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

This is a list of potential recipients. Generally, the FONSI will not need to be sent to all those listed below. Instead, provide the FONSI only to those that commented on the EA, those that are NEPA / 404 signatory agencies, and those that request a copy of the FONSI.

|  |  |
| --- | --- |
| **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 Division4, 5 | 1 hard copy & CD |
| US Army Corps of Engineers, Omaha District Regulatory Division4, 5 | 1 hard copy & CD |
| US Fish and Wildlife Service, Rock Island4 | email link6, 7 |
| US Fish and Wildlife Service, Grand Island4 | email link6, 7 |
| Iowa DNR, Environmental Services Division | 1 hard copy & email link |
| Iowa DNR, Conservation and Recreation Division | 1 hard copy & email link |
| Iowa DNR, Land and Water Conservation Fund Program [Section 6(f)] | 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, Omaha8 | 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)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 |
| **Others** | |
| Local Libraries | 1 hard copy |
| Other individuals who request documents | 1 hard copy |
| Local Sponsor (if applicable) | 1 hard copy |
| Mayor, City Council, City Manager, or Board of Supervisors | 1 hard copy |
| Agency / Owner of Property with jurisdiction12 | 1 hard copy |
| **Iowa DOT9** | |
| Iowa DOT Library | email link |
| OLE (NEPA document manger) | 2 hard copies14 |
| Director IADOT (ROW) | email link14 |
| Director IADOT (Design) | email link 14 |
| Iowa DOT District Engineer | 1 hard copy |
| Local Systems Engineer (if applicable) | 1 hard copy |
| IADOT Public Hearing representative | email link15 |
| Director IADOT (Systems Planning) | email link15 |
| Director IADOT (Bridge) | email link15 |

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 FONSI Distribution Letter with all hard copies and CDs.
4. Applicable office depends on location of the project.
5. Provide FONSI 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 FONSI with final 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 FONSI to these agencies only when it includes a final Section 4(f) Statement for effects to historic properties.
11. Provide FONSI only when final Section 4(f) Statement is included.
12. Provide FONSI only when it includes final Section 4(f) Statement for impacts to non-historic Section 4(f) properties.
13. Copy DOT Librarian on NEPA Clearance email to local sponsor
14. Ask NEPA document manager about the number of hard copies and CDs required for specimen file and internal distribution.
15. 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 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 NEPA clearance 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. Distribute copies within DOT and to FHWA.
6. Distribute within DOT and to FHWA.