

PREPARATION OF REPORT

After alternates have been reviewed and evaluated, a written report to the District Location and Design Engineer* is to be prepared stating the conclusions reached reasons for retaining or eliminating some corridors or alternates and a recommended procedure to follow as the study progresses. Copies are to be sent to the District Administrator or District Preliminary Engineering Manager and any division, which is affected by the project.

In this manner all involved parties will be kept abreast of the progress of the project and the files will contain sufficient documentation.

PUBLIC INVOLVEMENT PROGRAM

Informing the public about studies in their area in the earliest stages can be very helpful in the later stages of project development. See Flow Charts in the [Public Involvement Manual](#) for guidance on the Departments Public Involvement Program for both Tier 1 and Tier 2 projects.

CONTACTING LOCAL GOVERNMENT AND/OR AGENCIES

Cooperation and information are two key words in working with local officials. At this stage of development, contact with the local governing bodies, planning commissions and other elected and/or appointed officials is both proper and desirable. Being in contact daily with their local situation gives these local officials an insight to the area's problems and/or changing conditions. In addition to exchange of ideas and information, contact at this time will give them an opportunity to make a contribution to the overall project development. Contact and arrangements for meeting with local officials in urban areas are to be made by the Local Assistance Division. In other areas, these arrangements are to be made by the District Administrator or his/her designated representative. Meetings of this type also afford the opportunity to bring District personnel up to date on progress of the project.

* Rev. 7/11