

Authorization Package Checklist

Agency: _____
 Project Title: _____
 Fed Aid/State Project #: _____

	By Phase (check all that apply)						
Funding Request	PL	PE	RW	CN	Included?	Region Check	HQ Check
New Phase Authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Increase/Decrease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Project Prospectus

Are all three pages included?	<input type="checkbox"/>		
Does information (title, termini, description, RW needs, cost, etc.) agree with STIP/LAA/NEPA-CE?		<input type="checkbox"/>	<input type="checkbox"/>
Is the project description written such that the project scope is clear to all?		<input type="checkbox"/>	<input type="checkbox"/>
Are pages 1 and 3 signed?		<input type="checkbox"/>	<input type="checkbox"/>
Is page 1 signed by a CA Agency? If not, indicate which Agency will serve as CA.		<input type="checkbox"/>	<input type="checkbox"/>
CA Agency: _____		<input type="checkbox"/>	<input type="checkbox"/>
Are the Latitude and Longitudes included and correct?		<input type="checkbox"/>	<input type="checkbox"/>
Are Congressional and Legislative Districts filled out and correct?		<input type="checkbox"/>	<input type="checkbox"/>
Project Zip Code includes the +4?		<input type="checkbox"/>	<input type="checkbox"/>
Are estimated costs included for all phases of the project?		<input type="checkbox"/>	<input type="checkbox"/>
Are the Functional Classification and Urban/Rural designation correct?		<input type="checkbox"/>	<input type="checkbox"/>
Are the Right of Way, Utilities, and Railroad sections filled out?		<input type="checkbox"/>	<input type="checkbox"/>

Typical Sections & Vicinity Map

Are the Vicinity Map(s) and Roadway Section(s) included?	<input type="checkbox"/>		
Can someone unfamiliar with the project's location easily tell where it's located using the vicinity map?		<input type="checkbox"/>	<input type="checkbox"/>
Are the project limits clearly marked on the map?		<input type="checkbox"/>	<input type="checkbox"/>
Does the section include all elements, with dimensions, of the roadway prism?		<input type="checkbox"/>	<input type="checkbox"/>
Are section changes, if applicable, throughout the project limits noted/displayed?		<input type="checkbox"/>	<input type="checkbox"/>

STIP/Funding Documentation

Is the currently approved STIP page included?	<input type="checkbox"/>		
Does STIP information (termini, description, etc.) match the LAA and Prospectus?		<input type="checkbox"/>	<input type="checkbox"/>
Are phases being authorized included in the STIP?		<input type="checkbox"/>	<input type="checkbox"/>
Is funding from all requested programs shown in the STIP?		<input type="checkbox"/>	<input type="checkbox"/>
Are the requested funds supported by the STIP?		<input type="checkbox"/>	<input type="checkbox"/>
If funded through a HQ managed program (ex. Bridge, Demo), is the award letter included?	<input type="checkbox"/>		

Local Agency Agreement

Is at least one LAA or LAA supplement with an original signature included?	<input type="checkbox"/>		
Current form used? (check revision date at bottom left)		<input type="checkbox"/>	<input type="checkbox"/>
All pages of Agreement included?		<input type="checkbox"/>	<input type="checkbox"/>
Are the Agency information, Project #, LAA #, Supplement #, and date of original agreement execution correct?		<input type="checkbox"/>	<input type="checkbox"/>
Does project information (title, termini, length, description, etc.) agree with STIP/Prospectus/NEPA-CE?		<input type="checkbox"/>	<input type="checkbox"/>
Is the reason for supplement accurate and up to date?		<input type="checkbox"/>	<input type="checkbox"/>
Is the Project Agreement End Date (month, day, and year) included? Does it follow LAG guidance?		<input type="checkbox"/>	<input type="checkbox"/>
When not authorizing a new phase, is the end date the same as shown on the previous agreement?		<input type="checkbox"/>	<input type="checkbox"/>
If not, is adequate justification (see LAG 22.3) included to support changing the end date?		<input type="checkbox"/>	<input type="checkbox"/>
Is the Advertisement Date (month, day, and year) included? Is it within 6 weeks of estimated CN authorization?		<input type="checkbox"/>	<input type="checkbox"/>
If the indirect cost rate box is checked 'Yes', is the rate provided in the funding package?		<input type="checkbox"/>	<input type="checkbox"/>
If being claimed, note the Indirect Cost Rate in SPORT in the FAPA statement		<input type="checkbox"/>	<input type="checkbox"/>
If corrections made, are they initialed? If made by WSDOT is permission from Agency provided?		<input type="checkbox"/>	<input type="checkbox"/>
Are funding amounts calculated correctly?		<input type="checkbox"/>	<input type="checkbox"/>
Are the federal aid participation ratios correct, and are the requested federal amounts being maximized?		<input type="checkbox"/>	<input type="checkbox"/>

Documented Cost Estimate

Is a Documented Cost Estimate included for each phase requesting/changing funds?	<input type="checkbox"/>		
Are total dollars on the LAA supported by the phase estimates?		<input type="checkbox"/>	<input type="checkbox"/>
Does the estimate sufficiently demonstrate how the costs were determined?		<input type="checkbox"/>	<input type="checkbox"/>
If historical percentages are used for PE/CE estimates, are the percentages reasonable and supported?		<input type="checkbox"/>	<input type="checkbox"/>

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The diagram consists of four vertical rectangles arranged horizontally. Each rectangle is divided into three equal horizontal sections by two lines. Above each rectangle is a label: 'PL' for the first, 'PE' for the second, 'RW' for the third, and 'CN' for the fourth.

	Region	HQ
Included?	Check	Check

Right of Way

If authorizing RW, is a PFE or true cost estimate included?

Does the PFE/true cost estimate follow the formats as shown in LAG appendices 25.172 or 25.173?

Does the PFE/true cost estimate support RW amounts shown on the LAA?

If authorizing RW and Relocation is required, is the signature page of the approved Relocation Plan included?

If authorizing CN, is the HQ approved RW Certification included?

Environmental Documents - NEPA

Is an approved NEPA package (at least signature page) included?

Does the description of work match the Prospectus/LAA/STIP?

Is the footprint of the project within the limits of the NEPA approval?

Do the NEPA-CE Part 3 RW responses agree with the STIP and Prospectus?

Is the approval date within the last 3 years?

If approval is older than 3 years, has the approval been re-evaluated by the Environmental group?

DBE Goals

If the submittal is for CN, is the DBE goal letter/e-mail included, or are the goals in SPORT?

If construction by Local Forces, is the approved PIF included or noted in SPORT?

PROJECT NOTES (Provide additional information or explanation as necessary)

[illegible]