Conceptual Timeline for Caltrans Railroad-Highway Crossing Program (RHCP) (Section 130 Program)

**Project Scoping**

- **CPUC submits Section 130 eligible RR Crossing Locations to Caltrans RHCP**
- **Caltrans RHCP coordinates with O/F/P&M & requests that the projects are added to the FTIP**
- **CPUC sets up Diagnostic Site visit (virtual or in-person)**
- **CPUC conducts environmental evaluation per CEQA and CPUC guidelines**
- **CPUC completes Final Scope of Work & Project Package**
- **CPUC submits Projects package to CT D/E, RHCP, R/W, R/R, and Local Agency**

**Programming**

- **Caltrans RHCP reviews project package**
- **Caltrans RHCP verifies that the Project has been programmed into the FTIP**
- **RHCP fills out E-76 to request federal authorization from FHWA and to obligate federal funds for a project in FADS**
- **Caltrans RHCP enters project and funding info in AMS**
- **Funds are programmed in two phases: Preliminary Engineering (PE) and Construction (CDN)**
- **RHCP Manager generates Letter Memorandum for Local Program Accounting to encumber the funds for the contract. RHCP will: – Check that the fiscal year matches – Include decimals for dollar amounts – Include previous FY allocation**

**Execute Contract/Agreements (less than 0.5 yrs)**

- **Caltrans RHCP drafts initial contract for RR and Local Agency**
- **Caltrans RHCP sends Notice to Proceed Letter to the RR and Local Agency**
- **Caltrans RHCP sends Notice to Proceed Letter to the RR and Local Agency for comments**
- **Caltrans RHCP sends Notice to Proceed Letter to the RR and Local Agency for comments and sends contract to CT Legal**
- **Caltrans RHCP coordinates Kick-off meeting with all parties**
- **Caltrans RHCP begins to process invoices (LAPM 5-A) from Local Agency, Rail Authority and RR**
- **Contract/Agreements include:**
  1. Signed Contract
  2. Scope of work
  3. Estimates
  4. Photos
  5. Caltrans Authorization to Proceed (E-76)

**Design, PS&E (1-2 yrs)**

- **Local Agency coordinates with RR and RRA to complete Final Design (PS&E)**
- **Local Agency will coordinate any utility relocation.**
- **Local Agency will circulate 50, K) an 95% plans for comments**
- **Local Agency and RR complete construction engineering and final cost estimate (PS&E)**
- **Local Agency incorporates comments.**
- **Local Agency completes NEPA PES Form. PES Form is emailed to the DLA Office of Environmental Compliance and Outreach(OECO)**
- **DLA OECO reviews and NEPA documents**
- **Local Agency, Regional Rail Authority (RR), and RR work together to complete R/W Cert. and show that they are in compliance with the Uniform Act**
- **Local Agency completes NEPA Cert and sends it to the DLA to review an approve DBE goals**
- **DBE Goals approved by Caltrans**

**GOB-B & DBE (45 Days)**

- **Once funding has been secured, PS&E, Environmental Cert, R/W, and DBE agreements are complete, Local Agency works with RR to complete the GOB-B**
- **Local Agency completes and submits GOB-B form to CPUC for approval**
- **CPUC approves GOB-B Form**
- **Caltrans RHCP enters funds into the Construction Phase**
- **RR and Local Agency complete Construction (CON) phase**
- **Local Agency complete Exhibit 90 and send it to the DLA to review an approve DBE goals**

**Construction (1-2 yrs)**

- **Local Agency gets Right of Entry Permit from Regional Rail Authority and/or RR**
- **Regional Rail Authority and RR order railroad equipment**
- **Project Construction: Local Agency, RRA and RR must coordinate their work**
- **Local Agency, RRA, and RR submit invoices (LAPM 5-A) at least quarterly to RHCP keep project active**
- **RHCP processes the LAPM 5-A**
- **RHCP checks for:**
  1. Proper Email Template
  2. Exact Address on Invoice
  3. Current Date on Invoice
  4. Invoice Numbering
  5. Include Contract with 9 invoice
  6. Include any Amended contracts or Finance Letters
- **RHCP sends invoices and contracts to Local Program Accounting.**
- **Local Program Accounting will arrange to pay invoices**
- **Construction must be completed before contracts expire or the Local Agency and RR must request for time extension to Caltrans at least 90-day before expiration**
- **Local Agency, RRA and RR submit final invoices to Caltrans when their respective portions of the work is complete**

**Close Out**

- **CPUC and Caltrans complete a final project inspection and take close out photos**
- **Local Agency and RRA submit final invoices to Caltrans**
- **CPUC and Caltrans complete a final project inspection and take close out photos**
- **Project Completed**
- **CPUC – California Public Utilities Commission
  RHCP – Caltrans Railway-Highway Crossings Program (DLA – Section 130 Program)
  O/F/P&M – Office of Federal Programming and Data Management
  FHWA – Federal Highway Administration
  FDOT – Florida Department of Transportation
  FAFS – Federal Aid Database System
  RR – Regional Rail Authority
  R/W – Highway
  PS&E – Plans, Specifications & Estimates
  PE – Preliminary Engineering
  GOB-B – General Order 88 form requesting authorization from the CPUC for rail crossing modifications**

* Expected typical timing listed for safety projects