VIRGINIA DEPARTMENT OF TRANSPORTATION

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: FUNDING ALLOCATION / VERIFICATION; PLAN DEVELOPMENT PROCESS	NUMBER: IIM-LD-68.20
SPECIFIC SUBJECT: PROJECT FUNDING / DESIGN DATA REQUIREMENTS FOR PROJECT DEVELOPMENT MILESTONES	DATE: FEBRUARY 15, 2008
	SUPERSEDES: IIM-LD-68.19

LOCATION & DESIGN DIVISION APPROVAL: Mohammad Mirshahi, PE – Feb. 5, 2008	SCHEDULING & CONTRACT DIVISION APPROVAL: W. Byron Coburn, PE – Feb. 13, 2008
RIGHT OF WAY & UTILITIES DIVISION APPROVAL: Stewart A. Waymack – Feb. 6, 2008	PROGRAMMING DIVISION APPROVAL: Diane L. Mitchell – Feb. 13, 2008

Changes are shaded.

CURRENT REVISION

- Information related to project management has been removed and is now available at the Project Management Office Team Site at:
  http://www.virginiadot.org/business/project_management.asp

EFFECTIVE DATE

- This memorandum is effective upon receipt.

FUNDING ALLOCATION / VERIFICATION / SUBMITTAL PROCESS

- An electronic copy of the Funding Flow Chart (Funding Allocation / Verification / Submittal Process) is available inside VDOT at:
  http://www.extranet.vdot.state.va.us/locdes/electronic_pubs/IIM/FundingFlowChart.pdf

POLICY

- It is essential that plan development be coordinated with project funding allocations to meet the objectives and scheduling of project milestone submittal dates.

- The Project Development / Concurrent Engineering Process (CEP) should progress in accordance with the Project Development Flow Chart at:
  http://www.virginiadot.org/projects/concureng-default.asp

- Requests for supporting data, team meeting notifications and project reports are to be scheduled in accordance with the flow chart to ensure that scheduled project target dates are met. LD-Forms are available at http://vdotforms.vdot.virginia.gov/

- Plan submissions are to be in electronic format.

- Instructions on Electronic Plan Submission are available at:
  http://www.virginiadot.org/business/locdes/e-plan-submission-index.asp