

Federal Authorization

1. Program LA line item Annual Highway Program (FY) – Printed program or adjusted program – approved by OP&P
2. Submit request to CBLA to authorize fed funds – to be sent by memo from the Regional Engineer to the Engineer of Land Acquisition (along with 2 copies of the attachments as noted below):
 - Design or Phase 1 approval date
 - Route, R#, WPPS#, Contract#, county
 - Description of overall construction project scope, estimated construction cost
 - Project funding status – target letting
 - Number of parcels (type, fee, TE, PE)
 - Number of relocations (type, residential, business, etc)
 - Estimate of cost ([LA 1152A](#))
 - Final Plats (include as attachment)
 - Construction plans – provide cover sheet and P&P sheets, and ROW sheets, if any (include as attachment)
 - If relocation parcels, Relocation Plan date approved by CBLA
 - If Local Agency Project (additional info/background needed):
 - Need copy of intergov agreement, Letter of Understanding, or something to show department’s commitment to the local agency’s project (state funding, along with parcels to be bought in name of the state)
 - Describe federal, local and state funding
 - Describe parcels to be added in name of the state
 - When providing construction plans – please highlight or distinguish state parcels vs. local parcels (attachment)
3. CBLA will coordinate request with Project Control through the SJNG system.
4. CBLA will submit one copy to FHWA.
5. CBLA is notified by email when FHWA approves authorization. CBLA will then email the district the notice to proceed, and date federal authorization was approved.