



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 13-09

SUBJECT: BDE Manual Revision – Chapter 19

DATE: October 25, 2013

Chapter 19 of the BDE Manual has been revised in response to the findings of Audit Report Number 13-05-1.68Q IC. Please see Chapter 19 of the BDE Manual on-line to view the revisions.

Background

The Office of Internal Audit performed an audit of the public involvement process within IDOT. The audit resulted in three material findings which required updates to the *BDE Manual*.

- Section 19-1.03 of the BDE Manual has been revised to require the decision to hold or not to hold a public hearing to be documented for projects that meet the criteria to hold a public hearing. Previously, there was only a requirement to document if a public hearing was not held when criteria called for it.
- Section 19-2.01(a) of the BDE Manual has been revised to require a memorandum to the project file confirming the decision whether or not a project will be developed using the principles of Context Sensitive Solutions (CSS) for projects that meet the CSS criteria. Previously, there was no requirement to document whether or not the principles of CSS were used.
- Section 19-5.05 of the BDE Manual was added to require a certification be submitted to the FHWA to confirm a public hearing was held. If the project met the criteria to hold a public hearing, but a public hearing was not held, the certification will state an opportunity of a public hearing was offered. Also the Manual addition requires a copy of the certification be placed in the project file.

Engineer of Design and Environment

A handwritten signature in black ink, appearing to be 'C. R.', written over a horizontal line.