



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

## BDE PROCEDURE MEMORANDUM

NUMBER: 14-03

SUBJECT: BDE Manual Revision – Chapter 19

DATE: May 2, 2014

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Chapter 19 of the BDE Manual has been revised in response to the findings of Audit Report Number 13-05-1.68Q IC and the Final Report for the Archeological Program Process Review. Please see Chapter 19 of the BDE Manual on-line to view the revisions.

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### Background

The Office of Internal Audit performed an audit of the public involvement process within IDOT. The audit resulted in three material findings and one immaterial finding which required updates to the BDE Manual. The three material findings were previously resolved by PM 13-09. The immaterial finding, which required documentation of notice to the public of an upcoming public hearing, is resolved by the revision to the BDE Manual listed below.

- Section 19-3.01(b) have been revised to require the Districts retain a copy of all reasonable notice documentation of upcoming public hearings within the project file.

The following changes have been made as a result of a process review conducted by the FHWA and IDOT on the archeological program.

- Sections 19-2 and 19-3 have been revised to ensure the appropriate consulting parties are given the opportunity to be involved in the Section 106 process as determined by the scope and complexity of the project. Revisions also ensured that printed and electronic public notices/information include an identification that the events also provide an opportunity for the public to provide comments on project impacts to historic properties as part of Section 106 consultation for the National Historic Preservation Act.

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In addition to the changes above, the following changes were made to further update Chapter 19.

- The Office of Public Affairs' is now the Office of Communications. Changes were made throughout Chapter 19 to address this. Other changes were made to update the technology used for public involvement activities.



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