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THE

Action Plan

- SYSTEM PLANNING
- LOCATION PLANNING
- PROJECT DEVELOPMENT

IN COMPLIANCE WITH
SECTION 109 (H), TITLE 23, UNITED STATES CODE

IOWA STATE HIGHWAY COMMISSION

State of Iowa

ACTION PLAN

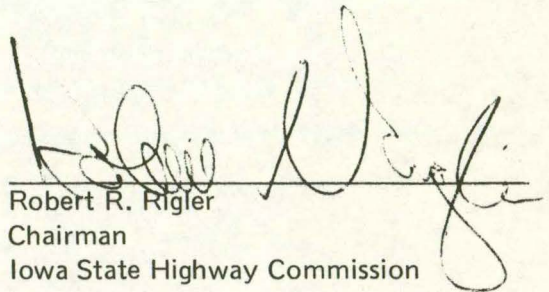
(Pursuant to PPM 90-4)

Prepared by

The Iowa State Highway Commission

Submitted to Governor Robert D. Ray

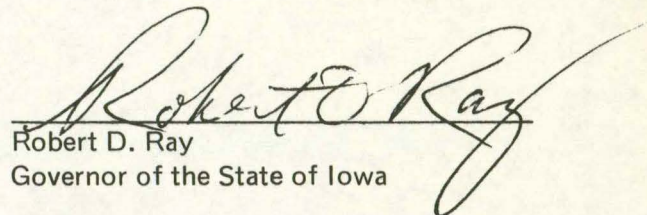
on Oct. 17, 1973



Robert R. Rigler
Chairman
Iowa State Highway Commission

Approved and Submitted to the Federal Highway Administration

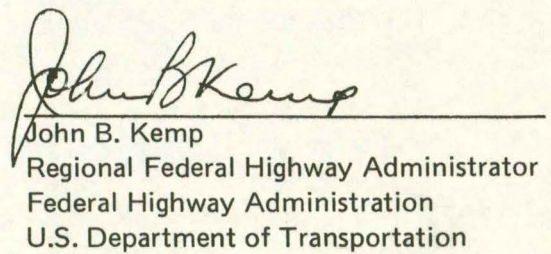
on Oct. 26, 1973



Robert D. Ray
Governor of the State of Iowa

Accepted and Approved by the Federal Highway Administration

on Oct. 26, 1973



John B. Kemp
Regional Federal Highway Administrator
Federal Highway Administration
U.S. Department of Transportation

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INTRODUCTION

A new or improved segment of street or highway is the objective of planning, design and construction activities. The Action Plan describes the project planning and design process followed to reach this objective. The Iowa Action Plan has been prepared with these goals:

1. Increased public involvement
2. Expanded environmental impact review
3. Continued Federal-aid funding

A number of changes have occurred since 1950 which directly relate to public involvement in highway programs. Public hearings, Five-Year Construction Programs, cooperative, comprehensive and continuing transportation planning studies in metropolitan areas, economic impact studies and environmental analyses have been added to enable the highway administrator to define and implement highway programs which are responsive to public need.

Most of these changes came about as a result of federal and state legislation. Federal legislation included the following:

Federal Legislation	Requirement
1. 1956 Federal Highway Act	Public Hearings
2. 1962 Federal Highway Act	Increased participation by local officials and coordination of transportation with area land use plans.
3. 1966 Federal Highway Act	Section 4(f) - avoid taking land from parks, wildlife refuges and historic sites.
4. National Environmental Policy Act of 1969	Environmental impact evaluations; use of a multi-disciplinary approach to project development; consider project alternates.
5. 1970 Federal Highway Act	Assure adequate consideration is given to social, economic and environmental impacts of highway proposals.
6. Title VI 1964 Civil Rights Act	Prohibits discrimination because of race, color, or national origin under programs receiving Federal Financial Assistance.

The Highway Commission has kept pace with the changing Federal requirements under authorization provided by Section 307.7 of the 1973 Code of Iowa which provides that the State may "comply with the Federal statutes, rules and regulations and to cooperate with the Federal government in the expenditures of said Federal funds". This statute also provides that payment for street and highway projects constructed in cooperation with the Federal government may be financed from the Primary Road Fund with later Federal reimbursement in order to avoid delays.

In 1959 the State Legislature amended the Code of Iowa to include provision for preparation and publication of a long-range program for the Primary Road System. This is included as paragraph 13 of Section 307.5 of the duties of the Iowa State Highway Commission. Provisions for annual publication of a Five-Year Primary Road Construction Program and an annual sufficiency rating were included in this legislation.

The Federal authority for preparation of Action Plans is included in Section 109(H), Title 23, United States Code, which directs the following: " Not later than July 1, 1972, the Secretary, after consultation with appropriate Federal and State officials, shall submit to Congress, and not later than 90 days after such submission, promulgate guidelines designed to assure that possible adverse economic, social, and environmental effects relating to any proposed project on any Federal-aid system have been fully considered in developing such project, and that the final decisions on the project are made in the best overall public interest, taking into consideration the need for fast, safe and efficient transportation, public services, and the costs of eliminating or minimizing such adverse effects and the following:

- (1) air, noise and water pollution;
- (2) destruction or disruption of man-made and natural resources, esthetic values, community cohesion and the availability of public facilities and services;
- (3) Adverse employment effects, and tax and property value losses;
- (4) injurious displacement of people, businesses and farms; and
- (5) disruption of desirable community and regional growth.

Such guidelines shall apply to all proposed projects with respect to which plans, specifications and estimates are approved by the Secretary after the issuance of such guidelines."

The Federal Highway Administration prepared process guidelines, in response to the new 1970 Federal legislation, which were first available to the Highway Commission in September, 1972. The guidelines require each state to detail the process or procedures it will follow to make certain proper consideration has been given to the effects of the proposed projects. The detailing of state system and project planning and development procedures is called its Action Plan.

The Iowa Action Plan was developed by a Task Force. Procedures and proposals were approved by the Policy Group composed of the Chief Engineer and three Deputy Chief Engineers.

Public input for the Iowa Action Plan was obtained chiefly from questionnaires completed by citizens, special interest groups and local, state and federal agencies. This information indicated that:

1. Agencies and officials were most interested in the program and location phases of project development.
2. Personal contacts were the favored method for expressing views on highway projects.
3. The principal factor, outside of limited staff time and agency jurisdiction, limiting involvement in project development was a lack of available information at the local level.
4. Agencies and officials can best assist by providing local evaluation, by making local studies available to planners, and by giving expression to local opinion.
5. Early and sincere solicitation of local evaluation by officials and the public are the most important measures that could be taken to assure adequate consideration of possible social, economic, and environmental consequences of highway projects.
6. The interested public can best be involved in project development through public hearings, through increased publicity of all phases of the project, and more local contact.

The questionnaire said in effect the Highway Commission ought to provide more information at earlier stages of project development. Information and opinion should be solicited from local government at the earliest stages of project development.

The Action Plan for Highway Commission projects has recognized this desire by including opportunity for local government, other agency and public involvement in project planning and development in five new ways:

1. *An annual review of the five-year construction program proposals at regional meetings.*
2. *Local public review of the social, economic and environmental project study prior to choosing possible alternate route locations.*
3. *Review of project planning report alternatives and evaluations with the public in draft form.*
4. *Pre-public hearing open house and information meetings with follow-up information after the hearing to let the interested public know what action was taken on their suggestions and comments.*
5. *A pre-field survey meeting with residents adjacent to the project.*

The Highway Commission District Engineer will be the focal point for the increased public involvement activities. All scheduled meetings and public contacts will be coordinated by his office.

The Iowa Action Plan consists of five sections and an appendix.

Section 1 describes the process and procedures to be utilized by the Highway Commission in planning and development of primary highways.

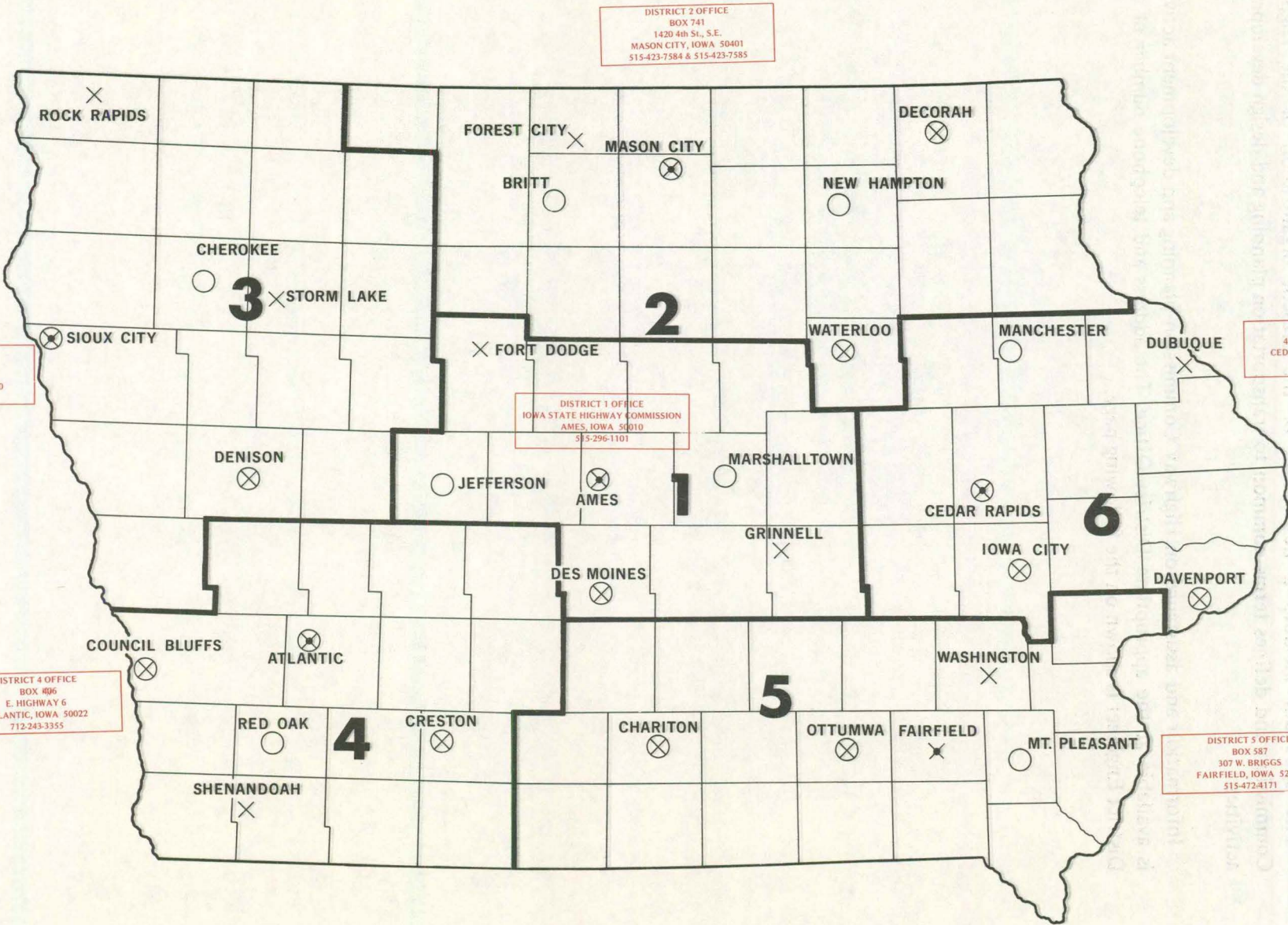
Section 2 describes the relationship of the counties to the Highway Commission and summarizes the procedures they will follow in project development.

Section 3 outlines the relationship of the Highway Commission to municipalities receiving Federal-aid reimbursements for street projects. It also includes procedures the municipalities will follow in system planning and project development.

Section 4 explains how State Park and Institution Road projects are related to Highway Commission operations and the procedures followed in project planning and development.

Section 5 describes Action Plan implementation responsibilities of the Highway Commission, counties, municipalities and other agencies.

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 SIOUX CITY, IOWA 51100
 712-276-1451

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 515-296-1101

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DISTRICT 5 OFFICE
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 FAIRFIELD, IOWA 52556
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● DISTRICT OFFICE (R.C.E.) ○ RESIDENT CONSTRUCTION OFFICE (R.M.E.) ✕ RESIDENT MAINTENANCE OFFICE

HIGHWAY COMMISSION PROJECT PLANNING and DEVELOPMENT PROCESS

SECTION 1

Policy and Overview

It is Highway Commission policy to fully consider the social, economic and environmental effects of proposed highway projects and to make project decisions in the best overall public interest. All projects within the jurisdiction of the Highway Commission will be planned and developed with due consideration given to the identification of social, economic and environmental effects, consideration of alternatives, involvement of the public, minority groups and other agencies and utilization of an interdisciplinary approach. Current and applicable Federal and State laws and policies will be used to establish minimum standards.

Compliance with Title VI of the Civil Rights Act of 1964 is an important and integral part of the highway planning and development process. This process will be developed to determine what effect a proposed highway could have on minority business, housing, schools, churches, etc. and transportation to and from minority areas. Information and assistance will be solicited from minority groups and their involvement will be encouraged in the various phases of the process.

THE PLANNING & DEVELOPMENT PROCESS

<u>Phase</u>	<u>Activity</u>
SYSTEM PLANNING	-Regional Analysis
LOCATION PLANNING	-Five-Year Program Location Studies Corridor Public Hearing
PROJECT DEVELOPMENT	-Field Survey Project Design Design Public Hearing Final Design and Right-of-Way Acquisition

SYSTEM PLANNING includes the determination of highway needs and the identification of transportation corridors throughout the State. This is a statewide activity and the end products are used principally to form a basis for policy determination and investment decisions by the Highway Commission, the Legislature, county and city governments and regional planning agencies.

The Primary Road Construction Program is prepared and published annually in accordance with Section 307.5(13) of the Code of Iowa. It is used as a tool to realize the goals and objectives defined through the system planning process.

LOCATION PLANNING includes the activities that lead to the determination and approval of a highway route location.

Alternate physical locations are considered together with the social, economic and environmental consequences of the proposals. The corridor public hearing is held to present the results of engineering and environmental studies and to obtain viewpoints and specific project related information from the interested public. After consideration of the public hearing information, a location recommendation is prepared for consideration by the Highway Commission.

PROJECT DEVELOPMENT includes field surveys to obtain information on location of physical features and the elevations of the topography for the route location under consideration. After completion of field surveys, engineers begin preparation of the project construction plans. Additional field examinations are made to obtain soils information and to review proposals with local engineers. A design public hearing is held to present design proposals to the interested public and to obtain their views on the project. After review of the information obtained at the public hearing, a project recommendation is made to the Highway Commission.

After Highway Commission approval of the proposed project, right-of-way appraisal and acquisition procedures are undertaken. The project design is completed and project construction plans are available for public letting and to obtain final agreements with other agencies.

Projects are reviewed and approved by the Highway Commission at the following stages: (a) Five-Year Construction Program, (b) Project Concept, (c) Project Design, and (d) Project Contract. If a project is not acceptable, it may be cycled back to a prior phase of planning and design for modification and reconsideration. In the case of Federal-Aid projects, approval of the Division Engineer of the Federal Highway Administration must be obtained for location, design and final construction plan documents.

General Procedures

The Highway Commission planning and development process is described in more detail for each of the following categories: (100) Regional Analysis, (200) Five-Year Construction Program, (300) Location Planning, (400) Corridor Public Hearing, (500) Field Survey, (600) Project Design, (700) Design Public Hearing, (800) Final Design and Right-of-way Acquisition.

A summary of general activities and responsibilities introduces each planning and development category on the following pages.

100. REGIONAL ANALYSIS ACTIVITY	RESPONSIBILITY
<p>(1) State Freeway-Expressway Plan - Review system plan every five years and update as needed. Review a single corridor with the public and analyze the information obtained. Prepare a summary report. Review and approval of system changes by Commission.</p> <p>Assist with review of specific highway corridors.</p> <p>Arrange for meeting location <i>and be public meeting moderator.</i></p>	<p>Planning</p> <p>District</p> <p>District</p>
<p>(2) Metropolitan Area 3C Plans - Cooperative plan review and annual priority analysis. Public involvement obtained by Metro Area Agency. <i>Prepare memorandum of understanding on long-term system.</i></p> <p>Represent ISHC on Metro Policy and Technical Committee.</p>	<p>Planning</p> <p>District</p>
<p>(3) State Functional Classification System - Annual review, update and required public hearings by County Classification Boards.</p> <p>Represent ISHC on the County Classification Boards.</p>	<p>Planning</p> <p>District</p>
<p>(4) Highway Needs Analysis - Periodic review and update includes input from cities and counties.</p>	<p>Planning</p>
<p>(5) National Highway Needs and Transportation Studies - Prepared at request of U.S. Department of Transportation.</p>	<p>Planning</p>
<p>Items in <i>ITALICS</i> are new activities</p>	

State Freeway-Expressway System

The Iowa Freeway System Report was adopted by the Highway Commission in November, 1965 and revised in June, 1968. The Iowa Expressway System Report was adopted in February, 1968. These reports were prepared by the Planning Division and are reviewed at least every five years.

From 1965 thru 1972 the Highway Commission has held 33 public hearings for projects proposed on either the Freeway or Expressway System. Approximately 7,300 persons attended these hearings. In addition a concept statement of the Freeway-Expressway System and a map showing the proposed System is included with each project brief distributed of all location public hearings.

In addition the County Functional Classification Board in each county held a public hearing to review the proposed road classifications. The Freeway-Expressway System was one of ten functional classifications defined in House File 394 of the 63rd General Assembly. As such it was considered during the functional classification procedure.

SYSTEM STUDIES - The Planning Division will initiate a general review of the Freeway-Expressway System plan at about five-year intervals. The Highway Commission has responsibility for planning, construction and maintenance of the Primary Road System. However, impacts of other travel modes upon the highway system are assessed during system planning activities. A recent example is the examination of background issues surrounding abandonment of branch railroad lines in Iowa by the Office for Planning and Programming, Iowa Commerce Commission and the Iowa State Highway Commission. Results of the study are reported in *Economic Impacts of Railroad Abandonment in Iowa*, March 1, 1973.

The Planning Division has a statewide transportation study project included in their current Highway Planning and Research Program. Its immediate objective is to develop a traffic and transportation model that can be used for evaluation of future statewide transportation needs. Field interviews to determine trip patterns, travel time surveys and assembly of computer simulated networks are part of the initial activity.

During the next phase of this statewide study, a statement of transportation system goals will be prepared in cooperation with other State agencies. These will serve as a basis for the evaluation of the existing transportation systems, modal interfaces and as a guide for development of a coordinated highway systems plan. (See also page A-51).

Currently available statewide forecasts and plans for land use, natural resource and socio-economic development will be used to generate forecasts of total person and commodity movements. Recommendations will be prepared in regard to the proportion of this total transportation system movement to be served by the state highway system.

Highway system desirability, feasibility, and traffic utilization will be examined with various levels of freeway-expressway service including a "no-build" alternative.

The Director of Highways is responsible for coordinating improvement proposals that involve adjacent states. This may include meetings of the staff as well as the Highway Commissioners of the states involved. This is applicable to all primary highways including the proposed Freeway-Expressway System.

Environmental evaluations of the alternatives will be prepared and included with all other study elements in a systems planning review report. After public review of the information and recommendations, the Highway Commission staff will summarize system change proposals for consideration by the Highway Commission.

CORRIDOR STUDIES - The Planning Division will initiate a review of alternatives within a single freeway or expressway corridor. Usually this involves a corridor which has at least one project in the current Five-Year Program. A multi-discipline team will be used to accumulate and evaluate information within the system corridor. This will include social, economic and environmental considerations as well as engineering feasibility. The data will be summarized in a corridor report and presented at a public meeting or series of public meetings arranged by the District Engineer to obtain local viewpoints on the proposals. Typed transcripts of the meeting will be prepared and available to the interested public.

Other state and local agencies, e.g. Department of Environmental Quality, Office for Planning and Programming, Department of Soil Conservation, Iowa Development Commission, Iowa Natural Resources Council, State Conservation Commission, State Historical Society, University Archaeological Laboratory, Regional Planning Agency, County Board of Supervisors, County Conservation Board and District School Board will be provided copies of the corridor report and given opportunity to provide input from their respective disciplines. Evaluations will include the "no-build" alternative as a benchmark for measurement of other proposals. System change recommendations prepared by the Highway Commission staff are subject to review and approval by the Highway Commission.

Metropolitan Area 3C Plans

The Planning Division of the Highway Commission provides technical staff assistance to the regional and local planning agencies in urban areas with more than 25,000 population. Organization, functions and responsibilities of these groups are discussed in more detail in Section 3.

Areawide plans prepared by the regional agencies will be used by the Planning Division of the Highway Commission to recommend a long-term objective of Primary Road System extensions. A memorandum of understanding between the Commission and the local governments, or the regional planning agency acting in their behalf, shall be prepared to express the intent of the Commission and local government to recognize the long-term transportation system objective. This memorandum shall include transitional steps and delineate Commission and local responsibilities related to reaching objectives. Provisions for biennial review and update of the memorandum of understanding should also be included.

The Planning Division of the Highway Commission also prepares system planning studies in urban areas with less than 25,000 population when route relocations or by-passes are alternatives. This work is done in cooperation with the local jurisdictions involved.

State Functional Classification

Highway functional classification is the grouping of roads and streets into systems according to the character of service they are expected to provide. It is a joint enterprise of state and local government and is authorized by Section 306.1 - 306.10 of the 1973 Code of Iowa.

County Classification Boards classified the roads and streets in their respective counties in 1970. Public hearing procedures were used to present factual information about the proposed classifications and to obtain the views of the public.

The Planning Division of the Highway Commission reviewed the maps and reports submitted by the County Classification Boards to assure (1) that all roads had been classified, (2) continuity of systems had been provided at county and state lines, (3) the specified mileage limitations had not been exceeded and (4) an equitable distribution of trunk and trunk collector mileages among the counties.

A summary of the findings by the 99 County Classification Boards was published in a *Report on Functional Classification of Highways, Roads and Streets* in 1971 by the Highway Commission. Study organization and procedures are described in the first section of the report.

The Highway Commission is represented by the District Engineer on the County Classification Boards. Other members include one county official, either the County Engineer or Supervisor, and one municipal official. The municipal representative is selected by the Mayors of the cities in the County.

Roads and streets may be reclassified (by the County Classification Boards) for changes such as new corporation lines and new construction. These proposals must be reviewed annually with public notice and hearings on all road classification actions.

Copies of the Functional Classification and Needs Study Reports were distributed to:

Governor of Iowa
State Legislators
Legislative Research Bureau
Office for Planning & Programming
State Functional Classification Advisory Committee
County Functional Classification Boards
Iowa Good Roads Association
Iowa League of Municipalities
Iowa Motor Truck Association

Highway Needs Analysis

The legislative bill (H.F. 394, H.F. 1103; 63rd G.A.) which established functional classification also specified that a highway needs study should be performed following the initial functional classification. More specifically, it required the Highway Commission, in consultation with an advisory committee, to develop standards and perform a needs study for the respective classification system. The advisory committee consisted of two State Senators appointed by the President of the Senate, two State Representatives appointed by the Speaker of the House of Representatives, two Supervisors appointed by the Iowa State Association of County Supervisors, two engineers appointed by the Iowa County Engineers Association and four persons appointed by the League of Iowa Municipalities. Two of the four League appointees were licensed professional engineers.

The Division of Planning of the Highway Commission conducted the study to determine estimated costs of administration, engineering, construction and maintenance of the functional systems based upon uniform design and maintenance guidelines. Results were published in a *Report on Highway, Road and Street Needs for Study Years 1971 through 1990, 1971*.

General procedures followed in the Needs Analysis of the functionally classified system were:

1. Development of design guides for state highways, county highways and municipal streets. A technical Advisory Committee reviews and approves these standards.
2. Development of an inventory of existing roads and streets. This included a determination of physical features, traffic volumes and condition.
3. An adequacy appraisal of the existing road sections to meet design guide standards. Existing and future deficiencies of roadways and structures were tabulated.
4. Assignment of improvement costs to determine dollar needs. Costs were compiled for construction, engineering, administration and maintenance categories.

The Highway Needs Analysis will be reviewed and updated by the Division of Planning at intervals determined by the Director of Highways. The cities and counties will be requested to review and update their inventory input for a major update. Representatives from state, county and municipal government will also be selected for Advisory Committee assistance in updating the Highway Needs Analysis.

National Highway Needs Studies

National Highway Needs Studies are required by Federal law and are performed to comply with requests from the Federal Highway Administration (FHWA). The FHWA has instituted these studies for the purpose of developing continuity in the national highway planning process and to provide required data for informing the United States Congress on matters relating to national highway transportation needs. The results of these studies will provide data for accomplishing the following possible objectives on a national basis:

- a. To realign Federal-aid systems on the basis of function.
- b. To establish the Federal highway investment level on the basis of effectiveness in meeting national transportation goals.
- c. To establish the mixture of investments by system, by program element, and between rural and urban areas.
- d. To establish equitable sources of Federal highway revenues.
- e. To establish equitable Federal-aid apportionment formulas and matching ratios for the various systems.

The National Highway Needs Studies are organized to provide input from all levels of government and all highway planning agencies. The phases of these studies completed or underway at this time are as follows:

1. The 1968 National Highway Functional Classification Study required that all existing roads and streets in the nation be functionally classified in accordance with national criteria and the character of service these roads and streets were providing at that point in time.

2. The 1972 National Highway Needs Study required the development of a 1990 Highway Functional Classification Plan and the determination of dollar needs required. The dollar needs thus determined in constant 1970 dollars include construction, maintenance, engineering, and administration costs for the 20-year period 1970 to 1990.

3. The 1974 National Highway Needs Study Update requires that each state report the highway improvements that were completed in 1970, 1971 and 1972 which satisfy some part of the desired features included in the 1990 highway plan.

National Transportation Studies

National Transportation Studies are performed to comply with requests from the United States Department of Transportation. These studies are channeled through the Governor's Office and the Highway Commission then becomes one of the participating agencies. The major objective is to determine total transportation needs of the nation for all modes of travel. Data from the National Highway Needs Studies are utilized for input to National Transportation Studies. The results of the National Transportation Studies and certain recommendations from the United States Department of Transportation are transmitted to Congress for use in enacting legislation affecting the nation's future transportation. The phases of the National Transportation Studies completed or underway are as follows:

1. The 1972 National Transportation Studies determined the estimated 20-year needs (1970-1990) for all modes of travel and other pertinent data.
2. The 1974 National Transportation Studies include the following major areas:
 - a. 1972 inventory of all modes of travel and measurement of the effectiveness of these transportation systems.
 - b. Development of a 1990 plan covering all modes of travel and measurement of the effectiveness of these systems.
 - c. Development of a 1980 program for all modes based on anticipated revenues available in years 1972 through 1979.

200. FIVE-YEAR CONSTRUCTION PROGRAM ACTIVITY	RESPONSIBILITY
(1) Update Project Records and review Priorities.	Administration
<p>(2) <i>Annual region meetings to review Five-Year Program. Prepare Project Concept and review with local officials for estimate of Soc., Econ., and Env. impacts. Review project priorities & Freeway-Expressway status.</i></p> <p><i>Arrange meetings with local officials and serve as discussion moderator</i></p>	<p>Administration</p> <p>District</p>
<p>(3) Review Program with each District and Metro Area.</p> <p>Review program with Administration staff. Participate in program review with metropolitan planning agencies.</p>	<p>Administration</p> <p>District</p>
(4) Prepare initial program draft and review with Management staff.	Administration
(5) Program review and approval by Commission.	Administration
<p>(6) Distribute Five-Year Program to Federal, State and Local officials, all news media and special interest groups including identified minority groups.</p> <p>Distribute Program to Public Officials.</p>	<p>Administration</p> <p>District</p>
(7) <i>Classify project to determine funding and level of planning and development necessary. (Major, Minor, and Repair, Replace or Oper. Imp.)</i>	Administration
<p>Items in <i>ITALICS</i> are new activities.</p>	

Five-Year Construction Program

The Five-Year Primary Road Construction Program is prepared and published in accordance with Section 307.5(13), 1973 Code of Iowa. The program shall include an estimate of money expected to be available and the work planned for the program period. Provision is also made for the annual publication of a sufficiency rating report showing relative condition of the primary roads. Sufficiency rating analysis concepts and procedures are approved by the Highway Commission.

The Division of Planning is responsible for highway and bridge sufficiency studies. A sufficiency study leads to a theoretical rating based on a numerical system having a maximum value of 100 points. Structural adequacy, safety and service factors are rated to determine the relative adequacy of a road or bridge.

Modifications are made annually for road construction and other system changes. After making these changes, a new sufficiency analysis of Rural Primary Highways, Municipal Extensions and Structures is prepared. Copies are available to the public and are distributed to the Administration, Planning, Development and Operations Divisions of the Highway Commission.

The Administration Division is responsible for the development and annual update of the Five-Year Construction Program. Project priorities, new projects, revised cost estimates, surface restoration needs, spot safety needs and municipal projects are reviewed with each of the District Engineers. Funding status, priority coordination, relation of Primary Projects to the Metro Plans and possible new projects are discussed annually with the metropolitan planning agencies in the Cedar Rapids, Council Bluffs, Des Moines, Davenport, Dubuque, Sioux City and Waterloo urbanized areas.

The District Engineers and Administrative Division are jointly responsible for annual regional meetings to review the Five-Year Construction Program with the public and interested local agencies. This would include a brief summary of the status of each project in the next three years of the program. For projects in the fourth and fifth years, it may involve a review of each project concept along with a request for local views on the social, economic and environmental effects of the proposals. A brief description and evaluation of social, economic and environmental consequences of projects in the critical needs not programmed category would be presented. Local officials and the public would be requested to aid in establishing priorities, adding new projects and providing information on possible social, economic and environmental effects. The Planning Division will provide assistance to the Administration Division for preparation of these statements.

After completing the annual regional and metropolitan agency reviews and obtaining current financial resource projections, an initial program draft is prepared. The Highway Commission and staff review this material and prepare the final program.

The program is approved, published by the Highway Commission and distributed in December of each year. An initial distribution of 960 copies is made to newspapers, radio and television stations, Trade Associations, Trade Papers, Press Associations, U.S. Senators and Representatives, Congressmen-Elect, State Legislators, elected State Officials, Board of Regents and other county and state officials. Local officials receiving copies of the new program include the County Board of Supervisors, Mayors (project cities) and Metropolitan Planning Agency Directors.

The public is encouraged to direct questions, comments or suggestions on projects to the Highway Commission District Engineer. The interested public or other agencies may also provide input or obtain information on particular projects by:

1. Attending regional review of program.
2. Attending project planning information meetings.
3. Attending the pre-corridor hearing open house.
4. Attending the corridor hearing.
5. Attending the pre-design hearing open house.
6. Attending the design hearing.
7. Appointment with the Highway Commission.

The program is widely distributed and many local or secondary sources have project information available. These include city, county and State elected officials, metropolitan planning agencies, newspapers, radio stations and television stations.

The current edition of the Five-Year Construction Program is the review draft for the next year. These items are included in the publication:

1. Commission statement on current program experience and financial assumptions.
2. Financial projections.
3. General location maps of proposed improvements.
4. County by county listing of proposed projects.

The principal purpose of the Five-Year Construction Program is to communicate to all interested citizens the extent of capital improvements proposed for the primary highway system. A long series of opportunities is available for review, comment and input by the interested public after a major project is first included in the Highway Commission program.

The Administration Division is responsible for classification of the Five-Year Construction Program projects to determine funding and planning and development levels necessary to accomplish concept objectives. The anticipated use of city, county or State Park and Institution road funds in addition to Highway Commission resources will be recognized. The environmental significance of each programmed project will be considered and it will be assigned to one of the following categories:

- I. Major Change Projects
- II. Minor Change Projects
- III. Repair, Replacement or
Operational Improvement Projects
- IV. Emergency Projects

Project classification recommendations will be subject to review and approval by the Chief Engineer and Deputy Chief Engineers. They will also consider all project classification change requests which may follow the original determination. New information from the planning and development process may result in a reclassification of the project.

General guidelines for determining the project classifications are included on the following pages.

DETERMINATION OF PROJECT SIGNIFICANCE

MAJOR CHANGE

A. Physical Features

1. Location - New alignment or relocation along major portion of highway section.
2. Grade Change - Complete new grade line or very small segments of existing grade line retained.
3. Number of Through Lanes - Change from 2-lane to multi-lane either divided or undivided or right-of-way acquired for future change.
4. Right-of-Way - Substantial right-of-way acquisition required.

B. Operational Features

1. Public Access - Access restricted to interchange locations or to limited at grade connections.
2. Private Access - May be restricted to use of frontage roads or points of public access.

MINOR CHANGE

A. Physical Features

1. Location - Generally uses existing location.
2. Grade Change - Generally utilizes existing grade line.
3. Number of Through Lanes - Will remain the same in number but will normally be widened.
4. Right-of-Way - Usually requires some additional right-of-way.

B. Operational Features

1. Public Access - Would remain the same or would involve only minor adjustments.
2. Private Access - Could involve changes with limitations on number and location in areas of right-of-way acquisition. Would not normally involve frontage roads.

REPAIR, REPLACEMENT OR OPERATIONAL IMPROVEMENT

A. Physical Features

1. Location - No change.
2. Grades - No change requiring additional right-of-way.
3. Number of Through Lanes - No change - width may change. Turning lanes may be added.
4. Shoulders - May be widened and may be granular surfaced.
5. Right-of-Way - No additional required or additional required only at isolated locations.

B. Operational Features

1. Public Access - Remains the same.
2. Private Access - Remains the same.

C. Typical Examples of Types of Work

1. Resurfacing
2. Signing
3. Lighting
4. Railroad Crossing Signals
5. Structure Replacements
6. Shoulder Stabilization
7. Guardrail installation or modifications
8. Spot Safety Improvements

EMERGENCY PROJECTS

In case of natural disaster, national emergency or other catastrophic conditions the work will be expedited as rapidly as possible. Each project will be developed according to its individual requirements. This will insure that the affected facility is reopened to public usage at the earliest possible time.

300. LOCATION STUDY ACTIVITY	PROJECT TYPE			RESPONSIBILITY
	Major	Minor	R-R-OI	
(1) Prepare Project Notification and Review System documents and submit to State and Metropolitan Clearing-houses in accord with working agreement.	301	301	301	Planning
(2) Prepare Project Planning and Environmental Impact Statement Outline (<i>determine amount and type of public contact</i>)	302	---	---	Planning
<i>Assist with outline preparation.</i>	302-A	---	---	District
(3) Collect information on project. <i>Prepare Social, Economic and Environmental study; review with public and seek input.</i>	303	302	---	Planning
<i>Arrange public meetings and serve as discussion moderator.</i>	303-A	302-A	---	District
(4) Select Alternate Alignments and prepare project concept plan.	304	---	---	Planning
(5) Evaluate Alternates; <i>review draft planning report with public, respond to suggestions.</i>	305	---	---	Planning
<i>Arrange public meetings, serve as discussion moderator and assist with suggestion responses.</i>	305-A	---	---	District
(6) Prepare preliminary program plan for relocation assistance.	306	303	---	Development
(7) Complete Draft Project Planning and Environmental Impact Statement. Distribute to local, state, federal and interested agencies for review as needed.	307	---	---	Planning
Items in <i>ITALICS</i> are new activities				

Location Studies

Location planning includes the activities that lead to the determination and approval of a highway route location. Alternate physical locations are considered for Major Change Projects along with the social, economic and environmental consequences of the proposals.

The Planning Division is responsible for location studies and is assisted by the District Office in obtaining public input and participation.

Highway Commission Staff

The Environmental Coordination Section in the Planning Division is an interdisciplinary group responsible for identification and monitoring of highway impacts, review of environmental problems with the Development, Operations and Administration Divisions and coordination of environmental planning with federal, state and local agencies. They organize and present state-of-the-art information on basic ecological principles that can be applied by Highway Commission personnel. The Section will provide consultant assistance to the project planning teams, District Offices and Development Division. They will also be available to county and municipal agencies for consultation.

The Environmental Coordination Section is also responsible for maintaining special expertise in air, noise and water pollution analyses. They will make ambient measurements and predictions and coordinate with the project planning teams for preparation of impact studies.

An environmental coordinator is in charge of the Section and is assisted by environmental analysts and technicians. Minimum education and experience for an environmental coordinator include – graduation from an accredited four year college or university with major course work in planning, economics, social, physical or natural sciences, engineering or a related discipline identified by the employing agency as applicable to that agency for each year of the required education, and five years of progressively responsible planning and research experience, two years of which must be in project planning. The same educational requirements and three years of responsible planning and research experience are minimum qualifications for the environmental analyst positions.

Selection of personnel for the Environmental Section is based on prior experience and training directly related to environmental matters. This has included forestry, landscape architecture, agriculture, biology and economics.

The project planning teams in the Planning Division are responsible for preparation of the Project Notification Review System documents, project planning and environmental impact statement outline, collection and evaluation of project data, i.e., social, economic, environmental and engineering, and the Project Planning and Environmental Impact

Statement. The no-highway improvement option is included along with evaluations of the alternative improvement proposals. Public reviews of the project activities will be conducted through the Highway Commission District Offices.

Project planning teams include a mix of disciplines. Each team consists of a project planning engineer, planning aide, location analyst and social, economic and environmental analyst. Location analysts are selected on the basis of highway construction, design or planning experience. Social, economic and environmental analysts are selected on the basis of education and experience from non-engineering disciplines, e.g., general science, psychology, and business administration.

Planning Division personnel will be enrolled in seminars and workshops to maintain an awareness of current developments in environmental matters. Personnel have been attending conferences on natural resource inventory methods, environmental impact analysis, highways and the environment, land use and air pollution. These were sponsored by the University of Wisconsin, Federal Highway Administration, Highway Research Board and Soil Conservation Society of America.

Location planning studies of urban freeway corridors are sometimes done by consultants. Provision for a systematic interdisciplinary approach is included in these contracts. The decision to employ consultants on major projects is made during the preparation of the Project Planning and Environmental Impact Statement outline by the Planning Division. All consultant contracts must receive the approval of the Highway Commission.

Consultation on environmental or other problems of mutual concern may be obtained from other state and local agencies, i.e., Department of Soil Conservation, State Conservation Commission or County Agriculture Stabilization and Conservation Service Office. Air quality measurements, projections, analyses and standards currently available will be obtained from the Iowa Department of Environmental Quality. Highway project analyses will be prepared by the Planning Division in full cooperation with the Department of Environmental Quality.

The Highway Commission contracts with the State Archaeologist for reconnaissance of potential archaeological sites that may be affected by major change highway projects. Reconnaissance surveys and preliminary site examinations are made in highway corridor locations to determine if salvage work is warranted. When archaeological salvage is desirable, arrangements are made with the State Archaeologist for necessary excavation, removal and preservation work.

Location Study Activities

The Planning Division will prepare Project Notification and Review System letters for all Primary Highway System projects. The purpose of the notification is to alert other public

agencies of proposed improvements and determine if the project is compatible with other plans and schedules. These items shall be included: project description, location, highway route number, type, purpose, length, estimated cost, project number, Federal agency involved and the anticipated environmental effects. Copies of this information will be sent to the State Office for Planning and Programming and the Regional Planning Agency for review and comment. These agencies will contact the Department of Environmental Quality, Department of Soil Conservation, Iowa Natural Resources Council, State Conservation Commission, Iowa Department of Social Services, Iowa Department of Public Safety, County Board of Supervisors, County Conservation Board, Mayors and School Superintendents if they believe it is appropriate for the project at hand. The Office for Planning and Programming will also provide means for Civil Rights agencies to review proposals in order to ascertain that all groups of society are considered. Response comments will be forwarded to the Division of Planning.

For major projects, the Planning Division and District Office will collaborate to prepare a Project Planning and Environmental Impact Statement outline. The following items will be included:

- I. Study Area
 - A. Project Limits
 - B. Present Route
 - C. Access Control
 - D. Functional Classification
 - E. Sufficiency Study
 - F. Accident History
 - G. Present Traffic
 - H. Social, Economic and Environmental Study
 - I. Procedures to provide opportunity to inform and involve the public (in addition to public hearings)
- II. Project Concept
 - A. Proposed Construction
 - B. Detour Analysis
 - C. Year Programmed and Estimated Cost
 - D. Planning Schedule

On major and minor projects, a social, economic and environmental study will be made of the project area by the Planning Division. Specific groups and interests affected by the project will be identified and an opportunity will be afforded for their participation. Benefits, costs to minimize adverse effects and key trade-offs among the alternatives will be

identified in the project analysis. Park lands directly affected by the proposed alternates will be identified and an analysis made of possible effects and replacement properties. Scenic rivers and trails will also be identified and appropriate steps taken to meet prevailing federal requirements for these areas. The District Office will arrange and conduct a public meeting to review the results of this study with the public and to seek information for possible alternate locations on major projects.

Using the social, economic and environmental analysis of the area and public input available up to this point, the Planning Division will identify feasible alternate alignments for major projects. A project concept plan will be prepared for each alternate and shall include:

- (1) Typical cross-sections
- (2) Horizontal alignment of the Primary Highway, service roads and other connecting roads.
- (3) Suggested cross road interchanges, intersections, separations and closures
- (4) Bridges

An analysis will be prepared for alternate proposals and included in a Draft Project Planning and Environmental Impact Statement. Consequences of the no-highway improvement option will be set forth with data consistent with other alternatives.

The District Office will arrange and conduct a public review of the draft report materials. The number and format of the public contacts may vary to fit the demand of each project.

Suggestions received at the public meeting will be fully considered and incorporated into the project whenever possible. A final version of the Project Planning and Environmental Impact Statement will be assembled by the Planning Division and shall include a comprehensive social, economic and environmental study of each alternate in addition to the engineering analyses. These points will be evaluated:

- (1) **Regional and Community Growth** including general plans and proposed land use, total transportation requirements, and status of the planning process.
- (2) **Conservation and Preservation** including soil erosion and sedimentation, the general ecology of the area as well as man-made and other natural resources, such as: park and recreational facilities, wildlife and waterfowl areas, historic and natural landmarks.

- (3) **Public Facilities and Services** including religious, health and educational facilities; and public utilities, fire protection and other emergency services.
- (4) **Community Cohesion** including residential and neighborhood character and stability, highway impacts on minority and other specific groups and interests, and effects on local tax base and property values.
- (5) **Displacement of People, Businesses, and Farms** including relocation assistance, availability of adequate replacement housing, economic activity (employment gains and losses, etc.)
- (6) **Air, Noise, and Water Pollution** including consistency with approved air quality implementation plans, Federal Highway Administration noise level standards (as required under PPM 90-2), and any relevant Federal or State water quality standards.
- (7) **Aesthetic and Other Values** including visual quality, such as: "view of the road" and "view from the road", and the joint development and multiple use of space.

The Development Division will prepare a preliminary program plan for relocation assistance. An on-site field study of the proposed project area will be made and the amount of residential or business relocation required by each proposed alternate will be estimated. These estimates and information on relocation payments and advisory assistance available from the Highway Commission will be presented during the public hearing phase of activity.

Draft Project Planning and Environmental Impact Statements are available to any agency and the public from the Division of Planning and District Office upon request. The regular distribution for review purposes includes the following agencies:

FEDERAL

Department of Health, Education & Welfare
Department of Housing & Urban Development
Department of Agriculture
Department of Interior
Bureau of Outdoor Recreation
Environmental Protection Agency
Federal Highway Administration
U.S. Army Corps of Engineers
U.S. Coast Guard

STATE

Department of Environmental Quality
Department of Soil Conservation
Iowa Development Commission
Iowa Natural Resources Council
Office for Planning & Programming
Office of the State Archaeologist
State Conservation Commission
State Historical Society of Iowa
State Liaison for Historic Preservation

LOCAL

City Council
County Board of Supervisors
County Conservation Board
Metropolitan Area Planning Agency

OTHER

Iowa Confederation of Environmental Organizations
Iowa Wildlife Federation, Inc.
Local minority groups identified by District Engineer

400. CORRIDOR PUBLIC HEARING ACTIVITY	PROJECT TYPE			RESPONSIBILITY
	Major	Minor	R-R-01	
(1) Set hearing date and obtain approval by Commission. Prepare legal notice, project statement, visual aids and arrange for news release. <i>Arrange for auditorium and notify interested local groups and public officials.</i>	401	---	---	Planning
	401-A	---	---	District
(2) <i>Pre-hearing Public Information Meetings.</i>	402	---	---	Planning
<i>Arrange for Pre-Hearing Public Information meetings and be discussion moderator.</i>	402-A	---	---	District
(3) Public Hearing participation. Receive written comments for 10 days. <i>Serve as Public Hearing Moderator.</i>	403	---	---	Planning
	403-A	---	---	District
(4) Prepare and distribute typewritten transcript.	404	---	---	Planning
(5) Review project concept with management staff and prepare recommendation to Commission. <i>Assist with review and preparation of project recommendation.</i>	405	401	401	Planning
	405-A	401-A	401-A	District
(6) Approval of project location and concept by Commission.	406	402	402	Planning
(7) Prepare final Project Planning and Environmental Impact Statement and Location Study Report and request FHWA project location approval. <i>Provide information to the public on consideration given to questions and suggestions received during the public hearing.</i>	407	---	---	Planning
(8) Prepare formal pre-design agreement for municipalities. Obtain Commission approval of the pre-design agreement. <i>Present municipal pre-design agreement for Council action.</i>	408	403	---	Planning
	408-A	403-A	---	District
Items in <i>ITALICS</i> are new activities.				

Corridor Public Hearing Activity

The corridor public hearing provides an opportunity for project planning information to be formally presented to the interested public. The interested public also has an opportunity to comment on the project proposal and convey information to the Highway Commission for their consideration.

The Planning Division is responsible for setting the corridor hearing date. Proposed public hearing schedules are reviewed and approved by the Highway Commission.

The District Office and the Planning Division will consider the most appropriate hour for the public hearing and the extent of pre-hearing information meetings. The information sessions may vary and be a 2-8 hour "open house" prior to the formal hearing or a number of separate meetings.

After these decisions have been made, the District will proceed to arrange for a suitable auditorium and contact local interest groups and public officials. The Planning Division will prepare legal notices, the project brief and visual aids. They will also arrange for a news release announcing the forthcoming information meeting and public hearing.

Public hearing notices will regularly be mailed to the following agencies:

FEDERAL

- Federal Highway Administration
- Environmental Protection Agency
- Department of Housing & Urban Development
- Department of Interior
- Federal Water Pollution Control Administration
- Bureau of Indian Affairs
- Bureau of Outdoor Recreation
- Bureau of Sport Fisheries & Wildlife

STATE

- Department of Soil Conservation
- Iowa Development Commission
- Iowa Natural Resources Council
- Office for Planning and Programming
- State Conservation Commission
- State Historical Society of Iowa
- University Archaeological Laboratory

LOCAL

County Board of Supervisors
City Clerk
Mayor
Metropolitan Planning Agency
School Superintendents

OTHER

Iowa Confederation of Environmental Organizations
Iowa Wildlife Federation, Inc.
Iowa Motor Truck Association, Inc.
Local Interest groups as designated by the District Engineer.

The District Engineer or his representative will preside at the public information meetings and corridor public hearing. The public hearing panel will include representatives capable of discussing project location planning, property acquisition policy, relocation assistance policy and the general highway program.

The public hearing will proceed as follows:

- (1) Presentation of the project statement by the Highway Commission will include general information on highway systems, highway funds, state-federal government relationship, right-of-way policy and regional transportation studies. More specific data on the proposed project location, alternates considered, evaluation criteria, evaluation results and study recommendations will also be provided.
- (2) Presentation of statements, written or oral, pertinent to the project will be received.
- (3) People in attendance will have an opportunity to ask questions relating to the project.
- (4) Written statements will be accepted for ten days following the hearing. These will become part of the official transcript.

After the public hearing, a transcript will be prepared by the Planning Division and distributed to the County Board of Supervisors, Mayor, City Clerk and the Metropolitan

Planning Agency. The public may review the transcript at the District Office or obtain a copy upon request from the Planning Division of the Highway Commission.

The Highway Commission staff will review the transcript, evaluate the public testimony and prepare a recommendation on the project concept and location. A decision by the Highway Commission on the staff recommendation is required before the project development can proceed. After a decision has been made, the County Board of Supervisors, Mayor, City Clerk and Metropolitan Planning Agency will receive copies of the Highway Commission resolution for their use and information. The Planning Division and District Office will utilize additional appropriate means to provide information to the public on consideration given to questions and suggestions received during the public hearing process. All questions asked during the public hearing process must be answered.

A final Project Planning and Environmental Impact Statement and Location Study Report will be prepared by the Planning Division. These documents will be used to request project location approval from the Federal Highway Administration. Newspaper notices will be published when route location approval is requested from the Federal Highway Administration. A similar notice will be published when approval is received or denied by the Federal Highway Administration.

On Minor and Repair, Replacement or Operational Improvement and Emergency projects, the Planning Division will review the project concept with the Development, Operations and District Office staff and prepare a project recommendation for Highway Commission review. Development of the project may proceed only upon approval by the Commission.

The Planning Division will prepare Pre-Design Agreements for Major and Minor projects in municipalities. Agreement items will include project concept, project construction plan development responsibility, right-of-way acquisition, storm sewer construction and maintenance, utility changes, access control and parking control. These agreements will be presented to the municipal officials by the District Office. After municipal council action, the agreements will be returned to the Planning Division for presentation to the Highway Commission for their approval.

The Planning Division will provide the following officially approved items to the Development Division :

Item	Approval
(1) Project concept and location resolution	-Highway Commission
(2) Final Project Planning and Environmental Impact Statement	-Federal Highway Administration
(3) Location Study Report	-Federal Highway Administration
(4) Municipal Pre-Design Agreement	-Municipal Council and Highway Commission

500. FIELD SURVEY ACTIVITY	PROJECT TYPE			RESPONSIBILITY
	Major	Minor	R-R-01	
(1) Prepare Pre-Survey Plan.	501	501	---	Development
(2) Contact airport authorities for coordination and approval of proposed projects within two miles of an airfield. (Where appropriate)	502	502	501	Development
(3) Review and approval of plan by ISHC staff.	503	503	---	Development
Review Pre-Survey Plan. Establish section and lot corners by land survey.	503-A	503-A	---	District
(4) Pre-field survey meeting with local residents adjacent to project. <i>Provide concept plan information and obtain data on physical features.</i>	504	504	---	Development
<i>Arrange for pre-survey meeting and be discussion moderator.</i>	504-A	504-A	---	District
(5) Complete engineering field survey and plot field notes.	505	505	---	Development
Items in <i>ITALICS</i> are new activities.				

Field Survey Activity

The objective of the field survey is to collect information on physical features, relative natural ground elevations and soils conditions.

The Development Division will prepare a Pre-Survey Plan for Major and Minor projects. This plan would usually include:

- (1) Typical cross-sections
- (2) Plan & Profile views along proposed project centerline.
- (3) Segments proposed for reconstruction, relocation or use as constructed
- (4) Preliminary estimate of quantities
- (5) Existing and proposed structures
- (6) Side road connections
- (7) Tentative right-of-way needs

After review by the Planning, Development, and Operations Divisions and District Office, the Pre-Survey Plan will be completed and a field survey crew scheduled by the Development Division. The land and lot corner survey will be scheduled by the District Office.

The Development Division and District Office will confer to determine the type and extent of public contact appropriate before commencing the field survey. This will provide an opportunity to again review the project concept plans and corridor hearing information with the affected property owners. During this contact, information regarding specific physical features which should be considered during project survey and design will be obtained. The affected property owners would also be apprised of the field survey schedule and what to expect during survey operations.

The Development Division will contact local airport authorities for all projects within two miles of an airfield where coordination and approval are needed.

The field survey phase of project development is completed when the field notes and cross-sections have been plotted.

600. PROJECT DESIGN ACTIVITY	PROJECT TYPE			RESPONSIBILITY
	Major	Minor	R-R-01	
(1) Prepare plan and profile sheets, and design horizontal and vertical geometrics. Analyze drainage needs and prepare preliminary bridge design. Prepare cost estimates of alternative designs.	601	601	601	Development
<i>Review project environmental standards and impact analysis with Development.</i>	601-A	601-A	601-A	Planning
(2) Prepare project plans for access review, field examination and right-of-way.	602	602	602	Development
(3) Field examination with local engineering staff.	603	603	603	Development
Participate in field examination.	603-A	603-A	603-A	District
(4) Soil analysis, design borrow areas, design traffic control and lighting and make pavement determination.	604	604	604	Development
(5) Right-of-Way Design and preparation of Relocation Assistance Program Plan.	605	605	605	Development
(6) Prepare County Resolutions for road closures, separations and/or interchanges.	606	---	---	Development
Present Resolutions to County Board of Supervisors for Board action.	606-A	---	---	District
(7) <i>Review the analysis of environmental impact and return to Planning for final review and update as needed.</i>	607	606	606	Development
Review environmental impact analysis and update as needed.	607-A	---	---	Planning
Complete Draft Project Planning and Environmental Impact Statement or Negative Declarations as needed.	---	606-A	606-A	Planning

Items in *ITALICS* are new activities.

Project Design Activity

A preliminary construction plan is prepared along with an analysis of drainage needs and soil conditions during this period of project development.

The Development Division is responsible for project design based on the Corridor Public Hearing, location study report, environmental analysis criteria and the field survey information. Grade line and geometric layout alternatives will be considered to optimize the balance between engineering and environmental objectives. Joint use proposals will also be evaluated at this point in project development.

For Major and Minor change projects, a field exam plan will be prepared showing the proposed typical cross-sections, grades, geometrics, culvert recommendations, earthwork quantities and detours. The Development Division will schedule a field review with the District Office and local governmental agency engineering staff. Contact and continuing liaison with utility companies and railroads will be handled by the Development Division.

On Major change projects, county road closures, separations or interchanges will be reviewed during the field exam. The Development Division will initiate preparation of county resolutions which will be presented to the County Board of Supervisors by the District Office for action.

After the field exam on Major and Minor change projects, additional needed field survey, plan corrections, soils analysis, borrow area design, drainage structure recommendations and right-of-way design are completed. Traffic control and lighting design are also included if appropriate for the project.

For Repair, Replacement or Operational Improvement projects, a preliminary project plan will be prepared by the Development Division and reviewed with the District Office and local agency engineers. These projects will usually be for specific elements, e.g., signing, lighting, resurfacing, and will not involve all engineering design branches.

Emergency projects will receive work schedule priority as established by the Chief Engineer.

Non-engineering disciplines from other agencies, e.g., Soil Conservation, Agricultural Stabilization and Conservation Service participate in field exams. Landscape architects and agronomists from the Development Division also assist in project development to alleviate adverse highway impacts and to include beneficial environmental features. The Environmental Coordination Section of the Planning Division will also provide consultation. Assistance may be obtained from the Conservation Commission, Corps of Engineers, Coast Guard or Iowa Natural Resources Council on significant environmental issues involving their expertise.

The Development Division will review all project plans at this stage of development to determine if environmental criteria and objectives established during location planning have been met. A copy of this review and project plans will be forwarded to the Planning Division for final environmental impact analysis.

The Planning Division will update the environmental impact analysis as needed on Major projects. A Draft Project Planning and Environmental Impact Statement or Negative Declaration will be prepared as needed for other projects.

700. DESIGN PUBLIC HEARING ACTIVITY	PROJECT TYPE			RESPONSIBILITY
	Major	Minor	R-R-01	
(1) Consider need for public hearing	---	---	701	Development
Prepare legal notice for Opportunity for Public Hearing if needed. Arrange for news release. (If hearing is requested, procedures for Minor Change will be followed.)	---	---	701-A	Planning
(2) Select hearing date. Prepare project brief and visual aids.	701	701	---	Development
Approval of hearing date by Commission. Prepare legal notice and arrange for news release.	701-A	701-A	---	Planning
Arrange for auditorium and notify interested local groups and public officials.	701-B	701-B	---	District
(3) <i>Pre-Hearing Public Information Meeting</i>	702	702	---	Development
<i>Arrange for Pre-Hearing Public Information Meeting and be discussion moderator.</i>	702-A	702-A	---	District
(4) Public Hearing participation. Receive written comments for ten days.	703	703	---	Development
<i>Serve as Public Hearing Moderator.</i>	703-A	703-A	---	District
(5) Prepare and distribute typewritten transcript.	704	704	---	Planning
(6) Review with management staff and prepare recommendation for Commission.	705	705	---	Development
(7) Approval of project design hearing by the Commission. <i>Provide information to the public on consideration given to questions and suggestions received during the public hearing.</i>	706	706	---	Development
(8) When needed - Prepare final Environmental Impact Statement and send to Development.	---	707	702	Planning
(9) Prepare Design Study Report and request FHWA design approval.	707	708	703	Development
Items in <i>ITALICS</i> are new activities.				

Design Public Hearing Activity

The design public hearing is the formal opportunity to present the design development information to the interested public. It also presents an opportunity for the interested public to comment on the project design and relate their viewpoint to the Highway Commission.

The Development Division is responsible for setting the design hearing date. Proposed public hearing dates will be coordinated with the corridor hearing schedule by the Planning Division and approved by the Highway Commission.

The District Office and the Development Division will determine the hour of the public hearing and the extent of pre-hearing informational meetings. These meetings will range from informal question-answer discussions during pre-hearing "open-house" sessions to separate public meetings. The District Office will obtain a suitable location for the project hearing and informational meetings. They will also contact local interest groups and public officials regarding these meetings and hearings.

The Planning Division will prepare legal notices and arrange for a news release announcing the informational meeting and public hearing. The project brief and visual aids will be prepared by the Development Division. Public hearing notices will regularly be mailed to the following agencies:

FEDERAL

- Federal Highway Administration
- Department of Housing & Urban Development
- Department of Interior
- Federal Water Pollution Control Administration
- Bureau of Indian Affairs
- Bureau of Outdoor Recreation
- Bureau of Sport Fisheries & Wildlife
- Environmental Protection Agency

STATE

- Department of Soil Conservation
- Iowa Development Commission
- Iowa Natural Resources Council
- Office for Planning and Programming
- State Conservation Commission
- State Historical Society of Iowa
- University Archaeological Laboratory

LOCAL

County Board of Supervisors
City Clerk
Mayor
Metropolitan Planning Agency
School Superintendents
Soil Conservation District

OTHER

Iowa Confederation of Environmental Organizations
Iowa Wildlife Federation, Inc.
Iowa Motor Truck Association, Inc.
Local Interest groups as designated by the District Engineer.

The District Engineer or his representative will preside at the public informational meetings and design public hearing. The public hearing panel shall include representatives capable of discussing project design development, property acquisition procedures, relocation assistance procedures, location planning and the general highway program.

Public hearing procedure will be as follows:

- (1) Presentation of the project statement by the Highway Commission will include general information on highway system, highway funds, state-federal governmental relationship, right-of-way policy and regional transportation studies. More specific data on the project design, alternatives considered and the environmental criteria used will also be given.
- (2) Presentation of statements, written or oral, pertinent to the project.
- (3) Questions relating to the project from people in attendance.
- (4) Written statements will be accepted for ten days following the hearing. These will become part of the official transcript. The transcript will include all questions asked and answers given.

After the ten day waiting period, a transcript will be prepared by the Planning Division and distributed to the County Board of Supervisors, Mayor and City Clerk and the

Metropolitan Planning Agency. The public may view these copies, the District Office copy or obtain a copy upon request from the Development Division of the Highway Commission.

A recommendation on the project design will be prepared by the Development Division after a review of the transcript and evaluation of public input by the Highway Commission staff. The staff recommendation and public hearing data will be presented to the Highway Commission for their review and approval. The County Boards of Supervisors, Mayor, City Clerk and Metropolitan Planning Agency will receive copies of the Highway Commission resolution on the project design. The Development Division and District Office will utilize additional appropriate means to provide information to the public regarding questions and suggestions received during the public hearing process.

A Design Study Report will be prepared by the Development Division as needed to obtain project design approval from the Federal Highway Administration. The Planning Division will prepare any additional environmental impact documents necessary. The Development Division will arrange for publication of newspaper notices when design approval is requested from the Federal Highway Administration. Similar notices will be published when design approval is received or denied by the Federal Highway Administration.

The need for design public hearings for repair, replacement or operational improvement projects will be reviewed by the Development Division. If a hearing may be warranted, the Planning Division will be requested to prepare the public notices advertising the opportunity for a public hearing. If a hearing request is received, the same preparations and procedures will be followed as described in this section for Minor change projects.

800. FINAL DEVELOPMENT ACTIVITY	PROJECT TYPE			RESPONSIBILITY
	Major	Minor	R-R-01	
(1) Review public hearing transcript. Complete project design and hold field review.	801	801	801	Development
Participate in field review. Prepare detour route recommendation and obtain county/city agreement as needed.	801-A	801-A	801-A	District
(2) Appraise right-of-way. Acquire right-of-way.	802	802	802	Development
(3) Obtain utility and railroad agreements.	803	803	803	Development
(4) Obtain project plan approval (where applicable) of Iowa Natural Resources Council, Corps of Engineers, Coast Guard and Conservation Commission.	804	804	804	Development
(5) Prepare pre-construction agreement with municipalities. Obtain Commission approval of the pre-construction agreement.	805	805	805	Development
Present municipal pre-construction agreement for Council action.	805-A	805-A	805-A	District

Final Project Development Activity

During the final project development phase, construction plans are completed, right-of-way acquired and final plan approvals obtained before letting the project construction contract.

The Development Division will complete project construction plans by making modifications as a result of information received from the design hearing review and approval process. Appropriate erosion control provisions, determination of final project quantities and right-of-way design detail, right-of-way appraisal, relocation assistance and acquisition will be completed prior to project letting. The District Office will participate in final field review of the project plans and will maintain contact with the local public agencies in regard to project progress and schedules.

The Development Division will obtain project approvals as needed from the Iowa Natural Resources Council, State Conservation Commission, U.S. Coast Guard, U.S. Corps of Engineers, municipalities, railroads and utility companies. Approval of the Iowa Natural Resources Council is needed for rural projects which involve flood plains of streams with over 50 square miles of drainage area or reductions in channel length greater than 1,000 feet in 10-15 square miles or larger drainage area. They must approve any urban project in the above categories if the drainage area is over two square miles. Any dam built strictly for flood control, or across a water course draining more than 5,000 acres, or having a permanent storage area of over 18 acre feet must have their approval. The Iowa Natural Resources Council must also approve any channel change in a designated warm water or cold water aquatic stream. The State Conservation Commission must approve projects which affect a meandered stream within Iowa or a border river. Coast Guard approvals are necessary for highway structures over the Mississippi River, Missouri River and they are informed of structures proposed over the Iowa River (from Coralville Dam downstream) and the Des Moines River (from Fraser downstream). Approval of the Corps of Engineers must be obtained for highway structure projects over the Mississippi River, Missouri River or interior streams where the Corps has a flood control or recreation project planned.

The District Office will obtain Council action on municipal project pre-construction agreements. After municipal approval, the agreements will be returned to the Development Division for final approval by the Highway Commission.

	REGIONAL ANALYSIS	5-YEAR PROGRAM	LOCATION STUDIES	CORRIDOR PUBLIC HEARING	FIELD SURVEY	PROJECT DESIGN	DESIGN PUBLIC HEARING	FINAL DESIGN AND RIGHT-OF-WAY ACQUISITION	
ADMINISTRATION		201. Update Project Records and review Priorities. 202. Annual region meetings to review 5-year program. Prepare Project Concept and review with local officials for estimate of So., Econ., and Env. Impacts. Review project priorities & Freeway-Expressway status. 203. Review Program with each District and Metro Area. 204. Prepare initial program draft and review draft with Management staff. 205. Review and approval by Commission. 206. Distribute 5-Year Program to Federal, State and Local officials, all news media and special interest groups. 207. Classify project to determine funding and level of planning and development necessary. (Major, Minor, and Repair, Replace or Oper. Imp.)							
PLANNING	101. State Freeway-Expressway Plan - Review system plan every five years and update as needed. Review a single corridor with the public and analyze the information obtained. Prepare a summary report. Review and approval of system changes by Commission. 102. Metropolitan Area 3C Plans - Cooperative plan review and annual priority analysis. Public involvement obtained by Metro Area Agency. Prepare memorandum of understanding on long-term system. 103. State Functional Classification System - Annual review, update and required public hearings by county classification boards. 104. Highway Needs Analysis - Periodic review and update includes input from cities and counties. 105. National Highway Needs and Transportation Studies - Prepared at request of U.S. Department of Transportation.		301. Prepare Project Notification Review System documents and submit to State and Metropolitan Clearing-houses. 302. Prepare Project Planning and Environmental Impact Statement Outline - (determine amount and type of public contact) 303. Collect information on project. Prepare Social, Economic and Environmental study; review with public and seek input for alternate locations. 304. Select Alternate Alignments and prepare project concept plans. 305. Evaluate Alternates; review draft planning report with public, respond to suggestions. 307. Complete Draft Project Planning and Environmental Impact Statement Distribute to local, state, federal and interested agencies for review as needed.	401. Set hearing date and obtain approval by Commission. Prepare legal notice, project statement, visual aids and arrange for news release. 402. Pre-hearing Public Information Meetings. 403. Public Hearing participation. Receive written comments for 10 days. 404. Prepare and distribute typewritten transcript. 405. Review with management staff and prepare recommendation to Commission. 406. Approval of project location and concept by Commission. 407. Prepare final Project Planning and Environmental Impact Statement and Corridor Study Report and request FHWA project location approval. Provide information to the public on consideration given to questions and suggestions received during the public hearing. 408. Prepare formal pre-design agreement for municipalities. Obtain Commission approval of the pre-design agreement.		601-A. Review project environmental standards and impact analysis with Development. 607-A. Review environmental impact analysis and update as needed.	701-A. Approval of hearing date by Commission. Prepare legal notice and arrange for news release. 704. Prepare and distribute typewritten transcript.		
DEVELOPMENT			306. Prepare preliminary program plan for relocation assistance.		501. Prepare Pre-Survey Plan. 502. Contact airport authorities for coordination and approval of proposed project within two miles of an airfield. 503. Review and approval of plan by ISHC staff. 504. Pre-field survey meeting with local residents adjacent to project. Provide concept plan information and obtain data on physical features. 505. Complete engineering field survey and plot field notes.	601. Prepare plan and profile sheets, and design horizontal and vertical geometrics. Analyze drainage needs and prepare preliminary bridge design. Prepare cost estimates of alternative designs. 602. Prepare project plans for access review, field examination and right-of-way. 603. Field examination with local engineering staff. 604. Soil analysis, design borrow areas, design traffic control and lighting and make pavement determination. 605. Right-of-Way Design and preparation of Relocation Assistance Program Plan. 606. Prepare County Resolutions for road closures, separations and/or interchanges. 607. Review the analysis of environmental impact and return to Planning for final review and update as needed.	701. Select hearing date. Prepare project brief and visual aids. 702. Pre-Hearing Public Information Meeting. 703. Public Hearing participation. Receive written comments for 10 days. 705. Review with management staff and prepare recommendation for Commission. 706. Approval of project design hearing by the Commission. Provide information to the public on consideration given to questions and suggestions received during the public hearing. 707. Prepare Design Study Report and request FHWA design approval.	801. Review public hearing transcript. Complete project design and hold field review. 802. Appraise right-of-way. Acquire right-of-way. 803. Obtain utility and railroad agreements. 804. Obtain project plan approval (where applicable) of Iowa National Resources Council, Corps of Engineers, Coast Guard and Conservation Commission. 805. Prepare pre-construction agreement with municipalities. Obtain Commission approval of the pre-construction agreement.	
DISTRICT OPERATIONS	101-A. Assist with review of specific highway corridors. Arrange for meeting location and be public meeting moderator. 102-A. Represent ISHC on Metro Policy and Technical Committee. 103-A. Represent ISHC on the County Classification Boards.	202-A. Arrange meetings with local officials and serve as discussion moderator. 203-A. Review program with Administration staff. Participate in program review with metropolitan planning agencies. 206-A. Distribute Program to Public Officials.	302-A. Assist with outline preparation. 303-A. Arrange public meetings and serve as discussion moderator. 305-A. Arrange public meetings, serve as discussion moderator and assist with suggestion responses.	401-A. Arrange for auditorium and notify interested local groups and public officials. 402-A. Arrange for Pre-Hearing Public Information meetings and be discussion moderator. 403-A. Serve as Public Hearing Moderator. 405-A. Assist with review and preparation of project recommendation. 408-A. Present municipal pre-design agreement for Council action.	503-A. Review Pre-Survey Plan. Establish section and lot corners by land survey. 504-A. Arrange for pre-survey meeting and be discussion moderator.	603-A. Participate in field examination. 606-A. Present Resolutions to County Board of Supervisors for Board action.	701-B. Arrange for auditorium and notify interested local groups and public officials. 702-A. Arrange for Pre-Hearing Public Information Meeting and be discussion moderator. 703-A. Serve as Public Hearing Moderator.	801-A. Participate in field review. Prepare detour route recommendation and obtain county or city agreement as needed. 805-A. Present municipal pre-construction agreement for Council action.	

	REGIONAL ANALYSIS	5-YEAR PROGRAM	LOCATION STUDIES	CORRIDOR PUBLIC HEARING	FIELD SURVEY	PROJECT DESIGN	DESIGN PUBLIC HEARING	FINAL DESIGN AND RIGHT-OF-WAY ACQUISITION
ADMINISTRATION	SAME AS MAJOR CHANGE PROJECTS							
PLANNING	SAME AS MAJOR CHANGE PROJECTS		<p>301. Prepare Project Notification Review System documents and submit to State and Metropolitan Clearinghouses.</p> <p>302. Collect information on project. Prepare Social, Economic, and Environmental study; review with public and seek input.</p>	<p>401. Review project concept with management staff and prepare recommendation to Commission.</p> <p>402. Approval of project location and concept by Commission.</p> <p>403. Prepare formal pre-design agreement for municipalities. Obtain Commission approval of the pre-design agreement.</p>		<p>601-A. Review project environmental standards and impact analysis with Development.</p> <p>606-A. Complete draft project planning and environmental impact statement or negative declaration as needed.</p>	<p>701-A. Approval of hearing date by Commission. Prepare legal notice and arrange for news release.</p> <p>704. Prepare and distribute typewritten transcript.</p> <p>707. When needed - Prepare final Environmental Impact Statement and send to Development.</p>	
DEVELOPMENT			<p>303. Prepare preliminary program plan for relocation assistance.</p>		<p>501. Prepare Pre-Survey Plan.</p> <p>502. Contact airport authorities for coordination and approval of proposed projects within two miles of an airfield.</p> <p>503. Review and approval of plan by ISHC staff.</p> <p>504. Pre-field survey meeting with local residents adjacent to project. Provide concept plan information and obtain data on physical features.</p> <p>505. Complete engineering field survey and plot field notes.</p>	<p>601. Prepare plan and profile sheets, and design horizontal and vertical geometrics. Analyze drainage needs and prepare preliminary bridge design. Prepare cost estimates of alternative designs.</p> <p>602. Prepare project plans for access review, field examination and right-of-way.</p> <p>603. Field examination with local engineering staff.</p> <p>604. Soil analysis, design borrow areas, design traffic control and lighting and make pavement determination.</p> <p>605. Right-of-Way Design and preparation of Relocation Assistance Program Plan.</p> <p>606. Review the analysis of environmental impact.</p>	<p>701. Select hearing date. Prepare project brief and visual aids.</p> <p>702. Pre-Hearing Public Information Meeting.</p> <p>703. Public Hearing participation. Receive written comments for 10 days.</p> <p>705. Review with management staff and prepare recommendation for Commission.</p> <p>706. Approval of project design hearing by the Commission. Provide information to the public on consideration given to questions and suggestions received during the public hearing.</p> <p>708. Prepare Location-Design Study Report and request FHWA design approval.</p>	<p>801. Review public hearing transcript. Complete project design and hold field review.</p> <p>802. Appraise right-of-way. Acquire right-of-way.</p> <p>803. Obtain utility and railroad agreements.</p> <p>804. Obtain project plan approval (where applicable) of Iowa National Resources Council, Corps of Engineers, Coast Guard and Conservation Commission.</p> <p>805. Prepare pre-construction agreement with municipalities. Obtain Commission approval of the pre-construction agreement.</p>
DISTRICT OPERATIONS	SAME AS MAJOR CHANGE PROJECTS		<p>302-A. Arrange for public contact and be discussion moderator.</p>	<p>401-A. Participate in project concept review.</p> <p>403-A. Present municipal pre-design agreement for Council action.</p>	<p>503-A. Review Pre-Survey Plan. Establish section and lot corners by land survey.</p> <p>504-A. Arrange for pre-survey meeting and be discussion moderator.</p>	<p>603-A. Participate in field examination.</p>	<p>701-B. Arrange for auditorium and notify interested local groups and public officials.</p> <p>702-A. Arrange for Pre-Hearing Public Information Meeting and be a discussion moderator.</p> <p>703-A. Serve as Public Hearing Moderator.</p>	<p>801-A. Participate in field review.</p> <p>Prepare detour route recommendation and obtain county or city agreement as needed.</p> <p>805-A. Present municipal pre-construction agreement for Council action.</p>

	REGIONAL ANALYSIS	5-YEAR PROGRAM	LOCATION STUDIES	CORRIDOR PUBLIC HEARING	FIELD SURVEY	PROJECT DESIGN	DESIGN PUBLIC HEARING	FINAL DESIGN AND RIGHT-OF-WAY ACQUISITION
ADMINISTRATION	SAME AS MAJOR CHANGE PROJECTS							
PLANNING	SAME AS MAJOR CHANGE PROJECTS		301. Prepare Project Notification and Review System documents and submit to State and Metropolitan Clearinghouses in accord with working agreement.	401. Review project concept with management staff and prepare recommendation to Commission. 402. Approval of project concept by Commission.	601-A. Review project environmental standards and impact analysis with Development. 606-A. Complete draft project planning and environmental impact statement or negative declaration as needed.		701-A. Prepare legal notice for Opportunity for Public Hearing if needed. Arrange for news release. (If hearing is requested, procedures for Minor Change will be followed.) 702. When needed - Prepare Final Environmental Impact Statement and send to Development.	
DEVELOPMENT					501. Contact airport authorities for coordination and approval of proposed projects within two miles of an airfield. Where appropriate.	601. Prepare plan and profile sheets, and design horizontal and vertical geometrics. Analyze drainage needs and prepare preliminary bridge design. Prepare cost estimates of alternative designs. 602. Prepare project plans for access review, field examination and right-of-way. 603. Field examination with local engineering staff. 604. Soil analysis, design borrow areas, design traffic control and lighting and make pavement determination. 605. Right-of-Way Design and preparation of Relocation Assistance Program Plan. 606. Review the analysis of environmental impact.	701. Consider need for public hearing. (If hearing is requested, procedures for Minor Change Projects will be followed.) 703. Prepare Design Study Report and request FHWA design approval.	801. Complete project design and hold field review. 802. Appraise right-of-way. Acquire right-of-way. 803. Obtain utility and railroad agreements. 804. Obtain project plan approval (where applicable) of Iowa National Resources Council, Corps of Engineers, Coast Guard and Conservation Commission. 805. Prepare pre-construction agreement with municipalities. Obtain Commission approval of the pre-construction agreement.
DISTRICT OPERATIONS	SAME AS MAJOR CHANGE PROJECTS		SAME AS MAJOR CHANGE PROJECTS		401-A. Participate in project concept review.	603-A. Participate in field examination.	801-A. Participate in field review. Prepare detour route recommendation and obtain county or city agreement as needed. 805-A. Present municipal pre-construction agreement for Council action.	

**3 PROCEDURE SUMMARY --
REPAIR, REPLACEMENT OR OPERATIONAL IMPROVEMENT PROJECTS**

COUNTY HIGHWAY PROJECT DEVELOPMENT PROCEDURES

SECTION 2

There are 99 counties in Iowa and each county is governed by its elected Board of Supervisors. This Board consists of three to five members elected by the people within each county. The members are elected to a four year term of office. The rural population ranges from 4,450 to 28,180 for counties in Iowa.

The Boards of Supervisors meet in the County Courthouse which is conveniently located in each county. These meetings are therefore held at a location which is readily accessible to the persons living in each county. Any member of the Board is readily available in the courthouse or by telephone. Section 331.15 of the 1973 Code of Iowa requires that each Board of Supervisors must meet on the second business day in January, the first Monday in April, and on the second Monday in June, September and November. The Board of Supervisors may hold other meetings as necessary to properly administer their duties. Most Boards meet at least twice each month at a regularly scheduled time. All meetings of the Boards of Supervisors at which any final action is taken must be open to the public in accord with Section 28A.3. In addition, Section 28A.4 requires that advance notice of each meeting be given to the communications media or that reasonable notice be given to the public in some other manner.

Section 309.17 requires that the Board of Supervisors shall employ one or more registered civil engineers who shall be known as County Engineers. Section 309.21 requires that the appointed engineer shall have direct and immediate supervision over all construction and maintenance work in the county.

The 1973 Code of Iowa also contains sections which define and classify the various road systems in Iowa and establishes authority for jurisdiction and control as follows:

1. Section 306.2 classifies the highways of the state in four categories, one of which is the Secondary Roads System. It further subdivides the Secondary Roads System into Farm to Market roads and Local Secondary roads.
2. Section 306.3 defines the meaning of each classification contained in Section 306.2 as follows:
 - a. The Secondary Roads System shall include all public highways, outside of cities and towns, except primary highways and state park and institutional roads.
 - b. Farm to Market roads shall include those main secondary roads which have been or which may be designated as Farm to Market roads under Section 310.10.
 - c. Local Secondary roads shall include all those secondary roads which are not now, or may not hereafter be, included in the Farm to Market Road System.
3. Section 306.4 places control and jurisdiction over the Secondary Road System within each county with the respective County Board of Supervisors.
4. Section 310.10 defines the roads which are included in the Farm to Market Road System. This system shall include those main secondary roads (not including roads within cities and towns) which connect rural areas with each other and with towns, cities, and primary roads.

All of Chapter 310 deals with Farm to Market roads. It details and defines the system, the funds allocated for construction on the system, fund distribution and reports, project approval by county and Highway Commission, system changes, bids for work using funds allocated, supervision of work, engineering costs, maintenance, and research.

The Farm to Market System has been established by each county in accord with state law and with the approval of the Highway Commission. A county may revise this System by adopting a resolution describing the changes desired and the reasons for the desired change.

The county submits their resolution to the appropriate Highway Commission District Office. The District Office reviews the proposal and either seeks additional justification for the system change or recommends approval. The District Office submits the resolution and their approval recommendation to the Planning Division. The Planning Division either seeks additional information or recommends approval of the resolution to the Highway Commission. If approved, the Farm to Market System is modified and the county is so informed. If not approved, the resolution is returned to the county for further study and consideration.

In accord with provisions of Title 23 of the United States Code, there has been a designation of Federal Aid Secondary routes. In nearly all instances the Federal Aid Secondary System is coincidental with the Farm to Market System in each county. The county may change these routes by formal resolution with approval by the Highway Commission and the Federal Highway Administration.

In accord with the requirements contained in Chapter 310 of the 1973 Code of Iowa and applicable Federal regulations, the county's development of projects on the Federal Aid Secondary System is accomplished in the manner described hereinafter.

The County initiates a proposed project on the system. If the work is to be accomplished using secondary road funds, it must be included in the respective County's annual construction program which has been approved by the Highway Commission. If work is to be accomplished using Farm to Market funds, it must be included in a Farm to Market project resolution and have the approval of the Highway Commission. Therefore, regardless of funding the project concept is reviewed and approved by the respective County Board of Supervisors, the Highway Commission District Office, the Planning Division, and the Highway Commission. Projects are developed based on priorities established by the respective Boards of Supervisors based on the needs of the county, the desires of the residents of the county, system continuity, traffic, changes in land use, safety, etc.

During project development the county performs the needed field survey, contacts the public, other groups, and agencies to determine the social, economic, and environmental impacts, and their interest or degree of involvement. This is done by personal contact, at regular Board of Supervisors meetings, various public meetings, and through notices of opportunity for public hearing. In addition, the Highway Commission submits a letter of intent to the Office for Planning and Programming for circulation, review, and comment by various state agencies. During this phase, state and local conservation groups, local school boards, state archaeologist, metropolitan planning agencies, historical groups and others are contacted as needed.

The county must certify to the Highway Commission that it has offered an opportunity for hearing on any project on the Federal Aid Secondary System which goes through or bypasses any city or town or to which there is known opposition. If a public hearing is held,

a transcript along with proper certification must be submitted to the Highway Commission for approval. When required, the opportunity for a hearing must be offered or a hearing held prior to the acquisition of any right-of-way.

Usually adverse social, environmental, or economic impacts are relatively insignificant due to the implementation of a program for improvement of a Federal Aid Secondary route in Iowa. Normally the alignment follows the existing alignment very closely. The area traversed is normally of a rural nature. Displacement of persons or businesses is unusual.

The County is required to determine the social, economic, and environmental considerations applicable to each project. This is proper since they are most familiar with the people and areas involved. The affected public has ready access to the County Engineer and Board of Supervisors either informally or at formal meetings.

The nature and scope of a project normally requires that a negative declaration be prepared. This is submitted by the county to the Highway Commission District Office for review and then to the Planning Division for concurrence. If found adequate, it is submitted to the Federal Highway Administration for concurrence. If an Environmental Impact Statement is required, it is prepared by the County. The Highway Commission Environmental Coordination Section staff is available for consultation. The format and review procedures are in accord with Federal Highway Administration Policy and Procedure Memorandum 90-1.

Location and design study reports are prepared by the county and submitted to the Highway Commission District Office for review and then to the Planning Division for approval. Iowa operates under an approved Secondary Road Plan; therefore, the Federal Highway Administration does not approve these reports. They are informed that the reports have been submitted and approved.

The county prepares the construction plans for proposed projects and submits them to the Highway Commission District Office for review and then to the Planning Division for approval. After plan approval is given, the Highway Commission advertises, lets, and awards the contract, with county concurrence, for any project involving Federal Aid Secondary or Farm to Market funds. If a project involves Federal Aid Secondary funds, a programming document (PR-1) is submitted to the Federal Highway Administration for their approval prior to advertising the project for letting. The counties are kept informed of State and Federal requirements by means of Instructional Memorandums, District meetings, and state-wide meetings. These methods allow the Highway Commission to present current information in a timely manner. In addition, the Highway Commission's District and Central Office staff are available on call to consult with a county on any special problems which arise.

Submission and approval of the documents required herein will constitute evidence of compliance with this Action Plan. Additional information on procedures and project status may be obtained from the appropriate county Engineer of Highway Commission District Office.

MUNICIPAL 3C PLANNING and STREET PROJECT DEVELOPMENT PROCEDURES

SECTION 3

The 1962 Federal Aid Highway Act amended Chapter 1 of Title 23, United States Code, by adding Section 134 which reads as follows:

“It is declared to be in the national interest to encourage and promote the development of transportation systems embracing various modes of transport in a manner that will serve the States and local communities efficiently and effectively. To accomplish this objective the Secretary shall cooperate with the States, as authorized in this title, in the development of long-range highway plans and programs which are properly coordinated with plans for improvements in other affected forms of transportation and which are formulated with due consideration to their probable effect on the future development of urban areas of more than fifty thousand population. After July 1, 1965, the Secretary shall not approve under Section 105 of this title any program for projects in any urban area of more than fifty thousand population unless he finds that such projects are based on a continuing comprehensive transportation planning process carried on cooperatively by States and local communities in conformance with the objectives stated in this section.”

Materials produced by the cooperative, comprehensive and continuing planning process in the urbanized areas became known as “3C Plans”.

Metropolitan Area 3C Plans

Transportation systems planning in Iowa urbanized areas is the responsibility of metropolitan planning agencies acting on behalf of their respective parent cities and counties. The urbanized areas are defined according to the Bureau of Census definition and include seven metropolitan areas in Iowa--Cedar Rapids, Council Bluffs, Davenport, Des Moines, Dubuque, Waterloo and Sioux City. The municipalities of Hiawatha, Marion, Robins, Carter Lake, Buffalo, Bettendorf, LeClaire, Riverdale, Panorama Park, Clive, Pleasant Hill, West Des Moines, Urbandale, Windsor Heights, Sergeant Bluff, Cedar Falls, Elk Run Heights, Raymond and Evansdale are included in these areas. Maps showing the urbanized area boundaries are included on the following pages.

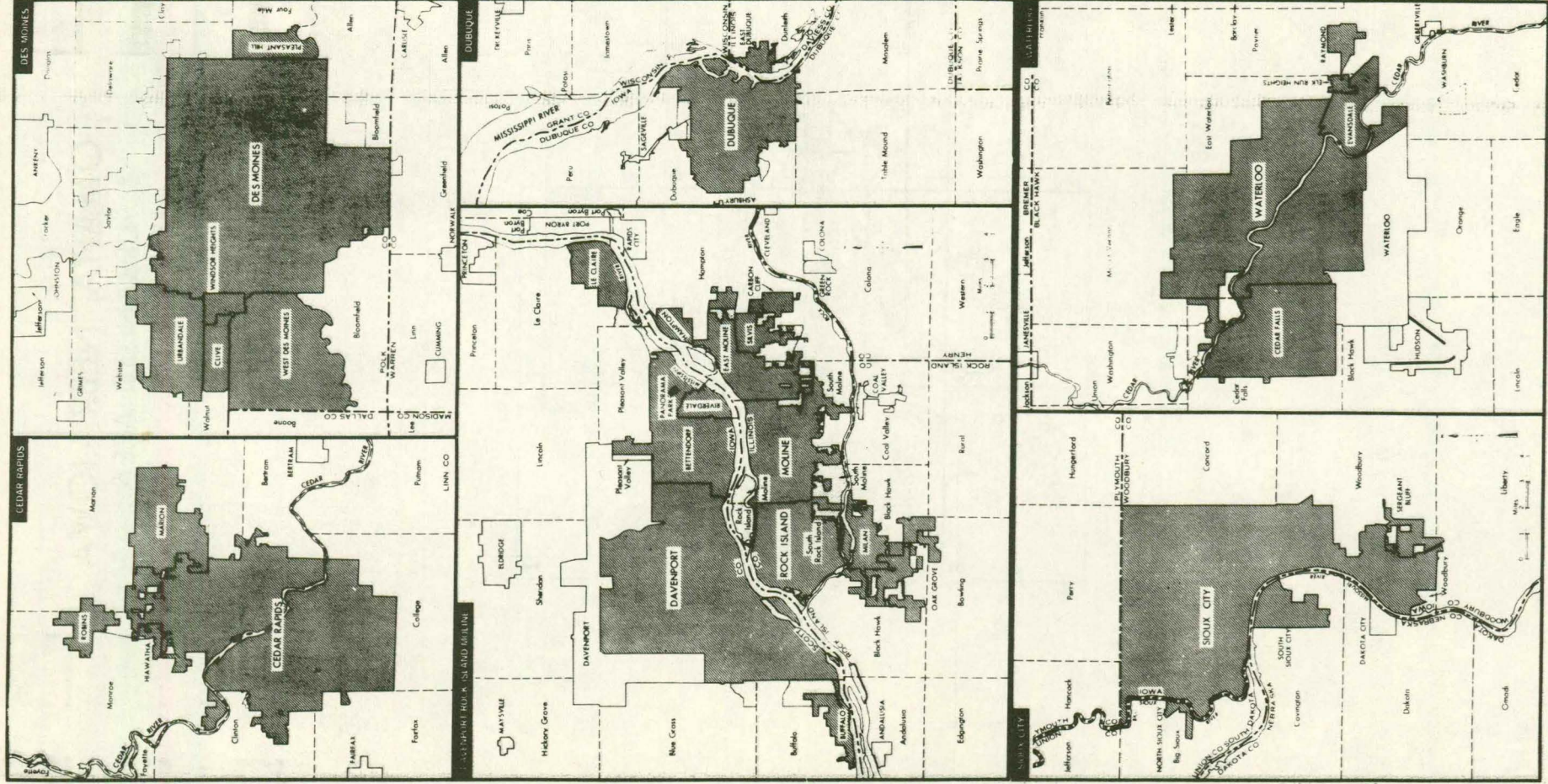
The goal of the cooperative, comprehensive and continuing urban transportation planning process is to develop long-range transportation plans and programs which are consistent with other long-range community plans. The plans must be based on the projected socio-economic development of the area and updated periodically for changing development trends.

Regional Planning Commissions or Councils of Government have been organized in each of the seven urbanized areas to prepare area-wide plans on behalf of their member cities and counties. Transportation Policy and Technical Committees are usually appointed by these agencies to carry out their work and fulfill Federal-aid requirements. All meetings are open to the public and conform to the Iowa open meeting statutes. These committees meet monthly or quarterly and operate under formal by-laws or other rules of procedure.

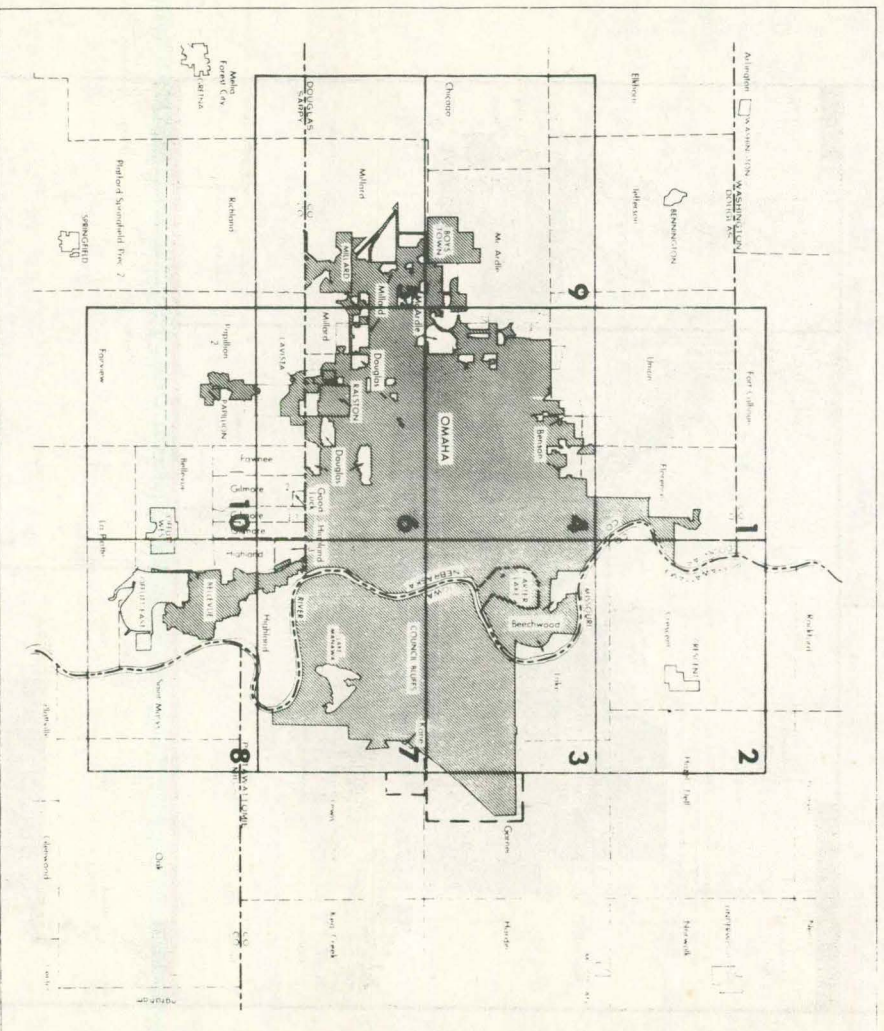
General operating procedures include monthly meetings of the regional transportation technical committees. Clearinghouse reviews of proposed projects, current transportation issues and the update and modification of the regional transportation plan and program are typical agenda items. Advisory assistance is obtained from conservation, transit, aviation, schools or other agencies affected by the items being considered.

Recommendations are formulated by the Technical Committee and provided to the Transportation Policy Committee. The Policy Committees generally meet at least quarterly or more frequently if needed. Final action on transportation issues at the regional level are made by the Policy Committee. The regional plans, programs and recommendations are received by the city, county and state highway agencies for consideration in their implementation programs.

Citizens advisory committees were optional in the original planning agreements between the urbanized area cities and the Highway Commission. The Council Bluffs-Omaha and Davenport-Rock Island-Moline area regional studies included formal citizen involvement programs. Other regions utilize citizen participation in local committees and



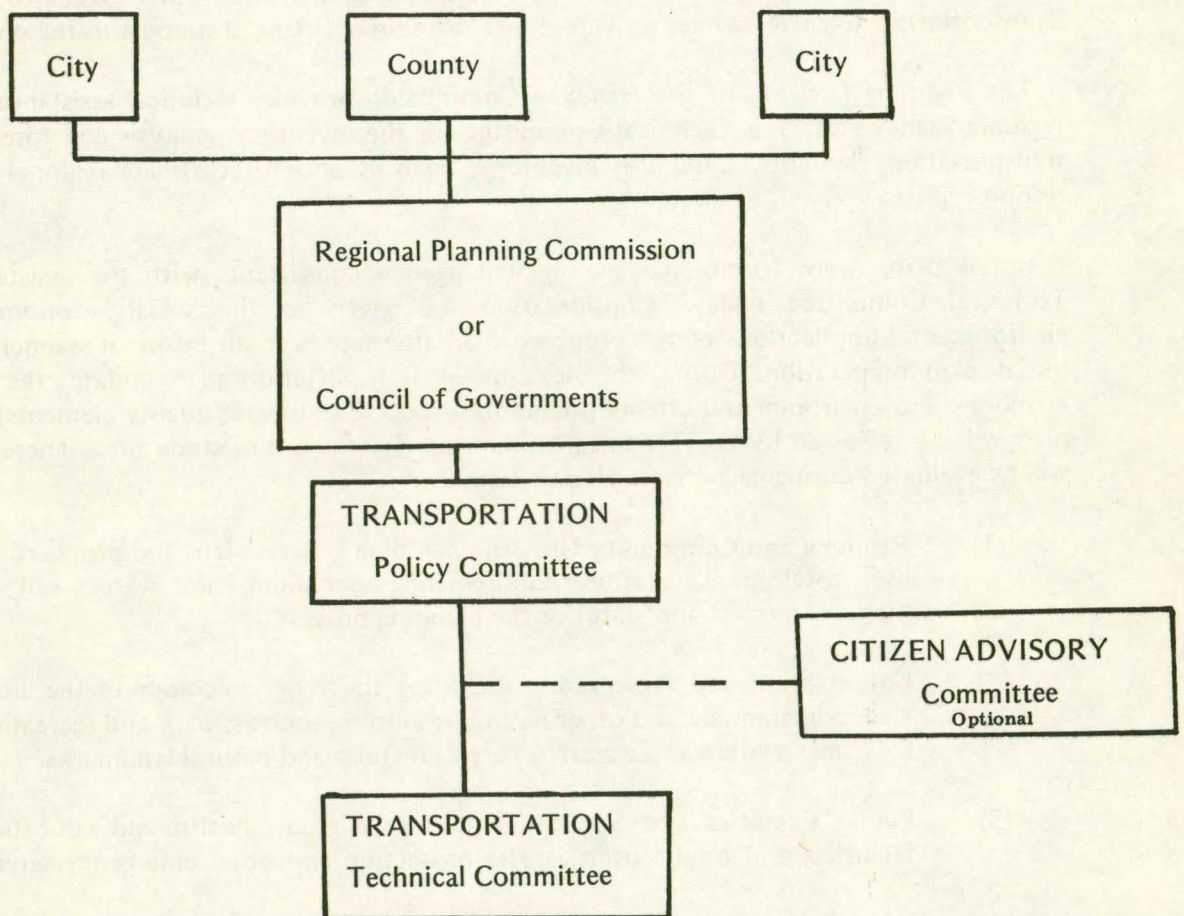
OMAHA, NEBR. - IOWA URBANIZED AREA



sub-committees. The regional planning commissions and councils of government also have citizen representation and the elected members represent specific geographic areas.

Transportation Policy Committees usually include the mayors of the urbanized area cities, the County Board of Supervisors Chairman and the Highway Commission District Engineer. Technical Committees usually include engineers and planners from the local governments plus the Highway Commission District Urban Engineer.

The relationship of the transportation committees to the regional agency and parent jurisdiction is illustrated below.



The Policy Committees receive recommendations from the Technical Committees and decide what action will be taken on transportation matters. The selection of an initial plan or transportation system for the area and the annual review of these plans are basic decision points for the Policy Committee.

The initial transportation and land use plans are subject to continuing changes with periodic major reviews and an annual review of project priorities. The regional agencies prepare and update annually an Operations Plan or the Transportation Element of the Unified Work Program. This document describes the planning organization and strategy employed by each area. Goals, objectives, anticipated technical work schedules, citizen involvement and environmental elements are usually included. These documents are prepared by the Technical Committee in cooperation with the Department of Housing and Urban Development, Federal Highway Administration, and other Department of Transportation Agencies which provide direct or indirect financial support to the programs.

The Planning Division of the Highway Commission provides technical assistance to the regional agency staff and Technical Committee for the inventory, analysis and forecasts of transportation elements. Land use inventory, analysis and forecasts are regional agency responsibilities.

Initial plans were formulated by regional agency consultants with the assistance of Technical Committee review. Consideration was given to the social, economic and environmental implications of the proposed plan alternatives in an informal manner during initial plan preparation. During the next major transportation plan update, the social, economic and environmental effects (including air, noise and water quality elements) of the plan will be reviewed by the Technical Committee for the entire study area. These points will be evaluated during each major plan update:

- (1) **Regional and Community Growth** including general plans and proposed land use, total transportation requirements, (including air, water, rail, and highway modes) and status of the planning process.
- (2) **Conservation and Preservation** including the general ecology of the area as well as man-made and other natural resources, such as: park and recreational facilities, wildlife and waterfowl areas, historic and natural landmarks.
- (3) **Public Facilities and Services** including religious, health and educational facilities; and public utilities, fire protection and other emergency services.
- (4) **Community Cohesion** including residential and neighborhood character and stability, highway impacts on minority and other specific groups and interests, and effects on tax base and property values.
- (5) **Displacement of People, Businesses, and Farms** including availability of adequate replacement housing, economic activity (employment gains and losses, etc.).

- (6) **Air, Noise, and Water Pollution** including consistency with approved air quality implementation plans, Federal Highway Administration noise level standards (as required under PPM 90-2), and any relevant Federal or State water quality standards.
- (7) **Aesthetic and Other Values** including visual quality and the joint development and multiple use of space.

Potential problems identified during system planning activities will be included in reports for use by the implementing agencies.

In the initial 3C transportation studies, formal citizen advisory groups were used by some regional planning agencies. Opportunities for citizen input on the land use plans, socio-economic forecasts and transportation system analyses will be provided by the regional planning agencies. This may include citizen advisory of study committee work in addition to the opportunity for appearance at the regular public meetings of the planning agency. Iowa statutes require public hearings on comprehensive city plans and capital improvement budgets. Procedures and schedules for social, economic and environmental review and citizen involvement will be included in the regional agency's Unified Work Program.

During the initial metropolitan transportation system development, several alternative networks were tested and compared. The impact of transit bus operations was examined and found to have very little impact upon the street and highway plan proposals. *Various levels and modes of service will be imposed to determine modal impacts and interface in future system studies. The no-build option will be retested prior to project funding commitments, especially when there is a mixed public response to the project proposals.* These activities will continue to be the responsibility of the regional planning agencies and/or their transportation committees. Professional interdisciplinary assistance from colleges, universities, and other government agencies will be utilized to supplement regional agency staff and their consultants as may be needed to accomplish the specific system planning objectives. More detailed procedures will be included in the Unified Work Program.

The Technical Committees review their regional transportation plan annually and prepare lists of projects based on technical priority items. Street safety, volume-capacity ratios, continuity and other local factors are used as a basis for this analysis. It is recognized that other considerations come to bear upon project scheduling. These may include available funds, magnitude of project, relation to other improvements, etc., and will be considered at the appropriate time.

Recommendations from the annual review of project priorities based on technical considerations are given to the Policy Committee for their analysis and approval. The results of the Policy Committee actions, i.e., acceptance or verification of the regional area transportation system plan and a recommended program of transportation capital improvements for the next 1-5 years are forwarded to the implementing agencies. Each implementing agency prepares a program based upon the regional agency recommendations and their respective city, county or State objectives.

The regional agency assembles the area-wide construction project program by consolidation of programs adopted by implementing jurisdictions. Variations from the technically-based priorities are reconciled by the regional agency and implementing jurisdictions.

The initial area-wide system plans were prepared by the regional agencies subject to acceptance by the parent jurisdictions. *Acceptability of the plan should be verified at least every two years by the city councils prior to endorsement of the system plan by the regional planning agency.*

These plans will be used by the Planning Division of the Highway Commission to recommend a future system of primary road system extensions. A memorandum of understanding between the Commission and the local governments, or the regional planning agency acting in their behalf, shall be prepared to express the intent of the Commission and local government to recognize the long-term transportation system objectives. This memorandum shall include transitional steps and delineate Commission and local responsibilities related to reaching the objectives. Provisions for biennial review and update of the memorandum of understanding should also be included.

Small Urban Areas

The Highway Commission is also cooperating with eight urban areas, with population between 25,000 and 50,000, in the preparation of long-range transportation plans. The local planning agency provides land use forecast data which is used by the Commission as basic input for estimation of transportation demands. A 20-year plan is cooperatively developed along with a list of projects by priority group. This information is used by the Commission to determine relative project needs on the urban extensions of the Primary Road System in Ames, Burlington, Clinton, Fort Dodge, Iowa City, Mason City, Marshalltown and Ottumwa.

The Highway Commission will prepare a memorandum of understanding with the municipalities, or a regional planning agency acting in their behalf, to express the intent to recognize long-term transportation system objectives. This memorandum shall include transitional steps and delineate Commission and local responsibilities related to reaching the objectives. Provision will also be included for biennial review and update of the memorandum of understanding.

The Planning Division of the Highway Commission prepares systems planning studies in urban areas with less than 25,000 population when route relocations or by-passes are alternatives. This work is done in cooperation with the local jurisdictions involved.

Information about regional planning in a specific urban area may be obtained from the following offices:

<u>City</u>	<u>Contact Office</u>	<u>Address-Telephone</u>
-Ames	City Planner	City Hall Annex Ames, Iowa 50010 515-232-6210
-Burlington W. Burlington	City Planner	City Hall Burlington, Iowa 52601 319-753-2241
-Cedar Rapids Hiawatha Marion Robins	Regional Planning Commission of Linn County, Iowa	City Hall Cedar Rapids, Iowa 52401 319-398-5041
-Clinton Camanche	City Engineer	City Hall Clinton, Iowa 52732 319-242-0261
-Council Bluffs Carter Lake	Metropolitan Area Planning Agency	Suite 200 7000 West Center Road Omaha, Nebraska 68102 402-397-0330
-Davenport Bettendorf Riverdale	Bi-State Planning Commission	1504 3rd Avenue Rock Island, Illinois 61201 309-788-6338
-Des Moines Clive Pleasant Hill W. Des Moines Windsor Heights Urbandale	Central Iowa Regional Association of Local Governments	265 Jewett Bldg. 914 Grand Avenue Des Moines, Iowa 50309 515-244-3257
-Dubuque	Dubuque Metropolitan Area Planning Commission	411 Fischer Bldg. Dubuque, Iowa 52201 319-445-3456
-Fort Dodge	City Planner	City Hall Fort Dodge, Iowa 50501 515-573-8321

<u>City</u>	<u>Contact Office</u>	<u>Address-Telephone</u>
-Iowa City Coralville University Heights	Johnson County Regional Planning Commission	217 Iowa Avenue Iowa City, Iowa 52240 319-351-8556
-Marshalltown	Director of Public Works	City Hall Marshalltown, Iowa 50158 515-752-3601
-Mason City	City Planner	City Hall Mason City, Iowa 50401 515-423-2614
-Ottumwa	City Engineer	City Hall Ottumwa, Iowa 52501
-Sioux City Sergeant Bluff	Siouxland Interstate Metropolitan Planning Council	626 Insurance Exchange Bldg. Box 447 Sioux City, Iowa 51102 712-277-8581
-Waterloo Cedar Falls Elk Run Heights Evansdale	Iowa Northland Regional Council of Governments	209 W. 5th Street Suite N, Russell Lamson Bldg. Waterloo, Iowa 50701 319-235-0311

MUNICIPAL FEDERAL-AID PROJECT DEVELOPMENT

The Federal-Aid Highway Acts of 1968 and 1970 established two new programs for cities. Section 135, Chapter 1, Title 23, United States Code provided the authority for the establishment of "Urban Area Traffic Operations Programs", commonly referred to as the TOPICS Program. The intent of Congress is stated in the Act as follows:

"The Congress hereby finds and declares it to be in the public interest that each State should have a continuing program within the designated boundaries of urban areas -- designed to reduce traffic congestion and to facilitate the flow of traffic--"

A system of local streets, primarily encompassing those routes which carry the major portion of traffic, was selected to form a logical, connected network that interconnects and augments other Federal-Aid systems. This system has been designated as the Primary Type II System.

Congress, in the 1970 Act provided for establishment of the Federal-Aid Urban System in urbanized areas. This expansion of the Federal-Aid Highway System in metropolitan areas includes selected heavily traveled elements of the urban highway network. The new urban system in Iowa has been designated as the Federal-Aid Metropolitan System (FAM).

The Highway Commission is directly responsible for the administration of urban Federal-aid highway programs. In the case of the TOPICS and FAM programs, the Highway Commission delegates the project planning and development authority directly to the cities involved.

Projects are developed by the cities, essentially following the same sequence used by the Highway Commission including concept statement, location-design study reports, environmental impact statements, public hearings, construction plan development and preparation of final contract plans, specifications and estimates. The Highway Commission acts in an advisory capacity, keeping cities informed as to all applicable Federal guidelines and requirements, and endorses documents required by Federal regulations.

TOPICS and FAM System project planning and development is initiated by the city. Projects in urbanized areas proposed for Federal-aid reimbursements must be based on the 3C planning process and also be part of the comprehensive city plan and approved capital improvements program. In addition to citizen input during the 3C process, Iowa Statutes (Section 373.19, 23.2, 24.11) require public hearings and review of city plans and programs.

The city selects a priority project and contacts the Highway Commission District Engineer with a proposal for Federal-aid funding. After Planning Division review and

concurrence of the proposal, a city/state project agreement is prepared which sets out agency responsibilities for planning, design, construction and maintenance. This agreement must be approved by the City Council and Highway Commission before work can proceed.

The Highway Commission prepares a Project Notification and Review System letter of intent for clearinghouse review by the Office for Planning and Programming. The city prepares a similar notification for metropolitan planning agency review.

A project location-design planning report is prepared by the city. This is sometimes done by consultants, with approval of the Highway Commission and FHWA, particularly for complex projects. Special assistance may also be obtained by the city from college or university staff and other State agencies when unique environmental or design problems are encountered. The Highway Commission Environmental Coordination Section staff is also available to the city for consultation.

The city must evaluate the social, economic or environmental aspects of the project and prepare a draft environmental impact statement. It is sent to the Highway Commission for concurrence and their submittal to the FHWA for clearance to circulate to other state and federal agencies. Negative declarations are prepared by the city and sent to the Highway Commission for their concurrence and submittal to FHWA.

The city must certify to the Highway Commission that an opportunity for public hearing has been offered on Federal-Aid System projects in accord with Chapter 23 of the U.S. Code. A certified public hearing transcript must be submitted if a hearing is held. The public hearing certification, final environmental impact statement or negative declaration and final location-design planning report are submitted to the Highway Commission and in turn to the Federal Highway Administration for approval. At this point the city receives authorization to proceed with advertisement for contract bids.

The opportunities for citizen input and public involvement are shown on the following page which summarizes the planning and development of a municipal Federal-aid project. Information on the project status may be conveniently obtained by contacting the City Engineer or Highway Commission District Engineer.

Submission and approval of documents described herein constitute evidence of compliance with this Action Plan.

NOTE: The 1973 Federal-Aid Highway Act provides for the expansion of the FAM System. It may be available to all urban areas over 5000 population. The above procedures apply to all FAM projects except that the 3C process requirements on page 3-11 apply only to the seven urbanized areas identified on pages 3-3 and 3-4.

**PLANNING/DEVELOPMENT ACTIVITIES FOR
MUNICIPAL FEDERAL-AID PROJECTS**

Public Contact Opportunity	City	Highway Commission	Federal Highway Administration
<p>Citizen Participation</p> <p>Public Hearings</p> <p>Public Review Meeting</p>	<p>Participate in regional 3C planning process.</p> <p>Prepare comprehensive city plan.</p> <p>Prepare capital improvement program and budget.</p>	<p>Assist with 3C planning.</p>	<p>Certification of 3C process.</p>
<p>City Council Meeting</p> <p>Regional Planning Agency Meeting</p> <p>Public Hearing</p> <p>City Council Meeting</p> <p>Publish notice of approval request</p> <p>Publish notice of Federal approval</p>	<p>Initiate project with State and establish responsibilities for planning and development.</p> <p>Request metropolitan clearinghouse project review.</p> <p>Prepare location-design study report & draft Environmental Impact Statement or negative declaration.</p> <p>Conduct formal public hearing. Prepare final EIS or negative declaration hearing transcript and planning report. Approve and submit documents to Highway Commission.</p>	<p>Project agreement approval.</p> <p>Request OPP clearinghouse review.</p> <p>Review EIS or negative declaration and submit to Federal and State agencies.</p> <p>Request Location-Design approval.</p>	<p>Concurrence or clearance to circulate EIS.</p> <p>Approve location-design study, EIS</p>
	<p>Acquire right-of-way; offer relocation assistance.</p> <p>Prepare final plans and estimates</p>	<p>Submit plan documents to FHWA for approval</p>	<p>Approve plans; authorize advertisement for bids.</p>

STATE PARK and INSTITUTIONAL ROAD PROJECT DEVELOPMENT PROCEDURES

SECTION 4

Chapter 306 of the 1973 Code of Iowa includes the following definitions:

1. The term "Institutional Roads" shall include those highways, either inside or outside of cities and towns, upon land belonging to the State at any State institution.
2. The term "State Park Roads" shall include all those highways and roads, either inside or outside of cities and towns, upon land belonging to the State at any State park or licensed to the State from Federal agencies for park purposes.

Section 306.4 contains the following provision for jurisdiction and control over State Park and Institutional Roads: "Jurisdiction and control over the highways of the State are hereby vested in and imposed on.....the board or commission in control of any state park or institution as to any state park or institutional road at such state park or state institution. However, as to any state park road which is an extension of either a primary or secondary highway which both enters and exits from the state park at separate points, the state highway commission in the case of primary roads, and the county board of supervisors in the case of secondary roads, shall have concurrent jurisdiction with the state conservation commission over such roads and the state highway commission in the case of a primary road, and the board of supervisors in the case of a secondary road may expend the monies available for such roads in the same manner as they expend such funds on other roads over which they exercise jurisdiction and control. The parties exercising concurrent jurisdiction shall enter into agreements with each other as to the kind and type of construction, reconstruction and repair and the division of cost thereof, but in the absence of such agreement, the jurisdiction and control of said road shall remain under the conservation commission provided, however, that the Iowa state highway commission, in the case of a primary highway extension and the board of supervisors, in the case of a secondary highway extension shall perform maintenance on said road in the same manner as performed on a highway of like type of surface or construction."

Section 307.5(12) provides that the Highway Commission shall construct, reconstruct, improve and maintain state institutional roads and state park roads as defined in Chapter 306 and bridges on such roads upon the request of the state board, department or commission which has jurisdiction over such roads. This shall be done in such a manner as may be agreed upon by the Highway Commission and the State Board, Department or Commission which has jurisdiction. The Highway Commission may contract with any county or municipality for the construction, reconstruction, improvement or maintenance of such roads and bridges. Any state park road, which is an extension of either a primary or secondary highway, which both enters and exits from a state park at separate points shall be constructed, reconstructed, improved and maintained as provided in Section 306.4.

In accord with Section 312.2 one million four hundred thousand dollars is allocated annually from the Road Use Tax Fund for construction, maintenance and engineering on State Park and Institutional Roads. State agencies involved in expending these funds include the Board of Regents, Conservation Commission, Iowa National Guard and Department of Social Services. Each year these agencies establish construction priorities for roads under their jurisdiction. These priorities are submitted to the Planning Division of the Highway Commission which estimates the cost of each project. Projects are then programmed by the Highway Commission in its Five-Year Program based on the priorities established by the controlling agency and the available Road Use Tax funds.

The agency proposing any project shall provide an opportunity for public review and comment on said proposal prior to the time the project is submitted to the Highway Commission for inclusion in the Five-Year Construction Program. The manner in which this opportunity is provided shall be at the discretion of the agency proposing the project.

At the time a project proposal is submitted to the Highway Commission for inclusion in the Five-Year Program, it shall be accompanied by a statement indicating that an opportunity for public review and comment has been offered and that proper consideration has been given to any comments received. This statement shall also give assurance that the social, economic and environmental effects of the project have been determined and evaluated.

If additional right-of-way must be acquired to accommodate a project, an opportunity for public hearing must be offered by the agency acquiring the right-of-way. Said opportunity shall be offered after preliminary design development but prior to commencing any right-of-way acquisition procedures. If a hearing is held, the agency proposing the project shall conduct the hearing. If the project is being designed by the Highway Commission, they shall assist in presenting applicable material at the hearing. After the hearing is completed, the agency shall review and evaluate the information received and make the final determination regarding the disposition of the project. A copy of the public hearing transcript or statement that an opportunity for public hearing was offered must be certified to the Highway Commission prior to advertisement for project bids.

Submission and approval of the certification required herein will constitute evidence of compliance with this Action Plan.

ACTION PLAN IMPLEMENTATION

SECTION 5

A. Highway Commission Procedures

The Director of Highways is responsible for implementation of the Action Plan. Implementation will be initiated upon approval of the Federal Highway Administration insofar as possible with currently approved budgets for fiscal years 1974 and 1975.

The Action Plan process will be applied to all Federal-aid projects on or before November 1, 1974. Preliminary reviews indicate the Action Plan process cannot be applied to all projects without additional staff. Priority will be given to Federal-aid and major change projects until sufficient staff is available for total implementation.

The first step will be to consider organizational shifts within each Division which may be needed for implementation of the proposed procedural and operational change recommendations summarized on the following page. Functional realignments of operating sections and departments will be first considered followed by an assessment of additional staff needs.

Summary of Proposed
Operational and Procedural CHANGES

<u>Change Proposal</u>	<u>Activity Number</u>	<u>Implementation Responsibility</u>
1. Expand emphasis on statewide system planning.	100(1)	Planning
2. Annual review of Five-Year Program.	200(2)	Administration/District
3. Classify project to determine funding & level of planning and development.	200(6)	Administration
4. Select procedures (in addition to public hearings) to inform & involve the public. Identify specific groups & interests affected by project & provide for their participation.	300(2)	Planning/District
5. Prepare social, economic & environmental studies for use as input to alternate route & design studies.	300(3)	Planning
6. Local review of social, economic & environmental study of project.	300(3)	Planning/District
7. Prepare project concept plans for each alternate to an adequate level of detail for proper evaluation. Integrate the development of social, economic, environmental & engineering data. Determine benefits, estimate costs to minimize adverse effects & identify key trade-offs among alternatives.	300(5)	Planning
8. Review project alternatives & evaluations with the public.	300(5)	Planning/District
9. Corridor hearing open house.	400(2)	Planning/District
10. Provide response to questions & suggestions received during corridor hearing.	400(7)	Planning/District
11. Pre-field survey meeting with residents adjacent to the project.	500(4)	Development/District
12. Continue interdisciplinary project review during design.	600(7)	Development/Planning
13. Design hearing openhouse.	700(2)	Development/District
14. Provide response to questions & suggestions received during design hearing.	700(7)	Development/District
15. Monitor social, economic & environmental research & effects of completed projects. Disseminate "state-of-the-art" information within ISHC & to other governmental agencies.	----	Planning

The Planning Division has proposed a reorganization plan which allocates responsibilities to five functional areas. Departments proposed are:

- | | |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Systems Planning | - Action Plan Regional Transportation Analysis. |
| Corridor Planning | - Action Plan Location Studies, Corridor Public Hearing, Environmental Coordination and Assistance. |
| Transportation Data Base | - Maintain current base records of transportation facilities and use. |
| Planning and Research | - Planning analysis and strategy; applied research; economic and statistical design and analysis. |
| Inter-Governmental Assistance | - Administration of state and federal highway funds to county and municipal governments and state parks and institutions |

The District Offices and Development Division will evaluate their internal organizational structure after the Planning Division proposals have been adopted.

Alternatives to be considered to accomplish complete implementation of the Action Plan are additional staff, the use of consultant forces or a combination of added staff with consultant assistance. Additional annual resource outlay will depend on the combination selected.

The staff realignment proposals and more detailed estimates of staff needs will be prepared by January, 1974. Organization changes and budget amendments will be proposed by the Action Plan Policy Group. After approval by the Highway Commission, these proposals will be subject to review and approval by the Executive and Legislative branches of State Government.

The second step will be implementation of these organizational change recommendations:

1. District Office - Primary responsibility for public involvement during regional analysis, location planning and project development.

2. Planning Division - Primary responsibility for planning activity prior to Commission approval of the corridor public hearing or project concept.
3. Development Division - Primary responsibility for project development activity following Commission approval of the corridor public hearing or project concept.

The effects of this step will be to:

- a. Formally identify primary responsibility for public involvement activities.
- b. Shift responsibility for design and corridor-design public hearings from the Planning Division to the Development Division.
- c. Shift responsibility for preparation of municipal pre-construction agreements from the Planning Division to the Development Division.

Implementation of the procedural and operational changes which require additional resources will begin after July 1, 1974. Procedures in effect when location planning studies begin will be followed to complete project planning reports started prior to July 1, 1974. In the event these project reports are not completed by November 1, 1974, the next and all succeeding steps of the Action Plan procedures as outlined will apply. A "step" is defined as the numbered item included in each of the activity lists, i.e. on page 1-19 steps are preceded by (1), (2), ---(7). Action Plan procedures will apply to Project Planning and Environmental Impact Statements initiated after July 1, 1974.

B. County Highway Project Procedures

Counties are now in compliance with the Action Plan guidelines and no additional or new activities have been proposed. Counties will continue to provide project certification to the Highway Commission as described in Section 2.

C. Municipal Highway Project Procedures

Regional planning agencies should include needed changes in future work programs to meet the Action Plan guidelines and Federal requirements. Current information on the status of Federal policy and procedure will be furnished by the Planning Division of the Highway Commission. Full implementation will be accomplished by November 1, 1974.

State Park and Institutional Road Project Procedures

Procedures for public review of program proposals included in Section 4 will be implemented prior to Highway Commission project programming in 1974.

Periodic Review and Revision

The Planning Division will annually review the status of Action Plan implementation, beginning on October 1, 1974, and prepare a report to the Action Plan Policy Group. Recommendations will be included for revisions to update the Action Plan as a result of new Federal or State laws, policies, procedures and experience.

Revisions which significantly change the concept or operation of the previously approved Action Plan process will be approved by the Highway Commission, Governor and Federal Highway Administration. This means changes in the public input opportunities or the type of social, economic and environmental study will be subject to the approval of the Highway Commission, Governor and Federal Highway Administration. Adjustments may be made in application of the project planning and development activities with approval of the Policy Group.

Project planning and development activities are interpreted to mean the work necessary to provide the public input opportunity or perform the environmental study. For example, from page 1-19, the public review and input opportunity included as step (3) could not be deleted or relocated in the process without formal State and Federal approvals. The manner or methods to achieve this objective could be adjusted subject to the approval of the Policy Group.

Requests for revision or adjustment of the Action Plan from Federal, State or local agencies or the interested public should be submitted in writing to:

Director of Highways
Iowa State Highway Commission
Ames, Iowa 50010

APPENDIX

AN OVERVIEW - THE HIGHWAY COMMISSION ORGANIZATION

JULY, 1973

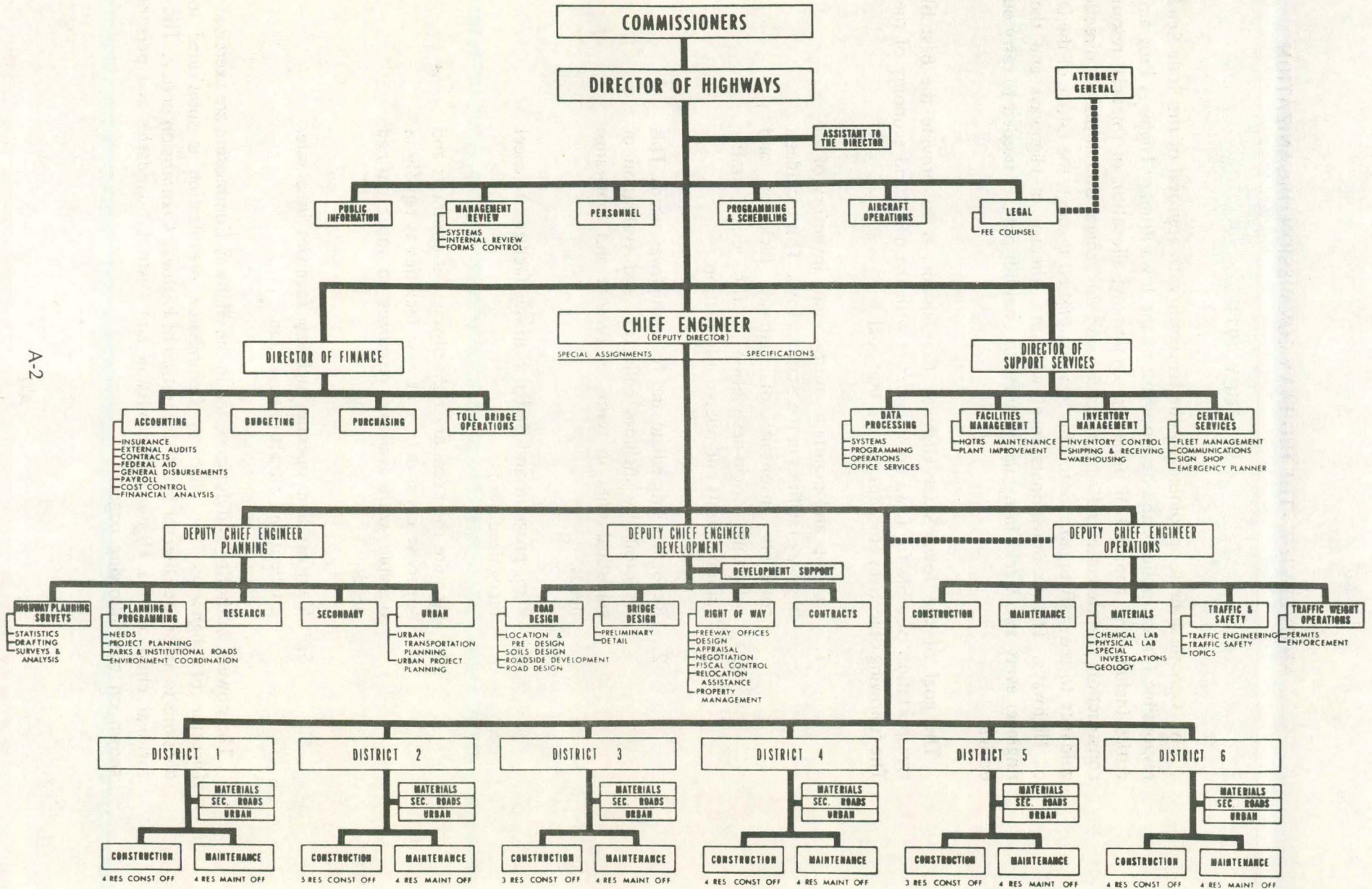
Five Commissioners, appointed by the Governor with approval of the State Senate, are responsible for the policies and development of the Iowa Primary Highway Program. Their duties include the approval of project programming, allocation of financial resources to construction, maintenance and administration and the general overall policy, direction and guidance to the staff organization. This is accomplished through the Office of the Director of Highways. The Commissioners meet with the Director of Highways and the Chief Engineer every two weeks in regular sessions to establish policies needed to carry out their duties.

The goal of the Iowa State Highway Commission is to provide the best highway transportation possible for Iowa commensurate with the needs and economy of the State. The following objectives are steps toward that goal:

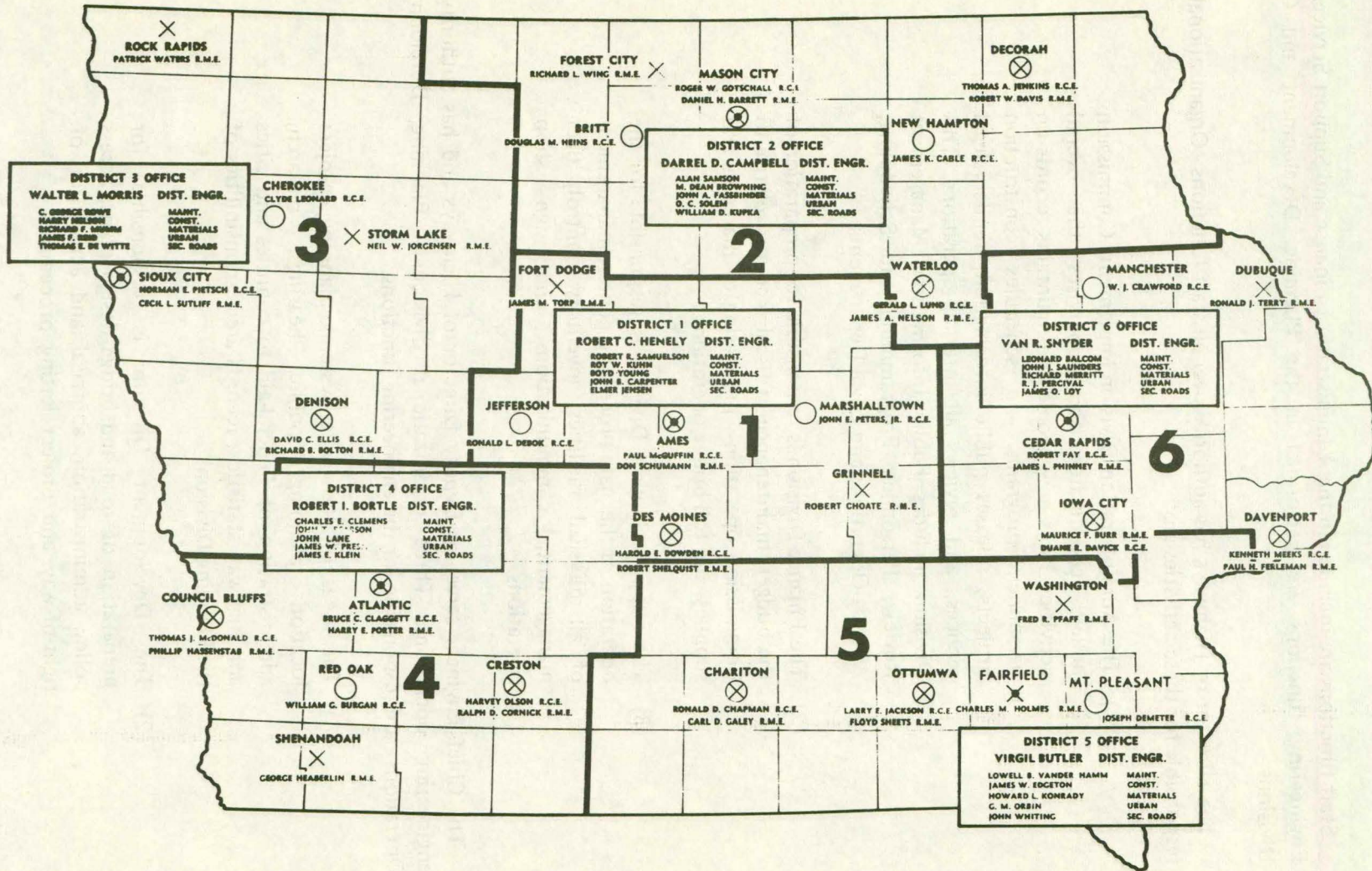
1. Develop and maintain an up-to-date inventory of all highway facilities in the State of Iowa. This includes a complete inventory of highway facilities, and collecting origin-destination traffic data, traffic volume counts and related information.
2. Recognize immediate and future highway needs. This responsibility includes collection and evaluation of statistical data in terms of present and long-range needs.
3. Plan, program and design highway facilities to meet recognized needs.
4. Acquire the necessary right-of-way, let contracts and supervise construction of new facilities as rapidly as possible with available resources to meet defined needs.
5. Maintain and operate highway facilities in a safe, efficient and attractive condition.

The powers, authority and duties vested in the Highway Commission are exercised by the Director of Highways. The Highway Commission organization is subdivided into six divisions to assist the Director in administration of Highway Commission policy. The organizational chart of the Highway Commission and District boundaries and personnel are shown on the following pages.

IOWA STATE HIGHWAY COMMISSION ORGANIZATION STRUCTURE



IOWA STATE HIGHWAY COMMISSION DISTRICTS



A-3

● DISTRICT OFFICE (R.C.E.) ○ RESIDENT CONSTRUCTION OFFICE (R.M.E.) ✕ RESIDENT MAINTENANCE OFFICE

Staff functions are included in the Administrative, Finance and Support Services Divisions. Engineering functions are performed in the Planning, Development and Operations Divisions.

The Director of Highways has authority over all staff functions - Organizational Divisions responsible for these activities are:

- (1) The Administration Division implements Commission policy, coordinates and supervises the overall activities, hires new people and maintains records on personnel, programs and schedules construction projects, releases public information, renders legal services, and reviews all internal operations. This Division includes Public Information, Management Review, Personnel, Programming and Scheduling, Aircraft Operations and Legal Departments.
- (2) The Finance Division is responsible for preparation of the budget, maintenance of fiscal accounts relative to Commission operations, purchasing of materials and supplies, and toll bridge operations.
- (3) The Support Services Division is responsible for the operation of the data processing center, management of all physical facilities, inventory control, fleet management, communications and sign shop operations.

The Chief Engineer serves as Deputy Director of Highways and has authority over all engineering operations. Three organizational divisions - Planning, Development and Operations - are responsible for the engineering functions.

- (1) The areas of state-wide systems planning, project location planning, public hearings, research, administration of Federal-aid to counties and cities and highway statistical records are responsibilities of the Planning Division.
- (2) The Development Division is responsible for preparation of road and bridge design plans, access policy administration, appraisal and acquisition of right-of-way and project letting procedures.

- (3) The Operations Division includes the Construction, Maintenance, Materials, Traffic and Safety and Traffic Weight Operations Departments.

Six District Offices carry out the objectives of Commission operations throughout the State. Each District is headed by a District Engineer who is directly responsible to the Chief Engineer for the execution and performance of Commission policies. The Resident Construction and Maintenance Engineers report to the District Engineers. Commission District Offices are located at Ames, Mason City, Sioux City, Atlantic, Fairfield and Cedar Rapids.

Each District Engineer is the highway administrator in his area and with his staff is responsible for the construction and maintenance of the highways within his district. The District and Resident Offices are staffed with engineers, surveyors, materials men, inspectors and maintenance men whose responsibility is to see that all construction and maintenance work is accomplished in an effective manner.

The State-Federal governmental relationship in administering the Federal-Aid Highway Program is a cooperative effort between the Iowa State Highway Commission and the Federal Highway Administration. Under the law, the Highway Commission is charged with the responsibility of selecting highway locations, planning, building and maintaining Federally-aided highways in the State.

The Highway Commission has primary responsibility for the initiation and implementation of the State highway program. The Commission holds public hearings, selects the route, plans and designs the project, awards the contracts, supervises and pays for the construction and maintains and operates the highway facility. The Federal Highway Administration is responsible for reviewing the Commission's conclusions and actions at key stages when Federal assistance is requested. The State receives Federal reimbursement for eligible and approved project costs upon satisfactory completion of a construction project.

DEFINITIONS

A-95 Clearinghouse -

Those agencies and offices in states, metropolitan areas, and multi-state regions which perform the coordination functions called for in Office of Management and Budget (OMB) Circular A-95.

C-C-C Planning -

The 1962 Federal Highway Act requires that all urbanized areas (Cedar Rapids, Council Bluffs, Davenport, Des Moines, Dubuque, Sioux City and Waterloo) have a continuing comprehensive transportation planning process carried on cooperatively by the states and local governments in order to be eligible for Federal highway funds.

Corridor -

Available area forming a passageway between two established termini, through which a transportation facility is proposed. It may vary from miles wide in rural areas to a few blocks in urban areas.

"Corridor Public Hearing

A Public Hearing that:

- (1) Is held before the route location is approved and before the state highway department is committed to a specific proposal.
- (2) Is held to ensure that an opportunity is afforded for effective participation by interested persons in the process of determining the need for, and the location of a highway project.
- (3) Provides a public forum that affords a full opportunity for presenting views on each of the proposed alternative highway locations and the social, economic, and environmental effects of those alternate locations.

Design Development -

Field survey of a highway route location and preparation of Construction Plans, Specifications and Estimates (PS&E).

Design Public Hearing

A Public Hearing that:

- (1) Is held after the route location has been approved, but before the state highway department is committed to a specific design proposal.

Design Public Hearing
(cont.)

(2) Is held to insure that an opportunity is afforded for effective participation by interested persons in the process of determining the specific location and major design features of a highway.

(3) Provides a public forum that affords a full opportunity for presenting views on major highway design features, including the social, economic, environmental, and other effects of alternate designs.

Design Study Report -

A report describing the essential elements of a project including design standards, number of through lanes, access control features, general horizontal and vertical alignment, right-of-way requirements, location and size of bridges, location and type of interchanges, and other physical features. It is prepared for submittal to the Federal Highway Administration along with the design public hearing transcript and other project approval request documents.

Environmental Effects -

The totality of the effects of a highway project on the human and natural environment.

Environmental Impact
Statement -

A written statement containing an assessment of the anticipated significant beneficial and detrimental effects which the agency decision may have upon the quality of the human environment for the purposes of:

(1) Assuring that careful attention is given to environmental matters.

(2) Providing a vehicle for implementing all applicable environmental requirements.

(3) To insure that the environmental impact is taken into account in the agency decision.

FHWA -

Acronym for Federal Highway Administration.

Five-Year Construction
Program -

A tabulation of projects proposed for construction on the Primary Road System and on the State Park and Institutional Road System during the next five fiscal year periods. It also includes a listing of work to be accomplished in the next calendar year and work considered as "Critical Needs Not Programmed" on the same system. It is reviewed and updated annually.

Highway Agency -	The state highway department or state department of transportation with the primary responsibility for initiating and carrying forward the planning, design and construction of Federal-aid highway projects.
Highway Section -	A substantial length of highway between logical termini (major crossroads, population centers, major traffic generators, or similar major highway control elements) as normally included in a single location study.
Human Environment -	The aggregate of all external conditions and influences (aesthetic, ecological, biological, cultural, social, economic, historical, etc.) that affect the lives of humans.
Location Planning -	That activity carried on from the end of system planning through location approval. The end result is the determination and approval of a highway route location.
Location Study Report -	A description of the termini, the general type of facility, the nature of the service to be provided, and other major features of the alternatives considered.
Municipal Extensions -	A continuation of a primary or secondary road inside a city or town.
Negative Declaration -	A written document in support of a determination that, should the proposed highway section improvement be constructed, the anticipated effects upon the human environment will not be significant.
Opportunity for Hearing -	The publication of a legal notice that work is proposed on the highway section described and states the method to request a public hearing. This is one method of complying with the requirement that a hearing be offered. A hearing would not be held unless requested in response to this notice.
PPM -	Acronym for FHWA Policy and Procedure Memorandum.

Primary Road System -

A selected portion of the Iowa public road and street network with the principal function of providing high level inter-city, inter-regional and interstate highway transportation service. Interstate, Iowa and US numbered routes are included in this system.

Pre-Survey Plan -

A plan which is developed in the Design Department after a corridor location has been established. Usually developed using aerial photos for future use by field survey crews. It would normally show the following:

- (1) Typical cross-sections for the project length.
- (2) Plan view of proposed centerline.
- (3) Profile of proposed centerline.
- (4) Areas proposed for reconstruction, relocation and use as constructed.
- (5) Tentative quantities.
- (6) Existing and proposed structures.
- (7) Side Road connections.
- (8) Tentative ROW lines.

Project Brief -

A statement prepared for handout at corridor and design public hearings. It describes the hearing procedure, project location, primary road system, funding, State-Federal relationship, right-of-way acquisition procedures, study area, alternates considered, recommendations, project schedule, design data, and other basic facts relating to the proposed project.

Project Concept -

This is a brief description of the proposed project. It includes information on project termini, number of lanes, median width, type of shoulders, type of drainage, type of access, additional right-of-way needs, grade changes, and estimated cost. It also includes a brief description of the anticipated environmental effects of the project.

Project Concept Plan -

A plan showing the feasible alternatives which can be identified within the Study Corridor. It would show the following for each alternative being considered:

- (1) Typical cross-section.
- (2) Horizontal alignment of primary road, service roads and other connecting facilities.

Project Concept Plan - (cont.)	(3) Suggested interchanges, intersections, separations and closures. (4) Bridges.
Project Planning and Environmental Impact Statement -	A single report containing all the elements of a project planning report and an environmental impact statement.
Project Planning Report -	The report prepared detailing information gathered and evaluated prior to a corridor public hearing.
Project Planning Team -	A multi-disciplined team used to study the corridor of a proposed project. The project planning and environmental impact statement is prepared by this team.
Relocation Assistance -	A program to assist persons displaced by the acquisition of right-of-way. It includes supplemental payments for the increased cost of housing, cost of moving personal property, mortgage pre-payment costs, etc. It also includes assistance in locating replacement housing. It is provided in addition to the actual cost of the real estate acquired.
Right-of-Way -	A general term denoting land, property or interest therein, usually in a strip, acquired for or devoted to a highway.
System Planning -	Regional analysis of highway needs and the identification of highway corridors. Examples - Freeway-Expressway Plan, Metropolitan Area 3C Plans, Highway Needs Analysis and Functional Classification Study. Includes all activity prior to project inclusion in the approved Five-Year Construction Program.
Unified Work Program -	A single document which identifies all transportation and related comprehensive planning activities that will be undertaken within the metropolitan area. The program covers a three (3) to five (5) year period with the first year activities defined in substantially greater detail than activities for the following years.

INDEX OF AGENCIES

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POLICY AND PROCEDURE MEMORANDUM

90.4

June 1, 1973

**PROCESS GUIDELINES (SOCIAL, ECONOMIC, AND ENVIRONMENTAL
EFFECTS ON HIGHWAY PROJECTS)**

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1. PURPOSE

To provide to Highway Agencies and Federal Highway Administration (FHWA) field offices guidelines for the development of Action Plans to assure that adequate consideration is given to possible social, economic, and environmental effects of proposed highway projects and that the decisions on such projects are made in the best overall public interest. These guidelines identify issues to be considered in reviewing the present organization and processes of a Highway Agency as they relate to social, economic, and environmental considerations, and in developing desirable improvements. The guidelines recognize the unique situation of each State and do not prescribe specific organizations or procedures.

2. AUTHORITY

Section 109(h), Title 23, United States Code, directs the following: "Not later than July 1, 1972, the Secretary, after consultation with appropriate Federal and State officials, shall submit to Congress, and not later than 90 days after such submission, promulgate guidelines designed to assure that

possible adverse economic, social, and environmental effects relating to any proposed project on any Federal-aid system have been fully considered in developing such project, and that the final decisions on the project are made in the best overall public interest, taking into consideration the need for fast, safe and efficient transportation, public services, and the costs of eliminating or minimizing such adverse effects and the following:

- (1) air, noise, and water pollution;
- (2) destruction or disruption of man-made and natural resources, esthetic values, community cohesion and the availability of public facilities and services;
- (3) adverse employment effects, and tax and property value losses;
- (4) injurious displacement of people, businesses and farms; and
- (5) disruption of desirable community and regional growth.

Such guidelines shall apply to all proposed projects with respect to which plans, specifications and estimates are approved by the Secretary after the issuance of such guidelines."

3. DEFINITIONS

a. Highway Agency - The State highway department or State department of transportation with the primary responsibility for initiating and carrying forward the planning, design, and construction of Federal-aid highway projects.

b. Human Environment - The aggregate of all external conditions and influences (esthetic, ecological, biological, cultural, social, economic, historical, etc.) that affect the lives of humans.

c. Environmental Effects - The totality of the effects of a highway project on the human and natural environment.

d. A-95 Clearinghouse - Those agencies and offices in States, metropolitan areas, and multi-State regions which perform the coordination functions called for in Office of Management and Budget (OMB) Circular A-95.

e. The following definitions are provided solely to clarify the terms "system planning," "location," and "design" as they are used in these guidelines. A Highway Agency may choose to use different definitions in responding to these guidelines. If not stated otherwise, the following definitions will be assumed to be applicable.

(1) System Planning - Regional analysis of transportation needs and the identification of transportation corridors.

(2) Location - From the end of system planning through location approval.

(3) Design - From location approval through the approval of plans, specifications, and estimates.

4. POLICY

* a. It is the FHWA's policy that full consideration shall be given to social, economic, and environmental effects throughout the planning of highway projects including system planning, location, and design; that provisions for ensuring such consideration shall be incorporated in the decisionmaking process; and that decisions shall be made in the best overall public interest, taking into consideration the need for fast, safe, and efficient transportation, public services, and the costs of eliminating or minimizing possible adverse social, economic, and environmental effects.

b. The process by which decisions are reached should be such as to merit public confidence in the Highway Agency. To achieve this objective, it is the FHWA's policy that:

(1) Social, economic, and environmental effects be identified and studied early enough to permit analysis and consideration while alternatives are being formulated and evaluated.

(2) Other agencies and the public be involved in project development early enough to influence technical studies and final decisions.

(3) Appropriate consideration be given to reasonable alternatives, including the alternative of not building the project and alternative modes.

* 5. APPLICATION

a. These guidelines apply to highway agencies that propose projects on any Federal-aid system for which plans, specifications, and estimates are approved by the FHWA.

b. These guidelines apply to all processes that will be used for all Federal-aid projects, including Secondary Road Plan projects.

c. These guidelines apply to system planning decisions, including those made in the urban transportation planning process established by 23 U.S.C. 134, and to project decisions made during the location and design stages.

d. These guidelines and the Action Plan shall only be applied to the future development of on-going projects and to future projects. They are not retroactive, and shall not apply to any step or steps taken in the development of a project prior to the time of the implementation of the parts of the Action Plan applicable thereto.

6. PROCEDURES

a. To meet the requirements of these guidelines, each Highway Agency shall develop an Action Plan which describes the organization to be utilized and the processes to be followed in the development of Federal-aid highway projects from initial system planning through design.

b. The Action Plan should be consistent with the requirements of PPM's 20-8, 90-1, and of other applicable directives.

* c. Involvement of the public and local, State, and Federal officials and agencies, including A-95 clearinghouses and the 23 U.S.C. 134 metropolitan transportation planning process agencies, should be sought throughout the development of the Action Plan. Comments should be solicited during the draft and final stage of development of the Action Plan.

* d. The Action Plan submitted to the Governor of the State and to the FHWA should be accompanied by a description of the procedures followed in developing the Action Plan; the steps taken to involve the public and other agencies during development of the Plan; and a summary of comments received on the Plan (including the sources of such comments) and the State's disposition of these comments.

e. The FHWA, through its division and regional offices, will consult with the State in the development of the Action Plan and, within the limits of its resources, will be prepared to assist or advise.

f. The Action Plan shall be submitted to the Governor of the State for review and approval as a means of obtaining a high degree of interagency and intergovernmental coordination. Approval by the Governor may occur prior to submittal of the Action Plan to the FHWA, or, if desired by the State, may occur concurrently with FHWA approval.

g. The Action Plan should be submitted to the FHWA not later than June 15, 1973, for approval. The FHWA will not give location approval on projects after November 1, 1973, unless the Action Plan has been approved.

- * h. Review and approval of the Action Plan and revisions thereto will be the responsibility of the Regional Federal Highway Administrator.

7. IMPLEMENTATION AND REVISION

a. The FHWA shall review the States' implementation of their Action Plans at appropriate intervals. The FHWA may withhold location approvals, or such other project approvals as it deems appropriate, if the Action Plan is not being followed.

b. The Action Plan shall be implemented as quickly as feasible. A program of staged implementation for the period up to November 1, 1974, shall be developed and described in the Action Plan. It is expected that all aspects of the Action Plan will be implemented by this date. If the Highway Agency believes that any provision in its Action Plan cannot be implemented prior to November 1, 1974, it shall present a schedule for the implementation of such provisions to the FHWA, which will consider the proposed schedule on a case-by-case basis.

c. If the schedule for implementation set forth in an approved Action Plan is not met, the FHWA may withhold location approvals or such other project approvals as it deems appropriate.

- * d. An approved Action Plan may be revised to meet changed circumstances or to permit adoption of improved procedures or assignments of responsibilities.

(1) The Action Plan should identify the assignment of responsibility for developing Action Plan revisions.

(2) Paragraph 6f (Governor's approval) shall apply to revision of the Action Plan; except that the Highway Agency, with the Governor's approval, may include a provision in the Action Plan to allow all or some type of revisions in the approved Action Plan without review and approval by the Governor. In such instances, the Action Plan should include a description of the types of such revisions.

(3) The Highway Agency in consultation with the FHWA shall determine the extent to which involvement of the public and other agencies is necessary in the development of proposed Action Plan revisions.

8. CONTENTS OF THE ACTION PLAN

The Action Plan shall indicate the procedures to be followed in developing highway projects, including organizational structure and assignments of responsibility by the chief administrative officer of the Highway Agency to positions or units within the Agency. Where participation of other agencies or consultants will be utilized, this should be so indicated. The topics to be covered by the Action Plan are outlined in the following paragraphs of this PPM.

9. IDENTIFICATION OF SOCIAL, ECONOMIC, AND ENVIRONMENTAL EFFECTS

- * a. Identification of potential social, economic, and environmental effects, both beneficial and adverse, of alternative courses of action should be made as early in the study process as feasible. Timely information on such effects should be produced so that the development and consideration of alternatives and studies can be influenced accordingly. Further, the costs, financial and otherwise, of eliminating or minimizing possible adverse social, economic, and environmental effects should be determined.

b. The Action Plan should identify:

(1) The assignment of responsibility for:

(a) Providing information on social, economic, and environmental effects of alternative courses of action during system planning, location, and design stages.

(b) Controlling the technical quality of social, economic, and environmental studies.

(c) Monitoring current social, economic, and environmental research; monitoring environmental effects of completed projects, where appropriate; and disseminating "state-of-the-art" information within the agency.

(2) Procedures to be followed to ensure that timely information on social, economic, and environmental effects:

(a) Is developed in parallel with alternatives and related engineering data, so that the development and selection of alternatives and other elements of technical studies can be influenced appropriately.

(b) Indicates the manner and extent to which specific groups and interests

are beneficially and/or adversely affected by alternative proposed highway improvements.

(c) Is made available to other agencies and to the public early in studies.

(d) Is developed with participation of staffs of local agencies and interested citizens.

(e) Is developed sufficiently to allow for the estimation of costs, financial or otherwise, of eliminating or minimizing identified adverse effects.

10. CONSIDERATION OF ALTERNATIVE COURSES OF ACTION

* a. Alternatives considered should include, where appropriate, alternative types and scales of highway improvements and other transportation modes. The option of no highway improvement should be considered and used as a reference point for determining the beneficial and adverse effects of other alternatives. Appropriate alternatives which might minimize or avoid adverse social, economic, or environmental effects should be studied and described, particularly in terms of impacts upon specific groups and in relationship to 42 U. S. C. 2000d-2000d-4 (Title VI of the Civil Rights Act 1964) and 42 U. S. C. 3601-3619 (Title VIII of the Civil Rights Act of 1968).

b. The Action Plan should identify the assignment of responsibility and the procedures to be followed to ensure that:

(1) The consequences of the no-highway-improvement option are set forth, with data of a level of completeness and of detail consistent with that developed for other alternatives.

(2) A range of alternatives appropriate to the stage is considered at each stage from system studies through final design.

(3) The development of new transportation modes or the improvement of other modes are adequately considered, where appropriate.

(4) Non-transportation components, such as replacement housing, joint development, multiple use of rights-of-way, etc., are in coordination with transportation components.

(5) Suggestions from outside the Agency are given careful consideration.

11. INVOLVEMENT OF OTHER AGENCIES AND THE PUBLIC

a. The President has directed Federal agencies to "develop procedures to insure the fullest practicable provision of timely public information and understanding of Federal plans and programs with environmental impact in order to obtain the views of interested parties" (Executive Order 11514). Policy and Procedure Memorandum 20-8 contains similar provisions. Interested parties should have adequate opportunities to express their views early enough in the study process to influence the course of studies, as well as the actions taken. Information about the existence, status, and results of studies should be made available to the public throughout those studies. The required public hearings (PPM 20-8) should be only one component of the agency's program to obtain public involvement.

b. The Action Plan should identify the assignment of responsibility and procedures to be followed:

(1) To ensure that information is made available to other agencies and the public throughout the duration of project studies, and that such information is as clear and comprehensible as practicable concerning:

(a) The alternatives being considered.

(b) The effects of alternatives, both beneficial and adverse, and the manner and extent to which specific groups are affected.

(c) Right-of-way and relocation assistance programs and relocation plans.

(d) The proposed time schedule of project development, including major points of public interest.

* (2) To clearly indicate the organizational unit or units within the Highway Agency to which the public can go for information outlined in paragraph 11b(1), and for assistance to clarify or interpret the information.

(3) To ensure that interested parties, including local governments and metropolitan, regional, State and Federal agencies, and the public have an opportunity to participate in an open exchange of views throughout the stages of project development.

(4) To select and coordinate procedures, in addition to formal public hearings, to be used to inform and involve the public.

(5) To utilize appropriate agencies with area-wide responsibilities to assist in the coordination of viewpoints during project development.

(6) To involve appropriately the organization which is officially established in urbanized areas of over 50,000 population to conduct continuing, comprehensive, cooperative transportation planning (consistent with PPM 50-9 and IM 50-3-71).

12. SYSTEMATIC INTERDISCIPLINARY APPROACH

a. United States Code, Title 42, Section 4332 (National Environmental Policy Act, 1969) requires that agencies use "a systematic, interdisciplinary approach which will insure the integrated use of the natural and social sciences and the environmental design arts in planning and in decisionmaking which may have an impact on man's environment."

* b. The Action Plan should indicate procedural arrangements and assignments of responsibilities which will be necessary to meet this requirement, including:

(1) The organization and staffing of interdisciplinary project groups which are systematic and interdisciplinary in approach, including the possible use of consultants and representatives of other State or local agencies.

(2) Recruitment and training of personnel with skills which are appropriate to add on a full-time basis, and the development of appropriate career patterns, including management opportunities.

(3) Additional training for present personnel to enhance their capabilities to work effectively in an interdisciplinary environment.

13. DECISIONMAKING PROCESS

a. The process of reaching various decisions on highway improvement projects should be reviewed to assure that it provides for the appropriate consideration of all economic, social, environmental, and transportation factors as required by these guidelines.

b. The Action Plan should identify:

(1) The processes through which other State and local agencies, government officials, and private groups may contribute to reaching decisions, and the authority, if any, which other agencies or government officials can exercise over decisions.

(2) Different decision processes, if any, for various categories of projects (e. g.,

Interstate, Primary, Secondary, TOPICS) and for various geographic regions of the State (e. g., in various urban and rural regions) to reflect local differences in the nature of potential environmental effects or in the structure of local governments and institutions.

(3) The processes to be used to obtain participation in decisions by officials of appropriate agencies in other States for those situations in which the potential social, economic, and environmental effects are of interstate concern.

14. INTERRELATION OF SYSTEM AND PROJECT DECISIONS

a. Many significant economic, social, and environmental effects of a proposed project are difficult to anticipate at the system planning stage and become clear only during location and design studies. Conversely many significant environmental effects of a proposed project are set at the system's planning stage. Decisions at the system and project stages shall be made with consideration of their social, economic, environmental, and transportation effects to the extent possible at each stage.

b. The Action Plan should identify:

(1) Procedures to be followed to:

(a) Ensure that potential social, economic, and environmental effects are identified insofar as practicable in system planning studies as well as in later stages of location and design.

(b) Provide for reconsideration of earlier decisions which may be occasioned by results of further study, the availability of additional information, or the passage of time between decisions.

(2) Assignment of responsibility for ensuring that project studies are effectively coordinated with system planning on a continuing basis.

15. LEVELS OF ACTION BY PROJECT CATEGORY

a. A Highway Agency may develop different procedures to be followed depending upon the economic, social, environmental, or transportation significance of the highway section to be developed. Different procedures may also be adopted for various categories of projects, such as TOPICS, new route locations, or secondary roads, and for various regions of the State, such as urban areas or zones of particular environmental significance.

b. The Action Plan should identify:

(1) The categories which the Highway Agency will use to distinguish the different degrees of effort which under normal circumstances will be devoted to various types of projects.

(2) Assignment of responsibility for determining, initially and in periodic reviews, the category of each ongoing highway project.

(3) Procedures to be followed for each category (including identification of impacts, public involvement, decision process, and other issues covered in these guidelines).

16. RESPONSIBILITY FOR IMPLEMENTATION

Assignment of responsibility for implementation of the Action Plan should be identified.

17. FISCAL AND OTHER RESOURCES

a. An important component of the Action Plan is identification of resources of the Highway Agency and of other agencies required to perform the identified procedures and execute the assigned responsibilities.

b. The Action Plan should identify:

(1) The resources of the Highway Agency (in terms of personnel and funding) that will be utilized in implementing and carrying out the Action Plan.

(2) Resources that are available in other agencies to provide necessary information on social, economic, and environmental effects.

(3) Programs for the addition of trained personnel or fiscal or other resources to either the Highway Agency itself or other agencies.

18. CONSISTENCY WITH EXISTING LAWS AND DIRECTIVES

The Highway Agency should identify and report, either in the Action Plan or otherwise, areas where existing Federal and State laws and administrative directives prevent or hamper full compliance with these guidelines. Where appropriate, recommendations and proposed actions to overcome such difficulties should be described.



R. R. Bartelsmeyer
Acting Federal Highway Administrator



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
WASHINGTON, D.C. 20591

POLICY AND PROCEDURE MEMORANDUM

Transmittal 202
August 24, 1971
EV-10

1. MATERIAL TRANSMITTED

PPM 90-1, Guidelines for Implementing Section 102(2)(C) of the National Environmental Policy Act of 1969, Section 1653(f) of 49 U.S.C., Section 470f of 16 U.S.C., and Section 309 of the Clean Air Act of 1970.

2. EXISTING ISSUANCES AFFECTED

Supersedes:

Circular Memorandums

<u>Date</u>	<u>Subject</u>
5/25/64	Consideration of the overall interests of the public in the Federal-aid highway programs for the protection or improvement of parks and other outdoor recreational and historical resources.
3/24/70	Preservation of Historic Sites

FHWA Notices

<u>Date</u>	<u>Subject</u>
11/30/70	National Environmental Policy Act Guidelines for implementation proposed by FHWA
1/12/71	Preparation of Section 4(f) determinations by the State highway departments
2/10/71	Preparation and processing of statements relating to Section 4(f) of the DOT Act and Section 102(2)(C) of the NEP Act
3/10/71	Distribution of Draft Environmental Statements

Instructional Memorandums

Identification

Subject

IM 21-5-63

Coordination of public interests of highway improvements with those of fish and wildlife resources

Draft Instructional Memorandum

Date

Subject

11/24/70

Interim guidelines for implementing Section 102(2)(C) of the National Environmental Policy Act of 1969

3. COMMENTS

The above issuances are deleted inasmuch as they either provided guidelines for implementing the acts which have now been incorporated within this memorandum or they required coordination with other agencies to assure careful consideration of the environment which is the prime substance of the National Environmental Policy Act of 1969.

F. C. Turner

F. C. Turner
Federal Highway Administrator

Distribution:
Basic

POLICY AND PROCEDURE MEMORANDUM

90-1

August 24, 1971

GUIDELINES FOR IMPLEMENTING SECTION 102(2)(C) OF THE NATIONAL ENVIRONMENTAL POLICY ACT OF 1969, SECTION 1653(f) OF 49 U. S. C., SECTION 470f OF U. S. C., AND SECTION 309 OF THE CLEAN AIR ACT OF 1970

- Par. 1. Purpose
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3. Definitions
4. Policy
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Appendix E - Environmental Statements - Contents and Format
Appendix F - Evaluating Highway Section Environmental Effects
Appendix G - Inter-Agency Review of Draft Environmental Statements
Appendix H - Selections from PPM 20-8, dated January 14, 1969, for use with the National Environmental Policy Act Guidelines
Appendix I - Purchasing Copies of Environmental Statements

1. PURPOSE

To provide guidelines to highway departments and Federal Highway Administration (FHWA) field offices to assure that the human environment is carefully considered and national environmental goals are met when developing federally financed highway improvements.

2. AUTHORITY

a. Section 102(2)(C) of the National Environmental Policy Act of 1969 (P. L. 91-190) states that all agencies of the Federal Government shall:

"include in every recommendation or report on proposals for legislation and other major Federal actions significantly affecting the quality of the human environment, a detailed statement by the responsible officials on---

- (i) the environmental impact of the proposed action,
- (ii) any adverse environmental effects which cannot be avoided should the proposal be implemented,
- (iii) alternatives to the proposed action,

(iv) the relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity, and

(v) any irreversible and irretrievable commitments of resources which would be involved in the proposed action should it be implemented.

Prior to making any detailed statement, the responsible Federal official shall consult with and obtain the comments of any Federal agency which has jurisdiction by law or special expertise with respect to any environmental impact involved. Copies of such statement and the comments and views of the appropriate Federal, State, and local agencies which are authorized to develop and enforce environmental standards, shall be made available to the President, the Council on Environmental Quality and to the public as provided by Section 552 of Title 5, United States Code, and shall accompany the proposal through the existing agency review processes."

b. Section 1653(f) of 49 U. S. C. 1/, Section 138 of 23 U. S. C., and Section 4(f) of the Department of Transportation Act (all of which are hereafter referred to as "Section 4(f)") permits the Secretary of Transportation to approve a program or project which requires the use of publicly owned land from a park, recreation area, or wildlife and waterfowl refuge of national, State, or local significance as determined by the Federal, State, or local officials having jurisdiction thereof, or land from an historic site of national, State, or local significance as so determined by such officials (hereafter "Section 4(f) land") only if:

(1) there is no feasible and prudent alternative to the use of such land, and

(2) such program includes all possible planning to minimize harm to the Section 4(f) land resulting from such use.

1/ Section 1653(f) of 49 U. S. C. is identical to Sections 138 of 23 U. S. C. and 4(f) of the Department of Transportation Act as amended in Section 18 of the "Federal-Aid Highway Act of 1969."

c. Section 470f of 16 U. S. C. 2/ provides that the head of any Federal agency having direct or indirect jurisdiction over a proposed Federal or federally assisted undertaking in any State and the head of any Federal department or independent agency having authority to license any undertaking shall, prior to the approval of the expenditure of any Federal funds on the undertaking or prior to the issuance of any license, as the case may be, take into account the effect of the undertaking on any district, site, building, structure, or object that is included in the National Register. The head of any such Federal agency shall afford the Advisory Council on Historic Preservation a reasonable opportunity to comment with regard to such undertaking.

d. Section 309 of the Clean Air Act of 1970 (Public Law 91-604), as amended, provides:

"(a) The Administrator (Environmental Protection Agency) shall review and comment in writing on the environmental impact of any matter relating to duties and responsibilities granted pursuant to this Act or other provisions of the authority of the Administrator, contained in any . . . (2) newly authorized Federal projects for construction and any major Federal agency action (other than a project for construction) to which Section 102 (2)(C) of Public Law 91-190 applies Such written comment shall be made public at the conclusion of any such review."

3. DEFINITIONS (as used in this memorandum)

a. Highway Section - a substantial length of highway between logical termini (major crossroads, population centers, major traffic generators, or similar major highway control elements) as normally included in a single location study. (See paragraph 6).

b. Agency Decision - FHWA approval of the location of a highway improvement. (Subsequent approval of the design; right-of-way acquisition; the plans, specifications, and estimates (PS&E) or authorization to construct a project within the highway section is not, for the purposes of this memorandum, an additional agency decision.)

(1) A determination to prepare and process a supplemental environmental statement would be the basis for a new agency decision for either a highway location or design. (See paragraph 6p).

2/ This requirement is also found in Section 106 of the National Historic Preservation Act of 1966.

(2) In accordance with the Secondary Road Plan as permitted by Section 117 of Title 23 U. S. C., the approvals of the location, design, right-of-way acquisition and construction (PS&E) have been delegated to the appropriate State highway department for highway improvements on the Federal-Aid Secondary System.

c. Environmental Statement - a written statement containing an assessment of the anticipated significant beneficial and detrimental effects which the agency decision may have upon the quality of the human environment for the purposes of:

(1) assuring that careful attention is given to environmental matters,

(2) providing a vehicle for implementing all applicable environmental requirements, and

(3) to insure that the environmental impact is taken into account in the agency decision.

d. Negative Declaration - a written document in support of a determination that, should the proposed highway section improvement be constructed, the anticipated effects upon the human environment will not be significant.

e. Highway Agency (HA) - the agency with the primary responsibility for initiating and carrying forward the planning, design, and construction of the highway. For highway sections financed with Federal-aid highway funds, the HA will normally be the appropriate State highway department. For highway sections financed with other funds, such as Forest highways, Park roads, etc., the HA will be the appropriate Federal or State highway agency.

f. Human Environment - the aggregate of all external conditions and influences (aesthetic, ecological, biological, cultural, social, economic, historical, etc.) that affect the life of a human.

4. POLICY

It is a national policy that all Federal agencies promote efforts for improving the relationship between man and his environment and to make special effort for preserving the natural beauty of the countryside and public park and recreational lands, wildlife and waterfowl refuges, and historic sites. It is also national policy that Federal agencies consult with other appropriate Federal, State, and local agencies; assess in detail the potential environmental impact in order that adverse effects are avoided and environmental quality is restored or enhanced, to the fullest extent practicable, and utilize a

systematic, interdisciplinary approach which will insure the integrated use of the natural and social sciences and the environmental design arts in planning and decisionmaking which may have an impact on man's environment. The environmental assessments include the broad range of both beneficial and detrimental effects.

5. APPLICATION

a. An environmental statement or combined environmental/Section 4(f) statement or negative declaration, whichever is appropriate, shall be prepared and processed in accordance with this memorandum for each highway section proposed for construction with funds administered by the Federal Highway Administration, including in appropriate cases any section financed from funds transferred to the Federal Highway Administration from other agencies, which receives or received design approval (see paragraph 5e) on or after February 1, 1971.

b. An environmental statement or combined environmental/Section 4(f) statement, whichever is appropriate, shall be prepared and processed in accordance with this memorandum for each highway section which received design approval on or after January 1, 1970, and before February 1, 1971, and which constitutes a major action significantly affecting the environment (see Appendix F, paragraphs 2 and 3) if, in the judgment of the FHWA division engineer, implementation of the National Environmental Policy Act to the fullest extent possible requires preparation and processing of an environmental statement. In making his judgment the FHWA division engineer should consider, in addition to the written reassessment prepared by the HA (see paragraph 5c) for each such highway section, the status of the design; right-of-way acquisition including demolition of improvements within the right-of-way; number of families already rehoused and those yet to be rehoused; construction scheduling; benefits to accrue from the proposed highway improvement; significant impacts; and measures to minimize any adverse impacts of the highway.

c. Highway sections which received design approval on or after January 1, 1970, and before February 1, 1971, that are classed as a major action are to be reassessed by the HA in consultation with the FHWA division engineer or his representative. The written reassessment should consider if the highway plans were developed in such a manner as to minimize adverse environmental consequences.

d. A highway section involving an historic site included in the National Register of Historic Places shall be coordinated with the State Liaison Officer for Historic Preservation and representatives of the Office of Archeology and Preservation of the National Park Service, Department of the Interior, as set forth in Appendix A. The provisions of Section 470f, 16 U. S. C., should be satisfied before submitting the final environment/Section 4(f) statement to the FHWA (see paragraph 2c).

e. Design approval may be regarded as having been obtained prior to February 1, 1971, if any one of the following conditions is satisfied.

(1) Prior to the issuance of revised PPM 20-8 dated January 14, 1969, procedures of the FHWA (then the Bureau of Public Roads) did not require a HA to receive a formally documented FHWA design approval before undertaking right-of-way acquisition and/or preparation of the plans, specifications and estimate (PS&E). Therefore, design approval was that action or series of actions by which the FHWA indicated to the HA that the essential elements of the highway as set out in paragraph 10 of PPM 20-8 were satisfactory or acceptable for preparation of the PS&E. Such actions may have consisted of review and comments upon preliminary plans, schematic drawings, design studies, layouts or reports or unconditional approval to acquire all the right-of-way for a project. The HA shall identify those projects (both Federal-aid and non-Federal-aid) in the above category which it anticipates Federal-aid funds will be requested for a subsequent stage and furnish the FHWA division engineer for his concurrence a letter similar to Appendix B of this memorandum citing the document(s) or action(s) which it believes are equivalent to design approval. The FHWA division engineer's concurrence in the HA's determination will serve as verification that the previous actions or approvals were in effect design approval.

(2) Written approval by the FHWA of the design submitted in accordance with paragraph 10 of PPM 20-8 dated January 14, 1969.

(3) Similar type evidence that an official of the State highway department approved the design prior to February 1, 1971, for projects administered under an approved Secondary Road Plan. Such evidence need not be submitted to the FHWA division engineer for concurrence but shall be available in the State highway department's files.

f. A single environmental statement, or negative declaration, is applicable to jointly planned undertakings between the FHWA and other Federal agencies. The lead agency will be responsible for the appropriate document (i. e. the HA for a proposed highway section that also requires a U. S. Coast Guard action for bridge clearance over navigable water). Highway section proposals submitted for an FHWA approval shall include a copy of the statement prepared and processed by another Federal agency or reference to such a statement previously furnished to FHWA. A highway section in this category will generally be of the nature where there is no actual transfer of funds to the FHWA and the FHWA acts only in the capacity of a review agency or consultant advisor to the other Federal agency.

g. An environmental statement shall not be required in connection with any highway section that is urgently needed because of a national emergency, a disaster, a catastrophic failure, or similar great urgency. The HA may request and the FHWA may exempt such urgently needed highway sections from the environmental statement requirement after consultation with the Office of the Secretary of Transportation and the Council on Environmental Quality.

6. PROCEDURES (See Appendixes C and D for a flow chart)

The highway section included in an environmental statement should be as long as practicable to permit consideration of environmental matters on a broad scope. Piecemealing proposed highway improvements in separate environmental statements should be avoided. If possible, the highway section should be of substantial length that would normally be included in a multi-year highway improvement program.

a. A proposal to develop or improve a highway section should be coordinated in the early stages with appropriate local, State, and Federal agencies (paragraph 5a of PPM 20-8 and paragraph 4 of IM 50-1-70). Initiation of coordination at the beginning of the location study will assist in identifying natural and cultural areas of significance, agency and public concerns and help in determining the need for and preparation of an environmental statement. Existing coordination mechanisms, such as above cited, (public hearings, Office of Management and Budget Circular No. A-95 reviews) and other established procedures for coordination should be used to the greatest extent practicable. The information obtained through coordination and the highway studies (technical, engineering, social, economic, and environmental, as appropriate) should also be used in evaluating the potential environmental

impact (both beneficial and detrimental) of the highway section proposal.

(1) The environmental statement and/or Section 4(f) statement may be a part of the study report for the highway location, if desired; however, if included in the study report, the statements are to be consolidated in one place in the report and in a form that can be reproduced separate from the report.

b. Draft environmental statements, when required (see paragraph 5), including Section 4(f) information, shall be prepared by the HA (see Appendix E for contents and format) and circulated for comment during the location study. The environmental statement should be prepared utilizing a systematic, interdisciplinary approach which will assure that environmental impacts are described in detail. A representative of the FHWA division office shall indicate that the draft statement has been cleared for circulation and comment by signing and dating the draft statement. An environmental statement is required only for those sections which the HA and division engineer determine that construction and operation of the highway section will have a significant impact upon the environment. Appendix F lists guidelines to assist in determining significant impacts associated with the construction and operation of a highway. In addition, the HA may wish to consult other local, State, and Federal agencies with specific impact expertise when determining the significance of an impact.

c. The draft environmental statement, including necessary Section 4(f) information when required, is to be circulated by the HA to the appropriate agencies (see Appendix G) for comment, and made available to the public not later than the first required notice of location public hearing (30 to 40 days before date of hearing) or notice of opportunity for a public hearing as set out in PPM 20-8 (see Appendix H). The comments as received from other agencies are to be made available at either the FHWA Division or HA office for public review and copying. If the highway section qualified for exemption from public hearings procedures (PPM 20-8) and a public hearing is not afforded a draft environmental statement if required (including necessary Section 4(f) information) is to be prepared and circulated for comment, and made available to the public as early as practicable. The HA shall request a determination of significance from the Section 4(f) lands agency and include the letter requesting such determination and the determination, if received, as exhibits to the draft statement. An additional location or design public hearing will not be required for the sole purpose of presenting and receiving comments on the draft environmental statement

for those projects which were processed in accordance with procedures in affect at the time.

d. The HA shall furnish 17 copies of each draft environmental statement to the FHWA division engineer who shall distribute 16 copies to the following recipients:

FHWA Regional Office	1
FHWA (to the Office of Environmental Policy, EV-1)	2
DOT's Office of Environment and Urban Systems (TEU)	3
Council on Environmental Quality (CEQ)	10
(722 Jackson Place, NW, Washington, D. C. 20006)	

NOTE: The HA is to make distribution to all other required local, State, and Federal agencies (see Appendix G).

e. The HA shall announce the availability of and briefly explain the draft environmental statement or negative declaration in its presentation at the location public hearing (or at the highway design hearing when a draft statement is prepared and circulated in conjunction with design studies).

f. The HA may establish a date not less than 30 days from the date of transmittal, plus a normal time for mail to reach and be returned from the recipient, for return of the comments, except 45 days plus mailing time shall be allowed for the Environmental Protection Agency (EPA) to comment. The FHWA should include a similar time period (30 days plus mailing) for return of comments from FHWA Office of Environmental Policy (EV-1), DOT's Office of Environment and Urban Systems (TEU), and the Council on Environmental Quality (CEQ). If an agency does not respond by the indicated date, the HA may assume the agency had no comments. The HA should endeavor to grant requests for a time extension of up to 15 days for return of comments unless a 45 day review period, plus mailing time, was originally established.

g. Draft environmental statements shall be available for review by the public at the HA headquarters; the State, regional, and metropolitan clearinghouses; the FHWA division, regional, and headquarters offices; and at the appropriate public hearings. The HA and FHWA may charge non-governmental individuals and organizations for copies of environmental statements in accordance with established fee schedules.

(1) The public and private organizations may also order copies of draft and final environmental statements from the National

Technical Information Service, U. S. Department of Commerce (See Appendix I).

h. Similar procedures apply to highway sections which have received location approval but did not have design approval before February 1, 1971. In such instances the environmental statement, combination environmental/Section 4(f) statement or negative declaration shall be prepared and processed during the design studies. The final environmental statement or negative declaration for such highway sections shall be furnished to FHWA before or with the request for design approval. If the design public hearing was held prior to the issuance of this memorandum, an additional design public hearing will not be required for the sole purpose of presenting and receiving comments on the draft statement. All other requirements for circulation for comment and availability to the public will apply.

i. The HA shall prepare a final environmental statement or combined environmental/Section 4(f) statement for each project for which it prepared and circulated a draft environmental statement following the format in Appendix E. The final statement shall include a copy of all comments received and reflect the HA's consideration and disposition of the environmental comments at the public hearing and comments received on the draft statement.

j. FHWA review and acceptance of the final environmental statement shall be the responsibility of the Regional Federal Highway Administrator. The Regional Federal Highway Administrator shall indicate his acceptance by signature thereon, and forward 15 signed copies of the final statement as follows:

FHWA (to the Office of Environmental Policy, EV-1) 15

A copy of a signed statement may also be returned to the originating office. The HA and FHWA may, upon request of an individual or organization, make a copy of the statement as signed by the Regional Federal Highway Administrator available, but such document should be marked "NOT Official - Subject to Approval by U. S. Department of Transportation."

k. FHWA's Office of Environmental Policy shall be responsible for:

(1) submitting the necessary copies of the final statement to TEU for concurrence,

(2) informing the Regional Federal Highway Administrator of such concurrence (at which time the final statement may be

considered to be an officially approved U. S. DOT statement), and

(3) informing the Regional Federal Highway Administrator when CEQ is furnished copies of the final statement.

1. The Regional Federal Highway Administrator shall be responsible for:

(1) assuring that a copy of the final statement as sent to CEQ is furnished (by the HA when appropriate) for public inspection at the HA headquarters; the appropriate State, regional, and metropolitan clearinghouses; and the FHWA division and regional offices following TEU's approval or assumed concurrence, and

(2) assuring that the following time limitations have expired prior to FHWA's approval of the location (or design if the location was previously approved).

(a) Ninety (90) days have expired since the draft environmental statement was circulated for comment, sent to CEQ (post-marked), and made available to the public as described in 6g.

(b) Thirty (30) days have expired since the final environmental statement was made available to both CEQ and the public. This time period may run concurrently with the ninety (90) day period.

m. Negative declarations shall be prepared by the HA when the anticipated impact of construction and operation of a highway section is determined to be not significant (not of major importance). Appendix F outlines several types of highway section improvements which may warrant a negative declaration; however, each highway section should be evaluated to determine whether its impact is significant. The time of preparation outlined previously for environmental statements also apply to negative declarations. Their purpose is to include in the written record evidence that the highway section was evaluated and a determination made that it would have no significant effect upon the quality of human environment. They should be based on the information developed during the highway study and coordination with local, State, and Federal agencies.

n. A negative declaration need not be circulated for comment, but its availability should be included in the notice of the public hearing or opportunity for public hearing. The FHWA division engineer shall concur in the negative declaration before he approves the location or design, whichever is appropriate.

o. The HA or FHWA may, based upon comments at the public hearing, rescind a negative declaration and prepare and process an

environmental statement if in their judgment significant impacts have been identified which were not previously considered. It would not be necessary in such instances to hold additional public hearings for the purpose of presenting the draft environmental statement.

p. The HA shall include reference to the previous environmental statement, negative declaration, or design approval exemption, if applicable, when requesting design approval, authorization for right-of-way acquisition, approval of PS&E, and construction authorization.

(1) A new environmental statement, or a supplemental statement will be necessary for a highway section when the proposal being processed introduces a new or changed environmental effect of significance to the quality of environment. The FHWA may also request an environmental statement for a highway section which received design approval before February 1, 1971, when in its judgment changes in the highway subsequent to the reassessment (see paragraph 5c) introduce significantly different impacts on the environment.

(2) A supplemental statement is to be processed in the same manner as a new environmental statement. Where the need for a supplemental statement results from the use of Section 4(f) land only, a Section 4(f) statement may be prepared in lieu of a supplemental environmental statement and coordinated with the Departments of the Interior and Housing and Urban Development by the HA. The coordinated Section 4(f) statement, with comments and suggestions and the HA disposition of same, shall be furnished to the FHWA for appropriate processing.

q. In accordance with the Secondary Road Plan, as permitted by Section 117 of Title 23, U. S. C., State highway departments operating under an approved Secondary Road Plan have the responsibility for reviewing and approving the location and design of Federal-aid secondary improvements. However, the FHWA division engineer is to concur in negative declarations, where applicable. Environmental statements are to be prepared and processed in accordance with the provisions of this memorandum.

F. C. Turner
Federal Highway Administrator

Attachments

PROCEDURES FOR HISTORIC PRESERVATION

1. The provisions of 16 U.S.C. 470(f) require that all proposed highway sections that are federally assisted be developed with consideration to effected districts, sites, buildings, structures, or objects that are included in the National Register for Historic Preservation. This authority derives from Section 106 of the National Historic Preservation Act. Procedures for compliance have been implemented by the Advisory Council on Historic Preservation, and the National Park Service, Department of the Interior, as follows:

a. At the earliest stage of planning or consideration of any undertakings carried out, licensed, or financially assisted by the Federal Government, an agency should follow these steps:

(1) Consult the National Register of Historic Places to determine if a National Register property is involved in the undertaking. The National Register is maintained by the Office of Archeology and Historic Preservation, National Park Service, and monthly addenda are published in the FEDERAL REGISTER.

(2) Apply the "Criteria for Effect." If there is no effect, the undertaking may proceed.

(a) Criteria for Effect

1 A federally financed or licensed undertaking shall be considered to have an effect on a National Register listing (districts, sites, buildings, structures, and objects, including their settings) when any condition of the undertaking creates a change in the quality of the historical, architectural, archeological, or cultural character that qualified the property under the National Register criteria for listing in the National Register.

2 Generally, adverse effect occurs under conditions which include but are not limited to:

a Destruction or alteration of all or part of a property;

b Isolation from or alteration of its surrounding environment;

c Introduction of visual, audible, or atmospheric elements that are out of character with the property and its setting (i. e. introduction of a new highway or a higher type functional highway, such as a freeway for an arterial, into the environment of a historic site).

(3) If there is an effect, regional, or State officials of the agency ^{1/} in consultation with the State Liaison Officer and a representative of the Office of Archeology and Historic Preservation shall:

(a) Determine if the effect is adverse--if not, the undertaking may proceed;

(b) Upon finding an adverse effect, select and agree upon a prudent and feasible alternative to remove the adverse effect, in which case the undertaking may proceed;

(c) Failing to find and agree upon an alternative, recommend all possible planning to minimize the adverse effect and delay further processing of the undertaking pending the receipt of comments from the Advisory Council.

(4) Provide written notice affording the Advisory Council an opportunity to comment upon doubtful or unresolved situations of adverse effect and upon request submit a report of the undertaking.

2. The procedures call for applying the "Criteria for Effect" to determine whether a proposed highway section will have an effect on an historic place. This determination of effect should be made by the HA in consultation with the division engineer and the State Liaison Officer. ^{2/} The State Liaison Officer should act as liaison between the HA and the Office of Archeology and Preservation of the National Park Service when this is necessary. If there is documented agreement that a project will not have an effect on the National Register Historic Site, no further review is required under the National Historic Preservation Act. However, if the highway section uses land from a historic site, a Section 4(f) review will be required.

3. If there is a finding of adverse effect, the proposed highway section is to be processed in accordance with these procedures and the Office of Environmental Policy should be notified and kept informed of further developments. If it becomes necessary to provide a written notice affording the Advisory Council on Historic Preservation an opportunity to comment in doubtful or unresolved situations of adverse effect, the Office of Environmental Policy will act as the coordinating element for the Federal Highway Administration.

^{1/} When the agency has no regional or State officials, the Office of Archeology and Historic Preservation will perform this service.

^{2/} State Liaison Officers are appointed by the Governors to be responsible for State activities under the National Historic Preservation Act.

EXAMPLE OF DESIGN CONCURRENCE LETTER

Mr. John Doe
Division Engineer
Federal Highway Administration

Dear Mr. Doe:

The initial phases (PE - ROW) for the proposed improvement of State Route 35 between State Route 64 and Springfield were accomplished without Federal-aid highway funds. Preliminary drawings, which included the elements outlined in paragraph 10b(1)(b) of PPM 20-8, were commented upon in your letters of August 18, 1966, and September 12, 1967. We have, therefore, determined that your review and comments were equivalent to design approval of this project.

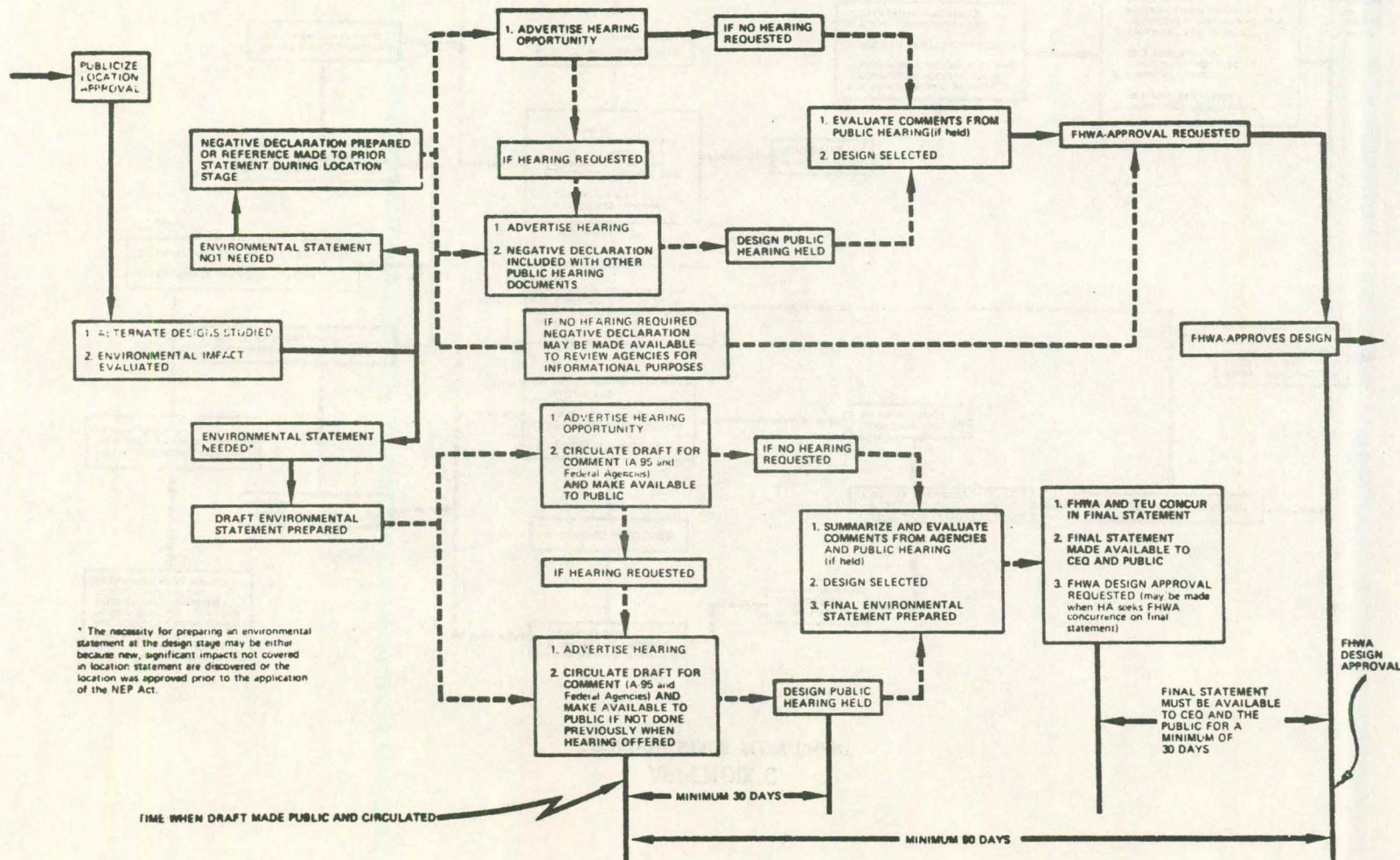
For your convenience we have included below a space for your concurrence in our determination.

Sincerely,

Endorsement to (SHD)

Concur _____ Date _____

APPENDIX D DESIGN STAGE FLOW CHART



* The necessity for preparing an environmental statement at the design stage may be either because new, significant impacts not covered in location statement are discovered or the location was approved prior to the application of the NEP Act.

A-30

D-1

ENVIRONMENTAL STATEMENTS -
CONTENTS AND FORMAT

1. Environmental statements and combination environmental/Section 4(f) statements (draft and final) shall have a title page similar to the examples attached to this Appendix.

2. The following sections, as a minimum, are to be covered in environmental statements:

a. A description of the proposed highway improvement and its surroundings. The description should include the following type information: type of facility; length; termini; basic traffic data, including trips for the design year and anticipated new trips generated two years after completion of the highway section; right-of-way width (including existing ROW); lengths on existing and new location; major design features such as number of lanes, access control, location of bridges and interchanges, etc.; a general description of the surrounding terrain, existing land use and proposed land use (a map preferable), and other existing environmental features; existing highway facilities including their deficiencies; the need for the proposal; the benefits to the State, region, and community; an estimate of when the proposal will be constructed; and the current status of the proposal with a brief historical resume. Inventory of economic factors such as employment, taxes, property values, etc., should be included as appropriate. The description should also include any involvement with Section 4(f) land (Paragraph 3 of this Appendix). A vicinity map(s) shall be furnished which will show the proposed highway section and its relationship to surrounding natural and cultural features such as towns, lakes, streams, mountains, historic sites, landmarks, institutions, developed areas, principal roads and highways and similar features that are pertinent to a highway study. Detailed maps, sketches, pictures, and other visual exhibits should be used to show specific environmental involvements as necessary. Maps and layouts of the proposed highway/Section 4(f) land involvement should be sufficiently detailed to give a layman reviewer a reasonable understanding of the highway impact and proposed measures to minimize harm.

b. The probable impact of the proposed development or improvement. The evaluation and discussion should specifically emphasize significant beneficial and detrimental environmental consequences upon the State or region or community, as appropriate, of building a new highway into or through an area, or modernizing the existing highway by upgrading and/or relocation.

(1) This section, for instance, would discuss and evaluate the broad impacts on the area or region such as the problems relating to anticipated increase in urbanization or the probable impact of displacing people (if these are significant elements of the highway proposal). Efforts to minimize impact should also be discussed in broad items. For example, measures necessary to insure proper rehousing should be discussed rather than evaluating specific number of people displaced by different alternatives and other differences of the alternatives. The significant environmental impacts of alternative locations and, as appropriate, designs, including a "do nothing" alternative is a proper subject for discussion under "Alternatives" paragraph 2d of this Appendix.

(2) Impacts upon the narrow band (i. e., about 1000 feet) adjacent to the highway may be included when significant to the whole of the region or community. However, the discussions under this section should address the probable significant impacts of the highway proposal (as opposed to individual alternative locations or designs) which might include the probable impact upon such elements, factors, and features listed in paragraph 3 of Appendix F.

c. Any probable adverse environmental effects which cannot be avoided should the proposal be implemented such as water or air pollution, effect upon Section 4(f) land, damage to life systems, urban congestion, threats to health or other consequences adverse to the environment identified under paragraph 2b of this Appendix. Adverse effects should include those which cannot be reduced in severity and those which can be reduced (but not eliminated) to an acceptable level unless the reduction is a result of a different location in which case it should be included in the discussion of alternatives (paragraph 2d of this Appendix).

d. Alternatives: The locations and/or designs studied in detail by the HA are to be described (narratively and with maps and other visual aids, as necessary) and the probable beneficial and/or adverse effects of each alternate (including a do-nothing alternative) identified to the extent practicable consistent with the scale of the proposed highway improvement and significance of the impact. The exploration of alternatives should include an objective evaluation and analysis of estimated costs (social and transportation), engineering factors, transportation requirements, and environmental consequences. The description of alternatives will include information, as appropriate, similar to that suggested in Section A of this Appendix. The discussion of environmental impacts will include more detailed impacts for each alternative than the broad environmental consequences for the

corridor identified in paragraphs 2b and 2c of this Appendix. The draft environmental statement should indicate that all alternatives are under consideration and that a specific alternative will be selected by the HA following the public hearing. The final environmental statement will be prepared for the selected alternative. Unless the final statement is included in the location study report (design report when prepared and circulated during design study), the final statement should include a brief discussion of the data supporting the selected alternative. This section should also include a discussion of alternatives to the use of Section 4(f) lands.

e. The relationship between local short-term uses of man's environment and the maintenance and enhancement of long-term productivity. The short-term uses should be evaluated (construction, changes in traffic patterns, the taking of natural features such as trees, etc., and man-made features such as homes, churches, etc.) as compared to the long-term effects (foreseen changes in land use resulting from the highway improvement or other similarly related items that may either limit or expand land use, affect water, air, wildlife, etc., and other environmental factors).

f. Any irreversible and irretrievable commitments of resources which would be involved in the proposed action should it be implemented. Highways require use of natural resources such as forest or agricultural land, however, these are generally not in sufficient quantity to be significant. The improved access and transportation afforded by a highway may generate other related actions that could reach major proportion and which would be difficult to rescind. An example would be a highway improvement which provides access to a nonaccessible area, acting as a catalyst for industrial, commercial, or residential development of the area.

g. Where unavoidable adverse environmental effects are encountered, planning and measures taken and proposed to minimize harm should be identified. These include procedural and standard measures which are required by standard specifications or standard operating procedures such as erosion control, stream pollution prevention, borrow pit screening or rehabilitation, fencing, relocation of people and businesses, land acquisition procedures, joint development, etc. Measures unique to a specific project should be discussed in detail. Examples of such would be depressing an urban highway to minimize audio and visual effects, providing buffer zones for esthetic purposes, replacement of parklands, etc.

h. Final statements shall incorporate all comments received on the draft (including environmental comments contained in the public hearing transcript) along with a discussion of the comments and suggestions. The HA shall describe its disposition of the comments and suggestions (e. g., revisions to the proposed development or improvement to overcome anticipated problems or objections; reasons why specific comments and suggestions could not be accepted; factors of overriding importance prohibiting the incorporation of suggestions, etc.). This section may be added at the end of the review process in the final text of the environmental statement.

i. Measures to minimize harm to Section 4(f) lands should be included under a separate paragraph even though discussed elsewhere in the final statement.

j. Each copy of draft and final environmental statements should be accompanied by a summary sheet prescribed as attached to this Appendix.

3. The following information, when pertinent and available, should be included in the combination environmental/Section 4(f) statements. (See paragraphs 2a, 2c, 2d, and 2i of this Appendix.) To the extent practicable, this information should be included in the draft to initiate the necessary interagency review.

a. The description of the project (see paragraph 2a of this Appendix) shall include information about the Section 4(f) land in sufficient detail to permit those not acquainted with the project to have an understanding of the relationship the highway and park and the extent of the impact, such as:

- (1) Size (acres or square feet) and location (maps or other exhibits such as photographs, slides, sketches, etc., as appropriate).
- (2) Type (recreation, historic, etc.)
- (3) Available activities (fishing, swimming, golf, etc.).
- (4) Facilities existing and planned (description and location of ball diamonds, tennis courts, etc.).
- (5) Usage (approximate number of users for each activity if such figures are available).
- (6) Patronage (local, regional, and national).
- (7) Relationship to other similarly used lands in the vicinity.

- (8) Access (both pedestrian and vehicular).
 - (9) Ownership (city, county, State, etc.)
 - (10) If applicable, deed restrictions or reversionary clauses.
 - (11) The determination of significance by the Federal, State, or local officials having jurisdiction of the Section 4(f) land.
 - (12) Unusual characteristics of the Section 4(f) land (flooding problems, terrain conditions, or other features that either reduce or enhance the value of portions of the area).
 - (13) Consistency of location, type of activity, and use of the Section 4(f) land with community goals, objectives, and land use planning.
 - (14) If applicable, prior use of State or Federal funds for acquisition or development of the Section 4(f) land.
- b. A description of the manner in which the highway will affect the Section 4(f) land (include within paragraph 2c of this Appendix) such as:
- (1) The location and amount of land (acres or square feet) to be used by the highway.
 - (2) A detailed map or drawing of sufficient scale to discern the essential elements of the highway/Section 4(f) land involvement.
 - (3) The facilities affected.
 - (4) The probable increase or decrease in physical effects on the Section 4(f) land users (noise, fumes, etc.).
 - (5) The effect upon pedestrian and vehicular access to the Section 4(f) land.
- c. A specific statement (with supporting reasons) that there is no feasible and prudent alternative. (Include in discussion of alternatives, paragraph 2d of this Appendix.)
- d. Information to demonstrate that all possible planning to minimize harm is or will be included in the highway proposal. (See paragraph 2i of this Appendix.) Such information should include:
- (1) The agency responsible for furnishing the highway right-of-way.
 - (2) Provisions for compensating or replacing the Section 4(f) land and improvements thereon, including the status of any

agreements. (Include agreed upon compensation, replacement acreages, and type land, etc., when known.)

(3) Highway design features developed to enhance the Section 4(f) land or to lessen or eliminate adverse effects (improving or restoring existing pedestrian or vehicular access, landscaping, esthetic treatment, etc.).

(4) Coordination of highway construction to permit orderly transition and continual usage of Section 4(f) land facilities (new facilities constructed and available for use prior to demolishing existing facilities, moving of facilities during off-season, etc.).

e. Evidence that the provisions of Section 470(f) of 16 U. S. C. (Section 106 of the Historic Preservation Act of 1966) have been satisfied when National Register Properties are involved.

SUGGESTED FORMAT -- DRAFT STATEMENT

DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

Prepared by

(Appropriate Highway Agency)

DRAFT

(Environmental Statement or Environmental/Section 4(f) Statement)

ADMINISTRATIVE ACTION

for

(Brief Description of Highway Improvement: Route, Termini, County, City, etc.)

THIS HIGHWAY IMPROVEMENT IS PROPOSED FOR FUNDING UNDER TITLE 23, U. S. C.
THIS STATEMENT FOR THE IMPROVEMENT WAS DEVELOPED IN CONSULTATION
WITH THE FEDERAL HIGHWAY ADMINISTRATION AND IS SUBMITTED PURSUANT TO:

SECTION 102(2)(C)
PUBLIC LAW 91-190
and
(when applicable)
Section 4(f)
PUBLIC LAW 89-670

Date

Signature of Appropriate Highway
Agency Official

CLEARED BY FHWA FOR CIRCULATION AND COMMENTS

Date

Signature of FHWA Reviewing Official

SUGGESTED FORMAT -- FINAL STATEMENT

DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

Prepared by

Appropriate Highway Agency

FINAL

Environmental Statement or Environmental/Section 4(f) Statement

ADMINISTRATIVE ACTION

for

(Brief Description of Highway Improvement: Route, Termini, County, City, etc.)

THIS HIGHWAY IMPROVEMENT IS PROPOSED FOR FUNDING UNDER TITLE 23, U. S. C.
THIS STATEMENT FOR THE IMPROVEMENT WAS DEVELOPED IN CONSULTATION WITH
THE FEDERAL HIGHWAY ADMINISTRATION AND IS SUBMITTED PURSUANT TO:

SECTION 102(2)(C)
PUBLIC LAW 91-190
and
(when applicable)
Section 4(f)
PUBLIC LAW 89-670

Date _____ Signature of Appropriate Highway
Agency Official

REVIEWED FOR CONTENT AND ACCEPTED BY THE FHWA

Date _____ Signature of FHWA Reviewing
Official

Reserve 3" x 3"
space for DOT
approval

E-5

A-35

SUMMARY SHEET

(1) Check Appropriate Box(es)

Administrative Action

- () Draft () Final
() Environmental Statement
() Combination Environmental/
Section 4(f) Statement

(2) Brief description of highway improvement indicating route, termini, length, county, city, State, etc., as appropriate.

(3) Summary of environmental impacts (identified in paragraphs 2b and 2c, of this Appendix.)

(4) Summarize alternatives considered (as described under paragraph 2d of this Appendix.)

(5) (a) (For draft statements) List Federal, State, and local agencies and other organizations from which comments are being requested.

(b) (For final statements) List Federal, State, and local agencies and other organizations from which comments were requested and identify those that returned written comments.

(6) Date draft statement was made available to CEQ (date mailed) which will also be considered the date the draft statement was made available to the public.

EVALUATING HIGHWAY SECTION
ENVIRONMENTAL EFFECTS

1. Draft and final environmental statements shall be prepared and processed in accordance with the procedures required by this memorandum for all highway sections falling under one or more of the following three categories:

a. Highway sections where organized opposition has occurred or is anticipated to occur.

b. Highway sections significantly affecting historic or conservation lands (public or private) independent or whether they are Section 4(f) cases.

c. Highway sections which are classed as major actions and are also likely to significantly affect the quality of the human environment. This category requires a two-step analysis. First it must be determined if the proposed highway section is a major action (paragraph 2 of this Appendix); secondly, the significance of the effects upon the human environment must be determined (paragraph 3 of this Appendix).

2. Pending development of more definite criteria, the following shall be used to determine whether a proposal to construct or improve a highway section is a major action.

a. Highway sections entirely or generally on new location, thereby creating a new corridor of travel.

b. Major up-grading of an existing highway section resulting in a functional characteristic change (e. g., a local road becoming an arterial highway). Such changes usually result by adding lanes, interchanges, access control, medians, etc., and require extensive right-of-way acquisition and construction (grading, base, paving, bridges, etc.) which have the potential of significantly affecting the human environment.

3. Until such time that definite criteria are established for deciding whether a project has a significant impact on the environment, various references may be used. The 23 social economic, and environmental factors listed in paragraph 4c of PPM 20-8 are recommended in conjunction with the below list of 12 effects. In the final analysis, however, professional judgment must be the prevailing factor in making such determinations.

a. Lead to a noticeable change in the surrounding noise level for a substantial number of people,

b. Displace significant numbers of people and/or businesses,

c. Divide or disrupt an established community, divide existing uses, e. g., cutting off residential areas from recreation areas or shopping areas, or disrupt orderly, planned development,

d. Have a significant aesthetic or visual effect,

e. Have any effect on areas of unique interest or scenic beauty,

f. Destroy or derogate from important recreational areas not covered by Section 4(f) of the DOT Act,

g. Substantially alter the pattern of behavior for a species,

h. Interfere with important breeding, nesting, or feeding grounds,

i. Lead to significantly increased air or water pollution in a given area,

j. Adversely affect the water table of an area,

k. Disturb the ecological balance of a land or water area,

l. Involve a reasonable possibility of contamination of a public water supply source, treatment facility, or distribution system.

4. Negative declarations shall be prepared for all highway sections which are not major actions and for highway sections, even though classed as major actions, where it is determined there is no significant effect upon the quality of human environment as a result of the study and early coordination. Highway improvements of the following types are not likely to have significant impacts upon the environment:

a. Signing, marking, signalization and railroad protective devices,

b. Acquisition of scenic easements,

c. Modernization of an existing highway by resurfacing; less than lane width widening; adding shoulders; auxiliary lanes for localized purposes (weaving, climbing, speed-changing, etc.)

d. Correcting substandard curves,

e. Reconstruction of existing stream crossings where stream channels are not affected,

F-1

f. Reconstruction of existing highway/
highway or highway/railroad separations,

g. Reconstruction of existing inter-
sections including channelization,

h. Reconstruction of existing roadbed
(existing curb to curb for urban cross
sections), including minor widening, shoulders
and additional right-of-way,

i. Rural two-lane highways on new or
existing location which are found to be
generally environmentally acceptable to the
public and local, State, and Federal officials.

EVALUATING HIGHWAY SECTION
ENVIRONMENTAL EFFECTS

1. Draft and final environmental statements should be prepared and processed in accordance with the procedures required by this memorandum for all highway sections falling under one or more of the following three categories:

a. Highway sections where organized opposition has occurred or is anticipated to occur.

b. Highway sections significantly affecting historic or conservation lands (public or private) independent or whether they are Section 4(f) cases.

c. Highway sections which are classed as major actions and are also likely to significantly affect the quality of the human environment. This category requires a two-step analysis. First, it must be determined if the proposed highway section is a major action (paragraph 2 of this Appendix); secondly, the significance of the effects upon the human environment must be determined (paragraph 3 of this Appendix).

2. The following should be used to determine whether a proposal to construct or improve a highway section is a major action.

a. Highway sections entirely or generally on new location.

b. Major up-grading of an existing highway section resulting in a functional characteristic change (e. g., a local road becoming an arterial highway). Such changes usually result by adding lanes, interchanges, access control, medians, etc., and require extensive right-of-way acquisition and construction (grading, base, paving, bridges, etc.) which have the potential of significantly affecting the human environment.

3. Any of the following highway sections should ordinarily be considered as significantly affecting the quality of the human environment.

a. A highway section that is likely to have a significantly adverse impact on natural, ecological, cultural, or scenic resources of national, State or local significance.

b. A highway section that is likely to be highly controversial regarding relocation housing resources.

c. A highway section that divides or disrupts an established community or disrupts orderly, planned development or is inconsistent with plans or goals that have been adopted by the community in which the project is located or causes increased congestion.

d. A highway section which involves inconsistency with any national standard relating to the environment; has a significantly detrimental impact on air or water quality or on ambient noise levels for adjoining areas; involves a possibility of contamination of a public water supply system; or affects ground water, flooding, erosion or sedimentation.

The comments, suggestions and information obtained during the highway studies, including the coordination and evaluation required by paragraphs 5a and 4c of PPM 20-8 will in most instances supply the information necessary to make the determination required above.

4. Negative declarations shall be prepared for all highway sections which are not major actions and for highway sections, even though classed as major actions, where it is determined there is no significant effect upon the quality of human environment as a result of the study and early coordination. Highway improvements of the following types are not likely to have significant impacts upon the environment:

a. Signing, marking, signalization and railroad protective devices,

b. Acquisition of scenic easements,

c. Modernization of an existing highway by resurfacing; less than lane width widening; adding shoulders; auxillary lanes for localized purposes (weaving, climbing, speed-changing, etc.)

d. Correcting substandard curves,

e. Reconstruction of existing stream crossings where stream channels are not affected,

f. Reconstruction of existing highway/ highway or highway/railroad separations,

g. Reconstruction of existing inter-sections including channelization,

h. Reconstruction of existing roadbed (existing curb to curb for urban cross sections), including minor widening, shoulders and additional right-of-way,

i. Rural two-lane highways on new or existing location which are found to be generally environmentally acceptable to the public and local, State, and Federal officials.



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
WASHINGTON, D.C. 20591

POLICY AND PROCEDURE MEMORANDUM

Transmittal 220
October 26, 1971
EV 10

1. MATERIAL TRANSMITTED

Appendix G, PPM 90-1, pages G-1 and G-2, Inter-Agency Review of Draft Environmental Statements.

2. EXISTING ISSUANCES AFFECTED

Appendix G, PPM 90-1, same subject, is superseded.

3. COMMENTS

Appendix G, par. 7, has been revised to reflect EPA requirement for five copies of draft environmental impact statements to be forwarded to the appropriate EPA regional office.

Although this increases the number of copies, it is felt that the special role that EPA plays in the environmental program warrants honoring their request.

F. C. Turner

F. C. Turner
Federal Highway Administrator

Distribution:
Basic

REMOVE		INSERT
Page(s)	Date	Page(s)
Appendix G, G-1 and G-2	Aug. 24, 1971	Appendix G, G-1 and G-2

INTER-AGENCY REVIEW OF DRAFT
ENVIRONMENTAL STATEMENTS

1. Draft environmental statements are to be circulated to appropriate Federal, State, and local agencies. State and local agency review comments will be solicited from State, regional, and metropolitan clearinghouses. Federal agencies are those having jurisdiction by law or special expertise with respect to any environmental impact involved. These Federal agencies include components of:

Advisory Council on Historic
Preservation
Department of Agriculture
Department of Commerce
Department of Defense
Department of Health, Education, and
Welfare
Department of Housing and Urban
Development
Department of the Interior
Department of State
Department of Transportation
Atomic Energy Commission
Federal Power Commission
Environmental Protection Agency
Office of Economic Opportunity

2. Also to be consulted, when a highway section affects its jurisdiction, are:

Tennessee Valley Authority
Appalachian Regional Commission
National Capital Planning Commission
Delaware River Basin Commission
Susquehanna River Basin Commission

3. The HA should determine which of the Federal agencies are appropriate to consult. Careful attention should be given to the selection of agencies having jurisdiction by law or special expertise in an anticipated impact to avoid the unnecessary solicitation of agencies. Appendix II to CEQ's guidelines published in the April 23, 1971, Federal Register (copy attached) lists agencies with their respective areas of jurisdiction by law or special expertise. A majority of the areas are the concern of the Departments of Housing and Urban Development, the Interior, Agriculture, and the Environmental Protection Agency.

4. The Department of Housing and Urban Development (HUD) generally deals with urban aspects of historic and archeological sites, flood plains and watersheds, parks, forests, outdoor recreation, noise, congestion, low-income neighborhoods, and urban planning. Draft environmental statements in urban areas and all draft combination environmental/Section 4(f) statements should be furnished to HUD for comment.

a. It is desirable to develop a written understanding with the regional office of HUD about which rural statements it wishes to review. HUD has delegated review of environmental statements to its regional offices.

5. The Department of the Interior has an interest in several environmental impact areas, including energy transmission, land use, historic and archeological sites, flood plains and watersheds, parks, forests, outdoor recreation, erosion, urban congestion, low-income neighborhoods, urban planning, rivers, canals, stream control, and wildlife. It may be advantageous to include the Department of the Interior in the mailing list for all draft environmental statements. The designated point of contact within the Department of the Interior for coordination is the Deputy Assistant Secretary for Programs, Washington, D. C. 20240

6. The Department of Agriculture is oriented towards rural matters. It has an interest in rural electrical energy transmission, toxins, pesticides, herbicides, land use, flood plains, watersheds, parks, forests, outdoor recreation, erosion, rivers, canals, stream control, and wildlife. Accordingly, it should be furnished draft statements on rural highway sections. Statements should be sent to the U. S. Department of Agriculture, Office of the Secretary, Washington, D. C. 20250.

*7. The Environmental Protection Agency (EPA) has jurisdiction by law or expertise in all major Federal actions significantly affecting the environment. The EPA should be furnished five copies of all draft statements. Draft statements should be sent to the regional EPA office. Comments should be solicited under both Section 102(2)(C) of the National Environmental Policy Act and Section 309 of the Clean Air Act of 1970.

8. The Department of Health, Education and Welfare (HEW) is urban area oriented and has an interest in health and educational effects resulting from displacement of people. HEW has expressed an interest in draft statements for urban highway sections, especially those that displace people, affect schools, etc. Normally HEW will not be interested in draft statements for rural highway sections. Draft statements sent to HEW for comment should be sent to its Washington office (Assistant Secretary for Health and Science Affairs, HEW North Building, Washington, D. C. 20202).

9. The Department of the Army, Office of the Chief of Engineers (Corps of Engineers), is interested in land use and management (coastal areas and navigable waters), flood plans and watersheds, soil and plant life, transportation (harbors, channels, inlets, inland waterways,

locks and dams, dredged spoil disposal), and water quality and pollution control. Early coordination is the best guide in determining if the Corps of Engineers has an interest in commenting on the highway section. Comments should normally be solicited from the appropriate Corps' Division or District Engineer.

10. Other agencies, that should be consulted and furnished a copy of the draft environmental statements for comment, will usually be identified during early coordination.

11. Other administrations within the Department of Transportation will need to be solicited for comment in some cases such as a proposed highway section with a bridge over navigable water that requires a permit from the Coast Guard. The administration from which comments are sought (preferably local offices) may be contacted directly by the HA.

12. In its letter asking an agency for comment on any anticipated environmental impacts for which the agency has jurisdiction by law or special expertise, it is suggested that the HA identify which impacts described in the statement the HA would specifically wish discussed. The Federal agency should be asked to comment on each alternative and, if it desires, state a preference and reasons therefor. When the HA places a time limit on the commenting period, the Federal agencies are to be advised at the time comments are solicited and should be informed that if no comments are received within that time period, the HA will assume that Federal agency has no comments to offer. The HA should clearly indicate where responding agencies are to return their comments.

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**COUNCIL ON
ENVIRONMENTAL QUALITY**
STATEMENTS ON PROPOSED FEDERAL
ACTIONS AFFECTING THE EN-
VIRONMENT

Guidelines

**APPENDIX II—FEDERAL AGENCIES WITH JURIS-
DICTION BY LAW OR SPECIAL EXPERTISE TO
COMMENT ON VARIOUS TYPES OF ENVIRON-
MENTAL IMPACTS**

AIR

Air Quality and Air Pollution Control

Department of Agriculture—
Forest Service (effects on vegetation).
Department of Health, Education, and Wel-
fare (Health aspects).
Environmental Protection Agency—
Air Pollution Control Office.
Department of the Interior—
Bureau of Mines (fossil and gaseous fuel
combustion).
Bureau of Sport Fisheries and Wildlife
(wildlife).
Department of Transportation—
Assistant Secretary for Systems Develop-
ment and Technology (auto emissions).
Coast Guard (vessel emissions).
Federal Aviation Administration (aircraft
emissions).

Weather Modification

Department of Commerce—
National Oceanic and Atmospheric Ad-
ministration.
Department of Defense—
Department of the Air Force.
Department of the Interior—
Bureau of Reclamation.

ENERGY

*Environmental Aspects of Electric Energy
Generation and Transmission*

Atomic Energy Commission (nuclear power).
Environmental Protection Agency—
Water Quality Office.
Air Pollution Control Office.
Department of Agriculture—
Rural Electrification Administration (rural
areas).
Department of Defense—
Army Corps of Engineers (hydro-facilities).
Federal Power Commission (hydro-facilities
and transmission lines).
Department of Housing and Urban Develop-
ment (urban areas).
Department of the Interior—(facilities on
Government lands).

*Natural Gas Energy Development,
Transmission and Generation*

Federal Power Commission (natural gas pro-
duction, transmission and supply).
Department of the Interior—
Geological Survey.
Bureau of Mines.

HAZARDOUS SUBSTANCES

Toxic Materials

Department of Commerce—
National Oceanic and Atmospheric Admin-
istration.
Department of Health, Education and Wel-
fare (Health aspects).
Environmental Protection Agency.
Department of Agriculture—
Agricultural Research Service.
Consumer and Marketing Service.
Department of Defense.
Department of the Interior—
Bureau of Sport Fisheries and Wildlife.

Pesticides

Department of Agriculture—
Agricultural Research Service (biological
controls, food and fiber production).
Consumer and Marketing Service.

Forest Service.
Department of Commerce—
National Marine Fisheries Service.
National Oceanic and Atmospheric Admin-
istration.
Environmental Protection Agency—
Office of Pesticides.
Department of the Interior—
Bureau of Sport Fisheries and Wildlife
(effects on fish and wildlife).
Bureau of Land Management.
Department of Health, Education, and Wel-
fare (Health aspects).

Herbicides

Department of Agriculture—
Agricultural Research Service.
Forest Service.
Environmental Protection Agency—
Office of Pesticides.
Department of Health, Education, and Wel-
fare (Health aspects).
Department of the Interior—
Bureau of Sport Fisheries and Wildlife.
Bureau of Land Management.
Bureau of Reclamation.

*Transportation and Handling of Hazardous
Materials*

Department of Commerce—
Maritime Administration.
National Marine Fisheries Service.
National Oceanic and Atmospheric Admin-
istration (impact on marine life).
Department of Defense—
Armed Services Explosive Safety Board.
Army Corps of Engineers (navigable water-
ways).
Department of Health, Education, and Wel-
fare—
Office of the Surgeon General (Health
aspects).
Department of Transportation—
Federal Highway Administration Bureau of
Motor Carrier Safety.
Coast Guard.
Federal Railroad Administration.
Federal Aviation Administration.
Assistant Secretary for Systems Develop-
ment and Technology.
Office of Hazardous Materials.
Office of Pipeline Safety.
Environmental Protection Agency (hazardous
substances).
Atomic Energy Commission (radioactive
substances).

LAND USE AND MANAGEMENT

*Coastal Areas: Wetlands, Estuaries, Waterfowl
Refuges, and Beaches*

Department of Agriculture—
Forest Service.
Department of Commerce—
National Marine Fisheries Service (impact
on marine life).
National Oceanic and Atmospheric Admin-
istration (impact on marine life).
Department of Transportation—
Coast Guard (bridges, navigation).
Department of Defense—
Army Corps of Engineers (beaches, dredge
and fill permits, Refuse Act permits).
Department of the Interior—
Bureau of Sport Fisheries and Wildlife.
National Park Service.
U.S. Geological Survey (coastal geology).
Bureau of Outdoor Recreation (beaches).
Department of Agriculture—
Soil Conservation Service (soil stability,
hydrology).
Environmental Protection Agency—
Water Quality Office.

Historic and Archeological Sites

Department of the Interior—
National Park Service.
Advisory Council on Historic Preservation.

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NOTICES

Department of Housing and Urban Development (urban areas).
Flood Plains and Watersheds
Department of Agriculture—
Agricultural Stabilization and Research Service.
Soil Conservation Service.
Forest Service.
Department of the Interior—
Bureau of Outdoor Recreation.
Bureau of Reclamation.
Bureau of Sport Fisheries and Wildlife.
Bureau of Land Management.
U.S. Geological Survey.
Department of Housing and Urban Development (urban areas).
Department of Defense—
Army Corps of Engineers.
Mineral Land Reclamation
Appalachian Regional Commission.
Department of Agriculture—
Forest Service.
Department of the Interior—
Bureau of Mines.
Bureau of Outdoor Recreation.
Bureau of Sport Fisheries and Wildlife.
Bureau of Land Management.
U.S. Geological Survey.
Tennessee Valley Authority.
Parks, Forests, and Outdoor Recreation
Department of Agriculture—
Forest Service.
Soil Conservation Service.
Department of the Interior—
Bureau of Land Management.
National Park Service.
Bureau of Outdoor Recreation.
Bureau of Sport Fisheries and Wildlife.
Department of Defense—
Army Corps of Engineers.
Department of Housing and Urban Development (urban areas).
Soil and Plant Life, Sedimentation, Erosion and Hydrologic Conditions
Department of Agriculture—
Soil Conservation Service.
Agricultural Research Service.
Forest Service.
Department of Defense—
Army Corps of Engineers (dredging, aquatic plants).
Department of Commerce—
National Oceanic and Atmospheric Administration.
Department of the Interior—
Bureau of Land Management.
Bureau of Sport Fisheries and Wildlife.
Geological Survey.
Bureau of Reclamation.
NOISE
Noise Control and Abatement
Department of Health, Education, and Welfare (Health aspects).
Department of Commerce—
National Bureau of Standards.
Department of Transportation—
Assistant Secretary for Systems Development and Technology.
Federal Aviation Administration (Office of Noise Abatement).
Environmental Protection Agency (Office of Noise).
Department of Housing and Urban Development (urban land use aspects, building materials standards).
PHYSIOLOGICAL HEALTH AND HUMAN WELL BEING
Chemical Contamination of Food Products
Department of Agriculture—
Consumer and Marketing Service.

Department of Health, Education, and Welfare (Health aspects).
Environmental Protection Agency—
Office of Pesticides (economic poisons).
Food Additives and Food Sanitation
Department of Health, Education, and Welfare (Health aspects).
Environmental Protection Agency—
Office of Pesticides (economic poisons, e.g., pesticide residues).
Department of Agriculture—
Consumer Marketing Service (meat and poultry products).
Microbiological Contamination
Department of Health, Education, and Welfare (Health aspects).
Radiation and Radiological Health
Department of Commerce—
National Bureau of Standards.
Atomic Energy Commission.
Environmental Protection Agency—
Office of Radiation.
Department of the Interior—
Bureau of Mines (uranium mines).
Sanitation and Waste Systems
Department of Health, Education, and Welfare (Health aspects).
Department of Defense—
Army Corps of Engineers.
Environmental Protection Agency—
Solid Waste Office.
Water Quality Office.
Department of Transportation—
U.S. Coast Guard (ship sanitation).
Department of the Interior—
Bureau of Mines (mineral waste and recycling, mine acid wastes, urban solid wastes).
Bureau of Land Management (solid wastes on public lands).
Office of Saline Water (demineralization of liquid wastes).
Shellfish Sanitation
Department of Commerce—
National Marine Fisheries Service.
National Oceanic and Atmospheric Administration.
Department of Health, Education, and Welfare (Health aspects).
Environmental Protection Agency—
Office of Water Quality.
TRANSPORTATION
Air Quality
Environmental Protection Agency—
Air Pollution Control Office.
Department of Transportation—
Federal Aviation Administration.
Department of the Interior—
Bureau of Outdoor Recreation.
Bureau of Sport Fisheries and Wildlife.
Department of Commerce—
National Oceanic and Atmospheric Administration (meteorological conditions).
Water Quality
Environmental Protection Agency—
Office of Water Quality.
Department of the Interior—
Bureau of Sport Fisheries and Wildlife.
Department of Commerce—
National Oceanic and Atmospheric Administration (impact on marine life and ocean monitoring).
Department of Defense—
Army Corps of Engineers.
Department of Transportation—
Coast Guard.

URBAN
Congestion in Urban Areas, Housing and Building Displacement
Department of Transportation—
Federal Highway Administration.
Federal Highway Administration.
Office of Economic Opportunity.
Department of Housing and Urban Development.
Department of the Interior—
Bureau of Outdoor Recreation.
Environmental Effects With Special Impact in Low-Income Neighborhoods
Department of the Interior—
National Park Service.
Office of Economic Opportunity.
Department of Housing and Urban Development (urban areas).
Department of Commerce (economic development areas).
Economic Development Administration.
Department of Transportation—
Urban Mass Transportation Administration.
Rodent Control
Department of Health, Education, and Welfare (Health aspects).
Department of Housing and Urban Development (urban areas).
Urban Planning
Department of Transportation—
Federal Highway Administration
Department of Housing and Urban Development.
Environmental Protection Agency.
Department of the Interior—
Geological Survey.
Bureau of Outdoor Recreation.
Department of Commerce—
Economic Development Administration.
WATER
Water Quality and Water Pollution Control
Department of Agriculture—
Soil Conservation Service.
Forest Service.
Department of the Interior—
Bureau of Reclamation.
Bureau of Land Management.
Bureau of Sport Fisheries and Wildlife.
Bureau of Outdoor Recreation.
Geological Survey.
Office of Saline Water.
Environmental Protection Agency—
Water Quality Office.
Department of Health, Education, and Welfare (Health aspects).
Department of Defense—
Army Corps of Engineers.
Department of the Navy (ship pollution control).
Department of Transportation—
Coast Guard (oil spills, ship sanitation).
Department of Commerce—
National Oceanic and Atmospheric Administration.
Marine Pollution
Department of Commerce—
National Oceanic and Atmospheric Administration.
Department of Transportation—
Coast Guard.
Department of Defense—
Army Corps of Engineers.
Office of Oceanographer of the Navy.
River and Canal Regulation and Stream Channelization
Department of Agriculture—
Soil Conservation Service.
Department of Defense—
Army Corps of Engineers.

NOTICES

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Department of the Interior—
Bureau of Reclamation.
Geological Survey.
Bureau of Sport Fisheries and Wildlife.
Department of Transportation—
Coast Guard.

WILDLIFE

Environmental Protection Agency.
Department of Agriculture—
Forest Service.

Soil Conservation Service.
Department of the Interior—
Bureau of Sport Fisheries and Wildlife.
Bureau of Land Management.
Bureau of Outdoor Recreation.

FEDERAL AGENCY OFFICES FOR RECEIVING AND
COORDINATING COMMENTS UPON ENVIRON-
MENTAL IMPACT STATEMENTS

ADVISORY COUNCIL ON HISTORIC PRESERVATION

Robert Garvey, Executive Director, Suite 618,
801 19th Street NW., Washington, DC 20006,
343-8807.

DEPARTMENT OF AGRICULTURE

Dr. T. C. Byerly, Office of the Secretary,
Washington, D.C., 20250, 388-7603.

APPALACHIAN REGIONAL COMMISSION

Orville H. Lerch, Alternate Federal Co-Chair-
man, 1666 Connecticut Avenue NW., Wash-
ington, DC 20235, 987-4103.

DEPARTMENT OF THE ARMY (CORPS OF
ENGINEERS)

Col. J. B. Newman, Executive Director
of Civil Works, Office of the Chief of En-
gineers, Washington, D.C.: 0314, 693-7168.

ATOMIC ENERGY COMMISSION

For nonregulatory matters: Joseph J. Di-
Nunno, Director, Office of Environmental
Affairs, Washington, D.C. 20545, 973-3391.

For regulatory matters: Christopher L. Hen-
derson, Assistant Director for Regulation,
Washington, D.C. 20545, 973-7531.

DEPARTMENT OF COMMERCE

Dr. Sydney R. Geller, Deputy Assistant Sec-
retary for Environmental Affairs, Washing-
ton, D.C. 20230, 987-4335.

DEPARTMENT OF DEFENSE

Dr. Louis M. Rousselet, Assistant Secretary
for Defense (Health and Environment),
Room 3E172, The Pentagon, Washington,
DC 20301, 697-3111.

DELAWARE RIVER BASIN COMMISSION

W. Erinton Whitall, Secretary, Post Office
Box 980, Trenton, NJ 08603, 609-883-9500.

ENVIRONMENTAL PROTECTION AGENCY

Charles Fabrikant, Director of Impact State-
ments Office, 1626 H Street NW., Wash-
ington, DC 20460, 632-7719.

FEDERAL POWER COMMISSION

Frederick H. Warren, Commission's Advisor
on Environmental Quality, 447 G Street
NW., Washington, DC 20426, 388-6084.

GENERAL SERVICES ADMINISTRATION

Bob Kreger, Deputy Administrator, General
Services Administration-AD, Washington,
D.C. 20405, 343-6077.

Alternate contact: Aaron Woloshin, Director,
Office of Environmental Affairs, General
Services Administration-ADF, 343-4161.

DEPARTMENT OF HEALTH, EDUCATION AND
WELFARE

Roger O. Egeberg, Assistant Secretary for
Health and Science Affairs, HEW North
Building, Washington, D.C. 20203, 963-4254.

DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT¹

Charles Oribeke, Deputy Under Secretary,
451 Seventh Street SW., Washington, DC
20410, 755-6960.

Alternate contact: George Wright, Office of
the Deputy Under Secretary, 755-8192.

¹Contact the Deputy Under Secretary with
regard to environmental impacts of legisla-
tion, policy statements, program regulations
and procedures, and precedent-making pro-
ject decisions. For all other HUD consultation,
contact the HUD Regional Administrator
in whose jurisdiction the project lies, as
follows:

James J. Barry, Regional Administrator I,
Attention: Environmental Clearance Of-
ficer, Room 405, John F. Kennedy Federal
Building, Boston, MA 02203, 617-233-4066.

S. William Green, Regional Administrator II,
Attention: Environmental Clearance Of-
ficer, 26 Federal Plaza, New York, NY 10007,
212-264-8068.

Warren F. Phelan, Regional Administrator
III, Attention: Environmental Clearance
Officer, Curtis Building, Sixth and Walnut
Streets, Philadelphia, PA 19106, 215-597-
2590.

Edward H. Barter, Regional Administrator
IV, Attention: Environmental Clearance
Officer, Peachtree-Seventh Building, At-
lanta, GA 30323, 404-528-5885.

George Varoulis, Regional Administrator V,
Attention: Environmental Clearance Of-
ficer, 360 North Michigan Avenue, Chicago,
IL 60601, 312-353-5620.

DEPARTMENT OF THE INTERIOR

Jack O. Horton, Deputy Assistant Secretary
for Programs, Washington, D.C. 20240, 343-
6181.

NATIONAL CAPITAL PLANNING COMMISSION

Charles H. Conrad, Executive Director, Wash-
ington, D.C. 20576, 382-1163.

OFFICE OF ECONOMIC OPPORTUNITY

Frank Carlucci, Director, 1200 19th Street,
NW., Washington, DC 20506, 254-6000.

SUSQUEHANNA RIVER BASIN COMMISSION

Alan J. Summerville, Water Resources Co-
ordinator, Department of Environmental
Resources, 105 South Office Building, Har-
risburg, PA 17120, 717-787-3315.

TENNESSEE VALLEY AUTHORITY

Dr. Francis Garisell, Director of Environ-
mental Research and Development, 720
Edney Building, Chattanooga, TN 37401,
615-755-3002.

DEPARTMENT OF TRANSPORTATION

Herbert F. DeSimone, Assistant Secretary for
Environment and Urban Systems, Wash-
ington, D.C. 20590, 436-4583.

DEPARTMENT OF TREASURY

Richard E. Siltor, Assistant Director, Office
of Tax Analysis, Washington, D.C. 20220,
964-2767.

DEPARTMENT OF STATE

Christian Herter, Jr., Special Assistant to the
Secretary for Environmental Affairs, Wash-
ington, D.C. 20520, 632-7964.

[FR Doc. 71-3705 Filed 4-22-71; 8:50 am]

Richard L. Morgan, Regional Administrator
VI, Attention: Environmental Clearance
Officer, Federal Office Building, 819 Taylor
Street, Fort Worth, TX 76102, 817-334-
2867.

Harry T. Morley, Jr., Regional Administrator
VII, Attention: Environmental Clear-
ance Officer, 811 Walnut Street, Kansas
City, MO 64108, 816-374-2861.

Robert C. Rosenheim, Regional Administrator
VIII, Attention: Environmental Clearance
Officer, Samsonte Building, 1051 South
Broadway, Denver, CO 80209, 303-837-4061.

Robert H. Balda, Regional Administrator IX,
Attention: Environmental Clearance Of-
ficer, 450 Golden Gate Avenue, Post Office
Box 29009, San Francisco, CA 94102, 415-
555-4752.

Cesar P. Federson, Regional Administrator
X, Attention: Environmental Clearance
Officer, Room 236, Arade Plaza Building,
Seattle, WA 98101, 206-562-5418.

Selections from PPM 20-8, dated January 14, 1969, for use with the National Environmental Policy Act guidelines:

5. COORDINATION

a. When a State highway department begins considering the development or improvement of a traffic corridor in a particular area, it shall solicit the views of that State's resources, recreation, and planning agencies, and of those Federal agencies and local public officials and agencies, and public advisory groups which the State highway department knows or believes might be interested in or affected by the development or improvement.

6. HEARING REQUIREMENTS

a. Both a corridor public hearing and a design public hearing must be held, or an opportunity afforded for those hearings, with respect to each Federal-aid highway project that:

- (1) Is on a new location; or
- (2) Would have a substantially different social, economic or environmental effect; or
- (3) Would essentially change the layout or function of connecting roads or streets.

However, with respect to secondary road programs, two hearings are not required on a project covered by paragraph 6(a)(1) or (2) unless it will carry an average of 750 vehicles a day in the year following its completion.

b. A single combined corridor and highway design public hearing must be held, or the opportunity for such a hearing afforded, on all other projects before route location approval, except as provided in paragraph 6.c. below.

c. Hearings are not required for those projects that are solely for such improvements as resurfacing, widening existing lanes, adding auxiliary lanes, replacing existing grade separation structures, installing traffic control devices or similar improvements, unless the project:

- (1) Requires the acquisition of additional right-of-way; or
- (2) Would have an adverse effect upon abutting real property; or
- (3) Would change the layout or function of connecting roads or streets or of the facility being improved.

7. OPPORTUNITY FOR PUBLIC HEARINGS

a. A State may satisfy the requirements for a public hearing by (1) holding a public hearing, or (2) publishing two notices of opportunity for public hearing and holding a public hearing if any written requests for such a hearing are received. The procedure for requesting a public hearing shall be explained in the notice. The deadline for submission of such a request may not be less than 21 days after the date of publication of the first notice of opportunity for public hearing, and no less than 14 days after the date of publication of the second notice of opportunity for public hearing.

8. PUBLIC HEARING PROCEDURES

a. Notice of public hearing:

(1) When a public hearing is to be held, a notice of public hearing shall be published at least twice in a newspaper having general circulation in the vicinity of the proposed undertaking. The notice should also be published in any newspaper having a substantial circulation in the area concerned; such as foreign language newspapers and local community newspapers. The first of the required publications shall be from 30 to 40 days before the date of the hearing, and the second shall be from 5 to 12 days before the date of the hearing. The timing of additional publications is optional.

(2) In addition to publishing a formal notice of public hearing, the State highway department shall mail copies of the notice to appropriate news media; the State's resource, recreation, and planning agencies, and appropriate representatives of the Departments of Interior and Housing and Urban Development. The State highway department shall also mail copies to other federal agencies, and local public officials, public advisory groups and agencies who have requested notice of hearing and other groups or agencies who, by nature of their function, interest, or responsibility the highway department knows or believes might be interested in or affected by the proposal.

(3) Each notice of public hearing shall specify the date, time, and place of the hearing and shall contain a description of the proposal. To promote public understanding, the inclusion of a map or other drawing as part of the notice is encouraged. The notice of public hearing shall specify that maps, drawings, and other pertinent information developed by the State highway department and written views received as a result of the coordination outlined in Paragraph 5, a will be available for public inspection and copying and shall specify where this information is available.

PURCHASING COPIES OF ENVIRONMENTAL
STATEMENTS

1. A copy of any draft or final environmental statement prepared by a Federal agency can be obtained by sending order number, payment, and return address to the National Technical Information Service, Department of Commerce, Springfield, Virginia 22151.
2. Order numbers are found at the end of the summary of each statement in the 102 Monitor which is published by the Council on Environmental Quality (722 Jackson Place, NW., Washington, D.C. 20006) and sent to State clearinghouses and other interested agencies.
3. Payment is normally \$3.00. Copies over 300 pages require \$6.00 and will be noted in the 102 Monitor.

Statewide Transportation Systems Planning

A Systems Planning Department was established by the reorganization of the Planning Division of the Highway Commission. This Department has the objective of determining the highway needs as related to the long-range needs of Iowa's transportation system. This, in essence, is the long-range planning activity of the Highway Commission. This Department looks at the transportation needs, state-wide transportation systems and the developing of priorities and programs for the future transportation needs of Iowa. The Department is divided into the following sections: Needs, State-wide, Urban and Programming.

The Needs Section is responsible for determining long-range transportation needs, 20-30 years, and estimating the capital improvements required. The basic units of the Needs Section have been in the Planning Division since 1966 when it was first established. Its immediate goal has been related to determining the total needs of the 113,000 mile road and street system in Iowa. Its future responsibility will relate to the needs for all modes of transportation.

The State-Wide Transportation Planning Section has the responsibility of utilizing data from the Transportation Data Base Department and determining the major state-wide system. This unit is responsible for developing the minimum highway transportation mileage that will serve the State of Iowa as it relates to the other modes. It particularly must relate to the interface of the terminals between modes. This unit has the responsibility for analysis of commodity flow to determine feasibility of alternate transportation modes. The Section would coordinate their studies with other State agencies that regulate or influence commerce activities.

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