

Overview of the DDCT Process

Non-De Minimis Projects Only

1. WHAT IS THE DDCT?

DDCT stands for Density and Disturbance Calculation Tool. New activities that are subject to the Sage Grouse Executive Order 2019-3 are required to be submitted to the DDCT application in order to track disturbance and to calculate the density and disturbance near the planned activities, called the "DDCT assessment area."

2. WHO USES THE DDCT?

Usually a proponent is directed to the DDCT application by a state or federal agency as a requirement for a permit for work located in a Sage Grouse Core Area.

3. ARE ACTIVITIES OUTSIDE OF SAGE-GROUSE CORE SUBMITTED THROUGH THE DDCT?

No. Projects outside of Sage-Grouse Core may still need a compliance assessment by Wyoming Game and Fish Department's Habitat Protection Program (**HPP**), but they are not submitted through the DDCT application. Contact wgfd.hpp@wyo.gov

4. WHAT CAN I EXPECT ONCE I SUBMIT MY PROJECT TO THE DDCT?

As projects travel through the DDCT Application, they are assigned different statuses.

For a visual flowchart of how projects travel through the DDCT application, see the last page of this document.

Status: Development

- Project is not reviewed at this stage.
- Proponent can run the Calculation Tool on the project

- Highlight the project in the Project List, click on Calculate Results tab in the right-hand pane.
- If the project completely overlaps with existing disturbance, the calculation results reflect the final calculation.
 - The lower tab will be labeled "Final Results" and the button labeled "Run".
 - Follow-up Questions will be displayed in a Pop-Up window to be answered before the Project moves to Policy Review (tips about the Follow-Up Questions window can be found under "TechComplete" below).
- If the project creates any amount of new disturbance, the calculation results are preliminary, pending a Technical Review.
 - The lower tab will be labeled "Preliminary Results" and the button labeled "Run Preliminary Results".
- **To move the project forward to the next phase**, click the Continue button
 - The Continue button can be found by highlighting the project in the Project List, then clicking on Next Steps tab.
- **For questions at this stage of the project**, contact the DDCT Administrator using the information on the Contact Us panel at the upper right of the DDCT application.

Status: Technical Review

- The Project's footprint, as well as the disturbance and density in the Project's Assessment Area that contribute to the Project's calculation, are reviewed by the DDCT Administrator at this stage.
- The Proponent cannot edit the Project after the Development stage, but if there are changes to make, the DDCT Administrator can make them in cooperation with the Proponent.
- **The DDCT Administrator moves the Project out of this stage.** The Proponent will receive an email notification when that happens.
- **For questions at this stage of the project**, contact the DDCT Administrator using the information on the Contact Us panel at the upper right of the DDCT application.

Status: TechComplete

- **Proponent is responsible for moving the Project out of this stage. To move the project forward, click the Continue button.**
- The Proponent is presented with Follow-Up questions - the last tab of the pop-up window contains a Save button to save answers before you are ready to submit them.
- Once all the answers are completed, the last tab has a Submit button at the bottom of the window. **The Submit button must be clicked for the Project to move forward.**
- **For technical questions at this stage of the project, contact the DDCT Administrator** using the information on the Contact Us panel at the upper right of the DDCT application.
- **For questions about what information to include in the Follow-Up Questions, contact HPP** at wgfd.hpp@wyo.gov. Supplemental documents can be emailed to that address.

Status: Federal Policy Review

- A Project reaches this stage if it has a federal nexus: it's either on land which is managed by a federal agency, or it involves mineral rights that are managed by a federal agency.
- WGFD provides the DDCT as a tool for federal reviewers, but does not monitor or oversee federal reviews and cannot answer questions about federal review criteria, status or turnaround time.
- Federal reviewers are notified only once that a DDCT Project is ready for them to review. If the DDCT Project in any way does not match what the Proponent has sent to the federal agency directly through their agency contact, the review can be delayed significantly. To avoid this, make sure your project is fully submitted and conforms to what you are submitting to the DDCT. To work through this type of delay, reach out to your agency contact - that will be much more effective than reaching out to the DDCT administrator or HPP reviewer.
- **The federal reviewer moves the Project out of this stage.** The Proponent will receive an email notification when that happens.
- **For questions at this stage of the project,** reach out to your contact at the relevant federal agency.

Status: State Policy Review

- HPP requests that Proponents allow for a 30-day turnaround for this stage
- At this stage, the reviewer writes the WER letter that will be sent to the permitting agency requiring the DDCT review.
 - A copy of the WER letter will also be distributed to the Proponent and any additional contacts the Proponent has requested to receive a copy.
- If either the density or disturbance for a DDCT project is over the Executive Order threshold, the project may be subject to compensatory mitigation. This is determined during the State Review phase of the DDCT process.
- **The HPP reviewer moves the Project out of this stage.** The Proponent will receive an email notification when that happens.
- **For questions at this stage of the project,** reach out to HPP at wgfd.hpp@wyo.gov

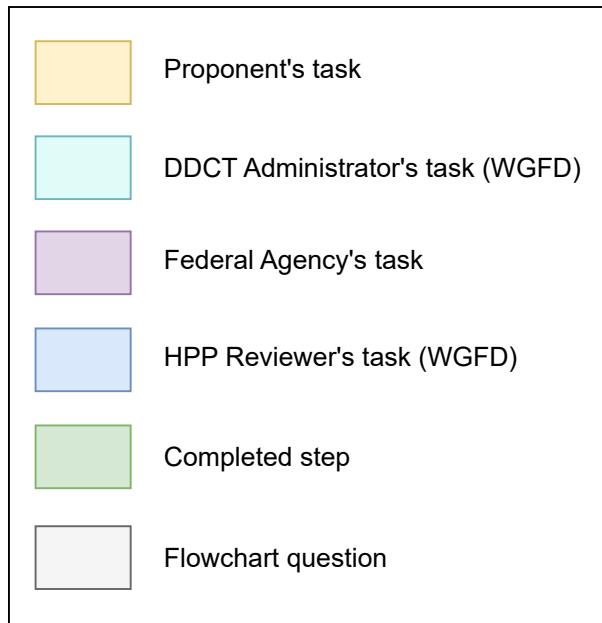
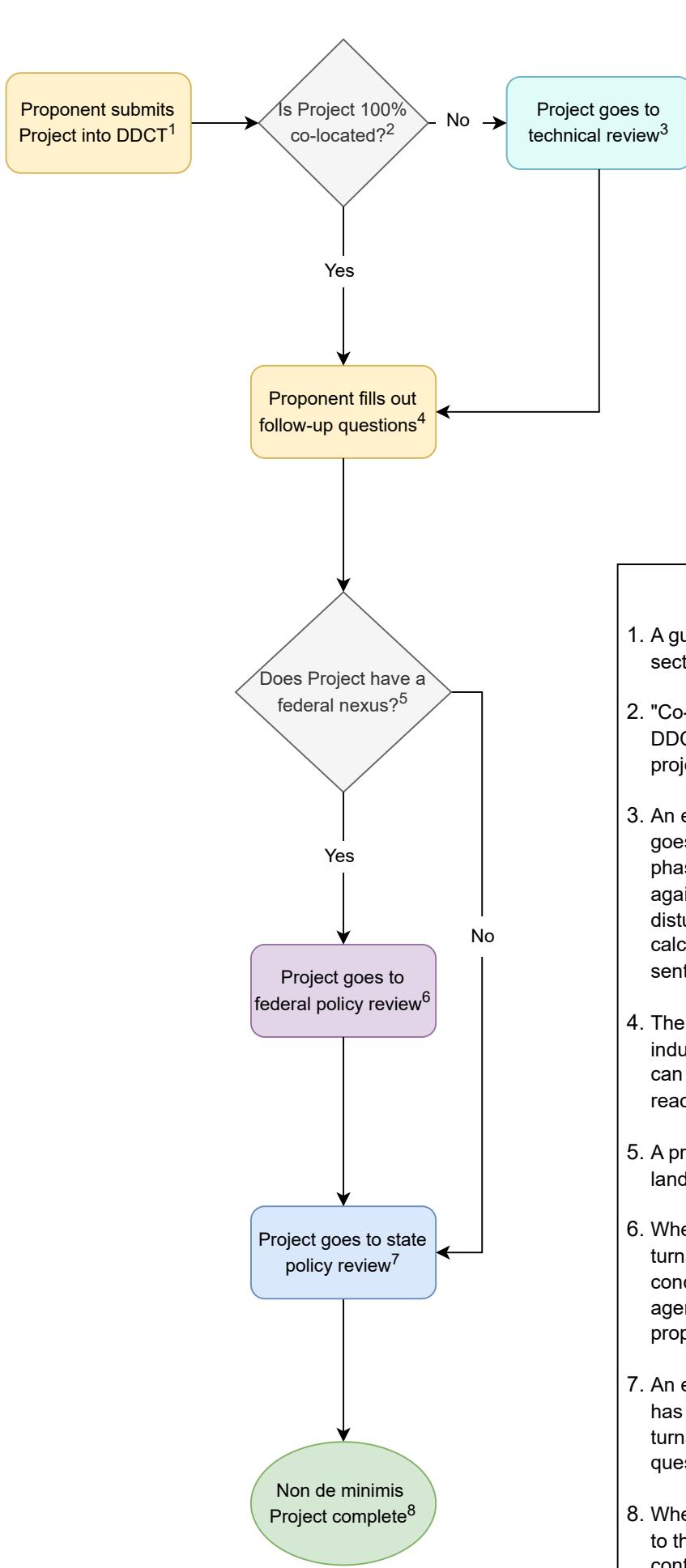
Status: Complete

- At this stage, the Project becomes part of the Existing Disturbance data.
- Generally speaking, the Proponent receives the WER letter before a Project moves to this stage.

Status: Withdrawn

- The Proponent can withdraw the Project at any stage.
- The Withdraw button can be found at the top of the Next Steps tab in the right-hand pane.

SEE NEXT PAGE FOR FLOWCHART OF DDCT PROJECTS



NOTES

1. A guide for entering a new DDCT project is in the same help section that this guide is in.
2. "Co-location" means overlapping existing disturbance. If a DDCT project completely overlaps existing disturbance, the project has no new disturbance.
3. An email notification is sent to the proponent when a project goes to Technical Review. During the Technical Review phase, the details and footprint of the project are confirmed against the project description, and the rest of the disturbance and density that contribute to the project's calculation are reviewed. An additional email notification is sent to the proponent when Technical Review is complete.
4. The follow-up questions relate to many project types and industries. If you don't know all the answers, do the best you can and if the reviewers need more information, they will reach out to you.
5. A project has a federal nexus when it is located on federal lands or involves federal mineral rights.
6. When a project has a status of Federal Policy, the turnaround period is unknown to WGFD. If you are concerned, keep in touch with your contact at the reviewing agency (BLM or USFS). An email notification is sent to the proponent when the federal policy review is complete.
7. An email notification is sent to the proponent when a project has the status of State Policy. Allow at least 30-day turnaround. Contact Habitat Protection Program with questions.
8. When state review is complete, HPP sends the review letter to the proponent, additional letter recipient and any agency contacts. Then the project is marked Complete.