

## INSTRUCTIONS FOR FIELD REVIEW FORM

The Applicant shall complete the Field Review Form in accordance with Chapter 7, “Field Review” of this manual. The District Local Assistance Engineer (DLAE) should be consulted for clarification. If Caltrans or other interested parties are to be involved in meetings, to assist in completion, the applicant should fill out the form as completely as possible prior to any meeting(s). The form must be completely filled out prior to submission of the PES Form.

### Item 1. PROJECT LIMITS

Briefly describe the physical limits or nature of project. Attach a list, as needed, for multiple or various locations. Indicate length of project to nearest one-tenth of mile. Use 0.1, if a spot location. Also, indicate whether the project is located on National Highway System (NHS). Include additional sheets, if needed, to clearly define the project location or scope of work.

### Item 2. WORK DESCRIPTION

Briefly describe major components of the proposed work, e.g., signals, bridge replacement, ridesharing, pedestrian features, etc.

### Item 3. FUNCTIONAL CLASSIFICATION

For a roadway project, check appropriate functional classification category. See the discussions of specific fund programs in the *Local Assistance Program Guidelines* (LAPG) for system eligibility. Indicate N/A for projects not related to a specific road or street system.

### Item 4. STEWARDSHIP CATEGORY

For roadway projects, indicate whether project is FHWA Project of Division Interest (PoDI) per Stewardship Agreement. With some exceptions, projects on the State Highway System are subject to Caltrans Oversight, and Project of Division Interest (PoDI) projects are subject to FHWA oversight; otherwise, the project is subject to DLAE oversight.

### Item 5. CALTRANS ENCROACHMENT PERMIT REQUIRED

An encroachment permit is required for projects encroaching within the state highway right of way. The applicant should contact the District Permit Officer early in the process.

### Item 6. STATE ONLY FUND

If the project is entirely funded by the state, indicate if it is state-only funded.

### Item 7. COST BREAKDOWN ESTIMATE

List estimated breakdown of all project phases and indicate phases for which federal participation will be requested. Include all known costs, but include each cost in only one group. Check whether “Value Engineering Analysis” is required for this project. (For structures-related projects financed with Highway Bridge Program [HBP] funds, the current HBP operating procedures limit preliminary engineering costs including environmental costs to twenty-five (25%) percent of the total construction cost. Any exceptions must be approved in writing by the HBP program manager.)

**Item 8. PROJECT ADMINISTRATION**

Indicate name of agency that will be responsible for administering each project phase. Also indicate the use of a consultant for any phase.

**Item 9. SCHEDULES**

The local agency should indicate their proposed advertisement date. This will give the involved parties a date for scheduling. However, the discussion of requirements and time frames may require adjustment of the advertisement date. Critical dates in the schedule should be noted in the remarks.

**Item 10. PROJECT MANAGER'S CONCURRENCE**

The local agency project manager shall sign and date the project review form to signify agreement on the parameters proposed for development of the project. The DLAE and FHWA representative shall sign the document when attending project reviews. This document is then a guidance reference for further development of the project to assure that it adheres to the programmed concept, or that any changes is approved by the manager (and/or DLAE and FHWA, if appropriate).

**Item 11. LIST OF ATTACHMENTS**

The first two items are appropriate for all reviews. Others to be added depend on the type of project. For required field reviews, all applicable attachments must be submitted. For optional field reviews, see the “[ ]” notations for attachments required for specific types of projects. All existing federal, state, or local Americans with Disabilities Act (ADA) deficiencies, if not identified on other Attachments, should be listed here

**Item 12. FIELD REVIEW NOTES**

Attach the minutes of the field review meetings to the PS&E package. If issues or unusual aspects of the projects need to be explained, provide such explanations on the meeting minutes or on a separate page.

Note: The Federal Damage Assessment Form (DAF) shall be used as the field review document for Emergency Relief projects.