



# 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 (ie - 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

### Provided by Caltrans-DLA-Office of Project Delivery (OPDA):

- FMIS printouts showing Project authorizations, expenditures and balances
- [Current FTIP printouts for the Project](#) 
- [HBP-Program Listings for FTIP/FSTIP](#)  (compiled if Structures Project)