**COMMUNITY IMPACT ASSESSMENT TEMPLATE (Revised April 2024)**

**INSTRUCTIONS**

**ROLE OF TEMPLATE:**

The purpose of the template is to facilitate consistency and quality for Caltrans community impact studies. Since this documentation is to provide supporting information for Caltrans environmental documents prepared under the National Environmental Policy Act and the California Environmental Quality Act, the template is organized to be consistent with Caltrans Environmental Document Annotated Outlines (AOs).

The template is intended to be flexible to allow preparers to REMOVE or MODIFY subheadings as needed based on the specific project, however, consider that too much modification can defeat the purpose of the template.

*IMPORTANT*: The Standard Environmental Reference (SER) and Community Impact Assessment Guidance Manual (Volume 4 of the Environmental Handbook) should help you determine which studies are relevant to your project and how to conduct the studies. Nothing in this document supersedes any information found in the Caltrans Environmental Handbooks, Standard Environmental Reference, or any other law, regulation, or policy.

**CIA DOCUMENTATION:**

Depending on the magnitude of impacts there are two basic levels of documentation used to document community impact studies for a project—the Environmental Planner/Generalist or Senior Environmental Planner (SEP) decides what type is best. The Community Impact Scoping Checklist can be used as a starting point to help determine the level of document needed, e.g., it may be useful for scoping in the field. See a copy of the Community Impact Scoping Checklist below.

1. **Community Impact Memo** – A memo can be used to simply state there are no community issues or resources of concern in the project area. It can also state that community resources exist, but studies show there are no or minimal potential impacts from the project. The memo addresses the resources, impacts, and any project measures to reduce impacts. Use the Caltrans-approved memorandum template, add the appropriate text, your name and signature or include the appropriate SEP’s name and have them initial next to their name. *See an example of a memo below*.
2. **Community Impact Assessment** – The Community Impact Assessment (CIA) Template should be used when there are potential major impacts, or when substantial issues need to be documented. The report should describe the affected area, potential impacts, and measures to avoid, minimize, and/or mitigate the potential impacts (AMM Measures). Where you have community issues or controversy, such a report will show the community, with credibility, that you have addressed the potential environmental impacts, and the issues important to the community. *Use the enclosed template to prepare a CIA report*.  
     
   *Mid-level Report* - For a “mid-level” report where a full CIA is not necessary (where you don’t foresee major impacts), you may use the template in an abbreviated way by eliminating the headings and sub-headings which are not relevant. In this way you may produce a mid-level report of approximately 5 to 20 pages in length, which focuses on the relevant issues. *The template is flexible as it allows you to produce a full CIA document, or a “mid-level” report when a full CIA is not warranted*.

**TEMPLATE FORMAT**

**Annotation** - The template is annotated to provide guidance to assist the preparer in determining what information should be included under the respective subheadings. \*Remember to remove all annotation unnecessary for your report.

**Colored Text** – The text provided in this document is guidance and is shown with this blue font color unless otherwise specified. In addition to blue font, black, red, and purple font are used as indicated below. Text has also been provided in addition to these colors for those using assistive technology. Headings and hyperlinks are formatted as such. If any additional assistance is needed for Americans with Disabilities Act (ADA) compliance, please contact [env.webmaster@dot.ca.gov](mailto:env.webmaster@dot.ca.gov). Colored text is provided to help the preparer understand what text is guidance and what is “boilerplate” and should remain in the completed document. The following colored text is a key to the colored text in the template:

1. **Black text** = required headings.
2. **Blue text** = instructions and guidance to be considered and deleted from the final document.
3. **Red text** = boilerplate text to be inserted into document, as appropriate.
4. **Purple text** = example text that can be used in document, as appropriate.

**Subheadings/Text** - *Please eliminate subheadings and text in the template that are not relevant to the project! Brevity is very important. The report should not include irrelevant information; it MUST FOCUS on the relevant community issues, and clearly state what the impacts are, and what avoidance, minimization, and/or mitigation measures are proposed.*

**Styles** – This template is set up to use “styles” for the different headings, subheadings, body text, table text, and for titles of figures and tables. Use the “Apply Styles” menu to reapply text attributes for any of the styles types. This is critical for all headers and titles you wish to show in the table of contents. For guidance, look up “styles” in the “Word Help menu.”

**Headers/Footers** – The headers and footers are set up to include the type of document and the project name. Double click on them to add the specific information.

**Automatic Table of Contents** – The table of contents (TOC) included in this template is set up to automatically update headings, and titles for tables and figures. Right click in the table and select “Update Field” in the pop-up menu to update changes to the headings and page numbers in the TOC. Also, if you put the curser over a page number, and press Ctrl + click on the number, you will be taken to that page.

**Maps and Diagrams** – Here are some tips to include effective displays in your document:

* Include visual aides to present data for subjects that are important.
* Be sure that maps and diagrams include all features that are discussed in the text of the document.
* Add a note just below the figure citing the sources of the information being displayed.
* Be sure the displays are readable to the average reader, not too small to read, and can be reproduced with black and white photocopy.

**Tables** – Complex data is often best represented in a table for faster understanding. However, it is always good to provide text that explains the major points you want the reader to get from the data. This is not suggesting the text should restate the parts of the data, but instead explain simply what the data says. Tables should not include merged or split cells. Also, add a note just below the table citing the sources of the information being presented.

**EXAMPLE CIA SCOPING CHECKLIST**

**LAND USE**

The project would affect, or be inconsistent with, relevant state, regional, or local plans.

The project would result in a loss of prime farmland, unique farmland, or farmland of state or local importance, or lands covered under the Williamson Act.

The project would result in a loss of timberland.

The project would impact a park or other recreation facility (including trails, bikeways, etc.)

**GROWTH**

The location of where growth occurs would shift (introduction of access to a new undeveloped area).

Development opportunities would be influenced by the project.

The population would increase as a result of the project.

The housing supply, or employment or business activity, would increase as a result of the project.

The capacity of other services, such as utilities or schools, would be pressured as a result of growth.

Related projects (often not transportation projects), including those of a state or local project in nature, would bring cumulative growth effects.

**COMMUNITY CHARACTER & COHESION**

Health, safety, or crime would become worse.

Public service delivery, such as fire, ambulance, police, or education would be disrupted.

Community character (including aesthetics, lighting, and noise) would be noticeably changed.

Property values and/or the quality of life would deteriorate.

**Economic Conditions**

Businesses would be removed.

Parking would be impacted.

Businesses would gain or lose opportunities because of changes in traffic patterns or visibility.

The project would result in out of direction travel to businesses.

Jobs or job opportunities would be changed.

The tax base would be altered due to relocations and/or conversion of property to state use.

Construction of the project would affect the local economy.

**Relocations**

People would be displaced from their homes.

The availability of affordable housing would be reduced.

**Environmental Justice**

Minority populations or low-income populations would be disproportionately affected

Minority populations or low-income populations would suffer an adverse effect that is more severe or greater in magnitude than that of the non-minority population and/or non-low-income population.

**Equity**

Historic disparities, such as divided communities, would be exacerbated or remain unaddressed.

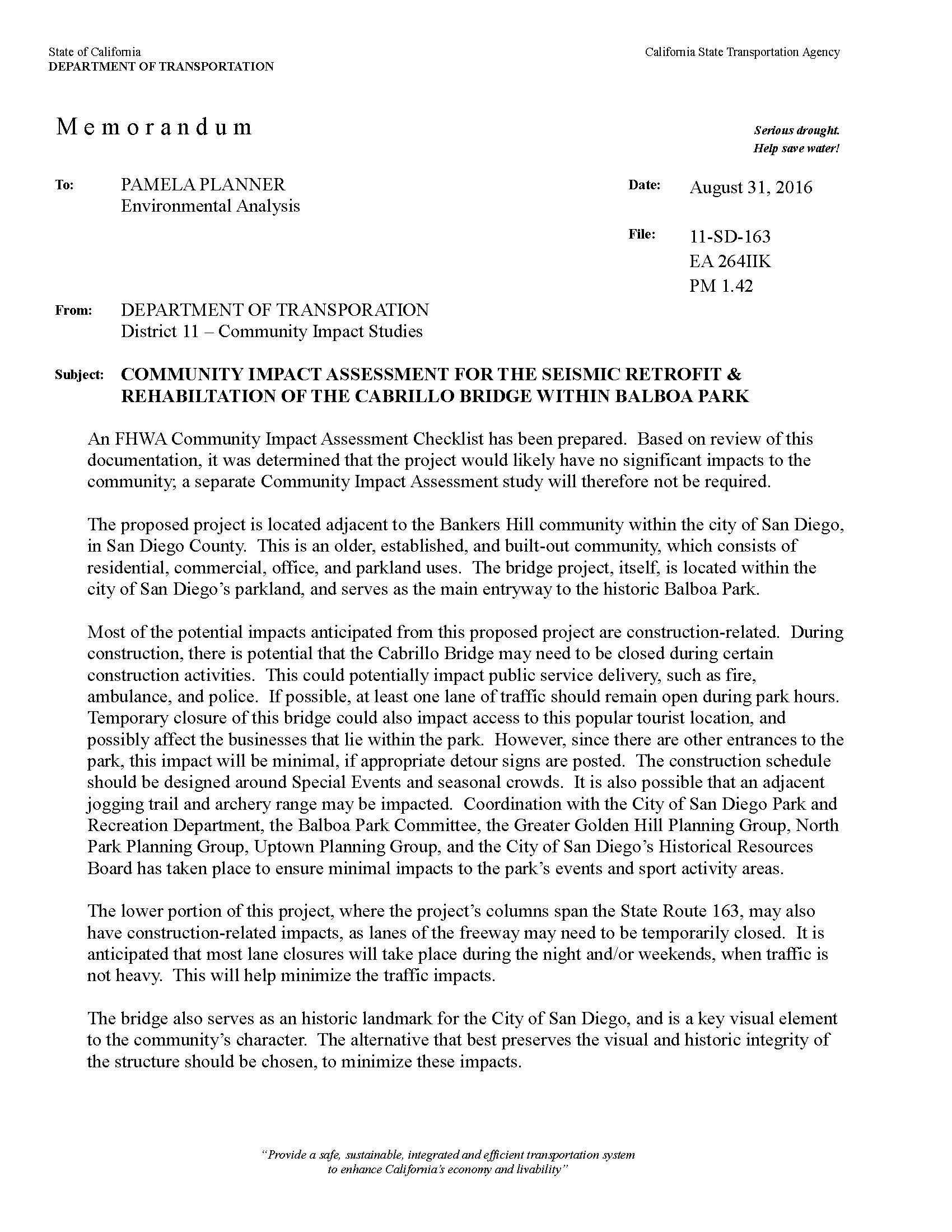
Underserved communities would experience increased exposure to pollution or other environmental health indicators.

**TRAFFIC & TRANSPORTATION/BICYCLE & PEDESTRIAN**

Through traffic in a neighborhood would increase.

Pedestrian and/or bicycle connectivity would be diminished.

**Figure 1: Example of Community Impact Assessment Memo**



**Insert Project Name**

**[GUIDANCE: Insert photo/graphic here]**

**Community Impact Assessment**

[**GUIDANCE:** Include “Final,” “Draft,” or “Administrative Draft” to the type of document as applicable]

Enter general location information

Enter district-county-route-postmiles

Enter EA/EFIS Project ID

**Enter month and year**

****

Summary

Begin typing here.

**GUIDANCE:** Briefly summarize the conclusions of the Community Impact Assessment. Only discuss the topics that apply to your project.

***Land Use***

Begin typing here.

***Growth***

Begin typing here.

***Community Character and Cohesion***

Begin typing here.

***Traffic and Transportation/Pedestrian and Bicycle Facilities***

Begin typing here.

***Cumulative (optional)***

Begin typing here.

***Public Involvement***

Begin typing here.

**Table 1: Summary of Major Potential Impacts from Alternatives**

| **Potential Impact** | **Alternative** **Enter alt name** | **Alternative Enter alt name** | **Alternative Enter alt name** | **No-Build Alternative** |
| --- | --- | --- | --- | --- |
| Land Use: Consistency with the enter jurisdiction [city] General Plan |  |  |  |  |
| Land Use: Consistency with the enter jurisdiction [county] General Plan |  |  |  |  |
| Coastal Zone |  |  |  |  |
| Wild and Scenic Rivers |  |  |  |  |
| Parks and Recreation |  |  |  |  |
| Farmland/Timberland |  |  |  |  |
| Growth |  |  |  |  |
| Community Character and Cohesion |  |  |  |  |
| Utilities/Emergency Services |  |  |  |  |
| Relocations: Housing Displacements |  |  |  |  |
| Relocations: Business Displacements |  |  |  |  |
| Relocations: Utility Displacements |  |  |  |  |
| Environmental Justice |  |  |  |  |
| Equity |  |  |  |  |
| Traffic and Transportation/ Pedestrian and Bicycle Facilities |  |  |  |  |
| Cumulative Impacts |  |  |  |  |

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# Introduction

Begin this section with a brief introduction, see example below. Edit as needed for CEQA only or NEPA only documents:

This Community Impact Assessment (CIA) is prepared for the enter name of project by Caltrans, or an authorized agent, in accordance with Caltrans policies, procedures, and guidance as defined in the Standard Environmental Reference (SER). The information in this document has been prepared as a “blended” assessment to comply with both the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and other substantive environmental laws applicable to the subjects addressed in this document. **[End example]**

For guidance on when to write a CIA and what to include, refer to Chapters 1 and 2 in the [SER Volume 4](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/volume-4-community-impacts-assessment) (referred to throughout the remainder of this template as *Vol. 4*), and Chapters 1, 5, and 9 in [Community Impact Assessment: A Quick Reference for Transportation](http://www.fhwa.dot.gov/livability/cia/quick_reference/) (referred to throughout the remainder of this template as *A Quick Reference*). Data sources and approaches to analyzing community impacts are described in each chapter of *Vol. 4* and Chapters 4 and 6 in *A Quick Reference*.

Analyze only the issues that apply to your project and provide the appropriate depth of discussion based on the level of impact. For instance, in a rural area, farmland may require a more in-depth analysis than neighborhood cohesion.

Consider adding a paragraph letting the reader know about specific CIA topics not addressed in this document such as coastal, etc.

For guidance, refer to Chapter 3 of *A Quick Reference*. Summarize the history, present conditions, and anticipated future of the area. Include a graphic or maps that depict the physical characteristics of the study area. Briefly describe the community characteristics, such as population demographics, economic and social history, importance of various facilities, and plans for the future. Use tables or graphics to help summarize information.

## What is a Community Impact Assessment

Begin typing here.

Provide a brief explanation of the CIA, see example below. Edit as needed for CEQA only or NEPA only documents:

The purpose of this report is to provide information regarding social, economic, and land use effects of the project so that final transportation decisions will be made in the public interest. The report is intended to clearly describe the relevant existing conditions and the potential socioeconomic impacts of the project.

Both CEQA and NEPA require consideration of social and economic impacts of projects in the preparation of environmental documents. Under CEQA, however, the economic or social effects of a project in and of themselves shall not be treated as significant effects on the environment. Rather, the economic or social effects of a project may be used to determine the significance or physical changes caused by the project. The focus of the analysis shall be on the physical change, although the economic or social effects may be used to determine the significance of the physical change. For example, if the construction of a new freeway divides a community, the construction would be the physical change, but the social effects on the community would be the basis for determining that the effect would be significant (CEQA Guidelines Section 15131). **[End example]**

Any indirect or cumulative impacts should be discussed in the general impact sections of Chapters 2 through 5.

## Regulatory Setting

Begin typing here.

Add laws for topics that are relevant to the topics covered in this CIA.

Remember only some of the topics for impacts to communities are covered in a CIA, as there are several separate technical reports prepared to support the environmental document, such as Air Quality, Noise, Hazardous Waste/Materials, Visual/Aesthetics, Cultural Resources, etc. Do not duplicate these studies in the CIA, the environmental document will cover these topics.

The following list of existing laws, either directly or indirectly, require investigation to determine potential impacts to communities from a proposed action:

* California Environmental Quality Act (CEQA)
* National Environmental Policy Act (NEPA)
* Title VI of the Civil Rights Act of 1964
* Executive Order (EO) 12898 - Environmental Justice
* Executive Order (EO) 14096 – Revitalizing Our Nation’s Commitment to Environmental Justice for All
* The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended
* The Americans with Disabilities Act (ADA) of 1990
* The Farmland Protection Policy Act (FPPA)
* The California Land Conservation Act of 1965 (Williamson Act)
* The California Timberland Productivity Act of 1982
* 23 Code of Federal Regulations (CFR) 652, Accommodation for Pedestrians and Bicyclists
* Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) incorporates Sections 109(h)

## Assessment Process and Methodology Used

Begin typing here.

Briefly explain how the CIA process was performed, and about the methods used to conduct individual studies and collect data. For guidance, refer to Chapter 2 “Assessing Community Impacts” and specifically Section 4.3 “Addressing Project Impacts” of *Vol. 4* to help determine which studies are relevant for your project, how to conduct the studies, and how to write about some of the specific issues.

This section should also include a discussion of the role of the public and the methods used to conduct public outreach.

## Proposed Project

Begin typing here.

This Community Impact Assessment is being conducted for the (name of project). The project proposes to… (Give a brief description of the proposed action, indicating route, termini, type of improvement, number of lanes, length, county, city, and state. Also, give a brief description of the project alternatives considered and a brief discussion of the purpose and need for the project. All of this information should not take up more than one half of a page).

## Study Area

Begin typing here.

Briefly discuss how the CIA study area was determined. Add a map or aerial photo showing the boundary of your study area. For guidance, refer to Chapter 2 “Assessing Community Impacts” and other relevant specific sections of *Vol. 4*.

# Land Use

For guidance, refer to Chapter 4, “Land Use, Farmland, and Growth” in *Vol. 4* and Chapter 5 in *A Quick Reference*.

## Existing and Future Land Use

Begin typing here.

### Affected Environment

Begin typing here.

For guidance, refer to Section 3.3.1 “Review and Inventory Existing Conditions,” Section 3.3.2 “Land Use,” and Section 4.2.1 “Inventory Existing Conditions,” in *Vol. 4*. Describe the current major land uses in the affected area and any associated city, county, or region.

Land use types include residential, commercial/industrial, recreational, institutional/public services, community/emergency services, transportation, utilities, agriculture, and undeveloped land. Discuss commute patterns, housing prices, and job information as relevant.

Discuss development trends in the project vicinity and the community at large. Refer to the “Growth” Section as applicable. Include the following:

* Name of each development.
* Jurisdiction of development.
* Status of each development (built, under construction, or proposed).
* Size of each development.

Sources for land use information:

* The county or city general plan, local specific area plans, local coastal programs/plans, and local planning department staff. Remember that general plans may be out of date and planned developments may not have happened. In addition, certain state or local jurisdictions (e.g., San Francisco Bay Conservation and Development Commission, Tahoe Regional Planning Agency, Santa Monica Mountains Conservancy, etc.) may have different land use designations and developments standards that apply within their jurisdictions. For example, a certified local coastal program/plan is the standard of review for LCP permits.
* Land use maps and aerial maps.
* Environmental documents for other types of projects.
* Area Chamber of Commerce.
* Newspaper articles on growth, housing, land use, or other similar topics.
* District or local agency Right-of-Way staff members

The acreage of rural and urban land in the affected area and the associated city, county, or region should be determined. This information is usually available from the land use and open space elements of the local general plan. The plan should be specifically cited because the actual acreage may have changed subsequent to publication.

All developable land areas that would be made more accessible by the proposal should be identified and described. Land zoning designations should also be described.

Example table:

**Table 2: Development Activities in the Project Vicinity**

| **Name** | **Jurisdiction** | **Proposed Uses** | **Status** |
| --- | --- | --- | --- |
| Jet Air | City of … | 24 industrial lots on 48 acres | Final map currently being developed. No construction. |
| Telegraph Canyon Estates (St. Claire) | County of … | 345 single-family dwellings, 30 acres open space, and 2 park sites | Construction complete. |
| East Lake Greens SPA |  | Mixed residential, commercial, schools, park, golf course, open space | Under construction. |
| Salt Creek 1 |  | 219 single-family homes, 331 multiple units and 15 acres open space on 124 acres | Construction complete (now part of Rolling Hills Ranch). |

**[End example]**

Also provide a map showing existing and planned land use in the project vicinity.

### Environmental Consequences

Begin typing here.

For guidance, refer to Section 4.2.3 “Assessing Land Use Impacts,” 4.2.4. “Assessing Direct Impacts,” and 4.2.5 “Assessing Indirect Growth-Related Impacts” in *Vol. 4*. Will the project open new areas to development or lead to changes in land use and density? What changes might be expected?

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

For guidance, refer to Section 4.3 “Addressing Project Impacts” in *Vol. 4* and Chapter 7 in *A Quick Reference*. One example would be selecting an alignment that would avoid incompatible land uses.

## Consistency with State, Regional, and Local Plans

Begin typing here.

### Affected Environment

Begin typing here.

For guidance, refer to Section 4.2.2 “Consistency with State, Regional, and Local Plans and Programs” in *Vol. 4*. Identify the local and/or regional plans that are applicable the affected area and the associated city, county, or region. The FHWA Technical Advisory T6640.8A (*Guidance for Preparing and Processing Environmental and Section 4(f) Documents*) suggests that information on the scope and status of the planning process in the area be described. Maps of the adopted land use and circulation plans would be included here. Any other specific policies that relate to the proposal should also be described.

Provide a subheading for each plan. The project’s consistency with the following types of plans needs to be considered and discussed as pertinent: (For a complete list of plan types refer to the annotated outline)

* Transportation Plans (Regional/Metropolitan Transportation Plans (RTPs/MTPs), Regional/Metropolitan Transportation Improvement Programs (RTIPs/MTIPs), and associated Sustainable Communities Strategies (SCSs)
* California Transportation Plan 2050
* Regional Growth Plans (if proposed or adopted).
* Habitat Conservation Plans or similar regional conservation plans
* General and Community Plans (both city and county).
* California Coastal Act and/or local coastal programs/plans for projects that have the potential to affect coastal resources.
* California Air Resources Board (CARB) Climate Change Scoping Plan
* Climate Action Plan for Transportation Infrastructure (CAPTI)
* Specific development proposals (specific planning area maps, tentative maps, etc.).

### Environmental Consequences

Begin typing here.

For guidance, refer to Section 4.2.2 “Consistency with State, Regional, and Local Plans and Programs” in *Vol. 4* and Chapter 5 in *A Quick Reference*. Discuss the proposed project’s consistency with local and regional plans, existing land use, or adopted goals and policies.

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

Identify measures being proposed to avoid, minimize, and/or mitigate land use impacts. When an alternative is found to be inconsistent with an adopted land use plan, policy, or program, consider modifying the alternative to make it consistent, or measures to address the inconsistency must be developed. Avoidance measures may include modification of an alignment to achieve consistency with planned development under an applicable land use plan. Another option is to work with local agencies to update existing land use plans. Early collaborative planning between federal, state, and local agencies will increase opportunities to develop measures to avoid, minimize, and/or mitigate land use impacts.

## Coastal Zone

Begin typing here.

More guidance is available in the Environmental Document Annotated Outlines and the SER.

### Affected Environment

Begin typing here.

Discuss the location of the project with respect to the coastal zone and regulatory jurisdiction (include map if available).

### Environmental Consequences

Begin typing here.

Discuss anticipated impacts within the coastal zone (summarize and cross-reference other sections as appropriate), consistency of the project with the management program, and any needed permits and approvals.

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

## Wild and Scenic Rivers

Begin typing here.

Note: Publicly owned waters of designated Wild and Scenic Rivers and public lands next to a Wild and Scenic River may be subject to Section 4(f) or Section 6(f) protection under certain conditions.

### Affected Environment

Begin typing here.

If the project could affect a Wild and Scenic River or a river under study for designation as a Wild and Scenic River (see [SER Chapter 19 – Wild and Scenic Rivers](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/volume-1-guidance-for-compliance/ch-19-wild-scenic-rivers) for river status.) Describe the river and its designation.

### Environmental Consequences

Begin typing here.

* Would the project have an adverse effect on free-flowing characteristics of the river?
* Would the project alter the river segment’s criteria of wild, scenic, or recreational?
* Cross-reference other sections of the document as appropriate.
* Describe coordination efforts to date.

Agencies responsible for managing listed or studied rivers include the National Park Service, U.S. Fish and Wildlife Service, Bureau of Land Management, and Forest Service. Document coordination with the river’s responsible managing agency and the results of the consultation in the environmental document.

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

Is there a feasible avoidance alternative?

## Parks and Recreation

Begin typing here.

More guidance is available in the Environmental Document Annotated Outlines and the SER.

### Affected Environment

Begin typing here.

Describe any parks and recreational facilities within the project vicinity, including equestrian trails, recreational bikeways, and other recreational trails in this section of the document. Identify whether any of the facilities are subject to the Park Preservation Act.

### Environmental Consequences

Begin typing here.

Discuss how each alternative would affect the facilities.

Briefly state whether the proposed project would use a Section 4(f) park or recreational facility. Except for de minimis use described below, if the proposed project would use a Section 4(f) resource, it would be subject to a Section 4(f) analysis.

If the proposed project would cause a de minimis use of a Section 4(f) resource, document and describe the de minimis use here. De minimis impacts on publicly owned parks, recreation areas, and wildlife and waterfowl refuges are defined as those that do not adversely affect the activities, features, and attributes of the 4(f) resource. The de minimis finding considers avoidance, minimization, mitigation, or enhancement measures. The official(s) with jurisdiction over the property must provide written concurrence.

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

## Farmlands/Timberlands

Begin typing here.

The National Environmental Policy Act and the Farmland Protection Policy Act (FPPA, U.S. Code 4201-4209, and its regulations, 7 Code of Federal Regulations Ch. VI Part 658), require the lead (federal) agency to coordinate with the Natural Resources Conservation Service (NRCS) to examine the effects of farmland conversion before approving any federal action. The coordination process is set forth in the act, and if adverse effect is found, the agency must consider alternatives to lessen the impacts. Projects where farmland may be adversely affected require close coordination with the NRCS and the completion of a Farmland Conversion Impact Rating Form AD 1006 or Form NRCS-CPA-106 (for corridor-type projects), as appropriate (links to these forms can be found on the [SER Forms and Templates page](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/forms-templates)). The rating form provides a basis for assessing the extent of farmland impacts relative to federally established criteria.

According to CEQA Guidelines, Section 15206, cancellation of Williamson Act contracts for parcels exceeding 100 acres is considered to be “of statewide, regional, or area wide significance,” and thus subject to additional noticing and review requirements under CEQA. The Williamson Act of 1965 is the state’s principal policy for the preservation of agricultural, open-space, and range land. The program encourages landowners to work with local governments to protect important farmland and open space. Landowners can enroll parcels for a minimum of 10 years. This program helps local governments to restrict land to agricultural and compatible open-space use. In doing so, land is assessed for property taxes at a rate consistent with its actual use, rather than the potential value of the land. The main purposes of the Williamson Act are to preserve agricultural land and to encourage open space preservation and efficient urban growth.

Williamson Act lands are classified as prime or non-prime. These lands can also be considered as Open Space of Statewide Significance. For farmland definitions, go to [Chapter 23 of the SER](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/volume-1-guidance-for-compliance/ch-23-farmlands#Ch24Definitions).

**Early Agency Coordination:**

Except in cases where it is obvious there is no farmland, Caltrans’ District Environmental Branch submits Form AD 1006 or Form NRCS-CPA-106 (for corridor-type projects), as appropriate to the Natural Resource Conservation Service (NRCS) office, which handles the county in which the project is located, and requests a determination as to whether the project location has farmland that is subject to the Farmland Protection Policy Act. Key issues to discuss with NRCS are:

* Does the project area contain farmlands? If so,
* Would the project convert or affect any farmland?
* Is the farmland considered “prime?”
* How much farmland would be converted?
* Would any agricultural parcels be bisected, rendering the parcel not viable for agricultural uses?
* What is the percentage of the county’s total prime farmland that would be lost or affected by the project?

### Affected Environment

Begin typing here.

For guidance, refer to Section 3.3.2 “Land Use” in *Vol. 4* for inventorying farmland and Section 4.2.4 “Assessing Direct Impacts” (subheading “Effects on Farmland”). Provide a general discussion of the agricultural resources and the character of agriculture in the project area. Include the amount of land under cultivation, the number of acres under Williamson Act contracts, important crops, the value of agricultural production, a description of trends in farmland conversion in the particular county, and a description of applicable general plan elements, ordinances, and other policies related to agriculture in the project area. Identify prime or unique farmland and farmland of state or local importance. If Williamson Act land is affected by the proposed project, note any coordination with the Department of Conservation. Include a map showing the location of the different types of farmland, including prime or unique farmlands, coastal agricultural lands, and Williamson Act land. Also note if any of the farmland is already committed to future development.

***Timberland***

The California Timberland Productivity Act (TPA) of 1982 (Government Code Sections 51100 et seq.) was enacted to help preserve forest resources. Similar to the Williamson Act, this program gives landowners tax incentives to keep their land in timber production. Contracts involving Timber Production Zones (TPZ) are on 10-year cycles. If the project would result in a substantial amount of timberland conversion, provide a general discussion of the timberland resources, the number of acres in Timberland Production Zones (TPZ), a description of trends in timberland conversion, etc. as would be done for farmland (see Farmlands, Affected Environment). However, consider that for most, if not all, Caltrans or local assistance projects, there are generally not impacts to timberland resources.

### Environmental Consequences

Begin typing here.

For guidance, refer to Section 4.2.3 “Assessing Land Use Impacts” and Section 4.2.4 “Assessing Direct Impacts” in *Vol. 4*. Discuss the AD 1006 or Form NRCS-CPA-106 scores for each alternative. Discuss the ratio of farmland affected by the proposed project to information discussed in the setting. For some projects, guidance from Section 4.2.5 “Assessing Indirect Growth-related Impacts” and Section 4.2.6 “Assessing Cumulative Land Use Impacts” may also be appropriate for this section.

Compare farmland conversion from the project to farmland conversion locally (in the county or in the region) and statewide. Discuss impacts to agricultural land in general, impacts to farmland by category (prime, unique, etc.) and impacts to Williamson Act contract land. This information can be shown in a comparison table, which should also include the percentage of the county’s total agricultural land and prime farmland that would be lost or affected by the project.

Example table:

**Table 3: Farmland Conversion by Alternative**

| **Alternatives** | **Land Converted (acres)** | **Prime & Unique farmland (acres)** | **Percent of farmland in County** | **Percent of farmland in State** | **Farmland Conversion Impact Rating** |
| --- | --- | --- | --- | --- | --- |
| A | 242 | 131.4 | 0.47 | 0.25 | 153.2 |
| B | 713 | 139.1 | 0.15 | 0.05 | 188.0 |
| C | 226 | 59.0 | 0.20 | 0.05 | 136.4 |

**[End example]**

Discuss any conflicts with existing zoning for agricultural use or Williamson Act contract land.

The following information should be included in the discussion:

* Identification of impacts on agricultural lands and on prime or unique farmland in the project area, mentioned above.
* Identification of agricultural parcels that would be bisected, making the parcel not practical for continued agricultural uses.
* Completion of a “Farmland Conversion Impact Rating” (Form AD 1006 or Form NRCS-CPA-106), if appropriate. A score of 160 on this form is typically used as the point in which mitigation is considered. See Chapter 4 in *Vol. 4* for additional information regarding ratings and mitigation. Include completed AD 1006 or Form NRCS-SPA-106 in the appendices.
* Evidence of coordination with local agriculture commissioner, U.S. Department of Agriculture, and/or the Natural Resources Conservation Services (NRCS), as appropriate.

***Timberland***

Although existing state highways are exempt from the Timberland Productivity Act, if new right-of-way would be required from a Timber Production Zone for the project, the California Secretary of Resources and the local governing body should be notified in writing. Coordinate with the California Department of Forestry and the U.S. Forest Service as appropriate. Discuss this coordination in the document.

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

Identify measures being proposed to avoid, minimize, and/or mitigate impacts to farmlands. For guidance, refer to Section 4.3 “Addressing Project Impacts” in *Vol. 4*. Constructing bridges and widening of existing highways can be a farmland protection method, and is recognized by the NRCS. Other measures include reconfiguring parcels for resale and/or leasing the land back to farmers. Conservation easements on alternate farmland parcels may also be used as mitigation. The Agricultural Land Stewardship Program established the California Farmland Conservancy Program, which will acquire permanent easements over agricultural land. Contributing funds to the conservancy, stockpiling prime soils for other applications in the project area, and/or possible design modifications are also measures to reduce impacts to farmland. Examples of design modification include minimizing shoulder width, using concrete median barriers instead of wider medians, and using overpasses or underpasses for the movement of livestock and farm machinery, and drainage as mitigation when access has been severed.

Refer readers to Chapter 4.4 “Relocations and Real Property Acquisitions” in this document if there is any acquisition of farmland, structures, or homes. Like other businesses, farmers are entitled to relocation benefits and will be compensated for their losses.

It is important to consider and disclose the feasibility for each measure proposed.

*Additional Guidance:*

* [SER Volume 1, Chapter 23 Farmlands](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/volume-1-guidance-for-compliance/ch-23-farmlands)
* [Farmland Protection Policy Act](https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/landuse/fppa/)
* [California Timberland Productivity Act](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=1.&title=5.&part=1.&chapter=6.7.&article=1)
* [Williamson Act, California Farmland Conservancy Program, Important Farmland Maps](http://www.consrv.ca.gov/DLRP/)

# Growth

Begin typing here.

Note for Caltrans-sponsored projects: if, after the first-cut screening, you determine that growth-related effects of a project alternative may affect resources of concern, discuss this with the Environmental Senior. If growth is not a major or controversial issue, it may be discussed under Land Use.

In 2006, Caltrans, in conjunction with FHWA and The United States Environmental Protection Agency, developed a guidance document entitled [Guidance for Preparers of Growth-related, Indirect Impact Analyses](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/other-guidance#gri) (Growth Guidance). The guidance, which was prepared to address California’s specific challenges relating to growth-related impacts, focuses on the influence that transportation projects may have on growth and development and provides a phased approach (see “first-cut screening” below).

In the past, there was often uncertainty about whether to characterize growth-related impacts as “inducing growth” or “accommodating growth.” The Growth Guidance steers clear of this debate, focusing instead on whether and how transportation projects “influence” growth. The Growth Guidance recognizes that some transportation projects will have no influence, others will have a moderate influence, and still others may greatly influence growth. It also describes the possible ways in which a transportation project may influence the location, type, and rate of future growth and development. Chapter 3 of the guidance discusses how transportation may affect growth and Chapter 4 discusses key concepts related to growth analysis.

Recognizing that different transportation projects will influence growth to different degrees and in different ways, the guidance adopts a two-phase approach to the evaluation of growth-related impacts.

## Affected Environment

Begin typing here.

Different transportation projects will influence growth to different degrees and in different ways, and the guidance adopted a two-phase approach to the evaluation of growth-related impacts. The first phase, called “first cut screening,” helps the environmental planner figure out the likely growth potential effect and whether further analysis is necessary.

This section should include the information needed to establish the baseline for growth, such as growth trends in the area. You may cross-reference to information and/or maps in the land-use and community character sections (rather than repeat). This may be a very brief section, depending on how complex the growth discussion is. The information here could include population growth rates, existing and planned land-use, zoning, ordinances/ restrictions on development/smart-growth policies, or growth management plans etc. Project type, project location, and growth pressure may indicate if growth related impacts must be studied.

In Chapter 5 of the Growth Guidance, Figure 5-2 *Is There a Potential for Project-related Growth* illustrates the first-cut screening factors to be considered. The geographic area selected will generally be larger than the study area for direct impacts because indirect impacts are later in time or further removed in distance. However, the geographic area should not be so large as to dilute the magnitude of the impact. Some transportation projects originate in regional plans, but using the entire region for the analysis may diminish the effects of an individual project. Common geographic areas that may be appropriate include:

* Political boundaries such as counties planning districts, census tracts, and traffic analysis zones.
* Commuter-shed that capture origins and destinations most likely to be affected by transportation movement.
* Growth boundaries in jurisdictions with growth management policies that delineate infrastructure or growth management plans.

See guidance above for more detailed information on geographic areas, as well as NCHRP Report 466 (listed in additional guidance at end of this chapter).

## Environmental Consequences

Begin typing here.

If the **first-cut screening** for the proposed project results in a determination that no further analysis is required regarding growth, document that here by discussing the following (if relevant):

1. How, if at all, does the project potentially change **accessibility**?
2. How, if at all, do the **project type, project location, and growth-pressure** potentially influence growth? Some transportation projects may have very little influence on future growth, while others may have a great influence. Some geographic locations are more conducive to influencing growth, while others are highly constrained. These differences may result from physical constraints, planning and zoning factors, or local political considerations.
3. Whether or not project-related growth is “**reasonably foreseeable**.” Determine whether project-related growth is “reasonably foreseeable.” Under NEPA and CEQA, indirect impacts need only be evaluated if they are “reasonably foreseeable” as opposed to remote and speculative.
4. If there is project-related growth, how, if at all, will that **impact resources of concern**? Identify which resources of concern are likely to be affected by the foreseeable future growth. If a project is likely to influence future growth, but no resources of concern will be affected, then state that here and indicate that no further growth analysis is necessary.

If the first-cut screening results in a determination that further analysis is required regarding growth, document that here by discussing (if relevant):

Step 1: How the “**right-size**” for the analysis was determined and what the “right-size” was. “Right-sizing” the analysis means choosing an analysis approach and the tools to answer the questions and accomplish the goals of the analysis. The comparison of the build/no-build alternatives will range in complexity depending on the project.

Step 2: Identify the **potential for growth** for each alternative. State the predicted land use and development patterns in the geographic area for each alternative, including the no-build alternative (without project). If a future development scenario without the transportation project was produced, discuss that here.

Step 3: Assess the growth-related effects of each alternative to **resources of concern**. Identify if and to what extent the change in growth would affect resources of concern. If it is determined that a change in growth would not affect resources of concern, then the analysis is complete and findings should be documented in the environmental document.

Step 4: Consider additional opportunities to **avoid and minimize** growth-related impacts. Some key avoidance and minimization measures include alignment choices, the location and/or configuration of access points, traffic impact fees, and mode choices. Project alternatives may be modified to avoid or minimize growth-related impacts. Conservation easements also can be established to protect resources in perpetuity. Other strategies might include land banking and developing habitat conservation plans or resource conservation plans. Discuss these measures under the next section (3.3).

Step 5: Compare the results of the analysis for **all alternatives**. Summarize how and to what extent growth associated with the no-build and build alternatives would affect resources of concern. The results of this comparison will be used to contribute to the identification of the preferred alternative. If a Section 404 permit will be required, the results also will be used for identifying the Least Environmentally Damaging Practicable Alternative (LEDPA).

Step 6: **Document the process** and findings of the analysis. Include information in the environmental document about the methods and assumptions used, the agencies and experts consulted, and any other research.

Remember that the time frame for a growth-related impact analysis is 20 years because the time frame associated with most RTPs is 20 years.

## Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

For guidance, refer to Section 4.3 “Addressing Project Impacts” in *Vol. 4*. The guidance emphasizes that early communication, coordination, and involvement among federal, state, and local agencies helps avoid conflict and delay, and allows for the early consideration of avoidance and minimization opportunities to reduce resource impacts. See Step 4 above.

*Additional Guidance:*

There are several valuable publications in print that can help you with a growth-related impact analysis The intent of this annotation is to provide a brief, simple explanation of this type of analysis. For more information, please visit and/or obtain any of the following:

* [NCHRP Report 466](http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_466.pdf)—Desk Reference for Estimating the Indirect Effects of Proposed Transportation Projects (2002). Prepared for the National Cooperative Highway Research Program by The Louis Berger Group.
* [A Review and Synthesis of the Requirements for Indirect and Cumulative Impact Analysis and mitigation under Major Environmental Laws and Regulations](https://environment.transportation.org/wp-content/uploads/2021/04/25-2511_FR.pdf) (2006). Prepared for: American Association of State Highway and Transportation Officials (AASHTO) by: Transportation Research Board under the National Cooperative Highway Research Program (NCHRP).

# Community Character and Cohesion

## Population and Housing

Begin typing here.

Include secondary and indirect impacts for each topic below if the project will have them. See Chapter 3 and 5 in *Vol. 4*.

### Affected Environment

Begin typing here.

#### Regional Population Characteristics

Begin typing here.

For guidance, refer to Section 3.3 “Developing the Community Profile” and Section 3.3.3 “Community Character and Cohesion” in *Vol. 4*.

Discuss the existing and projected population and the relevant demographic characteristics of the affected area and the associated city, county, or region. Census tract data or local planning agency information should be used. In addition to the decennial census information, information from the Census Bureau’s American Community Surveys may be useful. The main [U.S. Census website](http://www.census.gov/) and the [California Department of Finance, Demographic Research Unit](https://dof.ca.gov/forecasting/demographics/) may also have information. The demographic characteristics that should be included are ethnic group, age, income, household size and composition, and low mobility status (elderly and/or disabled). Any substantial population changes that have occurred in ethnic, elderly, poor, or other demographic groups in recent decades should be identified. The percentage of the population groups in the affected socioeconomic area should be compared with those of the larger entity to determine whether there is a potential for disproportionate impacts (Environmental Justice and Title VI).

#### Neighborhoods/Communities/Community Character

Begin typing here.

For guidance, refer to Section 3.3.1 “Review and Inventory Existing Conditions,” Section 3.3.5 “Community Values, Issues, and Attitudes,” and Section 5.2.1 “Effects on Community Cohesion” (subheading “Is the Community Cohesive?”) in *Vol. 4*. Identify the defined communities in the affected area. Immediate neighborhoods should be identified if possible and a map created that identifies the local attractions or activity centers (childcare centers, parks, banks, churches, grocery stores, etc.)

Community character and cohesion are subtle, often hard-to-identify qualities, particularly if you are not familiar with the community. First, develop a community profile—a summary of the social and economic characteristics of the area where the project would be built (the “affected area”). Information sources may be primary (interviews, field work, and public meetings) or secondary (minutes of public hearings, newspaper articles, etc.).

Steps to profile a community are as follows:

* Define community boundaries and neighborhood or subdivision boundaries. Aerial and road maps from local jurisdictions and from Caltrans are good sources.
* Locate businesses, homes, and activity centers of potential impact, especially those bordering the highway alternatives and near interchanges.
* Talk to residents and business owners. Invite community leaders (both elected and informal) to scoping meetings or public hearings, and solicit their comments and opinions. These are the people in touch with the community. Other good sources may include social service agencies and community Web sites.

Note: California has a very diverse population. Conduct outreach efforts in other languages (at a minimum, Spanish and any Asian language predominant in the area), and have interpreters available at hearings and meetings.

What are some indicators that the community has a high degree of cohesion?

* Long average residency tenures: long-term residents are likely to feel more connected. Right-of-way can probably provide this information from their database. The U.S. Census also collects this information.
* Households of two or more people; a high percentage of single-person households tends to correlate with lower cohesion.
* Although subject to debate and dependent on the geographic location and other social factors, home ownership over rentals, and single-family homes over higher density housing.
* Frequent personal contact: this would be observed in field reviews or in interviews with residents.
* Ethnic homogeneity.
* Lots of community activity—determined primarily through interviews with residents. If there’s a park in the neighborhood, field visits after regular work hours might be helpful. Look for notices and handbills describing activities (neighborhood yard sales, farmer’s markets, etc.).
* Stay-at-home parents: also a possible indicator of community activity, and a resource for finding out the degree of cohesiveness.
* Seniors: like the stay-at-home parents, they’re more active in their community; plus they have the time to become involved.

*Additional Guidance:*

* [FHWA Community Impact Assessment Website](https://www.fhwa.dot.gov/livability/cia/)

#### Housing

Begin typing here.

Discuss the relationship between commuting patterns and the location of jobs and housing. Refer readers to” Employment and Income” under Section 4.2.1 below if applicable. Describe the types of housing in the affected area and the associated city or county. Describe current housing price patterns and vacancy rates. Discuss housing demand (by income group and corrected for regional housing opportunities), and new housing production. Discuss the location and amount of land available for residential development. Discuss recent housing construction trends in relation to housing growth projections. Refer readers to “Relocation” Section if appropriate.

### Environmental Consequences

Begin typing here.

#### Regional Population Characteristics

Begin typing here.

If there are disproportionate impacts on low-income or minority residents, refer readers to the “Environmental Justice” Section below.

#### Neighborhoods/Communities/Community Character

Begin typing here.

For guidance, refer to Section 5.2.1 “Effects on Community Cohesion” in *Vol. 4*. Also see Chapter 5 in *A Quick Reference*. If there is evidence of community cohesion, will that be damaged by the proposed project? To what extent? Is a wall or barrier effect created (such as from sound walls or fencing)? Will noise or vibration increase? Will the community’s aesthetic character be changed? Will certain rural characteristics be changed over time to a more urban character? Would any unique or distinctive characteristics be affected, such as the following community qualities or life-styles: farming, equestrian, cultural, historic, tourist/resort, mobile home park? Will dust or odor increase? Will there be a shadowing effect on property? What is the perceived impact on quality of life?

Focus on the effects of each alternative on the community’s character (“setting”) and on the cohesiveness of the community and/or segments within the community.

Pay particular attention to areas of the community that have elderly persons, disabled persons, transit-dependent individuals, and minority groups.

Consider:

* Increasing or decreasing public access.
* Dividing neighborhoods.
* Separating residences from community facilities.
* Growth.
* Changes in quality of life (Perceptions of changes are also important).
* Increasing urbanization or isolation.

#### Housing

Begin typing here.

Cross-reference Section 4-4.2 “Relocation Environmental Consequences” below if there will be residential acquisitions.

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

For guidance, refer to all of Section 5.3 “Addressing Project Impacts” in *Vol. 4* and Chapter 7 in *A Quick Reference*. Consider providing pedestrian overcrossings or cut-and-cover tunnels, reducing the visibility of the structure, reducing right-of-way width, providing scenic and rest areas, adding public artwork to project, setting aside land for a park, providing street lighting, sound, or visual buffers, and providing signage.

Cross-reference Section 4-4.3 “Relocation Avoidance, Minimization, and/or Mitigation Measures” below if relevant.

## Economic Conditions

Begin typing here.

### Affected Environment

Begin typing here.

The [U.S. Census](https://www.census.gov/programs-surveys/decennial-census/decade/2020/2020-census-main.html) can be helpful to determine demographic characteristics and economic base information. Local sources such as Chambers of Commerce and a city’s general and specific plans should also be consulted. Most cities have a Web page that can provide helpful information. A lot of useful data concerning income and other financial matters can be found in the [Department of Finance Web site](https://dof.ca.gov/reports/demographic-reports/).

#### Regional Economy

Begin typing here.

For guidance, refer to Chapter 6, Economic Impacts, in *Vol. 4*. Also see Chapter 4 in *A Quick Reference*. Identify for the region, the number and types of businesses (including agricultural), commuter patterns, approximate number of persons in the labor force, the number employed, and the unemployment rate. Discuss recent trends and changes in the size of the labor force and the unemployment rate. Discuss the composition of the labor force. For example, if local agencies or MPOs have data on such characteristics as percentage of women, percentage of skilled versus unskilled workers, and percentage of college educated, then you may discuss this. Discuss any employment policies contained in the local general plan.

#### Employment and Income

Begin typing here.

For guidance, refer to Section 6.2 “Analyzing Economic Impacts” and Section 6.2.3 “Changes in Employment Circumstances” in *Vol. 4*. Describe job types, income levels, and existing commuting patterns. Discuss employment potential (existing and projected), and the relationship between employment opportunities and housing availability. Cross-reference “Housing” under Section 4.1.1 above if it is relevant. Other factors such as housing cost and transportation systems should also be evaluated. Focus on relevant data. You should describe the number, occupational type, general length of employment, and the demographic characteristics of employees of firms slated to be displaced or otherwise affected by the transportation project.

#### Business Activity

Begin typing here.

For guidance, refer to Section 6.2 “Analyzing Economic Impacts,” Section 6.2.1 “Changes in Access,” Section 6.2.2 “Changes in Traffic,” Section 6.2.4. “Changes in the Business Environment,” Section 6.2.5 “Loss of Parking,” and Appendix E “Ramp Closures” (if appropriate to the project) in *Vol. 4*. Describe the number, general size, and types of businesses affected by the proposed project. Indicate if they are established, new, or declining. Determine if they are likely to be highly dependent on having on/off ramps in close proximity. Describe the clientele served by the establishments.

#### Fiscal Conditions

Begin typing here.

For guidance, refer to Section 6.2.6 “Changes in Property Values,” Section 6.2.7 “Impacts on Taxing Authorities,” and Appendix E “Ramp Closures” (if appropriate to the project) in *Vol. 4*. If a large number of firms or major firms may be displaced, determine the amount of local taxes (including sales tax) paid annually by the businesses. Also, determine the amount of property tax paid annually by both the residents and the business owners who are likely to be subject to displacement. This amount is then calculated as a percentage of the city’s or county’s total annual property tax. Potential impacts to property values of houses and commercial facilities should be estimated.

#### Toll Projects

Begin typing here.

If a project includes an alternative which would add a price the public must pay for use of a road, bridge, or lanes within a facility, potential impacts must be considered. Examples of such projects include High Occupancy Toll (HOT) lanes and congestion pricing. There may be some public controversy, and there may be community impacts such as equity issues, or impacts affecting traffic (such as re-direction of traffic onto other roads, which may affect some neighborhoods). Guidance for dealing with toll projects is available. There is an FHWA-sponsored primer on tolling and addressing equity impacts, report number FHWA-HOP-13-033 (dated April 2013) entitled: [Guidebook for State, Regional, and Local Governments on Addressing Potential Impacts of Road Pricing](http://ops.fhwa.dot.gov/publications/fhwahop13033/index.htm). Its stated purpose is that it is “designed to assist transportation agencies to better assess and mitigate perceived and potential equity impacts of road pricing projects on local communities, commuters, and system users.” Qualitative and quantitative techniques are available. In general, each project is unique, and the way you would address the potential impacts depends upon the project and the communities affected. “Income Based Equity Impacts”: while higher-income travelers may be able to afford greater use of the toll facility, how are low-income community members affected by the toll project? If the project proposes transit improvements, would this be a beneficial impact for some low-income populations, by helping to off-set equity impacts? “Geographic Equity” considers that some geographic areas/regions may be worse off than others due to implementation of toll lanes. “Modal Equity” is about public perception of multi-modal options, and considers the fairness of offering travel-time savings to those who pay, versus those who carpool or use transit.

*Additional Guidance:*

* [Guardrails on Priced Lanes: Protecting Equity While Promoting Efficiency](https://www.its.ucla.edu/publication/guardrails-on-priced-lanes-protecting-equity-while-promoting-efficiency/?mc_cid=33231ec288&mc_eid=781a38d3fd)

### Environmental Consequences

Begin typing here.

#### Regional Economy

Begin typing here.

#### Employment and Income

Begin typing here.

For guidance, refer to Section 6.2.3 “Changes in Employment Circumstances” in *Vol. 4*. Discuss bypass or roadside business impacts. Discuss potential changes to population characteristics, locations of employment centers, and regional functions (airports, universities, recreational areas). Discuss if businesses displaced by the project will relocate within the community or region. If the businesses locate outside of the region, discuss the impacts: unemployment, loss of key employees to business, etc.

#### Business Activity

Begin typing here.

For guidance, refer to Section 6.2 “Analyzing Economic Impacts,” Section 6.2.1 “Changes in Access,” Section 6.2.2 “Changes in Traffic,” Section 6.2.4 “Changes in the Business Environment,” Section 6.2.5 “Loss of Parking,” and Appendix E “Ramp Closures” (if appropriate to the project) in *Vol. 4*. Discuss loss of clientele to businesses being relocated. Are they profitable because they have established a loyal clientele over time? Discuss the effects of business relocations on the community. Are people without automobiles affected by the relocation? Will the proposed project alter business visibility to traffic-based businesses? Will access or parking be reduced? Refer readers to the “Relocation” Section and cross-reference Section 5.2 “Environmental Consequences” (“Access, Circulation, and Parking”), if relevant.

#### Fiscal Conditions

Begin typing here.

For guidance, refer to Section 6.2.6 “Changes in Property Values,” Section 6.2.7 “Impacts on Taxing Authorities,” and Appendix E “Ramp Closures” (if appropriate to the project) in *Vol. 4*. Determine the loss/increase in local tax revenue affected by business/residential displacements. Don’t forget to include loss of taxes from conversion of agricultural land. Refer readers back to the “Farmlands” Section if necessary. What is the likely effect on property values caused by relocations or a change in land use?

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

Discuss what measures you propose for the project that would help to avoid, minimize (or mitigate) impacts. For guidance, refer to all of Section 6.3 “Addressing Project Impacts” in *Vol. 4*. Include relocation assistance that assists in the relocation of businesses elsewhere in the community (refer readers to the “Relocation” Section).

## Community Facilities and Services

Begin typing here.

For guidance, refer to Section 3.3.4 “Utilities, Public Services, and Emergency Services” and Section 5.2.2 “Effects on Access and Circulation” in *Vol. 4*. Describe the type, size (capacity, acreage, floor space), and location of public services and facilities within the project area.

### Affected Environment

Begin typing here.

#### Community Facilities

Begin typing here.

Consider for example, community centers, senior centers, schools, hospitals, etc.

#### Emergency Services

Begin typing here.

Consider police service, fire service, and all other first responders. Consider how the project will affect response times for these services.

#### Utilities

Begin typing here.

This section should describe all utility systems that could be affected by the project, including water, sewer, natural gas, electric power, and telecommunication systems. Include any transmission lines, pump stations, or other infrastructure that could be affected. The Project Engineer and Right-of-Way staff can help identify impacts.

*Additional Guidance:*

* [Memorandum Regarding PUC General Order 131-D, Relocation of 50kV or Higher Power Lines](https://dot.ca.gov/-/media/dot-media/programs/environmental-analysis/documents/ser/puc131-d-a11y.pdf)

### Environmental Consequences

Begin typing here.

Describe all temporary and long-term impacts to the community facilities, emergency services, and utilities. Include impacts caused by detours and roadway closures. Also, be sure to include positive impacts, such as improvements to access for emergency services. This is one area where scoping the project with the locals can be very helpful.

#### Community Facilities

Begin typing here.

For guidance, refer to Section 5.2.2 “Effects on Access and Circulation,” and Section 7.2.4 “Community Facility Relocations” in *Vol. 4*. With projects that would include a sizable number of residential displacements or provide the catalyst for new residential developments, determine if there would be any potential impacts associated with the increased/decreased users of the facilities.

#### Emergency Services

Begin typing here.

For guidance, refer to Section 5.2.2 “Effects on Access and Circulation” in *Vol. 4*. With projects that would include a sizable number of residential displacements or provide the catalyst for new residential developments, determine if there would by any potential impacts associated with the increase/decrease in population. Will there be changes in emergency response time? Will the proposed action increase or decrease crime?

#### Utilities

Begin typing here.

Consider all impacts and their potential right-of-way access (maintenance) impacts associated with utilities relocation. There is no need to include various engineering details.

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

For guidance, refer to Section 5.3 “Addressing Project Impacts” in *Vol. 4*, and Chapter 7 in *A Quick Reference* Include a brief statement of any avoidance, minimization, and/or mitigation measures that would be included. An example of an avoidance measure would be redesigning a road segment as an underpass to avoid cutting off access to a community facility. Describe coordination efforts needed to accomplish the measures.

## Relocations and Real Property Acquisition

Begin typing here.

### Affected Environment

Begin typing here.

See Section 7.1 “Introduction,” Section 7.2 “Analyzing Relocation Impacts,” and Section 7.2.1 “Relocation Impact Documents” in *Vol. 4*. If a Draft Relocation Impact Document or Memorandum is prepared for the project by Right-of-Way staff, summarize those findings here and then incorporate the report by reference. Refer readers back to Section 4.1.1 “Affected Environment (Housing)” for a profile of housing in the community and/or region.

### Environmental Consequences

Begin typing here.

For guidance on residential relocations, refer to Section 7.2.2 “Residential Relocation Impacts,” “Appendix C, Relocations,” and “Appendix D, Transportation Effects on Property Values” in *Vol. 4*. Describe the number and types of residential buildings subject to displacement. Estimate whether a sizable portion of the potential relocatees belong to a minority or a low-income population.

For guidance on business relocations, refer to Section 7.2.3 “Business Relocation Impacts” in *Vol. 4*. Cross reference Section 2.3 “Farmlands/Timberlands,” if applicable. Refer readers back to Section 4.2.2 “Environmental Consequences (Business Activity),” if relevant.

For guidance on community facility relocations, refer to Section 7.2.4 “Community Facility Relocations” in *Vol. 4*. Cross reference Section 4.3 “Community Facilities and Services,” if applicable.

For guidance in summarizing relocation impacts, refer to Section 7.3 “Summarizing Relocation Impacts in the Community Impact Assessment Report” in *Vol. 4*. List all of the proposed acquisitions in a table, broken out by residential vs. business, and by full acquisition vs. partial acquisition. Whenever possible, use tables as they are easier for the reader to absorb. Note: avoid use of the word “take” in describing property to be acquired. If access is to be severed to a parcel, describe how alternate access to that parcel will be provided.

Discuss the availability of replacement housing, which must be safe and sanitary. Describe the study area, focusing on any areas where right-of-way will need to be acquired for the project.

If homeless individuals will need to be relocated from the right of way prior to construction of the proposed project, describe the established procedures that will be followed. These procedures, which are usually carried out by District Maintenance staff accompanied by state or local law enforcement, include providing a “Notice to Vacate” which provides advance notice of the date on which belongings will be removed, information on where belongings will be stored and for how long, and information on community services available.

In the case of our projects affecting homeless individuals within third party right-of-way, please note that the third party usually has responsibility, and local cities and counties have legal responsibility for providing services and assistance for the homeless.

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

For guidance, refer to all of Section 7.4 “Addressing Project Impacts” in *Vol. 4* and Chapter 7 in *A Quick Reference*. Minimization may include shifting a highway segment to reduce displacements. Refer readers to “Appendix C, Summary of Relocation Benefits.”

Discuss the availability of replacement housing, which must be safe and sanitary.

## Environmental Justice

Follow the guidance in the [FHWA Guidance on Environmental Justice and NEPA](https://www.environment.fhwa.dot.gov/env_topics/environmental_justice.aspx) and the [FHWA Environmental Justice Reference Guide](https://www.kipda.org/wp-content/uploads/2021/01/FHWA_EJ_Guide_2015.pdf) to ensure all important points have been covered. Also refer to Chapter 8 “Title VI and Environmental Justice” in *Vol. 4*. Use the following boilerplate:

All projects involving a federal action (funding, permit, or land) must comply with Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations” and FHWA Order 6640.23A “FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.” Executive Order 12898 directs federal agencies to take the appropriate and necessary steps to identify and address disproportionately high and adverse effects of federal projects on the health or environment of minority and low-income populations to the greatest extent practicable and permitted by law. FHWA Order 6640.23A was issued to establish policies and procedures in compliance with Executive Order 12898.

Executive Order 14096—"Revitalizing Our Nation’s Commitment to Environmental Justice for All” was enacted on April 21, 2023. Executive Order 14096 on environmental justice does not rescind Executive Order 12898 – “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” which has been in effect since February 11, 1994 and is currently implemented through U.S. Department of Transportation Order 5610.2C. This implementation will continue until further guidance is provided regarding the implementation of the new Executive Order 14096 on environmental justice.

All considerations under Title VI of the Civil Rights Act of 1964, and related statutes, have also been included in this project. Caltrans’ commitment to upholding the mandates of Title VI is demonstrated by its Title VI Non-Discrimination Policy Statement, signed by the Director.  
**[End boilerplate]**

### Affected Environment

Begin typing here.

Identify whether there are any minority or low-income populations in the project area. Refer to Section 8.2.2 “Identifying Protected Populations” and Section 8.2.4 ‘Public Involvement” in *Vol. 4*.

How do you know whether a project would cause a disproportionate and adverse impact on minority and/or low-income residents? Gather data first.

The U.S. Census provides median income, housing, and ethnic information to the “block” level. Note that it takes 2-3 years after completion of a decennial census before all data are available. Generally, economic indicators and median income are among the last information tabulated in detail; ethnicity data are available earlier.

Go to the main [U.S. Census website](https://data.census.gov/cedsci/) to access maps and data.

Field reviews may help identify minority or low-income populations not readily apparent in the census data. Housing tracts or structures for the elderly may be an indicator of fixed, often low, incomes.

Local newspapers and advertising flyers may give you a feel for housing costs in the area. Check foreign language newspapers in the neighborhood, if any. You can compare average or median rentals in the area with median rentals for the city or region as a whole, information readily available on the census. While this won’t pinpoint low-income populations, it’s a useful indicator.

### Environmental Consequences

Begin typing here.

Refer to Section 8.2.1 “Assessing Potential Impacts,” Section 8.2.2 “Identifying Protected Populations,” and Section 8.2.3 “Identifying Disproportionate and Adverse Impacts” in *Vol. 4*. If there are minority or low-income populations in the project area, are there disproportionately high and adverse impacts to those populations?

FHWA Order 6640.23A defines an adverse effect as one that:

(1) is predominately borne by a minority population and/or a low-income population; *or*

(2) will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the nonminority population and/or non-low-income population.

Consider and discuss the following in the environmental document:

* The beneficial and adverse impacts on the overall population and on minority and low-income populations or communities, in particular, need to be addressed. Cross-reference other sections of the environmental document instead of repeating information. Potential topics include, but are not limited to: air quality, noise, water pollution, hazardous waste, aesthetic values, community cohesion, economic vitality, employment effects, displacements/relocations, farmland impacts, accessibility, traffic congestion, safety, and construction impacts.
* Would the project help/hurt access to jobs and community services from or within the minority or low-income community? Would the project benefit minority-owned businesses? Or would the project remove traffic and potential customers from these businesses?
* If the project is on a new alignment, the Project Development Team (PDT) and decision-makers may need to take another look at alternatives, or even explore alternatives not already considered. Remember, though, you’re looking at *disproportionate impacts* on minority and low-income populations, not every possible impact. It may be useful, when analyzing demographic tables, to include city-, county-, or region-wide percentages (depending upon project size) of minority and low-income populations, so that “disproportionate” can be established.
* If the project widens an existing road, alternatives are more limited. Typically, impacts that may be disproportionate are relocations and temporary, partial acquisitions for construction easements. If these impacts appear to affect minority or lower-income households more, calculate the costs of avoidance alternatives (see third bullet under Avoidance, Minimization, and/or Mitigation Measures).
* Would the project separate minority or low-income populations (including the homeless) from the rest of the community?
* Would access to services that target low-income populations, such as free medical or law clinics, shelters, or soup kitchens, be affected?
* Would the project affect community identity by disrupting or displacing elements that provide a “sense of place,” such as murals, gathering places, or community facilities?
* Would the project support large development projects at the expense of minority and low-income communities (including the homeless)?

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

Refer to Section 8.3 “Addressing Project Impacts” in *Vol. 4*.

If no low-income or minority populations have been identified, summarize in the environmental document all the efforts undertaken to identify such populations and conclude the section with the following boilerplate language:

No minority or low-income populations have been identified that would be adversely impacted by the proposed project as determined above. Therefore, in accordance with the provisions of Executive Order 12898 and FHWA Order 6640.23A, no further environmental justice analysis is required. **[End boilerplate]**

As appropriate, include the following boilerplate concluding statement:

Based on the above discussion and analysis, the enter name alternative(s) will not cause disproportionately high and adverse effects on any minority or low-income populations in accordance with the provisions of Executive Order 12898 and FHWA Order 6640.23A. No further environmental justice analysis is required. **[End boilerplate]**

If the preferred alternative would cause disproportionate impacts to the protected populations, the project is not doomed! Follow the steps in the [FHWA Guidance on Environmental Justice](https://www.environment.fhwa.dot.gov/env_topics/ej/guidance_ejustice-nepa.aspx) (12/16/2011). The guidance describes under what conditions a project may go forward despite its disproportionate impact on protected populations. One such condition is the “extraordinary magnitude” of project costs for other alternatives, which is why costs are calculated in the previous step.

## Equity

Begin typing here.

For guidance, refer to “Considering Equity in Community Impact Analysis for Projects” on the [SER Other Guidance page](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/other-guidance#eqcia).

### Affected Environment

Begin typing here.

Identify whether there are any underserved populations in the project area. Gather data using tools such as CalEnviroScreen, EJSCREEN, U.S. Census Bureau data, and any other tools that may be relevant. In instances where data gathered for Environmental Justice is also applicable for Equity, the CIA may reference the appropriate section rather than duplicating the information.

From the main [CalEnviroScreen website](https://oehha.ca.gov/calenviroscreen), use the “CalEnviroScreen 4.0” link to access the tool. Additional links on the main website explore topics such as how to use CalEnviroScreen, background information on the tool, and how indicators are measured.

From the main [EJSCREEN website](https://www.epa.gov/ejscreen), use the “Launch the EJScreen Tool” link to access the tool. Similar to CalEnviroScreen, additional links on the main EJSCREEN website explore topics such as how to use the tool, background information, and how indicators are measured.

Refer to Section 4.5.1 of the CIA template for how to access the U.S. Census.

### Environmental Consequences

Begin typing here.

Refer to Section 8.2.1 “Assessing Potential Impacts” in *Vol. 4* and “Environmental Justice” in Section 4.5 of the CIA template. The consideration and analysis of impacts to Equity may follow a similar process to what is already done for Environmental Justice, except the inclusion of underserved populations may now be added.

Describe and assess potential project impacts to the underserved populations described in Section 4.6.1 of the CIA template.

### Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

Refer to Section 8.3 “Addressing Project Impacts” in *Vol. 4*. Consider that Equity is different from Equality. While Equality pertains to equal treatment for all, equal treatment may not necessarily produce the same results in all populations. Equity pertains to ensuring underserved populations ultimately have equal access while recognizing historic disparities. Some underserved populations may require additional avoidance, minimization, and/or mitigation measures specific to the disparities they experience.

**Figure 2: Equality vs. Equity**

Figure depicting equality vs. equity. Equality shows equal treatment for all with inadequate results for some populations. Equity shows treatment tailored to the specific needs of each population, subsequently with more suitable results.

Source: Robert Wood Johnson Foundation, 2017, <https://www.rwjf.org/en/library/infographics/visualizing-health-equity.html> (accessed 7/15/22)

# Traffic and Transportation/ Pedestrian and Bicycle Facilities

This section should include public transportation, sidewalks or trails, bike paths or lanes, equestrian trails, circulation and parking, access, choice of travel modes, and effects on competitiveness of businesses, as appropriate to the project. Traffic impacts need only be discussed in the Community Impact Assessment to the extent that changes to circulation and/or access will result in permanent or construction impacts to the community including residents, businesses, pedestrians, bicyclists, etc. For the Environmental Document, the "Traffic and Transportation/Pedestrian and Bicycle Facilities" Section is intended to be separate from the "Community Impacts" Section and primarily uses information from Traffic Operation Reports. However, as appropriate to the project, the "Traffic and Transportation/Pedestrian and Bicycle Facilities" Section could include information from the Community Impact Assessment regarding circulation, access, parking, and pedestrian and bicycle facilities.

## Affected Environment

Begin typing here.

### Access, Circulation, and Parking

Begin typing here.

Describe the types of highways, streets, bicycle and pedestrian facilities associated with the proposal, if affected. Properties that may become restricted in access or landlocked should be identified. The availability of parking facilities and lots or parking spaces that would be affected by the project should be identified.

### Public Transportation

Begin typing here.

Describe the existing public transit service within the affected area for major projects or projects that might affect such service. Officials of the local public transit authority and/or planning agency may be interviewed.

## Environmental Consequences

Begin typing here.

Add other subheadings below if necessary.

How would the project affect traffic circulation and conditions? If it’s a safety project, how would it improve safety? Describe any impacts to pedestrians and bicyclists. Has the project considered improving conditions for pedestrians and bicyclists?

Briefly summarize information from the Traffic Operations Report, but do not reproduce the report here. Other sources for information are listed below. Note: It’s essential to compare Single Occupancy Vehicle (SOV) and High Occupancy Vehicle (HOV) numbers if the project includes building HOV facilities.

Other sources:

* Transportation Planning’s modelers and forecasters
* The Traffic Technical Study (sometimes call the Traffic Operations Report). See the *Highway Design Manual* for detailed information about this study. Highway Capacity Manual (Special Report 209 from the Transportation Research Board, Washington D.C.). This is where the concept of Level of Service (LOS) comes from. While most of it is geared to engineers, it can help clarify how the data are derived, particularly regarding LOS.
* The Circulation Element of the local General Plan of the jurisdiction(s) in which the project is located. As with other local planning documents, the project must be consistent with the Plan(s).
* TASAS: The Traffic Accident Surveillance and Analysis System tabulates collision rates for all highways in California, based on post miles. Data are shown based on the number of lanes, whether the collision occurred on wet or dry pavement, whether it occurred during night or day, and whether the collision resulted in fatalities. The engineer writing the technical study will obtain the TASAS data. Note: Safety data is also used to support the purpose and need discussion in Chapter 1.
* Various Transportation Demand Management (TDM) guidance materials. These are useful when a project involves multi-modal infrastructure, such as for buses, carpools, rail, cycles. These documents can help support projects involving HOV lanes, transit ways (barricade-separated HOV lanes), bicycle lanes, and other work on conventional highways, and even some Transportation System Management tools such as closed circuit TV. Check with Transportation Planning for these materials.
* Caltrans [Transportation Analysis Framework (TAF)](https://dot.ca.gov/programs/sustainability/sb-743/sb743-resources)
* Caltrans [Transportation Analysis under CEQA (TAC)](https://dot.ca.gov/programs/sustainability/sb-743/sb743-resources)
* Regional Traffic Demand Models
* Pavement Management Systems

### Access, Circulation, and Parking

Begin typing here.

For guidance, refer to Section 5.2.2 “Effects on Access and Circulation,” Section 5.2.3 “Effects on Parking,” Section 6.2.1 “Changes in Access,” Section 6.2.2 “Changes in Traffic,” and Section 6.2.5 “Loss of Parking” in *Vol. 4*. Discuss if the project would: 1) Eliminate or restrict automobile or pedestrian access to stores, public services, schools, and other facilities. 2) Increase or decrease traffic on local streets. 3) Result in more circuitous routing for emergency vehicles. 4) Result in changes to popular bicycle or pedestrian routes. Particular attention should be paid to the presence of children or elderly people. Discuss the number of parking spaces that may be removed. Discuss if any business will lose a substantial portion of its customer parking spaces. Discuss both permanent and temporary impacts to parking. Determine if a loss of parking could result in overflow parking that would cause secondary impacts. Consider the effect on neighborhoods if commuter or business parking occurs on residential streets. Describe what is being done to improve circulation (such as installing loop sensors and signals at intersections on conventional highways, or at on-ramps on freeways, adding turning lanes, adding an auxiliary lane to a freeway, building a barrier to impede unsafe turning, etc.).

Would the project improve or negatively alter traffic patterns for residents and businesses?

Discuss compliance with the Americans with Disabilities Act (ADA).

What impacts would occur during construction (accessibility for vehicles, bicycles, and pedestrians)? What are the measures identified to lessen these impacts (detours, flaggers, etc.)? Quantify impacts if possible (estimate time delays, for example).

Check local jurisdictions to see if there is a master bicycle trails plan to assess potential impacts to existing and planned facilities.

If bicycle and pedestrian studies were conducted, discuss the results.

### Public Transportation

Begin typing here.

Discuss whether the project would reduce transit service or alter access to transit stops. Are there impacts to those dependent on transit?

## Avoidance, Minimization, and/or Mitigation Measures

Begin typing here.

Add other subheadings below if necessary.

For guidance, refer to all of Section 5.3 “Addressing Project Impacts” and Section 6.3 “Addressing Project Impacts” in *Vol. 4* and Chapter 7 in *A Quick Reference*. Schedule construction to occur during times of low usage for seasonally oriented businesses or during after-business hours, construct frontage roads or secondary access, and/or improve signalization.

Is there a Transportation Management Plan (TMP)? Strategies of a TMP include public information, motorist information, incident management, construction, demand management, and alternate routes or detours. Note: The plan should be written by Traffic Operations staff. Examples of individual TMP elements include:

* Public Information – Brochures and mailers, press releases/media alerts, paid advertisements, project website, public meetings/hearings, etc.
* Motorist Information – Traffic radio announcements, changeable message signs, temporary motorist signs, etc.
* Incident Management – Traffic management teams, Intelligent Transportation Systems (ITS), surveillance equipment, tow/freeway service patrol, etc.
* Construction – Lane requirement charts, construction staging, traffic handling plans, full facility closures, etc.
* Lane Modifications – Reduced lane widths or lane closures, reduced shoulder width or shoulder closures, lane shifts, ramp closures, night work, incentives and disincentives, innovative construction techniques, etc.
* Demand Management – Telecommuting, ramp metering, variable work hours, truck/heavy vehicle restrictions, transit service improvements or incentives, ridesharing/carpooling incentives, etc.
* Alternate Routes/Detours – Offsite detours and use of alternate routes, signal timing/coordination improvements, temporary traffic signals, turn restrictions, parking restrictions, etc.

If the project would be built in phases to minimize construction impacts, discuss the phasing and how it would minimize impacts.

Describe the public input process: How has the public been involved in learning about the project, particularly regarding impacts and proposed measures to minimize harm?

### Access and Circulation

Begin typing here.

Transportation Management Plans may also include agreements with local agencies to provide enhanced infrastructure on arterial roads or intersections, to deal with detoured traffic. We may also contract with local agencies for traffic personnel, especially for special event traffic through or near the construction zone. The enhancements MUST be temporary if federal funds are used.

### Parking

Begin typing here.

For guidance, refer to all of Section 6.3 “Addressing Project Impacts” in *Vol. 4*. Mitigation measures, which require participation from the local government, include hourly parking restrictions, residential parking stickers, parking meters, and new parking facilities.

### Public Transportation

Begin typing here.

Mitigation measures may include expanding transit service or constructing frontage roads or secondary access for transit stops.

# Cumulative (optional placement)

Begin typing here.

If cumulative impacts have not been discussed under each resource section above, discuss them here.

For guidance on analyzing cumulative impacts, please see [Guidance for Preparers of Cumulative Impact Analysis](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/cumulative-impact-analysis).

# Public Involvement

For guidance, refer to Section 2.2.2 “Role of Public Involvement,” Section 8.2.4 “Public Involvement (Environmental Justice),” and “Appendix B, Resource Kit” (sample interview questions) in *Vol. 4*. Also review Chapter 8 of *A Quick Reference* and FHWA/FTA's publication, [Public Involvement Techniques for Transportation Decision-making](https://www.fhwa.dot.gov/planning/public_involvement/publications/), for more information. [Utilizing Community Advisory Committees for NEPA Studies](https://environment.transportation.org/resources/practitioners-handbooks/utilizing-community-advisory-committees-for-nepa-studies/) is also available from the American Association of State Highway and Transportation Officials (AASHTO).

## Community Based Organizations

Begin typing here.

Community-based organizations refer to grassroots organizations with a person in a defined leadership role (sometimes more than one) and usually backed by a volunteer Board of Directors. Working through the leaders of community-based organizations is very beneficial when trying to reach populations that cannot attend regular public meetings or do not feel comfortable speaking out in public.

If direct access to a group is important, it is suggested that the Project Manager work through the group’s leadership and attend a standing meeting as part of the agenda.

## Stakeholders

Begin typing here.

Stakeholders include the universe of those whose influence can veto or significantly affect the efforts of the proposed project. Stakeholders include individuals, community-based organizations, neighborhood groups, etc., and governmental agencies. Governmental agencies get a special mention here since there have been instances where it is assumed the project is compatible with another agency’s mission statement when in fact there might be differences to discuss. It is important to identify early all the players who can exercise veto power, including, and perhaps especially, governmental agencies.

## Outreach to Minority and Low-Income Communities

Begin typing here.

If minority and/or low-income communities have been identified, discuss outreach efforts to include their participation.

## Community Participation Program

Begin typing here.

A Community Involvement Plan helps to ensure that an overall strategy is in place that can target and track the effectiveness of public outreach.

## Results

Begin typing here.

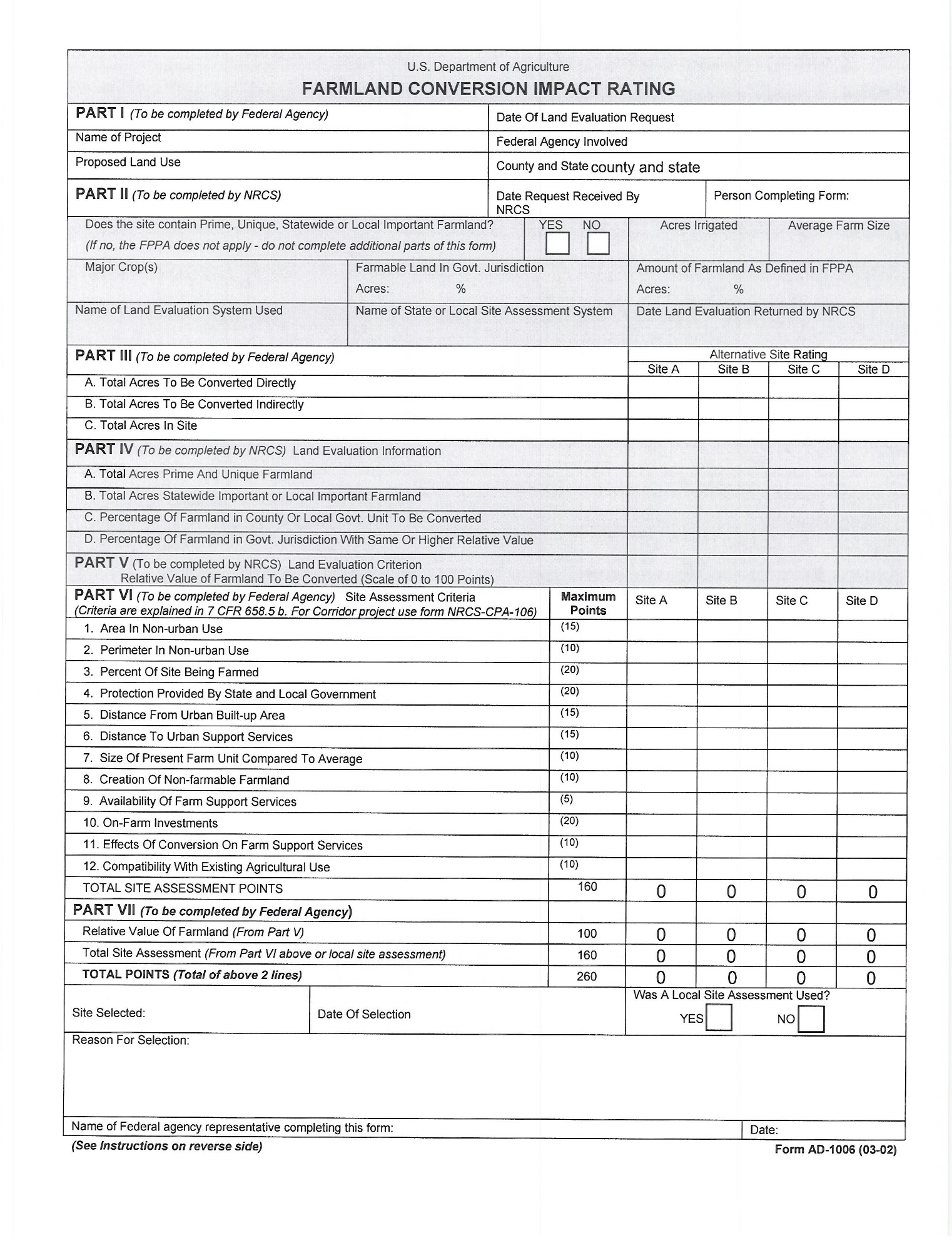
Establish a baseline of what data is important to your agency in determining success. Is it the number of people who attend a given meeting? The number of meetings held? Or, is it the time in which a project is delivered, how much delay was reduced in delivering the project, etc.

Develop and use pre and post surveys from a valid target group.

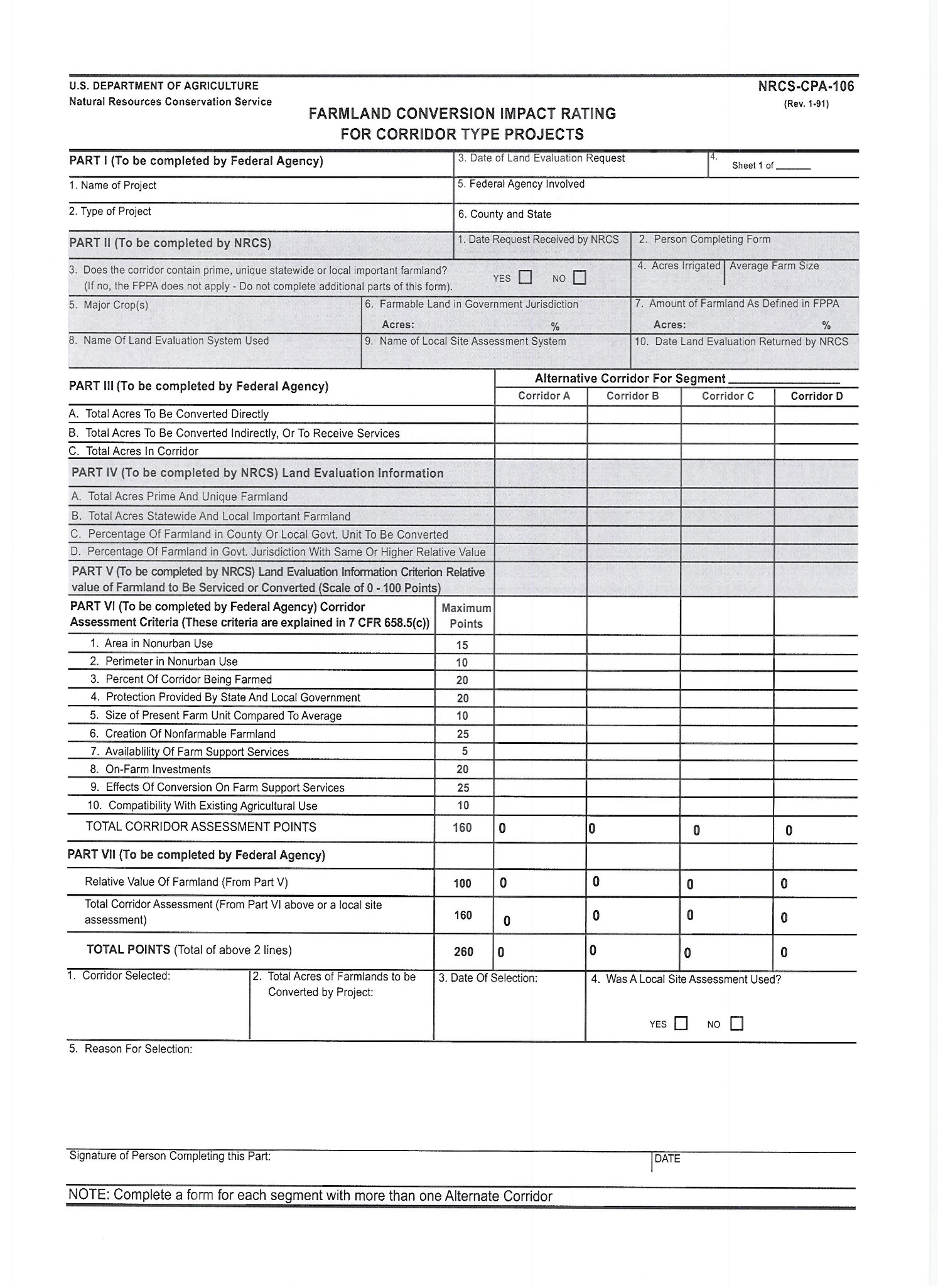
1. Farmland Conversion Impact Rating Form

The Natural Resources Conservation Service provides two forms to be used to obtain a Farmland Conversion Impact Rating: 1) Farmland Conversion Impact Rating Form AD 1006, and 2) Farmland Conversion Impact Rating Form NRCS-CPA-106 for corridor type projects. Examples of each form are shown on the following pages. Please see the [SER Forms and Templates page](https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/forms-templates) for links to the forms and directions for completing a form online. Please complete the form that is most appropriate for the project. Be sure to use the latest versions of forms.

**Figure 3: Example NRCS Form AD-1006**



**Figure 4: Example NRCS-CPA-106 Form (for corridor-type projects)**



1. References and Contacts

Begin typing here.