

Memorandum

To: CHAIR AND COMMISSIONERS

CTC Meeting: September 19-20, 2007

Reference No.: 4.15
Information Item

From: CINDY McKIM
Chief Financial Officer

Prepared by: Rachel Falsetti
Acting Division Chief
Transportation Programming

Subject: **PROJECT PROGRAMMING REQUEST FORM**

SUMMARY:

The Department of Transportation (Department) is presenting the Project Programming Request (PPR) form (proposed format attached) as the revised State Transportation Improvement Program (STIP) project fact sheet, as noted in Section XII of the Draft 2008 STIP Guidelines presented at the July 2007 California Transportation Commission (Commission) meeting. The Department proposes that this form, together with any comments received at the September 19-20, 2007 Commission meeting, be incorporated into the final 2008 STIP Guidelines for adoption at the November 7-8, 2007 Commission meeting. Furthermore, it is proposed that the form be used to communicate project programming changes for other State managed programs, such as the Traffic Congestion Relief Program or Proposition 1B.

BACKGROUND:

The Department and Commission jointly manage a variety of State funding programs. These funding programs are often accompanied by implementing guidelines tailored to the unique requirements of the programs and generally include procedures and paperwork for communicating, implementing and managing change. While the principles of communicating, implementing and managing change are the same for all funding programs, methods and procedures commonly utilized by these funding programs often differ.

As more projects are funded with a mix of funds from several State managed programs, the consequence is a multiplicity of forms and procedures that are overlapping and redundant with little added value. Simplified procedures, such as utilization of a universally applicable project fact sheet, as with the attached PPR form, are intended to streamline the procedures and paperwork for communicating, implementing and managing change.

The purpose of this item is to allow opportunity for comments or suggestions for improvement related to the PPR form that is proposed for incorporation into the 2008 STIP Guidelines. An electronic copy of the PPR form will be made available by the Department on its website at <http://www.dot.ca.gov/hq/transprog/stip.htm>.

Attachment



Project Programming Request

(Project Information)

General Instructions

<input type="checkbox"/> New Project <input type="checkbox"/> Amendment (Existing Project)				Date: _____	
Caltrans District		EA		PPNO	
_____		_____		_____	
County	Route/Corridor	Project Sponsor/Lead Agency		MPO	Element
_____	_____	_____		_____	_____
Project Title					

PM Back	PM Ahead	Project Manager/Contact	Phone	E-mail Address	
_____	_____	_____	_____	_____	
Location, Project Limits, Description, Scope of Work, Legislative Description					

Component	Implementing Agency	AB 3090	Letter of No Prejudice		
PA&ED	_____	<input type="checkbox"/>	<input type="checkbox"/>		
PS&E	_____	<input type="checkbox"/>	<input type="checkbox"/>		
Right of Way	_____	<input type="checkbox"/>	<input type="checkbox"/>		
Construction	_____	<input type="checkbox"/>	<input type="checkbox"/>		
Legislative Districts					
Assembly:		Senate:			
_____		_____			
Congressional:					

Purpose and Need					

Project Benefits					

Project Milestone					Date
Project Study Report Approved					_____
Begin Environmental (PA&ED) Phase					_____
Circulate Draft Environmental Document			Document Type	_____	_____
Draft Project Report					_____
End Environmental Phase (PA&ED Milestone)					_____
Begin Design (PS&E) Phase					_____
End Design Phase (Ready to List for Advertisement Milestone)					_____
Begin Right of Way Phase					_____
End Right of Way Phase (Right of Way Certification Milestone)					_____
Begin Construction Phase (Contract Award Milestone)					_____
End Construction Phase (Construction Contract Acceptance Milestone)					_____
Begin Closeout Phase					_____
End Closeout Phase (Closeout Report)					_____



Project Programming Request

(Amendment Information)

Complete this page for amendments only

Date:

District	Co	Route	EA	PPNO	TCRP No.

SECTION 1 - All Projects

Project Background

Programming Change Requested

Reason for Proposed Change

If proposed change will delay one or more components, clearly explain 1) reason the delay, 2) cost increase related to the delay, and 3) how cost increase will be funded

Other Significant Information

SECTION 2 - For TCRP Projects Only

<input type="checkbox"/> Alternative Project Request (Please follow Instructions at http://www.dot.ca.gov/tcrp/LETTERguidelines)
<input type="checkbox"/> Letter of No Prejudice (LONP) (Please follow Guidelines at http://www.dot.ca.gov/tcrp/docs/042706.pdf)

SECTION 3 - All Projects

Approvals								
I hereby certify that the above information is complete and accurate and all approvals have been obtained for the processing of this amendment request.*								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name (Print or Type)</th> <th style="width: 35%;">Signature</th> <th style="width: 20%;">Title</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name (Print or Type)	Signature	Title	Date				
Name (Print or Type)	Signature	Title	Date					

* - Concurrence from Implementing Agency and/or Regional Transportation Planning Agency must be attached.



Project Programming Request

(Funding Information)

(dollars in thousands and escalated to the programmed year)

Date:

County	CT District	PPNO	TCRP No.	EA
Project Title: _____				

Existing Total Project Cost								Implementing Agency	
Component	Prior	08/09	09/10	10/11	11/12	12/13+	Total		
E&P (PA&ED)	0	0	0	0	0	0	0	0	
PS&E	0	0	0	0	0	0	0	0	
R/W SUP (CT)	0	0	0	0	0	0	0	0	
CON SUP (CT)	0	0	0	0	0	0	0	0	
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	0	
TOTAL	0								
Proposed Total Project Cost									
E&P (PA&ED)	0	0	0	0	0	0	0		0
PS&E	0	0	0	0	0	0	0		0
R/W SUP (CT)	0	0	0	0	0	0	0		0
CON SUP (CT)	0	0	0	0	0	0	0		0
R/W	0	0	0	0	0	0	0		0
CON	0	0	0	0	0	0	0		0
TOTAL	0		0						

Fund Source:	Existing Funding							Program Code	
	Component	Prior	08/09	09/10	10/11	11/12	12/13+	Total	Funding Agency
	E&P (PA&ED)							0	
	PS&E							0	
	R/W SUP (CT)							0	
	CON SUP (CT)							0	
	R/W							0	
	CON							0	
	TOTAL	0							
	Proposed Funding							Notes	
	E&P (PA&ED)							0	
	PS&E							0	
	R/W SUP (CT)							0	
	CON SUP (CT)							0	
	R/W							0	
	CON							0	
	TOTAL	0							

Fund Source:	Existing Funding							Program Code	
	Component	Prior	08/09	09/10	10/11	11/12	12/13+	Total	Funding Agency
	E&P (PA&ED)							0	
	PS&E							0	
	R/W SUP (CT)							0	
	CON SUP (CT)							0	
	R/W							0	
	CON							0	
	TOTAL	0							
	Proposed Funding							Notes	
	E&P (PA&ED)							0	
	PS&E							0	
	R/W SUP (CT)							0	
	CON SUP (CT)							0	
	R/W							0	
	CON							0	
	TOTAL	0							