The new PDP process that was introduced in State Fiscal Year 2012 will require some modifications to our current processes related to programming Ellis, requesting Federal Authorization, and Encumbering funds. **This will require that District Planning Offices make updates to Ellis immediately on impacted projects.**

**Changes to Federal Authorization Process**
- The new PDP process now allows for the environmental, design stages 1 and 2, and right of way activities up to making an offer to be performed under an Environmental Federal Authorization (This authorization does not allow ODOT to make an offer). Any new federal authorization requests only require that the box on the federal authorization request form marked Environmental be checked.
- Concurrence has been granted from FHWA that any project authorized for environmental at this time can perform all of these functions and does not require modification.
- FHWA has indicated that if the STIP reference for PE has enough funding disclosed to cover environmental through design stages 1 and 2, and RW includes enough funding to cover the costs up to making an offer that no amendment is required. (But the expectation is that the next STIP will reflect any RW activities performed under the Environmental in the PE reference)

**Changes to Ellis Programming**
- The new PDP process will require that the costs related to environmental, design stages 1 and 2, and right of way activities up to making an offer now be included in the PE Environmental subphase in Ellis.
- Any project being converted to the new process should be updated to correctly reflect these activities under the same subphase event. It is not a requirement to convert all projects to the new process.

**Changes to Encumbering Process**
- The new PDP process will require that the costs related to environmental, design stages 1 and 2, and right of way activities up to making an offer now be encumbered under the PE Environmental object code. These costs will no longer be distinguished separately.
- All open encumbrances will remain in effect.

These new changes will go into effect immediately. Please begin making updates to Ellis to properly identify the costs associated to the environmental phases of these projects.