

SRF Public Notice Options List



Options to Publicize Your SRF Environmental Review Public Hearing (pick at least two)

The Iowa SRF recognizes that Iowa’s utility services vary in size and each community has its own distinct culture. Please select public notice options that maximize reach to the people affected by the SRF project while ensuring the notices are accessible to all. In order to meet federal requirements, these notices must occur at least 30-days in advance of the public hearing.

Check the options selected (at least two required), complete the signature section below, and return this page to SRF Environmental Review staff with the proof of notices.

Public Notice Option	Proof of Notice
<input type="checkbox"/> Notice published in a local newspaper	Proof of publication affidavit
<input type="checkbox"/> Notice placed on the applicant’s website	Screen shot
<input type="checkbox"/> Notice placed on a local social media	Screen shot
<input type="checkbox"/> Notice announced by hand delivered announcement	Copy of announcement
<input type="checkbox"/> Notice announced by regular newsletter	Copy of newsletter
<input type="checkbox"/> Notice announced by door hanger notice on individual addresses	Copy of door hanger
<input type="checkbox"/> Notice mailed to individual addresses	Copy of notice
<input type="checkbox"/> Notice is posted in three prominent public locations	Notice text and public locations
<input type="checkbox"/> Notice message on utility bill	Copy of notice

I attest that the notices above were made available to the public as of (Date) _____

_____ (Name of SRF applicant representative)

_____ (Signature of SRF applicant representative)

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After the public hearing, you must provide the following items to the Environmental Review Specialist:

1. A signed copy of the Environmental Information Document (EID)
2. A record of the public hearing (minutes, recording, or transcript)
3. Completed Public Notice Options List and appropriate proofs of notice.

SRF Environmental Review Public Hearing Guidance

Purpose: A public hearing is required for all projects receiving assistance from the State Revolving Fund (SRF), except for those having little or no environmental effect (40 CFR Part 35.3140 and 35.3580). The Iowa SRF requires a public hearing for all Finding of No Significant Impact (FNSI) designated projects.

All SRF funded projects are subject to the National Environmental Policy Act (NEPA) of 1969 and the National Historic Preservation Act (NHPA) of 1966. The Environmental Protection Agency (EPA) public participation requirements for environmental reviews under NEPA and both the Safe Drinking Water Act and Clean Water Act programs are codified in the Code of Federal Regulations (CFR) at 40 CFR Part 6.203 and Part 25.5. Public hearings for projects receiving assistance from the Iowa SRF are conducted in accordance with the state “NEPA-like” environmental reviews. This document outlines the public hearing requirements with additional guidance to comply with the Iowa SRF NEPA-like environmental reviews and satisfy NHPA public engagement requirements.

Public Notification

- The applicant must provide adequate public notification to the media and all interested parties at least 30 days prior to the public hearing. The notice should include:
 - Description of the proposed action.
 - Topics to be discussed during the public hearing.
 - Date, time, and location of the public hearing.
 - Availability of the Preliminary Environmental Review (PER)/Facility Plan (FP)/Environmental Information Document (EID) for public review.
 - Information on how and where written comments can be submitted.
- Consider using outlets such as newspapers and social media for notification.
- A template public notice will be provided by the SRF Environmental Review Specialist to be customized to fit the applicant’s and community’s needs.

Availability of Documents

- Reports, documents, and data relevant to the discussion at the public hearing shall be available upon request for public review at least 30 days before the public hearing. These documents may include:
 - Preliminary plans, if available.
 - Draft construction permits, if available.
 - The FP or PER, as applicable.
 - The EID (will be sent to the applicant at least two weeks prior to the public hearing date by the SRF Environmental Review Specialist, but can be requested sooner if needed).

Scheduling and Accessibility

- In order to ensure adequate public engagement, public hearings must be held at convenient times and places, which could include virtual or in-person meetings.
- The public hearing can be held on its own or added to existing regular meetings such as council or board meetings.
- The goal when scheduling time and location is to make the public hearing as accessible as possible to members of the community.
- Translation services for written documents can be provided by the Iowa DNR if needed and are available upon request.

SRF Environmental Review Public Hearing Guidance

Discussion Topics

- Although the purpose of the public hearing is to discuss the environmental review, the applicant should be prepared for members of the community to question the project costs and user fees.
- At a minimum, the following information should be discussed from the provided EID: the project description, alternatives considered, and summary of reasons (for further details, see Additional Guidance section below).

Adequate Time for Public to Express Views and Voice Comments

- Address citizen concerns and provide avenues for submitting written comments and testimonials.
- Allow all interested parties adequate time to present their views, including a question and answer period.

Record of Public Hearing

- Prepare a transcript, recording, or other complete record of the hearing and make it available at no more than cost to anyone who requests it.
 - Meeting minutes are the most common form of meeting record that SRF receives.

Summary of Comments and Proof of Public Notice

- Prepare a responsiveness summary of all oral and written comments received and how they were addressed.
- Provide proof of public notice as described in the Public Notice Options List for submission to the Environmental Review Specialist.

Additional Guidance

- To enhance public understanding of the project, present the following sections from the EID at the public hearing:
 - Project Description (purpose and proposed improvements).
 - Positive Environmental Effects.
 - Summary of Reasons for Concluding No Significant Impact.
- Notify the public that an additional comment period will occur before the project is finalized and provide information on how to stay informed about the comment period. Public comments can be emailed directly to the SRF Environmental Review Specialist and/or SRF-PC@dnr.iowa.gov.
- Encourage consulting engineers to be present at the hearing to provide context and answer questions.
- Provide a visual representation of the project, such as an aerial map, at the public hearing.
- Voting or motions regarding the EID is not necessary but can take place if that integrates best with the applicant's processes. We only ask that the mayor, board chairperson, or assigned similar person of authority sign that the document is correct to the best of their knowledge.

Submit Materials to: The Environmental Review Specialist of SRF, Iowa Department of Natural Resources.

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