

Semi-Annual Performance Reports – NCDOT Funded Positions

FEDERAL AGENCIES ONLY
(financial information not included)

Report Period From: _____ to _____ Date of Report: _____
 Name: _____ Position Number: _____
 Position Title: _____
 Agency: _____ Division: _____
 Unit: _____ Supervisor: _____
 If vacant, position was vacant from: _____ to _____

1. Document review and comment (excluding NCTA projects)	Total Number
Categorical exclusions	
Environmental assessments	
Biological Assessments/Biological Evaluations	
FONSI	
DEIS/FEIS	
Scoping letters	
Corridor & alternative studies	
404/401 permit application/notices	
Mitigation plans	
Contracts, Agreements, MOAs/MOUs	
Other	
Other	
2. Participation in project related-meetings (excluding NCTA projects)	Total Number
On-site agency review meetings (TIP only)	
Merger Team meetings (concurrence points, hydraulic reviews, etc.)	
Preconstruction meetings (scoping, project planning, etc.)	
Public involvement meetings/public hearings	
Internal agency meetings (i.e. project discussions)	
Section 7 meetings	
Secondary Road Improvement Program meetings	
Bridge maintenance project meetings	
Division design/construct meetings	
Other division level project meetings (not captured above)	
Other	
Other	
3. Participation in other meetings (excluding NCTA projects)	Total Number
Process improvement meetings	
Bimonthly Interagency Meetings	
Task force meetings	
Commission/Board meetings	

Multi-agency meetings (i.e. ILT, etc.)		
LET approval meetings		
Legal proceedings		
Meetings facilitated		
Other		
Other		
4. Non-project related activities	Total Number	Brief Description including Deliverables and Outcomes
Technical assistance provided		
Training conducted, presented or facilitated (e.g. presentations given to DOT staff or other groups)		
Process improvement activities undertaken		
Agency administrative duties (i.e. office staff meetings/activities, personnel functions, etc.)		
Other		
Other		
5. Professional development	Total Days	Brief Description
Internal training (internal to agency)		
External training (e.g. Rosgen, Conferences, seminars, webinars, etc.)		
Other		
6. Non-DOT related activities (please list) (May require pre-approval from DOT)	Total Hours	Brief Description

Please list any issues or items of interest that you would like to bring to our attention, including any periods of extended leave for either professional or personal reasons.

Has your contact information changed in last quarter? If so, please update.

Please return all reports to: NCDOT's Office of Environmental Quality
1502 Mail Service Center
Transportation Building, Museum Annex-First Floor
27699-1502

email to: emeister@dot.state.nc.us
fax: 919-733-1142

*Reports must be submitted semi-annually by May 15th and November 15th of each year

NOTE: IF ANY ITEM IS NOT APPLICABLE PLEASE LEAVE BLANK OR NOTE N/A