

WHO DOES WHAT MATRIX

LA = Local Assistance CTPM = CT Project Management DPC = District Project Control LPA = Local Programs Accounting COS = Capital Outlay CO = Capital Outlay Support FV = Final Voucher Unit OE = Office Engineers QMAP = Project Delivery Quality Management Assessment Process	PROJECTS ADMINISTERED BY LOCAL AGENCY								
	PROJECTS ON STATE HIGHWAY SYSTEM (SHS)						PROJECTS OFF STATE HIGHWAY SYSTEM		
	LOCAL FUNDS (Measure funds, developer fees, etc) ^A	SUBVENTION FUNDS (Using local federal funds on the SHS 20.30.xxx.yyy project) ^B	STIP(RIP) (if touches SHS at all) ^C (No LA involvement)	ATP (>=50% geographically on SHS AND >=\$1M Con funds, all sources, 20.20.xxx.yyy)	ATP (>0% but <50% geographically on SHS, OR <\$1M Con funds, all sources, 20.30.xxx.yyy)	SB1 (LPP, SCCP, TCEP) (if touches SHS at all) ^C (No LA involvement)	LOCAL FUNDS ^A	SUBVENTION FUNDS ^B	STIP / ATP / SB1 FUNDS
What Advantage ID will Local Assistance (LA) use?	N/A	LA Adv ID	N/A - processed by CTPM	LA draft CAS using LP2000 Project Creation process	LA Adv ID	N/A - processed by CTPM	N/A	LA Adv ID	LA Adv ID
Who sets up Project Number (e.g., PREFIX 1234(123))	CTPM	LA for Local Agency. CTPM/DPC for QA(Oversight)	CTPM	LA, using LP2000 Project Creation process	LA	CTPM		LA	LA
Who sets up ADV ID in AMS Advantage?	N/A	LPA for LA project. DPC for QA (Oversight)	DPC	DPC - Local Assistance notifies DPC of draft CAS.	LPA	DPC		LPA	LPA
What Budget Authority (BA) will be used? (Who is responsible for securing BA?)	CO & COS (CTPM)	LA through LPA/LA Subvention (LA); COS for COS (CTPM)	CTC Vote for Capital (CTPM); COS for COS (CTPM)	Capital Outlay - 2660-308-xxxx, (CTPM/DPC)	LA (LA)	Capital Outlay - 2660-308-xxxx, (CTPM/DPC)	LA (LA)	LA (LA)	
Is Coop needed for oversight?	<\$1M = NO >\$1M, non-complex = DEER >\$1M, complex = Yes (Std. QMAP)	Encroachment = NO, DEER = NO, Standard QMAP = Yes	Yes	Yes	Yes ^F	Yes	No	No	No
Is Coop needed for reimbursement?	No ^D	No ^D	Yes	Yes - Coop needed to encumber funds/pay invoices	No	Yes	No	No	No
Is Encroachment Permit needed?	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
Is Master Agreement needed?	No	Yes	No - CTPM uses Coop	Yes	Yes	No - CTPM uses Coop	Yes	Yes	Yes
Is Program Supplement Agreement (PSA) needed?	No	Yes	No - CTPM uses Coop	No - CTPM uses Coop	Yes	No - CTPM uses Coop	N/A	Yes	Yes
Who requests Authorization / Allocation?	N/A	Local Agency for project funding/ CTPM for QA (Oversight)	CTPM	Local Agency	Local Agency	Local Agency		LA	LA
Who processes Authorization / Allocation?	N/A	LA. CTPM for QA(Oversight)	CTPM	LA	LA	CTPM		LA	LA
Who will process the invoices?	N/A	LA/LPA	CTPM/Accounts Payable	CTPM/Accounts Payable	LA/LPA	CTPM/Accounts Payable	LA/LPA	LA/LPA	
\$ for QA (Quality Assurance) withheld?	No	No	No	N/A	N/A	N/A	N/A	N/A	
Who is responsible for proj. closeout?	CTPM/FV	LA/LPA/FV	CTPM/FV	CTPM/FV	LA/LPA/FV	CTPM/FV	LA/LPA/FV	LA/LPA/FV	

PROJECTS ADMINISTERED BY CALTRANS

Local Agency contribution =====>	PROJECTS ADMINISTERED BY CALTRANS								
	PROJECTS ON STATE HIGHWAY SYSTEM						PROJECTS OFF STATE HIGHWAY SYSTEM		
	LOCAL FUNDS ^A (No LA involvement)	SUBVENTION FUNDS (62xx locode projects) ^B	STIP(RIP) funds ^C (No LA involvement)	ATP (No LA involvement)	SB1 ^C (No LA involvement)	Intentionally left blank	LOCAL FUNDS ^A	SUBVENTION FUNDS ^B	STIP / ATP / SB1 FUNDS
What Advantage ID will Local Assistance (LA) use?	N/A	LA uses Advantage ID provided by CTPM	N/A	N/A	N/A	Not Applicable			
Who sets up Project Number (e.g., PREFIX 1234(123))	CTPM	LA for Local Agency/ CTPM for QA(Oversight)	CTPM	CTPM	CTPM				
Who sets up ADV ID?	HQ OE for Capital phases; DPC for Support & R/W phases	HQ OE for Capital phases; DPC for Support & R/W phases	HQ OE for Capital phases; DPC for Support & R/W phases	HQ OE for Capital phases; DPC for Support & R/W phases	HQ OE for Capital phases; DPC for Support & R/W phases				
What Budget Authority (BA) will be used?	CO & COS (CTPM)	-LA Subvention BA (102-0890 SBV line) -Capital Outlay Reimbursement BA 302-0042(R) -CTPM for COS	CTC Vote for Capital (CTPM) /COS for COS (CTPM)	CTC Vote for Capital (CTPM) /COS for COS (CTPM)	CTC Vote for Capital (CTPM) /COS for COS (CTPM)				
Who is responsible for securing BA?	CO & COS (CTPM)	-Local Assistance/LPA for 102-0890 SBV line. -CTPM for CO for 302-0042(R) -CTPM for COS 001-0042(R).	CTC Vote for Capital (CTPM) /COS for COS (CTPM)	CTC Vote for Capital (CTPM) /COS for COS (CTPM)	CTC Vote for Capital (CTPM) /COS for COS (CTPM)				
Is Coop needed for reimbursement?	Yes	Yes	Yes ^E	Yes ^E	Yes ^E				
Is Encroachment Permit needed?	No	No	No	No	No				
Is Master Agreement needed?	No	Yes	No	No	No				
PSA needed?	No	No	No	No	No				
Who does Authorization / Allocation?	N/A	LA	CTPM	CTPM	CTPM				
Who will process the invoices?	N/A	CTPM/Accounts Payable	CTPM/Accounts Payable	CTPM/Accounts Payable	CTPM/Accounts Payable				
\$ for QA (Quality Assurance) withheld?	No	No	No	No	No				
Who is responsible for proj. closeout?	CTPM/FV	CTPM (CTPM to notify LA when closing out project)	CTPM/FV	CTPM/FV	CTPM/FV				

A - Local funds are Measure funds, Developer Fees, etc.									
B - Subvention funds are federal funds, i.e., RSTBGP, CMAQ, NHPP, HSIP, DEMO, etc.									
C - For on SHS, if STIP/SB1 funds are used to match federal Subvention funds, CTC funds will be processed by CTPM. Other activities will be per column depending on fund source.									
D - If Local Agency asks Caltrans to perform reimbursable work, this trigger need for Coop for reimbursement.									
E - If CTC allocates directly to Caltrans, no Coop needed. If Allocated to Local Agency, then Coop needed.									
F - For minimal SHS involvement, level of Caltrans oversight and who will perform it to be determined by and coordinated among CTPM, Encroachment Permits, Coops Unit, Local Assistance, and District.									
Note 1: On Caltrans administered projects, where the local agency has conveyed the use of their funds to Caltrans (i.e., subvention reimbursement) by way of a cooperative agreement, the locode for the local agency project is Caltrans' locode, e.g., for District 2, the locode would be "6202", for D5, 6205, etc.									
Note 2: There might be exceptions to the above matrix. Those exceptions will need to be justified and documented before proceeding.									
Note 3: If there are questions regarding the 20.20.xxx.yyy/20.30.xxx.yyy determination, contact the appropriate HQ Local Assistance Program Manager.									