

Cooperative Work Agreement (CWA) Timeline and Instructions

Timeline

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

October - January

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 October. HQ CWA Coordinator will also email the lists to the DLAEs 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 third week of November.
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 second week of December.
4. Division of Budgets will review and reconcile the above documents and submit to Department of Finance (DOF) by February 1st.

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 12-17):

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 1st)? If No, please provide an anticipated date the agency plans to submit invoice for the remaining balance.
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. 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. What are the consequences if CWA is not approved? Please provide a 2-3 sentence explanation and be descriptive.

Examples of Generic/incomplete consequences that are not acceptable:

- a) Project will not be built.
- b) Ability for City to complete PE Phase.

Examples of descriptive consequences that are acceptable:

- a) If the CWA is not approved, the project could lose federal funding and potentially halt the PE phase prior to project completion. This would result in no replacement of the current bridge which will increase rehabilitation and/or maintenance costs and no geometric upgrade necessary for the use and safety of the traveling public.
- b) If the CWA extension is not approved, the safety improvement countermeasures would not be completed. Tuolumne Road, a major route, is the site of several head-on collisions, including one fatality. The stopping sight distance and geometric features of the road do not meet standards. Safety improvements to this road have a cost benefit ratio of 7.01, these improvements are necessary to protect and enhance the public's safety.

- c) Existing bridge has a sufficiency rating of 65.5. If CWA is not approved, the bridge will continue to deteriorate and jeopardize public safety. Consequently, the County will have to finance the bridge replacement with its own funds which will be a significant hardship given the impact of wildfires in recent years.
- d) If the CWA is not approved, a bike trail would not be constructed to provide a safe alternative mode of travel.
- e) Project would not be completed. Modifications to ensure compliance with ADA will not be completed to ensure public safety.

17. Local Agency Contact: Name, Phone Number and Email Address.

18. Approved by DOF (Yes or No)? (Provided by Caltrans after DOF review)

19. Revised Reversion Date (Provided by Caltrans after DOF review)