# 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<br><br>References:<br>PD-02<br><br>PS&E Delivery Manual | Examples | Template | Typically the Project Leader | Region Manager | Chief Engineer and Highway Division Administrator<br><br>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)<br><br>Send final letter requesting approval to the Chief Engineer who will then coordinate approval with the Highway Division Administrator |
| Anticipated Items | Document reasoning for an anticipated item<br><br>Reference:<br>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 before award ok, if after award, no) | Manager of Office of Project Letting** & FHWA if FFO<br><br>Direct letter to the ODOT Pre-Letting and Aundrea Guthrie will then coordinate approval |
| Letter of Public Interest Finding | Document reasoning for not following federal or state rules.<br><br>Reference:<br>PS&E Delivery Manual | Examples | Template | Typically the Project Leader with input from the project team. | Project Leader | Manager of Office of Project Letting** and FHWA if FFO<br><br>Direct letter to the ODOT Pre-Letting and Aundrea Guthrie will then coordinate approval |

** Delegated from Traffic 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.