

Appendix

DRAFT COORDINATION PLAN

Note: This is a "bare-bones" sample coordination plan that anticipates involvement of participating agencies and the public in determining the purpose and need for a project as well as the range of alternatives to be considered in the context of the scoping process. If the plan is going to include a schedule, certain factors enumerated in 23 U.S.C. § 139(g)(1)(B)(ii) must be considered; additionally, the schedule must be consistent with any other relevant time periods established under Federal law.

[Project Identifier]

Section 6002 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) created a new Section 139 of Title 23 of the U.S.C. mandating, among other requirements, that the lead agency must establish a plan for coordinating public and agency participation in and comment on the environmental review process for a project or category of projects. As part of the coordination plan, and after consulting with each participating agency and with the State in which the project is located or the project sponsor, the lead agency may establish a schedule for completion of the environmental review process for the project. This coordination plan, which does not include a schedule, is being established for the above-named project.

Sequential Opportunities for Participating Agency and Public Involvement

Notice of intent: Comments on the Notice of Intent [if published, identify by volume/number/Federal Register page number/year] and information contained in the notice are invited. The comment due date is [insert date].

Scoping: The process for determining the scope of issues to be addressed in the impact statement and for identifying significant issues related to the project will be conducted as follows:

Draft environmental impact statement: A Federal Register notice will announce the availability for comment of the draft environmental impact statement and fix the commenting period. The announcement will also be published in a local newspaper of general circulation.

Public hearing: A public hearing will be held during the public review/circulation period for the draft environmental impact statement. Notice of the public hearing will be published in a local newspaper of general circulation and by other available means.

Other opportunities: As appropriate.

Opportunity for Additional Involvement by Participating Agencies

Methodologies: The lead agency, in collaboration with participating agencies at appropriate times during the study process, must determine the methodologies to be used and the level of detail required in the analysis of each alternative for a project. Notice to participating agencies of such collaborative opportunities will be provided by the lead agency.

Other Key Points in the Environmental Process

In addition to opportunities for public and participating agency involvement in the environmental process identified above, other key points in that process include:

Final environmental impact statement: Issued through a notice of availability published in the Federal Register by the U.S. Environmental Protection Agency and through publication in a local newspaper of general circulation.

Record of decision: The record of decision concludes the environmental process and will normally be provided to anyone who received a copy of the final environmental impact statement.

This coordination plan will be made available to participating agencies and to the public upon request.

Lead Agency Contact: [insert contact]

[< Table of Contents](#)