

General Flow Chart for Jurisdictions Working with the Paved Road Surface Remediation Program

Prioritize and Plan	Sequence paved road segments
	Consider tie-ins, infrastructure, and funding sources
	Develop jurisdictional Paved Road Strategy Plan
Submit Annual Proposals	Describe annual proposals in relationship to Plan
	Submit three copies of annual proposals to the Roads Board
Receive Proposal Response	Receive a Roads Board approval letter and continue the process
	If not approved, follow the requirements described in the letter
Submit Design Package	Roads Board instructs Funding Entity to release up to 10% of project estimate to be used toward design and final project planning. Funding Entity in the Box is DEQ, in the Basin it is the Coeur d'Alene Work Trust
	Submit three copies of the design package to Roads Board
	Package includes final drawings, bid package, final engineer's cost estimate and projected waste volumes for disposal at an approved repository
Obtain Funding Confirmation	Board reviews submittals for approval then notifies EPA, DEQ, and Jurisdiction
	Jurisdiction seeks written confirmation from the Funding Entity that sufficient funds are available to cover the engineer's estimate
Begin Bidding Process	Copy confirmation to Roads Board
Award Contract	Upon successful award, notify Funding Entity, Roads Board, and PHD Institutional Controls Program
Manage Construction	In Box: receive lump sum funds from Funding Entity (DEQ). In Basin: invoice Funding Entity (CDA Trust) to receive funds. Up to 115% of the engineer's cost estimate may be available.
	Provide designs and drawings to satisfaction of the Funding Entity for each change order
Submit Project Completion	Document project completion with record drawings bearing stamp of licensed engineer (or if acceptable to the Board, a letter from a licensed engineer describing compliance with design)
	Submit three copies to the Board along with copies to the Funding Entity and PHD Institutional Controls Program
	Board will perform compliance reviews and will either provide completion requirements or will issue a notification of completion to the Jurisdiction and Funding Entity
	Funding Entity will consult with Roads Board prior to issuing additional funds
Maintain Facility	Board will update the master Roads Strategy document to reflect completed work
	Each jurisdiction is responsible to maintain completed road segments as barriers to contamination