

Enter a Project in the DDCT Application

For an overview of the entire DDCT process, see the document "How the DDCT Review Process Works."

STEPS FOR CREATING A DDCT PROJECT

[Open the DDCT Application](#)

[Start a DDCT Project](#)

[Projects with a Federal Nexus](#)

[Choose Project Type - Non De Minimis or De Minimis](#)

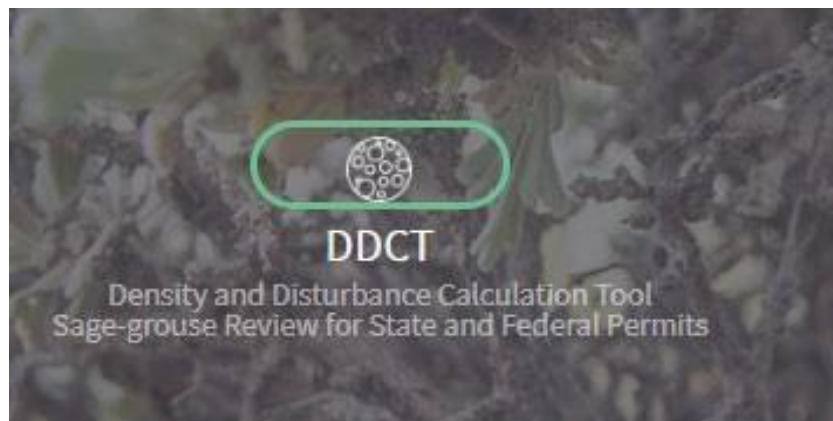
[Non De Minimis - Add Project Footprint](#)

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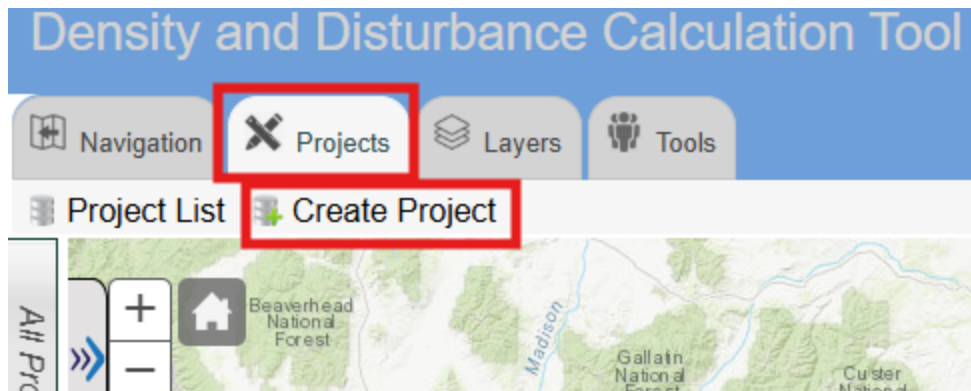
Open the DDCT Application

Once logged in, click the DDCT icon.



Start a DDCT Project

In the top-left of the window, click on the **Projects** tab and then click **Create Project**.



A new window will open for entering project information.

Required information is listed on the right side of the window. As you fill in required information, that list will get shorter.

When you've filled in all the required information, the Next button at the bottom of the window will become active instead of greyed-out.

Density and Disturbance Calculation Tool Erica Logo

Navigation Projects Layers Tools

Project List Create Project

All Projects and Tools

New Project: General Information

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

Project Proponent:

Proponent Name

Contact Name

email

Phone

Address to send Sage Grouse Executive Order 2019-3 Policy Review letter: (street address, city, state, zip)

Street Address

City

State

Zip Code

☐ Additional Letter Recipient?

Please enter a valid proponent name.

Please enter a valid contact name.

Please enter a valid email.

Please enter a valid phone number (i.e. 123-456-7890).

Please enter a valid street address.

Please enter a valid city.

Please enter a valid State.

Please enter a valid zip code.

Next

Projects with a Federal Nexus

If your project is on land where BLM or USFS manages the surface or (if applicable to your project) mineral rights, a biologist from that agency will complete a DDCT review of your project.

On the Agency Permit tab, check the box for either of those agencies and fill out the information for your project contact at that agency (not the biologist who will complete the DDCT review).

The screenshot shows the 'New Project: General Information' form with the 'Agency Permit' tab selected. The tab is circled in red. The main heading is 'Does the proposed project require a state or federal agency permit?'. Below this, it says 'check all that apply and provide contact information'. A list of checkboxes includes various Wyoming state agencies, the United States Bureau of Land Management, the United States Bureau of Reclamation, the United States Forest Service, and other federal agencies. The 'United States Bureau of Land Management', 'United States Bureau of Reclamation', and 'United States Forest Service' are circled in red, with red arrows pointing to them. To the right of the list, there are two instructions: 'You have to select at least one item and provide contact information.' and 'Please select if you have discussed the project location with the permitting agency and WGFD.' Below the list, there is a question 'Has the proponent discussed the project location with the permitting agency and WGFD?' with 'Yes' and 'No' radio buttons. At the bottom right, there are 'Back' and 'Next' buttons.

New Project: General Information

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

Does the proposed project require a state or federal agency permit?

check all that apply and provide contact information

- ☐ Wyoming Department of Environmental Quality - Air Quality Division
- ☐ Wyoming Department of Environmental Quality - Land Quality Division
- ☐ Wyoming Department of Environmental Quality - Solid and Hazardous Waste Division
- ☐ Wyoming Department of Environmental Quality - Water Quality Division
- ☐ Wyoming Department of Environmental Quality - Industrial Siting Division
- ☐ Wyoming Office of State Lands and Investments
- ☐ Wyoming Oil and Gas Conservation Commission
- ☐ Wyoming State Engineer's Office
- ☐ Other State Agency
- ☒ United States Bureau of Land Management
- ☒ United States Bureau of Reclamation
- ☒ United States Forest Service
- ☐ Other Federal Agency
- ☐ County

You have to select at least one item and provide contact information.

Please select if you have discussed the project location with the permitting agency and WGFD.

Has the proponent discussed the project location with the permitting agency and WGFD?

☐ Yes ☐ No

Back Next

There are other checkboxes on the Agency Permit tab for BOR and Other Federal Agency. Please **do not** check these boxes or add contacts for federal agencies such as USACE or FCC on the Agency Permit page.

If there is a federal agency (other than BLM or USFS) contact who will need a copy of the final DDCT review letter, please add them on the "Proponent" tab using the "Additional Letter Recipient?" checkbox at the bottom.

Choose Project Type - Non De Minimis or De Minimis

The Final Questions tab includes a question about whether your project is de minimis.

New Project: General Information

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

Is this project de minimis?

☐ Yes ☐ No

Back Cancel Save General Information Form

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

Clicking Yes on this question displays a popup window describing the types of activities that qualify as de minimis. If you decide your project is not de minimis, you can change the answer to "No" after closing that window.

(De minimis activities are fully detailed in Appendix G of [Sage-Grouse Executive Order 2019-3](#))

Creating a de minimis project in the DDCT application is very different from creating a non-de minimis project. Once this choice has been made and you've created the project, ***your project cannot later be converted to the other type*** within the application, though you can withdraw the incorrect project and enter a new project.

After you make the decision about your project type, click Save General Information Form. For de minimis projects, skip to [the de minimis section](#).

Non De Minimis - Add Project Footprint

**** Note:** For best results, after you have saved your project and it displays in your Project List Table in Development Status, but before you try uploading the project footprint, **log out of the DDCT, then log back in.**

Highlight the project in the Project List Table, in the pop-out pane on the right navigate to Edit > Project > Add New Project Geometry.

Selected Project Information

| | | | | |
|----------------|------------------------------------|-----------------------------|---------|------------|
| Project | Edit | Calculate Results | Results | Next Steps |
| Project | Preliminary Disturbance | As-Built Updates | | |

Project Feature Editor

Add New Project Geometry

Edit Existing Project Geometry

Edit Project Tabular

Do not use the Preliminary Disturbance or As-Built Updates tabs. Adding Preliminary Disturbance will add disturbance to your project. If you need to submit an as-built footprint, please contact the DDCT administrator directly.

When you click Add New Project Geometry, the Project Feature Editor interface displays.

For a DDCT review, best practice is to upload a zipped shapefile of an accurate disturbance footprint, not draw a generalized area such as for an archaeology survey. Uploading a zipped shapefile is done from the "zipped shapefile upload (.zip)" section of the Project Feature Editor.

Selected Project Information

Project

Edit

Calculate Results

Results

Next Steps

Project

Preliminary Disturbance

As-Built Updates

Project Feature Editor

Add New Project Geometry

Edit Existing Project Geometry

Edit Project Tabular

undo/redo

edit

← undo

redo →

delete

stop editing

options

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

☐ Enable Snapping

draw

polygon

start

cancel

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.

Use the Choose File button to browse to the zipped file on your local computer (screenshot above). Once the file has been selected, its name should display next to the Choose File button (screenshot below).

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: TestProject.zip

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

To upload the chosen file, click the "Upload Zipped Shapefile" button. A popup window will eventually display. Pro tip: wait for the popup window's dropdown displays to populate before clicking on anything.

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: No file chosen

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

Once the dropdown menus have widened to the width that shows in the screenshot below, choose the "Feature Category" and "Feature Type" for each feature, then check the "Information Complete?" box. You can fill out the other fields, but the Category and Type fields are the only ones that will be checked for correct information.

Upload Attributes:

Add Feature Information 1

Feature Category
▼

Feature Type
▼

Name of Feature

Permit Number

Comments

Information Complete?
☐

Add Feature Information 2

Feature Category
▼

If you're unsure what category or type to choose, you can contact DDCT support for assistance. Alternatively, just make the best choice you can and it will be corrected later if necessary.

Upload Attributes:

Add Feature Information 1

Feature Category

▼

Fire and Vegetation Treatments
Mining
Oil Gas
Range Land
Renewable Energy
Road Transportation
Structure Development
Unknown
Utilities

Add Feature Information 2

Feature Category

▼

Once all the features in the popup window have been submitted, the final step to upload the shapefile is to click the "Save & Close" button.

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).

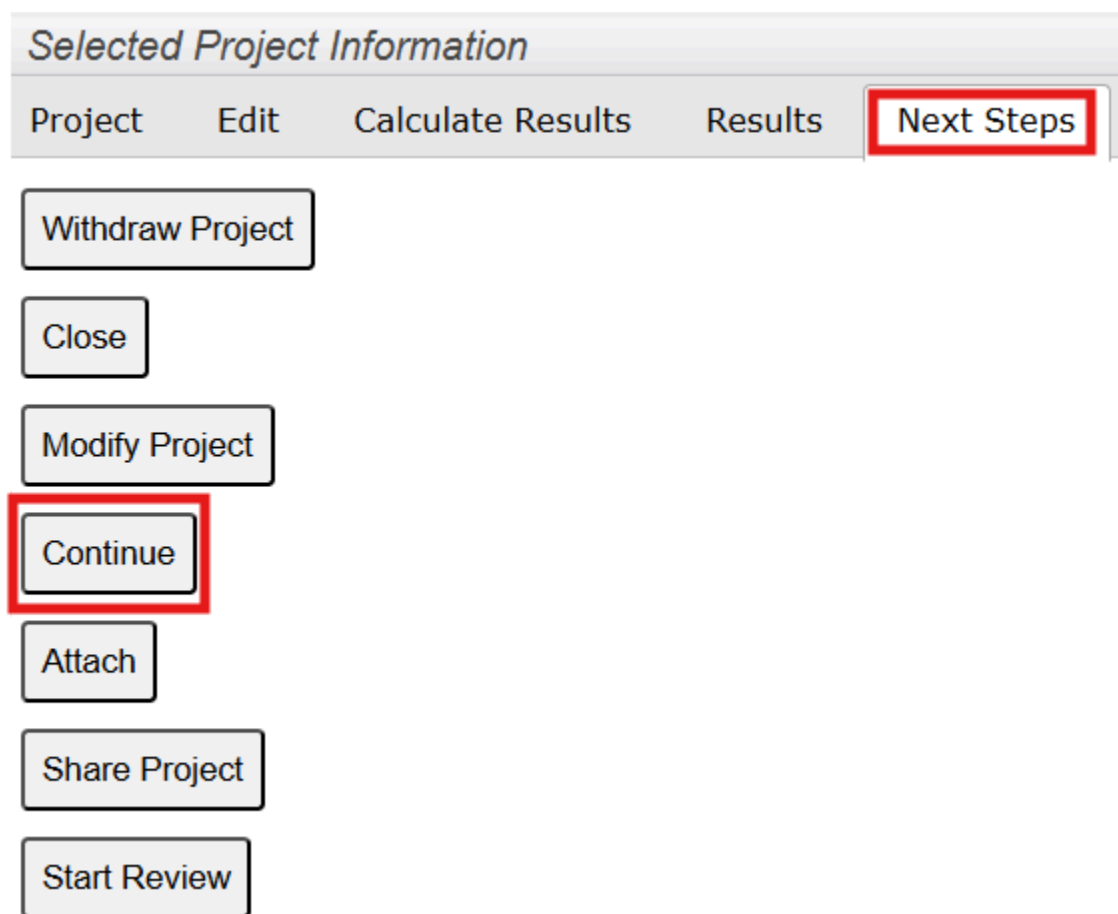
Select file: No file chosen

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

If the shapefile does not load, there is a document in the DDCT help section dedicated to troubleshooting problems with uploading shapefiles.

Non De Minimis - Move Project to Next Phase

Once the map zooms to your project footprint when you click on your project in the Project List Table, and your project data is correct, you can move your project to its next stage by navigating to the Continue button.



When you click the Continue button, various popups may appear with messages about the type of project you're submitting and that calculations may be started. Click OK or Continue to dismiss those popups and move the project ahead.

You should receive an email notification when your project has moved to the next stage.

DDCT projects can go through different stages depending on a variety of factors. For information about what to expect from the overall DDCT review process, see the DDCT Overview document in the Support section of the Logged-In page (where this document is linked).

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 307-757- 0408

De Minimis - Add Point(s) and Complete Project

If you are certain your project is de minimis, click "Yes" and then "Save General Information Form."

The next step will be filling out the Add Geometry popup window.

Add Geometry: De Minimis

Feature Name
My De Minimis Feature

Comments
This is a demonstration project.

What type of project is this? Stock tank

What are the total acres of surface disturbance associated with this project?
2

De Minimis projects can be added only as a point

☐ Enter XY Coordinates Lat/Long in Decimal Degrees or UTM Easting/Northing

De minimis projects are entered as **point data only**. This is **very different from non-de minimis** projects, which are entered as a full footprint of the project. Because of this, it's important to accurately answer the question about how many acres your project's footprint is.

After you enter a set of lat/long coordinates, you will see a table of points you have added. To delete a point, check the Select box and click the Delete Row button above the list of points. To check the location of a point on the map, click the Zoom To button.

Add Geometry: De Minimis

Feature Name

Comments

What type of project is this?

What are the total acres of surface disturbance associated with this project?

Delete Row

| Select | Feature Name | Comments | Acres |
|--------------------------|-----------------------|----------------------------------|-------|
| <input type="checkbox"/> | My De Minimis Feature | This is a demonstration project. | 6 |

OK - Save and Close

zoom to

Once you have added all points for the project, click "OK - Save and Close".

You will not receive a confirmation email that your de minimis project has been created, but you should be able to see it in your Project List if you check the "Show Inactive Projects" box.

Traditionally, WER letters are not sent for de minimis projects. If you need a letter of review, please contact the Habitat Protection Program at wgfd.hpp@wyo.gov

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