

INTERSTATE AND PRIMARY PROJECTS

Requests for initiation of projects on the Interstate and Primary Systems originate within VDOT as recommended by the Commonwealth Transportation Board (CTB) and District Engineer/Administrator in accordance with established schedules, for future planning purposes and in some instances at the request of local governments. The Project Sponsor will work with the District Project Management Office to enter the appropriate information in the "Project Pool" to establish a "New" project, obtain a Temporary UPC number and a Partial state base number. The Project Manager or Project Coordinator will initiate a request for the project to be a "Candidate" in the "Project Pool", obtain a permanent UPC number and a complete state base number. Once the project is included in a "Live" Six Year Improvement Program (SYIP) a Form PD4* will be submitted by the Federal Programs Management Division to Fiscal Division to authorize preliminary engineering. On Federally Funded Projects the Federal Authorization must be in place to open the project to charges.

CERTIFICATION ACCEPTANCE

Certification Acceptance (CA) is documentation required by FHWA (on all Federal - Aid projects except Interstate) showing that all Federal Requirements have been met in accordance with the Certification Acceptance Plan that the department is operating under, See [Section 2D-15 PROJECT APPROVAL](#) and [Section 2G-7 PRE-ADVERTISEEMENT CONFERENCE](#). The "Project Pool", "Integrated Project Manager" (iPM), PCES, RUMS, CEDAR and the project schedule should be used to monitor the various stages of project development as well as documenting completion of various stages.

In carrying out operations under certification acceptance (CA), it is imperative that all steps in the project implementation stage be strictly followed. This is particularly the case in transmitting a project at the P.S. & E. stage to the Federal Highway Administration, which cannot be submitted until the environmental document has been cleared. The approval is obtained by the Environmental Division. Environmental documents must receive approval by the FHWA before the work can be authorized. Projects in this category are to be held in Location & Design Division until notification from the Environmental Division has been received that the document has been approved by the FHWA.

* Rev. 1/19