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

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| **State and Federal Agencies** |
| FHWA Iowa Division Office2, 3 |
| US EPA, National Environmental Policy Act Team, Region VII |
| US Army Corps of Engineers, Rock Island District4 |
| US Army Corps of Engineers, St. Paul District4 |
| US Army Corps of Engineers, Omaha District Planning Division 4, 5 |
| US Army Corps of Engineers, Omaha District Regulatory Division 4, 5 |
| US Fish and Wildlife Service, Rock Island4 |
| US Fish and Wildlife Service, Grand Island4, 6, 7 |
| Iowa DNR, Environmental Services Division  |
| Iowa DNR, Conservation and Recreation Division |
| Iowa DNR, Land and Water Conservation Fund Program [Section 6(f)] |
| US Coast Guard (when on navigable waterways) |
| NRCS, State Conservationist |
| US Department of Housing and Urban Development, Des Moines |
| US Department of Housing and Urban Development, Kansas City |
| US Department of Housing and Urban Development, Omaha8 |
| Federal Aviation Administration (when near airports) |
| Federal Emergency Management Agency (when floodplains are involved) |
| Federal Railroad Administration (when railroads are involved) |
| Federal Transit Administration (when transit is involved) |
| State Historical Society of Iowa (via IA DOT Cultural Resources Section)9  |
| National Trust for Historic Preservation10 |
| Advisory Council on Historic Preservation10 |
| Director of Natural Resources, Meskwaki Tribe |
| US DOI, Regional Office in Denver11 |
| US DOI, National Park Service12 |
| **Regional and Local Agencies, as Necessary** |
| Regional Planning Agency |
| County Conservation Board |
| County Board of Supervisors |
| Historical Societies |
| City Planning Department |
| County Planning Department |
| County Engineer |
| Public works Director or City Engineer |
| Mayor, City Council, or City Manager |
| Iowa DNR Field Office |
| Local NRCS Conservationist (relates to USDA Form AD-1006) |
| Chamber of Commerce |
| Parks and Recreation Department |
| Agency / Owner of Property with jurisdiction11 |
| **Others** |
| Local Libraries |
| Other individuals who request documents |
| Local Sponsor (if applicable) |
| **Iowa DOT9** |
| Iowa DOT Library13 |
| Location and Environment Bureau (NEPA Team Lead)14 |
| ROW Bureau Director15 |
| Design Bureau Director15 |
| Iowa DOT District Engineer |
| Local Systems Engineer (if applicable) |
| Public Hearing |
| Systems Planning Bureau Director |
| Bridge Bureau Director |

1. Refer to Agency Coordination Address List for contact names, mailing addresses, email addresses, etc.
2. For border projects, provide to FHWA.
3. Per 9/24/19 email from Mike LaPietra, we will send FHWA an electronic copy and no hard copies.
4. Applicable office depends on location of the project.
5. Provide EA only when Omaha District is a cooperating agency or will be issuing a Section 404 permit for the project.
6. Send email notice to agency contact with link to document on the local project sponsor’s web site. See item C below.
7. If email link is not an option for local projects, provide a CD or hard copy of the document, as indicated in the table.
8. Provide EA with draft Section 4(f) Statement only when HUD funds are involved.
9. NEPA document manager will include an internal distribution memo.
10. Provide EA to these agencies only when it includes a draft Section 4(f) Statement for effects to historic properties.
11. Provide EA only when it includes a draft Section 4(f) Statement for effects to any 4(f) properties.
12. Provide EA only when it includes draft Section 4(f) Statement for impacts to non-historic Section 4(f) properties.
13. Copy DOT Librarian on EA completion email to local sponsor
14. Ask NEPA document manager about the number of hard copies and CDs required for specimen file and internal distribution.
15. Provide only if project is on a primary highway.

**Notes:**

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

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

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