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Iowa
a place to grow

THE

Action Plan

- SYSTEM PLANNING
- LOCATION PLANNING
- PROJECT DEVELOPMENT

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

IOWA STATE HIGHWAY COMMISSION

AUGUST 1973

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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.

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.

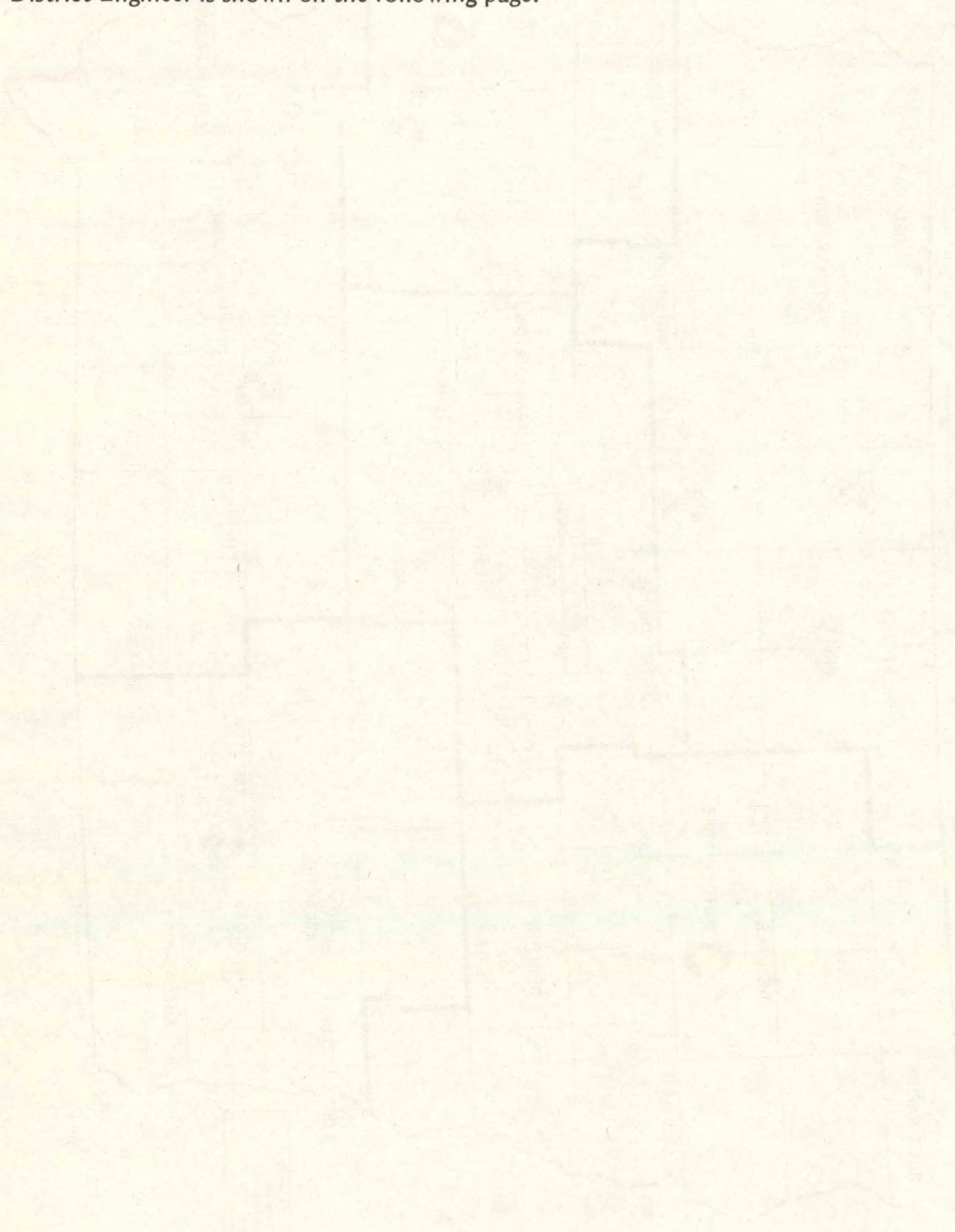
Section 3 outlines the relationship of the Highway Commission to municipalities receiving Federal-aid reimbursements for street projects. It also includes procedures the municipalities will follow in system planning and project development.

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.

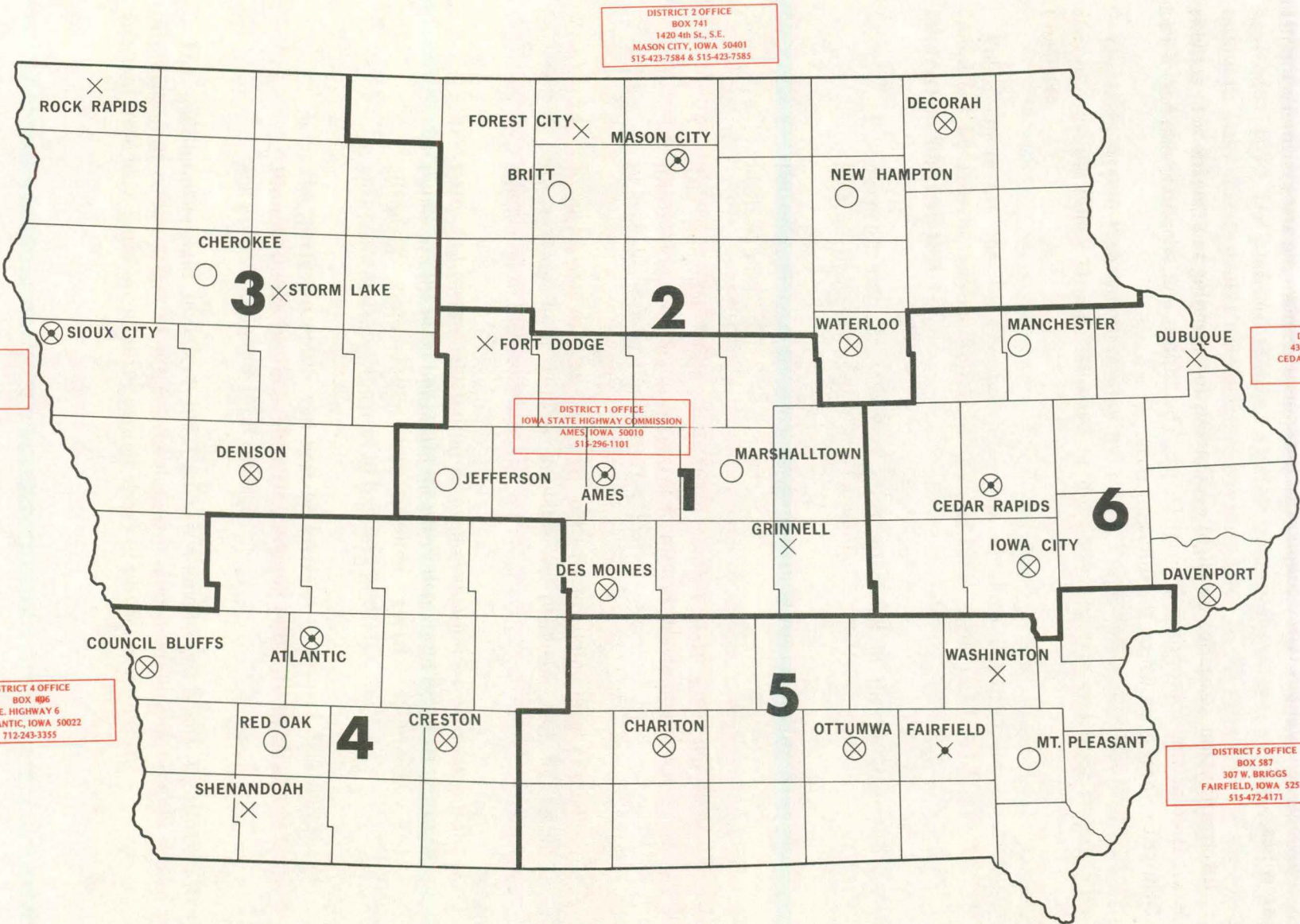
Section 5 describes Action Plan implementation responsibilities of the Highway Commission, counties, municipalities and other agencies.

The appendix includes a description of the present organization of the Highway Commission and defines terms common to transportation planning and design development activities.

Information and assistance on Highway Commission planning and development activities is available at the appropriate District Office. The address and telephone number of each District Engineer is shown on the following page.



IOWA STATE HIGHWAY COMMISSION DISTRICTS



DISTRICT 2 OFFICE
 BOX 741
 1420 4th St., S.E.
 MASON CITY, IOWA 50401
 515-423-7584 & 515-423-7585

DISTRICT 3 OFFICE
 BOX 987
 2800 E. Gordon Drive
 SIOUX CITY, IOWA 51100
 712-276-1451

DISTRICT 1 OFFICE
 IOWA STATE HIGHWAY COMMISSION
 AMES IOWA 50010
 515-296-1101

DISTRICT 6 OFFICE
 430 16th AVENUE, S.W.
 CEDAR RAPIDS, IOWA 52400
 319-364-0235

DISTRICT 4 OFFICE
 BOX 406
 E. HIGHWAY 6
 ATLANTIC, IOWA 50022
 712-243-3355

DISTRICT 5 OFFICE
 BOX 587
 307 W. BRIGGS
 FAIRFIELD, IOWA 52556
 515-472-4171

● 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 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.

THE PLANNING & DEVELOPMENT PROCESS

Phase	Activity
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 at 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.

In cooperation with other State agencies, a statement of transportation system goals will be prepared. These will serve as a basis for the evaluation of the existing transportation systems and as a guide for development of a coordinated highway systems plan.

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
(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>	Administration
<i>Arrange meetings with local officials and serve as discussion moderator</i>	District
(3) Review Program with each District and Metro Area.	Administration
Review program with Administration staff. Participate in program review with metropolitan planning agencies.	District
(4) Prepare initial program draft and review with Management staff.	Administration
(5) Program review and approval by Commission.	Administration
(6) Distribute Five-Year Program to Federal, State and Local officials, all news media and special interest groups.	Administration
Distribute Program to Public Officials.	District
(7) <i>Classify project to determine funding and level of planning and development necessary. (Major, Minor, and Repair, Replace or Oper. Imp.)</i>	Administration
Items in <i>ITALICS</i> are new activities.	

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. Prepare Social, Economic and Environmental study; review with public and seek input.	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; review draft planning report with public, respond to suggestions.	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 Metropolitan 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.

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> <i>Arrange for Pre-Hearing Public Information meetings and be discussion moderator.</i>	402	---	---	Planning
	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.

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 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	Development
	---	---	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.

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		<p>201. Update Project Records and review Priorities.</p> <p>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.</p> <p>203. Review Program with each District and Metro Area.</p> <p>204. Prepare initial program draft and review draft with Management staff.</p> <p>205. Review and approval by Commission.</p> <p>206. Distribute 5-Year Program to Federal, State and Local officials, all news media and special interest groups.</p> <p>207. Classify project to determine funding and level of planning and development necessary. (Major, Minor, and Repair, Replace or Oper. Imp.)</p>						
PLANNING	<p>101. State Freeway-Expressway Plan - Review system plan every five years and update as needed.</p> <p>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>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.</p> <p>103. State Functional Classification System - Annual review, update and required public hearings by county classification boards.</p> <p>104. Highway Needs Analysis - Periodic review and update includes input from cities and counties.</p> <p>105. National Highway Needs and Transportation Studies - Prepared at request of U.S. Department of Transportation.</p>		<p>301. Prepare Project Notification Review System documents and submit to State and Metropolitan Clearing-houses.</p> <p>302. Prepare Project Planning and Environmental Impact Statement Outline - (determine amount and type of public contact)</p> <p>303. Collect information on project. Prepare Social, Economic and Environmental study; review with public and seek input for alternate locations.</p> <p>304. Select Alternate Alignments and prepare project concept plans.</p> <p>305. Evaluate Alternates; review draft planning report with public, respond to suggestions.</p> <p>307. Complete Draft Project Planning and Environmental Impact Statement Distribute to local, state, federal and interested agencies for review as needed.</p>	<p>401. Set hearing date and obtain approval by Commission. Prepare legal notice, project statement, visual aids and arrange for news release.</p> <p>402. Pre-hearing Public Information Meetings.</p> <p>403. Public Hearing participation. Receive written comments for 10 days.</p> <p>404. Prepare and distribute typewritten transcript.</p> <p>405. Review with management staff and prepare recommendation to Commission.</p> <p>406. Approval of project location and concept by Commission.</p> <p>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.</p> <p>408. 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>607-A. Review environmental impact analysis and update 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>	
DEVELOPMENT			<p>306. 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 project 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. Prepare County Resolutions for road closures, separations and/or interchanges.</p> <p>607. Review the analysis of environmental impact and return to Planning for final review and update as needed.</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>707. Prepare 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	<p>101-A. Assist with review of specific highway corridors. Arrange for meeting location and be public meeting moderator.</p> <p>102-A. Represent ISHC on Metro Policy and Technical Committee.</p> <p>103-A. Represent ISHC on the County Classification Boards.</p>	<p>202-A. Arrange meetings with local officials and serve as discussion moderator.</p> <p>203-A. Review program with Administration staff. Participate in program review with metropolitan planning agencies.</p> <p>206-A. Distribute Program to Public Officials.</p>	<p>302-A. Assist with outline preparation.</p> <p>303-A. Arrange public meetings and serve as discussion moderator.</p> <p>305-A. Arrange public meetings, serve as discussion moderator and assist with suggestion responses.</p>	<p>401-A. Arrange for auditorium and notify interested local groups and public officials.</p> <p>402-A. Arrange for Pre-Hearing Public Information meetings and be discussion moderator.</p> <p>403-A. Serve as Public Hearing Moderator.</p> <p>405-A. Assist with review and preparation of project recommendation.</p> <p>408-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>606-A. Present Resolutions to County Board of Supervisors for Board action.</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 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		<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>607-A. Review environmental impact analysis and update 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 the Federal requirements as described in Section 1 in the 300 series.

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.

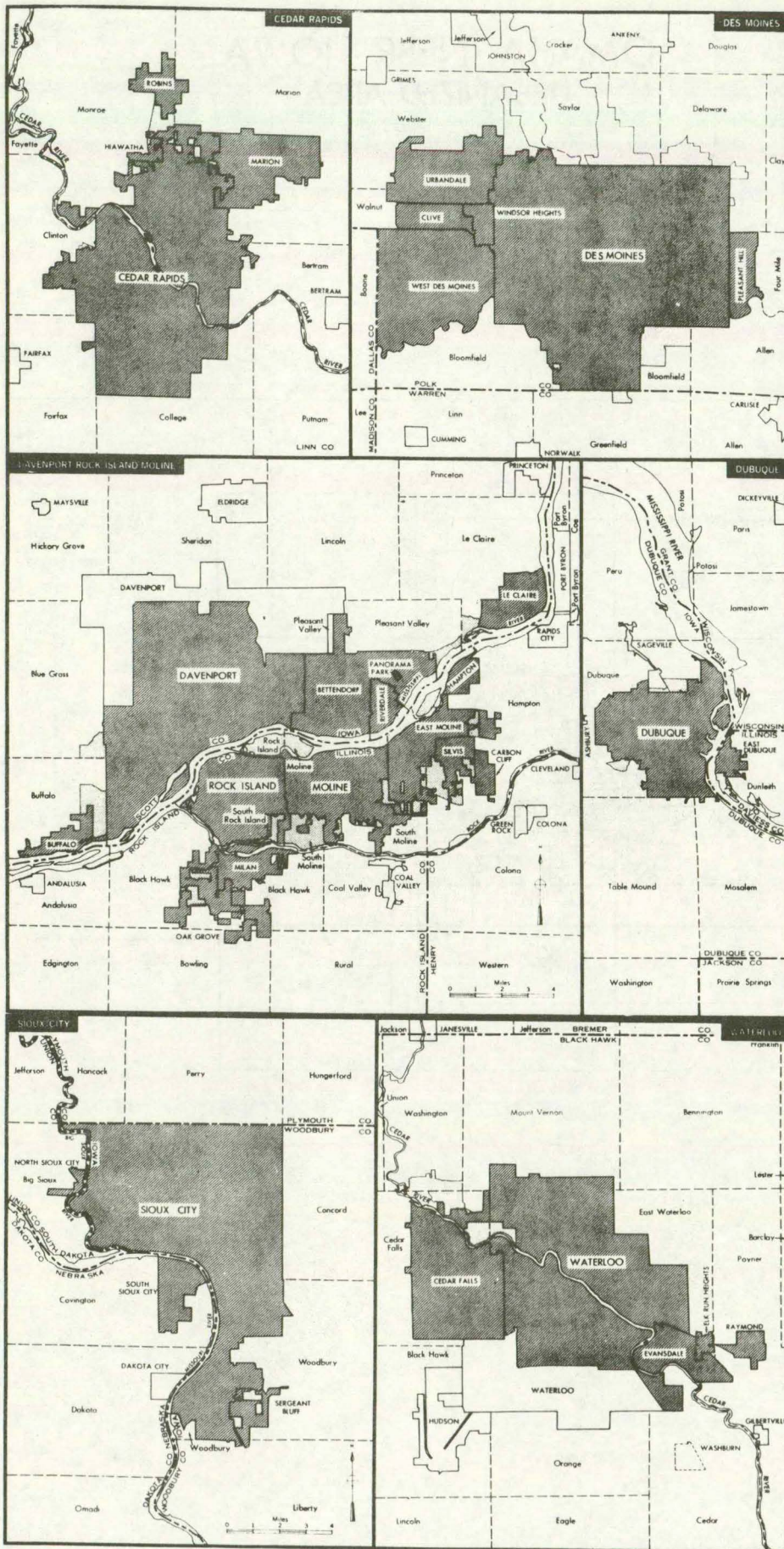
Regional Planning Commissions or Councils of Government have been organized in each of the seven urbanized areas to prepare area-wide plans on behalf of their member cities and counties. Transportation Policy and Technical Committees are usually appointed by these agencies to carry out their work and 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

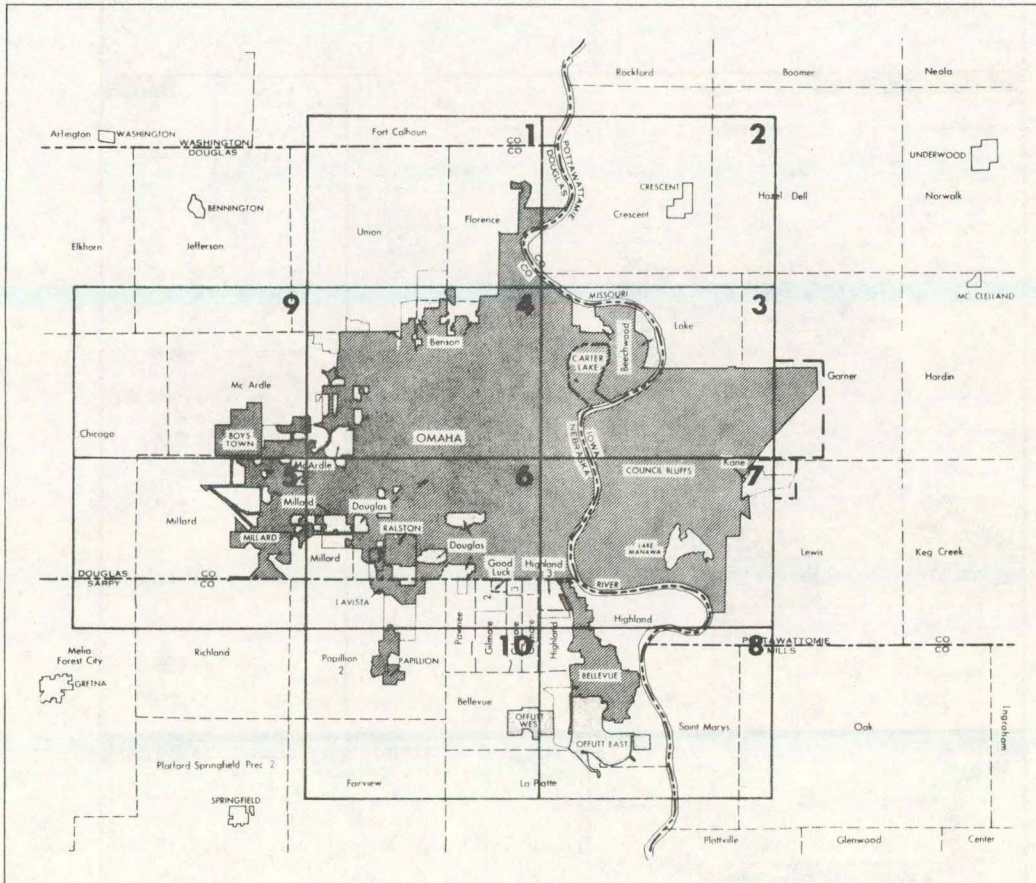
Urbanized Areas



COMPONENTS OF URBANIZED AREA
 Incorporated Places
 Unincorporated Area

BOUNDARY SYMBOLS
 State
 County
 Minor Civil Division
 Incorporated Place
 Unincorporated Place Outside Urbanized Area

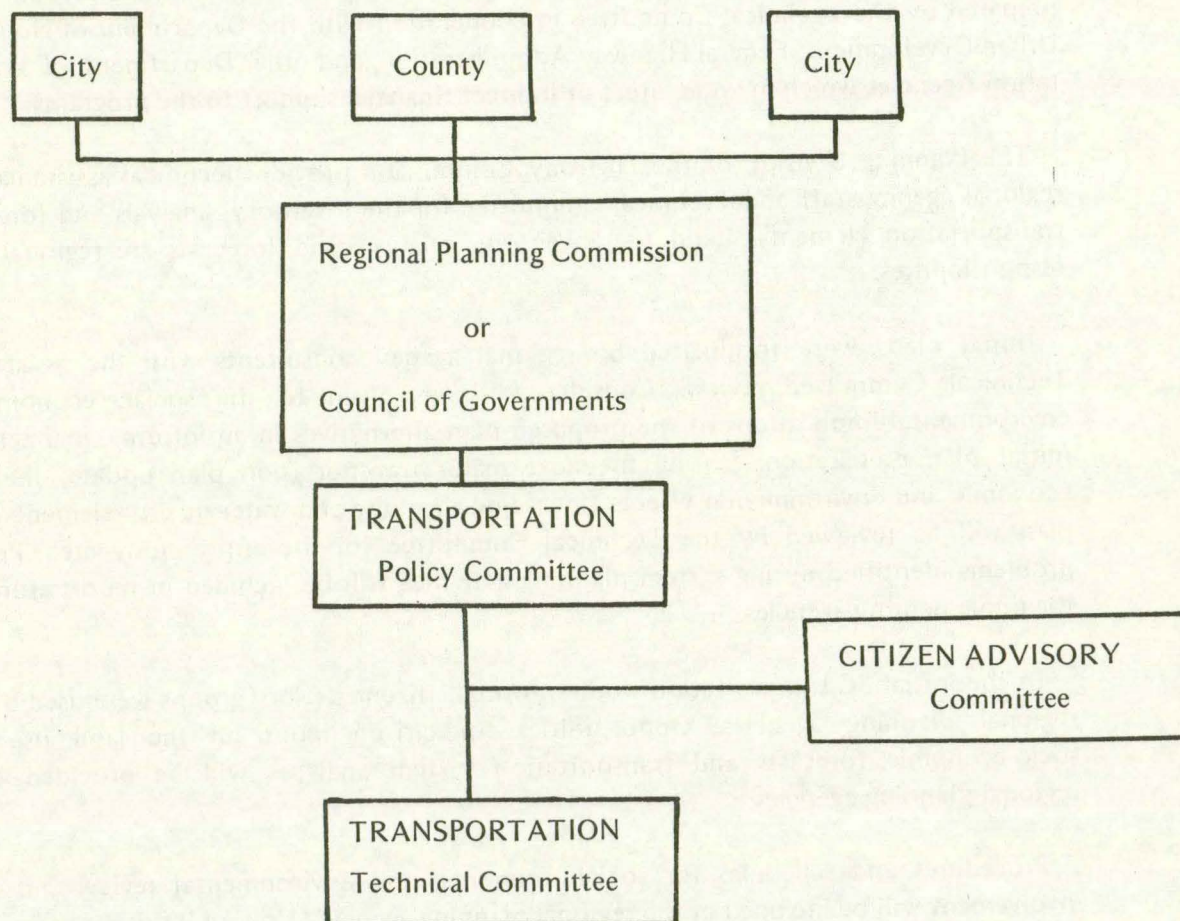
OMAHA, NEBR.- IOWA URBANIZED AREA



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. 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.

Procedures and schedules for social, economic and environmental review and citizen involvement will be included in the regional planning 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 of transit service will be imposed to determine system impacts 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:

City	Contact Office	Address - Telephone
-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

City	Contact Office	Address - Telephone
-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
-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

City	Contact Office	Address - Telephone
-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 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.

**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.</p> <p>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 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.

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

Change Proposal	Activity Number	Implementation Responsibility
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 locations planning studies begin will be followed to complete project planning reports started prior to July 1, 1974. All projects on which Project Planning and Environmental Impact Statements are initiated after July 1, 1974 will follow Action Plan procedures.

B. County Highway Project Procedures

No additional or new activities have been proposed. Counties will 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.

Implementation guidelines for municipal projects involving Federal-aid funds will be prepared by the Planning Division and be in effect July 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. Adjustments may be made in application of the project planning and development activities with 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

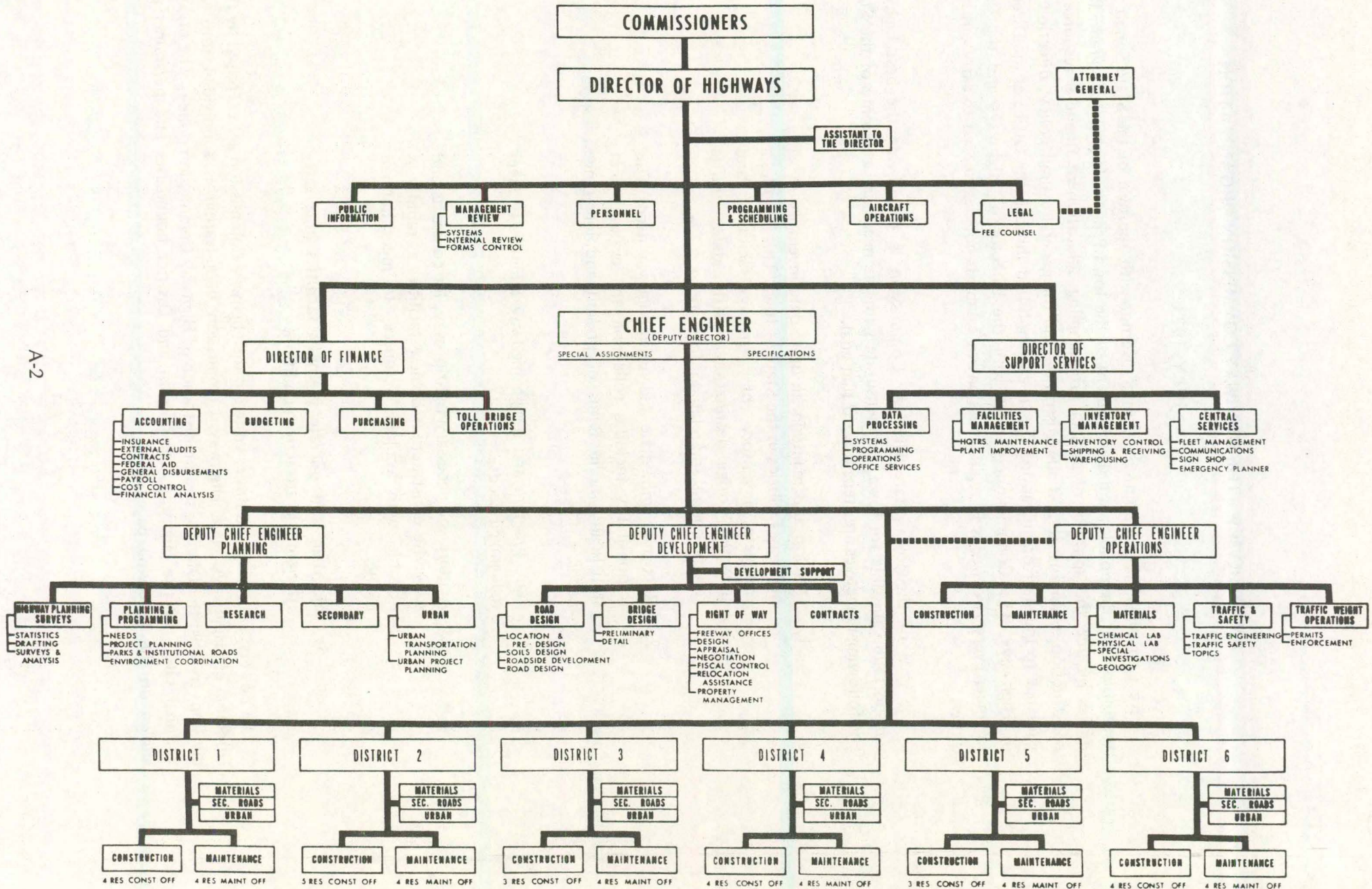
Five Commissioners, appointed by the Governor with approval of the State Senate, are responsible for the policies and development of the Iowa Primary Highway Program. Their duties include the approval of project programming, allocation of financial resources to construction, maintenance and administration 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.

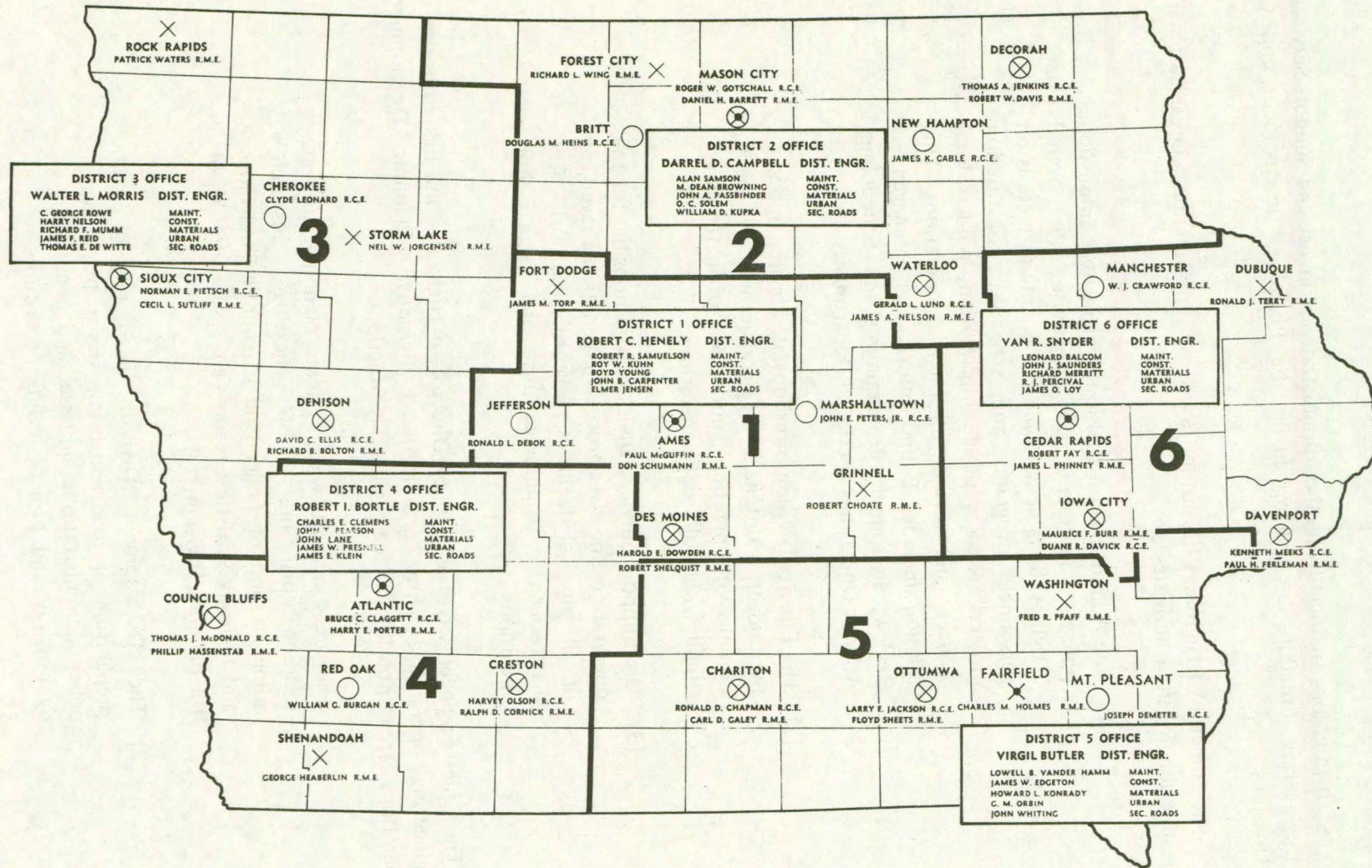
The powers, authority and duties vested in the Highway Commission are exercised by the Director of Highways. The Highway Commission organization is subdivided into six divisions to assist the Director in administration of Highway Commission policy. The organizational chart of the Highway Commission and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

IOWA STATE HIGHWAY COMMISSION ORGANIZATION STRUCTURE



A-2

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.

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POLICY AND PROCEDURE MEMORANDUM

**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:

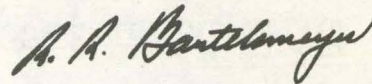
(1) The resources of the Highway Agency (in terms of personnel and funding) that will be utilized in implementing and carrying out the Action Plan.

(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

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