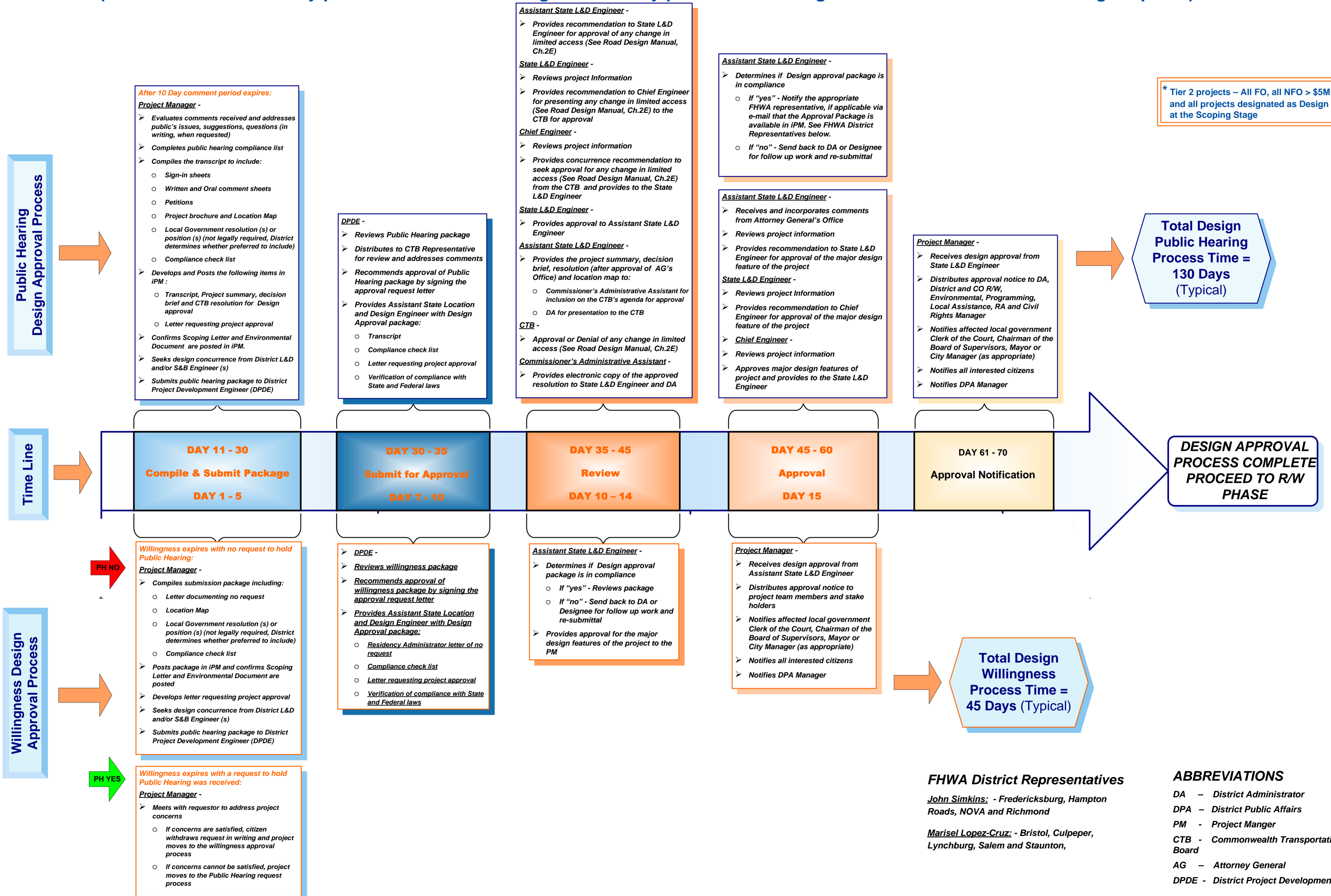


(Schedule set for a 70 day process for Public Hearing and a 15 day process for Willingness Held with no Public Hearing Required)

* Tier 2 projects – All FO, all NFO > \$5M and all projects designated as Design Build at the Scoping Stage



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
- Recommends approval of Public Hearing package by signing the approval request letter
- Provides Assistant State Location and Design Engineer with Design Approval package:
 - Transcript
 - Compliance check list
 - Letter requesting project approval
 - Verification of compliance with State and Federal laws

Assistant State L&D Engineer -

- Provides recommendation to State L&D Engineer for approval of any change in limited access (See Road Design Manual, Ch.2E)

State L&D Engineer -

- Reviews project Information
- Provides recommendation to Chief Engineer for presenting any change in limited access (See Road Design Manual, Ch.2E) to the CTB for approval

Chief Engineer -

- Reviews project information
- Provides concurrence recommendation to seek approval for any change in limited access (See Road Design Manual, Ch.2E) from the CTB and provides to the State L&D Engineer

State L&D Engineer -

- Provides approval to Assistant State L&D Engineer

Assistant State L&D Engineer -

- Provides the project summary, decision brief, resolution (after approval of AG's Office) and location map to:
 - Commissioner's Administrative Assistant for inclusion on the CTB's agenda for approval
 - DA for presentation to the CTB

CTB -

- Approval or Denial of any change in limited access (See Road Design Manual, Ch.2E)

Commissioner's Administrative Assistant -

- Provides electronic copy of the approved resolution to State L&D Engineer and DA

Assistant State L&D Engineer -

- 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 DA or Designee for follow up work and re-submittal

Assistant State L&D Engineer -

- Receives and incorporates comments from Attorney General's Office
- Reviews project information
- Provides recommendation to State L&D Engineer for approval of the major design feature of the project

State L&D Engineer -

- Reviews project Information
- Provides recommendation to Chief Engineer for approval of the major design feature of the project

Chief Engineer -

- Reviews project information
- Approves major design features of project and provides to the State L&D Engineer

Project Manager -

- Receives design approval from State L&D Engineer
- Distributes approval notice to DA, District and CO R/W, Environmental, Programming, Local Assistance, RA 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

DAY 11 - 30
Compile & Submit Package
DAY 1 - 5

DAY 30 - 35
Submit for Approval
DAY 7 - 10

DAY 35 - 45
Review
DAY 10 - 14

DAY 45 - 60
Approval
DAY 15

DAY 61 - 70
Approval Notification

PH NO

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 and/or S&B Engineer (s)
- Submits public hearing package to District Project Development Engineer (DPDE)

DPDE -

- Reviews willingness package
- Recommends approval of willingness package by signing the approval request letter
- Provides Assistant State Location and Design Engineer with Design Approval package:
 - Residency Administrator letter of no request
 - Compliance check list
 - Letter requesting project approval
 - Verification of compliance with State and Federal laws

Assistant State L&D Engineer -

- Determines if Design approval package is in compliance
 - If "yes" - Reviews package
 - If "no" - Send back to DA or Designee for follow up work and re-submittal
- Provides approval for the major design features of the project to the PM

Project Manager -

- Receives design approval from Assistant State L&D Engineer
- 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

PH YES

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

FHWA District Representatives

John Simkins: - Fredericksburg, Hampton Roads, NOVA and Richmond

Marisel Lopez-Cruz: - Bristol, Culpeper, Lynchburg, Salem and Staunton,

ABBREVIATIONS

DA - District Administrator

DPA - District Public Affairs

PM - Project Manger

CTB - Commonwealth Transportation Board

AG - Attorney General

DPDE - District Project Development Engineer