

Who signs what?

Letter	Why do I need this?	Examples	Templates	Who prepares the letter?	Who is the letter from?	Approvers
PD-02 Exception Letters	Item(s) incomplete at PS&E References: PD-02 A User's Guide to PS&E Delivery	Examples	Template	Typically the Project Leader	Region Manager	Chief Engineer and Deputy Director for Highways Recommend send an advance draft copy to OPL if time allows. OPL can also provide critical dates for the letter (last day to pull from print etc) Send final letter requesting approval to the Chief Engineer who will then coordinate approval with the Highway Division Deputy Director Note: FHWA will also need to concur for project to proceed to advertisement if federal funds are involved
Anticipated Items	Document reasoning for an anticipated item Reference: PD-07	Examples	Template	Typically the Project Leader with input from the project team and concurrence from the Project Manager	Project Leader or Project Manager (if after PS&E)	Manager of Office of Project Letting** & FHWA if FFO Direct letter to Colleen Hunter who will then coordinate approval
Letter of Public Interest Finding (excluding Salvaging Material)	Document reasoning for not following federal or state rules. Reference: A User's Guide to PS&E Delivery	Examples	Template	Typically the Project Leader with input from the project team.	Project Leader	Manager of Office of Project Letting** and FHWA if FFO Direct letter to Colleen Hunter who will then coordinate approval
Salvaging Materials Letter of Public Interest Finding	Document reasoning for Agency to keep salvageable material Reference: RD07-05(B)	Examples	Template Include: <ul style="list-style-type: none"> • Salvage Value • Cost of salvaging (hauling and stockpiling) • Where to be stockpiled • Use of the Material to be Salvaged 	Typically the Project Leader with input from the project team and concurrence from the District Manager for Salvage Materials	Project Leader	Per Salvage Policy: If salvage value is less than \$25,000, then approval by Region Roadway Engineering Manager. If salvage value is greater than \$25,000, then concurrence by Region Roadway Engineering Manager and approval by Office of Project Letting Manager. FHWA approves if full federal oversight.

** Delegated from State Roadway Engineer to the Manager of the Office of Project Letting.

- All of the above letters must be signed prior to PS&E submission for the PS&E package to be counted as on time.
- Electronic Distribution of the letters comes from the Office of Project Letting, and the original is archived in OPL
- Submit a copy of the letters with your PS&E package, regardless if the distribution came from OPL or not, so as to keep your project on schedule for processing