

LAPG 6-A (Pilot 10/2024) Overview and Instructions

Introduction

Refer to Local Assistance Program Guidelines (LAPG) Chapter 6: Highway Bridge Program (HBP) Guidelines for information about this form, mandatory reviews, and eligibility determinations. Submission of this form does not indicate eligibility. The LAPG 6-A form should not be used without first familiarizing yourself with the HBP Guidelines and policies.

Effective immediately, the LAPG 6-A (Pilot 10/2024) is implemented. All LAPG 6-A's submitted after 11/18/2024 must utilize this version. Any submittals of LAPG 6-A's after 11/18/2024 using the 5/2019 version will be returned to the local agency.

This Overview and Instructions document will highlight notable items and changes compared to the previous LAPG 6-A (5/2019). This document will not explain every field in detail. If there are any questions on the use of the form, please contact your DLAE.

Note that a pilot of the LAPG 6-D is not being released at this time. The LAPG 6-D pilot will be released in the upcoming months.

General Commentary

1. This fillable PDF has been formatted with auto-inputs and auto-calculations in specific areas. Please use the input fields established when completing the form. Do not flatten this PDF in an effort to override the fields and calculations.
2. This fillable PDF has been formatted to limit the amount of text within each field. If additional space is needed, please attach documents as needed.
3. This PDF can be saved and completed over time. It does not need to be completed in a single effort.

The last page of the PDF (page 8) requires a Local Agency Project Manager signature. This signature should not be inputted until the form is completed. Once the signature is inputted, the form will lock and the PDF fields will no longer be editable. It is recommended that the local agency saves 2 copies of the PDF once the form is completed:

1. an unsigned PDF for their own records so that edits may be made for the future
 2. a signed PDF to be submitted to Caltrans DLAE.
4. If an LAPG 6-A is being submitted for a scope change, the LAPG 6-A package must include a cover letter on the local agency letterhead explaining and justifying the reason for the scope change.

Instructions on Specific Sections

Page 1:

1. The date will echo on every page of the LAPG 6-A. The date should be completed last and should match the date of when the local agency signs the LAPG 6-A on the last page (page 8) for submittal.

Page 3:

1. If the LAPG 6-A is being completed for a painting-only or a scour countermeasure-only project, and there will be no changes to the geometrics of the existing structure, Questions 12 through 15 may be skipped and left blank.

Page 4:

1. Local agencies should explain and justify the reason if PE costs exceed 25% of construction costs, if approach roadway limits exceed the limits outlined in LAPG Chapter 6, or if CE exceed 15% of CON.

Page 5:

1. Preliminary Engineering (PE) costs are separated into 2 categories, (1) funds needed to complete Project Approval and Environmental Design (complete NEPA) and (2) funds needed to complete Final Design. The programming of the PE funds will be implemented 2 separate times. PE funds for Final Design will not be obligated until NEPA has completed.
2. Right of Way (RW) cost must be separated into the categories as listed. It is recommended that a plan exhibit showing the various impacted parcels be provided. Depending on the needs of each project, the HBP may request this information along with the cost associated with each impacted parcel.

Utility costs listed in the RW phase generally relates to utility work to be completed by the local agency. If utility work is to be performed in the construction phase by the contractor, those costs should be included in the construction phase as bid items.

Page 6:

1. Construction (CON) cost must be separated into the categories as listed. Costs listed in the first table are estimated current-year costs. The second table will calculate escalation factors to be applied. The CTC approved escalation rate can be found on the [HBP website](#). Note that this value changes periodically.

Page 7:

1. Anticipated Target Milestones Table – for milestones that have been achieved, the “target date” should be the date of which the milestone was achieved.

Page 8:

1. The local agency must sign the LAPG 6-A prior to submittal to Caltrans District. As mentioned above, it is recommended that the local agency saves a separate copy of the PDF as a working file prior to signing the PDF for submittal.
2. Once Caltrans district receives and reviews the LAPG 6-A, the DLAE or District HBP coordinator must sign the LAPG 6-A prior to submittal to Caltrans HQ.

3. Once HBP HQ receives and reviews the LAPG 6-A, the HBP HQ team member will sign the LAPG 6-A and return the LAPG 6-A back to Caltrans District. Caltrans District must then provide a copy to the local agency.