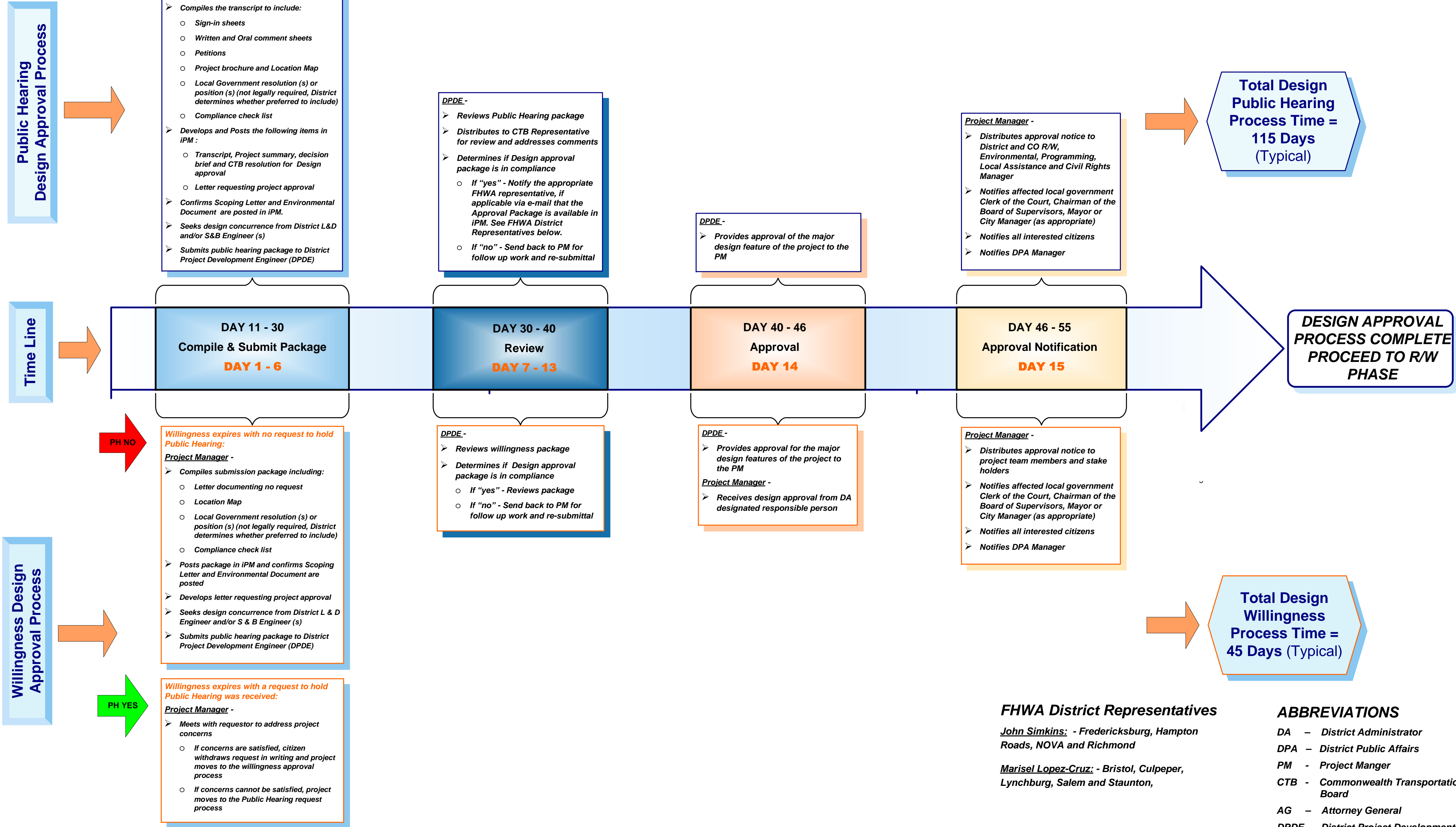


(Schedule set for a 55 day process for Public Hearing and a 15 day process for Willingness Held with no Public Hearing Required)

\*Tier 1 projects – All maintenance schedules, SAAP's and NFO < \$5M Construction Cost



**After 10 Day comment period expires:**

**Project Manager -**

- Evaluates comments received and addresses public's issues, suggestions, questions (in writing, when requested)
- Completes public hearing compliance list
- Compiles the transcript to include:
  - Sign-in sheets
  - Written and Oral comment sheets
  - Petitions
  - Project brochure and Location Map
  - Local Government resolution (s) or position (s) (not legally required, District determines whether preferred to include)
  - Compliance check list
- Develops and Posts the following items in iPM:
  - Transcript, Project summary, decision brief and CTB resolution for Design approval
  - Letter requesting project approval
- Confirms Scoping Letter and Environmental Document are posted in iPM.
- Seeks design concurrence from District L&D and/or S&B Engineer (s)
- Submits public hearing package to District Project Development Engineer (DPDE)

**DPDE -**

- Reviews Public Hearing package
- Distributes to CTB Representative for review and addresses comments
- Determines if Design approval package is in compliance
  - If "yes" - Notify the appropriate FHWA representative, if applicable via e-mail that the Approval Package is available in iPM. See FHWA District Representatives below.
  - If "no" - Send back to PM for follow up work and re-submittal

**DPDE -**

- Provides approval of the major design feature of the project to the PM

**Project Manager -**

- Distributes approval notice to District and CO R/W, Environmental, Programming, Local Assistance and Civil Rights Manager
- Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)
- Notifies all interested citizens
- Notifies DPA Manager

**Willingness expires with no request to hold Public Hearing:**

**Project Manager -**

- Compiles submission package including:
  - Letter documenting no request
  - Location Map
  - Local Government resolution (s) or position (s) (not legally required, District determines whether preferred to include)
  - Compliance check list
- Posts package in iPM and confirms Scoping Letter and Environmental Document are posted
- Develops letter requesting project approval
- Seeks design concurrence from District L & D Engineer and/or S & B Engineer (s)
- Submits public hearing package to District Project Development Engineer (DPDE)

**DPDE -**

- Reviews willingness package
- Determines if Design approval package is in compliance
  - If "yes" - Reviews package
  - If "no" - Send back to PM for follow up work and re-submittal

**DPDE -**

- Provides approval for the major design features of the project to the PM

**Project Manager -**

- Receives design approval from DA designated responsible person

**Project Manager -**

- Distributes approval notice to project team members and stake holders
- Notifies affected local government Clerk of the Court, Chairman of the Board of Supervisors, Mayor or City Manager (as appropriate)
- Notifies all interested citizens
- Notifies DPA Manager

**Willingness expires with a request to hold Public Hearing was received:**

**Project Manager -**

- Meets with requestor to address project concerns
  - If concerns are satisfied, citizen withdraws request in writing and project moves to the willingness approval process
  - If concerns cannot be satisfied, project moves to the Public Hearing request process