

# **APPENDIX A – Preparation Guidelines for Project Study Report-Project Report**

## **Table of Contents**

<b>APPENDIX A – Preparation Guidelines for Project Study Report-Project Report.....</b>	<b>A-3</b>
ARTICLE 1 Overview .....	A-3
Reference Information .....	A-3
Use of Project Study Report-Project Report.....	A-3
Preparation of Project Study Report-Project Report .....	A-3
Approval of Project Study Report-Project Report.....	A-4
ARTICLE 2 Template .....	A-4



# APPENDIX A – Preparation Guidelines for Project Study Report-Project Report

---

## ARTICLE 1 Overview

### Reference Information

Some of the references found in this appendix have hyperlinks that connect to Caltrans intranet pages which are not displayable to the general public. Until such time that the specific reference becomes available on the internet, the user will have to contact their district liaison, Caltrans project manager, or the appropriate Headquarters division to inquire about the availability of the reference.

### Use of Project Study Report-Project Report

The project study report-project report (PSR-PR) eliminates the separate processing of a project initiation report (PID) and a project report (PR) and is used to obtain project approval for projects-funded-by-others.

A project-funded-by-others is a highway improvement project that is sponsored by a local agency or private developer and does not use any State or federal funds, nor federal reimbursements. See [Chapter 9](#) – Project Initiation and [Chapter 12](#) – Project Approvals and Changes to Approved Projects for additional considerations.

### Preparation of Project Study Report-Project Report

Article 2 “Template” presents the template that can be used for the PSR-PR. Use [Appendix L](#) – Preparation Guidelines for Project Study Report and [Appendix K](#) – Preparation Guidelines for Project Report for guidance in preparing the PSR-PR. Use checklists discussed in [Appendix L](#) – Preparation Guidelines for Project Study Report to properly scope the project.

The template was created for broad application and, as such, portions of the template may not strictly apply to all transportation projects. The template should be modified to include or exclude sections so that pertinent project deficiencies, issues or coordination are clearly presented. The preparer of the report should evaluate the number of the alternatives and the complexity of the issues to determine whether to

organize the information by alternatives or issues. The space for filling in various sections of the template is condensed for practical viewing of the template. As appropriate, each section can be expanded to accommodate necessary information.

### **Approval of Project Study Report-Project Report**

The District Director (or Deputy District Director if identified in Caltrans' delegation of authority) is responsible for approval of the PSR-PR.

## **ARTICLE 2      Template**

This article is a template for the project study report-project report. When using the template, delete any italicized text within the body of the document. The italicized text provides instructions for template users and does not provide any value to the final document.

[Appendix A Template](#)