



Andy Beshear
Governor

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
Frankfort, Kentucky 40622
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Jim Gray
Secretary

MEMORANDUM

March 12, 2021

TO: DEA Environmental Project Managers and District Environmental Coordinators

FROM: Daniel R Peake, Director of Division of Environmental Analysis

SUBJECT: Addressing submittals to FHWA

The Federal Highway Administration recently requested the following procedures when submitting environmental documents to their office.

1. When resubmitting environmental documents back to FHWA: Please submit the original corrections/edits/comments that the FHWA Environmental Liaison (Eric Rothermel) requested along with the replies/corrections that have been made to environmental documents so that edits may be viewed.
2. Please change your cover letter templates to **address:**
 - a. **CE3s and below address to Eric Rothermel,**
 - b. **EAs go to John Ballantyne,**
 - c. **EIS's go to Todd Jeter.**

This is a new process requested by Todd Jeter, District Administrator (DA). Previously, all letters were addressed to the DA.

3. In cover letters to the FHWA office, and when sending Environmental Documents to him for the first time please specify that this is the **draft review**. The second one, if there is a second review, specify that this is the **final for review and approval**.



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