

Preliminary Engineering Distribution List

Revised 02/01/2022

Distribute To <i>(Division Director has discretion for whom shall attend)</i>	Invite to Field Review	Invite to Public Meetings	PCE or DCE		Public Involvement Report	EA	FONSI	EIS		ROD
			Draft	Final				Draft	Final	
Primary Author or Technical Support Person	SOI	SOI	SOI	LG or 1	L	L	L	SOI	L	L
Deputy Director for Engineering	No	No		Signature	L	L	L	L	L	L
Deputy Director for Planning	No	No		L	L	L	L	L	L	L
Director – Office of Project Development	No	Strategic	L	L & 2	L & 2	L & 2	L & 2	L & 2	L & 2	L & 2
Director - Office of Operations	No	No	L	L	L	L	L	L	L	L
Bridge Division Engineer	B	B	B	B	B	B	B	B	B	B
Civil Rights Division – Title VI Program Administrator	No	Yes								
Communications Division - Director	No	Yes								
-Grp-DOT Construction Services Review	Yes	No	L	L	L	L	L	L	L	L
Design Division Engineer	Yes	Yes	L	L	L	L	L	L	L	L
Design - Program Manager for Roadway Design (Design Division and Bridge Division Projects Only)	Yes	Yes	L	L	L	L	L	L	L	L
Design - Program Manager for Technical Support (District and Consultant Projects Only)	Yes	Yes	L	L	L	L	L	L	L	L
Design - Traffic Section	Yes	Yes	L	L	L	L	L	L	L	L
Design - Technical Support Section (J)	Yes	Yes	L	L	L	L	L	L	L	L
District Engineer	Yes	Yes	L	L & 1	L & 1	L & 1	L & 1	L & 1	L & 1	L & 1
District - Assistant Engineer	Yes	Yes	L	L	L	L	L	L	L	L
ETS Division Engineer	No	No	L	L	L	L	L	L	L	L
ETS - Program Manager	Yes	Yes	L	L	L	L	L	L	L	L
ETS - Consultant Admin. Section (Consultant Projects Only)	Yes	Yes	L	L	L	L	L	L	L	L
ETS - Cultural Resources Section (Appropriate State-System Manager or Off-System Manager)	Yes	Yes	L	L		L		L		
ETS - Environmental Sections 1 & 2 (All People of the Sections)	Yes	Yes	L	L	L	L & 1	L	L & 1	L	L
ETS - Environmental Section - Appropriate Liaison Person	Yes	Yes	L	L	L	L	L	L	L	L
ETS - Right of Way Section	Yes	Yes	L	L	L	L	L	L	L	L
ETS - Permitting Engineer	No	No	P	P	P	P	P	P	P	P
IT Division - Information Systems Services - Engineering	ITS	ITS	ITS	ITS	ITS	ITS	ITS	ITS	ITS	ITS
Local Government Engineer & Assistant Engineer	U	U	U	U	U	U	U	U	U	U
Maintenance Division – Engineer, Program Manager, Signing Manager, and Operations Section Supervisor	Yes	Yes	L	L	L	L	L	L	L	L
Maintenance Division - ITS Engineer	ITS	ITS	ITS	ITS	ITS	ITS	ITS	ITS	ITS	ITS
-Grp-DOT Materials and Research Review	Yes	Yes	L	L	L	L	L	L	L	L
Planning/Asset Management - Asset/Data Management Assistant	No	No	L	L	L	L	L	L	L	L
Planning/Asset Management - Traffic Data Section	No	No	L	L	L	L	L	L	L	L
Planning/Asset Management - Planning/Rail Section	No	No	L	L	L	L	L	L	L	L
Programming Division Engineer	No	No	L	L	L	L	L	L	L	L
Programming - Assistant Engineer	No	No	L	L	L	L	L	L	L	L
Programming - Traffic Operations Section	Yes	Yes	L	L	L	L	L	L	L	L
Programming - Scoping Engineer	No	No	L	L	L	L	L	L	L	L
City and/or County	Yes	Yes	2	2	2	2	2	2	2	2
Tribal Council Chairman and/or BIA	Yes	Yes	T & 2	T & 2	T & 2	T & 2	T & 2	T & 2	T & 2	T & 2
FHWA	F	F	F & FTP	F & FTP	FTP	2	2	4+23 (A)	4+18 (A)	2
Requested by Public or Other Governmental Agencies	Yes	Yes	R*	R*	R	R	R & TA	R & TA	R & TA	R & TA
State Library (NDCC)						FTP	FTP	FTP	FTP	FTP
Records Center				O						
FileNet			E	E	E	E	E	E	E	E

SYMBOL LEGEND

A	The additional copies are for distribution to other federal agencies as discussed in Section VII.A.3 of the FHWA Technical Advisory T 6640.8A. The local FHWA office will make distribution after the appropriate numbers of copies are provided by the NDDOT.	E	Final electronic copy, draft documents to be removed by Author/Tech Support after final document is in FileNet.
B	Invite Program Manager, & Bridge & Hydraulics Leads & Designers for field reviews. Invite Bridge Engineer, Program Manager, and Hydraulics Lead to Public Meetings. All other columns, send FileNet Link only to Bridge Engineer, Program Manager, Design & Hydraulics Section Leads, & Bridge & Hydraulics Designers.	F	Only if in project stewardship and oversight plan (invite FHWA Ops. Eng. directly)
FTP	Only forward to your Division's Administrative Assistant for coordination with FHWA and State Library through the appropriate FTP website.	ITS	Send link for projects that involve ITS items only.
L	Send a FileNet Link only.	LG	If Local Government is the lead, send a FileNet Link only.
NDCC	Copy of the document provided in accordance with North Dakota Century Code 54-24-09.	O	Original signed and stamped document.
R	The environmental document author will inform the ETS Division Administrative Assistant when additional copies are needed.	SOI	Send out Invitations or draft document.
TA	See FHWA Technical Advisory T 6640.8A, Section IV, "Distribution of EAs and FONSI's." See FHWA Technical Advisory T 6640.8A, Section VII, "Distribution of EISs and Section 4(f) Evaluations."	U	Send link for Urban projects only (cities with populations greater than 5,000) and/or North Dakota Street Projects.
*	If project includes a Section 4(f) Evaluation, see FHWA Technical Advisory T6640.8A, Section VII, "Distribution of EISs and Section 4(f) Evaluations"	P	Send link if project involves permitting or wetland mitigation.
J	For Utility Coordination and ADA.	#	The number shown is the number of hard copies needed
T	Involve the Tribal Council Chairman if on Reservation Boundary and/or Include BIA if Tribal Trust and /or Allotment Fee lands are involved.		

ADDITIONAL NOTES - Please list the PCN, Project Number, PODI if applicable, and if it is a CORE project within the subject line of all above correspondence.