



U.S. Department  
of Transportation  
Federal Highway  
Administration

# Submission Requirements



## Preliminary Engineering Phase over 10 years

The FHWA requires submittal of the following items, with a time extension request:

### Provided by Local Agency:

- [Time Extension Request Form](#) 
- Applicable backup documentation for reason of delay, along with chronology of events leading to the delay (if litigation, supply a copy of the summary of the actual litigation documents filed with the acceptance date and stamp by the Court system)
- Updated schedule of future Milestones (i.e., PE complete, NEPA approval, Final Design completion, Construction award, etc) helps demonstrate agency's commitment to completing the project,
- Copy of latest signed Finance Letter.
- Copy of previous FHWA decision letters on time extension request, if applicable

### Provided by Caltrans-District Local Assistance Engineers (DLAEs):

- Copy of pending E-76 requesting funds & copy of original (1st) E-76,
- Summary of current environmental documentation and/or status.
- [Current FTIP printouts for the Project](#) 
- [HBP-Program Listings for FTIP/FSTIP](#)  (*compiled if Structures Project*)

### Provided by Caltrans-DLA-Office of Bridge, Bond, and Safety Programs (OBBSP):

- FMIS printouts showing project authorizations, expenditures and balances