

**Guidance for Requesting Creation of a ProjectWise Folder  
and Submitting Environmental Documents  
to Michigan Department of Transportation Local Agency Program  
Updated September 2025**

General

This document provides guidance for a local agency to request a ProjectWise (PW) folder, and to use when submitting environmental documents to the Michigan Department of Transportation (MDOT) Local Agency Program (LAP) for review and approval.

To request the creation of a PW folder, use the guidance in the section below, at:

**[Steps to Request a ProjectWise \(PW\) Folder](#)**

You can request that the PW folder be created as soon as possible, after you receive notification that the job is programmed.

Background

Agencies receiving federal transportation funds for construction projects must comply with the National Environmental Policy Act (NEPA). To initiate the NEPA process, the local agency submits (1) Section 106 cultural resources documentation and (2) MDOT Form 5323, the "[LOCAL AGENCY ENVIRONMENTAL CLEARANCE FORM](#)" to certify environmental compliance. These documents are reviewed by MDOT's LAP Environmental Unit under the Environmental Services Section (ESS) on behalf of the Federal Highway Administration (FHWA).

ESS staff is available to local agencies and their engineering consultants during the early stages of project development to guide them toward the appropriate level of review and required documentation. This helps ensure that local agencies understand the current ESS requirements needed for project approval.

After the PWZ folder is created, you can prepare and submit your environmental documents, using the guidance in the sections below. You should submit the initial documents into PW at least six months before the Grade Inspection (GI) document submittal. See the current LAP Project Planning Guide, on the LAP website.

MDOT requires all documents to be digitally signed prior to the approval of Environmental Clearance Form 5323. Please do NOT sign until instructed by ESS Staff.

**[Steps to Submit Section 106 Cultural Resources Documentation](#)**

**[Steps to Submit Environmental Clearance 5323 NEPA Form](#)**

## Steps to Request a ProjectWise (PW) Folder

The local agency or its consultant emails [MDOT-ProjectWiseLocalAgency@Michigan.gov](mailto:MDOT-ProjectWiseLocalAgency@Michigan.gov), requesting creation of the PW folders. Please include only the following information. Do NOT include any other information with this email.

- MDOT Job Number(s)
  - Confirm job number(s) prior to making a request. Job numbers can be obtained from JobNet, your local planning agency, MDOT Planning, or MDOT LAP Unit Obligation Specialist (UOS).
  - If multiple jobs numbers are being packaged together include all job numbers in the request.
- Local Agency (LA) name
- Project location information including street names and limits of the proposed work.
- Contact information for those who require access to the PW folders, including name and email address of the LA person in responsible charge of the project, as well as for the LA engineering consultant if applicable.
- Method of project delivery (ie MDOT letting or local force account)
- MDOT TSC office in which the project is located.
- MDOT LAP UOS and LAP Staff Engineer. See the LAP website for contact information, at [www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap)

The LA and its consultant, if named, will receive two emails from [MDOT-ProjectWiseLocalAgency@Michigan.gov](mailto:MDOT-ProjectWiseLocalAgency@Michigan.gov) with notification that the PW folder has been created. The first email acknowledges the request for a PW folder and will either state that the folder will be created or will indicate if additional information is needed. The second email will indicate that the PW folder, along with all required subfolders, has been created and is available to use.

The three folders created in PW for NEPA use are labeled:

- 1- LA 5323 NEPA Submittal
  - Cultural Resources
  - CR Supporting Documents

If the requestor does not receive the email response from the PW resource within three business days then contact [MDOT-ProjectWiseLocalAgency@Michigan.gov](mailto:MDOT-ProjectWiseLocalAgency@Michigan.gov) and request assistance.

## Steps to Submit Section 106 Cultural Resources Documentation

Prepare the documents for the Section 106 Cultural Resources review and place them into the Cultural Resources subfolder within "1- LA 5323 NEPA Submittal" folder.

Refer to the [MDOT LAP quick activity guide](#) to determine the types of project categories:

Excepted (Group 1),  
Conditionally Excepted (Group 2),  
Not Excepted (Full Review).

Complete and upload the following document to the **Cultural Resources** folder: [MDOT LAP Section 106 Application](#). Use the following file naming convention:

JN (Job number), (document type) (date) (file extension), where:

JN is the MDOT job number  
Document type is a brief indicator of the file contents, ie 106 application  
Date (month, day, year)  
File extension (pdf, doc, .dgn, jpeg, etc)

Place all supporting documentation (maps, plans, photo, documents, etc.) in the **CR Supporting Documents** sub folder.

Use the following file naming convention for each supporting document file:

JN (Job number), document type (Support Type: maps, plans, photo, documents, etc.), Date (year-mm-dd).(file extension)

Change the state on the Section 106 application in the Cultural Resources folder by right clicking on the application, then scroll down to "Change State", then click on "Next".

The state of the Section 106 application will show as "Submitted" after the state is changed.

Please make sure to email the MDOT LAP Section 106 Cultural Resources staff, at [MDOT-LAP-Section106-Reviews@michigan.gov](mailto:MDOT-LAP-Section106-Reviews@michigan.gov) if the address does not appear in the auto-generated email. If a consultant is submitting the email on behalf of the local agency, be sure to include the Local Agency contact for the project to ensure they are informed of the submittal.

If the submitter receives no email response within ten business days of the original submittal, please email [MDOT-LAP-Section106-Reviews@michigan.gov](mailto:MDOT-LAP-Section106-Reviews@michigan.gov).

## Steps to Submit Environmental Clearance 5323 NEPA Form

Complete MDOT Form 5323 NEPA [LOCAL AGENCY ENVIRONMENTAL CLEARANCE FORM](#). Use the following file naming convention:

Job Number(s)\_5323\_MMDDYYYY\_[version].

Job Number (s) is the MDOT job number  
MMDDYYYY is month, day, year of the submission  
[version] is submission numbers

Place the 5323 NEPA Form and all attachments into PW folder "1- LA 5323 NEPA Submittal".

The file state of the 5323 NEPA Form will show as "Pending" after the files are placed in the PW folder.

Change the state on the 5323 NEPA Form by right clicking on the document, scroll down to "Change State", then click on "Next". The state of the 5323 NEPA Form will show as "Submitted".

Please make sure to email the MDOT LAP Environmental Coordinator at [MDOT-LAP-NEPA-Reviews@michigan.gov](mailto:MDOT-LAP-NEPA-Reviews@michigan.gov) if the address does not appear in the auto-generated email. If a consultant is submitting the email on behalf of the local agency, be sure to include the Local Agency contact for the project to ensure they are informed of the submittal.

If the submitter receives no email response within ten business days of the original submittal, please email [MDOT-LAP-NEPA-Reviews@michigan.gov](mailto:MDOT-LAP-NEPA-Reviews@michigan.gov)

Finally, a reminder that MDOT requires all documents to be digitally signed prior to the approval of Environmental Clearance Form 5323. Please **do NOT sign until instructed by the NEPA Coordinators.**