EXHIBIT 3-G FEDERAL PROJECT LOG SHEET (MINIMUM REQUIREMENTS)
(For District use only)

TO: _____ Dist., Cty, Rte, Agency: _____

AREA ENGINEER
Department Of Transportation Fed. Aid Project No: _____
Division of Local Assistance - MS 1 E.A. Number: _____
1120 N Street, Sacramento, CA 95814

Mail:

P.O. Box 942874
Sacramento, CA 94274-0001 Date: _____

From: _____

DLAE, District No. _____

Caltrans, Office of Local Assistance

_____

_____

	Prefix Chklst	FTIP/FSTIP Sht	FTA Grant App. *1	Field Rev. Form	Request for CSRA *2	Req. for Auth.	Req. for FTA Tran.	E-76	"SERF" ITS Projects	Finance Letter	Approved NEPA Document	Spec. Auth. Of Util. Est.	R/W Certification	PS&E Cert. & Chklst.	Preliminary Engineering Estimate	Cont. Award Chklst.	Detail Estimate	Approved DBE Submittals	R.O.E.*3	Date (HQ use only)
PRELIM. ENG.																				
Authorization	☐	☐	[1]	☐	☐	☐		☐	⬚	☐	[5]							[3]		
Program Suppl't			☐						⬚											
Cost Adjustment		⬚						☐		☐										
R/W																				
Authorization	⬚			☐	⬚	☐		☐		☐	☐	[4]						[3]		
Cost Adjustment		⬚						☐		☐										
CONST & CE																				
Authorization	⬚			☐	⬚	☐		☐		☐	⬚		☐	☐	☐			[3]		
Award Package*4										☐						☐	☐	☐		
Cost Adjustment		⬚						☐		☐							☐			
FTA TRANSFER	☐	☐					☐			[2]										
PROJECT COMPLETION																			☐	

Legend:

☐ = Required Document
1 = The first two-sheets of field review form
3 = Required prior for first authorization of FFY
5 = Required for Final Design

⬚ = Required if not submitted previously or have significant change since
2 = Only req'd if there are STIP Match $ (Not often)
4 = Required for Fed. Part. Util. Reloc.

*1 FTA Grant Appl'n = Copy of grant appl'n funding info. For agencies using Sect. 5307 & 5336 procedures
*2 Request for Subvention Reimbursement Allocation - ONLY required for State Highway System projects
*3 Report of Expenditures; see Chapter 17, Project Completion, Local Assistance Procedure Manual
*4 Award Package, see Chapter 15, "Advertise & Award Project", LAPM

Updated 04/30/10

Distribution: DLAE Use