

# Permitting Dashboard

## New User Training

Fall 2018

**Content is accurate as November 15, 2018.**

**Enhancements to the Permitting Dashboard may make some content obsolete.**



# Agenda

- **Welcome & Introductions**
- **Policy Overview for Posting Projects on the Permitting Dashboard**
- **Obtaining Access to the Permitting Dashboard**
- **Data Entry Process**
  - Adding a Project to the Permitting Dashboard
  - Indicating MIP Status and Project Category
  - Timetable Policies and Data Entry
  - Appendix B Milestones
  - Updating Milestone Dates
- **Permitting Dashboard Usage Tips**
- **Wrap Up**
- **Questions**

# Policy Overview for Projects on the Permitting Dashboard

- **This training covers three types of projects :**
  - **DOT projects**
  - **FAST-41 covered projects**
  - **Major Infrastructure Projects**
  
- **Resources**
  - FAST-41 and Major Infrastructure Projects Data Management Guides:  
<https://community.max.gov/pages/viewpage.action?pageId=1607471029>

# Permitting Dashboard Overview

- **The Permitting Dashboard:**
  - ✓ Encourages early coordination and synchronization for an efficient permitting process
  - ✓ Increases the transparency of the review and permitting process to the public
  - ✓ Provides data to support improvements to the review and permitting process
  - ✓ Identifies common drivers and trends that influence project review processes
  - ✓ Tracks improved community and environmental outcomes to demonstrate how the permitting and review process safeguards important resources
- **Information is self-reported and continually updated by each Project's Lead Federal Agency**

# Obtaining Access to the Permitting Dashboard

- **Dashboard Administrator(s)** are responsible for identifying their Agency's individual users, and coordinating Dashboard access for these individuals in order to update relevant Project data
- **Agency Users – How to Grant Access for Federal Users**
  1. The Agency's Dashboard Admin should instruct their user(s) to set up an account in MAX (if they haven't already)
    - a) MAX registration steps are included in the User Guide (available, along with a Training Video here: <https://cms.permits.performance.gov/documentation>)
  2. The Dashboard Admin emails FAST-41 Operations ([fastfortyone.operations@fpisc.gov](mailto:fastfortyone.operations@fpisc.gov)) or the Accountability System ([PermittingAccountability@omb.eop.gov](mailto:PermittingAccountability@omb.eop.gov)) with:
    - a) The person's name
    - b) The email address used to create their MAX account
    - c) The desired access level for this individual:
      - *Reader*: Ability to view projects
      - *Editor* (aka Author): Ability to view, edit, and create projects
      - *Approver* (aka Publisher): Ability to view, edit, and create projects as well as PUBLISH projects for public view
  3. Once access has been granted, Carlos will confirm with the Dashboard Admin
  4. The user can then log into the Data Entry Screens to review, edit or publish their project's information

# Obtaining Access to the Permitting Dashboard (cont.)

- **Agency Users – How to Grant Access for Non-Federal Users**

1. Ensure that you have taken the MAX.gov one time training to sponsor non-federal users. If you haven't taken the training, please contact MAX.gov for information on completing the sponsor training.
2. After you have completed the sponsor training, go to the MAX.gov homepage and select 'Sponsor a non-federal user'
3. Complete the non-federal user registration form
  - a) The following information for the non-federal user is required to complete the registration form:
    - First Name
    - Last Name
    - Email Address
4. The Dashboard Admin emails FAST-41 Operations ([fastfortyone.operations@fpisc.gov](mailto:fastfortyone.operations@fpisc.gov)) or the Accountability System ([PermittingAccountability@omb.eop.gov](mailto:PermittingAccountability@omb.eop.gov)) with:
  - a) The person's name
  - b) The email address used to create their MAX account
  - c) The desired access level for this individual:
    - *Reader*: Ability to view projects
    - *Editor* (aka Author): Ability to view, edit, and create projects
    - *Approver* (aka Publisher): Ability to view, edit, and create projects as well as PUBLISH projects for public view
5. Once access has been granted, Carlos will confirm with the Dashboard Admin
6. The user can then log into the Data Entry Screens to review, edit or publish their project's information

# Navigating the Permitting Dashboard

- **Account information**
- **Documentation**
- **My Permitting Projects**
- **Add Permitting Project**

# DATA ENTRY PROCESS

- ❖ Adding a Project to the Permitting Dashboard
- ❖ Indicating MIP Status & Project Category
- ❖ Timetable Policies and Data Entry
- ❖ Appendix B Dependencies
- ❖ Updating Milestone Dates

# Adding a Project to the Permitting Dashboard

Type of Project	Responsibility	Timing
<b>DOT Projects</b>	Lead Agency	Within 90 days after issuance of Notice of Intent or determination to do an Environmental Assessment
<b>FAST-41 Covered Projects</b>	FPISC Executive Director	Within 14 days after FAST-41 Initiation Notice is submitted and the project is designated as covered
<b>Major Infrastructure Projects</b>	Lead Agency	Within 30 days after Notice of Intent is published

# Indicating MIP Status & Project Category

- **Indicating that a project is a Major Infrastructure Project**
- **Project Category**
  - **DOT Projects**
  - **FAST-41 Covered Projects**
  - **Other**

# Additional General Information

- **Project Sector & Type**
- **Project Status**
- **Description**
- **Project Website**

# Location & Organizations

- **Location**
- **Organizations**
  - Lead Agency
  - Project Sponsor
  - Action Contacts

# Timetable Policies

Type of Project	Responsibility	Timetables Must Be Posted To the Permitting Dashboard
<b>DOT Projects</b>	Lead Agency (in cooperation and coordination with relevant agencies and the project sponsor)	Within 90 days after issuance of Notice of Intent or determination to do an Environmental Assessment
<b>FAST-41 Covered Projects</b>	Lead Agency (in cooperation and coordination with relevant agencies and the project sponsor)	60 days after the Project page is published on the Permitting Dashboard
<b>Major Infrastructure Projects</b>	Lead Agency (in cooperation and coordination with relevant agencies and the project sponsor)	30 days after Notice of Intent is published

# Entering Timetables

- **Adding Actions & entering Milestone data**
- **Entering Appendix B Dependencies**
  - **Valid Appendix B Dependency:** Issuance of the ROD for a Final EIS depends on Section 106 consultation being concluded
  - **Non-Valid Appendix B Dependency:** Issuance of the Notice of Availability for a Final EIS depends on project sponsor providing information on alternative

# Updating Milestone Dates

- **Reasons for Date Change**
  - Internal agency factors
  - Interagency coordination factors
  - State government factors
  - Local government factors
  - Tribal government factors
  - Project sponsor factors
  - Appendix B dependency-related factors
  - Ahead of schedule
  - Data entry error
  - Natural disasters
  - Project pause
  - Updating planned date

# Permitting Dashboard Usage Tips

- **Search function**
- **Reviewing and publishing content**

# Wrap Up

- **Contacts**

- For technical questions, email:
  - Carlos ([carlos.a.arandia@accenturefederal.com](mailto:carlos.a.arandia@accenturefederal.com))
- For policy questions, email:
  - DOT ([colleen.vaughn@dot.gov](mailto:colleen.vaughn@dot.gov))
  - FAST-41 Operations ([fastfortyone.operations@fpisc.gov](mailto:fastfortyone.operations@fpisc.gov))
  - Accountability System ([PermittingAccountability@omb.eop.gov](mailto:PermittingAccountability@omb.eop.gov))

- **User Support Materials (Dashboard Administrator access)**

- Permitting Dashboard User Guide:  
<https://cms.permits.performance.gov/documentation>
- FAST-41 and Major Infrastructure Projects Data Management Guides:  
<https://community.max.gov/pages/viewpage.action?pageId=1607471029>

**THANK YOU!**

**QUESTIONS?**