Use this table if the draft and final Section 4(f) Statements are included with the DEIS and FEIS, respectively. If the Section 4(f) Statement will be circulated as a separate document, use the Section 4(f) Document Distribution table.

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|  | **Document Format** |
| **State and Federal Agencies** | **DEIS** | **FEIS2** |
| **FHWA Iowa Division Office**  | 7 hard copies3, 4 | 7 hard copies3,4, 5 |
| **US EPA, National Environmental Policy Act Team, Region VII** | 2 hard copies | 2 hard copies |
| US Army Corps of Engineers, Rock Island District6 | 1 hard copy | 1 hard copy |
| US Army Corps of Engineers, St. Paul District6 | 1 hard copy | 1 hard copy |
| US Army Corps of Engineers, Omaha District Planning Division6, 7 | 1 hard copy & CD | 1 hard copy & CD |
| US Army Corps of Engineers, Omaha District Regulatory Division 6, 7 | 1 hard copy & CD | 1 hard copy & CD |
| US Fish and Wildlife Service, Rock Island6 | 1 hard copy |  |
| US Fish and Wildlife Service, Grand Island6 | email link8, 9 |  |
| Iowa DNR, Environmental Services Division  | 1 hard copy & email link | 1 hard copy & email link or CD |
| Iowa DNR, Conservation and Recreation Division | 1 hard copy & email link | 1 hard copy & email link or CD |
| Iowa DNR, Land and Water Conservation Fund Program [Section 6(f)] | 1 hard copy | 1 hard copy |
| National Park Service | email link |  |
| US Coast Guard (when on navigable waterways) | 1 hard copy |  |
| NRCS, State Conservationist | email link |  |
| US Department of Housing and Urban Development , Des Moines | email link |  |
| US Department of Housing and Urban Development, Kansas City | email link |  |
| US Department of Housing and Urban Development, Omaha10 | 1 hard copy | 1 hard copy |
| Federal Aviation Administration (when near airports) | email link |  |
| Federal Emergency Management Agency (when floodplains are involved) | 1 hard copy |  |
| Federal Railroad Administration (when railroads are involved) | email links |  |
| Federal Transit Administration (when transit is involved) | email link |  |
| State Historical Society of Iowa (via IA DOT Cultural Resources Section)11  | 1 hard copy |  |
| National Trust for Historic Preservation12 | 1 hard copy | 1 hard copy |
| Advisory Council on Historic Preservation12 | 1 hard copy | 1 hard copy |
| US DOI, Regional Office | email link |  |
| US DOI, Washington DC13 | 1 hard copy & email link | 1 hard copy & email link  |
| **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 jurisdiction14 | 1 hard copy | 1 hard copy |
| **Others** |
| Local Libraries | 1 hard copy | 1 hard copy |
| Other individuals who request documents | 1 hard copy | 1 hard copy |
| Local Sponsor (if applicable) | 1 hard copy |  |
| **Iowa DOT11** |
| Iowa DOT Library | 1 hard copy | 10 hard copies |
| OLE (NEPA document manger, Brad Hofer) | 2 hard copies & 6 CDs15 | 2 hard copies & 6 CDs15 |
| Marty Sankey (ROW) | 1 hard copy16 | 1 hard copy16 |
| Mike Kennerly (Design) | 1 hard copy16 | 1 hard copy16 |
| Iowa DOT District Engineer | 1 hard copy | 1 hard copy |
| Local Systems Engineer  | 1 hard copy | 1 hard copy |
| Lu Funnell (Public Hearing) | email link16 | email link16 |
| Stu Anderson (Systems Planning) | email link16 | email link16 |
| Norm McDonald (Bridge) | email link16 | email link16 |

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

**Notes:**

1. Provide 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 DEIS 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 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.

**Record of Decision (ROD) Document Distribution**1

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|  | **ROD2** |
| FHWA Iowa Division Office | 4 hard copies3 |
| US EPA, National Environmental Policy Act Team, Region VII | 1 hard copy4 |
| US Army Corps of Engineers, Rock Island District5 | 1 hard copy |
| US Army Corps of Engineers, St. Paul District5 | 1 hard copy |
| US Army Corps of Engineers, Omaha District Planning Division5, 6  | 1 hard copy & CD |
| US Army Corps of Engineers, Omaha District Regulatory Division5, 6  | 1 hard copy & CD |
| US Coast Guard (when on navigable waterways) | 1 hard copy |
| Iowa DNR, Environmental Services Division | 1 hard copy & email link |
| Iowa DNR, Conservation and Recreation Division | 1 hard copy & email link |
| Iowa DOT Library | 1 hard copy |
| OLE NEPA Document Manager7 | 2 hard copies & 6 CDs8 |
| Iowa DOT District Engineer | 1 hard copy |
| Marty Sankey (ROW) | 1 hard copy |
| Mike Kennerly (Design) | 1 hard copy |
| Lu Funnell (Public Hearing) | 1 hard copy |
| Stu Anderson (Systems Planning) | email link |
| Norm McDonald (Bridge) | email link |

1. Refer to Agency Coordination Address List for contact names, mailing addresses, email addresses, etc.
2. Provide ROD to cooperating agencies, and agencies who made substantive comments on the FEIS.
3. Includes 3 copies for FHWA to forward to EPA Headquarters, FHWA Headquarters, FHWA Midwest Resource Center, and 1 copy for FHWA Iowa Division. If border project, increase total to 5 copies.
4. Include Distribution Letter with all hard copies and CDs.
5. Applicable office depends on location of the project.
6. Provide only when Omaha District is a cooperating agency or will be issuing a Section 404 permit for the project.
7. NEPA document manager will distribute DOT copies and include an internal distribution memo.
8. Ask NEPA document manager about the number of hard copies and CDs required for specimen file and internal distribution.

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

1. Circulate ROD within Location and Environment.
2. Put copies upstairs and in the specimen file. Remember to get an electronic copy for ERMS.
3. Send internal NEPA clearance memo providing notification of ROD signature date.