

FormsPLUS version 1.0v2 (03/26/2014)

Local Assistance Procedures Manual

No	Exhibit	Title	Comments
1	LAPM 03-A	Request for Authorization to Proceed with Preliminary Engineering	existing
2	LAPM 03-B	Request for Authorization to Proceed with Right of Way	existing
3	LAPM 03-C	Request for Authorization to Proceed with Utility Relocation	existing
4	LAPM 03-D	Request for Authorization to Proceed with Construction	Revised
5	LAPM 03-E	Request for Authorization to Proceed Data Sheet(s)	existing
6	LAPM 03-H	Request for Capital Subvention Reimbursement Allocation	existing
7	LAPM 03-I	Request For Local Advance Construction Authorization	existing
8	LAPM 03-J	Request for Transfer of Federal Funds to the FTA	existing
9	LAPM 03-L	Local Assistance Project Prefixes	existing
10	LAPM 03-O	Local Federal-Aid Project Finance Letter	existing
11	LAPM 03-Q	Request for Authorization to Proceed with Non-Infrastructure Project	existing
12	LAPM 03-R	Non-Infrastructure Project Work Plan Sample	existing
13	LAPM 04-B	Local Agency Agreement Execution Checklist	existing
14	LAPM 05-A	Federal-Aid Invoice (Except for STIP Projects)	existing
15	LAPM 05-B	Federal-Aid Invoice with Two Appropriations & Different Reimbursement Rates (Except for S	existing
16	LAPM 05-C	State Project Invoice	existing
17	LAPM 05-D	Right of Way Invoice	existing
18	LAPM 05-E	STIP Project Federal Invoice	existing
19	LAPM 05-F	STIP Project State Invoice	existing
20	LAPM 05-G	Alternative Payment Procedure	existing
21	LAPM 06-A	Preliminary Environmental Studies (PES) Form	existing
22	LAPM 06-E	Categorical Exclusion Checklist	Revised
23	LAPM 06-F	Categorical Exemption//Categorical Exclusion Determination Form	Revised
24	LAPM 06-G	NEPA/CEQA Revalidation Form	existing
25	LAPM 06-H	External Certifications Environmental Document Quality Control Reviews	existing
26	LAPM 06-J	Preliminary Environmental Screening Form for Non-Infrastructure Projects PES(NI)	existing
27	LAPM 07-B	Field Review Form	existing
28	LAPM 07-C	Roadway Data Sheet	existing
29	LAPM 07-D	Major Structure Data Sheet	existing
30	LAPM 07-E	Railroad Grade Crossing Data Sheet	existing
31	LAPM 07-F	Airport Data Sheet	existing
32	LAPM 07-G	Field Review Attendance Roster	existing
33	LAPM 07-I	Systems Engineering Review Form	existing
34	LAPM 09-A	Disadvantaged Business Enterprise Implementation Agreement for Local Agencies	New Form
35	LAPM 09-B	Local Agency DBE Annual Submittal Form	New Form
36	LAPM 09-C	Local Agency ADA Annual Certification Form	New Form
37	LAPM 10-A	A&E Consultant Audit Request Letter and Checklist	New Form
38	LAPM 10-C	Consultant Contract Reviewers Checklist	New Form

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No	Exhibit	Title	Comments
39	LAPM 10-F	Certification of Consultant, Commissions & Fees	New Form
40	LAPM 10-I	Notice to Proposers DBE Information	New Form
41	LAPM 10-K	Consultant Certification of Costs and Financial Management System	New Form
42	LAPM 10-L	Local Agency Certification of Cost Analysis	New Form
43	LAPM 10-O2	Local Agency Proposer DBE Information (Consultant Contracts)	existing
44	LAPM 10-Q	Disclosure of Lobbying Activities	New Form
45	LAPM 10-S	Consultant Performance Evaluation	New Form
46	LAPM 11-D	Preliminary Hydrologic/Hydraulic Review Summary	existing
47	LAPM 11-F	Design Exception Fact Sheet	existing
48	LAPM 12-A	Preliminary Estimate of Cost	New Form
49	LAPM 12-C	PS&E Certification	New Form
50	LAPM 12-D	PS&E Checklist	New Form
51	LAPM 12-F	Request for Approval of Cost-Effectiveness/Public Interest Finding	New Form
52	LAPM 13-A	Short Form Right of Way Certification Local Assistance Project	New Form
53	LAPM 13-B	Right of Way Certification Local Assistance Project	New Form
54	LAPM 14-C	FHWA Specific Authorization/Approval of Utility Agreement	New Form
55	LAPM 14-D	Notice to Owner	existing
56	LAPM 14-E	Report of Investigation	existing
57	LAPM 14-I	Local Agency/Utility Owner Special Agreement	New Form
58	LAPM 15-A	Local Agency Construction Contract Administration Checklist	New Form
59	LAPM 15-B	Resident Engineer's Constructioin Contract Administration Checklist	New Form
60	LAPM 15-C	Local Agency Project Advertising Checklist	existing
61	LAPM 15-D	Bid Tabulation Summary Sheet	existing
62	LAPM 15-G1	Local Agency Bidder UDBE Commitment (Construction Contracts)	existing
63	LAPM 15-G2	Local Agency Bidder DBE Information (Construction Contracts)	existing
64	LAPM 15-H	UDBE Information - Good Faith Effort	existing
65	LAPM 15-I	Local Agency Bid Opening Checklist	existing
66	LAPM 15-L	Local Agency Contract Award Checklist	existing
67	LAPM 15-M	Detail Estimate (modified with more lines for items)	existing
68	LAPM 15-N	Finance Letter	existing
69	LAPM 16-A	Weekly Statement of Working Days	existing
70	LAPM 16-B	Subcontracting Request	New Form
71	LAPM 16-C	Resident and Assistant Engineers Daily Report	existing
72	LAPM 16-F	Report of Witness Tests	existing
73	LAPM 16-I	Notice of Materials to be Used (CEM-3101)--(modified with more lines)	New Form
74	LAPM 16-J	Notice of Materials to be Furnished (MR-0608)	existing
75	LAPM 16-K	Report of Inspection of Material (MR-0029)	existing
76	LAPM 16-M	Notice of Materials to be Inspected	existing
77	LAPM 16-N	Employee Interview: Labor Compliance/EEO	existing

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No	Exhibit	Title	Comments
78	LAPM 16-O	Federal Highway Construction Contractor's Annual EEO Report	New Form
79	LAPM 16-V	Source Inspection Request to DLAE	existing
80	LAPM 16-W	Source Inspection Request to TransLab	existing
81	LAPM 16-Z	Monthly DBE Trucking Verification	existing
82	LAPM 17-A	Sample Cover Letter and Federal Report of Expenditures Checklist	existing
83	LAPM 17-B	Final Inspection of Federal Aid Project	existing
84	LAPM 17-C	Final Inspection Form	existing
85	LAPM 17-E	Sample Change Order Summary	existing
86	LAPM 17-F	Final Report Utilization of Disadvantaged Businesses	existing
87	LAPM 17-G	Materials Certificate	existing
88	LAPM 17-I	Sample Cover Letter for Report of Completion of Structures	existing
89	LAPM 17-J	Report of Completion of Structures	existing
90	LAPM 17-K	Sample Report of Completion of Right of Way	existing
91	LAPM 17-L	Report of Expenditures for Force Account Projects	existing
92	LAPM 17-M	Final Project Expenditure Report	existing
93	LAPM 17-N	EEM Program Final Report of Right of Way Expenditures	existing
94	LAPM 17-O	Disadvantaged Business Enterprises (DBE) Certification Status Change	New Form

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Local Assistatance Program Guidelines

No	Exhibit	Title	Comments
1	LAPG 04-A	Pavement Management System Certification	New Form
2	LAPG 06-A	HBRRP Application/Scope Definition Form	New Form
3	LAPG 06-B	HBRRP Special Cost Approval Checklist	New Form
4	LAPG 06-C	HBRRP PIN For Bridge Barrier Rail Replacement Projects	New Form
5	LAPG 06-D	HBRRP Scope/Cost/Schedule Change	New Form
6	LAPG 09-A	Application Form for HSIP Funds	New Form
7	LAPG 09-C	Project Status Report	New Form
8	LAPG 11-A	Damage Assessment Form	New Form
9	LAPG 14-A	TCRP Project Application	New Form
10	LAPG 14-B	TCRP Allocation Request	New Form
11	LAPG 14-C	TCRP Progress Report Form	New Form
12	LAPG 14-D	TCRP Letter of Project Close out	New Form
13	LAPG 14-E	TCRP Project Expenditures by Phase	New Form
14	LAPG 20-B	Resolution Approving an EEM Project	New Form
15	LAPG 20-C	Request for CTC Allocation Vote	New Form
16	LAPG 20-E	Agreement Declaring Restrictive Covenants (ADRC)	New Form
17	LAPG 20-E1	EEM Program Restrictive Covenants Agreement for Conservation Easement	New Form
18	LAPG 20-F	Change of EEM Applicant Status Request Letter: Pre-Allocation Vote	New Form
19	LAPG 20-G	Change of EEM Applicant Status Request Letter: Post-Allocation Vote	New Form
20	LAPG 20-H	Invoice Payment Request Memo for Projects	New Form
21	LAPG 20-L	Assignment and Assumption Agreement (Private)	New Form
22	LAPG 20-M	Final Project Expenditure Report	New Form
23	LAPG 20-N	Scope Change Request	New Form
24	LAPG 21-B	Bicycle Transportation Account Project Application	New Form
25	LAPG 21-C	District BTA Evaluation Form	New Form
26	LAPG 21-D	Bicycle Transportation Plan Checklist	New Form
27	LAPG 21-E	Bicycle Transportation Account PProject Status Report	New Form
28	LAPG 23-A	Award Information for STIP Projects	New Form
29	LAPG 23-B	Request for Time Extension Local Highway Projects	New Form
30	LAPG 23-C	State-Only Finance Letter	New Form
31	LAPG 23-F	Request for Exception to STIP State-Only Funding Policy	New Form
32	LAPG 23-G	State Transportation Improvement Program (STIP)	New Form
33	LAPG 23-H	STIP Project Nomination Funding Sheet	New Form
34	LAPG 23-K	Local Road Rehabilitation Project Certification	New Form
35	LAPG 23-L	Pavement Management System (PMS) Certification	New Form
36	LAPG 23-M	Notice of AB 872 Project Start for Local STIP Projects	New Form
37	LAPG 23-N	Funding Allocation Checklist	New Form
38	LAPG 23-O	Request for Funding Allocation (Local Highway Projects)	New Form
39	LAPG 24-A	Application for Federal Safe Routes to School Funding	New Form