

Participating and Cooperating Agencies

During the Programming Screen, agencies may be designated to serve as participating or cooperating agencies during the preparation of the federal environmental document in the Project Development & Environment (PD&E) phase. For federal projects, these roles and that of the Lead Agency must be designated **prior to the Class of Action (COA) Determination**.

The Participating and Cooperating Agencies process goes as follows:

1. After a project's Lead Agency has been determined, FDOT ETDM Coordinators may send the Lead Agency recommendations to invite selected ETAT members to take part in a NEPA project in participating or cooperating agency roles.
2. Alternatively, an ETAT agency may also initiate the request to serve as a Participating or Cooperating Agency while submitting their Purpose and Need (P&N) review. A copy of the ETAT agency's request goes to FDOT who recommends, does not recommend, or modifies their request and submits it to the Lead Agency with all other requests.
3. FDOT recommends Participating and Cooperating Agencies to the Lead Agency prior to submitting a COA proposal. This includes requests the Lead Agency or FDOT receive from ETAT members to serve in one of these capacities during the review period.
4. As appropriate, the Lead Agency accepts or declines the requests received from the ETAT agencies.
5. The Lead Agency may also invite other agencies at their discretion, to serve in these roles.
6. ETAT agencies have 30 days to respond to Lead Agency invitations.

References:

ETDM Manual

Project Development & Environment (PD&E) Manual

Select a Task:

ETAT Agencies

[Request to be a participating or cooperating agency](#)

[Respond to invitation](#)

Requesting to be a Participating or Cooperating Agency

ETAT members who have been identified as having a defined role in NEPA, based on the project specifics and the proposed COA, use the **Review Purpose and Need** tool to make their participating or cooperating agency requests.

1. Select a project from the **Active Project** list.
2. In the **Tools** menu, click **Review Project**, and then click **Review Purpose and Need**.

3. Under **Participating or Cooperating Agency During NEPA**, click the check box beside the appropriate role selection.



Notes:

- ETAT agencies can only make their participating or cooperating agency requests during a Programming Screen when a project is in active review and when a project has federal involvement.
- FDOT ETDM Coordinators receive an email from the ETAT agency requesting an invitation to act in a participating or cooperating role. These requests are passed along to the federal lead agency, once it has been designated.
- After the review period ends, the federal lead agency will send invitations to agencies it wants to invite as participating or cooperating agencies. Every request will receive a response—either an invitation or a reason the agency was not invited.

Responding to Invitations

ETAT agencies can respond to invitations by clicking the link in the invitation email, which opens the **Respond to Participating/Cooperating Agencies** page in the EST.

1. Under **Invitation Response**, click the option button beside your selected response.
2. In the **Comments** text box, type your reason for accepting or declining the invitation.
3. In the **Sign and Submit** section, type your **Password**, and then click the **Submit Response** button.
4. The **Respond to Participating/Cooperating Agency Invitation** page refreshes and displays a confirmation of the agency's response to the invitation.



Notes:

- If a Lead Agency has decided not to invite an agency, the ETAT agency receives the following statement on the **Respond to Participating/Cooperating Agency Invitation** page: *Your organization has not been invited to serve as a participating or cooperating agency.*
- The Lead Agency may withdraw an invitation after it has been sent and even after it has been accepted. If an invitation is withdrawn, the invitee will receive a notice that it has been withdrawn.
- If the invitation has been accepted and not withdrawn, the accepting agency should appear in the Class of Action as a participating or cooperating agency.