U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
CALIFORNIA DIVISION
650 Capitol Mall, Suite 4-100
Sacramento, CA 95814

February 25, 2009

IN REPLY REFER TO
HDA-CA
File #: 901
Document #: S52489

Mr. Will Kempton, Director
California Department of Transportation
1120 N Street
Sacramento, CA 95814

Dear Mr. Kempton:

SUBJECT: Implementation of the FY 2009 Disadvantaged Business Enterprise (DBE) Program

The recent enactment of the American Recovery and Reinvestment Act (ARRA) of 2009, Pub. L. 111-5, 123 Stat. 115 (February 17, 2009) and the increase in transportation contracting opportunities it will bring has heightened the urgency for Caltrans to reconsider implementing the DBE program requirements. DBE participation on federal contracts in California has steadily decreased over the past 4 federal fiscal years from 10.9 percent in 2005 to its most recent level of 4.6 percent in 2008 (without contract goals). For this fiscal year, Caltrans has only achieved 2.2 percent DBE participation on its construction contracts through December 31, 2008. We cannot afford any further delay by Caltrans in implementing DBE contract goals, as authorized by its DBE program waiver approved on August 7, 2008.

As outlined in our December 19, 2008 letter, Caltrans must immediately use contract goals to administer its DBE program in good faith. We are conditionally approving Caltrans' goal methodology and its projection of the portion of the overall goal it expects to meet through race neutral and race conscious means until we receive a written response to our October 7, 2008 and December 19, 2008 information requests. Thus, Caltrans is expected to implement its 13.5% overall goal immediately. In addition, Caltrans and its subrecipients are directed to immediately begin setting DBE contract goals, as authorized by its DBE program waiver approved on August 7, 2008 and in accordance with DBE program requirements, on Federal-aid highway contracts with subcontracting opportunities.

Although we have discussed our earlier requests with your staff, we have not received the additional information in writing requested to support Caltrans' decision to make no upward adjustment to its FY 2009 goal. We expect Caltrans to provide this information no later than March 31, 2009 and to additionally submit monthly status reports on its use of contract goals as described above beginning March 31, 2009.

MOVING THE
AMERICAN
ECONOMY

Failure to implement this overall goal and contract goals set out in this letter could result in the imposition of sanctions authorized at 23 CFR § 1.36, which may include withholding federal funds, withholding approval of projects, or such other action FHWA deems appropriate under the circumstances.

Thank you for your immediate attention to this matter. Caltrans' implementation of these measures will ensure that DBEs are afforded equal opportunity to participate in the tremendous transportation contracting opportunities created by the ARRA statute.

Sincerely,

Walter C. Waidelich, Jr.
Division Administrator

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DIRECTOR'S OFFICE
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March 4, 2009

Dear Transportation Construction Community:

The California Department of Transportation (Caltrans) has just received conditional approval from the Federal Highway Administration (FHWA) to immediately implement its Federal Fiscal Year (FFY) 2009 Disadvantaged Business Enterprise (DBE) Goal and Methodology. The 2009 Goal and Methodology provides for a 6.75 percent race-conscious goal and a 6.75 percent race-neutral goal for an overall 13.5 percent program goal.

With the recent enactment of the American Recovery and Reinvestment Act (ARRA) of 2009 and the increase in transportation contracting opportunities it will bring, the urgency for Caltrans to implement contract goals has heightened. The conditional approval requires Caltrans to submit to FHWA the additional requested information to support its decision to make no upward adjustment to the FFY 2009 goal. The conditional approval also requires Caltrans to submit monthly status reports on its use of contract goals beginning March 31, 2009.

FHWA has indicated that failure to implement the overall goal and contract goals could result in the imposition of sanctions authorized by 23 Code of Federal Regulation (CFR) section 1.36. Those sanctions may include withholding federal funds, withholding approval of projects, or other action FHWA deems appropriate under the circumstances.

By March 30, 2009, the Division of Engineering Services and the Division of Procurement and Contracts will begin including an appropriate DBE race-conscious goal to include African American, Asian-Pacific American, Women, and Native American businesses, in the advertised contracts for federally funded projects. These four groups together will be referred to as Underutilized Disadvantaged Business Enterprises (UDBEs). The race-conscious goal established for each contract will be based on the subcontracting opportunities it provides and the availability of UDBEs. At this time, Hispanic American and Subcontinent Asian American businesses are not included in the race-conscious portion of the program. However, use of these businesses does count toward meeting the race-neutral portion of the goal and the overall goal. I encourage continued use of these groups at current levels in order to avoid the necessity of adjusting the goals as time goes on.

Implementation of the race-conscious component of the DBE program applies to Local Agencies as subrecipients. Caltrans will advise regional and local partners to begin implementing DBE race-conscious goals on federally funded projects within 90 days.

Caltrans will continue its commitment to the application of race-neutral measures as before. They include, but are not limited to, providing technical assistance, one-on-one counseling, training, and direct referral of DBEs to prime contractors through the California Construction Contracting Program and the memorandum of understanding with the California Community Colleges Chancellor's Office. More information can be found on the Web site at http://www.buildcalifornia.org.

Caltrans will also implement its Communication Plan to advise the DBE firms, community organizations, industry/trade associations, and California Legislators that Caltrans has conditional approval to implement the race-conscious component of the overall DBE goal. To broaden business communication and outreach, the Caltrans' Office of Business and Economic Opportunity will have information and the schedule of public forums on its Web site at http://www.dot.ca.gov/hq/bep. In addition, Caltrans staff will work with business groups such as the City-County-State-Federal Cooperative Committee, Caltrans Statewide Small Business Council, Associated General Contractors of California, Engineering and Utility Contractors Associations, Southern California Contractors Association, and American Council of Engineering Companies on the implementation of their program revision.

I thank you for your patience and understanding during the last year while Caltrans operated under race-neutral measures. If you have any questions regarding this announced change in the DBE program, please contact Robert Padilla, Disparity Study Project Manager, at (916) 324-0552, or by e-mail at robert_padilla@dot.ca.gov.

Sincerely,

WILL KEMPTON
Director

c: Walter Waidelich, Division Administrator, Federal Highway Administration
Rick Land, Chief Engineer, California Department of Transportation
Robert Padilla, Disparity Study Project Manager, California Department of Transportation

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March 4, 2009

TO: ALL CITIES AND COUNTIES IN CALIFORNIA
METROPOLITAN PLANNING ORGANIZATIONS
REGIONAL TRANSPORTATION PLANNING AGENCIES

Dear Directors:

Re: Mandatory Race Conscious DBE Program

The Federal Highway Administration (FHWA) has approved the California Department of Transportation's 2009 Disadvantaged Business Enterprise (DBE) Annual Overall Goal. FHWA's approval requires the immediate implementation of the new DBE Program that includes a Race Conscious component (RC DBE Program). Effective immediately the California Department of Transportation (Caltrans) and local agencies receiving federal-aid funds must begin transitioning to the new RC DBE Program.

Transition Period

Local agencies may have until June 2, 2009 to transition to the newly approved RC DBE Program. This allows local agencies until June 2, 2009, to adopt and execute the new RC DBE Program and allows projects authorized to proceed under the old Race Neutral (RN) DBE program to proceed to contract award. As soon as possible but before June 2, 2009, local agencies must adopt and execute a new *California Department of Transportation DBE Program Implementation Agreement* (DBE Implementation Agreement). Upon execution of the new DBE Implementation Agreement, local agencies shall proceed under the new RC DBE Program. Under the new RC DBE Program, local agencies must incorporate the new race conscious contract specifications into all federal-aid consultant and construction contracts. These specifications are incorporated in the new contract boilerplate language referenced below.

Impacts to Federal-Aid Projects

- **ALL CONTRACTS AWARDED AFTER June 2, 2009 SHALL INCLUDE RC DBE REQUIREMENTS (i.e. contract goals, good faith efforts).**
- **Any project that receives Authorization to Proceed under the old RN DBE requirements must award the contract by June 2, 2009.**
- **Any Authorization to Proceed received under the old RN DBE requirements that does not meet the June 2, 2009 contract award deadline, shall be re-evaluated.**

Local agencies must resubmit their projects to Caltrans for approval to ensure compliance with the new RC DBE requirements prior to bid opening. Authorizations to Proceed will be withdrawn if projects do not comply with the new RC DBE requirements.

- **Contracts awarded after June 2, 2009, without meeting the new RC DBE requirements will be ineligible for federal funding.**
- **Local agencies' Requests for Authorization to Proceed for projects under the old RN DBE Program will continue to be received and processed subject to the preceding conditions.**
- **In submitting Requests for Authorization to Proceed for projects under the old RN DBE Program, the project sponsors need to be mindful of the minimum advertising period of three weeks, and the time it takes for bid opening and contract approval by their governing bodies.**
- **Requests for Authorization to Proceed with the new RC DBE requirements may be submitted for processing and have funds obligated/authorized before the District Local Assistance Engineer (DLAE) receives the new DBE Implementation Agreements; however, projects shall not be awarded prior to the approval of the new DBE Implementation Agreement by the DLAE.**
- **Existing federal-aid project contracts awarded with race neutral requirements shall continue under the old RN DBE Program.**

Contract Goals Limited to Underutilized Disadvantaged Business Enterprises (UDBEs)

Contract goals and the Good Faith Effort requirement are reinstated; however, they are limited to Underutilized DBEs (UDBEs). The findings from the Caltrans Availability and Disparity Study revealed statistically significant underutilization in four of the six groups presumed to be disadvantaged as defined by the Code of Federal Regulations, 49 CFR Part 26. The four groups are African American, Asian Pacific American, Native American and Women. Contract goals will be limited to these four groups of UDBEs. Use of the UDBEs above the contract goal and/or use of DBEs owned and controlled by Hispanic Males or Subcontinent Asian Males shall be reported and counted toward the Race Neutral portion of the local agencies' overall Anticipated Annual DBE Percentage Levels (AADPLs).

Old RN and New RC DBE Forms, Boilerplate Specifications

For contracts that will be advertised and awarded under the old RN DBE Program, the appropriate DBE forms will be available on the Local Assistance Website:
http://www.dot.ca.gov/hq/LocalPrograms/DBE_CRLC.html

You may download the new DBE Implementation Agreement and consultant and construction contract boilerplate language from the Local Assistance website at:
http://www.dot.ca.gov/hq/LocalPrograms/

For specific guidance on federal-aid consultant and construction contracts and access to the new DBE forms, please refer to the enclosures addressing consultant contracts and construction contracts.

Local Assistance Procedures Manual (LAPM)

The Division of Local Assistance will be issuing the changes to the LAPM. Until the LAPM changes are issued, the updated forms, guidance, and Frequently Asked Questions are available on the Caltrans, Division of Local Assistance (DLA) website:
http://www.dot.ca.gov/hq/LocalPrograms/

Annual Anticipated DBE Percentage Levels (AADPL)

Local agencies are not required to resubmit previously approved 2008/2009 AADPLs to include segregated Race Conscious (RC) and Race Neutral (RN) components; **however, contract goals shall be calculated and placed on all contracts after the local agency has executed the new DBE Implementation Agreement**. The 2009/2010 AADPLs shall report segregated RC and RN anticipated percentage level components. Guidance for AADPL calculation under the new RC DBE Program is available at the Caltrans DLA website under "Announcements."

If you have questions, please refer to the Frequently Asked Questions posted on the Caltrans, DLA website: http://www.dot.ca.gov/hq/LocalPrograms/ before contacting your DLAE.

Sincerely,

DENIX D. ANBIAH, Chief
Division of Local Assistance

Enclosures

c: Local Agency DBE Liaison Officers

Enclosure 2

Construction Contracts: Contracts to be advertised and awarded before the execution of the new DBE Implementation Agreement and before June 2, 2009, may proceed to advertise and award using Race Neutral boilerplate specifications and Race Neutral LAPM Exhibits 12-D, 15-A, 15-B, 15-G. 15-I, 15-L and 17-F. All other contracts shall use the new Race Conscious boilerplate specifications and the following new Race Conscious LAPM Exhibits currently located on the Caltrans Local Assistance website under "Announcements:"

- Exhibit 3-D: Request for Authorization to Proceed with Construction
- Exhibit 3-E: Request for Authorization to Proceed Data Sheet(s)
- Exhibit 12-D: PS&E Checklist
- Exhibit 15-A: Local Agency Construction Contract Administration Checklist
- Exhibit 15-B: Resident Engineer's Construction Contract Administration Checklist
- Exhibit 15-G(1): Local Agency Bidder/Proposer UDBE Commitment (Construction Contracts)
- Exhibit 15-G(2): Local Agency Bidder/Proposer DBE Commitment (Construction Contracts)
- Exhibit 15-H: Good Faith Efforts Submittal
- Exhibit 15-I: Local Agency Bid Opening Checklist
- Exhibit 15-L: Local Agency Contract Award Checklist
- Exhibit 17-F: Final Report Utilization of DBE, First-Tier Subcontractors

Enclosure 1

Consultant Contracts: Contracts awarded prior to June 2, 2009, whose authorizations were granted prior to the adoption of the Race Conscious DBE Implementation Agreement may follow the Race Neutral DBE Program. All contracts awarded after June 2, 2009 must follow the Race Conscious DBE Program and use the following new Race Conscious LAPM Exhibits currently located on the Caltrans Local Assistance website under "Announcements."

- Exhibits 3-A, 3-B, or 3-C: Request to Proceed with Preliminary Engineering, Right-of-Way, or Utility Relocation
- Exhibit 3-E: Request for Authorization to Proceed Data Sheet(s)
- Exhibit 10-C: Consultant Agreement Reviewers Checklist
- Exhibit 10-D: Consultant Agreement Outline
- Exhibit 10-I: Notice to Bidders/Proposers DBE Requirements and Instructions
- Exhibit 10-J: Standard Agreement for Subcontractor/DBE Participation
- Exhibit 10-O(1): Local Agency Bidder/Proposer UDBE Commitment (Consultant Contracts)
- Exhibit 10-O(2): Local Agency Bidder/Proposer DBE Commitment (Consultant Contract)
- Exhibit 17-F: Final Report Utilization of DBE, First-Tier Subcontractors

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March 4, 2009

TO: All American Recovery and Reinvestment Act Fund Recipients

On February 17, 2009, President Obama signed the American Recovery and Reinvestment Act (ARRA) of 2009. This Act includes $2.57 billion for highway transportation projects in California. If you are a recipient of these funds, please read this letter carefully, as it provides further instructions on how to get ARRA funds approved and obligated.

New DBE Requirement: All federally funded (including ARRA) project contracts (for consultant and/or construction) awarded after June 2, 2009 shall include the new Race Conscious (RC) Disadvantaged Business Enterprise (DBE) provisions. Failure to meet this requirement will make the project INELIGIBLE for federal funds. Please refer to my letter dated March 4, 2009 on this subject or our web site at: http://www.dot.ca.gov/hq/LocalPrograms/index.htm for further instructions.

The ARRA highway funds were apportioned to the states on March 2, 2009 by the Federal Highway Administration (FHWA). A portion of the highway funds from ARRA received by the local agencies shall be obligated by FHWA within 120 days (before June 30, 2009) and the remainder shall be obligated within one year (before March 2, 2010) from the date the funds are apportioned to the states. Please allow sufficient time to process your Request for Authorization. We are waiting for California Transportation Commission (CTC) action and/or state legislation to clarify how much of the funds apportioned to the local agencies need to be obligated within the first 120 days.

In order to get the ARRA funds obligated, your projects first need to be programmed in the Federal Transportation Improvement Program/Federal Statewide Transportation Improvement Program (FTIP/FSTIP). If your project is not yet programmed in the FTIP, please contact your Regional Transportation Planning Agency (RTPA) or Metropolitan Planning Organization (MPO) immediately. RTPAs and MPOs may contact Muhaned Aljabiry of the California Department of Transportation (Caltrans) at (916) 654-2983 if they have any questions.

Priority for ARRA funding should be given to projects that can be completed within three (3) years. A Federal Authorization to Proceed (E76) is required prior to beginning any reimbursable work. Beginning work, including advertising the project for construction, prior to the receiving Authorization to Proceed may result in the project being ineligible for federal reimbursement.

To initiate the federal funds approval process, please submit a Request for Federal Authorization (RFA) to Proceed to the Caltrans District Local Assistance Engineer (DLAE) per instructions

below. The contact information for DLAEs is enclosed. Additional instructions and the required forms can be found in Chapter 3 "Project Authorization" of the Caltrans Local Assistance Procedures Manual (LAPM) at the following web site: http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_g/g03fdhwy.pdf.

To request Federal Authorization to Proceed with PE, please complete and submit the following documents to the DLAE:

1. RFA to Proceed with Preliminary Engineering (LAPM Exhibit 3-A)
2. RFA to Proceed Data Sheet(s) (LAPM Exhibit 3-E)
3. FTIP/FSTIP Sheet showing programmed funds
4. Finance Letter (LAPM Exhibit 3-O)
5. Field Review Form – first two pages (LAPM Exhibit 7-B)

To request Federal Authorization to Proceed with R/W, please complete and submit the following documents to the DLAE:

1. RFA to Proceed with Right of Way (LAPM Exhibit 3-B)
2. RFA to Proceed Data Sheet(s) (LAPM Exhibit 3-E)
3. FTIP/FSTIP Sheet showing programmed funds
4. Finance Letter (LAPM Exhibit 3-O)
5. Field Review Form (LAPM Exhibit 7-B)
6. Approved NEPA Document

If the project is programmed to receive funding for PE and R/W activities with ARRA funds, please be reminded of ARRA's stated goal of retaining and creating jobs, and the priority for funding projects that will be completed in three years. In addition, given the requirement that all ARRA funds need to be obligated within one year after funding apportionment by FHWA, there may not be enough time for a project to proceed to construction within the funding time window to take full advantage of the ARRA funds, after receiving ARRA funding to complete PE or R/W activities.

To request Federal Authorization to Proceed with Construction, please complete and submit the following documents to the DLAE:

1. RFA to Proceed with Construction (LAPM Exhibit 3-D)
2. RFA to Proceed Data Sheet(s) (LAPM Exhibit 3-E)
3. FTIP/FSTIP Sheet showing programmed funds
4. Finance Letter (LAPM Exhibit 3-O)
5. Field Review Form (LAPM Exhibit 7-B)
6. Approved NEPA Document
7. R/W Certification (LAPM Exhibit 13-A or 13-B)

8. PS&E Certification (LAPM Exhibit 12-C)
9. PS&E Checklist (LAPM Exhibit 12-D)
10. Preliminary Estimate of Cost (LAPM Exhibit 12-A)
11. Local Agency Construction Contract Administration Checklist (LAPM Exhibit 15-A)

Caltrans is also offering Local Assistance ARRA workshops throughout the state to assist the local agencies to meet these requirements. Please refer to my letter dated February 24, 2009 (copy enclosed) regarding these workshops. If you would like to participate in these workshops, please contact your RTPA, MPO or the Caltrans District Local Assistance Engineer (DLAE) immediately.

The increased funding provided by ARRA also requires unprecedented accountability and transparency for the expenditure of these funds. Please note there will be intensive reporting requirements for the projects funded by ARRA. We are currently working with FHWA to identify the format and the timeline on which these reports need to be submitted. Further CTC action and/or state legislation may impose additional State Transportation Improvement Program (STIP) requirements on some of the ARRA funded projects. We are closely monitoring any further developments in this area. We will continue to post the frequently asked questions and answers in our web site at:
http://www.dot.ca.gov/hq/LocalPrograms/EconomicRecovery/index.htm.

If you have any further questions, please contact your DLAE.

Sincerely,

DENIX D. ANBIAH, Chief
Division of Local Assistance

Enclosures
February 24, 2009 Letter to RTPAs and MPOs
DLAE Contact List

STATE OF CALIFORNIA—BUSINESS, TRANSPORTATION AND HOUSING AGENCY ARNOLD SCHWARZENEGGER, Governor

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February 24, 2009

METROPOLITAN PLANNING ORGRANIZATIONS
REGIONAL TRANSPORTATION PLANNING AGENCIES

Re: The American Recovery and Reinvestment Act of 2009

President Barack Obama signed the American Recovery and Reinvestment Act of 2009 (ARRA) on February 17, 2009. The new Act, designed to stimulate the economy and create jobs, includes $27.5 B in stimulus funding nationwide for highway transportation projects. California's share of the recovery funds is estimated to be $2.57 billion.

While it is great news for California to receive a significant investment for the State's transportation infrastructure system, ARRA contains provisions which present great challenges for the recipient agencies of the economic recovery funds. ARRA requires that a significant portion of the federal economic recovery funds allocated to California be obligated (Federal authorization to Proceed approved by FHWA) within 120 days of apportionment of the funds to California. Depending on when the apportionment of funds takes place, this deadline is expected to be **around June 30, 2009**. The remaining funds are required to be obligated within one year from the apportionment of the funds.

Caltrans Division of Transportation Programming has provided the MPOs with guidance on programming ARRA funds. You should already have initiated the process to amend target amounts of federal economic recovery funds into the Federal Transportation Improvement Program/Federal Statewide Transportation Improvement Program (FTIP/FSTIP). If not, please contact Muhaned Aljabiry in the Caltrans Division of Transportation Programming at (916) 654-2983 for assistance.

In addition, you should have initiated the process to identify the ARRA funded local transportation projects to be programmed into the FTIP/FSTIP. When the list of projects is established, please forward a copy of the list, in the attached format, to your District Local Assistance Area Engineer (DLAE).

As soon as we receive this list from you we will send specific instructions to the recipients of the ARRA funds. With your cooperation, Caltrans will then also schedule workshops throughout the state for the recipients of these funds. Both Caltrans District, Headquarters staff and all the support

(Environmental, Right of Way, DBE, etc.) will be available to assist with the workshop. At the workshop we will assist the local agencies in completing requests for authorization and/or agree on an action plan that will lead up to the obligation of the ARRA funds.

We anticipate a huge increase in workload for Caltrans Local Assistance. We expect these workshops will streamline the workload for both Caltrans as well as the local agencies. Any assistance you can provide (such as facility, coordination, support staff, etc.) to the DLAEs in arranging this workshop will be greatly appreciated.

Please contact your Caltrans DLAE, if you have any questions.

Sincerely,

DENIX D. ANBIAH
Chief
Division of Local Assistance

Enclosure

c: DLAEs
MAljabiry

2/2/09

State of California – Division of Local Assistance

District Local Assistance Engineer (DLAE) Contacts

DISTRICT 1
District Director: Charles Fielder
DLAE: Suzanne Theiss
1656 Union Street
Eureka, CA 95501
(P.O. Box 3700, 95502-3770)
(707) 445-6399
Fax: (707) 441-2048

DISTRICT 2
District Director: John Bulinski
DLAE: John Pedersen
1657 Riverside Drive
Redding, CA 96001
(P.O. Box 496073, 96049-6073)
(530) 225-3484
Fax: (530) 225-3020

DISTRICT 3
District Director: Jody Jones
DLAE: Ben Bramer
703 B Street
Marysville, CA 95901
(P.O. Box 911, 95901)
(530) 741-5450
Fax: (530) 741-5466

DISTRICT 4
District Director: Bijan Sartipi
DLAE: Sylvia Fung
111 Grand Avenue
Oakland, CA 94612
(P.O. Box 23660, 94623-0660)
(510) 286-5226
Fax: (510) 286-5229

DISTRICT 5
District Director: Rich Krumholz
DLAE: Mike Giuliano
50 Higuera Street
San Luis Obispo, CA 93401-5415
(805) 542-4606
Fax: (805) 549-3746

DISTRICT 6
District Director: Malcolm Dougherty
DLAE: Jim Perrault
855 M Street, Suite 200
Fresno, CA 93721
(P.O. Box 12616, 93778-2616)
(559) 445-5417
Fax: (559) 445-5425

DISTRICT 7
District Director: Doug Failing
DLAE: Kirk Cessna
100 S. Main Street, #12-420
Los Angeles, CA 90012
(213) 897-0131
Fax: (213) 897-2999

DISTRICT 8
District Director: Raymond Wolfe
DLAE: Patrick Hally
464 West Fourth Street, 6th Floor – MS-760
San Bernardino, CA 92401-1400
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Fax: (909) 383-1419

DISTRICT 9
District Director: Tom Hallenbeck
DLAE: Ryan Dermody
500 South Main Street
Bishop, CA 93514
(760) 872-0681
Fax: (760) 872-0744

DISTRICT 10
Dist. Director: Tony Taveras (Acting)
DLAE: Sinaren Pheng
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Stockton, CA 95205
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Fax: (209) 948-3820

DISTRICT 11
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DLAE: Erwin Gojuangco
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Fax: (619) 220-5432

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DLAE: Alan Williams
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