**2023 JOINT EVALUATION**

**GUIDELINES AND WORKSHEET**

Joint Evaluation (JE) Participants/Presenters

*The following JE agenda worksheet (LOCATED ON THE FOURTH PAGE) is required in order to request your project presentation to be on the agenda.*

***Please submit the worksheet as a word file, NOT A .PDF file.***

The Maryland Department of the Environment serves as the JE coordinator. Please contact me regarding any questions regarding time slot availability, agenda, location, or general questions not covered below.

JE Coordinator contact:

Jonathan Stewart, MDE, Tidal Wetland Division

[Jon.stewart@maryland.gov](mailto:Jon.stewart@maryland.gov)

410-537-3059

The following table contains the date of each monthly meeting [*Meeting Date*] (held on the last Wednesday of every month, except in December), the date a request to be placed on the JE Agenda must be received (by 5 PM) [*Deadline for JE request*], and when the FINAL JE Agenda is sent to the presenters and the agencies [*Posting of JE agendas*].

**2023 JE MEETINGS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Date** |  | Deadline for JE requests |  | Posting of JE agendas |
| **1/25** |  | 1/16 |  | 1/17 |
| **2/22** |  | 2/13 |  | 2/14 |
| **3/29** |  | 3/20 |  | 3/21 |
| **4/26** |  | 4/17 |  | 4/18 |
| **5/31** |  | 5/22 |  | 5/23 |
| **6/28** |  | 6/19 |  | 6/20 |
| **7/26** |  | 7/17 |  | 7/18 |
| **8/30** |  | 8/21 |  | 8/22 |
| **9/27** |  | 9/18 |  | 9/19 |
| **10/25** |  | 10/16 |  | 10/17 |
| **11/29** |  | 11/20 |  | 11/21 |
| **12/20** |  | 12/11 |  | 12/12 |

**GENERAL MEETING NOTES**

JE Meetings are intended to provide informal regulatory feedback to a potential applicant regarding a proposed project and are meant to help guide an applicant towards submitting a complete application. JE may also be used to provide project updates on large utility and construction projects as the application is being reviewed. JE is not intended for the agencies to “design” a project for the applicant; the applicant should have a proposed design which may include several alternatives that show the reduction and minimization process.

**JE MEETINGS ARE NOT OPEN TO THE GENERAL PUBLIC. ONLY AGENCIES, PRESENTERS, AND THOSE INDIVIDUALS SPECIFICALLY INVITED BY THE AGENCIES OR PRESENTERS ARE ALLOWED.**



Formal meeting minutes are not taken by the agencies. The meeting purpose is to encourage free and open dialog while providing the potential applicant with an informal review and feedback on the project. For these reasons, the agencies do not take formal meeting minutes.

**\*\*\*** However, a meeting summary sheet will be provided on Google Drive by MDE. Meeting attendees will be shared their JE Meeting folder on MDE’s Google Drive. MDE’s meeting summary will be posted by the MDE project reviewer within 2 weeks after the meeting. The agent/applicant, consultant, and other agencies may provide their own notes, comments, corrections, and/or clarifications on the summary sheet. All notes/summaries/comments should be posted within 4 weeks after the JE meeting to provide the applicant with a final summary of the JE meeting **\*\*\***

***The meeting does not provide regulatory decisions, nor should the comments provided by the agencies or the summary of the meeting be taken as decisional.***

Once an application has been submitted, final regulatory decisions are made at the end of the review with the issuance of State, federal and/or local authorizations.



**JE DOES NOT PROVIDE PROJECT APPROVAL OR PRE-APPROVAL.** Please be aware that a JE presentation and plan information provided to attending JE agency members does not constitute project approval.

**MEETING IS RECORDED**

Location of JE meetings: Virtual meeting using the Google Meets platform.

**MEETING STARTING TIME: 9:00 AM** – (You only need to attend during your assigned presentation slot).

**PRESENTATION REQUIREMENTS:**

1. **BOTH STATE OF MARYLAND & CORPS OF ENGINEERS REVIEWERS MUST BE NOTIFIED PRIOR TO A PROJECT BEING PLACED ON THE AGENDA.**

If you do not know whom the Maryland Department of Environment reviewers would be for your project location please refer to the website:

[**http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/WetlandsAndWaterwaysProgramDirectory.aspx**](http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/WetlandsAndWaterwaysProgramDirectory.aspx)

If you do not know whom the Corps of Engineers project reviewer(s) would be for your project location please refer to the website:

[**http://www.nab.usace.army.mil/Missions/Regulatory/Contacts.aspx**](http://www.nab.usace.army.mil/Missions/Regulatory/Contacts.aspx)

**Meetings are held virtually via Google Meets. Please provide me with a copy of your presentation at least 1 day prior to the meeting**

**(PLEASE EMAIL BACK IN WORD FORMAT)**

JOINT EVALUATION AGENDA WORKSHEET

*NOTE: BOTH STATE OF MARYLAND & CORPS OF ENGINEERS REVIEWERS MUST BE NOTIFIED PRIOR TO A PROJECT BEING PLACED ON THE AGENDA.*

**Time:** **(UNLESS OTHERWISE REQUESTED, A 1 HOUR TIME WILL BE PROVIDED WHICH INCLUDES TIME FOR YOUR PRESENTATION AND AGENCY Q&A OR COMMENTS)** Please state a time slot preference on the agenda – morning, afternoon, first item, etc.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project** (Title or Name) | | | |  | | | | | | | | |
|  | | | | | |  |  | | | | |  |
| **County(ies):** |  | | | | | | **Waterbody(ies):** |  | | | | |
|  | | | | | |  |  | | | | |  |
| **Tidal Wetlands(Y or N):** | | | |  | | | **Nontidal Wetlands(Y or N):** | | | |  | |
|  | | | | | |  |  | | | | |  |
| **MDE Project Number:** | | |  | | | | **Corps Project Number:** | | |  | | |
|  | | | | | |  |  | | | | |  |
| **MDE Reviewer:** | |  | | | | | **Corps Reviewer:** | |  | | | |
|  | | | | | |  |  | | | | |  |
| **Presentation:** Yes, (by whom) | | | | |  | | | | | | | |
|  | | | | | | | | | | | | |
| **Project Description:** (Please make this brief) | | | | | | | | | | | | |
| **Goals of Meeting:** (i.e. receive regulatory feedback, present project status, receive guidance on project’s ability to be authorized, etc.) | | | | | | | | | | | | |