

Nebraska Public Involvement Procedure



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Nebraska Public Involvement Procedures

1. INTRODUCTION

Nebraska Department of Roads (NDOR) is a public agency whose mission is to provide the best possible statewide transportation system for the movement of people and goods. The department consists of sixteen divisions and eight districts managing the transportation system throughout Nebraska under the advisement of the State Highway Commission. Public and stakeholder involvement is a key ingredient in planning for and developing an efficient transportation system for Nebraskans.

NDOR views effective public involvement as critical to ensuring that the state transportation system continues to serve a wide range of needs. Consequently, this public involvement procedure provides guidelines, techniques, and processes that help NDOR solicit information from stakeholders and the public. This will enhance our performance and accountability through continuous improvement in communication, coordination, cooperation and collaboration. A strong partnership with the general public, tribal governments, metropolitan planning organizations, universities, local governments and other state and federal government agencies is the goal.

The consideration of diverse viewpoints ensures the needs and preferences of a community are considered, and enable transportation officials to make informed decisions based on multiple viewpoints. This document is intended to outline public involvement considerations and procedures to be used on federal aid transportation projects in Nebraska.

2. FEDERAL AID REQUIREMENTS

The Nebraska Department of Roads encourages the public to get engaged early in the planning process and stay involved throughout the many stages of the transportation project development. Federal laws and regulations require public involvement during the transportation planning and decision making process. In accordance with 23 CFR 450.210, Federal Highway Administration (FHWA) requires the statewide planning process be developed (www.fhwa.dot.gov/planning/public_involvement/orders/) using a documented Statewide Transportation Improvement Plan (STIP) public involvement process for public review and comment at key decision points. FHWA and other federal agencies implemented the National Environmental Policy Act (NEPA) of 1969 and FHWA environmental procedures in 23 CFR 771 and the Council on Environmental Quality implemented regulations outlining requirements for public input during the project development process. These regulations include publishing notices and providing the opportunity for public hearings to solicit input about transportation projects.

In addition to the regulations set forth in Moving Ahead for Progress in the 21st Century (MAP-21), NDOR follows additional laws and policies that support public involvement. These laws and policies include Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) of 1990 and the National Environmental Policy Act (NEPA).

3. NDOR PUBLIC INVOLVEMENT TOOLS

Public involvement is an integral part of the transportation process which helps to ensure that decisions are made in consideration of and to benefit public needs and preferences. Successful

public involvement includes identifying appropriate means, methods, and techniques to deliver project information in a timely fashion and to establish means of communication with stakeholders, the public, and all interested parties. Provided below are descriptions of existing public involvement tools utilized by the Nebraska Department of Roads. LPA's may request the use of existing NDOR Public Involvement tools, such as the website, if not able to use their own for these purposes.

- **Nebraska Department of Roads (NDOR) Website**

The NDOR Website makes information easily accessible to the public via electronic form in order to increase transparency and ease of submitting feedback.

NDOR Webpages that facilitate transparent public involvement include, but are not limited to:

- Highway Project Webpage:
 - Project Fact Sheets (See Appendix B for an Example)
 - Location Maps
 - Videos:
 - Project Specific or
 - Instructional: Navigating a Roundabout or Diverging Diamond Interchange
 - A form to submit questions or comments about any highway project
- Civil Rights Title VI Compliance Webpages:
 - State and LPA Guidance
 - Complaint Procedures and Forms
 - Informational Videos and links to Federal websites
 - Downloadable Templates and Posters
 - NDOR Transition Plan
- STIP Webpage:
 - STIP Development Guidance
 - STIP Public Involvement Plan
 - Links to MPO webpages
 - TIP's and Public Participation Plans
- Public Involvement Webpage:
 - Informational Videos: From concept to construction
 - NDOR Contacts and Resources
 - Opportunities for Involvement
- Highway Commission Webpage:
 - Upcoming Meeting Agenda
 - Commissioner Contact Information
- Build Nebraska Act Webpage:
 - 10 Year Plan
 - Project Fact Sheets and Videos
 - Link to Legislation
- LRTP Update Webpage:
 - Description and Development Process Documents
 - Stakeholder Surveys and Results
 - Presentations
 - New Releases
 - Current Plan
- Nebraska Surface Transportation (construction) Program Webpage:
 - Annual 6 Year Program Book

- **GovDelivery e-mail notifications**

A GovDelivery subscription on the NDOR Website provides any individual with the ability to request notification when information on a webpage changes through automated e-mails. The public is notified of the GovDelivery tool through NDOR News Releases, event notification postcards, Twitter and the NDOR website.

- GovDelivery email notifications enables NDOR to involve more people and actively engage them.
GovDelivery email notifications allow: users to select the content they want to receive; NDOR to track the webpages that are of most interest to the public; and NDOR to understand what is important our audience

- **Targeted Email**

E-mails are used to notify specific interested citizens who have indicated that they prefer to be contacted or updated on a project's status via direct email from NDOR.

- **Targeted Mailing**

A variety of targeted mailings may be used for public involvement. Approved agency logos must be included on all project materials provided to the public. All maps, plan sets, and project alternatives should include preliminary plan stamps. Provided below are descriptions of the most common tools used in Nebraska:

- A **Project Information Packet** is sent when a public information meeting is not planned. The Project Information Packet typically includes a cover letter, project handout/fact sheets (see Appendix B for example), a comment form, and/or any other displays/exhibits/handouts to summarize the project and agency contacts (including the Public Involvement Coordinator). A minimum 30-day comment period is required. The dates and methods to provide feedback must be included in the packet. This form of notification may be used if the project includes any of the following considerations:
 - **ROW**
 - **Detour**
 - **Access Restriction**
 - **Base Flood Elevation (Impacts to adjacent structure)**
 - **4(f) de minimis Impacts**
- A **Public Notification** typically includes a project description, purpose and need, brief scope of work, Right-of-way or easements, traffic or access disruption description, construction schedule, map (detour and location), accommodation of traffic, any other potential impacts, accommodation of information and/or materials for protected population, and agency contacts (including the Public Involvement Coordinator). This notification is distributed to contiguous property owners, business owners, and local officials. No comment period is required but, comments are accepted. This form of notification may be used if the project includes any of the following considerations:
 - **ROW**
 - **Detour**
 - **Access Restriction**

- **Nighttime Work in Residential Area**
- **Notification of Project Public Information Meeting or Hearing** is a form of notification used for informing the audience potentially affected by the project of the date, time, and location of the public information meeting or hearing. There are two options for reaching the affected audience, outlined below. These notifications can be distributed by canvassing or mail.
 - **Legal Notice of Meeting or Hearing** include the information provided in the legal notice that appeared in the Nebraska Press Association (NPA) newspaper with a project location and/or detour map.
 - **A Notification Post Card includes** project Information details about where to find project information and opportunities for involvement and methods for providing feedback. The post cards are typically sent to contiguous property owners, interested parties, business owners and local officials. (See Appendix C for example).
- **Official Legal Notice**

This notice is published in the legal section of a Nebraska Press Association (NPA) newspaper having general circulation within proximity to the project area. A notice includes project description, purpose and need, brief summary of project scope of work, acquisition of property rights, whether or not wetland impacts are anticipated and estimated construction schedule, instructions for obtaining information from the NDOR website, project point of contact information, accommodation of information and/or materials for protected population, any additional public involvement opportunities and comment period. If applicable, the notices will include, detour information, potential Section 4(f) impacts or adverse effect to Section 106 resources.

- **For Public Information Meeting/Hearings (See Appendix D for Example):**
 - Refer to the official legal notice requirements above and includes meeting/hearing details
 - For a Categorical Exclusion (CE), Draft Environmental Assessment (DEA), Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS), and Record Of Decision (ROD) the legal notice shall be published once:
 - Public information meeting and public hearing notices shall be published at a minimum of 15 days prior to the meeting/hearing, not including the day of the meeting/hearing. If the notification is not published for a full 15 days prior to the meeting/hearing, the event shall be rescheduled.
 - *Note: The public hearing notice for DEIS shall coincide with the timelines established in the Federal Register by FHWA.*
 - *Note: NDOR recommended best practice: NDOR commonly publishes legal notices twice before public meetings and hearings. The first publication is 31 days in advance of the event for public hearings, or 21 days in advance of the event for public information meetings. The second publication, for both public hearings and public information meetings, occurs 7 days prior to the event. NDOR often publishes the legal notices twice in an effort to notify a higher volume of persons about the upcoming event. Though NDOR strongly advises local agencies to follow this best practice, it is not required.*

- **For Target Mailings of Project Information Packet in lieu of a public information meeting (See Appendix D for Example):**
 - Refer to the official legal notice requirements above.
 - Shall be published twice:
 - The first publication starts the comment period (30 days).
 - The second publication is 15 days prior to the end of the comment period.
- **For FEIS/ROD Public Availability:**
 - Refer to the official legal notice requirements above with the exception of the comment period. The FEIS and ROD are provided for a public review period, but do not have a formal comment period. The document availability shall be clearly stated.
 - Note: This legal notice shall coincide with the timelines established in the Federal Register by FHWA.

- **Targeted Canvassing in a District**

These tools are utilized based on District, Highway Civil Rights Specialist or Public Involvement Coordinator recommendation.

- A brief **project description and upcoming event notification** is distributed to businesses and or officials prior to public meeting or hearing
- **Project fliers**
- **Door hangers** which include a Project Information Packet

- **Media News Release**

- **Statewide** applicable messages are shared with public media outlets across Nebraska
- **During NEPA** information and/or meeting details are distributed to local, regional and associated press media services within the project vicinity.
- **Preconstruction** project information is distributed to local, regional and associated press media services within the project vicinity prior to the start of construction.

- **Twitter Posts**

NDOR uses Twitter to send program and project specific information and upcoming event notifications, throughout the day. NDOR staff (Including PI) suggests posts for twitter, but the NDOR Communication Division actually creates the posts.

- **Mindmixer**

Mindmixer is a comprehensive community engagement website accessible through the NDOR website. Citizens are given access to project information and can engage, communicate and collaborate with NDOR staff and other citizens.

- Mindmixer can adapt to 79 different languages making it accessible to a wide variety of people
- Highway projects are posted with a question to jump start the public's thought process. Details about the project and photos, maps, and videos pertaining to the project are provided.

- This Public Involvement tool may be utilized for projects that include but, not limited to high public interest i.e.: Roundabouts, Environmental Assessment documents, Environmental Impact Statement (EIS)
- The Nebraska State Highway Commission will be available to the public via NDOR's Mindmixer page. The public now has the opportunity to create a log in at <http://netransportation.mindmixer.com/> and submit comments and/or questions regarding projects in their area to their Highway Commissioner. These comments will be discussed during the State Highway Commission Meetings.

- **Temporary Highway Signs**

There are two forms of temporary highway signs utilized as another form of outreach to interested and/or affected persons that can be placed on and/or near the route of the proposed project to notify users of an upcoming Public Meeting or Public Hearing for up to two weeks.

- **Temporary Highway Signs** are placed on or near the project site to advertise the meeting. These signs are placed approximately fifteen days prior to the advertised meeting/hearings and serve as a means of contacting interested and/or affected persons that utilize the route in question. These temporary signs are removed following the public meeting.
- **Portable Dynamic Message Signs** are utilized as a means of advertising upcoming public meetings/hearings prior to the event. When using this digital signage, public meeting information has the ability to become mobile.

- **Video Aids**

Video aids are a tool used to inform the public of proposed projects and educate them on the impacts and features associated with the project. These can be utilized for Public Information Meetings, Public Hearings, or as an educational tool for the community (Roundabouts, Concept to Construction, Historic Preservation, etc.). They can range from 3D models and animations to videos that provide the opportunity to present a visual representation and flyover perspectives of the proposed project.

- **Interviews with Stakeholders**

This tool could be used to involve a very specific group of citizens or agencies to review the project information and gather feedback. This tool is only to be used at the discretion of the NDOR Public Involvement Coordinator.

- **Kiosk or Convention Booths**

These tools could be used to disseminate details for upcoming public involvement opportunities and issue public surveys.

- **Workshops**

Workshops are an interactive method to discover the needs, interests, and concerns of stakeholders. A workshop allows interested or impacted members of the public direct involvement with experts such as traffic engineers, environmental specialists, and transportation designers.

- **Public Information meetings**

Public Information Meetings serve as an efficient method to inform the local populous of various stages of a proposed highway improvement project's by furnishing information to the general public and obtaining public input, providing a versatile and familiar public involvement opportunity. For controversial projects, public meetings are an essential intermediary step prior to conducting public hearings. A public information meeting may include an informal presentation so long as the presentation is included in the official legal notice. The meetings are most often held in an "Open House" format allowing the public to gather pertinent information about the project and come and go as they wish, no formal presentation is given. Project Development or Design plans and information is displayed, and personnel from NDOR are present to answer questions and receive comments (See Appendix E). A minimum 30 day public comment period is required. The comment period and method to provide feedback must be included in the meetings legal notice. The meeting should be held at a convenient time for the public to attend and location within close proximity to the proposed project as determined by the NDOR Public Involvement specialist.

- **Public Hearings**

Public Hearings ensure public involvement for a proposed project/corridor/plan and provide opportunities for public input on project alternatives via a variety of methods, which may include but are not limited to handouts and comment sheets. Hearings must be conducted for any construction projects involving a new alignment, projects requiring an Environmental Assessment, Environmental Impact Statement or projects involving local or regional significance or at the discretion of the State Highway Commission or FHWA. Federal regulation 23 CFR 771(h)(2)(iii) requires that the NDOR provide the opportunity for a hearing for any federally funded project which meets the following criteria:

- Requires the acquisition of significant amounts of right of way;
- Substantially changes the layout and purpose of connecting roadways or of the facility being improved;
- Has a substantial adverse impact on abutting property;
- Has a significant social, economic or environmental effect;
- Or is determined by the FHWA to require a public hearing in the public interest.

A public hearing may be held in presentation style or open-house format and includes an oral or video presentation. The hearing must be held at a convenient time for the public and at a location within close proximity to the proposed project as determined by the NDOR Public Involvement Specialist. Public Hearings must cover the required information in 23 CFR 771.111(h)(v), present an engineering statement of the proposed transportation action; allow the public a forum to address the agency and their assembled peers verbally with a microphone or recorder, and to allow for citizen and/or agency to publicly comment both verbally and in written form during and after the public hearing, within the open comment period. The public must be informed of the termination date of this comment period.

- The standard comment period for an Environmental Assessment is a minimum of 30 days, in which the draft EA shall be made available at the public hearing and for a minimum of 15 days in advance of the public hearing. Comments submitted within 30 days of the availability of the draft EA are deemed acceptable; FHWA reserves the rights to determine, for good cause, if a different number of days for a comment period is warranted. [23 CFR 771.119 (e)]
- The standard comment period for a draft Environmental Impact Statement (DEIS) is a minimum of 45 days with a maximum of 60 days, in which the DEIS shall be made available at the public hearing and for a minimum of 15 days in advance of the public hearing. Comments submitted within the maximum of 60 days are deemed acceptable; FHWA reserves the rights to determine, for good cause, if a different number of days for a comment period are warranted. [23 CFR 771.123 (h) and (I)]

A transcript of each public hearing and a certification that a required hearing or hearing opportunity was offered is submitted to FHWA. The transcript will be accompanied by copies of all written statements from the public, both submitted at the public hearing or during the announced comment period. NDOR utilizes an internal checklist to document and ensure requirements are met.

- **District Program Highway Commission Hearing**

The public hearing is conducted 4 times a year during the State Highway Commission Meetings. Each District hosts a hearing every 2 years. During this hearing, NDOR provides an overview of NDOR's District Highway Construction key state projects planned for the next 6 years. Upon completion of the District presentation the public is encouraged to provide comments. Project specific comments are forwarded to the appropriate NDOR contacts. Event notification postcards are distributed to a District specific contact list and a statewide media release is issued. It is common for representatives of the MPO's, city and county government, local businesses, school board representatives, law enforcement and emergency management officials and local citizens to attend.

- **Annual Reporting of one and six year plans for Highway Roads & Street Improvements**

The Board of Public Roads Classifications and Standards provides the State, county, or municipality written notification that the annual review has been accomplished and makes recommendations to achieve the orderly development of an integrated system of highways, roads, and streets. All public involvement requirements are defined within the Instruction Manual for Annual Reporting of One and Six Year Plans for Highway, Road and Street Improvements.

- **MPO Public Participation**

Each MPO has its own Public Involvement procedures that define the steps utilized to involve the public. Federally funded State projects which fall within the MPO boundaries are included in the MPO Transportation Improvement Plan (TIP).

4. DETERMINING OUTREACH DISTRIBUTION FOR PROJECTS

NDOR creates two mailing databases for each project that includes mailing information. One database includes contiguous property owners, businesses directly affected by the project and those parties who have expressed an interest in the proposed project. The second database includes city and county officials, schools, hospitals, libraries, railroads, state agencies and other interested groups/organizations (e.g. chamber of commerce, neighborhood associations). When determining the outreach area NDOR considers project specific conditions such as areas potentially affected, Annual Daily Traffic (ADT), detour, project type and construction schedule, Right-of-Way (ROW), access restrictions, Environmental Justice (EJ)/Limited English Proficiency (LEP), contiguous historic resources and 4(f) properties. When public comment is requested, a comment form with prepaid return postage is provided.

5. LIMITED ENGLISH PROFICIENCY AND ENVIRONMENTAL JUSTICE

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, requires agencies to examine the services that they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. Additionally, *Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, requires that an agency identify and address the disproportionately high and adverse human health and environmental effects of its programs, policies, and activities on minority and low-income populations. Public involvement that is tailored to maximize the opportunities for participation by minority, low-income, and LEP persons is a critical part of complying with these regulations.

Accordingly, NDOR has established both an FHWA-approved Limited English Proficiency Plan and a rigorous Environmental Justice review process. As protected populations in a project area are identified, NDOR's public involvement tools, above, are modified in order to effectively reach out to the specific minority, low-income, or LEP communities present.

Broadly speaking, if an LEP population is present, and public outreach is being undertaken, information released to the public will be translated into relevant language(s), and written project materials will be translated and sent to community resources, in accordance with the [NDOR LEP Plan](#). If an Environmental Justice population is present, and the potential for disproportionately high and adverse effects exists, public outreach tailored to effectively inform and involve the EJ community will occur. Common outreach includes targeted mailings, event notifications, and/or meetings with community leaders. A public meeting might be hosted in an environment that is welcoming to the protected population in question. Determining mitigation activities through consultation with community resources might be necessary. Outreach to Environmental Justice communities is very dependent on the circumstances of the individual projects, but outreach will always be performed in accordance with federal regulations and guidance on Environmental Justice.

The NDOR Highway Civil Rights Specialist will recommend specific outreach approaches in the civil rights review which occurs early in the NEPA process. More information on Environmental Justice can be found in the [NDOR Title VI Implementation Plan](#).

All NDOR public involvement activities will be executed in compliance with the Americans with Disabilities Act (ADA). To aid in ADA compliance, NDOR uses an ADA Facility Checklist to

review potential public meeting/hearing venues. (See Appendix F for this checklist) For further information on NDOR ADA compliance efforts, see the [NDOR Title VI Implementation Plan](#).

6. STANDARD PUBLIC INVOLVEMENT PRACTICES FOR TRANSPORTATION ACTIVITIES

Provided below is a description of the standard public involvement practices employed for typical federal actions related to transportation. NDOR has the flexibility to utilize additional public involvement tools if projects circumstances prompt their use.

A. The Nebraska Surface Transportation (Construction) Program Book:

Published annually, consist of the Six Year Highway Program, and contains funding sources and construction program financing.

Standard Public Involvement:

- NDOR Website
- GovDelivery subscriber notification
- Media News Release Statewide
- District Program Highway Commission Hearing

B. Long Range Transportation Plan (LRTP)

Long Range Transportation Planning is a process that builds upon the past and studies to help prepare for the challenges of the future. Although NDOR is just one of many agencies responsible for the state's transportation system, the goals, objectives and strategies outlined in a plan can serve as examples of potential next steps for other implementing agencies.

Standard Public Involvement

- NDOR Website
- GovDelivery Subscriber Notification
- MPO Public Participation
- Media News Release Statewide
- Stakeholder Workshops

C. Statewide Transportation Improvement Program (STIP)

The Statewide Transportation Improvement Program (STIP) is the Nebraska Department of Roads' (NDOR's) four-year highway improvement program development under Title 23 United States Code (USC), Section 135 Statewide Planning, (f) Statewide Transportation Improvement Program. It includes by reference the Transportation Improvement Programs (TIP's) from the Omaha, Lincoln, Grand Island and South Sioux City Metropolitan Planning Organizations (MPO's).

The STIP Public Involvement Plan is available on the website at

<http://www.transportation.nebraska.gov/STIP/>

Standard Public Involvement

- Nebraska Department of Roads Website
- GovDelivery Subscriber Notification
- MPO Public Participation
- Media News Release Statewide
- Targeted Mailing to non-metropolitan appointed or elected officials
- NDOR Twitter Posts

D. Categorical Exclusion (CE) Level 1 CE Action

Categorical Exclusions (CE) are actions which meet the definition contained in the Council on Environmental Quality regulations at 40 CFR 1508.4 and 23 CFR 771.117(a), (b), and (c), and based on past experience with similar actions, do not involve significant environmental impacts and are therefore categorically excluded from the need to prepare an EA or EIS. In Nebraska, levels of CEs are determined by activity types and environmental impact thresholds and consist of Level 1, 2, or 3 CE Actions. Level 1 and 2 CE Actions may be completed by NDOR with limited involvement from FHWA. If a project does not meet the criteria for a Level 1 or Level 2 CE Action, the project would be processed as a Level 3 CE Action, an EA, or EIS as determined by FHWA.

Level 1 CE actions must meet the intent of CEQ regulation (Section 1508.4) and 23 CFR 771.117 (a) and 771.117 (c) and must not exceed any of the Level 1 project impact thresholds listed within the CE PA. If environmental resources will be impacted, the level of documentation will need to be elevated.

*Level 1 actions do not require approval by FHWA.

Program Level Public Involvement

- Nebraska Department of Roads Website
 - STIP Public Involvement
 - The Nebraska Surface Transportation (Construction) Program Book
- GovDelivery notification to subscribers
- District Program Highway Commission Hearing
- MPO Public Participation (if located within an MPO)
- Media News Release (Preconstruction)

Project Level Considerations:

- **The NDOR Public Involvement Coordinator will determine the public involvement tools to use during NEPA for projects with:**
 - Detour
 - Access restriction or closure
 - Projects within or directly adjacent to federal land, a State Park, or tribal land
 - Nighttime work in a residential area.

At a minimum, the public will be engaged through a targeted mailer when:

- A detour (refer to CE PA Agreement) is used.

- The detour must create less than 5 miles of adverse (out-of-direction) travel within an urban environment and less than 25 miles in a rural setting with access provisions for local traffic.
- If access restriction or closure (refer to CE PA Agreement) is used:
 - Direct access to a residential property or driveway is closed for no more than 5 working days, and complete access closure to businesses or emergency services cannot occur.
- When construction would involve nighttime work in a residential area.

E. Categorical Exclusion Level 2 CE Action

Level 2 CE Actions are those actions that because of the limited scope of work and based on NDOR and FHWA's past experience with similar actions, meet the intent of CEQ regulations (Section 1508.4), and 23 CFR 771.117(a), (b), and (c). Furthermore, these actions satisfy the criteria for CE Classification and do not involve significant environmental impacts. These projects must have independent utility and logical termini and must not exceed any of the Level 2 CE Action impact thresholds in the CE PA. Level 2 CE Actions require documentation to ensure no unusual circumstances are present (ex., significant environmental impacts; substantial controversy on environmental grounds; significant impact on properties protected by Section 4(f) of the DOT Act or Section 106 of the National Historic Preservation Act; or inconsistencies with any Federal, State, or local law, requirement or administrative determination relating to the environmental aspects of the action) that would warrant a higher level of NEPA documentation.

*Level 2 CE actions are typically do not require detailed review by FHWA.

Program Level Public Involvement:

- Nebraska Department of Roads Website
 - STIP Public Involvement
 - The Nebraska Surface Transportation (Construction) Program Book
- GovDelivery notification to subscribers
- District Program Highway Commission Hearing
- MPO Public Participation (if located within an MPO)
- Media News Release (Preconstruction)

Project Level Considerations:

- **The Public Involvement Coordinator will determine the public involvement tools to use during NEPA for projects with:**
 - Detour
 - Access restriction or closure
 - Section 4(f) use in accordance with Section 4(f) Guidance Document
 - Section 106 property, in accordance with Section 106 Guidance Document
 - Projects within or directly adjacent to federal land, a State Park, or tribal land.
 - Adjacent property owner trail maintenance
 - If LPA will require property owner assessment to assist in paying for a federal aid project

At a minimum, the public will be engaged through a targeted mailer when:

- A detour (refer to CE PA Agreement) is used.
 - The detour must create less than 5 miles of adverse (out-of-direction) travel within an urban environment and less than 25 miles in a rural setting with access provisions for local traffic.
- If access restriction or closure (refer to CE PA Agreement) is used:
 - Direct access to a residential property or driveway is closed for no more than 10 working days, and complete access closure to businesses or emergency services cannot occur.
- If the project results in a section 4(f) de minimis impact.
- When a new trail would be constructed adjacent to private property or if property owners are expected to maintain new trails based on local ordinance (shovel snow, mow area adjacent to trail).
- If property assessments would be used for the project financing.
- When construction would involve nighttime work in a residential area

F. Categorical Exclusion Level 3 CE Action

Any proposed action that does not meet the criteria of Level 1 or Level 2 CE Action, either due to action type or not meeting an impact threshold, will be processed as a Level 3 CE Action or higher level NEPA document. FHWA retains approval authority for Level 3 Actions and approval of the associated documentation. For projects that will likely exceed the Level 2 CE Action thresholds, NDOR will provide FHWA pertinent project scope and potential resource impact information using NDOR's *Probable Class of Action* form (or a successor form in agreement with FHWA) to make the proper class of action determination. This will occur early in the environmental review process or during planning. For Level 3 CE Actions, NDOR shall provide appropriate documentation certifying the proposed action meets the criteria of 23 CFR 771.117(c) and 23 CFR 771.117(d) the thresholds established in the CE PA.

Program Level Public Involvement:

- Nebraska Department of Roads Website
 - STIP Public Involvement
 - The Nebraska Surface Transportation (Construction) Program Book
- GovDelivery notification to subscribers
- District Program Highway Commission Hearing
- MPO Public Participation (if located within an MPO)
- Media News Release preconstruction

Project Level Considerations:

- **The Public Involvement Coordinator will determine the public involvement tools to use during NEPA for projects with:**
 - ROW
 - Detour
 - Access restriction or closure
 - Section 4(f) use in accordance with Section 4(f) Guidance Document

- Section 106 property impacts, in accordance with Section 106 Guidance Document
- Projects within or directly adjacent to federal land, a State Park, or tribal land
- Rise greater than 1-foot in the Base Flood Elevation (BFE).
- Type 1 Project criteria (in accordance with 23 CFR 772 and NDOR's Noise and Abatement Policy).
- When a new trail would be constructed adjacent to private property or if property owners are expected to maintain new trails based on local ordinance (shovel snow, mow area adjacent to trail).
- If LPA will require property owner assessment to assist in paying for a federal aid project.

At a minimum, the public will be engaged through a targeted mailer if:

- A detour
- ROW would be acquired:
 - If the project would require more than 2 acres per linear mile of ROW/easements.
 - Removal of minor improvements
- If access restriction or closure of more than 10 days is anticipated.
- Any rise in a floodplain that impacts an adjacent structure, or in a floodway.
- If the project results in a section 4(f) de minimis impact.
- If there is a determination of "adverse effect" on a historic property.
- When a new trail would be constructed adjacent to private property or if property owners are expected to maintain new trails based on local ordinance (shovel snow, mow area adjacent to trail).
- If property assessments would be used for the project financing.
- When construction would involve nighttime work in a residential area.

G. Environmental Assessment (EA)

When the significance of impacts of a transportation project proposal is uncertain, an EA is prepared to assist in making this determination. An EA shall be prepared by the applicant in consultation with the FHWA for each action that is not a CE and does not clearly require the preparation of an EIS, or where FHWA believes an EA would assist in determining the need for an EIS.

*EA projects require NEPA studies and approval in accordance with 23 CFR 771.119, or, 23 CFR 771.121 (b) respectively and other applicable laws and regulations. After public comment is received on a draft EA (DEA), the comments are addressed and a final EA (FEA) is produced. There are three potential outcomes after the FEA is produced: 1) a Finding of No Significant Impact (FONSI); 2) determination of the need to prepare an EIS; and, 3) a finding that additional information is required to reach one of the other two outcomes.

Program Level Public Involvement

- Nebraska Department of Roads Website
- STIP Public Involvement
- The Nebraska Surface Transportation (Construction) Program Book
- GovDelivery notification to subscribers
- District Program Highway Commission Hearing
- MPO Public Participation (if located within an MPO)
- Pre-Construction Media News Release

At a minimum, the public will be engaged through:

- An early public scoping process during the NEPA phase that may include targeted mailers and/or Public Information Meeting(s)
- Notification of Project Public Hearing to notify constituents in the project vicinity that the Draft EA is approved by FHWA for release prior to public availability.
- Official Legal Notice of Public Hearing
- Public Hearing (after the Draft EA is approved by NDOR and released for public comment by FHWA)
 - NOTE: For State projects, Nebraska State law requires that the NDOR obtain the “written advice of the State Highway Commission and the consent of the Governor.” Following the Public Hearing, the results are presented to the State Highway Commission where NDOR shall request that the Highway Commission give formal advice, in writing, on the following project considerations, as applicable:
 - Projects that involve the **relinquishment** or **abandonment** of a fragment of a route, section of a route, or a route on the state highway system. (NEB. REV. STAT. §§ 39-1110 and 39-1313.)
 - Projects where NDOR proposes to **redesignate**, **relocate**, **redetermine** or **recreate** the state highway system. (NEB. REV. STAT. § 39-1309.)
 - Projects built on a new location whether it is a **new state highway** or the **relocation of an existing state highway**.
 - Projects needing a “corridor location approval” prior to NDOR obtaining **corridor protection** on land along a new or existing highway route. (See NEB. REV. STAT. §§ 39-1309(2) and 1311(2).)
 - Projects that include the establishment of controlled access on any segment of the project. (NEB. REV. STAT. § 39-1327.)
 - Projects that require agreements with adjoining states for the planning, development, construction, acquisition, operation, maintenance, and protection of bridges between Nebraska and adjoining states. (NEB. REV. STAT. § 39-891 and 895.)
 - Projects with a formal public hearing held in the District with Highway Commission involvement.
 - Projects that will increase the number of through lanes on an existing highway

**Aside from the minimum public involvement required for an EA, the NDOR Public Involvement Coordinator will determine if additional Public Involvement activities are required prior to or subsequent to the DEA being made available for public comment, based on project level considerations. The NDOR Public Involvement Coordinator shall be consulted immediately following the determination that an EA will be prepared to draft a public involvement plan.*

H. Environmental Impact Statement (EIS)

NEPA requires Federal agencies to prepare environmental impact statements (EISs) for major Federal actions that significantly affect the quality of the human environment. An EIS is a full disclosure and decision-making document that details the process through which a transportation project was developed, includes consideration of a range of reasonable alternatives, analyzes the potential impacts resulting from the alternatives, and demonstrates compliance with other applicable environmental laws and executive orders.

The EIS process is documented through a draft EIS (DEIS). After comments are received on the DEIS, a final EIS (FEIS) is prepared. The FEIS addresses substantial public comments, and, if one has not been determined in the DEIS, presents a Preferred Alternative. After a public review period on the FEIS, a Record of Decision (ROD) is produced that announces the decision on the Selected Alternative and commits to project mitigation. FHWA may decide to combine the FEIS and ROD into one step.

*EIS projects require NEPA studies and approval in accordance with 23 CFR 771.123, 771.125, 771.127, 771.129, and 771.130 respectively and other applicable laws and regulations.

Program Level Public Involvement

- Nebraska Department of Roads Website
 - STIP Public Involvement
 - The Nebraska Surface Transportation (Construction) Program Book
- GovDelivery notification to subscribers
- District Program Highway Commission Hearing
- MPO Public Participation (if located within an MPO)
- Pre-Construction Media News Release

At a minimum, the public will be engaged through:

- Notice of Intent (40 CFR 1508.22) to prepare an EIS would be prepared by project sponsor, in cooperation with FHWA and published Federal Register by FHWA.
- Following the Notice of Intent, the lead agencies, in cooperation with the project sponsor, will begin a scoping process that will engage the public through mailers and/or Public Information Meeting(s). The purpose of this process is to gain the input of the public and resources agencies on the purpose and need and range of alternatives. This process will also be used to determine which agencies would be a participating or cooperating agencies.
- Once the DEIS is approved for circulation by FHWA, the public is notified that the document is available for review/comment through legal notice of DEIS and notice of availability published in the Federal Register by FHWA.
- Targeted Mailings (during the NEPA process) to notify constituents in the project vicinity that the Draft EIS is available for comment.
 - Event Notification Postcard or Notification of Project Information Meeting/Hearing
- Legal Notice during NEPA

- Public Hearing during NEPA phase, after the draft EIS is released for Public comment refers to the Public Involvement toolbox for details.
- NOTE: For State projects, Nebraska State law requires that the NDOR obtain the “written advice of the State Highway Commission and the consent of the Governor.” Following the Public Hearing, the results are presented to the State Highway Commission where NDOR shall request that the Highway Commission give formal advice, in writing, on the following project considerations, as applicable:
 - Projects that involve the **relinquishment** or **abandonment** of a fragment of a route, section of a route, or a route on the state highway system. (NEB. REV. STAT. §§ 39-1110 and 39-1313.)
 - Projects where NDOR proposes to **redesignate, relocate, redetermine or recreate** the state highway system. (NEB. REV. STAT. § 39-1309.)
 - Projects built on a new location whether it is a **new state highway** or the **relocation of an existing state highway**.
 - Projects needing a “corridor location approval” prior to NDOR obtaining **corridor protection** on land along a new or existing highway route. (See NEB. REV. STAT. §§ 39-1309(2) and 1311(2).)
 - Projects that include the establishment of controlled access on any segment of the project. (NEB. REV. STAT. § 39-1327.)
 - Projects that require agreements with adjoining states for the planning, development, construction, acquisition, operation, maintenance, and protection of bridges between Nebraska and adjoining states. (NEB. REV. STAT. § 39-891 and 895.)
 - Projects with a formal public hearing held in the District with Highway Commission involvement.
 - Projects that will increase the number of through lanes on an existing highway
- Legal Notice used for FEIS/ROD Notice of Availability published in the Federal Register by FHWA

**Aside from the minimum public involvement required for an EIS, the NDOR Public Involvement Coordinator will determine if additional Public Involvement activities are required prior to or subsequent to the DEIS being made available for public comment, based on project level considerations. The NDOR Public Involvement Coordinator shall be consulted immediately following the determination that an EIS will be prepared to draft a public involvement plan.*

Appendix A: Existing References/Guidance:

- **NDOR Title VI (EJ Policy) Implementation Plan**
- **NDOR LEP Plan**
- **Programmatic Agreement for Processing NEPA Actions**
- **NDOR Noise and Abatement Policy**
- **NDOR Section 4(f) guidelines**
- **NDOR Section 106 Guidelines**
- **LPA Guidelines Manual and Checklists**
- **STIP Public Involvement Procedures**



PUBLIC HEARING

Wednesday, October 1, 2014

Newberry's, 402 Box Butte Ave., Alliance, NE

Open House: 5:00-6:30 pm MDT / Public Forum: 6:30-7:00 pm MDT

NH-385-3(118); C.N. 51432 JUNCTION L-62A/US-385 TO ALLIANCE

This public hearing is being held to provide information and receive input on the Draft Environmental Assessment (DEA) regarding the construction of a portion of U.S. Highway 385 (US-385) from the junction of Nebraska Link 62A (L-62A) to the city of Alliance. This portion of US-385 is identified as part of the "Heartland Expressway."

LOCATION: The proposed project would begin on Nebraska Link 62A (L-62A), 2.19 miles west of the junction with U.S. Highway 385 (US-385) in Morrill County, and continue north on US-385 into the City of Alliance in Box Butte County, ending just north of the intersection with Nebraska Highway 2 (N-2), also known as West 3rd Street, for a distance of 24.75 miles on US-385. These portions of L-62A and US-385 are part of the "Heartland Expressway."

PURPOSE AND NEED SUMMARY (full purpose and need description can be found in the DEA):

The purpose of this project is to:

- provide an improved north-south highway on a National Highway System (NHS) High Priority Corridor that increases the efficiency and safety of travel.
- fulfill legislative intent of previous transportation bills which provided federally "earmarked" funds for the Heartland Expressway.
- fulfill legislative intent of the Build Nebraska Act, which identified this project as a high priority project for state funds.
- address roadway and operational deficiencies.

An additional project goal is to:

- improve the highway infrastructure in order to facilitate economic development.

The need for the project is based on the mix of traffic, including a high percentage of heavy-truck traffic, in combination with some areas where the roadway geometry does not meet standards.

SCOPE OF WORK: The proposed construction project would improve the existing US-385 two-lane highway from the Junction of US-385 and L62A, north to Alliance. The improvements would consist of constructing a four-lane divided highway with a depressed grass median throughout the rural portion of the project and five-lane section in Alliance that would provide two lanes in each direction and a center left-turn lane. The project would include reconstruction of the US-385/L62A intersection on a new alignment northwest of the existing highway junction. The proposed project would incorporate improvements to intersections, drainage structures, and lighting.

TRAFFIC COUNT:

	<i>US-385 – South of N-2</i>		<i>US-385 – North of L-62A</i>		<i>L-62A – West of US-385</i>	
<i>Year</i>	2014	2036	2014	2036	2014	2036
<i>Vehicles per Day</i>	3885	4950	3550	4655	2520	3410
<i>% Trucks</i>	18%	18%	19%	19%	19%	19%

ESTIMATED CONSTRUCTION SCHEDULE: Construction of the new southbound lanes is anticipated to be completed under two separate projects. The first, Alliance South, is anticipated to begin in 2016. The second, L-62A North, is anticipated to begin in 2017. The US-385/L62A Junction construction project and reconstruction of the existing northbound lanes is not yet programmed.

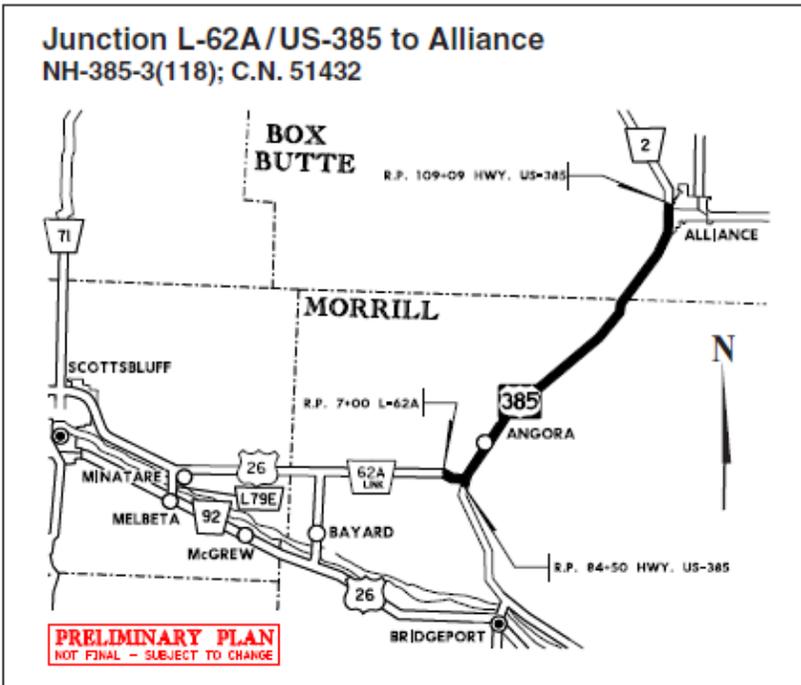
Appendix B: Example of Fact Sheet

ACCOMMODATION OF TRAFFIC: Proposed construction would be built "under traffic," or without a detour. Appropriate traffic control may be necessary to maintain traffic during construction.

RIGHT-OF-WAY: Acquisition of property rights for new right-of-way (ROW) and temporary and permanent easement rights would be required. It is estimated approximately 300 acres of new ROW would be required to complete the project, with access control rights purchased along the entire corridor. It is anticipated three residential relocations would be required; no commercial relocations are expected.

POTENTIAL IMPACTS: A draft Environmental Assessment (EA) has been prepared to determine the potential environmental impacts associated with the proposed project. Environmental resources evaluated include wetlands, threatened and endangered species, cultural resources, environmental justice, noise impacts, aesthetics and required acquisition of property rights for new ROW. The draft EA document may be viewed on the NDOR website at <http://www.transportation.nebraska.gov/projects/>. Copies are available at the FHWA and NDOR headquarters in Lincoln, the NDOR District 5 Office in Gering, in Alliance at the City Offices and Public Library, the Angora Post Office, and the City Office of Bridgeport. The information is available for a 30-day comment period: September 15—October 16, 2014.

ESTIMATED COST: The first construction project, Alliance South, DPS-385-4(139), CN 51522, would construct US-385 from West 3rd Street south to approximately Mile Marker (MM) 100+00 and is estimated at \$25 million. The second construction project, L-62A North, S-385-3(1021), CN 51443, would construct US-385 from approximately MM 100+00 south to the junction of US-385 and L-62A, and is estimated at \$30 million. The third project, which would construct a sweeping curve connecting L-62A to US-385, is currently not programmed. Preliminary engineering, ROW and utilities costs for the corridor are tracked under a separate project, NH-385-3(118), CN 51432, and are estimated at \$10 million. The total cost (in today's dollars) of the project contemplated is estimated at \$90 million, which includes an estimated \$25 million to construct the sweeping curve and reconstruct the northbound lanes. Funding sources would include federal, state (the Build Nebraska Act), and local funding (City of Alliance). The City of Alliance would participate with a 20% cost share for the portions of the project within or adjacent to the city limits.



Send comments to:
NDOR Public Involvement
Sarah Kugler
P.O. Box 94759; 1500 Hwy. 2
Lincoln, NE 68509-9983
402-479-4871
sarah.kugler@nebraska.gov

For more information:
NDOR District 5 Engineer
Craig Lind
P.O. Box 220; 140375 Rundell Rd.
Gering, NE 69341
308-436-6587
craig.lind@nebraska.gov

www.roads.nebraska.gov



Visit www.roads.nebraska.gov and click on the **Subscribe** button to sign up for email notifications about highway project updates and other topics of interest.

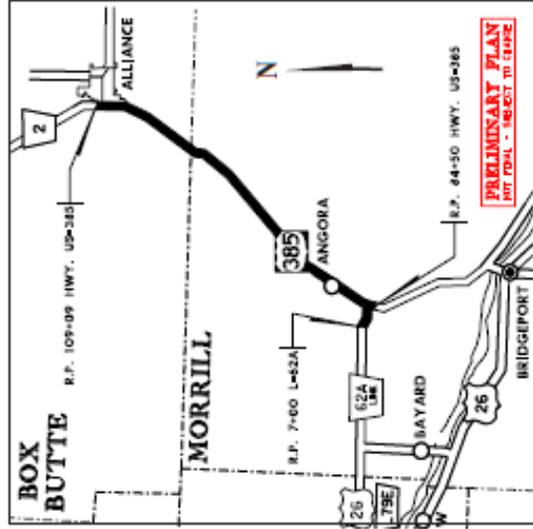
NOTICE OF HIGHWAY PUBLIC HEARING

Wed., October 1, 2014; 5:00-7:00 PM MST
Newberry's, 402 Box Butte Ave., Alliance, NE
Jct. L-62A/US-385 to Alliance

The Nebraska Department of Roads (NDOR) will hold a public hearing to provide information and receive input on the Draft Environmental Assessment (DEA) regarding the construction of a portion of U.S. Highway 385 (US-385) from the junction of Nebraska Link 62A (L-62A) to the city of Alliance. This portion of US-385 is identified as part of the "Heartland Expressway."

The DEA will be available for review at the public hearing. Copies can also be reviewed at the City Office of Alliance, Alliance Public Library, Angora Post Office, City Office of Bridgeport, NDOR District Five Headquarters in Gering, FHWA-Nebraska Division and NDOR Headquarters in Lincoln, or at <http://www.transportation.nebraska.gov/projects/> by clicking on the "Heartland Expressway" link. The information is available for a 30-day comment period: September 15 – October 16, 2014.

 **Subscribe** Visit www.roads.nebraska.gov and click on the **Subscribe** button to sign up for email notifications about highway project updates and other topics of interest.



Questions or comments, please contact:
Sarah Kugler

NDOR Public Involvement Coordinator
P.O. Box 94759, Lincoln, NE 68509-4759
sarah.kugler@nebraska.gov 402-479-4871

Appendix C: Example of a Post Card

**NEBRASKA DEPARTMENT OF ROADS
NOTICE OF HIGHWAY PUBLIC MEETING**

Thursday, February 5, 2015; 4:00 – 6:00 PM

Information Open House Public Meeting

**Ak-Sar-Ben Aquarium, Schramm Park State Recreation Area
21502 Hwy 31, Gretna, Nebraska**

RD-31-2(1014) Schramm Park South; C.N. 22302A

The Nebraska Department of Roads (NDOR) will hold a public information openhouse regarding proposed improvements of Nebraska Highway 31 (N-31) in Sarpy County. The meeting will be held at the Schramm Park State Recreation Area, Ak-Sar-Ben Aquarium, 21502 Highway 31, in Gretna, on Thursday, February 5, 4:00–6:00 P.M.

Identified as *Schramm Park South*, the proposed project would resurface approximately 1.17 miles of N-31 located in Sarpy County, beginning 4.18 miles west of the junction of Nebraska Highway 50 (N-50) and N-31, and extending northwest to approximately 0.18 miles southeast of the entrance to Schramm Park State Recreation Area.

The purpose of this proposed project is to preserve the N-31 transportation asset, improve the reliability of the transportation system and perpetuate the mobility of the traveling public. The need for this proposed project is based on the condition of the roadway.

The planned construction would include removing the existing pavement and subgrade, and then constructing a new stabilized subgrade, foundation course, and concrete pavement. Additional work would include the pavement of parking turnouts, shoulder work, and grading of existing drives and intersections.

Access to adjacent properties would be maintained during construction but may be limited at times due to phasing requirements. No additional property rights are anticipated for this project.

Wetland impacts are anticipated and would be mitigated at a local wetlands bank.

Construction could begin as early as fall of 2016 and be complete fall of the same year. The proposed project would require detouring N-31 traffic; a designated detour would be provided, utilizing Interstate 80 (I-80), Nebraska Highway 370 (N-370)

and N-50. Details will be available at the public meeting.

This public open house meeting is being held to provide information regarding the project, currently in the design phase, and to receive the public's input. All interested persons are invited to attend and present relevant comments and questions. Design information will be displayed and personnel from NDOR will be present to answer questions and receive comments. The information "open house" format allows the public to come at any time during the advertised hours, gather pertinent information about the project, speak one-on-one with project personnel, and leave as they wish.

NDOR will make every reasonable accommodation to provide an accessible meeting facility for all persons. Appropriate provisions for the hearing and visually challenged or persons with Limited English Proficiency (LEP) will be made if the Department is notified by January 23, 2015. Notification should be submitted to: Sarah Kugler, Public Involvement Coordinator, Nebraska Department of Roads, P.O. Box 94759, Lincoln, NE 68509-4759; sarah.kugler@nebraska.gov; voice telephone 402-479-4871, Fax 402-479-3989.

Information regarding the proposed project will be made available on the NDOR website, the day after the meeting, at www.transportation.nebraska.gov/projects/ by clicking on the "Schramm Park South" link. For those without internet access, information may be obtained through the contact above or at NDOR Headquarters, 1500 Hwy 2, Lincoln, NE. For further information, contact Tim Weander, NDOR District Two Engineer, 402-595-2534, tim.weander@nebraska.gov.

Appendix D: Example of Official Legal Notice



PUBLIC COMMENT SHEET
NDOR District One Public Information Meeting

**STP-L80E(113) BLUE RIVER BRIDGE, BEAVER CROSSING; C.N.
13182**

November 18th, 2014; 4:00 - 6:00 PM

Beaver Crossing City Hall, 800 Dimery Ave., Beaver Crossing, NE

Please submit your written comments by December 3rd, 2014.

Return to:

Sarah Kugler, NDOR Public Involvement
P.O. Box 94759
Lincoln, NE 68509-4759

sarah.kugler@nebraska.gov
402 479-4871 Office
402 479-3989 Fax

EXAMPLE

The Nebraska Department of Roads (NDOR) and the Federal Highway Administration (FHWA) appreciate your input. Your comments, questions, and suggestions will be reviewed by appropriate personnel. Thank you for your participation.

(Please Print)

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Written comments submitted to NDOR are considered public information and may be shared with appropriate local, state, or federal agencies, as well as the general public, as part of the project development process.

Appendix E: Comment Form Example

NDOR Public Involvement ADA Accessibility Checklist

Event: _____
 Project: _____
 Date: _____
 Time: _____
 Venue: _____

Element	Accommodation Area	Yes	No	N/A
<u>Transportation</u>	Is the facility/meeting location accessible by public transportation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, is public transportation available at the time of the meeting/training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Evacuation</u>	Do you know the emergency evacuation plans for the meeting/training location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Parking</u>	Does the building have accessible (<i>handicap</i>) parking spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, are they at least 8' wide and have 5' aisles next to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Sidewalk</u>	Are there unobstructed curb ramps leading to the sidewalk (<i>walkway</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Walkway</u>	Is there a walkway from the parking lot to the building, at least 36" wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the walkway have a stable and firm surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If the accessible route is different from the primary route to and through the building, can you post signs with the wheelchair symbol that slow the route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the walkway level and free of steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If no, is there a ramp at least 36" wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If there is a ramp, does it have a gentle slop (<i>1" rise to 12" length</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Entrance/Doors</u>	Is the door at least 36" wide (<i>wide enough for a wheelchair</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Can the hardware be operated with one hand (<i>level, push plate, etc.</i>) with minimum of twisting or grasping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are the handles low enough to reach (<i>maximum 48" high</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Can the door be pushed open easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the threshold no more than ½" high and beveled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	When a vestibule, is there a minimum of 48" between the sets of doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix F: ADA Facility Checklist

Element	Accommodation Area	Yes	No	N/A
<u>Floors</u>	Are the floors hard and not slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a floor mat to dry feet and crutch tips to prevent slipping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Corridors</u>	Is there a 36" corridor, from the entrance to where the meeting/training is held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the path free of objects projecting 4" maximum into the corridor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Elevators</u>	Is there an elevator in the facility where the meeting/training is located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, is it a working one that is large enough for a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are the controls within reach (<i>maximum 48"</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do the controls have Braille?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there an audible signal ringing at each floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Meeting/Training Rooms</u>	Is there an audible two-way emergency communication system in the elevator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there enough clearance around the table for a wheelchair to move?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Restrooms</u>	Can the wheelchair pull under the edge of the table to sit close?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a wide, accessible path to the restroom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there a toilet stall wide enough that a wheelchair can enter and close the door behind? Interior space to turn around?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the water closet (<i>toilet</i>) 17-19 inches high to the rim?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Can the wheelchair roll under the sink (<i>29" to the bottom</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Can the faucets be reached and turned on easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are the dispensers (<i>soap, towel, etc.</i>) reachable (<i>maximum 48" high</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Fire Alarms</u>	Is there a mirror at an accessible height (<i>bottom of the mirror 44" above the floor</i>)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there flash fire alarm signals in the building, in the meeting/training room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Signage</u>	Is there Braille text in the signage at the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature

Sarah Kugler
NDOR Public Involvement

Date

Appendix F: ADA Facility Checklist (cont'd)