

LAPG 6-D (Pilot 8/2025) 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-D form should not be used without first familiarizing yourself with the HBP Guidelines and policies.

Effective immediately, the LAPG 6-D (Pilot 08/2025) is implemented. All LAPG 6-D's submitted after 09/01/2025 must utilize this version. Any submittals of LAPG 6-D's after 09/01/2025 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-D (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-A was released in 2024. The LAPG 6-A Pilot must be used where applicable.

Note that the LAPG 6-B is phased out and no longer used. LAPG 6-B's are not to be submitted with the LAPG 6-D Pilot form.

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 7) 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 in the future
2. a signed PDF to be submitted to Caltrans DLAE.

Instructions on Specific Sections

Page 1:

1. The date and bridge number will echo on every page of the LAPG 6-D. The date should be completed last and should match the date of when the local agency signs the LAPG 6-D on the last page (page 7) for submittal. The Federal Project Number (7 digits only no prefix) and phone number (10 digits) should be entered as digits only. Parentheses will be added automatically.
2. The LAPG 6-D is to be used for cost and schedule changes only. Applications requesting a scope change must be done with a LAPG 6-A submittal.
3. If a project has never had an approved LAPG 6-A, an LAPG 6-A must be submitted instead.

Page 2:

1. Only 1 date can be inputted into the Estimate Project Milestone/Schedule.
 - a) Milestones achieved will have a date in the past compared to the LAPG 6-D submittal date.
 - b) Target dates will have a date in the future compared to the LAPG 6-D submittal date.

Page 3:

1. This LAPG 6-D submittal must reference the previously approved LAPG 6-A or 6-D.
2. Local agencies must input the previously approved amount and the currently requested subtotal for each category. The cost increase will be automatically calculated. Local agencies must also list non-HBP-participating amounts.
3. 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. PE funds for Final Design will not be obligated until NEPA has completed.
4. Right of Way (R/W) 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 R/W 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 4:

1. The main bridge construction federal project is known as the “parent” project. If a separate federal project and Federal Project Number (FPN) will be established for long-term environmental mitigation and monitoring efforts (also known as a “child” project),

the local agency must indicate “Yes” under question 14. The long-term environmental mitigation and monitoring FPN must then be entered in the space provided.

If a separate federal project and FPN will not be established for long-term mitigation and monitoring work, then the local agency must indicate “No” under question 14.

Under this new LAPG 6-D, a local agency will not need to submit separate LAPG 6-D’s to request programming for a “parent” project and a “child” project. Only 1 LAPG 6-D will be required for one bridge.

2. Any items done under the main (parent) project should fall under Section 14.

Items such as erosion control, hydroseed, or any initial planting should fall within “Approach Roadway” costs. “

“Channel Work” is any work that is done in the waterway that isn’t related to the construction of the bridge or placement of rock slope protection. Bid items like Structure Excavation, Structure Backfill, Rock Slope Protection, etc would not fall under Channel Work. Channel work relates to grading/realigning/repairs/etc. of the river/stream/channel.

3. 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 5:

1. The LAPG 6-D now contains a table for long-term environmental mitigation and monitoring costs. Local agencies are encouraged to submit supplemental information and attachments to justify the costs inputted in the LAPG 6-D.
2. If the initial long-term mitigation establishment work is done under the parent project, the costs should be included in page 4 under “Approach Roadway”. The establishment cost for the Long-Term Environmental Mitigation table should then be zero.

Page 7:

1. The local agency must sign the LAPG 6-D 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-D, the DLAE or District HBP coordinator must sign the LAPG 6-D prior to submittal to HBP HQ.
3. Once HBP HQ receives and reviews the LAPG 6-D, the HBP HQ team member will sign the LAPG 6-D and return the LAPG 6-D back to Caltrans District. Caltrans District must then provide a copy to the local agency.