

# **Environmental Justice Discipline Report Checklist**

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Project Name: \_\_\_\_\_ Job Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Reviewer: \_\_\_\_\_

(SAT = Satisfactory; INC = Incomplete; MIS = Missing; N/A = Not Applicable)

Answers are required for questions which have no N/A box. This checklist may be used for an independent Environmental Justice report or for the Environmental Justice portion of a Social Economic Analysis. This checklist complies with FHWA requirements. If your project has a federal nexus with other federal agencies, or more than one federal agency, it is critically important to meet with the federal lead agencies and determine how to proceed. The exact requirement will vary depending on the nature of the project, federal permits and approvals required, and individual circumstances.

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## **II. Description of Proposed Action**

The evaluation should include a brief description of the proposed action that identifies:

SAT INC MIS N/A

- A. Briefly describe the project, need, and location.
  - B. Describe the type of environmental document (EIS, EA, DCE, ect.) being developed for the project.
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## **III. Regulatory Framework**

SAT INC MIS N/A

- A. Document that the analysis is being done in accordance with appropriate laws, regulations, and guidance.
  - B. Document the reason why an EJ analysis is being done for the project.
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## **IV. Methodology**

SAT INC MIS N/A

- A. Define “adverse” and “disproportionate” effects (per USDOT order).
- B. Discuss how you conducted the analysis and show how your methodology is reasonable and appropriate.

- C. Document your data sources and methods for determination.
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## V. Affected Environment

SAT INC MIS N/A

- A. Describe the study area and the rationale for its establishment.
- B. Document the presence/location for EJ/low-income populations, including demographics.
- C. Map showing the location of EJ and/or low-income population by census block, the study area boundary, population percentages and adverse effects.
- D. Document the presence of Low English Proficiency (LEP) population. Provide a list of identified foreign languages spoken and a map illustrating the location.
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## VI. Public Involvement

SAT INC MIS N/A

- A. Document your outreach strategy to involved EJ/low-income and LEP populations.
- B. Describe outreach efforts results (issues, attendance, responses, etc.)
- C. Document community perception, both positive and negative of effects/benefits and severity.
- D. Document community perception of suitability of proposed mitigation.
- E. Describe methods used to overcome potential outreach barriers such as the use of interpreters, materials in other languages, and specific outreach due to cultural differences.
- F. Summarize any changes to outreach to improve participation. And cross reference sections of the document where the information can be found.
- G. Document changes made to project alternatives, mitigation or benefits in response to participation by EJ/low-income and LEP populations.
- H. Include a copy of the Public Involvement Plan as an appendix in the environmental document.

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## VII. Effects and Benefits Analysis

SAT INC MIS N/A

- A. Document the effects of each alternative, including No-Build.
- B. Describe any disproportionately high and adverse effects.
  
- C. Discuss alternative that avoid, minimize, or mitigate such effects.
- D. Describe any offsetting benefits.
- E. Describe appropriate avoidance, minimization mitigation and enhancement measures.

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## VIII. Determination and Conclusion

SAT INC MIS N/A

- A. State effects on EJ/low-income population with supporting evidence.
- B. Summarize practicability determination, using supporting evidence. If disproportionately high and adverse effects on minority populations or low-income populations cannot be avoided, minimized or mitigated.

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## X. Summary (only required if the EJ evaluation will be in an appendix to an EA or EIS)

Summarize the analysis done and conclusions reached. The summary should include enough detail so that it can be included in the EA or EIS with only minor modification.

The summary should include:

General Comments: \_\_\_\_\_

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