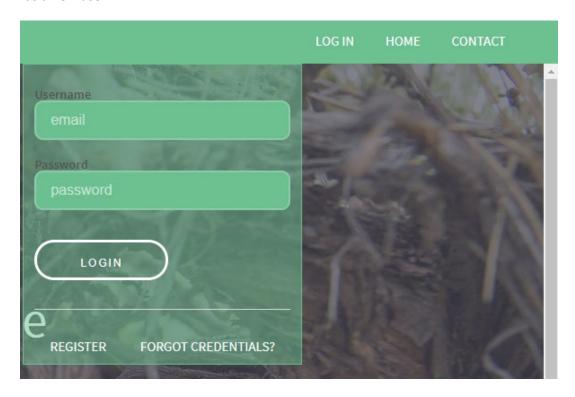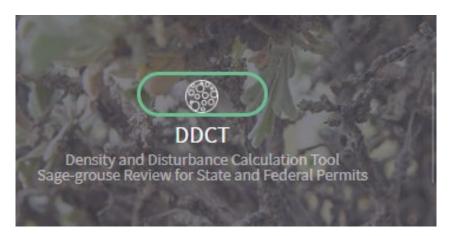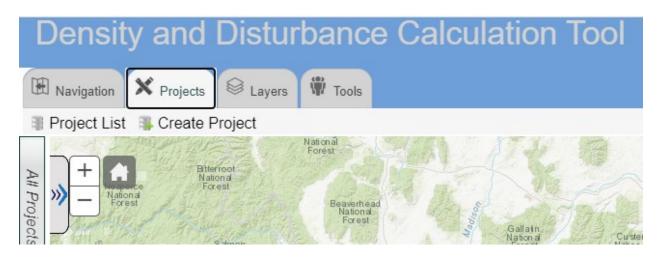# Getting Started in the DDCT Web Application

- Navigate to the One Steppe webpage using this link: https://wgfapps.wyo.gov/OneSteppe/.

- In the top-right of the window, click **Log-in** and enter your username and password, or register as a new user.

- Once logged in, click the **DDCT icon** on the left. This will open up the DDCT web application where you will be able to enter information on your project, and submit it for a compliance review with Sage Grouse Executive Order 2019-3 (SGEO).
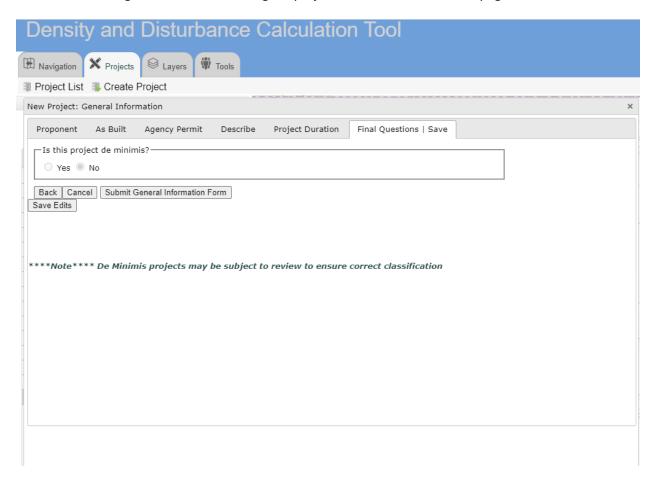
- In the top-left of the window, click on the **Projects tab** and then click **Create Project**.

- A new window will open where you can provide the information that is required to review your project.

- Once all the required information is completed, click **Submit General Information Form** under the **Final Questions/Save** tab.

- **Note:** For guidance in determining if a project is de minimis – refer to pages 12-14.

Density and Disturbance Calculation Tool

Navigation | Projects | Layers | Tools

Project List | Create Project

New Project: General Information ✕

| Proponent | As Built | Agency Permit | Describe | Project Duration | Final Questions \| Save |

Is this project de minimis?
○ Yes ◉ No

Back | Cancel | Submit General Information Form
Save Edits

****Note**** De Minimis projects may be subject to review to ensure correct classification

- Under the **Edit** tab the **Project Feature Editor** will open. Use the **Draw** tool dropdown to choose an option and digitize the project area or click **Choose File** to upload a single zipped shapefile (sub-files/extensions required: .dbf, .shp, .shx, .prj). Once finished, click **Save & Close**.

Selected Project Information

| Project | Edit | Calculate Results | Results | Next Steps |

| Project | Preliminary Disturbance | As-Built Updates |

Project Feature Editor

| undo/redo | edit |
| ← undo | redo → | delete | stop editing |

| options | split |
| ☐ Enable Snapping | split | cancel |

draw	merge
polygon ⌄	merge	stop
start	cancel

| cutout |
| cutout | cancel |

Note: To finish editing a feature, select Stop Editing.

zipped shapefile upload (.zip)

You must select a single ZIP file containing one, shapefile to upload. The Zip file must contain, at a minimum, 4 files comprising the shapefile (.shp, .shx, .dbf and .prj).

Select file: Choose File No file chosen

Upload Zipped Shapefile

SAVE & CLOSE   CANCEL

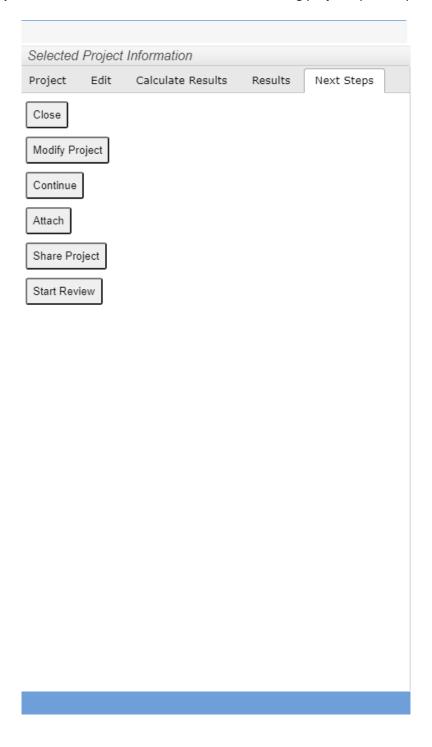Note: To save, you must select Save & Close.

- If part of your project is located in sage-grouse core, connectivity, or winter concentration area and you are completing a DDCT and/or seeking an exception request, continue on to the **Calculate Results** tab and click **Run Preliminary Results**.

Selected Project Information

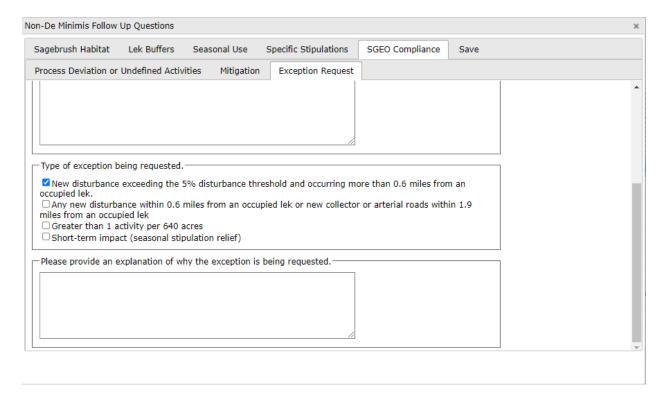| Project | Edit | Calculate Results | Results | Next Steps |

Preliminary Results

Run Preliminary Results

- **Note:** If you are not completing a DDCT and/or you are submitting an exception request for a project within the 2-mile buffer of an occupied, non-core area lek (outside of core, connectivity, or winter concentration area), skip to page 9.

- Go to the **Next Steps** tab and click **Continue** to submit your project for Technical Review.

- You will be notified when the Technical Review is complete. Open your project and go to the **Next Steps** tab and click **Continue** to answer the remaining project-specific questions.
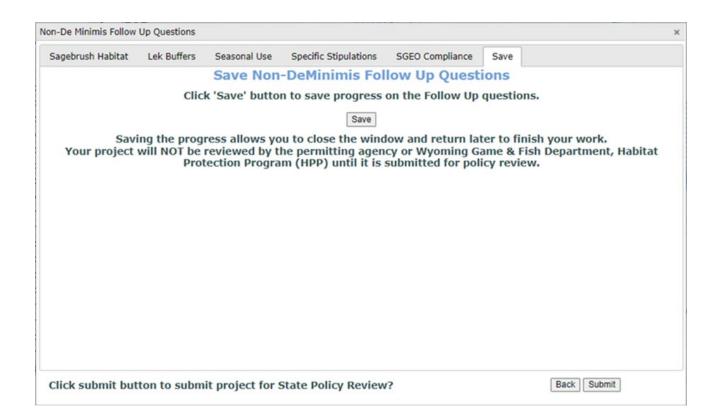
Selected Project Information

| Project | Edit | Calculate Results | Results | Next Steps |

Close

Modify Project

Continue

Attach

Share Project

Start Review

- If you are seeking an Exception Request, fill in the responses under the **Exception Request** tab. Please be sure to check all boxes that apply for the exception you are seeking and provide an explanation for your request.
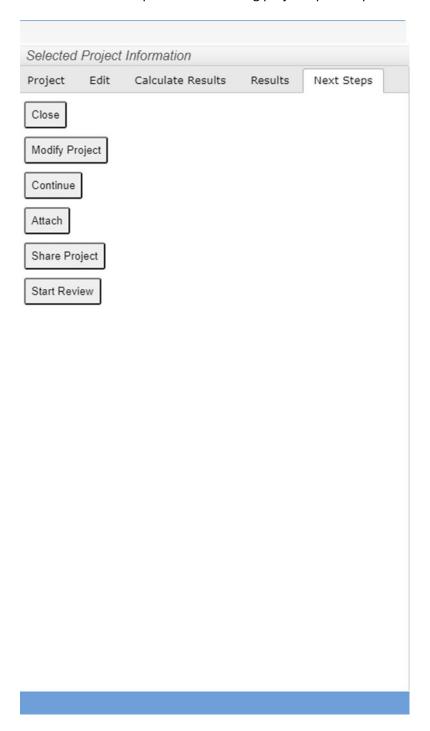
Non-De Minimis Follow Up Questions ×

Sagebrush Habitat   Lek Buffers   Seasonal Use   Specific Stipulations   SGEO Compliance   Save

Process Deviation or Undefined Activities   Mitigation   Exception Request

Type of exception being requested.

☑ New disturbance exceeding the 5% disturbance threshold and occurring more than 0.6 miles from an occupied lek.
☐ Any new disturbance within 0.6 miles from an occupied lek or new collector or arterial roads within 1.9 miles from an occupied lek
☐ Greater than 1 activity per 640 acres
☐ Short-term impact (seasonal stipulation relief)

Please provide an explanation of why the exception is being requested.

- On the **Save** tab, you can click the **Save** button to save your progress and return later to finish.

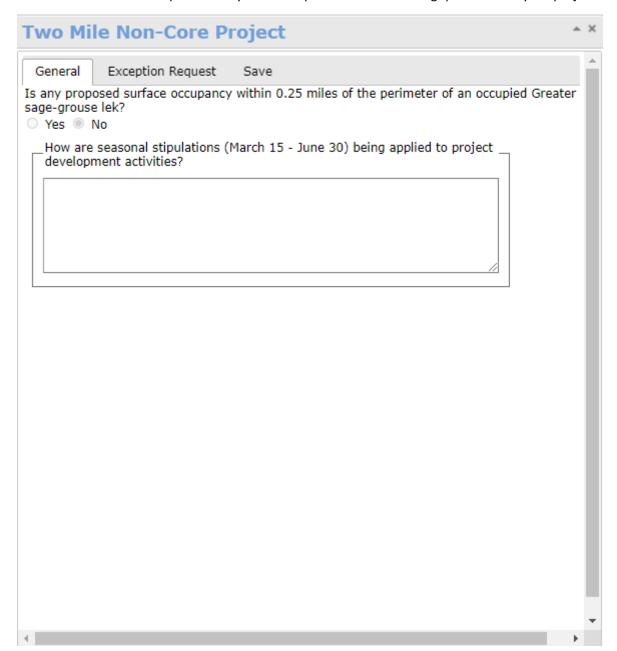- **Note:** Your project will not be submitted for review when you click **Save**.

- Once you have completed all of the Follow Up Questions and you are ready to submit your project for review, go the **Save** tab and click **Submit** at the bottom right of the window to submit your project. If there is a federal permitting nexus for your project, it will undergo Federal Review before the Policy Review by the Wyoming Game and Fish Department (WGFD) begins.

Non-De Minimis Follow Up Questions   ×

| Sagebrush Habitat | Lek Buffers | Seasonal Use | Specific Stipulations | SGEO Compliance | Save |

Save Non-DeMinimis Follow Up Questions

Click 'Save' button to save progress on the Follow Up questions.

[Save]

Saving the progress allows you to close the window and return later to finish your work.
Your project will NOT be reviewed by the permitting agency or Wyoming Game & Fish Department, Habitat Protection Program (HPP) until it is submitted for policy review.

Click submit button to submit project for State Policy Review?   [Back] [Submit]
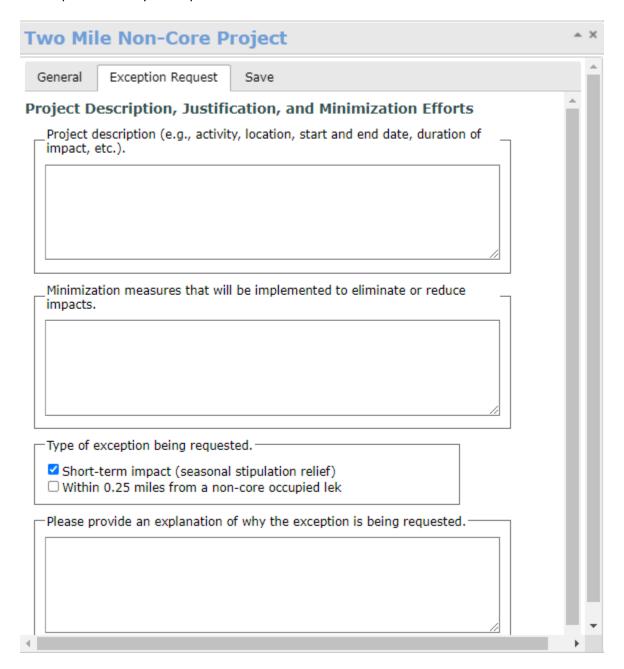

- Once the WGFD Habitat Protection Program receives your complete project information from the DDCT web application, please allow a minimum of 30 days for our SGEO 2019-3 consistency review.

- If your project is located within the 2-mile buffer of an occupied, non-core area lek (outside of core, connectivity, or winter concentration area) and you are not completing a DDCT, go to **Next Steps** and click **Continue** to complete the remaining project-specific questions.

Selected Project Information

Project   Edit   Calculate Results   Results   Next Steps

Close

Modify Project

Continue

Attach

Share Project

Start Review

- A new window will open where you can respond to the remaining questions for your project.

Two Mile Non-Core Project   ▲ ✕

General	Exception Request	Save

Is any proposed surface occupancy within 0.25 miles of the perimeter of an occupied Greater sage-grouse lek?

○ Yes ◉ No

How are seasonal stipulations (March 15 - June 30) being applied to project development activities?

- If you are seeking an Exception Request, fill in the responses under the **Exception Request** tab. Please be sure to check all boxes that apply for the exception you are seeking and provide an explanation for your request.

Two Mile Non-Core Project

General | Exception Request | Save

Project Description, Justification, and Minimization Efforts

Project description (e.g., activity, location, start and end date, duration of impact, etc.).

Minimization measures that will be implemented to eliminate or reduce impacts.

Type of exception being requested.
☑ Short-term impact (seasonal stipulation relief)
☐ Within 0.25 miles from a non-core occupied lek

Please provide an explanation of why the exception is being requested.

- When you are ready to submit your project, go the **Save** tab and click **Submit**.

- Once the WGFD Habitat Protection Program receives your complete project information from the DDCT web application, please allow 30 days to complete our review.

DDCT De Minimis Guide

The Sage-Grouse Executive Order 2019-3 (SGEO) describes some activities within Core Population Areas, Connectivity, and Winter Concentration Area as exempt (or "de minimis") from stipulations (Appendix G). Exemptions are not required in non-core area.

Is a project de minimis?
To determine whether a project or activity is considered de minimis, biologists should consult:

- Appendix G of the SGEO https://wgfd.wyo.gov/Habitat/Sage-Grouse-Management/Sage-Grouse-Executive-Order

- DDCT (https://wgfapps.wyo.gov/OneSteppe/) to determine a project's location in relation to Core Population Areas and occupied leks.

- For policy assistance contact HPP (wgfd.hpp@wyo.gov or 307-777-4506)

- For OneSteppe/DDCT technical assistance contact wgf-one-steppe-admin@wyo.gov or 307-777-4528
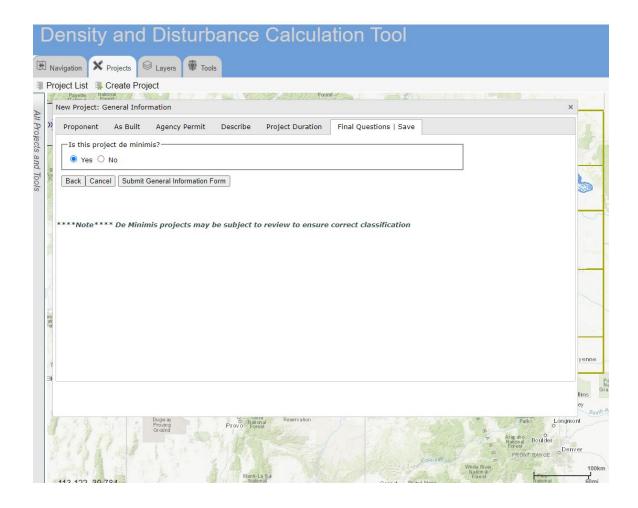
De minimis project tracking
De minimis projects should be entered in the DDCT for data tracking purposes. Note, de minimis projects are captured in the DDCT only as a point location.
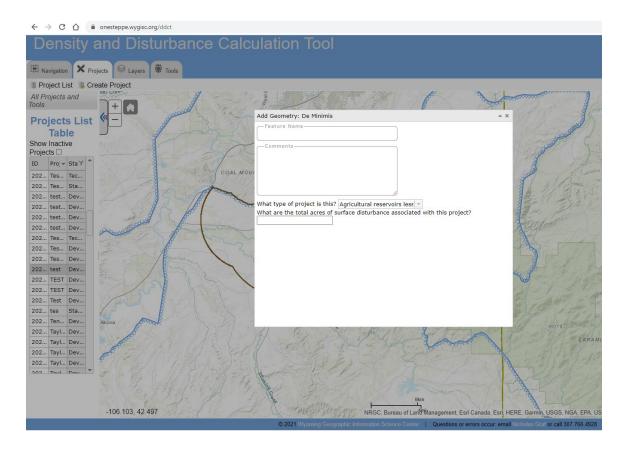
How to create a de minimis project in the DDCT:
1. Navigate to One Steppe: https://wgfapps.wyo.gov/OneSteppe/
2. Log in or register as a new user using the "log in" tab in the top right.
3. Once logged in, choose the DDCT icon on the left to open the web app.
4. In the top left, select the Projects tab and then click Create Project.
5. Enter in all relevant project information. Be detailed in any avoidance or minimization measures that are being taken.

6. Under the **Final Questions/Save** tab, select Yes for the question, "Is this project de minimis?" Click on **Submit General Information Form**.

7. Add project geometry data, including the feature name, comments, project type, and total acres of surface disturbance. Have location info formatted as one of the following:
    - PLSS
    - Lat/long coordinates in decimal degrees
    - Draw in a point location

8. Save the project. Please note that no confirmation email is sent upon completing de minimis projects. If you would like to confirm project completion, please contact wgf-one-steppe-admin@wyo.gov or 307-757-0408.