

Memorandum

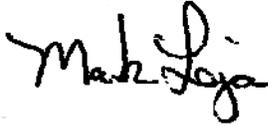
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To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: July 28, 2009

File: Division of Construction
CPD 09-7

From: MARK LEJA
Chief
Division of Construction



Subject: Federal Segregation Determination on Contract Change Order

The resident engineer is responsible for managing project construction costs within the current allotment. Funds for a project may come from several sources, such as state highway funds, local funds, or federal funds.

At the beginning of a project, with federal funding, the resident engineer should receive the federal detail estimate for each category of funds and applicable limits of federal eligibility. If you do not receive this detail estimate, contact the project manager.

If a contract change order is necessary, the resident engineer must identify and segregate the funds required from each source. Indicate the percentage of each funding source's participation in the appropriate box in the lower right-hand corner of form CEM-4903, "Contract Change Order Memorandum." If this box is left blank or is incorrect, we may lose federal funds that should have been secured on this project.

If you have questions regarding this segregation determination, please contact Sey Hossnieh, Division of Construction, at sey_hossnieh@dot.ca.gov or 916-654-3088.