

FFY 17-18 Project Authorization/Adjustment Pilot Program Agency Participation Agreement

Thank you for being a part of the Division of Local Assistance's FFY 17-18 Project Authorization/Adjustment Pilot Program. As a select partner in the Program, you are part of an effort designed to streamline the federal authorization and adjustment request process in California. The purpose of this agreement is to document participation in the Program and ensure clear understanding of the responsibilities.

Participation in the Program allows your agency to use the pilot form, *Project Authorization/Adjustment Request* form (LAPM-3A), and process to request federal authorization and adjustment for your projects in FFY 17-18. Use of LAPM-3A and applicable supporting documents will replace the requirement to use the following Local Assistance Procedures Manual exhibits for project authorization and adjustment requests:

- 3-A: Request for Authorization to Proceed with Preliminary Engineering
- 3-B: Request for Authorization to Proceed to Right of Way
- 3-C: Request for Authorization to Proceed to Utility Relocation
- 3-D: Request for Authorization to Proceed with Construction
- 3-Q: Request for Authorization to Proceed with Non-Infrastructure
- 3-E: Request for Authorization to Proceed Data Sheets(s)
- 3-O: Local Federal-Aid Finance Letter
- 12-A: Preliminary Estimate of Cost
- 12-C: PS&E Certification

Use of the Program form and process is only approved during the implementation of the Program (October 1, 2017 to September 30, 2018). Upon completion of the Program, your agency will be required to resume using the documents and process established by the Division of Local Assistance to request federal authorization or adjustment for your projects.

Your agency acknowledges that participation in the Program does not excuse itself from complying with applicable terms and conditions set forth in the Master Agreement and Program Supplement Agreement and policy and procedures established in the Local Assistance Procedures Manual. Although the Project Plans, Specifications and Estimate package and following Local Assistance Procedures Manual exhibits will not be required through the procedures of the Program, they must be retained in your agency's projects files and may be reviewed by Caltrans after project authorization or adjustment:

- 7-B: Field Review Form
- 9-D: DBE Contract Goal Methodology
- 12-D: PS&E Checklist
- 15-A: Local Agency Construction Contract Administration Checklist

Thank you again for participating in the Program. Your partnership and feedback will contribute to improving the federal authorization and adjustment process moving forward.

Signature of Project Responsible Charge	Date
Print Name	Title
Agency	

David Giongco Area Engineer, Office of Project Implementation Caltrans Division of Local Assistance	Date
---	------