

Virginia Department Of Transportation

Barrier Voting Summary Worksheet USER GUIDE

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(Version 1.0)

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1.0 Purpose

This user guide explains how to understand and use VDOT's Barrier Voting Summary Worksheet. It is required to make the final reasonableness determination for all proposed noise barriers on all applicable Type I federal-aid highway projects in Virginia. The outline and requirements of the barrier survey addendum report can be located in VDOT's Noise Report Guidance Document and Accountability Checklist and Section 13.1 of VDOT's Highway Traffic Noise Impact Analysis Guidance Manual. This worksheet must be completed for each barrier (system) and each worksheet (.xlsm format) must be submitted for review along with the addendum report. A PDF printout of the output for the first and second mailing (if necessary) must also be included in the Noise Barrier Survey Addendum Report.

2.0 Barrier Voting Summary Worksheet

This guide provides a walkthrough for Version 1.0 of the Barrier Voting Summary Worksheet. The user guide also includes several examples which illustrate how to use and understand the worksheet.

2.1 The "Project Description" Tab



STEP 1 - Fill out the UPC, Project Number, and Barrier Name and it will populate throughout the rest of the workbook.

UPC	хххххх
Project Number	xxxx-xxx
Barrier Name	Х

2.2 The "Input Number of Letters Sent" Tab



This tab is used to track the number of letters that are sent out. Definitions of the column headings are shown below:

- An "**Owner and Resident**" refers to a homeowner that lives at the physical address that the letter is sent.
- The "**Apartment Complexes/Rental Properties**" are renters that do not own the property.
- The "**Non-Resident Owner**" column requires more information and can be illustrated by an example that consists of an apartment complex (NAC B) of 50 residences (all impacted and benefited). One letter should be sent to the "Non-Resident Owner," and 50 letters should be sent out to each benefited renter. However, the owner's vote counts for each of the residential units (all 50 units in this example).

NOTE: The fields will turn red, indicating an error, when an incorrect number of letters are sent out between non-resident owners and renters.

STEP 2 – **Fill out the number of letters sent out.**

Example #1

• One apartment complex (25 renters, impacted and benefited).

This scenario is input as shown below:

Total Number of Representative Responses Sent									
	Owner and Resident	Non-Resid	ent Owner	Apartment Complexes / Rental Properties					
NAC CATEGORY	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non- Resident Owners	Number of Letters Sent to Renters (if known)					
В		1	25	25					
В									
		Non-Resid	ent Owner						
NAC CATEGORY		Number of Letters Sent to Owners	Number of Facilites Represented by Letters sent to Non- Resident Owners						
С									

A total of **26** letters should be sent out for this scenario.

ERROR CHECK

NOTE: An error occurs when letters are not sent to both the renters and the owner (non-resident): (As shown below)

	Total Number of Representative Responses Sent								
	Owner and Resident	Non-Resid	lent Owner	Apartment Complexes / Rental Properties					
CATEGORY	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non- Resident Owners	Number of Letters Sent to Renters (if known)					
В				25					
В									
		Nen Desid	ent Owner						

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ERROR CHECK

NOTE: An error occurs when letters are only sent to the owner (non-resident), but not the renters: (As shown below)

	Total Number of Representative Responses Sent							
	Owner and Resident	Owner and Resident Non-Resident Owner						
ATEGORY	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non- Resident Owners	Number of Letters Sent to Renters (if known)				
В		1	25					
В								
		Non-Resid	ent Owner					
ATEGORY		Number of Letters Sent to Owners	Number of Facilites Represented by Letters sent to Non- Resident Owners					
С								

Example #2

- One apartment complex (25 renters, impacted and benefited).
- Five single family homes that are rentals (impacted and benefited).

Table should now look like:

Total Number of Representative Responses Sent								
Owner and Resident	Non-Resid	ent Owner	Apartment Complexes / Rental Properties					
Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non- Resident Owners	Number of Letters Sent to Renters (if known)					
	6	30	30					
	Total Number of Representa Owner and Resident Number of Letters Sent to Owners	Total Number of Representative Responses Sen Owner and Resident Non-Resident Number of Letters Sent to Owners Number of Letters Sent to Owners 6 6	Total Number of Representative Responses Sent Owner and Resident Non-Resident Owner Number of Letters Sent to Owners Number of Letters Sent to Owners Number of Letters Sent to Owners Number of Letters Sent to Non-Resident Owners 6 30					

A total of **36** letters should be sent out for this scenario.

ERROR CHECK

NOTE: The worksheet will also give an error when the letters sent to the owners (non-resident) are greater than the number of renters: (As shown below)

	Owner and Resident	Non-Resid	lent Owner	Apartment Complexes / Rental Properties
TEGORY	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non- Resident Owners	Number of Letters Sent to Renters (if known)
3		6	5	5
3			S	

All of these rules (error checks) are evaluated for when dealing with NAC C, D, and E sites.

Example #3

• One HOA (Home Owner Association) for a townhome community represents a playground, pool, tennis court, and basketball court (all are impacted and benefited). This would be represented as:

u				
		Non-Resid	ent Owner	
	NACCATECODY		Number of Facilites	
	NAC CATEGORY	Number of Letters	Represented by	
		Sent to Owners	Letters sent to Non-	
			Resident Owners	
	С	1	4	
d	С			
	D			
d	D			
	E			
d	E			

Only **one** letter should be sent out for this scenario.

NOTE: The bottom gray box should always show the total number of letters sent out. (As shown below)

			ent Owner				
C CATEGORY		Number of Letters Sent to Owners	Number of Facilites Represented by Letters sent to Non-				
			Resident Owners				
С		1	4				
С							
D							
D							
E							
E							
NOTE: A Total of 1 letters have been sent.							
		_					

2.3 The "# of Response Received 1st Mailing" Tab



This tab is where the votes are tallied as the responses are sent back. It is important to note that responses for non-resident owners are multiplied by the number of residences or facilities, as illustrated in the next example.

Example #4

- One Apartment Complex (25 renters, impacted and benefited).
- Ten single family homes (Owner and Renter, impacted and benefited).
- One HOA for a townhome community may represent a playground, pool, tennis court, and basketball court (all are impacted and benefited).

NOTE: Under normal circumstances the "Input Number of Letters Sent" Tab, should be adjusted before tallying votes. However, for this scenario, the votes are tallied without changing the "Input Number of Letters Sent" Tab which still represents Example #3.

After the date for the first mailing has passed, the votes can be tallied. The first response mailing votes are as follows (Example #4):

- The apartment owner (non-resident) votes "yes"
- All 25 renters all vote "no".
- One of the single family homeowners votes "yes".

All other remaining votes remain outstanding. (Summarized below)

- Total I	Total Number of Returned Responses (Representative)								
	Owner and	l Resident	Non-Resid	ent Owner	Apartment Complexes / Rental Properties				
C CATEGORY	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes			
В	1		25			25			
В									
			Non-Resid	ent Owner					
IC CATEGORY			Representative Number of 'Yes' Votes	Representative Number of 'No' Votes					
С									
С									
D									
D									
E									
E									
E									

The following tab "1st Mailing Summary" shows the results.

2.4 The "# 1st Mailing Summary (Read-Only)" Tab



The results of the 1st Mailing (Example #4) are shown below:

UPC	889888			UPC		XXXXXXX						
Project Number	8888-888-888	1st Mailing	Summary	Project Number	888	8-888-888					1st Mailine	J Summary
Barrier Name	X			Barrier Name		X						
				ar di tra tra tra								
(Include Parmitted Developments)	NACCATEGORY	Total Number of Bepresentative	Total Maxiumum Number of		Total Number of Returned Responses (Representative)							
includer emitted bevelopments)	NHC CHILCOUT	Responses Sent	Representative Votes				Owner an	id Resident	Non-Resi	dent Owner	Apartment Cor Prop	nplexes / Rental erties
Impacted and Benefited	В	0	0						Poprocontatius	Poprocontativo		
Not Impacted and Benefited	B	0	0	(Include Permi	itted	NAC	Number of	Number of 'No'	Number of Yes	Number of 'No'	Number of	Number of 'No'
Impacted and Benefited	C	0	0	Developmen	ts)	CATEGORY	Yes' Votes	Votes	Votor	Votor	Yes' Votes	Votes
Not Impacted and Benefited	C	0	0						votes	votes		
Impacted and Benefited	D	0	0	Impacted and Be	nefited	В						
Not Impacted and Benefited	D	0	0	Not Impacted	and	В	0	0	0	0	0	0
Impacted and Benefited	E	0	0									
Not Impacted and Benefited	F	0	0						Non-Hesi	dent Uwner		
Potential Maximum N Weighted Vor 0	lumber of es	Actual Number of Max (Based on -1	imum Weighted Votes Responses) 25	(Include Permi Developmen	itted ts)	NAC CATEGORY			Representative Number of Yes Votes	Representative Number of 'No' Votes		
				Impacted and Be	nefited	С			0	0		
				Not Impacted	and	С			0	0		
Number of Weighted	Votes Cast	Number of Lotal	7 Iotal Votes Cast / 7	Impacted and Be	nefited	D			0	0		
YES NO	Total	Uutstanding Votes	l otal Actual Votes	Not Impacted	and	n			0	0		
80 50	130	-255	-104 00 -104	Impacted and Be	nefited	F			0	0		
00 00	100	200	104.00	NotImpacted	and	E			0	0		
14 - 6"N/" 14 - 6"N/- "	14-6			nocimpacted		L			•	•		
	Output and a											
Votes (All Votes (All	Outstandin											
-64.0 -40.0	204.0						Total Number of Weighted Vote		f Weighted Vote:	5		
X of "Yes" X of "No"	Results in	the box below should only	be considered when all				Owner an	id Resident	Non-Resi	dent Owner	Apartment Complexes / Rental Properties	
Votes Votes (Responde (Responde 61.5 38.5		of the responses have	peen tallied	(Include Permi Developmen	itted ts)	NAC CATEGORY	Number of Yes' Votes	Number of 'No' Votes	Representative Number of Yes Votes	Representative Number of 'No' Votes	Number of Yes' Votes	Number of 'No' Votes
				Impacted and Be	nefited	В	5	0	75	0	0	50
				Not Impacted	and	В	0	0	0	0	0	0
							-		Non-Resi	dent Owner		
				(Include Permi Developmen	itted ts)	NAC CATEGORY			Representative Number of Yes Votes	Representative Number of 'No' Votes		
				Impacted and Be	nefited	С			0	0		
				Max Inconstant		<u> </u>			0			

ERROR CHECK

NOTE: The Red boxes indicate errors. These errors appear because when we started Example #4, we never changed the number of letters initially sent out. To remedy these errors,

Go back to the "Input Number of Letters Sent" Tab and fix the number of letters sent out for Example #4 as shown below.

	Owner and Resident	lent Owner	Apartment Complexes / Rental Properties			
NAC CATEGORY	Number of Letters Sent to Owners	Number of Letters Sent to Owners Sent to Owners Number of Residences Represented by Letters sent to Non- Resident Owners		Number of Letters Sent to Renter known)		
В	10	1	25	25		
В						
		Non-Resid	lent Owner Number of Facilites			
NAC CATEGORY		Number of Letters Sent to Owners	Represented by Letters sent to Non- Resident Owners			
С		1	4			
С						
D						
D						
E						
E						
D E E	NOTE: A Total of 37 lette	rs have been sen	t.			

A total of **37** letters should have initially been sent out for this scenario (Example #4).

Now go back to the "# 1st Mailing Summary" Tab and view the results of the first mailing efforts.

NOTE: This is the page that should be printed out and submitted with the report.

UF	PC į	Į	XXXXXX					
Project	Number		****	ĸ		1st Mailing	g Summary	
Barrier	Name		X					
(Include Pe	ermitted Deve	elopments)	NAC CA	TEGORY	Total Nu Represe Respons	imber of entative ses Sent	Total Ma Numi Represent	axiumum ber of ative Votes
Impac	ted and Ben	efited	E	В	6	0	3	00
Not Imp	acted and B	enefited	l	В	()	1	0
Impac	xed and Ben	efited	(0		4	2	20
Not Imp	acted and B	enefited	(0	()		0
Impac	xted and Ben	efited	[0	()		0
Not Imp	acted and B	enefited	[0	()	1	0
Impac	xted and Ben	efited		E	()		0
Not Imp-	acted and B	enefited		E	(J		U
	Potentia W	l Maximum N leighted Vote 320	umber of es		Actual Nu	mber of Ma» (Based on) 1	kimum Weigh Responses) 35	ted Votes
	Numbero	f Weighted V	otes Cast		Number Outstand	of Total ing Votes	% Total Vo Total Act	tes Cast / ½ ual Votes
	YE5 80	NU 50	l otal 130		8	5	66.67	66.00
	00		100			5	00.01	00.00
	X of "Yes" Votes (All Votes) 41.0	X of "No" Votes (All Votes) 25.6	% of Outstandin g Votes 33.3					
	•Z = 6"\$Z=="	*/ -{ "N-"		De sulta in t	ha hau halau	ب والم من با ما م ما ب	. h a a a a aidea	ad ubar all
	Votos	Votos		hesuits in t	of the resp	opsos bauo l	been tallied	eo when all
	(Besnonde	(Besnonde			ortheresp	onses nave i	beentallied	
	615	38.5						
	0.0	00.0			A Second	l Mailing is	Required	

Based on the responses received from the 1st mailing, the worksheet is recommending that, "A second mailing is required." This decision is based on two conditions:

- The percent (%) of "yes" votes, based on all available votes.
- The percent (%) of outstanding votes.

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The worksheet will always make a barrier recommendation based on these criteria for the 1st mailing. The criteria for the second mailing are slightly different.

Since the percent (%) of "yes" votes (based on all available votes) is not 50% or greater (41.0%, in this case,) and the percent of outstanding votes (33.0%) could potentially affect the overall decision of the barrier, a second mailing is required.

NOTE: If the worksheet makes a barrier recommendation based on the first mailing, because the criteria above are satisfied, a second mailing is not required.

2.4 The "# of Response Received 2nd Mail" Tab



If a second mailing is required, this tab should reflect the cumulative number of responses for both mailings.

Using **Example 4** (shown above) we can look at 3 separate scenarios for the second mailing.

Scenario #1

- *The results of the 1st mailing. (Example 4)*
- The HOA (representing 4 facilities) and 3 single family homeowners vote "yes."

Based on these responses, the "# of Response Received 2^{nd} Mail" tab should look like this (shown below):

	Owner and	d Resident	Non-Resid	lent Owner	Apartment Complexes / Rental Properties		
AC CATEGORY	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes	
В	4		25			25	
В							
			Non-Resid	lent Owner			
JAC CATEGORY			Representative Number of 'Yes' Votes	Representative Number of 'No' Votes			
с			4				
с							
D							
D							
E							
E							

2.5 The "2nd Mailing Summary" Tab

2nd Mailing Summary (Read-Only)

Based on the results of the 2nd mailing (Scenario #1), the table should be as follows:

U	PC .	Į	*****					
Project	Number	8	*******	88	2nc	l Mailing	g Summa	ary
Barrie	r Name		×					
(Inc De	lude Perm evelopmen	itted its)	NAC CATEGORY		Total Number of Representative Responses Sent		Total Ma Numl Represe Vo	axiumum ber of entative tes
Impact	ed and Be	nefited	E	3	60)	30	00
Not Impa	icted and B	Benefited	E	3	0		(D
Impact	ed and Be	nefited	(0	4		2	:0
Not Impa	ot Impacted and Benefited		(0		(D
Impact	pacted and Benefited		[0	0		1	D
Not Impa	icted and B	Benefited	[)	0		1	D
Impact	ed and Be	nefited	E		0			D
Not Impa	pacted and Benefited			E	0			D
	Potentia of W	l Maximurr leighted V 320	Number otes		Actual Nu Votes	mber of N (Based (19	1aximum \ on Respor)5	veighted nses)
	Number YES	of Weight Cast NO	ed Votes Total		Number o Outstar Vote	of Total nding es	% Tota Cast / Actua	l Votes % Total I Votes
	115	50	165			1	84.62	84
	X of Yes" Votes 59.0 X of Yes" Votes 69.7	% of "No" 25.6 "No" Votes 30.3	% of Outstan ding 15.4	Res consider The	ults in the b ed when all Barrier Is Cor	ox below of the res : Recom	should on sponses h nmended on	<mark>ly be ave been</mark> I for

The barrier recommendation for the 2^{nd} mailing is based the following criterion:

• The percent (%) of "yes" votes, respondents only.

Since the percent (%) of "yes" votes (of the respondents) is 50% or greater (69.7%, in this case), "**The Barrier is Recommended for Construction**."

Scenario #2:

- *The results of the 1st mailing. (Example 4)*
- The HOA (representing 4 facilities) and 3 single family homeowners vote "no".
- 2 single family homeowners vote "no".

Based on these responses, the "# of Response Received 2^{nd} Mail" tab should look like this (shown below):

		Owner and	d Resident	Non-Resid	lent Owner	Apartment Complexes / Rental Properties		
	NAC CATEGORY	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No Votes	
-	В	1	2	25			25	
d	В						5	
1				Non-Resid	lent Owner			
	NAC CATEGORY			Representative Number of 'Yes' Votes	Representative Number of 'No' Votes			
3	С				4			
ł	С							
2	D							
ł	D							
	E							
1	E							

Based on the results of the 2^{nd} mailing (Scenario #2), the table should be as follows:

U	PC		888888					
Project	Number	8	********	88	2n	d Mailing	g Summa	iry
Barrie	r Name		X					
(Inci De	lude Permi evelopmen	itted its)	NAC CATEGORY		Total Number of Representative Responses Sent		Total Ma Numb Represe Vo	axiumum per of entative tes
Impact	ed and Be	nefited	E	3	6	i0	30	00
Not Impa	ot Impacted and Benefited			3		0	()
Impact	ed and Be	nefited	(0		4	2	0
Not Impa	cted and B	Benefited	(2		0	(0
Impact	ed and Be	nefited	[0	(0	(0
Not Impa	cted and B	Benefited	[0	(0	(0
Impact	ed and Be	nefited		E	(0	()
Not Impa	cted and B	Benefited		E	(0	()
	Potentia of W	l Maximurr leighted V 320	Number otes		Actual N Vote	umber of N s (Based (19	Maximum V on Respor 35	veighted nses)
	Number	of Weight Cast	ed Votes		Number Outsta Vo	of Total anding	% Tota Cast / : Actual	l Votes 7. Total Votes
	90	90	100ai			5	92.05	02
	00	00	100			J	02.03	02
	X of "Yes" Votes 41.0 "Yes" Votes 50.0	% of "No" Votes 41.0 % of "No" Votes 50.0	% of Outstan ding 17.9	Res consider The	ults in the l ed when a Barrier 1	box below Il of the res	should on sponses h nmended	ly be ave been

Since the percent (%) of "yes" votes (of the respondents) is 50% or greater (50.0%, in this case), "**The Barrier is Recommended for Construction**."

Scenario #3

- *The results of the 1st mailing. (Example 4)*
- The HOA (representing 4 facilities) and 3 single family homeowners vote "no".
- 4 single family homeowners vote "no".

Based on these responses, the "# of Response Received 2^{nd} Mail" tab should look like this (shown below):

	Owner and	d Resident	Non-Resid	ent Owner	Apartment Complexes / Rental Properties		
NAC CATEGORY	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes	
В	1	4	25			25	
В			1				
			Non-Resid	ent Owner			
NAC CATEGORY			Representative Number of 'Yes' Votes	Representative Number of 'No' Votes			
С				4			
С							
D							
D							
E							
E							

Based on the results of the 2nd mailing (Scenario #2), the table should be as follows:

Project Number XXXX-XXXX 2nd Mailing Summary Barrier Name X Image: Constraint of the second se	Project Number	r							
Barrier Name X Image: Constraint of the presentation of the present of the presentatio	Barrier Name	8	*******	88	2nd Mailing Summary				
(Include Permitted Developments) NAC CATEGORY Total Number of Representative Responses Sent Total Maximum Number of Representative Votes Impacted and Benefited B 60 300 Not Impacted and Benefited B 0 0 Impacted and Benefited C 4 20 Not Impacted and Benefited C 0 0 Impacted and Benefited D 0 0 Impacted and Benefited E 0 0 Potential Maximum Number of Weighted Votes Actual Number of Maximum Weighte Votes (Based on Responses)	Damername		×						
(Include Permitted Developments)NAC CATEGORYTotal Number of Representative Responses SentTotal Maximum Number of Representative VotesImpacted and BenefitedB60300Not Impacted and BenefitedB00Impacted and BenefitedC420Not Impacted and BenefitedC00Impacted and BenefitedD00Impacted and BenefitedD00Not Impacted and BenefitedD00Impacted and BenefitedD00Not Impacted and BenefitedD00Impacted and BenefitedE00Not Impacted and BenefitedE00Impacted and BenefitedE00Not Impacted and BenefitedE00No									
Impacted and Benefited B 60 300 Not Impacted and Benefited B 0 0 Impacted and Benefited C 4 20 Not Impacted and Benefited C 0 0 Impacted and Benefited D 0 0 Impacted and Benefited D 0 0 Not Impacted and Benefited D 0 0 Impacted and Benefited E 0 0 Impacted and Benefited E 0 0 Not Impacted and Benefited E 0 0 Impacted and Benefited E 0 0 Not Impacted and Benefited E 0 0 Maximum Number Actual Number of Maximum Weighte Votes (Based on Responses)	(Include Perm Developmer	itted its)	NAC CATEGORY		Total Number of Representative Responses Sent		Total Ma Numl Represe Vo	axiumum ber of entative tes	
Not Impacted and Benefited B O O Impacted and Benefited C 4 20 Not Impacted and Benefited C 0 0 Impacted and Benefited D 0 0 Not Impacted and Benefited D 0 0 Not Impacted and Benefited E 0 0 Impacted and Benefited E 0 0 Not Impacted and Benefited E 0 0 Impacted and Benefited	Impacted and Be	enefited	В		E	0	- 30	00	
Impacted and Benefited C 4 20 Not Impacted and Benefited C 0 0 Impacted and Benefited D 0 0 Not Impacted and Benefited D 0 0 Impacted and Benefited E 0 0 Impacted and Benefited E 0 0 Not Impacted and Benefited E 0 0 Not Impacted and Benefited E 0 0 Potential Maximum Number Actual Number of Maximum Weighte Votes (Based on Responses)	Not Impacted and I	Benefited	E	3	-	0	(D	
Not Impacted and Benefited C 0 0 Impacted and Benefited D 0 0 Not Impacted and Benefited D 0 0 Impacted and Benefited E 0 0 Not Impacted and Benefited E 0 0 Not Impacted and Benefited E 0 0 Potential Maximum Number of Weighted Votes Actual Number of Maximum Weighte Votes (Based on Responses)	Impacted and Be	enefited	(0		4	2	:0	
Impacted and Benefited D 0 0 Not Impacted and Benefited D 0 0 0 Impacted and Benefited E 0 0 0 Not Impacted and Benefited E 0 0 0 Not Impacted and Benefited E 0 0 0 Potential Maximum Number of Weighted Votes Actual Number of Maximum Weighte Votes (Based on Responses) Notes	Not Impacted and	Benefited	(0		0	(D	
Not Impacted and Benefited D 0 0 Impacted and Benefited E 0 0 Not Impacted and Benefited E 0 0 Not Impacted and Benefited E 0 0 Potential Maximum Number of Weighted Votes Actual Number of Maximum Weighte Votes (Based on Responses) Image: Note State	Impacted and Be	enefited	[0		0	(D	
Impacted and Benefited E O O Not Impacted and Benefited E O O Potential Maximum Number of Weighted Votes Actual Number of Maximum Weighte Votes (Based on Responses) Actual Number of Maximum Weighte	Not Impacted and I	Benefited	[0		0	(D	
Not Impacted and Benefited E O O Potential Maximum Number of Weighted Votes Actual Number of Maximum Weighte Votes (Based on Responses) Actual Number of Maximum Weighte	Impacted and Be	enefited		E	0		(D	
Potential Maximum Number of Weighted Votes Votes (Based on Responses)	Not Impacted and I	Benefited		E	0		(D	
Potential Maximum Number of Weighted Votes Votes (Based on Responses)									
of Weighted Votes Votes (Based on Responses)	Potentia	l Maximun	n Number		Actual N	umber of N	¶aximum \	veighted	
	of W	of Weighted Vo			Vote	s (Based (on Respor	nses)	
320 195		320				19	95		
Number of Weighted Votes Number of Total X Total Votes	Number	of Weight	ed Votes		Number	of Total	% Tota	l Votes	
Cast Outstanding Cast / // Total		Cast			Outstanding		Cast / :	7. Total	
YES NO Total Votes Actual Votes	YES	NO	Total		Votes		Actua	Votes	
80 90 170 25 87.18 87	80	90	170		2	5	87.18	87	
X of X of X of	% of	% of	% of						
"Yes" "No" Outstan	"Yes"	"No"	Outstan						
Votes Votes ding	Votes	Votes	dina						
41.0 46.2 12.8	41.0	46.2	12.8						
		10.00	10.0						
Z of Z of Besults in the box below should only be	% of	% of		Besi	ults in the l	box below	should on	lube	
"Yes" "No" considered when all of the responses have her	"Yes"	"No"		consider	ed when a	ll of the re-	sponses h	ave been	
Votes Votes	Votes	Votes							
47.1 52.9 The Barrier Is Not Recommended for	47.1	52.9		The B	arrier le	Not Bee	ommond	ed for	
Construction and Should Not be	47.1	32.3		Con	ameris structio	n and Sk	ould No.		
Included in the Plans				COI	Includ	ed in the	Plans	с be	
					menau	ea in the			
					_	_	_		

Since the percent (%) of "no" votes (of the respondents) is greater than 50% (52.9%, in this case), "**The Barrier is not Recommended for Construction and Should Not be Included in the Plans**."

This worksheet can also be used to evaluate special circumstances which can occur.

Example #5

• Ten single family homeowners (all impacted and benefited).

Letters are sent out to all 10 owners (as shown below):

	Total Number of Representative Responses Sent										
	Owner and Resident	Non-Resid	ent Owner	Apartment Complexes / Rental Properties							
ATEGORY	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non- Resident Owners	Number of Letters Sent to Renters (if known)							
В	10										
В		ļ									

After the after the initial response date has passed and the votes are tallied, the responses are as follows:

- 3 single family homeowners vote "yes".
- 2 single family homeowners vote "no".
- 2 responses that were sent out as "owner and resident" are returned with the **renter checkbox checked** and also voted "yes".

Question: How to handle this situation with the worksheet, and do the owners of the rentals need to be contacted?

The first step is to enter the votes cast as follows:

Total	Number of Returne	ed Responses (Repr	esentative)				
	Owner and	d Resident	Non-Resid	ent Owner	Apartment Complexes / Rental Properties		
ATEGORY	Number of 'Yes' Number of 'No' Votes Votes		Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes	
В	3	2			2		
В							
			Non-Resid	ent Owner			
ATEGORY				Representative Number of 'No' Votes			
С							
С							
D							
D							
E							
F							

As expected, the "1st Mailing Summary" Tab shows an error because the letters to the renters were sent out as "owner and resident"

UP	Ċ,		XXXXXXX				UPC		8888888						
Project N	lumber 👘		****		1st Mailing	1 Summary	Project Number	888	8-888-888					1st Mailin	u Summarv
Barrier	Name		X		-		Barrier Name		X						- · ·
(Include Pe	rmitted Dev	elopments)	NAC CA	TEGORY	Total Number of Representative Responses Sent	Total Maxiumum Number of Representative Votes				Owner an	Total Num	ber of Returned I	Responses (Repre	esentative) Apartment Cor	nplexes / Rental
														Prop	erties
Impaci	ted and Ber	efited		8	10	50						Representative	Representative		
Not Impa	acted and B	enefited	E	В	0	0	(Include Perm	itted	NAC	Number of	Number of 'No'	Number of Yes'	Number of 'No'	Number of	Number of 'No'
Impaci	ted and Ber	efited		<u> </u>	0	0	Developmen	its]	CATEGORY	Yes' Votes	Votes	Votes	Votes	Yes' Votes	Votes
Not Impa	acted and B	enefited		D	0	0									
Impac	ted and Ber	efited	[0	0	0	Impacted and Be	nefited	В	3	2	0	0		
Not Impa	acted and B	enefited	[D	0	0	Not Impacted	and	В	0	0	0	0	0	0
Impac	ted and Ber	efited		E	0	0						Non-Pasia	lant Owner		
Not Impa	acted and B	enefited	-	E	0	0						Non-nesic	Jenic Owner		
	Potentia W	l Maximum N 'eighted Vote 50	umber of PS		Actual Number of Max (Based on 4	rimum Weighted Votes Responses) 4	(Include Perm Developmen	itted its)	NAC CATEGORY			Representative Number of Yes' Votes	Representative Number of 'No' Votes		
							Impacted and Be	nefited	С			0	0		
	Number	بالمحمادية ال	Lana Cara		Mumber of Taxal	W Tasal Vasa Cara IV	Not Impacted	and	С			0	0		
	radinbero	r weighted v	otes clast		Outstanding Value	Tetel Actual Votes	Impacted and Be	nefited	D			0	0		
	YES	NO	Total		Outstanding votes	Total Actual Votes	Not Impacted	and	D			0	0		
	19	10	29		15	65.91 65.00	Impacted and Be	nefited	E			0	0		
							Not Impacted	and	F			0	0		
	/ of Yes"	% of "No"	% of						_						
	Votes (All	Votes (All	Outstandin												
	Votes)	Votes)	g Votes									Total Number of	Weighted Votes		
	43.2	22.1	34.1	_						Owner an	d Resident	Non-Resid	lent Owner	Apartment Cor	nplexes / Rental
	% of Yes"	% of "No"		Results in	the box below should only	be considered when all								Prop	erties
	Votes (Responde 65.5	Votes (Responde 34.5			of the responses have	been tallied	(Include Perm Developmen	itted its)	NAC CATEGORY	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes
							Impacted and Be	nefited	В	15	10	0	0	4	0
							Not Impacted	and	B	0	0	0	0	0	0
											_	Non-Resid	lent Owner		
							(Include Perm Developmen	itted its)	NAC CATEGORY			Representative Number of 'Yes' Votes	Representative Number of 'No' Votes		
							Impacted and Be	nefited	С			0	0		
							Not Impacted	and	С			0	0		
							Impacted and Be	nefited	D			0	0		
							Not Impacted	and	D			0	0		
							Impacted and Be	nefited	E			0	0		
							Not Impacted	and	E			0	0		
L								_							

In order to fix this, go back to the letter input tab and change these changes as follows:

	Total Number of Representative Responses Sent										
	Owner and Resident	Non-Resid	ent Owner	Apartment Complexes / Rental Properties							
ATEGORY	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non- Resident Owners	Number of Letters Sent to Renters (if known)							
В	8			2							
В											
		Non-Resid	ent Owner								
ATEGORY		Number of Letters Sent to Owners	Number of Facilites Represented by Letters sent to Non- Resident Owners								
C C											
D											
E E											
	NOTE: A Total of 10 letters have been sent.										

In order to remove the error we need to account for sending out the letters to the owners of the rental properties.

	Total Number of Representa	tive Responses Sen	t						
	Owner and Resident	Non-Resid	ent Owner	Apartment Complexes / Rental Properties					
ATEGORY	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non- Resident Owners	Number of Letters Sent to Renters (if known)					
В	8	2	2	2					
В									
ATEGORY		Non-Resid	ent Owner Number of Facilites Represented by						
		Sent to Owners	Letters sent to Non- Resident Owners						
С									
С									
D									
D									
E									
E									
	NOTE: A Total of 12 letters have been sent.								

Based on this change, the "1st Mailing Summary" tab is shown below:

Project Number			******		1st Mailing Summary				
Barrier Name		X							
(Include Permitted Developments)			NAC CATEGORY		Total Number of Representative Responses Sent		Total Maxiumum Number of Representative Votes		
Impacted and Benefited			В		12		60		
Not Impacted and Benefited			В		0 0		0		
Impacted and Benefited			C		0 0		0		
Not Impacted and Benefited			<u> </u>		0		0		
Impacted and Benefited					0		0		
Not Impacted and Benefited			U F		0		0		
Impacted and Benefited			E		0		0		
Not impacted and Benefited			E		U		U		
	Potentia W	l Maximum N leighted Vote	umber of es		Actual Nu	Actual Number of Maximum Weighted Votes (Based on Responses)			
	60					5	4		
Number of Weighted V			lotes Cast		Number of Total % T		% Total Vo	Total Votes Cast / %	
	VES NO		Total		Outstanding Votes		Total Actual Votes		
	19	10	29		25		53.70 53.00		
	X of "Yes" Votes (All Votes)	% of "No" Votes (All Votes)	% of Outstandin g Votes						
	35.2	18.5	46.3						
	*. of "Yes" *. of "No" Votes Votes (Responde 65.5 34.5			Results in the box below should only be considered when all of the responses have been tallied A Second Mailing is Required					

Since the percent (%) of "yes" votes (based on all available votes) is not 50% or greater (35.2%, in this case,) and the percent of outstanding votes (46.3%) could potentially affect the overall decision of the barrier, **a second mailing is required**. The owners of the rental homes must be contacted.

3.0 Extenuating Circumstances

When extenuating circumstances arise that require unusual or unique considerations be made that are not explicitly covered by these guidelines, project-level decisions will be made in accordance with the spirit of the FHWA regulations and the VDOT guidelines. It is imperative that these decisions be made collaboratively by VDOT, the environmental consultant responsible for the noise analysis, and the FHWA Division office staff. Unusual and unique circumstances will be considered on an individual project basis and the decision-making process must be fully documented in the noise technical report.

Any questions should be directed to VDOT's Central Office Noise Staff.