

WFLHD SUPPLEMENT 9.6.4.4-1

9.6.4.4 Final PS&E Review

[PDDM EXCERPT: *Provide the title sheet of the plans to the agency and individuals listed in the signature block for signature, or obtain a letter of approval for the signature.*]

Add the following:

9.6.4.4.1 Title Sheet Signatures

The purpose of this supplement is to provide guidance for obtaining approval of the project title sheet and preparing a digital version of the final title sheet. Prepare the title sheet in accordance with [Supplement 9.6.5-1](#). In general, minimize the signatures on the title sheet to those mentioned below.

The Director of Project Delivery approves the project PS&E for Federal Land road projects administered by the WFLHD, except where approval authority is reserved by the Federal Land Management Agency (FLMA). Where the FLMA has reserved approval authority for itself, the Director of Project Delivery recommends the project PS&E to the FLMA. The National Park Service is an example of an FLMA that has reserved approval authority for itself. See [Figure A](#) for typical signatures required on National Park project title sheets. For other project (Forest Highway, Refuge Road, etc.) title sheets, the Director of Project Delivery signs as the approving official.

Figure A – National Park Title Sheet Signatures

Region	Recommended	Approved
Alaska	WFLHD Director of Project Delivery Park Superintendent	NPS Regional Director
Intermountain	WFLHD Director of Project Delivery	Park Superintendent
Pacific West	WFLHD Director of Project Delivery Denver Service Center Project Manager Park Superintendent	NPS Regional Director

Obtain signatures on the original title sheet. Allow sufficient time to obtain signatures from signatories outside the office. A letter or message from the signatory either recommending for approval or granting approval is an acceptable substitute. Submit the final signed title sheet (along with any substitute approval letters) to Contracts at project sign-off.

Once the signatures are obtained, replicate the signatures for the final digital (Acrobat PDF) title sheet. In the MicroStation (DGN) version of the title sheet use font Monotype Corsiva with a text size of 3 mm [0.12"]. The signature text should read "/s/ Firstname Lastname" matching the signatory's name. Supply this version of the title sheet to Contracts along with the Acrobat (PDF) version of the plans. See title sheet [sample plans](#) for examples.