ATTENTION! There are a number of items in this appendix that need to be updated—especially in the areas of funding/programming, risks, and FHWA coordination. Until this appendix is updated, please see Appendix K for the discussion of topics in the Microsoft Office Word template associated with this appendix and discuss any issues with the Headquarters SHOPP program manager or advisor.

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

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

ARTICLE 1  Overview

Use of Project Study Report-Project Report

A project must meet the criteria specified in Chapter 9, Article 9 of the Project Development Procedures Manual (PDPM) to use a combined Project Study-Project Report (PSR-PR). The combined PSR-PR satisfies the requirements for both the project initiation document (PID) and the project report (PR) and, as such, must meet the requirements in Chapter 9 and Chapter 10 of the PDPM.

Both Headquarters and the district use the combined PSR-PR as the primary project reference document and, as such, the need for accurate and complete project information is essential.

Guidance for Preparing a Project Study Report-Project Report

Article 2 of this appendix presents the template that can be used for the combined PSR-PR. Use Appendix L – Preparation Guidelines for Project Study Report and Appendix K – Preparation Guidelines for Project Report for guidance in preparing the combined PSR-PR. Use checklists found in Appendix L to properly scope the project.

The template is 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.
For a detailed sequence of the PID activities see the Project Development Workflow Tasks.

**PSP-PR Approval**

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

**PSR-PR Distribution**

Two copies of the approved report shall be sent to:

- Division of Design
- Office of Project Development Procedures
- Attention: Design Report Routing
- Mail Station #28

For SHOPP projects:

A copy of the draft PSSR shall be sent to the appropriate Headquarters SHOPP program advisor. The Headquarters SHOPP program manager organizational chart can be found at the following location:

[http://10.56.3.8/pirs/TenYrShopp/HQ_SHOPP_Org_Chart.xls](http://10.56.3.8/pirs/TenYrShopp/HQ_SHOPP_Org_Chart.xls)

One copy of the approved report shall be sent to the appropriate Headquarters SHOPP program advisor.

Five copies of the approved report shall be sent to:

- HQ Division of Engineering Services
- Program/Project & Resource Management
- MS 9-5/11g
ARTICLE 2 Template for Project Study Report-Project Report

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. If applicable and approved by the Headquarters SHOPP program manager, the preparer may modify an existing PSSR form to use as a combined document.

The template is available at:

http://www.dot.ca.gov/hq/oppd/pdpm/templates/apdx-a-template.docx