ACTIVE TRANSPORTATION PROGRAM
2021 ATP Cycle 5
Project Study Report (PSR)
Equivalency
- ATP Background
- PSR Overview
- Engineer’s Checklist
- Non-Infrastructure and Plan
- Wrapping It Up
The ATP goals include increasing proportion of trips by walking and biking, increasing safety and mobility, enhancing public health and includes a broad spectrum of projects to benefit many types of active transportation users.
ATP BACKGROUND: BY THE NUMBERS

- **841** Totaling $3 billion
  - Number of ATP projects programmed to date.
  - This includes Cycles 1-4

- **601** Totaling $2.7 billion
  - Number of active projects

- **206** Completion Reports
  - Total number of Constructed Projects

**Number of Scope Changes:**
- **6** Major (Approved)
- **71** Minor (Approved)
- **8** Withdrawn
ATP BACKGROUND: TRENDS

- **6** Number of Fund Distributions Approved
- **19** Totaling $90 million Number of projects that have lapsed or been cancelled
- **145** Number of ATP Time Extensions Approved, Cycle 1
- **163** Cycle 2
- **72+** Cycle 3
The ATP has four basic project types:

1. **Infrastructure**: Capital improvements that will further the program goals.
2. **Non-Infrastructure**: Education, encouragement, and enforcement activities that further the program goals.
3. **Plans**: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a disadvantaged community.
4. **Combined**: Infrastructure & Non-Infrastructure.
ATP BACKGROUND: PROJECT TYPES

**SMALL INFRASTRUCTURE**
Total Project cost less than $2 Million

**MEDIUM INFRASTRUCTURE**
Total Project cost between $2 and $7 Million

**LARGE INFRASTRUCTURE**
Total Project cost greater than $7 Million

**NON-INFRASTRUCTURE**
Any Cost. Can be stand alone, or combined with an Infrastructure project

**PLANS**
Any Cost. Must be stand alone, can't be combined with any other application type
PSR OVERVIEW
WHAT IS A PSR*?

*Project Study Report

REQUIREMENTS & DEFINITIONS

- Project Study Reports and project study report equivalents are engineering reports whose purpose is to document agreement on the **scope, schedule, and estimated cost** of a project so that the project can be considered for inclusion in a future programming document such as the STIP. (PSRs are also used by Caltrans for certain project candidates for the State Highway Operation and Protection Program (SHOPP) and the Toll Bridge Program and for certain locally funded projects on the State highway system.)
WHY DO WE NEED A PSR*?

*Project Study Report

REQUIREMENTS & DEFINITIONS

- Project Study Reports are prepared for State highway projects. The format of a PSR and its content are outlined in Caltrans Project Development Procedures Manual. Project study report equivalents are prepared for projects not on the State highway system. A project study report equivalent contains the same information required in a PSR, but need not be in the same format as a PSR.
**PSR* REQUIREMENTS**

*Project Study Report*

- All projects eligible for programming must be selected through a competitive process and must meet one or more of the ATP program goals. See Appendix B for example projects.
- The Commission encourages applicants to apply for projects that provide a transformative benefit to a community or a region. The Commission hopes to fund one or more large transformative projects that significantly expand the active transportation opportunities in a community or a region.
**PSR Requirements**

*Project Study Report*

- Infrastructure Projects: Capital improvements that will further the goals of the ATP program. This typically includes the environmental, design, right-of-way, and construction phases of a capital (facilities) project. A new Infrastructure project will not be programmed without a complete Project Study Report (PSR) or PSR equivalent.

  - The application will be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. Though the PSR or equivalent may focus on the project phases proposed for programming, it must provide at least a preliminary estimate of costs for all phases. PSR guidelines are posted on the Commission's website under “Background Information”.
PSR ELEMENTS

THE PSR GUIDELINES STATES THE FOLLOWING IN GENERAL:

- PSR Equivalency shall include at a minimum the following:
  - Need and Purpose
  - Background and project history
  - Discussion of Alternative(s) that satisfy project need and purpose, including project costs
    - Project Costs shall include:
      - PA&ED work
      - PS&E
      - Right of Way
      - Construction, construction management and engineering
PSR ELEMENTS

THE PSR GUIDELINES STATES THE FOLLOWING IN GENERAL:

- Consistency with statewide, regional and local planning
- Take into account potential environment issues, including mitigation requirements or hazardous waste
- Delivery schedule for all phases
- PPR with all project funding
- Supporting documents including:
  - Maps
  - Cost estimates
IMPORTANT NOTE:

PSRs vary in complexity and detail, however the minimum acceptable level for ATP projects is to ensure the plans/layouts, schedule, and estimated cost of a project matches the scope as evaluated (what the application is awarded points for.)
Note: The scope in the application at the time of programming is the approved scope.
ENGINEER'S CHECKLIST
ENGINEER'S CHECKLIST

(ATTACHMENT B)

ATTACHMENT B IS USED TO AID APPLICANTS IN SHOWING A WELL-DEFINED SCOPE.

The required elements for an ATP application are:
1. Vicinity map/Location map
2. Project layout-plan/map
3. Typical cross section(s)
4. Detailed Engineer's Estimate
5. Crash/Safety Data, Collision map & Countermeasures
6. Project Schedule and requested programming of ATP funding (PPR)
7. Warrant studies/Guidance, if applicable
8. Additional narration and documentation
ENGINEER'S CHECKLIST
(ATTACHMENT B)

- Required for Infrastructure Projects
- Signed & Stamped by Engineer in responsible charge of the preparations of the ATP application
- Ensure all of the primary elements of the application are included to be a PSR-Equivalent document (per CTC's ATP Guidelines and CTC's Adoption of PSR Guidelines - Resolution G-99-33)
- Ensure the application is free of critical errors and omissions; allowing the application to be accurately ranked in the statewide and regional ATP selection process
1. Vicinity Map/ Location Map
1. VICINITY MAP/LOCATION MAP

LESSONS LEARNED

- Vicinity Map orientation not defined (north arrow)
- Poor mapping scale does not show entire project limits/boundaries
- Poor Vicinity Maps do not provide the evaluator with the correct project context.
- Causes delays in review time and may lead to clouded interpretations
1. VICINITY MAP / LOCATION MAP

**DO THIS!**

- The project limits must be clearly depicted in relationship to the overall agency boundary.
- If the project extends outside of the applicant's boundary, then the application must include a MOU or Letter of Agreement from the other agency(ies).
1. VICINITY MAP / LOCATION MAP

DO THIS!
1. VICINITY MAP/LOCATION MAP

DO THIS!
1. VICINITY MAP / LOCATION MAP

DON'T DO THIS!
2. Maps Layout

Project Layout-plan/map
2. MAPS LAYOUT (ATTACHMENT D)

PROJECT LAYOUT, PLANS

- Infrastructure Layout-Plans/Map-
  - Must show the existing and proposed conditions and features
  - Should have a scale to reference from
  - Display full scope of proposed work
  - Indicate existing and proposed right of way lines (permanent or temporary)
  - It needs to allow the visual verification of the limits of each primary element of the project.

IMPORTANT NOTE!
Litmus test – Using the plans, can you determine what elements are being proposed and where?
LESSONS LEARNED

- Crosswalks not clearly identified
  - All legs not identified
  - Not all crosswalk locations identified
- Trees and Lighting
  - No description of location on layouts
- Bike Lanes Classes (Ex. I, II, III, etc.)
  - Which side of the road are they located on?
    - Both sides
    - One side
    - Make note of this in your layout!
- Bulb-Outs
  - Specify locations
    - All corners
    - Some corners
- Project Limits
  - Label all main streets
  - Show entire project limits
2. MAPS LAYOUT EXAMPLES

DO THIS!

This is a good example for a simple project, except it needs a cross section and right-of-way lines.

This layout/cross section is clearly showing all of the proposed work, and ROW lines.
2. MAPS LAYOUT EXAMPLES

DO THIS!

- Clearly shows work being performed and how it relates to the location and where on the project it is occurring.
2. MAPS LAYOUT (ATTACHMENT D)

The green (Bike Sharrows) and turquoise (Bike path proposed) dashed lines are difficult to differentiate.

A colored line called Pedestrian Scale Street Lighting can be used if the estimate itemizes the # of lights.

Items that are not part of the project should be dropped out or not mentioned.
2. MAPS LAYOUT (ATTACHMENT D)

DON'T DO THIS!

- 2-D plans can show work that will not actually fit the terrain.
- These plans are proposing non-ADA compliant ramps, driveways and sidewalks.
- ATP can't fund non-compliant facilities/projects.
2. MAPS (ATTACHMENT D)

DON'T DO THIS!

This is 5 blocks of sidewalk/ADA improvements. The application included "30%" plans

- This project's costs included only $2,000 in ROW
  - This property will likely not have use of its garage and the owners will have to be compensated for that loss
- $697,000 feels low for the proposed work
3. Cross Section
Typical Cross Section(s)
LESSONS LEARNED

- Show what's existing and what is being changed
  Could be displayed together or separate
  (depending on complexity)
- Show proposed structural section
- Show ROW lines, existing and proposed
- How does it tie to the existing terrain
3. CROSS SECTION EXAMPLES

From Attachment B - Engineer's Checklist

- Typical cross-section(s) showing existing and proposed conditions.
  - (Must include a cross-section for each segment where the width of improvements or Right-of-way vary significantly from the typical)
  - Show and dimension: changes in lane widths, ROW lines, side slopes, etc.
  - Any new paving must show both the width and the depth/thickness
3. CROSS SECTION EXAMPLES

IMPORTANT NOTE:

In some cases, separate existing and proposed cross sections may be needed to clearly show the before and after widths/thicknesses.
3. CROSS SECTION EXAMPLES

DO THIS!

If existing widths of lanes or sidewalks are being changed, then the following two components may be needed to clearly show what work is being proposed:

- A before/existing and
- An after/proposed cross section
3. CROSS SECTION EXAMPLES

DO THIS!

If existing widths of lanes or sidewalks are being changed, then the following two components may be needed to clearly show what work is being proposed:

- A before/existing
- An after/proposed cross section

Multi-Use Path Structural Section
- 2.5” Asphalt Concrete
- 6” Aggregate Base
3. CROSS SECTION EXAMPLES

DON'T DO THIS!
THIS CROSS SECTION DRAWING DOESN'T LOOK MUCH LIKE THE ACTUAL PROJECT.

- It is an issue for this project.
- It looks like a small retaining wall will be needed - the estimate had the "Retaining Walls" as a Lump Sum item. We can't tell if this item was estimated or costed correctly.
- Is water runoff just being handled by the curb & gutter?
  - There probably needs to be a storm drain system to prevent flooding.

Is this a huge oak tree that will need to be removed? This is an unidentified environmental issue.
3. CROSS SECTION EXAMPLES

DON'T DO THIS!

CROSS SECTIONS WITH RIGHT-OF-WAY LINES ARE REQUIRED.

- This cross section tool's product doesn't look much like the actual project-
  - It's probably not an issue for this project.
- If this tool is being used, two cross sections should be included-
  - An existing cross section and
  - A proposed cross section.
4. Engineer's Estimate

Detailed Engineer's Estimate
4. ESTIMATE (ATTACHMENT F)

- Project elements
  - Should be displayed as separate construction items
    - Based on quantities, utilizing appropriate unit costs,
    - Lump Sum only for those items in the ‘Allowable Lump Sum Items’ tab.
- All non-participating costs:
  - Clearly identified and accounted for separately from the eligible costs.
- CCC project elements:
  - Clearly identified and accounted for
- Identify all ATP project development costs in total costs
- Construction Costs and Construction Engineering (CE)
- List right-of-way acquisition needs (in dollars)
- Contingency Costs percentages
4. ESTIMATE (ATTACHMENT F)

In order to get the correct project size (Small, Medium or Large), construction items that are partially or fully ATP ineligible have to be shown in the estimate.

If the construction phase is in the last year of the program, consider adjusting unit prices accordingly to account for inflation.
4. **ESTIMATE (ATTACHMENT F)**

Lump sum (LS) can be used for Overhead costs. A tab has been added to the Engineer's Estimate document that lists the ONLY items that can use LS.
## 4. ESTIMATE (ATTACHMENT F)

**DON'T DO THIS**

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<th>Quantity</th>
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<th>Unit Cost</th>
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Subtotal of Construction Items: $4,395,454
5. Crash/Safety Data

Crash/Safety Data, Collision Maps and Counter Measures
5. CRASH/SAFETY DATA

- Confirm that crash data shown is:
  - Depicted accurately
  - Shown to scale
  - Occurred within area of proposed improvements

[Diagram showing percentages: 85%, 5%, 75%]
6. Schedule Preparation
Project Schedule and Requested Programming of ATP Funding (PPR)
**6. SCHEDULE PREPARATION**

**ATP Project Development & Delivery Timeline**

**4 Year Programming Period**

- **3 to 12 + Months**
  - Project Approval & Environmental Document (PA&ED)
    - Environmental Clearance
    - Permits - Regulation Agencies

- **6 to 12 + Months**
  - Plans, Specifications, & Estimates (PS&E)
    - 30/60/90%
    - Develop Engineering Estimate

- **6 to 18 + Months**
  - Right of Way (ROW)
    - Utility Relocation
    - ROW Acquisition
    - Eminent Domain

- **6 + Months**
  - Construction (CON)
    - Up to three years to build

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These phases can happen concurrently
6. SCHEDULE PREPARATION

GENERAL LESSONS LEARNED

• Community Engagement and Buy-Off
  ◦ Affected neighborhoods
  ◦ Affected businesses
  ◦ Community groups
• Alignment with other funding sources (for example, local funds, STIP)
• Alignment with school years for NI projects
• Consultant procurement (for environmental, design, ROW)

Community Engagement Meeting
Thursday, 7 pm
Come give feedback about the City's Active Transportation project!
LESSONS LEARNED - PA&ED

- PA&ED (Project Approval and Environmental Documents)
  - Not enough time allotted for technical studies
    - Cultural
    - Biological
    - Historical
  - Not enough time allotted for regulatory clearances. Examples:
    - Army Corps of Engineers
    - Department of Fish and Wildlife
    - Water Resources Control Board
    - California Coastal Commission
    - Etc.
Take into consideration all the lessons learned!

6. SCHEDULE PREPARATION

LESSONS LEARNED - PS&E & ROW

- PS&E (Plans, Specifications, and Estimate)
  - Underestimating the complexity of the project
  - Coordination with projects in the vicinity
  - Drainage considerations
- ROW (Right of Way)
  - Railroad involvement and coordination (estimate how long and multiply by 2)
  - Overlooked utility relocation efforts
  - Overlooked ROW acquisition
  - Temporary Construction Easements
  - Encroachment Permits (projects encroaching on state ROW)
  - Drainage
6. SCHEDULE PREPARATION

PREPARING FOR ALLOCATIONS

- CTC meetings occur 7 times per year
- Agencies need to submit their allocation requests 60 days prior to the upcoming CTC meeting

7. Warrant Studies/Guidance

If Applicable
7. WARRANT STUDIES/GUIDANCE

IF APPLICABLE

- An engineering study must be submitted for new Traffic Control Signals.
- Requirements must be met, but final decision to install a signal must be made by an engineer.
- The engineering study and any additional documentation supporting decision must be included and addition to the name, and license number of responsible engineer.

Mark N/A if this doesn’t apply to your project!
8. Narration
Additional Narration and Documentation
8. NARRATION

ADDITIONAL NARRATION AND DOCUMENTATION

- Ensure that the application text in the “Narrative Questions” is consistent with and supports:
  - Engineering logic
  - Calculations used in the development of the plans/maps and estimate
- Ensure that, when needed to clarify non-standard ATP project elements, appropriate documentation is attached to the application documenting the engineering decisions and calculations requiring inclusion of non-standard elements.
ENGINEER'S CHECKLIST WRAP-UP

- Complete the Engineer's Checklist
- Ensure Maps depict true scope of project as evaluated
- Are all your phases accounted for?
  - Provide time for Environmental Studies
  - Don't forget about RW or Utility relocations

Note: Just like Infrastructure, Non-Infrastructure and Plan projects need to be PSR Equivalent. Similar precautions should be taken when submitting NI and Plan projects.
NON-INFRASTRUCTURE & PLANS
NON-INFRASTRUCTURE & PLANS

Overview of ATP Non-Infrastructure and Plan Application Requirements
Non-Infrastructure (NI): Education, encouragement, and enforcement activities that further the goals of the ATP
- Projects can be NI Only or Infrastructure/NI combined

Active Transportation Plan: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that encompasses or is predominately located in a disadvantaged community
- A Plan is a stand alone project type
THE 22-R IS THE SCOPE OF WORK THAT MUST BE COMPLETED

- Establish partnering commitments with other agencies/entities such as schools, public health departments, or law enforcement prior to submitting the application.
- Make sure the program details you are describing in the narrative of the application is consistent with the scope laid out in the 22-R.
- For combined projects- Do the tasks need to coordinate with the infrastructure schedule or does the NI work stand alone?
**SCOPE**

- Break up the project into various Tasks
- Break up each Task into separate Activities (each part of your scope)
- Be detailed and specific
  - Quantify number of activities
  - Include tangible deliverables
- Include any additional comments/details in the Task Notes Section

**SCHEDULE**

- SRTS projects need to coordinate with school schedules
NI WORKPLAN (22-R)

COSTS

- Total costs on 22-R must match PPR and application
- Ensure compliance with NI Guidance for eligibility & cost of items
- Include Agency/Partner Agency staff costs and TBD consultant staff budget (on Task pages)
- Include anticipated costs for Travel, Equipment, Supplies/Materials, Incentives, Other Direct Costs (on “Other Costs” pages)
  - Be specific about what is anticipated to be needed
- Indicate if any costs are coming from an in-kind source
Plan Workplan (22-Plan)

For Plans: The 22-Plan is the Scope of Work that must be completed

- Make sure the details you are describing in the narrative of the application is consistent with the scope laid out in the 22-Plan
- Be sure to include the required plan components, or explain why not.
- Include the Plan Components Sheet
- Ensure key Planning Process tasks are included in Plan
- Development, such as:
  - Existing and future analysis
  - Robust community outreach
  - Project prioritization/ implementation plan

Do Not Copy the Same Scope of Work – Your Project is Unique
Active Transportation Resource Center (ATRC)

Please visit the Active Transportation Resource Center for technical assistance and many more resources!

http://caatpresources.org/
WRAPPING IT UP
INFRASTRUCTURE

Perform a site visit! Walk the project site (with the appropriate staff, such as engineers, ROW specialist, environmentalist, key stakeholders).

All three elements of an application must match (narrative, cost/schedule, mass).

Alication is the approved scoring document.

Community engagement - Get buy-in early.

Remember the Litmus Test: Using the plans, can you determine what elements are being proposed, and where?

When in doubt, reach out!

NI & PLANS

Check eligibility of items by looking at the NI Guidance.

Be specific! Quantify as much as possible in the -R.

Make sure your project aligns and connects with the goals of the ATP.

For Plans, make sure to fit in that community engagement!

Complete your -R or your -Plan with your specific and unique project. This is your score.

When in doubt, reach out!
DISTRICT CONTACTS

DISTRICT 1: SUZI THEISS
707-445-6399
Counties: Del Norte, Humboldt, Lake, Mendocino

DISTRICT 2: IAN HOWAT
530-225-3484
Counties: Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity

DISTRICT 3: DAVIS GIONGCO
530-741-5450
Counties: Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, Yuba

DISTRICT 4: SYLVIA FUNG
510-286-5226
Xi Zhang - ATP Coordinator
510-622-5929
Counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma

DISTRICT 5: HEIDI BORDERS
805-549-3111
Counties: Santa Barbara, San Benito, San Louis Obispo, Santa Cruz, Monterey

DISTRICT 10: Parminder Singh
209-948-3689
Counties: Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolomne

DESIREE FOX
HQ, DISTRICTS: 1-5 & 10
EMAIL ADDRESS
desiree.fox@dot.ca.gov
PHONE NUMBER
916-651-6873
DISTRICT CONTACTS

DISTRICT 6: JIM PERRAULT
559-445-5417
Counties: Fresno, Madera, Kings, Kern

DISTRICT 7: STEVE NOVOTNY
213-897-4289
Dale Benson - ATP
213-897-2934
Counties: Los Angeles, Ventura

DISTRICT 8: ALBERT VERGEL DE DIOS
909-806-3944
Counties: Riverside, San Bernadino

TERESA MCWILLIAM
HQ, DISTRICTS: 6-9, 11, 12

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DISTRICT 9: FOREST BECKET
760-872-0681
Counties: Inyo, Eastern Kern. Mono

DISTRICT 11: BING LUU
619-220-5311
Counties: Imperial, San Diego

DISTRICT 12: TIFINI TRAN
657-328-6275
Counties: Orange
Questions?