

**Preliminary Engineering Distribution List**

Revised **09/25/2024**

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 Representative	SOI	SOI	SOI	LG	L	L	L	SOI	L	L
Deputy Director for Engineering	No	No	No	Signature	L	L	L	L	L	L
Deputy Director for Planning	No	No	No	L	L	L	L	L	L	L
Director – Office of Project Development	No	Strategic	Yes	L	L	L	L	L	L	L
Director - Office of Operations	No	No	Yes	L	L	L	L	L	L	L
Bridge - Division Engineer	B	B	YES	L	B	YES	YES	YES	YES	YES
Bridge - Assistant Engineer	B	B	YES	YES	B	YES	YES	YES	YES	YES
Bridge – PE & Hydraulics Lead	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Bridge – Design Lead	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Civil Rights Division – Title VI Program Administrator	No	Yes								
Communications Division - Director	No	Yes								
<b>-Grp-DOT Construction Services Review</b>	Yes	No	Yes	L	L	L	L	L	L	L
Design Division Engineer	Yes	Yes	Yes	L	L	L	L	L	L	L
Design – Assistant Engineer for Roadway Design 2, 3, DOTSC/SDC, & Traffic Safety (Choose Assistant Engineer as appropriate)	Yes	Yes	Yes	L	L	L	L	L	L	L
Design – Assistant Engineer for Roadway Design 1, 4, & Surveys (Choose Assistant Engineer as appropriate)	Yes	Yes	Yes	L	L	L	L	L	L	L
Design - Traffic Section Team Lead	Yes	Yes	Yes	L	L	L	L	L	L	L
Design - Team Lead	Yes	Yes	Yes	L	L	L	L	L	L	L
Design – Team Lead 4 (J)	Yes	Yes	Yes	L	L	L	L	L	L	L
Design – Design Lead or Tech Representative	Yes	Yes	Yes	L	L	L	L	L	L	L
District Engineer	Yes	Yes	Yes	L	L	L	L	L	L	L
District - Assistant Engineer	Yes	Yes	Yes	L	L	L	L	L	L	L
ETS - Division Director	No	No	Yes	L	L	L	L	L	L	L
ETS – Assistant Division Director	Yes	Yes	Yes	L	L	L	L	L	L	L
ETS - Consultant Admin. Section (Consultant Projects Only)	Yes	Yes	Yes	L	L	L	L	L	L	L
ETS - Cultural Resources Section – Assigned Liaison	Yes	Yes	Yes	L	L	L	L	L	L	L
ETS - Environmental Sections 1 & 2 (All People of the Sections)	Yes	Yes	Yes	L	L	L & 1	L	L & 1	L	L
ETS - Environmental Section - Assigned Liaison	Yes	Yes	Yes	L	L	L	L	L	L	L
ETS - Right of Way Section	Yes	Yes	Yes	L	L	L	L	L	L	L
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	Yes	L	L	L	L	L	L	L
Maintenance Division - ITS Engineer	Yes	ITS	ITS	ITS	ITS	ITS	ITS	ITS	ITS	ITS
<b>-Grp-DOT Materials and Research Review</b>	Yes	Yes	Yes	L	L	L	L	L	L	L
<b>-Grp-DOT Planning &amp; Asset Mgmt. Review</b>	No	No	Yes	L	L	L	L	L	L	L
Programming Division Engineer	No	No	Yes	L	L	L	L	L	L	L
Programming - Assistant Engineer	No	No		L	L	L	L	L	L	L
Programming - Traffic Operations Section	Yes	Yes	Yes	L	L	L	L	L	L	L
Programming - Scoping Engineer	No	No		L	L	L	L	L	L	L
City and/or County	Yes	Yes	Yes (If applicable)	MFT (If applicable)	MFT (If applicable)	MFT (If applicable)	MFT (If applicable)	MFT (If applicable)	MFT (If applicable)	MFT (If applicable)
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 & MFT	F & MFT	MFT	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)						MFT	MFT	MFT	MFT	MFT
Records Center				DS						
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.	
B	Invite only if a <b>BRIDGE/STRUCTURE</b> is located within the project boundaries (Existing or Proposed).	E
MFT	Only forward to your Division's Administrative Assistant for coordination with FHWA and State Library through the appropriate MFT website or to share with the City and/or County.	F
L	Send a FileNet Link only.	ITS
NDCC	Copy of the document provided in accordance with North Dakota Century Code 54-24-09.	LG
R	The environmental document author will inform the ETS Division Administrative Assistant when additional copies are needed.	DS
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."	SOI
*	If project includes a Section 4(f) Evaluation, see FHWA Technical Advisory T6640.8A, Section VII, "Distribution of EISs and Section 4(f) Evaluations."	U
J	For Utility Coordination and ADA.	#
T	Involve the Tribal Council Chairman if on Reservation Boundary and/or Include BIA if Tribal Trust and/or Allotment Fee lands are involved.	