

# Cooperative Work Agreement (CWA) Timeline and Instructions

## Timeline

The timeline below provides an estimated schedule of the CWA process.

### December - February

1. HQ CWA Coordinator will upload the Eligible Projects Lists for CWA Time Extensions to the CWA webpage by end of the third week of December. HQ CWA Coordinator will also email the lists to the DLAE's and affected local agencies.
2. Local agencies will need to review the lists, provide the information required in each spreadsheet, and return them to HQ CWA Coordinator by the end of the second week of January.
3. HQ CWA Coordinator will review and reconcile local agency comments and submit the finalized lists, three-year comparison report, and form DF-600 to Division of Budgets by the end of the third week of January.
4. Division of Budgets will review and reconcile the above documents and submit to Department of Finance (DOF) by the end of the first week of February.

### February – March

5. DOF approves/denies CWA time extensions.
6. Division of Budgets informs HQ CWA Coordinator, Local Program Accounting, and State Controller Office of the DOF's CWA approval/denial decisions on Monday, the second week of March.
7. HQ CWA Coordinator notifies the DLAEs and the local agencies of DOF's approved CWA lists and posts them on the CWA webpage by mid-second week of March.
8. HQ CWA Coordinator inputs approved CWA reversion date into HQ database (LP2000) by the end of the second week of March.

## Instructions

### Note:

- **Please do not make any changes** to the form such as adding/deleting columns and rows or merging cells. All information requested must be completed and submitted to HQ CWA Coordinator at CWA.Support@dot.ca.gov by the **end of the second week of January**. **Late submittals will not be accepted and there is no appeal process to the Department of Finance's (DOF's) decisions.**
- If a project number appears more than once, please provide information for each line (you may copy and paste).

### Spreadsheet Instructions (Review 1-11 & Complete 12-16):

1. District
2. Parties to Agreement (Your Agency)
3. Purpose of Project (Work Description)
4. Scope (Location where the work description is being performed)

5. Federal Project ID with Prefix
6. Advantage Project ID
7. Federal Program Code (e.g. Z240)
8. Budgeted Amount: (Reflects the amount of federal or state funds you requested)
9. Expenditure Amount
10. Remaining Balance
11. CTC Timely Use of Funds (TUF) Deadline (See applicable [CTC program guidelines](#))
12. Is Project Consistent with Original Scope and Purpose of the Appropriation (Yes or No)? If No, please double click in the box and type explanation.
13. Are You Requesting a CWA (Yes, need additional time, or No, invoicing by April 1)?
14. Reason for Delay (This is a drop-down box to assist in selecting the phase of work and common issue where the delay exists. Please select the phase and issue that most closely approximates the root cause of the delay (multiple issues are not necessary).
15. Identify Any Impediments to Completion (Including if the extension is not approved). Please provide a 2-3 sentence explanation and be concise.

**Examples:**

- a) For instance, in Design, local agency leadership requests additional features to be included in design to comply with complete streets plan.
- b) For instance, in Environmental, complex environmental documents and permits must be re-evaluated based on when originally executed.
- c) For instance, in Construction, discovered previously unknown underground storage tanks. Mandated testing before and after removal will take an estimated number of months.
- d) For instance, in Declared Disaster (not emergency relief), damage to project underway must be evaluated.

16. Local Agency Contact: Name, Phone Number and Email Address.
17. Approved by DOF (Yes or No)? (Provided by Caltrans after DOF review)
18. Revised Reversion Date (Provided by Caltrans after DOF review)