



Caltrans Local Assistance

RESIDENT ENGINEER ACADEMY

Module 13

Construction Oversight Program

January 2026

Caltrans Oversight Information Notice (COIN)

The screenshot shows the Caltrans website's 'Caltrans Oversight Information Notice (COIN)' page. The header includes the 'CA.gov' logo and navigation links: 'About Caltrans', 'Contact Us', 'ADA Certification', 'Request ADA Compliant Documents', 'Settings', and 'Translate'. Below this is a secondary navigation bar with the Caltrans logo and icons for 'Travel', 'Work with Caltrans', 'Programs', 'Caltrans Near Me', and a 'Search' icon. The main content area has a breadcrumb trail: 'Home' > 'Programs' > 'Local Assistance' > 'Guidelines and Procedures' > 'Caltrans Oversight Information Notice (COIN)'. The title 'Caltrans Oversight Information Notice (COIN)' is prominently displayed. A paragraph explains that COINs are single-topic bulletins for outreach and guidance to Local Public Agencies (LPAs). Below this is a link to the 'Archive of COINs'. A table lists two COINs: COIN #24-01 on 'Environmental Mitigation Work (PDF)' and COIN #23-01 on 'Subcontracting Request (PDF)'. On the right, a 'Guidelines and Procedures' sidebar lists links to various documents including the COIN notice itself, DLA Office Bulletins, LAPM, LAPG, LPP, DLA Acronyms List, and DLA Glossary.

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Home Programs Local Assistance Guidelines and Procedures Caltrans Oversight Information Notice (COIN)

Caltrans Oversight Information Notice (COIN)

The Caltrans Local Assistance Program Caltrans Oversight Information Notice, or "COIN" for short, are single-topic bulletins intended to provide outreach information and guidance to Local Public Agencies (LPAs). They cover a wide variety of subjects, including discussions of findings resulting from process reviews by Caltrans and/or FHWA, reminders of existing procedures or best practices, and other timely information.

[Archive of COINs](#)

COIN Number	COIN Topic
COIN #24-01	Environmental Mitigation Work (PDF)
COIN #23-01	Subcontracting Request (PDF)

Guidelines and Procedures

- [Caltrans Oversight Information Notice \(COIN\)](#)
- [Division of Local Assistance Office Bulletins \(DLA-OBs\)](#)
- [Local Assistance Procedures Manual \(LAPM\)](#)
- [Local Assistance Program Guidelines \(LAPG\)](#)
- [Local Programs Procedures \(LPP\)](#)
- [DLA Acronyms List \(PDF\)](#)
- [DLA Glossary \(PDF\)](#)

[Caltrans Oversight Information Notice \(COIN\)](#)

Construction Oversight Program (COP)

The screenshot shows the Caltrans website's Construction Oversight Program (COP) page. The header includes the CA.gov logo and navigation links: About Caltrans, Contact Us, ADA Certification, and Request ADA Compliant Documents. Below the header is the Caltrans logo and four service icons: Travel, Work with Caltrans, Programs, and Caltrans Near Me. A breadcrumb trail shows the path: Home | Programs | Local Assistance | Guidance and Oversight | Construction Oversight Program. The main heading is "Construction Oversight Program". Below it is the section "Roles and Responsibilities" with a bulleted list of duties.

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Construction Oversight Program

Roles and Responsibilities

- **Perform Project Reviews with Local Agency Staff and their Construction Management Consultants**
 - Not auditors, but measure FHWA compliance
 - Issue Findings
- **Resource for Local Agency Questions / Issues**
 - Can review Change Orders (COs) for quality and participation
- **Issues Guidance on Current Issues as Necessary**
 - Publishes Office Bulletins, COINS on DLA website
- **Conducts Training**
 - RE Academy, Federal-Aid Series, Individual Agency / Regional Agency Training
- **Assists District Local Assistance Engineers**

[Construction Oversight Program \(COP\)](#)

Roles

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Reviews

- Approximately 2 to 3 weeks notice
- Review checklist provided in advance
- Attendance:
 - ☐ Construction Oversight Engineer (COE)
 - ☐ Resident Engineer (RE)
 - ☐ Responsible Person in Charge
 - ☐ Others welcome
- All project records
- All contract documents

Types of Construction Oversight Engineer Review Checklists

Review Checklist	Document Access (PDF)	13.1 Handout PDF Pages
Pre-Construction	https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/pre-construction.pdf	2 – 6
Mid-Construction	https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/mid-construction.pdf	7 – 17
Post-Construction	https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/c16/post-construction.pdf	18 – 28

Review Findings

- Sent to:
 - ☐ Local Agency
 - ☐ Caltrans District Local Assistance Engineer ([DLAE](#))
- Major deficiencies identified require a corrective action plan

Corrective Action Plans

Must be ...

- Submitted by agency within 30 days
- Detail corrective actions
 - ☐ Modify policy and procedures
 - ☐ Provide training
 - ☐ Add staff
 - ☐ Other?
- Include timelines

Top 10 Non-Compliance Areas

Non-Compliance Area	Percentage
Log of Acceptance Testing in Project Files	63 %
Up-to-Date Tester Certifications in Project Files	64 %
Quality of Materials Certificates of Compliance	65 %
Subcontracting Request Submitted / Approved	67 %
Extra Work at Force Account Hours in Daily Reports	70 %
Support of Adjustment of Compensation Prices on CCOs	71 %
Daily Report Breakdown of Hours by Contract Item / CCO Work	75 %
Federal EEO Poster Board Posted in Clearly Visible Location	76 %
Controlling Operation of Work Noted on Weekly Statement of WD	78 %
Presence / Quality of Buy America Certifications	80 %

Other Types of Reviews

- Local Agency project records are subject to:
 - ☐ Process Reviews
 - ☐ Audits
- May be either Federal or State

Get to Know a Construction Oversight Engineers

Construction Oversight Engineers (COEs) assist with...

- *Resource* to Local Agency
 - ☐ Answer questions
 - ☐ Make recommendations
 - ☐ Provide training
 - ☐ Act as liaison to other Caltrans staff
- Ensure Agency compliance with:
 - ☐ Laws
 - ☐ Regulations
 - ☐ Policies

Construction Oversight Engineers

Visit the Caltrans Construction Oversight Program webpage to access the current Caltrans District 1-12 Construction Oversight Engineer contacts.



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*Revised January 06, 2026

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Caltrans Division of Local Assistance Blog & Weekly Email Announcements

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<https://www.localassistanceblog.com/>

Construction Oversight Program

Question & Answer Session