INFORMATION REQUIRED FOR EVALUATION OF NEW OR REVISED ACCESS TO INTERSTATE HIGHWAYS

The Region, the Bureau of Project Development, and FHWA should discuss the development/format of the Interstate Access Justification Report (IAJR) for single new or modified Interchange versus highway projects containing multiple interchange modifications and/or additions of new interchanges. For projects with multiple interchanges either submit separate IAJRs for each individual interchange or, combine the IAJRs for each individual interchange into one document as separate complete sections.

Suggested Outline for an Interstate Access Justification Report:

SUMMARY

A clear and concise summary statement should be provided at the beginning of the report explaining how each of required policy points have been satisfied, along with how the collective assessment of each policy requirement provides the basis for the recommended change in access. It is recommended that a summary of the analysis that was performed, the methods and tools utilized, the assumptions, and the conclusions be included. Information also will include a description of the process followed to analyze different access changes and other transportation improvement alternatives considered and selected as the proposed recommendation (such as Interstate System facility, ramps, ramp terminal, crossroad, or local street network).

INTRODUCTION

An introduction to the project should be provided that summarizes the following:

- Background - This section should identify any supporting information from previous studies or data acquired to introduce the project and support the project purpose.
- Purpose - The project's purpose and objectives should be identified.
- Project Location - Include aerial photography of the project area and area of influence, a map displaying the subject interchange location, and a brief description of the preliminary area of influence. Maps should be to scale or be schematic drawings showing distances between interchanges, intersections, and other key features. The subject interchange location should be identified by milepost, relationship to adjacent interchanges, and system linkages. Factors used to define the area of influence should be discussed, including interchange spacing, signal locations, anticipated traffic impacts, anticipated land use changes, or proposed transportation improvements.

METHODOLOGY

This section should summarize the methodology used to develop the Interchange Access Request. The discussion should provide sufficient detail for the reader to understand the processes used.

EXISTING CONDITIONS

This section should identify the conditions that existed in the project's base year. Text, figures, and tables should be used as appropriate to describe the existing land use, transportation system, demand, performance, and environmental conditions considering the following:

- Demographics - This section should identify significant population and employment statistics within the project area of influence. Summary for traffic analysis zones for the base year from the selected travel demand forecasting model should be included.
- Existing Land Use - Existing land use within the project area should be summarized by general land use classifications (residential, commercial, industrial, institutional, recreational, etc.). Major developments within the study area should be identified.
- Existing Roadway Network - Facilities within the project area of influence should be identified by functional classification, laneage, and access control (e.g., limited or controlled-access). In addition to a discussion, a figure should be provided illustrating each facility within the study area.
- Alternative Travel Modes - Existing single occupant vehicle (SOV) alternatives related to the project should be identified in this section. These modes may include special use/HOV, park and ride, bus transit, fixed-guide way mass transit, airports, ports, and forms of non-motorized transportation facilities. A figure should be provided illustrating the location of these modes.
- Interchanges - This section should describe the existing configuration, geometry and other design features of existing interchanges in the area of influence, including identifying any elements that do not meet current design standards. This section should also identify any approved but not yet constructed interchanges, and define their geometry and status. Also, any other Interchanges being developed in the area of influence should be identified.
- Existing Data - This section will discuss existing data source(s) and quality of the data.
- Operational Performance - This section will summarize the results of the operational analysis including the methodology, assumptions, and conclusions. A comparison of the no-build and build conditions

should be provided along the Interstate facility and the local roadway network to support the need for the project. Tables and figures should be employed to summarize operational performance.

- Existing Safety Conditions - This section will summarize an analysis of the safety performance of the existing conditions including existing crash data supporting the need for the project. Any strategies used to mitigate safety concerns should be discussed. A comparison of the no-build and build conditions should be provided along the Interstate facility and the local roadway network to support the need for the project. Tables and figures should be employed to summarize operational performance.
- Existing Environmental Constraints - This section should identify any potential environmental fatal flaws or areas of concern that will be addressed during this effort or in subsequent project phases. This analysis is not intended to provide extensive examination of environmental and community impact issues that will be accomplished in the NEPA process.

NEED

Establish the need for improvement using factors such as existing conditions and the conditions anticipated to occur in the analysis years under the No-Build Alternative, or other factors such as the need for system linkage.

ALTERNATIVES

This section will discuss the alternatives considered. Provide a brief narrative regarding location and design elements for each alternative. At a minimum, consider the following alternatives:

- No-Build Alternative
- Improvements to Alternate Interchanges
- Transportation System Management Alternative
- Alternatives Providing a Change in Access

Identify each of these alternatives in independent sections. Discuss the proposed modifications and engineering factors including; structures, landscaping, schedule, cost, and traffic control devices for each alternative considered.

FUTURE YEAR TRAFFIC

Document the development of the future-year design traffic for each alternative. Include network and project validation, future travel demand projections, and the design traffic projections.

ALTERNATIVES ANALYSIS

Discuss the analysis of alternatives based on engineering policies and standards, traffic operations, and environmental impacts using the evaluation criteria agreed to in the coordination meetings with FHWA. These alternatives may be evaluated in economic cost and benefits terms and a financial analysis will be performed.

This analysis would normally consider, at a minimum, the following:

- Conformance with Transportation Plans - This section will discuss the proposal's relationship to Interstate Corridor Studies or similar investment studies. This section should identify the attainment status of the area for the National Ambient Air Quality Standards (NAAQS) established in the Clean Air Act Amendments. If the project is located in a nonattainment or maintenance area for ozone, the relationship of the proposed improvements to the conforming TIP, State Implementation Plan (SIP) and MPO Long-Range Transportation Plan should be discussed.
- Compliance with Policies and Engineering Standards - This section will document each alternative's consistency with State and FHWA policies and engineering standards, and the need for any design exceptions based on the preliminary engineering concepts.
- Environmental Impacts - Present a potential environmental impact summary considering all NEPA elements from a fatal flaw perspective for each alternative.
- Safety - Discuss the effects on safety (increase or decrease in the type, number, and severity of crashes) of the proposed project. This section should also discuss the project's effects on public safety issues such as emergency services and evacuations.
- Operational Performance - The documentation of the operational analysis should provide sufficient information for an independent review of the conditions, and not require the use of the selected traffic analysis tool software.
- Evaluation Matrix - This section will present an analysis of the alternatives using various criteria to assess the impacts and potential consequences for the proposed change in access.
- Coordination - This section will also summarize stakeholder involvement or any public involvement that occurred during the project.

FUNDING PLAN

This plan will identify the specific funding programs or private sources needed to support all of the improvements proposed. Discuss project revenue requirements if the project is a toll project.

RECOMMENDATIONS

Discuss the preferred alternative selection and any recommendations for further action, such as programming the NEPA or design phases.

APPENDICES

Use appendices for other supporting documents such as traffic operational analysis documentation. Lane configuration schematic and figures illustrating the existing geometry overlaid with proposed geometry are recommended. These figures should clearly show dimensions for the acceleration and deceleration lane spacing, lane transition taper lengths, auxiliary lanes, and interchange spacing (measured from the centerline of grade-separation structures).

Provide the following information to support a request for the approval of new or revised points of access on completed sections of the Interstate System.

1. Purpose.
2. Relationship to existing interchanges and/or local roads and streets in the project corridor. Explain why the existing facilities cannot be modified to sufficiently address the design-year traffic demands. *(Criteria #1)* Points to consider include; distance to and size of communities directly served, configuration of existing and proposed interchanges, distance to adjacent interchanges, interstate main line and crossroad traffic volumes including turning movements for current, implementation and design years; and the number of mainline and crossroad lanes, including auxiliary lanes or collector-distributor roads.
3. Discussion of why all reasonable alternatives for geometric design options and transportation system management-type improvements cannot meet the need without the proposed access change. *(Criteria #2)*
4. Assessment of impacts of the proposed access change on the safety and operation of the Interstate facility and the local road network. The request must also include a conceptual signing plan. *(Criteria #3).*
5. Documentation that the proposed access point only connects to a public road, meets or exceeds current design standards, and will provide for all movements. *(Criteria #4)*
6. Demonstration that the proposal considers and is consistent with local and regional land use and transportation plans. *(Criteria #5)*
7. In corridors where the potential exists, a comprehensive network study indicating potential future interchange locations. *(Criteria #6)*
8. The request for a new or revised access point generated by a new, expanded, or substantial change in current or planned development demonstrates appropriate coordination between the development and related or otherwise required transportation system improvements. *(Criteria #7)*
9. Any other information that explains and/or supports the proposal (e.g., cost-effectiveness analysis, source of funding, implementation schedule, preliminary plans or sketches depending on complexity, etc.).
10. Information about the planning and environmental process that has been followed to date. *(Criteria #8)*

Prompt-List for Reviewing Interstate Access Requests

Adequately Addressed?		FHWA Interstate Access Policy Points
Yes	No	
		Policy Point 1: The need being addressed by the request cannot be adequately satisfied by existing interchanges to the Interstate, and/or local roads and streets in the corridor can neither provide the desired access, nor can they be reasonably improved (such as access control along surface streets, improving traffic control, modifying ramp terminals and intersections, adding turn bays or lengthening storage) to satisfactorily accommodate the design-year traffic demands (23 CFR 625.2(a)).
		Policy Point 2: The need being addressed by the request cannot be adequately satisfied by reasonable transportation system management (such as ramp metering, mass transit, and HOV facilities), geometric design, and alternative improvements to the Interstate without the proposed change(s) in access (23 CFR 625.2(a)).
		Policy Point 3: An operational and safety analysis has concluded that the proposed change in access does not have a significant adverse impact on the safety and operation of the Interstate facility (which includes mainline lanes, existing, new, or modified ramps, ramp intersections with crossroad) or on the local street network based on both the current and the planned future traffic projections. The analysis shall, particularly in urbanized areas, include at least the first adjacent existing or proposed interchange on either side of the proposed change in access (23 CFR 625.2(a), 655.603(d) and 771.111(f)). The crossroads and the local street network, to at least the first major intersection on either side of the proposed change in access, shall be included in this analysis to the extent necessary to fully evaluate the safety and operational impacts that the proposed change in access and other transportation improvements may have on the local street network (23 CFR 625.2(a) and 655.603(d)). Requests for a proposed change in access must include a description and assessment of the impacts and ability of the proposed changes to safely and efficiently collect, distribute and accommodate traffic on the Interstate facility, ramps, intersection of ramps with crossroad, and local street network (23 CFR 625.2(a) and 655.603(d)). Each request must also include a conceptual plan of the type and location of the signs proposed to support each design alternative (23 U.S.C. 109(d) and 23 CFR 655.603(d)).
		Policy Point 4: The proposed access connects to a public road only and will provide for all traffic movements. Less than ``full interchanges" may be considered on a case-by-case basis for applications requiring special access for managed lanes (e.g., transit, HOVs, HOT lanes) or park and ride lots. The proposed access will be designed to meet or exceed current standards (23 CFR 625.2(a), 625.4(a)(2), and 655.603(d)).
		Policy Point 5: The proposal considers and is consistent with local and regional land use and transportation plans. Prior to receiving final approval, all requests for new or revised access must be included in an adopted Metropolitan Transportation Plan, in the adopted Statewide or Metropolitan Transportation Improvement Program (STIP or TIP), and the Congestion Management Process within transportation management areas, as appropriate, and as specified in 23 CFR part 450, and the transportation conformity requirements of 40 CFR parts 51 and 93.
		Policy Point 6: In corridors where the potential exists for future multiple interchange additions, a comprehensive corridor or network study must accompany all requests for new or revised access with recommendations that address all of the proposed and desired access changes within the context of a longer-range system or network plan (23 U.S.C. 109(d), 23 CFR 625.2(a), 655.603(d), and 771.111).
		Policy Point 7: When a new or revised access point is due to a new, expanded, or substantial change in current or planned future development or land use, requests must demonstrate appropriate coordination has occurred between the development and any proposed transportation system improvements (23 CFR 625.2(a) and 655.603(d)). The request must describe the commitments agreed upon to assure adequate collection and dispersion of the traffic resulting from the development with the adjoining local street network and Interstate access point (23 CFR 625.2(a) and 655.603(d)).
		Policy Point 8: The proposal can be expected to be included as an alternative in the required environmental evaluation, review and processing. The proposal should include supporting information and current status of the environmental processing (23 CFR 771.111).

Last Update: 2/9/2010 FHWA Interstate Access Policy Page 1 of 8

Prompt-List for Reviewing Interstate Access Requests

Policy Point 1: "The need being addressed by the request cannot be adequately satisfied by existing interchanges to the Interstate, and/or local roads and streets in the corridor can neither provide the desired access, nor can they be reasonably improved (such as access control along surface streets, improving traffic control, modifying ramp terminals and intersections, adding turn bays or lengthening storage) to satisfactorily accommodate the design-year traffic demands (23 CFR 625.2(a))."

Addressed Adequately?			Question	Reference Location
Yes	No	N/A		
			Does the access request clearly describe the need and purpose of the proposal and identify project goals and objectives that are specific and measurable?	
			Is the proposal in the best interest of the travelling public, or does it merely serve a narrow interest?	
			Is the proposal serving a regional transportation need, or is it merely compensating for deficiencies in the local network of arterials and collectors?	
			In lieu of granting new access, is there any reasonable alternative consisting of improvements to the existing roadway(s) or adjacent access points that could serve the need and purpose?	
			Has the evaluation of existing interchanges and the local road network taken into account all proposed improvements currently identified in the State and/or Regional Long Range Plan?	
			Will the proposed change in access result in needed upgrades or improvements to the cross road for a significant distance away from the interchange?	

Policy Point 2: "The need being addressed by the request cannot be adequately satisfied by reasonable transportation system management (such as ramp metering, mass transit, and HOV facilities), geometric design, and alternative improvements to the Interstate without the proposed change(s) in access (23 CFR 625.2(a))."

Addressed Adequately?			Question	Reference Location
Yes	No	N/A		
			Was FHWA actively involved in preliminary studies and decisions? If not, then more detailed information may be required in support of proposed action.	
			Did the study area cover sufficient area to allow for an evaluation of all reasonable alternatives?	
			Was a No-Build Alternative evaluated?	
			Considering the context of the proposal, is this the best location for the proposed new interchange?	
			Were different interchange configurations (Tight diamond, SPDI, Parclo) considered?	AASHTO Greenbook Chapter 10
			Were pedestrians and bicyclists considered in the alternative evaluation?	
			Was there an evaluation of different intersection configurations (stop control, signal, roundabout, free right turns, etc.)	

Last Update: 2/9/2010 Page 2 of 8

			Have Transportation Systems Management (i.e. HOV, ITS, Ramp Metering, Transit etc.) options been evaluated as an alternative to a new or modification to an existing interchange?	
			Did the report discuss how TSM alternatives were evaluated and eliminated from consideration?	
			Does the proposal consider any future planned TSM strategies and is the design consistent with the ability to implement the future TSM strategies?	

Policy Point 3: "An operational and safety analysis has concluded that the proposed change in access does not have a significant adverse impact on the safety and operation of the Interstate facility (which includes mainline lanes, existing, new, or modified ramps, ramp intersections with crossroad) or on the local street network based on both the current and the planned future traffic projections. The analysis shall, particularly in urbanized areas, include at least the first adjacent existing or proposed interchange on either side of the proposed change in access (23 CFR 625.2(a), 655.603(d) and 771.111(f)). The crossroads and the local street network, to at least the first major intersection on either side of the proposed change in access, shall be included in this analysis to the extent necessary to fully evaluate the safety and operational impacts that the proposed change in access and other transportation improvements may have on the local street network (23 CFR 625.2(a) and 655.603(d)). Requests for a proposed change in access must include a description and assessment of the impacts and ability of the proposed changes to safely and efficiently collect, distribute and accommodate traffic on the Interstate facility, ramps, intersection of ramps with crossroad, and local street network (23 CFR 625.2(a) and 655.603(d)). Each request must also include a conceptual plan of the type and location of the signs proposed to support each design alternative (23 U.S.C. 109(d) and 23 CFR 655.603(d))."

Addressed Adequately?			Question	Reference Location
Yes	No	N/A		
			Does the report demonstrate that a proper traffic operational analysis was conducted? The analysis should include the applicable basic freeway segments, freeway weaving segments, freeway ramp segments, ramp junctions and crossroad intersections related to the proposed access point and at least the two adjacent interchanges.	
			Does the report include a **safety** analysis of the mainline, ramps and intersections of the proposed access point and the nearest adjacent interchange (provided they are near enough that it is reasonable to assume there may be impacts)?	
			Has the design traffic volume been validated?	
			Has a conceptual signing plan been provided?	
			Is guidance signing (i.e., way-finding or trail blazing signs) clear and simple?	MUTCD Chapter 2E: Guide Signs – Freeways and Expressways
			Do the results of the operational analysis result in a significant adverse impact to existing or future conditions?	
			Will the proposed change in access result in needed upgrades or improvements to the cross road for a significant distance away from the interchange? If so, have impacts to the local network been disclosed and fully evaluated?"	

			Are the cross roads or adjacent surface level roads and intersections affected by the proposed access point analyzed to the extent (length) where impacts caused or affecting the new proposed access point are disclosed to the appropriate managing jurisdiction?	
			Are pedestrian and/or bicycle facilities included (as appropriate) and do these facilities provide for reasonable accommodation?	
			Does the proposed access secure sufficient Limits of Access adjacent to the Interchange ramps?	AASHTO's "A Policy on Design Standards Interstate System, 2005" Pg. 2; NCHRP Synthesis 332
			Does the proximity of the nearest crossroad intersections to the ramps contribute to safety or operational problems? Can they be mitigated??	
			In addition to HCS, what analysis tools were employed and were they appropriate?	
			Has the proposal distinguished between nominal safety (i.e. adherence to design policies and standards) and substantive safety (actual and expected safety performance)?	
			Will any individual elements within the recommended alternative be degraded operationally as a result of this action? If yes, are reasons provided to accept them?	
			In evaluating whether the proposal has a "significant adverse impact" on safety, has the State Strategic Highway Safety Plan been used as a benchmark?	
			Are the proposed interchange design configurations able to satisfactorily accommodate the design year traffic volumes?	
			If the project is to be built in stages, has the traffic operational and safety analyses considered the interim stages of the proposal?	

Policy Point 4: "The proposed access connects to a public road only and will provide for all traffic movements. Less than "full interchanges" may be considered on a case-by-case basis for applications requiring special access for managed lanes (e.g., transit, HOVs, HOT lanes) or park and ride lots. The proposed access will be designed to meet or exceed current standards (23 CFR 625.2(a), 625.4(a)(2), and 655.603(d))."

Addressed Adequately?			Question	Reference Location
Yes	No	N/A		
			Does the proposed access connect to a public road?	
			Are all traffic movements for full interchange access provided?	
			If a partial interchange is proposed, is there sufficient justification for providing only a partial interchange?	AASHTO Greenbook 2004 Pg. 821-823
			If a partial interchange is proposed; was a full interchange evaluated as an alternative and is there sufficient justification to eliminate or discard it?	
			Is sufficient ROW available (or being acquired) to provide a full interchange at a future date (staged construction)?	

Prompt-List for Reviewing Interstate Access Requests

			Are you comfortable with how the missing movements will be accommodated on the surface streets and adjacent interchanges?	
			If not, is the proposed access for special purposes such as transit vehicles, HOV's, and/or a park and ride lot?	
			Does FHWA support the selection of design controls/criteria and desired operational goals?	
			Does the proposed access meet or exceed current design standards for the Interstate System?	AASHTO's Greenbook and A Policy on Design Standards Interstate System, 2005
			If not, have anticipated design exceptions been identified and reviewed (at least conceptually)?	
			If expected design exceptions could have significant operational impacts on the Interstate and/or Crossroad system, are mitigation measures described?	
			If expected design exceptions could have significant safety impacts on the Interstate and/or Crossroad system, are mitigation measures described?	
			Will the length of access control along the crossroad provide for acceptable operations and safety? (100-300' is a minimum. Additional access control is strongly encouraged when needed for safety and operational enhancement)	AASHTO "A Policy on Design Standards Interstate System" 2005
			Does FHWA support selection of opening and design years?	
			Have all design criteria (including but not limited to the following) been adequately addressed?	
			a. Sight distance at ramp terminals (Don't overlook signal heads obscured by structures.)	AASHTO Greenbook 2004 Pg. 841
			b. Sufficient storage on ramp to prevent queues from spilling on to the Interstate (based on current and/or future projected traffic demand)	
			c. Vertical clearance	AASHTO "A Policy on Design Standards Interstate System" 2005
			d. Pedestrian access through the interchange	AASHTO Greenbook 2004 Pg. 864
			e. Length of accel/decel lanes	AASHTO Greenbook 2004 Pg. 823, 847
			f. Length of tapers	AASHTO Greenbook 2004 Pg. 849
			g. Spacing between ramps	Greenbook pg 843 & Ex. 10-68 and operational analysis
			h. Lane continuity	AASHTO Greenbook 2004 Pg. 810
			i. Lane balance	AASHTO Greenbook 2004 Pg. 810
			j. Uniformity in interchange design and operational patterns (i.e. right-side ramps, exit design consistent w/adjacent interchanges)	AASHTO Greenbook 2004 Pg. 807
			Has each movement of the proposal been "tested" for ease of operation?	AASHTO Greenbook 2004 Pg. 863

Last Update: 2/9/2010

Page 5 of 8

Prompt-List for Reviewing Interstate Access Requests

Policy Point 5: "The proposal considers and is consistent with local and regional land use and transportation plans. Prior to receiving final approval, all requests for new or revised access must be included in an adopted Metropolitan Transportation Plan, in the adopted Statewide or Metropolitan Transportation Improvement Program (STIP or TIP), and the Congestion Management Process within transportation management areas, as appropriate, and as specified in 23 CFR part 450, and the transportation conformity requirements of 40 CFR parts 51 and 93."

Addressed Adequately?			Question	Reference Location
Yes	No	N/A		
			Does the IJR discuss or include (as appropriate) other project(s), studies or planned actions that may have an effect on the report analysis results?	
			Does the project conform to the local planning, MPO or other related plans?	
			Is the access request located within a *Transportation Management Areas*? (TMA's *are metropolitan areas of 200,000 or more in population)*	http://hepgis.fhwa.dot.gov/hepgis_v2/UrbanBoundaries/Map.aspx
			Is the access request located within a non-attainment area for air quality? *(requests for access in a non-attainment or maintenance areas for air quality must be a part of a conforming transportation plan)*	
			Is the project included in the TIP/STIP and LRTP?	
			Is the access point covered as a part of an Interstate corridor study or plan? *(especially important for areas where the potential exists for construction of future adjacent interchanges)*	
			If the project is to be built in stages, are follow-on stages included in the STIP? *(may demonstrate a commitment on the part of the requestor)*	
			If the project is to be built in stages, are the funding commitments consistent with state and local government transportation plans?	

Policy Point 6: "In corridors where the potential exists for future multiple interchange additions, a comprehensive corridor or network study must accompany all requests for new or revised access with recommendations that address all of the proposed and desired access changes within the context of a longer-range system or network plan (23 U.S.C. 109(d), 23 CFR 625.2(a), 655.603(d), and 771.111)."

Addressed Adequately?			Question	Reference Location
Yes	No	N/A		
			Is it possible that new interchange(s) not addressed in the IJR could be added within an area of influence to the proposed access point? (If so, could the proposal preclude or otherwise be affected by any future access points?)	
			Does the IJR report include the traffic volumes generated by any future additional interchanges within a vicinity of influence that are proposed?	
			Does the IJR report fail to include any other proposed interstate access points within a vicinity of influence that are being proposed or are in the current long range construction program?	

Last Update: 2/9/2010 Page 6 of 8

Prompt-List for Reviewing Interstate Access Requests

Policy Point 7: "When a new or revised access point is due to a new, expanded, or substantial change in current or planned future development or land use, requests must demonstrate appropriate coordination has occurred between the development and any proposed transportation system improvements (23 CFR 625.2(a) and 655.603(d)). The request must describe the commitments agreed upon to assure adequate collection and dispersion of the traffic resulting from the development with the adjoining local street network and Interstate access point (23 CFR 625.2(a) and 655.603(d))."

Addressed Adequately?			Question	Reference Location
Yes	No	N/A		
			Does the access request adequately demonstrate that an appropriate effort of coordination has been made with appropriate proposed developments?	
			Are the proposed improvements compatible with the existing street network or are other improvements needed?	
			Are there any pre-condition contingencies required in regards to the timing of other improvements?	
			If pre-condition contingencies are required, are pertinent parties in agreement with these contingencies and is this documented?	
			If the proposed improvements are founded on the need for providing access to new development, are appropriate commitments in place to ensure that the development will likely occur as planned?	
			If project is privately funded, are appropriate measures in place to ensure improvements will be completed if the developer is unable to meet financial obligations?	
			If the purpose and need to accommodate new development/traffic demands that aren't fully known, is a worst case scenario used for future traffic?	
			Does the project require financial or infrastructure commitments from other agencies, organizations or private entities?	

Policy Point 8: "The proposal can be expected to be included as an alternative in the required environmental evaluation, review and processing. The proposal should include supporting information and current status of the environmental processing (23 CFR 771.111)."

Addressed Adequately?			Question	Reference Location
Yes	No	N/A		
			Are there any known social or environmental issues that could affect the proposal?	
			Is the project consistent with the current TIP/STIP and LRTP and/or proposed amendments to the plan?	
			Although NEPA is a separate action, is an environmental overview for the proposed improvements included?	
			Is it appropriate to emphasize to the project stakeholders that the access approval will be handled as a two-step process? (i.e. Step 1: Engineering and Operational Acceptability and Step 2: Environmental Approvals)	

Last Update: 2/9/2010 Page 7 of 8

Prompt-List for Reviewing Interstate Access Requests

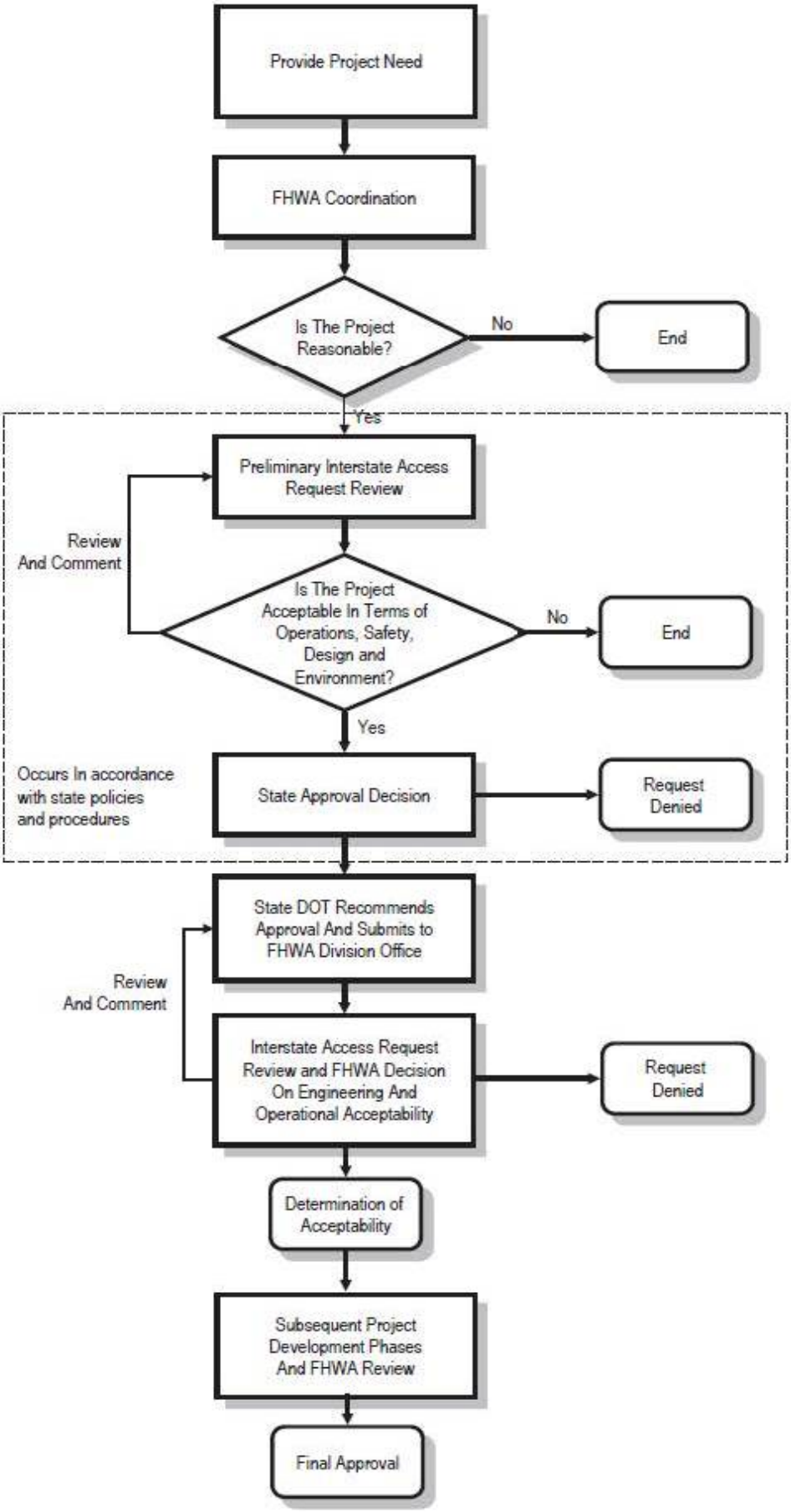
Delegation of Authority for Access Approval

Type of Access Change	Retained by Headquarters	Delegated to Division Office	N/A
New Freeway-to-Freeway Interchange	X		
Major Modification of Freeway-to-Freeway Interchange	X		
New Partial Interchange	X		
New Ramp(s) to/from Continuous Frontage Road	X		
New Freeway-to-Crossroad Interchange Within TMA*	X		
New Freeway-to-Crossroad Interchange Outside TMA*		X	
Major Modification of Existing Freeway-to-Crossroad Interchange		X	
Adding New Ramp(s) to an Existing Interchange		X	
Removing Ramp(s) from an Existing Interchange		X	
Changing the Interchange Configuration		X	
Completion of Basic Movements At Partial Interchange		X	
Locked Gate Access		X	
Abandonment of Ramps or Interchanges		X	
Adding Turn Lane or Through Lane on Cross Road at Ramp Termini			X**
Widening of Existing Ramp to Add Lane(s)			X**
Relocate Ramp Termini Along Cross Road			X**
Relocating Existing Entrance/Exit Gore Point Along Freeway Mainline			X**
Adding an Auxilliary Lane Between Two Adjacent Interchange Ramps			X**
Signal or Channelization Improvements of Ramp Terminal Intersection with Cross Road			X**

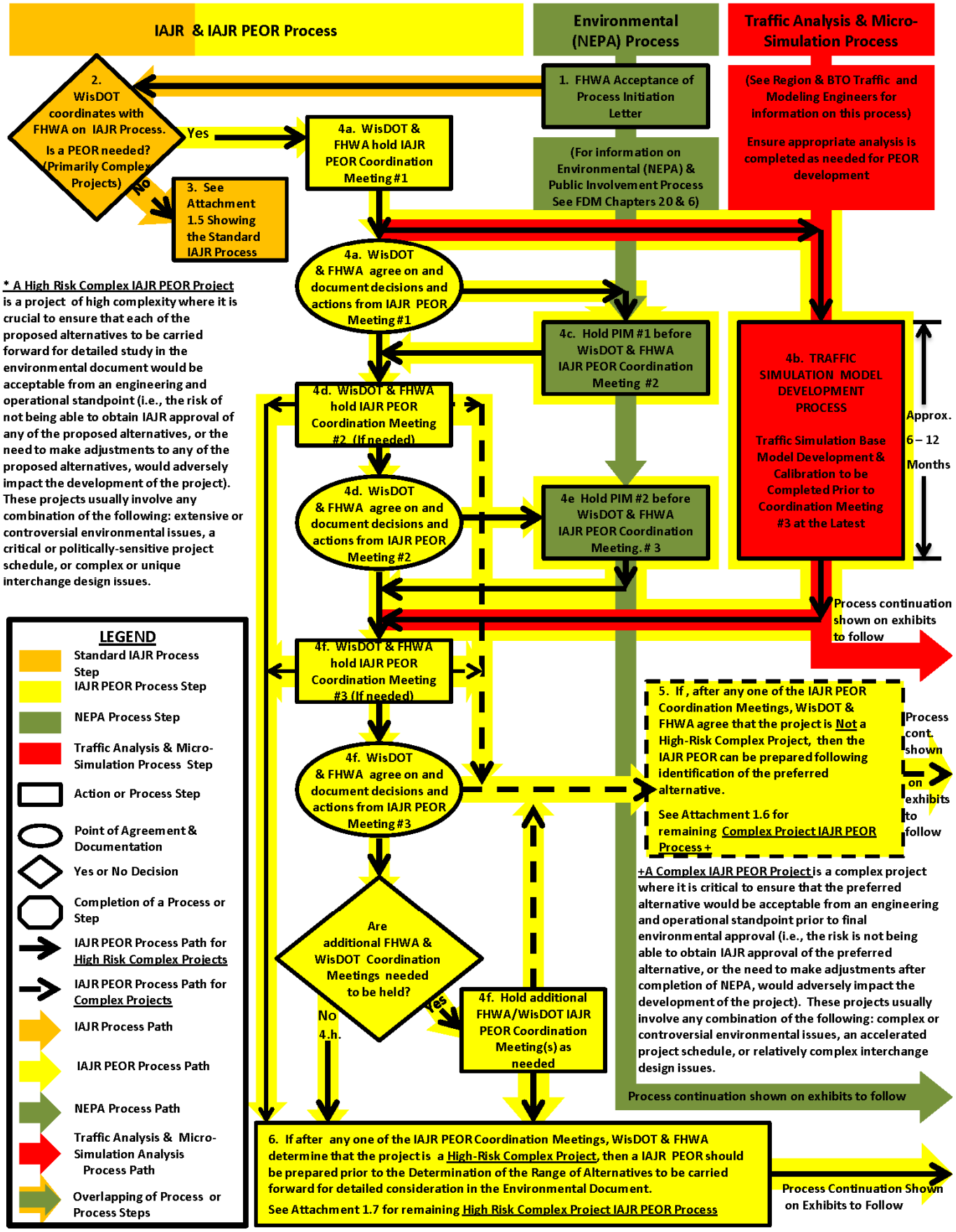
* Transportation Management Area as defined in 23 USC 134(i) and only includes urbanized portion as defined by Bureau of Census.
** Local DOT/FHWA Policy or Agreement may require official approval for these actions.

Last Update: 2/9/2010 Page 8 of 8

Flowchart for Typical Interstate System Access Change Request and Approval Process



INTERSTATE ACCESS JUSTIFICATION REPORT PROCESS –Beginning Steps



* A High Risk Complex IAJR PEOR Project is a project of high complexity where it is crucial to ensure that each of the proposed alternatives to be carried forward for detailed study in the environmental document would be acceptable from an engineering and operational standpoint (i.e., the risk of not being able to obtain IAJR approval of any of the proposed alternatives, or the need to make adjustments to any of the proposed alternatives, would adversely impact the development of the project). These projects usually involve any combination of the following: extensive or controversial environmental issues, a critical or politically-sensitive project schedule, or complex or unique interchange design issues.

+A Complex IAJR PEOR Project is a complex project where it is critical to ensure that the preferred alternative would be acceptable from an engineering and operational standpoint prior to final environmental approval (i.e., the risk is not being able to obtain IAJR approval of the preferred alternative, or the need to make adjustments after completion of NEPA, would adversely impact the development of the project). These projects usually involve any combination of the following: complex or controversial environmental issues, an accelerated project schedule, or relatively complex interchange design issues.

INTERSTATE ACCESS JUSTIFICATION REPORT (IAJR) PROCESS

Common Beginning Steps

1. **WisDOT receives Acceptance of Process Initiation Letter from FHWA and begins Environmental (NEPA) Process (For information on Environmental Document (NEPA) Process see FDM Chapter 20)**

2. **WisDOT coordinates with FHWA on Type of IAJR Process to use on project**

3. **If WisDOT and FHWA agree that a Preliminary Engineering & Operational Review (PEOR) is NOT needed, than complete the Standard IAJR Process. Follow Steps in FDM Chapter 7 Attachment 1.5**

4. **If WisDOT and FHWA determine that an IAJR PEOR needs to be completed, than hold IAJR PEOR Coordination Meetings Between WisDOT and FHWA to Determine Project Complexity, Risk and Level of Design and Traffic Analysis for the Environmental (NEPA) and IAJR PEOR Processes**

    a. **Hold WisDOT and FHWA IAJR PEOR Coordination Meeting #1 and document the agreed to decisions and actions from the meeting**

    b. **Begin Traffic Analyses agreed to at WisDOT and FHWA Coordination Meeting #1. If Traffic Simulation modeling is to be used, than begin Base Model Development and Calibration and have it completed prior to WisDOT & FHWA IAJR PEOR Coordination Meeting #3. (Assume a 6 – 12 month time period to develop and calibrate the simulation base model leading up to coordination meeting #3)**

    c. **Hold Public Involvement Meeting #1 before IAJR PEOR Coordination Meeting #2 (If needed) is held**

    d. **Hold WisDOT and FHWA IAJR PEOR Coordination Meeting #2 (If needed) and document agreed to decisions and actions from the meeting**

    Hold a 3rd or as many additional WisDOT and FHWA IAJR PEOR Coordination Meetings as needed until WisDOT and FHWA agree on the IAJR Process (Standard IAJR, Complex Project IAJR or High Risk Complex Project IAJR PEOR Process) to be completed for the Project. (If WisDOT and FHWA do not agree on completing a High Risk Complex IAJR PEOR Process, WisDOT can decide to proceed with using the Complex Project IAJR PEOR Process, but in doing so WisDOT will take on more risk by not knowing if FHWA will be able to approve the final IAJR or not)

    End Coordination Meetings when WisDOT and FHWA agree that no other coordination meetings are needed

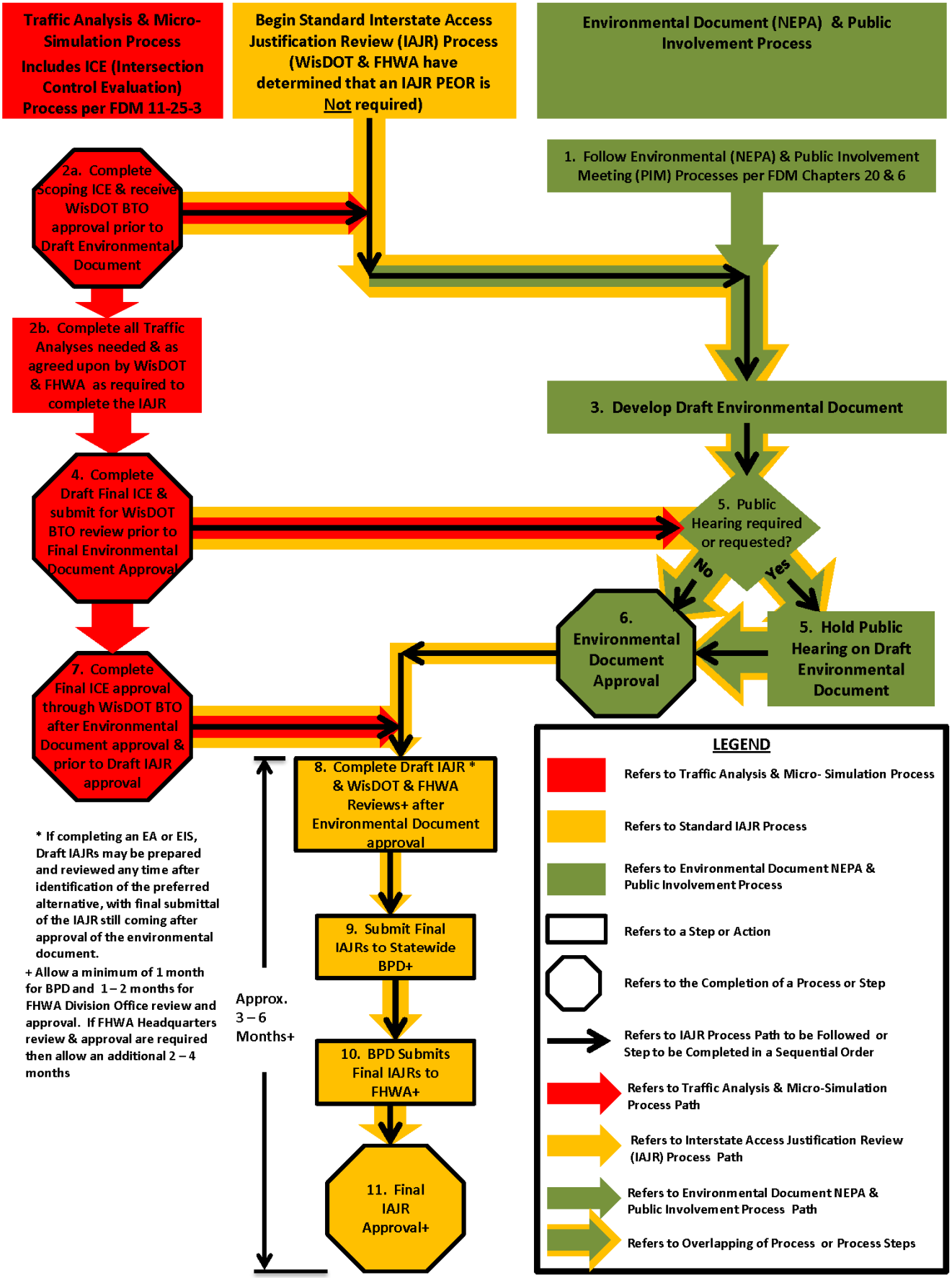
    e. **Hold Public Involvement Meeting #2 before IAJR PEOR Coordination Meeting #3 (If needed) is held and as needed prior to any other additional coordination meetings**

5. **If, after any one of the IAJR PEOR Coordination meetings, WisDOT and FHWA Agree that the Project is NOT High Risk Complex Project, than Proceed with the IAJR PEOR Process for Complex Projects as shown in Attachment 1.6 or Standard IAJR Process as shown in Attachment 1.5 based on the IAJR Process agreed to by WisDOT and FHWA**

6. **If WisDOT and FHWA Agree that Project is a High Risk Complex Project after any of the IAJR PEOR Coordination Meetings, than Proceed with the IAJR PEOR Process for High Risk Complex Projects as shown in Attachment 1.7**

STANDARD PROJECT IAJR PROCESS

(Assume Approximately 3 – 6 Months to Complete Final IAJR Process After Final Environmental Document is Approved)



STANDARD PROJECT IAJR PROCESS

1. Follow Environmental (NEPA) and Public Involvement Meeting (PIM) Processes as described in FDM Chapters 20 & 6

2a. Complete Scoping Intersection Control Evaluation (ICE) prior to Draft Environmental Document

2b. Continue Traffic Analyses Program/Model development and calibration as agreed on by WisDOT and FHWA (Micro-simulation, HCS, etc.) to be used for the project IAJR

3. Develop Draft Final Environmental Document and submit for WisDOT and FHWA review and comments

4. Complete Draft of Final ICE and submit to WisDOT BTO for review and approval prior to Final Environmental Document Approval

5. Complete Environmental (NEPA) Process including Public Involvement Meetings (PIM) or Public Hearings (if required or requested) as needed prior to Final Environmental Document Approval

6. Complete Final Environmental Document Approval Process

7. Complete Final ICE after Final Environmental Document approval and prior to Draft IAJR Report

8. Complete Draft IAJRs and solicit the appropriate WisDOT and FHWA Reviews (Allow a minimum of 1 month for WisDOT DTSD BPD review and 1 – 2 months for FHWA Division Office review. If FHWA Headquarters review is needed, than allow an additional 2 – 4 months)

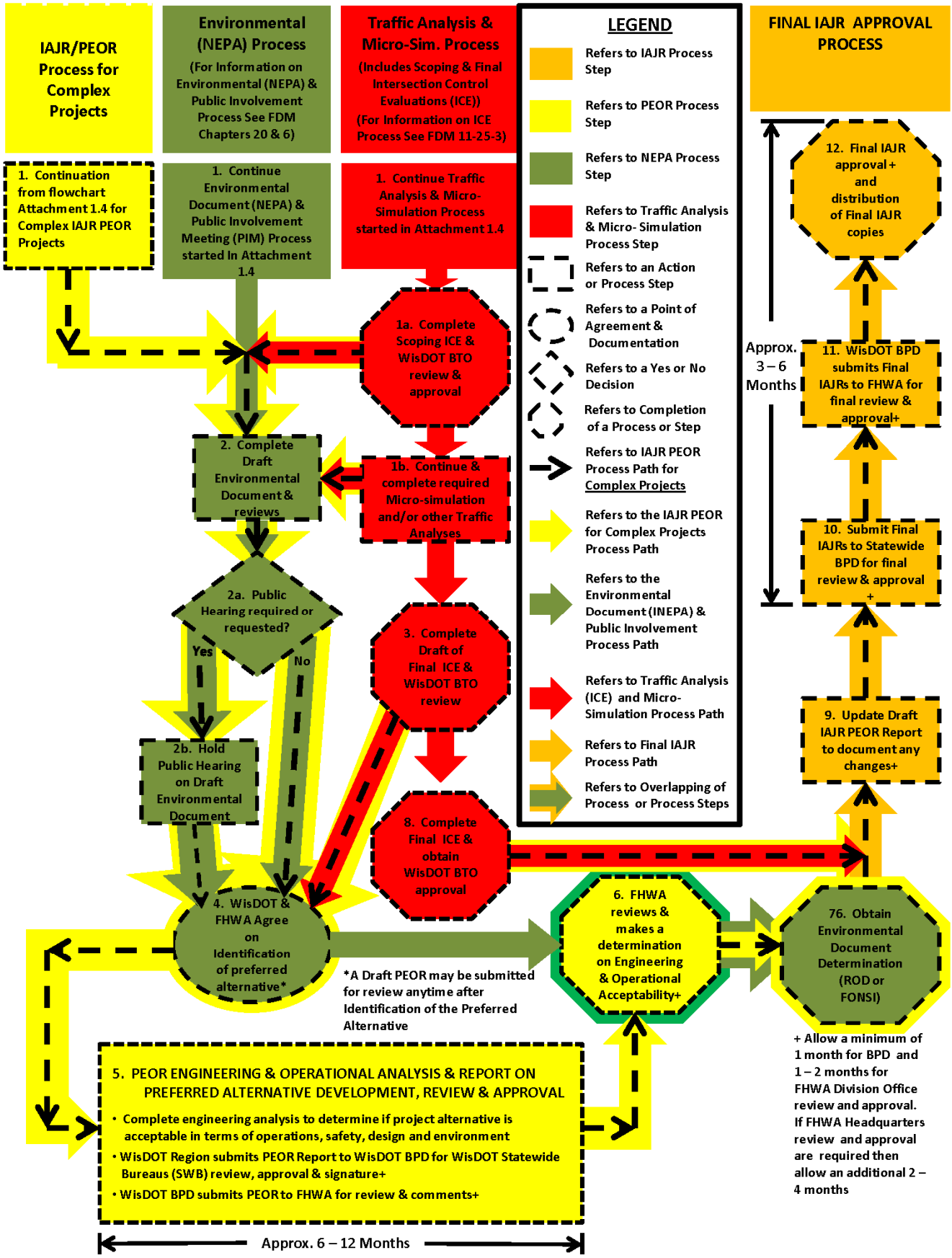
9. Complete any revisions to the IAJR based on WisDOT and FHWA comments and then forward Final IAJR to WisDOT DTSD BPD for final review and approval (Allow 1 month for final WisDOT BPD review and approval)

10. WisDOT DTSD BPD submits WisDOT BPD approved Final IAJR to FHWA for their review and approval. (Allow 1 – 2 months for FHWA Division Office final review and approval and, if needed, 2 – 4 months for FHWA Headquarters review and approval)

11. FHWA will send final approved copies of IAJR to WisDOT BPD and then WisDOT BPD will send final approved copy to WisDOT Region Office

COMPLEX PROJECT IAJR PEOR PROCESS

(Assume Approximately 1 1/2 – 2 1/2 Years (18 – 30 Months) From Beginning of Project to Final IAJR Approval)



COMPLEX PROJECT IAJR PEOR PROCESS

1. **Continue IAJR PEOR, Environmental Document (NEPA) and Traffic Analysis & Micro-Simulation Processes including:**

    a. **Completion of Scoping Intersection Control Evaluations (ICE) including WisDOT BTO review and approval**

    b. **Completion of Traffic Analyses and Micro-Simulations base model development and calibration and analysis of alternative(s)**

2. **Completion of Draft Environmental Document and Reviews including:**

    a. **Determination if a Public Hearing on the Draft Environmental Document is required or requested**

    b. **Hold a Public Hearing if required or requested**

3. **Complete Draft Final ICE and submit to WisDOT BTO for review and comments**

4. **WisDOT and FHWA Agree on Identification of the Selected Alternative**

5. **Develop Preliminary Engineering and Operational Review (PEOR) analysis and report on the Selected Alternative and complete WisDOT DTSD BPD and FHWA reviews (Assume a 6 – 12 month time-frame to complete report and solicit review comments)**

6. **Obtain FHWA determination on Engineering and Operational Acceptability**

7. **Obtain Environmental Document Determination (ROD or FONSI)**

8. **Obtain Final Traffic Intersection Control Evaluation (ICE) Approval from WisDOT BTO**

9. **Update Draft IAJR to document any changes based on Final Environmental Document determination**

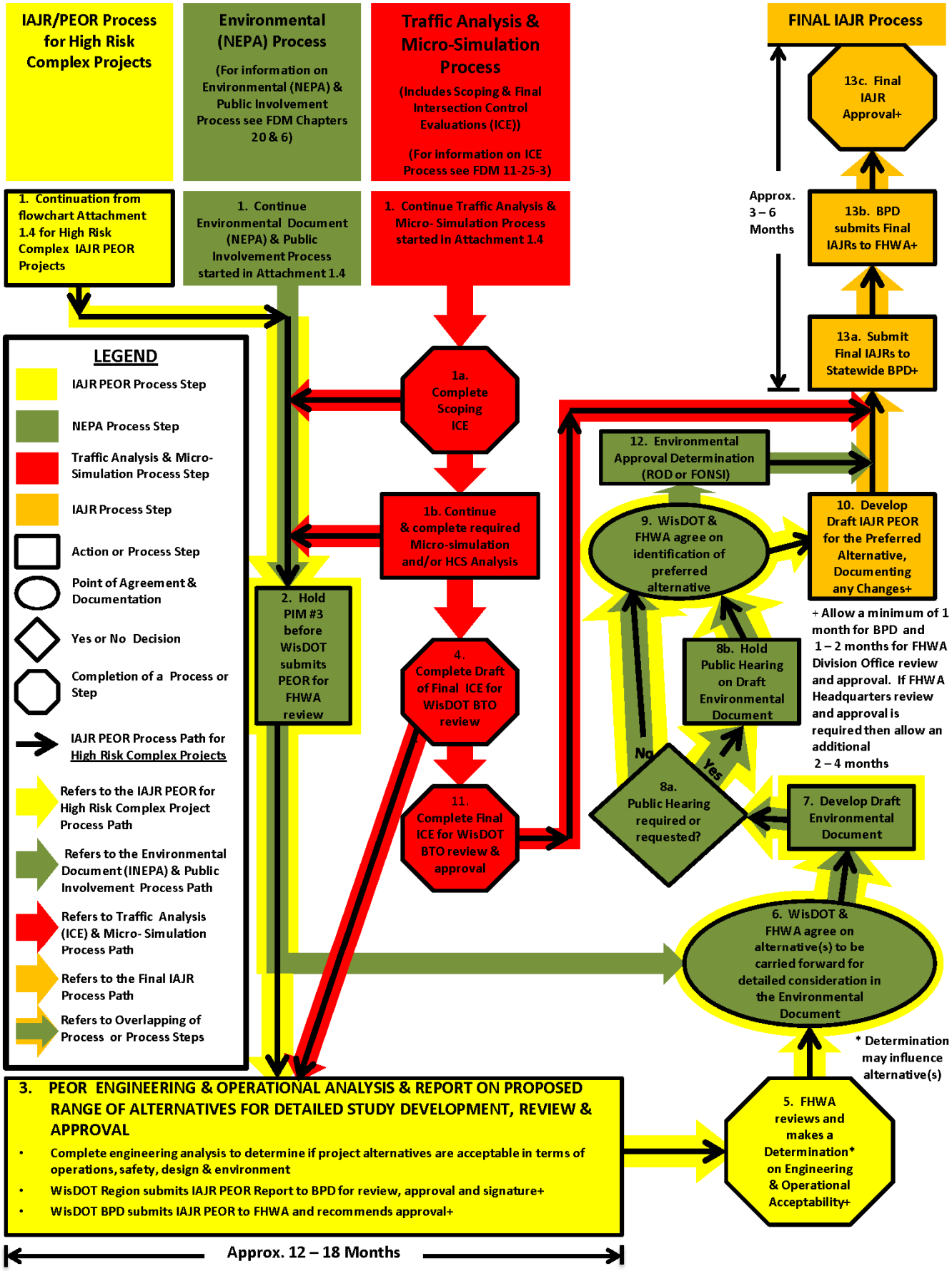
10. **Submit Final IAJR to WisDOT DTSD BPD for final review and approval (Assume a 1 month time period)**

11. **WisDOT DTSD BPD submits approved Final IAJR to FHWA for final FHWA reviews and approval (assume 1 – 2 month time period for FHWA Division Office to review and approve and, if required, 2 – 4 months for FHWA Headquarters to review and approve.**

12. **FHWA sends final approved IAJR copies to WisDOT BPD and WisDOT BPD puts one copy in the WisDOT Central Office files and sends a final approved IAJR copy to WisDOT Region Office**

HIGH RISK COMPLEX PROJECT IAJR PEOR PROCESS

(Assume Approximately 2 1/2 – 4 1/2 Years (30 – 54 Months) From Beginning of Project to Final IAJR Approval)



HIGH RISK COMPLEX PROJECT IAJR PEOR PROCESS

1. **Continue IAJR PEOR, Environmental (NEPA) and Traffic Analyses Processes including:**
    a. **Completion of Scoping Intersection Control Evaluations (ICE) and WisDOT BTO review and approval**
    b. **Completion of Traffic Analyses and Micro-Simulations base model development and calibration and analysis of alternatives**

2. **Hold Public Information #3 before submitting PEOR for FHWA review**

3. **Complete Preliminary Engineering and Operational Review (PEOR). (Assume 12 – 18 months to complete PEOR engineering and operational analyses, develop report and review and approvals)**
    - **Determine what Alternatives are acceptable in terms of operations, safety, design and environment.**
    - **Submit PEOR to WisDOT DTSD BPD for review and approval (1 month)**
    - **WisDOT DTSD BPD submits PEOR Report to FHWA for review and approval (assume 1 – 2 months)**

4. **Complete Draft of Final Intersection Control Evaluation (ICE) for WisDOT BTO review and comments during IAJR PEOR process**

5. **FHWA makes a Determination on Engineering & Operational Acceptability**

6. **WisDOT & FHWA Agree on Alternative(s) to be carried forward for detailed consideration in the Draft Environmental Document**

7. **Develop Draft Environmental Document and submit for WisDOT and FHWA review and comments**

8. **Hold Public Hearing on Draft Environmental Document if required or requested**
    a. **Determine if a Public Hearing is required or requested**
    b. **If required or requested, hold Public Hearing**

9. **WisDOT & FHWA Agree on Identification of Preferred Alternative**

10. **Develop the Draft IAJR for the Preferred Alternative, documenting any changes since the Determination on Engineering and Operational Acceptability was provided**

11. **Complete Final Intersection Control Evaluation (ICE) and submit to WisDOT BTO for final review and approval**

12. **Complete Environmental Determination Approval (ROD or FONSI)**

13. **Complete Final IAJR for approval (assume 3 – 6 months)**
    a. **Submit IAJR to WisDOT DTSD BPD for final review and approval (Assume 1 month to complete)**
    b. **WisDOT DTSD BPD submits Final IAJR to FHWA for final review and approval (Assume 1 – 2 months to complete)**
    c. **FHWA sends final approved IAJR copies to WisDOT BPD and WisDOT BPD puts one copy in WisDOT Central Office files and sends a final approved IAJR copy to WisDOT Region Office**