

APPENDIX B – Preparation Guidelines for Expenditure Authorization Project Report

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Use of Expenditure Authorization Project Report

The Expenditure Authorization Project Report (EA PR) is used for maintenance projects in the HM Program and for "Minor B" projects. These projects are not programmed in a programming document. However the EA-PR serves as the project initiation document and also the project approval document. Neither a Project Study Report (PSR) or a Project Report (PR) is required.

Report Format

The EA-PR is prepared using the standard Expenditure Authorization (EA) Form FA47 with the statement "This EA will serve as a Project Report" typed in the area for comments. An environmental statement should also be included, such as "This project is Categorically Exempt under Class 1 of the State CEQA Guidelines." An example is attached. This type of Project Report should be used for small or simple projects in the identified categories that are simple enough that the data required for the EA form will supply sufficient information to identify the limits, proposed work, cost, and fiscal year. Project approval is accomplished by the normal EA approval process.

