

LPA Appeals Process

- Appeals Form may only be completed by the LPA (*preferably the RC*).
- Projects that have been programmed after May 20, 2009, publication of the LPA manual are not eligible to appeal.
- All information must be filled out completely.
- Supporting documentation must be provided with all appeals.
- Appeals question must be a brief description of what the issue is between the previous process and the current process.
- Form may only be submitted electronically or via CD with supporting documentation.
- Form must be submitted to NDOR's LPA Project Coordinator.
- Once submitted, LPD PC will file appeal according to the appeals file management system.
- LPD PC will then review, compare and recommend action toward the appeal to LPA Unit Head.
- LPD Section Head will review LPA PC recommendation and submit recommendation to LPD Division Head.
- LPD Division Head will determine if appeal is granted or if further processing to FHWA is needed.
- If appeal is GRANTED, LPD PC will notify LPA and file the approved appeal form in project file.
- If appeal is DENIED, LPD PC will notify LPA and file the denied appeal form in project file (*further action might need to be taken*).
- If additional processing is needed, FHWA will then review the supporting documentation and approve the action that must be taken.

Local Public Agency (LPA) Appeals Form – Federal-Aid Projects

LPA Information/ Project Information:

Date: _____

City/County Name: _____ RC Name: _____

Project No.: _____ Control No.: _____

Project Name: _____

Project Work Phase (PE, ROW, Const., CE) and Status within the Work phase (percent complete, etc.)

Deviation(s) from LPA Guidelines Manual (refer to specific chapters and sections, provide/attach all information pertinent to the situation):

Appeals Question:

Local Public Agency (LPA) Recommendation(s) and Rationale:

LPA RC Signature

Date

NDOR LPD Coordinator

Date

Recommendations:

NDOR LPD Section Head

Date

Recommendations:

NDOR LPD Division Engineer

Date

Recommendation/Approval:

FHWA Concurrence (if necessary)

Date