Caltrans' Local Project Allocation Process

What happens to an allocation package once it is submitted to Caltrans by a Local Agency?

Processing Time: 8 calendar days
District Local Assistance processes local agency's allocation package

Processing Time: 9 calendar days
HQ Local Assistance processes allocation request from District
Late/incomplete package submittal from District to HQ may result in processing errors and/or late funds request

Processing Time: 7 calendar days
Budgets processes funds request from HQ Local Assistance
Late/incomplete funds request may result in fiduciary errors and/or incorrect project grouping

Processing Time: 1 calendar day
Super Tuesday meeting held to address outstanding items

Processing Time: 1 calendar day
Draft agenda items submitted to Office of CTC Liaison

Processing Time: 13 calendar days
HQ Local Assistance, Office of CTC Liaison, and Budgets make updates to vote boxes
Outstanding or incorrect items from this point in time forward require re-work of book items, vote boxes, and agenda language

[1]Processing Time: 5 calendar days
Office of CTC Liaison submits book items and attachments to CFO for signature

[1]Processing Time: 5 calendar days
Budgets creates and reviews book items and attachments

Processing Time: 1 calendar day
Budgets submits final book items and attachments to Office of CTC Liaison

Processing Time: 1 calendar day
Office of CTC Liaison submits hard copy and electronic book items to CTC for posting

Total processing time = 36 business days (48 calendar days)
[1]Concurrent process calculated into one step for total business/calendar days

Bagley-Keene Act of 1967 requires any documents to be available to the public 10 days prior to a public meeting.