

Section 106 Public Involvement Plan – Review Checklist

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District/County _____ Highway _____ CSJ _____
Contractor _____ Submittal Date _____ Reviewed by _____

Section 106 Public Involvement happens at various points in the proposed transportation undertaking development process. Section 106 Public Involvement is not limited to, but typically focuses on the following components: 1) Identification of historic resources; 2) Determination of effects to historic resources; 3) Identification of ways to avoid, minimize and/or mitigate adverse effects to historic resources; 4) historic bridge consultation.

Section 106 Public Involvement Plans for non-archeological historic resources shall be reviewed for compliance with the following checklist in addition to Section 106 of the National Historic Preservation Act as amended (36 CFR 800.2). Plans with all **Yes** responses shall be automatically accepted. One or more **No** response may result in acceptance pending specified revisions or clarifications or in rejection depending on the nature of the issue.

	Plan Criteria	ENV-HIST Comments
1	<input type="checkbox"/> Report cover and title page included, with: <ul style="list-style-type: none"> <input type="checkbox"/> highway and project limits <input type="checkbox"/> district(s) <input type="checkbox"/> counties <input type="checkbox"/> CSJ(s) <input type="checkbox"/> identification of professional historian and consulting firm <input type="checkbox"/> contract number and type (e.g. RMA, TTA, District ENV, ENV-PM, ENV HIST) 	
2	<input type="checkbox"/> Plan includes an introduction to the transportation undertaking, including: <ul style="list-style-type: none"> <input type="checkbox"/> location <input type="checkbox"/> limits. 	
3	<input type="checkbox"/> Plan identifies the regulatory requirements for the public involvement.	
4	<input type="checkbox"/> Plan describes how it meets the regulatory requirements.	
5	<input type="checkbox"/> Plan identifies who the contact person for consulting parties will be.	
6	<input type="checkbox"/> Plan includes a list of potential consulting parties, including: <ul style="list-style-type: none"> <input type="checkbox"/> prime contractor and/or subcontractors <input type="checkbox"/> property owners <input type="checkbox"/> jurisdictional preservation organizations such as 	

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	Certified Local Governments (CLG) and County Historical Commissions (CHC).	
7	<p><input type="checkbox"/> If appropriate to the level of proposed transportation undertaking and/or type of public involvement method selected, the Plan, includes:</p> <p><input type="checkbox"/> methodology for generating the list of consulting parties other than those listed in No. 5 above. (Other consulting parties might include city or county governments, neighborhood associations, schools, churches, and cemetery associations)</p>	
8	<p><input type="checkbox"/> Plan describes how it will be implemented, e.g. identify public involvement methods (the level of public involvement will be specified per project by the individual WA). The plan:</p> <p><input type="checkbox"/> develops a timeline that specifies when and how ENV will receive the information for incorporation into Section 106 consultation with SHPO.</p> <p><input type="checkbox"/> establishes a list of potential consulting parties. In general FHWA/TxDOT has determined “the legal and economic relationship to the undertaking” to mean property owners whose property will be directly impacted by the undertaking. However, all other members of the interested public who come forward may also provide their views in the decision-making process.</p> <p><input type="checkbox"/> describes what methods will be used, which can include mailing inquires and public meetings with applicable public notice timelines to give consulting parties a chance to receive notice and comment.</p> <p><input type="checkbox"/> describes the method of reporting results and documentation production for ENV comment.</p>	
9	<p><input type="checkbox"/> Plan will describe how information will be disseminated to consulting parties. Including:</p> <p><input type="checkbox"/> Maps showing the location of the NRHP eligible properties/districts and proposed project activities in relation to those properties will be provided via mail to consulting parties.</p> <p><input type="checkbox"/> Participant comment forms will be provided via mail to consulting parties.</p>	
10	<p><input type="checkbox"/> Plan includes considerations of accommodations for special populations (e.g., non-English speaking, disabled/ handicapped/ alter-abled, etc.) incorporated as necessary into any or all sections. Does the plan:</p>	

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	<input type="checkbox"/> provide meetings held in locations that provide ADA access. <input type="checkbox"/> facilitate the needs of the Hispanic community, TxDOT will make written public meeting handouts available in Spanish. <input type="checkbox"/> provide translators at public meetings for special populations, such as a translator versed in sign language for the hearing impaired.	
11	<input type="checkbox"/> Plan describes how any comments received through the public involvement process will be considered.	
12	<input type="checkbox"/> Plan identifies who will respond to questions about the public involvement process.	
13	<input type="checkbox"/> Plan identifies who will be the keeper of the public involvement records.	
Approval		
14	<input type="checkbox"/> Plan contains no factual errors affecting the level of public involvement required for the proposed transportation undertaking, affecting the list of proposed consulting parties, affecting the detailed description of proposed public involvement methods and public involvement method context, and affecting acceptance of the Plan by Texas Historical Commission or other consulting parties, and is therefore approved for acceptance. (Reviewer comments required if No.)	
15	Comments:	