Use this table if the draft Section 4(f) Statement is included with the EA. If the draft Section 4(f) Statement will be circulated as a separate document, use the Section 4(f) Document Distribution table.

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| **State and Federal Agencies** | **Document Format** |
| FHWA Iowa Division Office | 1 hard copy2, 3 |
| US EPA, National Environmental Policy Act Team, Region VII | 2 hard copies |
| US Army Corps of Engineers, Rock Island District4 | 1 hard copy |
| US Army Corps of Engineers, St. Paul District4 | 1 hard copy |
| US Army Corps of Engineers, Omaha District Planning Division 4, 5 | 1 hard copy & CD |
| US Army Corps of Engineers, Omaha District Regulatory Division 4, 5 | 1 hard copy & CD |
| US Fish and Wildlife Service, Rock Island4 | 1 hard copy |
| US Fish and Wildlife Service, Grand Island4 | email link6 or hard copy7 |
| Iowa DNR, Environmental Services Division | 1 hard copy & email link or CD |
| Iowa DNR, Conservation and Recreation Division | 1 hard copy & email link or CD |
| Iowa DNR, Land and Water Conservation Fund Program [Section 6(f)] | 1 hard copy |
| National Park Service | email link or CD |
| US Coast Guard (when on navigable waterways) | 1 hard copy |
| NRCS, State Conservationist | email link or hard copy |
| US Department of Housing and Urban Development , Des Moines | email link or hard copy |
| US Department of Housing and Urban Development, Kansas City | email link or CD |
| US Department of Housing and Urban Development, Omaha8 | 1 hard copy |
| Federal Aviation Administration (when near airports) | email link or CD |
| Federal Emergency Management Agency (when floodplains are involved) | 1 hard copy |
| Federal Railroad Administration (when railroads are involved) | email links or CDs |
| Federal Transit Administration (when transit is involved) | email link or CD |
| State Historical Society of Iowa (via IA DOT Cultural Resources Section)9 | 1 hard copy |
| National Trust for Historic Preservation10 | 1 hard copy |
| Advisory Council on Historic Preservation10 | 1 hard copy |
| US DOI, Regional Office | email link or CD |
| US DOI, Washington DC11 | 1 hard copy & email link or CD |
| **Regional and Local Agencies, as Necessary** |  |
| Regional Planning Agency | 1 hard copy |
| County Conservation Board | 1 hard copy |
| County Board of Supervisors | 1 hard copy |
| Historical Societies | 1 hard copy |
| City Planning Department | 1 hard copy |
| County Planning Department | 1 hard copy |
| County Engineer | 1 hard copy |
| Public works Director or City Engineer | 1 hard copy |
| Mayor, City Council, or City Manager | 1 hard copy |
| Iowa DNR Field Office | 1 hard copy |
| Local NRCS Conservationist (relates to USDA Form AD-1006) | 1 hard copy |
| Chamber of Commerce | 1 hard copy |
| Parks and Recreation Department | 1 hard copy |
| Agency / Owner of Property with jurisdiction12 | 1 hard copy |
| **Others** |  |
| Local Libraries | 1 hard copy |
| Other individuals who request documents | 1 hard copy |
| Local Sponsor (if applicable) | 1 hard copy |
| **Iowa DOT9** |  |
| Iowa DOT Library | 10 hard copies |
| OLE (NEPA document manger, Brad Hofer) | 2 hard copies & 6 CDs13 |
| Marty Sankey (ROW) | 1 hard copy14 |
| Mike Kennerly (Design) | 1 hard copy14 |
| Iowa DOT District Engineer | 1 hard copy |
| Local Systems Engineer (if applicable) | 1 hard copy |
| Lu Funnell (Public Hearing) | email link14 |
| Stu Anderson (Systems Planning) | email link14 |
| Norm McDonald (Bridge) | email link14 |

1. Refer to Agency Coordination Address List for contact names, mailing addresses, email addresses, etc.
2. For border projects, provide 2 copies to FHWA.
3. Include EA Distribution Letter with all hard copies and CDs.
4. Applicable office depends on location of the project.
5. Provide EA only when Omaha District is a cooperating agency or will be issuing a Section 404 permit for the project.
6. Send email notice to agency contact with link to document on the local project sponsor’s web site. See item C below.
7. If email link is not an option for local projects, provide a CD or hard copy of the document, as indicated in the table.
8. Provide EA with draft Section 4(f) Statement only when HUD funds are involved.
9. NEPA document manager will distribute DOT copies and include an internal distribution memo.
10. Provide EA to these agencies only when it includes a draft Section 4(f) Statement for effects to historic properties.
11. Provide EA only when draft Section 4(f) Statement is included.
12. Provide EA only when it includes draft Section 4(f) Statement for impacts to non-historic Section 4(f) properties.
13. Ask NEPA document manager about the number of hard copies and CDs required for specimen file and internal distribution.
14. Provide only if project is on a primary highway.

**Notes:**

1. Send the document to all who requested a copy.
2. If there is a request to send the document to governing officials (e.g. governor, state/federal legislature), notify supervisor/office director.
3. The local sponsor or consultant should send an email notice to agencies who have requested to receive a link to NEPA documents rather than a hard copy or CD. The notice should be similar to the Document Distribution Email Notice template.

***These tasks are to be completed by the NEPA Document Manager***

1. Circulate within Location and Environment
2. Be sure to keep a copy in the project file to compare with the FONSI / EA once received (to ensure that no changes were made).
3. Put copies upstairs and in the specimen file. Remember to get an electronic copy for ERMS.
4. Send internal EA Notice of Availability memo
5. Ensure Notice of Availability is published in local newspaper. It is the responsibility of the local sponsor to publish the newspaper notice, but be sure this is done.
6. Distribute within DOT and to FHWA.