Structure Information:**
15. Description /Type of Roadway or Structure
16. Average Daily Traffic (ADT) (if pertinent)
17. Year of Structure’s Original Construction
18. Year of Last Major Renovation/Rehabilitation to Structure
19. Summarize Structure Condition (for bridge/culvert projects) w/**emphasis on need for project (describe condition: serious, critical, etc)**
20. State if currently hydraulically adequate\*
21. State existing structure clear span/opening and watercourse bankfull width (BFW taken upstream & downstream within reaches near structure)
22. Include existing Freeboard (as defined by USACE, distance between design WSE and low point of roadway on structure)
23. Include Watershed/Drainage Area (sq mi) and existing drainage conditions\* (flow rates, elevations of OHW and appropriate design storm, velocities)
24. Accident Information (brief summary, only if applicable to need for project)
25. Identify any/all site constraints within the project area (constructability difficulties, constraints limit size of structure, utilities, buildings, overburden depth to structure, etc). If the site constraints restrict the ability to meet environmental best management practices, additional information on the importance of the need for the project should also be provided.

1. **Site Pictures:** (show photos from position/distance that also depicts adjacent resource)
2. Roadway Approaches
3. Upstream Conditions
4. Downstream Conditions
5. Structure Elevation Views (photos of inlet and outlet)
6. Structural Conditions (summarizing major deficiencies)
7. **Proposed Plan Pages:**
8. Roadway Plan/Site Plan
* Include Watercourse and denote Ordinary High Water (OHW) line, bold or suggest colored blue for aided visual
* Include Wetland Boundaries (identify state vs federal and/or if they are coincident), bold or suggest color green for aided visual
* Include floodway/floodplain (if applicable), bold or colored
* Flow arrows for watercourses
* Include Right-Of-Way and Property Lines
* Include proposed Cut & Fill lines
* North Arrow
* Discuss any significant improvement to drainage systems
* Coastal Projects – include CJL, HTL, MHW, MLW, Tidal Wetlands Boundaries
1. Typical Section Sheet (with general widths and edge of road treatment, don’t need lanes and cross slopes)
2. Elevation Plan (include inlet and outlet views)
* Include proposed bridge open span and if meets 1.2 Bankfull Width (BFW)
* **\***Include Openness Ratio (for culvert)
* Include existing OHW Elevation
* **\***Include Design Frequency WSE
* Include if proposed design is hydraulically adequate
* Include proposed flow rates, velocities, water elevation
* **\***Include elevation of lowest point of the roadway surface on the structure (this is for determining freeboard)
* **\***Riprap Placement/Streambed Material location & depth
* Include locations and depth of sheeting or existing abutments that are to be left in place (be prepared to discuss reasons for this)
1. Longitudinal view
* Include slope of pipe/watercourse
* Include proposed material (depth of streambed material, etc)
* Include OHW, 100 yr, etc., elevations, as appropriate for project
* Depict where proposed channel grading matches into existing
1. \* Include water handling concept
2. **Wetland/Watercourse Impact Information Pages:**
3. Depict Wetland/Watercourse Impacts graphically
4. **\***Total Watercourse Impacts – below OHW (sf)
* List Temporary Watercourse Impacts
* List Permanent Watercourse Impacts
1. **\***Total Wetland Impacts (sf) – State/Federal wetlands only
* List Temporary Wetland Impacts
* List Permanent Wetland Impacts
* NOTE: do not quantify “State Only” wetlands, only quantify the Federal Wetlands
1. Coastal Projects – include impacts below CJL and HTL
2. **Floodplain/floodway impact Information Pages:**
3. FEMA Flood Insurance Rate Map
4. **\***Depict floodplain in accordance with “Regulatory Floodplain Delineation Guidance”
5. **\***Depict Floodplain Impacts graphically in plan view temp & perm
6. **\***Quantify Fill/Excavation in Floodplain/Floodway, **list permanent only** – net cut? Or net fill? (ideal to try to balance cut/fill)
7. If applicable, note any site constraints that may prohibit opening up the crossing (cannot increase flooding, WSE elevation change?)

**8. CTDEEP Fisheries, Natural Diversity Data Base (NDDB), USFWS IPac review, State Historic Preservation Office (SHPO), Information Slide:**

1. **\*** Latest Fisheries Coordination
* List any known Time of Year (TOY) Restrictions
1. List any proposed Enhancement/Mitigation NDDB information
* List known Concerned Species
* **\*** Describe any known Best Management Practices/ Mitigation
1. USFWS IPac review

Note any Federally Endangered species and adhering to any required BMPs
Note if in EFH/ESA area, associated species, any TOY restrictions

d) SHPO review, status/results

**9.\* Permit Information Page (list anticipated/known environmental permits for project):**

1. Local
2. DEEP
3. USACE
4. Other? (USCG/DPH)

**10. Project Cost and Schedule:**

1. Project Funding Sources and Estimated Construction Cost
2. Estimate of Construction Start Date and project duration/# of seasons

**11. Designer Contact Information Page:**

1. Name
2. Title
3. Office/Affiliation
4. email

**12. BE PREPARED TO DISCUSS (if applicable), and, if needed, have additional information ready to present to aid in the discussion:**

1. Alternatives reviewed as part of the structure selection and reasons why proposed structure was chosen. Be prepared to discuss why/how alternatives were not feasible/not practicable. Example: If not installing an open span, be prepared to explain why not, (an example of this might be a bridge replacement within an urban area where meeting 1.2xBFW is not feasible based on adjacent development.)
2. Why 1.2 x BFW cannot be met
3. Explanation why Freeboard cannot be met
4. Explanation why existing abutments are not entirely removed
5. Explain why sheeting is to be left in place
6. Inundation mapping for discussion on any change in WSE for floodplain/floodway
7. Any permit requirement that you are looking for a waiver/exemption from DEEP/USACE
8. Any requests by Fisheries that cannot be incorporated

**NOTE: More detailed information regarding the Interagency Coordination Meeting and a PowerPoint checklist can be found in the CTDOT Bureau of Policy and Planning – Office of Environmental Planning’s webpage under the Engineering Project Coordination Unit section.**

[Environmental Planning, Permitting & Compliance (ct.gov)](https://portal.ct.gov/DOT/PP_Envir/Documents/Environmental-Planning-Permitting-Compliance)