

**EXHIBIT 3-G FEDERAL PROJECT LOG SHEET (MINIMUM REQUIREMENTS)**  
(For District use only)

<b>TO:</b> _____ AREA ENGINEER Department Of Transportation Division of Local Assistance - MS 1 1120 N Street, Sacramento, CA 95814  <b>Mail:</b> P.O. Box 942874 Sacramento, CA 94274-0001	<b>Dist., Cty, Rte, Agency:</b> _____ <b>Fed. Aid Project No:</b> _____ <b>E.A. Number:</b> _____  <b>Date:</b> _____
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From: \_\_\_\_\_

DLAE, District No. \_\_\_\_\_

Caltrans, Office of Local Assistance

	Prefix Chklist	FTIP/FSTIP Sht	FTA Grant App. #1	Field Rev. Form	Request for CSRA #2	Req. for Auth.	Req. for FTA Tran.	E-76	"SERF" ITS Projects	Finance Letter	Approved NEPA Document	Spec. Auth. Of Util. Est.	R/W Certification	PS&E Cert. & Chklist.	Preliminary Engineering Estimate	Cont. Award Chklist.	Detail Estimate	Approved DBE Submittals	R.O.E.*3	Date (HQ use only)
<b>PRELIM. ENG.</b>																				
Authorization	<input type="checkbox"/>	<input type="checkbox"/>		<input style="border: 1px solid black; text-align: center;" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="border: 1px solid black; text-align: center;" type="checkbox"/> 5							<input style="border: 1px solid black; text-align: center;" type="checkbox"/> 3		
Program Suppl't				<input type="checkbox"/>						<input type="checkbox"/>										
Cost Adjustment		<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>										
<b>R/W</b>																				
Authorization	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="border: 1px solid black; text-align: center;" type="checkbox"/> 4								<input style="border: 1px solid black; text-align: center;" type="checkbox"/> 3	
Cost Adjustment		<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>										
<b>CONST &amp; CE</b>																				
Authorization	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input style="border: 1px solid black; text-align: center;" type="checkbox"/> 3	
Award Package*4										<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cost Adjustment		<input type="checkbox"/>						<input type="checkbox"/>		<input type="checkbox"/>							<input type="checkbox"/>			
<b>FTA TRANSFER</b>																				
	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			<input style="border: 1px solid black; text-align: center;" type="checkbox"/> 2										
<b>PROJECT COMPLETION</b>																				
																				<input type="checkbox"/>

**Legend:**  = Required Document  
1 = The first two-sheets of field review form  
2 = Only req'd if there are STIP Match \$ (Not often)  
3 = Required prior for first authorization of FFY  
4 = Required for Fed. Part. Util. Reloc.  
5 = Required for Final Design  
 = Required if not submitted previously or have significant change since

\*1 FTA Grant Appl'n = Copy of grant appl'n funding info. For agencies using Sect. 5307 & 5336 procedures  
 \*2 Request for Subvention Reimbursement Allocation - ONLY required for State Highway System projects  
 \*3 Report of Expenditures; see Chapter 17, Project Completion, Local Assistance Procedure Manual  
 \*4 Award Package, see Chapter 15, "Advertise & Award Project", LAPM

Updated 04/30/10

Distribution: DLAE Use