State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

Flex your power!
Be energy efficient!

To: PUBLIC WORKS DIRECTORS

Date: February 4, 2009

From: Sylvia Fung
Office of Local Assistance

For Sylvia Fung

Subject: Economic Stimulus / Local Assistance

Dear Bay Area Public Works Directors,

In normal economic times the Office of Local Assistance has limited resources to process projects. Resources are stretched even thinner in times of economic downturn such as we are presently experiencing. On top of this, the District 4 Office has been forced to absorb unusual legal and staff expenses during the first two quarters of the fiscal year. We are also now mandated by the Governor to implement a 10 percent furlough for the next 17 months. Also, the President's Economic Stimulus projects are unresourced.

As a consequence of these constraints, we are requesting your assistance in making your submittals as complete and accurate as possible and that you exercise discretion in the amount and type of inquires you ask of us. This will help us stretch our staff resources expeditiously. In order to address the Economic Stimulus projects with the priority that they deserve, we are establishing an email group to keep you informed on how the Office of Local Assistance will be processing these projects and what you can do to help us deliver in a timely manner.

Currently, our understanding is that the stimulus funds are only for construction and MTC is currently proposing to obligate the funds within roughly two months after the law is enacted. Projects are going to have to conform to the MTC final list and any changes to the list will not be at Caltran's discretion. It is unlikely that we will be able to swap federal funds or put money on projects that have already been advertised. As a result, to give your project the best chance of success, we are requesting that you do not submit projects that require Right of Way including encroachment permits, or environmental permits. This is consistent with MTC's recommendations. Projects that require anything more than technical memoranda are unlikely to clear NEPA within the reduced timeframe and will not get priority. Projects should be scoped so they can be processed with a No Right of Way Certification. Our success in project delivery depends on the quality of your submittals and project selection /scoping. Due to the projected workload, we anticipate having to give some projects lower priority. We will assume that all stimulus projects are the agency's top priority, unless notified otherwise.

Stimulus projects will not be exempt from **ADA requirements**. Disadvantage Business Enterprise (DBE) regulations will also be applicable. Race Neutral **DBE requirements** remain in place, Local Agencies are being sent instruction, via a separate email, on how to handle DBE requirements as they pertain to Economic Stimulus (ES) projects.

Contacts

We are requesting a single point of contact (Staff only, not consultants) for each agency to establish the agencies priorities and distribute and gather project information. **Please choose "ONE person in each local agency (staff only, not consultants) who Caltrans can contact for any / all projects, not limited to Economic Stimulus projects. This person, if not the project manager, can relay the questions from Caltrans to the project manager, and then get back to Caltrans with the answers."** The individual CMAs have been requested to compile this information, however, as of the date of this memo only Contra Costa County has completed this task. The county lists should contain the Name, Title, Agency, Phone Number, and Email of the various agencies. Please send to Marc Wong at marc_wong@dot.ca.gov with a copy to the corresponding Senior Staff member for your respective county as tabulated later in this email.

While staff changes may occur and as workloads are redistributed, we will notify the agencies via email of changes. We anticipate the senior staff will remain constant with their respective counties. Therefore, **the stimulus "PES/Field Review form" submittal as described in this email should be sent to the appropriate corresponding senior for your county as follows:**

NAME	Counties	Phone #	Email
John Brewster	Alameda Contra Costa	(510) 286-6485	john_brewster@dot.ca.gov
Michael Lim	San Francisco San Mateo Santa Clara	(510) 286-5232	michael_lim@dot.ca.gov
Moe Shakernia	Marin Napa Solano Sonoma	(510) 286-5236	moe_shakernia@dot.ca.gov
Mailing Address	Caltrans District 4, Office of Local Assistance Mail Station 10B 111 Grand Avenue P.O. Box 23660 Oakland, CA 94623-0660 Attention:		

Concerning environmental submittals (not including the PES/Field Review form), we request that all environmental studies or technical memoranda be submitted to Boris Deunert so they can be logged in and routed accordingly. All submitted federal documents must display the federal project number clearly printed or typed to facilitate project identification and tracking. Caltrans will provide the federal project numbers during the individual Field Reviews that can then be written on the previously submitted PES and Field Review forms.

Due to a significant burden on our environmental staff, we request that the agencies exercise restraint in asking for status updates and delivery confirmation in order to help our planners be successful in handling the increased workload. We recently implemented a database that is accessible to the engineers, which provides environmental project specific details up through NEPA approval.

Getting your project started:

The first step of this process will be clarification of your scope of work and clearing the environmental requirements. We anticipate the majority of stimulus funds will be processed as new projects and have attached the forms, and detailed what is expected with your first submittal to Caltrans in this email. **Please provide one signed original and one copy of the following:**

1) **Field Review Form**, Exhibit 7-B, Instructions can be found on Exhibit 7-A, Since most field reviews will be conducted in the office, please indicate on top of the field review form if Google.com street view is available for your project.
2) **Roadway Data**, Exhibit 7-C
3) **Field Review Attendance Roster**, Exhibit 7-F
4) **PES Form**, Follow step-by-step instruction outlined in Exhibit 6-B on pages 6-81 to 6-104. The step-by-step procedures will guide you to determine if and what kind of studies are required for your project. It is imperative on the PES form that adequate details are provided for all 36 lines on pages 6-79 and 6-80, providing justification for your environmental responses. "To be determined" is not an adequate response.
5) **Endangered species list by quadrant**, meaning close to the proposed project site. Any PES submittal must include a print-out of the list specific to the project site. State or county species list is not acceptable. Endangered Species List by quadrant, meaning close to the proposed project site (instead of State our County list), this list can be obtained from the following website. http://www.fws.gov/sacramento/es/spp_lists/QuadNameLookup_Search.cfm
6) **CE Form**, "Modified" Exhibit 6-F, Please use attachment labeled "CE-form 09 15 08.doc"
7) **Funding Data** - MTC TIP listing if available.
8) **Photos -** Show your project and key elements / areas of concern.
9) **Flood Plain Map** (FEMA Map), with location of your project in relation to the 100-year flood zone.
10) **Vicinity Map**
11) **Site Plan**
12) **Detail Project Description** identifying each component of the project.

While not expected on these quick turn around projects, if the following affects your project, you will have to complete the associated form: Major Structure Data (Exhibit 7-D), Railroad Grade Crossing Data (Exhibit 7-E), Airport Data (Exhibit 7-F), and System Engineering Review form (Exhibit 7-I) if your project has an ITS component.

For those who have already submitted stimulus projects to Caltrans, please ensure that the package submitted meets the requirements above or it will be rejected in it's entirety.

Field Reviews and Scheduling

The environmental work is divided between Boris Deunert, (510) 286-6971, who will be handling Contra Costa, Marin, San Francisco, San Mateo, Solano, and Sonoma Counties, while JoAnn Cullom (510) 286-5222 will be handling Alameda, Napa, and Santa Clara Counties.

Field reviews will be scheduled and conducted at our office in Oakland (111Grand Avenue) after the project list is finalized by MTC and presented to the office of Local Assistance. In lieu of field visits, each agency will be required to present their project in plan and pictorial form during our office "Field Review". Please provide enough visual data to give our engineering and environmental staff a clear picture of the project and potential issues, however, limit each presentation so that the entire field review is limited to one-hour duration. Some projects will be followed up with a site visit if deemed necessary by the Office of Local Assistance staff. Priorities and how field reviews will be scheduled is currently being determined.

If you have any questions, please contact the Local Assistance senior for your respective county.