

## **Roads and Risks Reserve (RRR) Fund Projects – Change Request Process**

The goal of the RRR funding is to construct projects in 2014, with final completion by December 31, 2015. Each project is eligible based on the route, location, work description, and estimate on the approved RRR project list provided to the Michigan Department of Transportation (MDOT) by the Michigan Legislature. It is the intent that the projects selected, as described on the December 18, 2013, approved list, will be delivered within the time frame provided. As with any major program, change is likely to occur; although it is expected to be minimal. Therefore, the following process has been developed to address any proposed changes, including to the route, location, work description and cost. If a change is proposed, it must follow the steps provided to be considered for approval.

1. The current project owner (all local agencies involve in the project) shall submit a letter to MDOT's Director, specifically describing the proposed change in project, project limits, scope, costs, work description and/or route. The letter shall be signed by a duly authorized representative of the local agency requesting the change. If the change involves more than one municipality, each affected agency must submit a letter.
2. Include letters of support for the change from the area(s)' State Representative and State Senator (both are required) with the change request. If the project crosses state legislative districts, a letter of support from the Senator and Representative of each district is required.
3. MDOT will review the proposed project change requests and respond back to the requesting local agency(s) with its determination.
4. If/when the change request is approved, the project list will be revised and the local agency can proceed with the project per the process outlined in the February 5, 2014, letter.

February 19, 2014