

DIVISION OF LOCAL ASSISTANCE
IMPLEMENTATION

PISB

PROJECT IMPLEMENTATION BRANCH SUPPORT

LISA BACON

PISB MANAGER

L6S: PSA OVERVIEW

PROJECT BASELINE

- PROCESS **1,200** PSA ANNUALLY
- PROCESS TIME: **76** DAYS
- **2/3** TIME WITH LOCAL AGENCIES

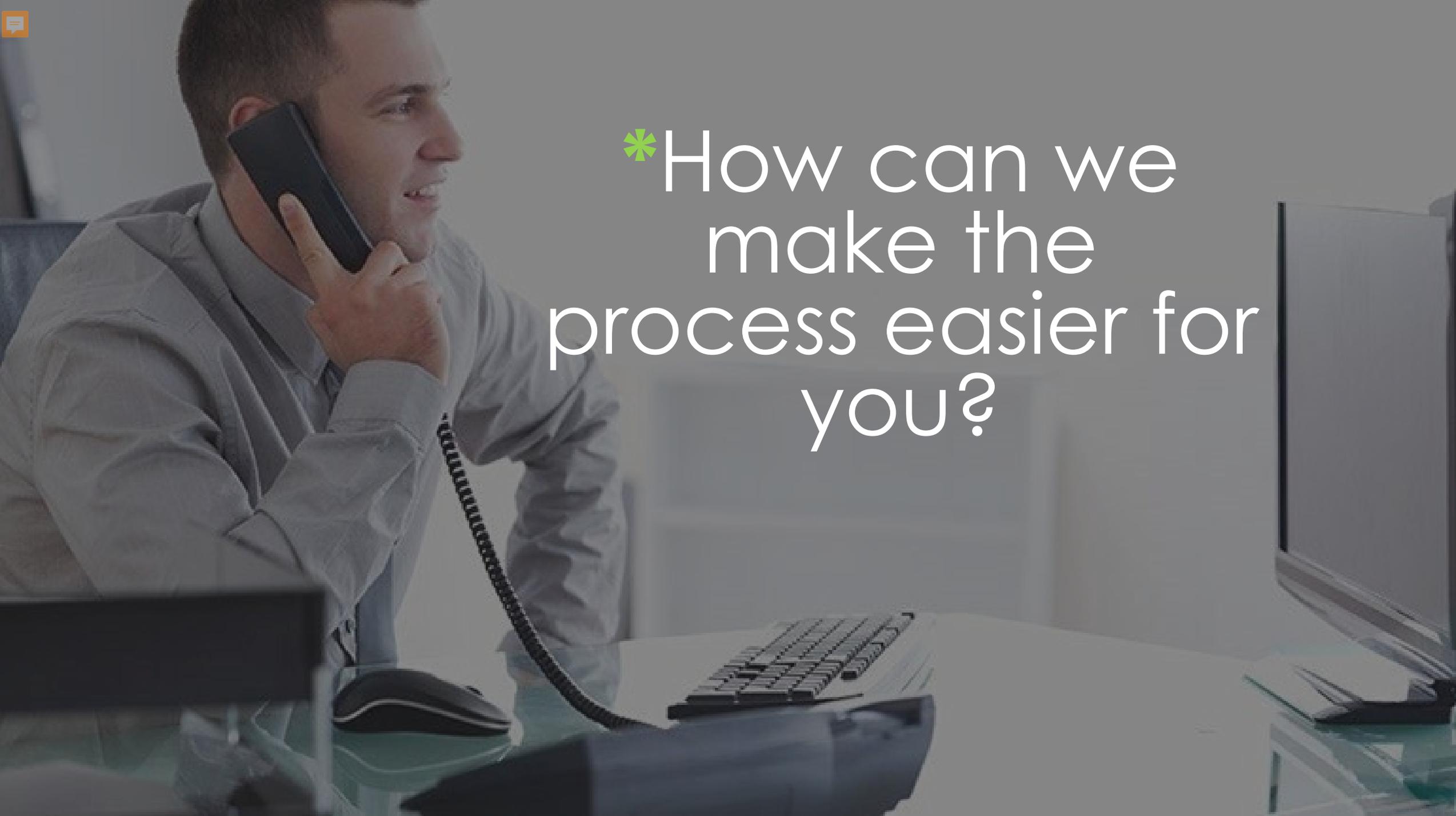
L6S: PSA OVERVIEW

IMPROVEMENT OBJECTIVE

- REDUCE PROCESSING TIME: 30 DAYS
- ELIMINATE NON-VALUE STEPS: 28 TO 8



*How can we
make the
process easier for
you?





Improvements Implemented

Step 1 – Project Implementation Support Branch (PISB)

Transmit PSA

- Create relevant tracking dates in LP2K
- Eliminate Authorization Milestone entry
- Eliminate print & mail: 15-20 pages



Improvements Implemented

Step 2 – PISB

Email Notification of Transmitted PSA

- Email Local Agency; contact cleanup*
- Create PISB Help Desk mailbox*
- Email Area Engineer (AE)
- Eliminate print copy: track progress – 10 pages



Improvements Implemented

Step 3 – Local Program Accounting (LPA)

Review PSA; Pre-encumber Funds

- Email 1st page to PISB mailbox
- Eliminate certification
- Eliminate print, mail & time: 5-10 pages



Improvements Implemented

Step 4 – PISB

Send to Local Agency

- Eliminate Cover Letter; revise instructions*
- Create email template; send from PISB mailbox*
- Eliminate print & mail: 15-20 pages*



Improvements Implemented

Step 5 – Local Agency (LA)

Sign & Return

- Option to return by scan or mail*
- Create PISB Help Desk webpage *

Need assistance with a PSA? Track your PSA and find useful links: [PISB Help Desk](#)

Project Implementation Support Branch (PISB)

PISB Help Desk Online

Our Mission is to Expedite Reimbursable Funds to your Local Agency

For questions or comments, email us at PISB.Help.Desk@dot.ca.gov

Track your PSA:

Search by project ID -- Example: 5908 or 5908(031)

Or Search by agency name --Example "sacramento county"

Firefox, Chrome and Avant are compatible with PSA tracker, some versions of Internet Explorer may not be.

⇒ Useful Links:

- ⇒ [Sample of Blanket Resolution](#)
- ⇒ [E-76 Status](#)
- ⇒ [CTC website \(Allocation Status\)](#)
- ⇒ [Cooperative Work Agreements \(CWA\)](#)
- ⇒ [Local Assistance Procedures Manual: Ch. 4 Agreements](#)



Improvements Implemented

Step 6 – PISB

Review Packet & Track

- Print one copy
- Give to AE to review & sign



Improvements Implemented

Step 7 – AE

Review Packet

- Sign & return to PISB



Improvements Implemented

Step 8 – PISB

Track Executed PSA

- Create Shared Drive
- Email Executed PSA; Cc: District & LPA
- Eliminate “Conformed” stamp
- Eliminate print & mail: 40-60 pages

L6S: CURRENT PSA BASELINE (JAN-MAY 2019)

Row Labels	Total Supplements Transmitted	Average of Calen. Days Transmit to Rec'd LPA	Average of Calen. Days Rec'd LPA to Sent to LA	Average of Calen. Days Rec'd from LA to Execution	Average of Calen. Days Sent to LA to Rec'd from LA	Average of Calen. Days Transmit to Execution
01	7.0	11.3	2.0	0.9	16.6	30.7
02	3.0	3.3	0.3	2.3	3.0	9.0
03	10.0	4.5	2.0	2.3	7.0	15.8
04	15.0	4.0	1.0	3.7	14.9	23.9
05	2.0	3.0	2.0	0.5	1.5	7.0
06	27.0	11.4	0.5	1.6	9.8	23.4
07	2.0	33.0	0.5	1.0	6.0	40.5
08	5.0	9.4	2.0	2.0	24.4	37.8
09	5.0	9.8	0.4	1.8	5.6	17.6
10	15.0	5.3	2.3	2.6	19.8	29.9
11	3.0	6.7	2.7	2.0	42.3	53.7
12	5.0	5.8	3.4	5.2	34.0	48.4
Grand Total	99.0	8.0	1.4	2.3	14.6	26.4



PISB: **CONTINUED IMPROVEMENTS**

APPLY L6S TO ALL AGREEMENTS

ER PSA

- JAMES STANGER
- IMPLEMENT L6S IMPROVEMENTS

CONTINUED L6S IMPROVEMENTS: **MATCH/EX**

Tracking for all Executed Agreements Transmitted between
1/1/18 - 12/31/18

Row Labels	Total Supplements Transmitted	Average of Calen. Days Transmit to Rec'd LPA	Average of Calen. Days Rec'd LPA to Sent to LA	Average of Calen. Days Rec'd from LA to Execution	Average of Calen. Days Sent to LA to Rec'd from LA	Average of Calen. Days Transmit to Execution
01	8.0	13.0	1.0	4.3	27.0	45.3
02	14.0	13.0	1.0	3.4	35.9	53.3
03	18.0	13.0	1.0	2.4	29.9	46.3
04	8.0	13.0	1.0	1.4	52.6	68.0
05	10.0	13.0	4.0	7.5	35.6	60.1
06	8.0	13.0	1.0	5.0	30.9	49.9
07	2.0	13.0	4.0	2.0	194.5	213.5
08	2.0	13.0	4.0	6.5	36.0	59.5
09	4.0	13.0	4.0	6.0	80.8	103.8
10	14.0	13.0	4.0	2.3	37.5	56.8
11	2.0	13.0	4.0	4.0	58.5	79.5
12	1.0	13.0	4.0	1.0	63.0	81.0
Grand Total	91.0	13.0	2.2	3.6	41.4	60.2

L6S MATCH/EX: **IMPROVED**

Tracking for Executed Agreements Transmitted between
1/1/19 - 5/3/19

Row Labels	Total Supplements Transmitted	Average of Calen. Days Transmit to Rec'd LPA	Average of Calen. Days Rec'd LPA to Sent to LA	Average of Calen. Days Rec'd from LA to Execution	Average of Calen. Days Sent to LA to Rec'd from LA	Average of Calen. Days Transmit to Execution
01	4.0	4.0	0.0	0.3	7.5	11.8
02	8.0	4.0	0.0	3.1	7.5	14.6
03	10.0	4.0	0.0	1.2	5.5	10.7
04	1.0	4.0	-1.0	1.0	12.0	16.0
05	7.0	4.0	-1.0	3.3	9.0	15.3
06	5.0	7.0	-0.4	0.4	11.4	18.4
09	1.0	1.0	12.0	0.0	6.0	19.0
10	7.0	4.0	-0.7	3.7	5.9	12.9
Grand Total	43.0	4.3	-0.1	2.1	7.5	13.8

CONTINUED L6S IMPROVEMENTS: **MASTER AGREEMENTS (2018)**

Data					
	Total of MAs Created	MA Creation to Sent to LA	Sent to LA to Rec'd from LA	Rec'd from LA to Execution	MA Creation to Execution
Total	63	21.4	74.1	5.1	100.5

L6S MASTER AGREEMENTS: **IMPROVED**

APRIL – MAY 2019

Data					
	Total of MAs Created	MA Creation to Sent to LA	Sent to LA to Rec'd from LA	Rec'd from LA to Execution	MA Creation to Execution
Total	11	9.8	51.9	3.5	65.3

BASELINE: ER PSA (2018)

Row Labels	Total Supplements Transmitted	Average of Calen. Days Transmit to Rec'd LPA	Average of Calen. Days Rec'd LPA to Sent to LA	Average of Calen. Days Rec'd from LA to Execution	Average of Calen. Days Sent to LA to Rec'd from LA	Average of Calen. Days Transmit to Execution
01	35.0	17.4	8.2	4.3	15.8	45.8
02	9.0	8.3	7.7	7.1	16.6	39.7
03	11.0	9.9	4.0	10.2	38.3	62.4
04	21.0	8.8	4.3	12.5	61.9	87.5
05	70.0	8.7	6.1	3.4	17.6	35.7
06	1.0	16.0	5.0	6.0	70.0	97.0
07	2.0	14.0	1.5	7.0	70.0	92.5
08	1.0	17.0	1.0	3.0	94.0	115.0
10	24.0	22.0	3.5	12.0	23.5	61.1
11	1.0	10.0	0.0	1.0	97.0	108.0
Grand Total	175.0	12.5	5.8	6.5	26.4	51.2

L6S: FEEDBACK

Please find our signed agreement with resolution attached.

And we like the fact we can do this electronically and that the process is starting earlier than in the past.

Thank you,

John Mannle, P.E.
Assistant Director
Plumas County Department of Public Works
Plumas County Transportation Commission
530-283-6498

Hello Ronnie:

Wow, amazing how quick you got the County Match/Exchange Agreement back to us and I thank you very much, Ronnie.

Thanks bunches,

Tonette White

Administrative Assistant I
Calaveras County

I LOVE that you are doing things electronically now! Yay. I'm new so I was just following the protocol from my predecessor, but I am all about saving paper. We do not require wet signatures to my knowledge, so please see attached. And yes, we would like the Match Exchange Agreements sent directly to us next year. They are being sent to a lot of other people but then get routed to we. So we can skip the middlemen, if possible. 😊

Thanks!
Charlotte



Charlotte Erlin

Administrative Services Manager

Public Works, County of San Luis Obispo

Tel: (805) 781-5282 | An APWA Accredited Agency

[Website](#) | [Twitter](#) | [Map](#)



L6S: FEEDBACK

Hello, Greg.

Please find attached Del Norte's signed agreement and report. I appreciate receiving and being able to submit this electronically.

Sincerely,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

OMG! So my San Benito County and Council of San Benito County Governments were my SLOWEST agencies in getting their agreements back. They literally used to give me

I sent my Match Exchange this morning AND ALREADY HAVE THEM BACK 😊😊😊!!

THIS IS ME LOL....



Thanks,

Alberta S. Snowden

Completely Electronic

