



# DIVISION OF LOCAL ASSISTANCE CALTRANS OVERSIGHT INFORMATION NOTICE



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## Welcome to the COIN!

*This is a Caltrans Oversight Information Notice, or “COIN” for short. This short, single-topic bulletin is intended to provide outreach information and guidance to local agencies on issues pertaining to State Funded Projects. COINs cover a wide variety of subjects, including discussions of findings resulting from process reviews by Caltrans and/or FHWA, changes in procedures or regulations, reminders of existing procedures or best practices, and other timely information. The goal is to ensure proper and timely delivery of State Funded projects.*

## **PLANS, SPECIFICATIONS AND ESTIMATE DIVISION OF STATE ARCHITECT REVIEW**

The Caltrans Headquarters Division of Local Assistance requires local agencies enter into a Master Agreement to implement State and Federally funded projects. These Master agreements include several requirements for local agencies to follow to ensure compliance with State and Federal mandates. One of these requirements and the focus of this COIN, is the plan review by the Division of State Architect (DSA).

*“California Government Code (G.C.) §4450 et sec. authorizes the DSA to promulgate regulations for accessibility applicable to all buildings, structures, sidewalks, curbs and related facilities constructed in the state by the use of state, county or municipal funds, or the funds of any political subdivision of the state. This application is expressed in the California Building Code, Chapter 1, Division I, Section 1.9.1.1.1.” (Division of State Architect)*

Local Agencies need to forward Active Transportation Program (ATP) “Safe Routes to School” (SRTS) projects funded by SB-1 to the DSA for review. This requirement applies only to SRTS projects and does not apply to SB-1 transportation infrastructure improvement projects mandated under the Road Repair and Accountability Act of 2017 for review. The California Transportation Commission considers Safe Routes to School projects as those “*that directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public-school bus stop and the students must be the intended beneficiaries of the project.*” Furthermore, “Safe Routes to School” projects are those that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.

The review package should include the plans, specifications and estimates and must include a statement from the local jurisdiction confirming that the project is a “Safe Routes to School” project or includes components thereof.

For information on how and where to submit the package to DSA, please visit this website:

<https://www.dgs.ca.gov/DSA/Resources/Page-Content/Resources-List-Folder/Accessibility-Plan-Review>

The DSA stated that, apart from specific ATP projects funded by SB-1, DSA is not accepting SB-1 transportation infrastructure improvement projects mandated under the Road Repair and Accountability Act of 2017 for review.

The DSA review is independent of the allocation submittal process. The allocation requests will move forward; however, the local agencies are responsible for meeting all state requirements, and the State Architect review applies as well. It is recommended that the allocation requests continue to move forward without delay as agencies work with the DSA. DSA reviews should be completed and on file prior to advertisement.