

This collection of information is Required to obtain or retain benefits [Value Engineering 23 CFR 627], and will be used to support FHWA's program oversight of the Value Engineering analyses that State Transportation Agencies (STA) conduct on projects that utilize Federal-aid highway program funding (as specified in 23 U.S.C. 106(e) and section 1503 of the Moving Ahead for Progress in the 21st Century Act (MAP-21)). Public reporting burden is estimated to average 3 ½ hour per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 2125-XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Michael Howell Information Collection Clearance Officer, Federal Highway Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

FHWA VE Program Performance Form Instruction Sheet

Purpose: The FHWA's VE program is focused on continuously improving the development and delivery of highway improvement projects. The following goals and measures were developed in FY 2009 to monitor and report on the progress of FHWA's VE Program:

- Goal 1: Maximize the influence VE studies have on a project's cost and performance;
- Goal 2: Enhance the quality of VE programs; and
- Goal 3: Improve FHWA's stewardship and oversight of the VE Program.

These goals also reflect FHWA's priorities of continuously improving their stewardship and oversight of the VE program, enhance how VE analyses are conducted, and support State DOTs efforts to improve their VE programs. Annually FHWA collects, analyzes and reports on the progress that has been made toward achieving these goals.

For additional information on FHWA's VE program or assistance with completing the VE Performance Form, please contact Ken Leuderalbert at ken.leuderalbert@dot.gov or 317-226-5351.

Special Note to Divisions: The information collected during this annual request is used to identify successful practices, trends in practice and improvement opportunities. Please pay particular attention to dialogue boxes in the survey to ensure your entry is clear, concise and provides the necessary to convey the issue.

Instructions for completing the Survey:

1. Work with your State DOT counterpart to collect the necessary information for the survey. The data may be collected and entered into the Attachment A worksheet (below). After the data is collected the information can be entered electronically into the VE Annual Program Performance Form by FHWA Division staff (link shown in step #2).

Note: The information collected in the dialogue boxes of the Attachment A worksheet can be cut and pasted into the electronic survey in order to minimize duplicate entries.

2. Click on the following link to access the Survey Home Page which includes survey instructions,
3. Click on the 'Begin, Edit or Review Survey' link to access the survey.

FHWA VE Program Performance Form
Instruction Sheet

4. Click on the 'Respond to Survey' button located immediately below the survey title 'VE Annual Call for Data'.

Notes:

A. You will be able to respond to the survey only once. (If you try and respond to the survey a second time you will get an error message. Use the instructions in step #5 to return to your survey.)

B. You will be able to 'Save' the survey after entering the data for each page. Simply click on the 'save' button at the bottom of the page after all data for that page has been entered. Once saved, you will be returned to the beginning page of the survey. Use step #5 to return to your survey.

C. You will be able to re-enter the survey later to modify or correct your response. (Use the instructions in bullet #5 to return to your survey.)

D. Once the survey is completely filled out, the column under 'Complete' will show 'Yes'.

5. Conduct a final quality check of the data entered into your State VE Program Performance Form. Click on the 'Show all responses' link located at the bottom of the Survey web page (see bullet #2 for link). Locate your submission and click on the 'View Response'. Scroll through your response answers and double check for accuracy. If there is a correction needed, click on the 'Edit Response' button at the top of the document.

Notes:

A. You will have to go through all your prior responses until you get to the question you wish to correct.

B. After the correction is made simply click on the Save button to exit the edit mode.

C. Once completed there should be a 'Yes' under the 'Completed' column for your Survey.

6. After the quality check has been conducted, print out a copy of your State VE Program Performance data response. Click on the 'Show all responses' link located at the bottom of the Survey web page (see bullet #2 for link). Locate your submission and click on the 'View Response'. From the file tab on the menu bar, select 'Print'.

Notes:

A. Please keep a copy of your State's annual VE Program Performance Form for future reference.

B. The data may be used to assist in the annual program and project risk assessments and reviews to identify areas for improvement.

Attachment A: 2012 VE Program Performance Form

Instructions: The following form follows the format of the electronic survey that will be used by FHWA Division Offices to submit VE Program Performance information via FHWA's SharePoint website. A few question numbers are out of sequence due to the logic required in the survey software. There are certain questions that will be skipped if the first question in a sequence is answered 'no' in the SharePoint survey. There are instructions, below, when this occurs within a series of questions. Provide your answer to each question in the center column under response. Please make sure to read the specific guidance and instructions provided in the far right column for each question as these are intended to assist in a filling out the survey.

Question:	Response:	Guidance and Instructions:
What is the State, Territory or Federal Lands office being reported?		A radio dial will be used in the survey to select your State. Enter your State in the response column.
PART 1 – VE Programs		
<u>VE Program</u>		
1a_7. Does your DOT have a formalized VE Program?		The survey will have a checkbox. Click on the box for yes or leave blank for no. Note: If answer is 'no', the survey will skip questions 1a_1 through 1a_6 and automatically go to 1a_Comments.
1a_1. Does your DOT's VE program include a documented and adopted VE Policy?		The survey will have a checkbox. Click on the box for yes or leave blank for no.
1a_2. Does your DOT's VE program have an identified VE coordinator?		The survey will have a checkbox. Click on the box for yes or leave blank for no.
1a_3. Does your DOT's VE program include a VE Training initiative?		A VE Training initiative ensures the necessary resources and activities to prepare staff to participate in VE analyses. The survey will have a checkbox. Click on the box for yes or leave blank for no.
1a_4. Does your DOT's VE program include VE Program Performance Goals and Measures?		The survey will have a checkbox. Click on the box for yes or leave blank for no.
1a_5. Does your DOT's VE program include a plan to monitor, evaluate and report on the performance of the VE Program?		The survey will have a checkbox. Click on the box for yes or leave blank for no.

<p>1a_6. Does your DOT's VE program include documented procedures for conducting VE analyses?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>1a_Comments. Briefly provide comments on your State DOT VE Program.</p>	<p>Comments may include lessons learned, successful practices or issues influencing your State DOT's VE Program.</p> <p>Please make sure your response is clear, concise and informative enough to convey the issue identified.</p>
<p><u>VE Policy and Procedures</u></p> <p>1b_9. Does your DOT have an official VE Policy/Procedure?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p> <p>Note: If answer is 'no', the survey will skip questions 1b_1 through 1b_8 and will automatically go to 1b_Comments.</p>
<p>1b_1. Does your DOT's VE Policy/Procedure include processes to identify candidate projects to conduct VE analyses?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>1b_2. Does your DOT's VE Policy/Procedure include processes to assure that required VE analyses are conducted?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>1b_3. Does your DOT's VE Policy/Procedure include processes to conduct VE analyses?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>1b_4. Does your DOT's VE Policy/Procedure include a process for scheduling VE analyses?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>1b_5. Does your DOT's VE Policy/Procedure include processes to review, accept and reject VE recommendations?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>1b_6. Does your DOT's VE Policy/Procedure include processes for tracking and monitoring VE analyses?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>1b_7. Does your DOT's VE Policy/Procedure include processes for tracking and monitoring implementation of VE</p>	<p>The process should include the requirement to ensure approved recommendations are incorporated into projects prior to construction. The survey will have a checkbox</p>

<p>recommendations?</p>	<p>Click on the box for yes or leave blank for no.</p>
<p>1b_8. Does your DOT's VE Policy/Procedure include or reference established VE coordinator roles and responsibilities?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>1b_Comments. Briefly provide comments on your State DOT's VE Policy/Procedure.</p>	<p>Comments may include lessons learned, successful practices or issues influencing your State DOT's documented VE Policy.</p> <p>Please make sure your response is clear, concise and informative enough to convey the issue identified.</p>
<p><u>VE Program Resources</u></p> <p>2. Identify the title and links to any of your DOT's VE Program websites, such as:</p> <ul style="list-style-type: none"> - General VE Program Information - VE Program Policy - VE Program Procedures - VE Program Performance Reporting - Other VE program activities, documents, or resources. 	<p>Please enter any external State DOT internet websites where VE data is stored. Please note the content of the page (i.e. policy, procedures, reports, etc)</p> <p>Please do not include any intranet sites that would not be available for other State DOTs.</p>
<p><u>Improving VE Analyses</u></p> <p>3a. Briefly describe any practices your DOT uses to improve the VE Program and VE analyses conducted more successful.</p>	<p>Briefly describe unique practices or policies that assist the State in conducting successful VE analyses.</p> <p>Examples could include:</p> <ul style="list-style-type: none"> - Program Coordination - Planning, coordinating and conducting VE analyses - Integrating VE within the project development process - Coordinating with other project cost and quality reviews - Reviewing/Accepting/Rejecting Recommendations - Monitoring and tracking activities - Other practices and policies <p>Please make sure your response is clear, concise and informative enough to convey the issue identified.</p>
<p>3b. Briefly describe any practices your DOT uses to encourage the use of and help make construction VE Change</p>	<p>Briefly describe unique practices or policies that enable VECs to be implemented in a successful manner.</p> <p>Examples could include:</p>

<p>Proposals (VECPs) more successful.</p>	<ul style="list-style-type: none"> - Encouraging submittals of VECPs - Reviewing/approving/rejecting VECPs - Monitoring and tracking the implementation of VECPs - Implementing VECPs on design-build projects <p>Please make sure your response is clear, concise and informative enough to convey the issue identified.</p>								
<p>4a. Identify the typical project factors and associated measures that your State DOT used on VE analyses conducted in 2012.</p>	<p>Identify and briefly describe how project functions (e.g., traffic flow, safety, etc) are typically analyzed, evaluated and used during the Investigation, Speculation, and Evaluation phases of VE analyses; explain the typical level of effort expended in analyzing these critical project functions.</p> <p>Examples:</p> <table border="0"> <tr> <td><u>Factor</u></td> <td><u>Measure</u></td> </tr> <tr> <td>Safety</td> <td>Crashes</td> </tr> <tr> <td>Traffic flow</td> <td>Delay</td> </tr> <tr> <td>Cost</td> <td>\$\$\$</td> </tr> </table>	<u>Factor</u>	<u>Measure</u>	Safety	Crashes	Traffic flow	Delay	Cost	\$\$\$
<u>Factor</u>	<u>Measure</u>								
Safety	Crashes								
Traffic flow	Delay								
Cost	\$\$\$								
<p>4b. Describe how your DOT incorporates life cycle cost analysis in VE analyses.</p>	<p>Summarize your DOTs use of life cycle cost analyses while conducting VE analyses; indicate whether they are conducted as part of the study directly, if the study incorporates an independently conducted life cycle cost analysis, etc.</p>								
<p>4c_1 What percentage of VE analyses completed in FY 12 occurred during the Planning and Concept Development Phase?</p>	<p>For the total number of VE analyses completed in FY 12 (as reported in Question 9a) select the approximate percentage of analyses completed during the timetables shown.</p> <p>Please note that questions 4c_1 through 4c_4 must add up to 100%.</p>								
<p>4c_2 What percentage of VE analyses completed in FY 12 occurred during the Preliminary Design Phase from 0-30% Final Design?</p>	<p>Please note that questions 4c_1 through 4c_4 must add up to 100%.</p>								
<p>4c_3 What percentage of VE analyses completed in FY 12 occurred during the Final Design Phase from 30-60% Final Design?</p>	<p>Please note that questions 4c_1 through 4c_4 must add up to 100%.</p>								

<p>4c_4 What percentage of VE analyses completed in FY 12 occurred during the Final Design Phase from 60% or later?</p>	<p>Please note that questions 4c_1 through 4c_4 must add up to 100%.</p>
<p>4c_Comments. Briefly describe your State DOT's experience regarding the timing of VE analyses.</p>	<p>Provide additional details about successful practices, lessons learned and opportunities for improvement regarding the timing of VE analyses.</p>
<p>4d. For design-build projects, select the option that best represents when VE analyses are typically conducted by your DOT. -Planning and Concept Development -Preliminary Engineering and prior to issuance of RFP -After issuance of RFP -State DOT does not currently use design build</p>	<p>Select the timetable that best matches your DOTs timing for scheduling and conducting VE analyses for design-build projects. If your state does not use or permit design-build contracting, indicate as appropriate.</p>
<p>4d_Comments. Briefly describe your State DOT's experience regarding the timing of conducting VE analyses for design build projects.</p>	<p>Use the "Comments" section to briefly detail the approach taken to conduct the study based on the stage of the project when the study was conducted and identify successes and lessons learned. Enter N/A if your State does not allow design build.</p>
<p>4e_1. Did your State DOT conduct more than one VE study for any Major Project during FY 2012?</p>	<p>This question is referring to whether your State conducted more than one VE study on a single major project.</p> <p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p> <p>Note: If answer is 'no', the survey will skip question 4e and will automatically go to question 5.</p>
<p>4e. Identify all milestones of the development of a Major Project where the VE analyses occurred. - Planning and Concept Development Phase - 0-30% Preliminary Design Phase -30-60% Final Design Phase -60% Final Design or later</p>	<p>This question is attempting to capture your State DOT's experience with conducting more than one VE study on a single major project. This question is not attempting to capture average information, rather, if a single major project underwent more than one VE analysis, at what point in the life of the project were they conducted.</p>

<p>5. Briefly describe any special VE analyses conducted by your DOT in FY 2012.</p>	<p>Special studies may include process reviews, streamlining initiatives, organizational reviews, etc. Describe any other special VE analyses that were completed during FY 2012. Answer "N/A" if your State did not conduct any special studies.</p>
<p>6. Describe any successful VE analyses that were completed by your DOT in FY 2012.</p>	<p>Briefly describe one or two successful VE analysis or "lesson learned" from conducting a VE analysis that is an agency "best practice". If a web link to the study is available, please provide the web link. Please make sure your response is clear, concise and informative enough to convey the successful practice.</p>
<p>7_1. Describe a unique or innovative VE recommendation that provided a significant benefit to the project on which it was implemented.</p>	<p>Describe any implemented VE recommendation(s) that could potentially be of value to other DOTs. Please make sure your response is clear, concise and informative enough to convey the issue identified.</p>
<p>7_2. Describe a unique or innovative VECP that provided a significant benefit to the project on which it was implemented.</p>	<p>Describe any implemented VECP that could potentially be of value to other DOTs. Please make sure your response is clear, concise and informative enough to convey the issue identified.</p>
<p><u>VE Training</u></p> <p>The following three questions relate to the number of individuals attending VE training activities conducted by your State DOT during FY 2012.</p> <p>8a_1. Enter the number of State DOT and LPA staff that received VE training in your State during FY 2012.</p>	<p>Enter the number of State DOT and LPA staff that your State DOT trained during FY 2012.</p>
<p>8a_2. Enter the number of FHWA staff receiving VE training within your State during FY 2012.</p>	<p>Enter the number of FHWA staff trained during FY 2012.</p>

<p>8a_3. Enter the number of consultant staff receiving VE training in your State during FY 2012.</p>	<p>Enter the number of consultant staff trained during FY 2012.</p>
<p>The following seven questions relate to your State DOT's approach to conducting VE training during FY 2012.</p> <p>8b_1. Did your DOT conduct any VE awareness building presentations or briefings for agency leadership?</p>	<p>(Check the box for yes. Leave blank for no.)</p>
<p>8b_2. Did your DOT conduct and VE awareness building presentations or briefings for technical staff?</p>	<p>(Check the box for yes. Leave blank for no.)</p>
<p>8b_3. Did your DOT conduct short duration workshops on conducting VE analyses?</p>	<p>(Check the box for yes. Leave blank for no.)</p>
<p>8b_4. Did your DOT conduct an NHI VE Training Course (Workshop) during FY 2012?</p>	<p>(Check the box for yes. Leave blank for no.)</p>
<p>8b_5. Did your DOT conduct a SAVE Mod I training course during FY 2012?</p>	<p>(Check the box for yes. Leave blank for no.)</p>
<p>8b_6. Did your DOT conduct a SAVE Mod II training course during FY 2012?</p>	<p>(Check the box for yes. Leave blank for no.)</p>
<p>8b_7. Did your DOT conduct another type of VE training course during FY 2012?</p>	<p>If your state conducted training other than one of the six types listed please describe the type of training.</p>
<p>Part 2 – Summary of VE Analyses</p> <p>9a_1. Enter total number of VE analyses completed in FY 2012 and completed by agency staff.</p>	<p>Report on the VE analyses that were completed during FY 12 which were completed by agency staff.</p> <p>Note: 9a_1 and 9a_2 should represent all project VE analyses completed during FY 12.</p>
<p>9a_2. Enter total number of VE analyses completed in FY 2012 and completed by consultant staff.</p>	<p>Report on the VE analyses that were completed during FY 12 which were completed by consultant staff.</p> <p>Note: 9a_1 and 9a_2 should represent all project VE analyses completed during FY</p>

		12.
9b_1. Enter number of VE analyses completed in FY 2012 that were required by Federal Law and completed by agency staff.		Of the numbers reported in Question 9a_1 and 9a_2, indicate the number of analyses that were conducted to meet current Federal Regulations which were completed by agency staff.
9b_2. Enter number of VE analyses completed in FY 2012 that were required by Federal Law and completed by consultant staff.		Of the numbers reported in Questions 9a_1 and 9a_2, indicate the number of analyses that were conducted to meet current Federal Regulations which were completed by consultant staff.
9c_1. Enter number of VE analyses completed in FY 2012 that were specially designated by FHWA and completed by agency staff.		The FHWA Division Offices have the authority to require States to conduct VE analyses on any project determined to be appropriate (as specified in 23 USC 106(e)(2)(c)). Of the analyses reported in Questions 9a_1 and 9a_2, indicate if any of these were specially directed by FHWA which were completed by agency staff.
9c_2. Enter number of VE analyses completed in FY 2012 that were specially designated by FHWA and completed by consultant staff.		The FHWA Division Offices have the authority to require States to conduct VE analyses on any project determined to be appropriate (as specified in 23 USC 106(e)(2)(c)). Of the analyses reported in Questions 9a_1 and 9a_2, indicate if any of these were specially directed by FHWA which were completed by consultant staff.
9f_1. Enter the anticipated number of VE analyses to be completed during FY 2013.		For informational purposes only, report on any analyses that were initiated in FY 12 but will be finalized in FY 13, in addition to all other VE analyses planned for completion in FY 13.
9f_3. Enter the anticipated number of VE analyses to be completed during FY 2014.		For informational purposes only, report on any VE analyses that are planned for FY 14.
10a. Enter the estimated costs associated with conducting the VE analyses during FY 2012.		The costs associated with conducting the VE analyses is developed using an estimate of the direct costs attributed to the VE program and includes the following; <ul style="list-style-type: none"> - Contract amounts associated with consultant-led VE analyses - Approximate salary, travel and incidental agency costs associated with supporting consultant-led VE analyses <p style="margin-left: 20px;">Approximate salary, travel and</p>

		<p>incidental costs associated with conducting VE analyses - Approximate costs with documenting VE analyses</p> <p>It is understood that these costs are an estimate, however, the estimate must be documented and retained to justify the value used.</p>
10b. Enter the estimated costs of the projects studied during FY 2012.		<p>This is not the total cost of the project. These costs should reflect the cost of those items considered during the VE study. The cost of construction should always be used, however, right of way costs should only be used if ROW recommendations were considered.</p>
11a. Enter the total number of proposed VE recommendations during FY 2012.		<p>Only count the highest number of potential implementable VE recommendations, keeping in mind that if two recommendations are mutually exclusive, that is selection of one recommendation eliminates the possibility of implementing the other, only one recommendation should be counted. (see 12a for an example).</p>
11b. Enter the total number of approved VE recommendations during FY 2012.		<p>Enter the total number of the VE recommendations that were approved and implemented.</p>
12a. Enter the value of proposed VE recommendations during FY 2012.		<p>Enter the total net value of the proposed recommendations. Same as in 11a, only count the highest value of mutually exclusive recommendations proposed. For example if 1 recommendation is for \$1.5M and another mutually exclusive recommendation is for \$0.25M, count only 1 implementable recommendation for a total of \$1.5M.</p>
12b. Enter the value of approved VE recommendations during FY 2012.		<p>Enter the total net value of the VE recommendations that were approved and implemented.</p>
13a. Enter the total number of VECs submitted for FY 2012.		
13b. Enter the total number of VECs approved for FY 2012.		<p>Enter the total number of the VEC recommendations that were approved and implemented.</p>
14a. Enter the value of VECs submitted for FY 2012.		
14b. Enter the total value of VECs approved for FY 2012.		<p>Enter the total net value of the VEC recommendations that were approved and implemented.</p>

Part 3 – Benefits of VE Analyses & VE Change Proposals

The next five questions relate to the type of VE recommendations approved. If a specific recommendation can be shown to provide benefit to more than one category as defined in questions 15_1 through 15_6, count the recommendation in each category that is applicable.

15_1. Enter the number of approved VE recommendations that improved safety.

15_2. Enter the number of approved VE recommendations that improved traffic operations.

15_3. Enter the number of approved VE recommendations that mitigated environmental impacts.

15_4. Enter the number of approved VE recommendations that improved construction.

15_6. Enter the number of approved VE recommendations that mitigated right of way impacts.

VE Change Proposals

The next five questions relate to the type of VECP proposals approved for construction projects. If a specific VECP can be shown to provide benefit to more than one category as defined in questions 16_1 through 16_6, count the VECP in each category that is applicable.

Report each approved recommendation (from Question 11b) in terms of the project feature or features that the recommendation benefits. If a specific recommendation can be shown to provide benefit to more than one feature described below, count the recommendation in each category that is applicable:

- **Safety:** Recommendations that mitigate or reduce hazards on the facility
- **Operations:** Recommendations that improve real-time service and/or local, corridor, or regional levels of service of the facility.
- **Environment:** Recommendations that successfully avoid or mitigate impacts to natural and or cultural resources.
- **Construction:** Recommendations that improve work zone conditions, or expedite the project delivery.
- **Right of Way:** Recommendations that lower the impacts or costs of right of way.

Report each approved VE change proposal (from Question 13b) in terms of the project feature or features that were benefited by the recommendation. If a specific recommendation can be shown to provide benefit to more than one category as described below, count the recommendation in each category that is applicable:

- Safety:** Recommendations that mitigate or reduce hazards on the facility
- Operations:** Recommendations that improve real-time service and/or local, corridor, or regional

<p>16_1. Enter the number of approved VECs that improved safety.</p>	<p>levels of service of the facility. Environment: Recommendations that successfully avoid or mitigate impacts to natural and or cultural resources.</p>
<p>16_2. Enter the number of approved VECs that improved traffic operations.</p>	<p>Construction: Recommendations that improve work zone conditions, or expedite the project delivery. Other: Recommendations not readily categorized by the above performance indicators.</p>
<p>16_3. Enter the number of approved VECs that mitigated environmental impacts.</p>	
<p>16_4. Enter the number of approved VECs that improved construction.</p>	
<p>16_6. Enter the number of approved VECs that mitigated right of way impacts.</p>	
<p>Part 4 – FHWA Stewardship and Oversight of VE Programs</p> <p>17a Is VE evaluated as part of your Division's Annual Risk Assessment process?</p>	<p>Enter yes if the Division considered and documented risks for the VE program during FY 12.</p> <p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p> <p>Note: If the answer to this question is no questions 17b and 17c will be skipped in the survey.</p>
<p>17b Is VE evaluated directly (i.e. individual VE risk assessment conducted specifically for VE) or indirectly (i.e. VE incorporated as a part of a larger program such as Design) during your Division's Annual Risk Assessment?</p>	<p>Enter Directly if the Division considered and documented risks specific for the VE program during FY 2011. Enter indirectly if VE was considered during the risk evaluation of a larger program.</p> <p>Note: If the answer to this question is 'indirectly' question 17c will be skipped in the survey.</p>
<p>17c. What was the identified level of risk assigned to VE by your division?</p>	<p>Select one of the following levels of risk assigned by your Division.</p> <ul style="list-style-type: none"> - High Risk to program - Moderate Risk to program - Low Risk to program - Not Evaluated
<p>17d_Comments. Provide comments on how VE was considered or integrated into your Division's Annual VE Risk Assessment.</p>	<p>Comments should include the process used to conduct the VE risk assessment and could include challenges, best practices improvement recommendations or other comments</p>

<p>18a. Did your DOT or Division conduct a review of the DOT's VE Program between FY 2010 and FY 2012?</p>	<p>Enter yes if either the DOT or Division evaluated any component (policies, procedures, analyses conducted, etc) of the VE program and documented the results during the specified period. The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>18b. Does your DOT or Division plan to conduct a review of the DOT's VE Program in FY 2013?</p>	<p>Enter yes if either the STA or Division plans to evaluate any component (policies, procedures, analyses conducted, etc) of the VE program and documented the results during FY 13. The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>19a. Is VE specifically discussed in your Division's Stewardship and Oversight Agreement with your DOT?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no. Note: If answer to this question is no, questions 19b_1 through 19b_8 will be skipped in the survey.</p>
<p>19b_1. Is VE addressed by reference in the Design Oversight Section of the Stewardship and Oversight Agreement?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>19b_2. Are the VE Federal Regulations referenced in the Stewardship and Oversight Agreement?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>19b_3. Are the State DOT VE Policies and Procedures referenced in the Stewardship and Oversight Agreement?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>19b_4. Is the role of the Division's VE Coordinator identified in the Stewardship and Oversight Agreement?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>19b_5. Are the Division's roles and responsibilities for VE discussed in the Stewardship and Oversight Agreement?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>

<p>19b_6. Is the Division's participation in VE analyses discussed in the Stewardship and Oversight Agreement?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>19b_7. Is the Division's role in the review of VE recommendations identified in the Stewardship and Oversight Agreement?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>19b_8. Is the Division's role in VE Program monitoring, evaluating and reporting discussed in the Stewardship and Oversight Agreement?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>20a. Identify your Division's typical level of participation in VE analyses on projects with full FHWA oversight.</p>	<p>Select the answer that best applies. Normally (80-100% of Projects) Frequently (60-80% of Projects) Occasionally (40-60% of Projects) Sometimes (20-40% of Projects) Rarely (0-20% of Projects)</p>
<p>20b. Identify your Division's typical level of participation in the approval/rejection process of VE recommendations on projects with full FHWA oversight.</p>	<p>Select the answer that best applies. Normally (80-100% of Projects) Frequently (60-80% of Projects) Occasionally (40-60% of Projects) Sometimes (20-40% of Projects) Rarely (0-20% of Projects)</p>
<p>20c. Identify your Division's typical level of effort monitoring the implementation of VE recommendations on projects with full FHWA oversight.</p>	<p>Select the answer that best applies. Normally (80-100% of Projects) Frequently (60-80% of Projects) Occasionally (40-60% of Projects) Sometimes (20-40% of Projects) Rarely (0-20% of Projects)</p>
<p>The following six questions are based on your Division's efforts to ensure that the States complete the required VE analyses prior to authorizing a project for construction.</p>	

<p>21_1. Does the Division check that all required VE analyses are performed on projects with full FHWA oversight prior to authorizing a project for construction?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>21_2. Does the Division spot check that required VE analyses are performed on projects with full FHWA oversight? (e.g. sampling of projects, program assessments or process reviews)</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>21_3. Does the Division spot check that required VE analyses are performed on State administered projects?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>21_4. Does the Division verify that the State VE policies, procedures & guidance comply with VE Federal regulations?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>21_5. Does the Division verify the accuracy of the data collected during the annual VE Call for Data?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>21_6. Does the Division have a documented process to check that all required VE analyses are conducted prior to authorizing a project for construction?</p>	<p>The survey will have a checkbox. Click on the box for yes or leave blank for no.</p>
<p>22a. Identify any clarification or revisions FHWA should consider in 2013 when updating the Federal Regulations on VE, 23 CFR 627.</p>	<p>FHWA will be updating the VE Federal Regulation during 2013 and would like your input on improvement opportunities.</p> <p>Please make sure your response is clear, concise and informative enough for FHWA to take appropriate action.</p>
<p>22b. Identify any clarifications of revisions FHWA should consider in 2013 when updating the FHWA VE Policy.</p>	<p>FHWA will be updating the VE Policy Guidance during 2013 and would like your input on improvement opportunities.</p> <p>Please make sure your response is clear, concise and informative enough for FHWA to take appropriate action.</p>

Thank You for your time assembling and reporting on your States VE Program efforts.

Please provide comments on how the FHWA VE program can be improved or how this data collection process can be improved.

This is your opportunity (State DOT and Division) to provide feedback on any part of the VE program, training, guidance, sharing, etc. FHWA HQ will take all comments and as appropriate and able will act on them to improve the VE program.

Thank you for your time.
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