

FHWA Conference Call 4-30-2020

Quarterly Coordinator's Call.

Everyone put their name and organization in the chat pod.

Do request a note taker for the call. Christine Colley - NYSDOT

Tentative outline. But in lieu of everything going on - the agenda might change

Hope that everyone is safe and healthy - everyone is transitioning to our new normal.
Please mute your phones

Any byway updates for conferences - Heartland Byways was rescheduled. Any others?

(No one responded) If there are any upcoming events that you want folks to be aware of - byway events - feel free to let them know.

The National SB 2020 Nominations Process. Several have reached out and requested an extension or asked if there was a consideration for an extension. Unfortunately, at this time, the deadline is still May 15, 2020. Danielle will let you know if that changes.

Heard a lot of information regarding letters of support - official documentation and letter heads. More senior letters of support. Are accepting emails of support. Getting an official letter in letter head may be difficult. Save the email as a .pdf and include in the larger .pdf file of the letters of support. Hopefully, this will ease

The other application requirements - deadline is still May 15

Individual concerns. Please feel free to reach out to your division contact and include Danielle and Wesley Blount. See if we can clarify or provide technical assistance.

Another webinar for technical assistance

Will bring up the website if anyone has any question.

Cindy Bloom Cronin - NJ. How they add the yes for where they ask for the pictures - if you have a release - do they have to include the release or just answer yes and have it on hand

Danielle - just have it on hand. IF they are designated and we post something on the website we will follow up and ask for that information.

Derek Shuster - MA DOT - if we receive multiple byways in the state looking to submit an application can we allow all to apply or should we limit it to one byway?

Danielle - the more the merrier - no prioritization let everyone apply

Sue - My byways have been reluctant to hit the submit button so that we can look it over online. They continue to send us only printed copies or the template. If they send it to me we can edit it before the upload it to the site.

Danielle - They have an option to submit the application and as the state coordinator you have access to a button that says re-submit for editing. This is a button that you can use to submit the application back to them if you have re-writes or edits. Everyone is nervous now about the technology - they don't want to submit. Gerry Flood is administrating, and he is very helpful - if you encounter problems, contact him and he will get back w/in 24 hours

Sue - the state coordinator is on the FHWA website

Danielle - yes. Please go on the FHWA website and check the POC for your state. Right now - more than ever - it is extremely important that we have the right coordinator as the signatory. Double check that your contact info is correct

Sue - October 27-29, 2021 Leavenworth KS is the date and place of the re-scheduled heartland conference

Wisconsin DOT - confirmation about a submission once the signatory signs off DK if you have a confirmation that the application was received is that correct

Danielle - there should be a confirmation Sharon ? is she on the phone ask if she got a confirmation. I have access to all applications that have been submitted or in the process.

That is something for May 15th to check.

Danielle - will double check with Gerry to make sure and I will follow up.

Sheryl from ? - We have a byway that goes through multiple counties and towns and some jurisdictions that are independent of the county. Is there an expectation that all jurisdictions the byway runs through have adopted the plan?

Danielle - No, not necessarily - The application should demonstrate that there was buy in and coordination. Make sure that you are not submitting an application and the folks along the byway that will be impacted by the National/AAR designation have no idea that an application was submitted.

Danielle - For some of our newer folks. When we google the NSB the nomination site does not come up. This is where all the information for the nomination process is. This is the byways nomination form. Hopefully you all are familiar with this. Please feel free to register in advance or wait until we get a notification from a byway organization that they have entered information.

Volpe should have sent Division Offices with log in and password information. Our division office folks do not have a formal review in this program - that does not mean that you cannot look them over. You can send in comments to FHWA.

Helpful to look at any applications submitted in your state so that you could verify that you can get into the system.

Local FHWA Office does not have an approval action before the application goes to headquarters

Feb. 26 webinar recording and .pdf are available on the website. You can hear all the Q&A as well.

The nomination guide is all online. But you can share this with the applicants, and you should be familiar so you can share what the requirements are.

Cindy Bloom-Cronin from NJ - for an AAR - up to 16 features that meet the Intrinsic Qualities - doesn't specify if it should be 8 of one and 8 of the other. The request is for the features to be sequential - top to bottom or beginning to end - but not that we have 8 features for each Intrinsic Quality.

Danielle - It doesn't have to be 8 of 1st IQ and 8 of the 2nd IQ - you can do more of one than the other. As you are listing the features - please do them in sequential order. Start to the end of the byway.

Wisconsin - are you requiring that for each feature we should specifying which IQ it is.? It will be one of two

Danielle - yes, one of two or both. Be clear in the narrative about what that feature supports. There is a question on the application for you to detail how that feature supports the IQ. It should be apparent which of the IQs you are supporting.

Janet PennDOT - reference to the submission of all documents by the 15th. The maps are a problem b/c the company is closed due to COVID-19 - what if we are physically unable to get it the requested GIS files?

Danielle - to be fair to everyone - we have to get everything from everyone by May 15th.

Janet PennDOT - I am talking specifically about the GIS files

Danielle - The GIS files are not a hard requirement. We ask if you have the GIS files we want them submitted. Not a must. The purpose is to support our consultant to help display the route on our online map (if the application is accepted by FHWA). The real need is the .pdf map.

It is in the Section 3-3 If available please submit a GIS shape file. For you all it would not be available. The critical thing is the .pdf map.

Ashley FLORDIA - deadline May 15th at Midnight. Is that the date the State coordinator needs to confirm or that the org needs to submit?

Danielle - the date by which the state coordinator needs to approve the application. Some states are giving earlier dates

Ashley - Florida - box to check or a form to submit?

Danielle - it is a check box

Ashley Florida - Question on the confirmation page - Does the confirmation page go to the state coordinator or to the byways once they submit.

Danielle - in the webinar .pdf of the slides - slide 37 of the SB webinar. See the red box - system email. Each of these places is where the system will send you a confirmation email. - goes to the byway primary contact. The state coordinator also gets an email. Please go in and approve/disapprove or go in for editing.

Sue - Question on the flow chart. David La Roche is on the line. Seen that one of the byways was in the process of submitting. I haven't seen that. David are you on? Can you confirm? I did not get it he did.

David - I have seen twice that I was notified that an application has started.

Danielle - David won't get another email until the applicant actually submits. And the byway has to list them as a signatory to go in and endorse.

If you know that your byway has gone in and entered a byway application. And the state person hasn't been notified. Let Danielle know.

Jenn PA Division Office - clarify with the notification. Is there a notification sent to the division office once the application begins, ends etc.

Danielle - There are supposed to be division office emails at various stages. I have a flow chart made specifically for the division offices that I will send do you. We pre-populated the division office contact into the system. If you have not received a contact - may that we have the wrong FHWA Division Office contact in the system or there are no applications entered.

Sutapa from NJ FHWA Division Office. Confirm what you just said. I am getting emails that the nominations have started not sure if I got one that the application has completed.

Cindy from NJ DOT. I haven't gotten a confirmation that they have started. I know they have or just the division office.

Danielle - the FHWA Division Office only gets confirmation when started and the state gets the notification when the application is complete and they need to confirm/sign off on the application.

Unknown Person - Question regarding driving distance and signage related to the features - distances to each feature from major cities in the area. It is online - they don't have to go off the byway to get to it, so we aren't giving distances to major cities.

Danielle - Q 5-1 getting to the byway

Unknown Person - No talking about the feature itself. Each feature - when it says on the feature describe the feature and the driving distance to the features - if the feature is on the byway.

Danielle - no not in that section why I was referencing Section 5. Features section driving distance to the feature - if on the byway just say on the byway. Q 5 asked to provide the distance to the byway from airport and major city. Judgement call for you as a coordinator. Don't need to send it back.

Sheryl - the SB that wants to put in an application is like a spine with a whole lot of branches. So the question is how to describe the route in order - suggestions on how to describe. Go down the spine and go back to the middle.

Danielle - describe how you would describe to a traveler. Like planning a day trip. Don't want people to retrace their steps. Describe how to get to significant features.

For byways in circle - where is the start/end? Open to interpretation.
Describe that in a way that would make sense to a visitor

Sheryl - our byway goes through national wildlife refuge . Is that one of the federal agencies that need to be notified

Danielle - yes.

Sheryl - you also have to identify if you ride alongside federal lands.

Danielle - yes we just want to be sure that they received notification and they have buy in and that they are aware.

It depends on who manages and has jurisdiction of the road. If it is a state road - just coordinate with the other agencies. If it is their road - they need to submit an application for the byway.

Cindy Bloom-Cronin NJ- My Byways are asking what is the process once NJ has approved? - how does the FHWA review the application?

Danielle - when the portal closes - we have assembled the byways review team. Not-for-profit organizations, other fed agencies, tourism, economic development and other.

Get them introduced to SB and their role to review. They are giving us pointers to FHWA - application complete - red flags - IQs successfully described.

The FHWA Team will make a short list recommendation to Headquarters. Once we do that - will go through various levels of review above us to the secretary. Secretary makes the designation. In years past - ceremonies. Not received any information yet about how that will be done. Make the decisions by December 22 of this year. Shooting for fall to make those designations. But with everything going on - may be later.

Will notify the awardees later.

Holley MNDOT - what about state parks? Will they need a letter form our Dept of Natural Resources.

Danielle - Not a requirement for who submits a letter of support - up to the byway to determine which one the choose. They should provide something from DNR that acknowledges that they know about the application.

That coordination can happen in a number of ways. Not requiring a letter that says that we have coordinated, just want the applicant to detail that it has been done and they know this is happening and they received support.

Janet Penn DOT. Where state/federal land agency signatory is that for state dot and fhwa or

Danielle - Q 7-1 that is based on who is submitting the application for endorsement to Federal highways. If it is a byway on state-maintained road then it would be a state coordinator. Indian tribe - Indian tribe. In most cases will be the state coordinator listed as contact.

Janet - electronic signatures OK?

Danielle - everything will be electronic. No paper anything. Letters of support have been received in the mail. Still sending the hard copies to FHWA. Still want the letters of support to be included so that the package is complete

Leah from WISC - no hardcopies.

Danielle - no everything is REQUIRED to be electronic.

MN DOT - when we enter our electronic signature into the document - do we save it?

Danielle - after you review the application check box, - endorse, not endorse, send back for editing.

Danielle - feel free to reach out to FHWA division cords and Wesley and Danielle.

Good health.