

DEPARTMENT OF TRANSPORTATION

DIVISION OF LOCAL ASSISTANCE – M.S. 1

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July 31, 2008

To: Metropolitan Planning Organizations
Regional Transportation Planning Agencies
Local Transportation Commissions
Public Work Directors of All Cities and Counties in California

Subject: Potential Loss of Federal Funds

The California Department of Transportation (Caltrans) has started the quarterly review process of inactive projects for the quarter from April 1, 2008 to June 30, 2008, as required under 23CFR 630.106 (http://edocket.access.gpo.gov/cfr_2008/aprqr/pdf/23cfr630.106.pdf). To prevent deobligation and/or loss of unexpended federal funds, the local agencies must do the following:

1. Review the list of current inactive projects available on the Division of Local Assistance (DLA) website at <http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>
2. Submit complete and correct invoice for eligible expenditure to Caltrans Local Program Accounting (LPA) by **August 14, 2008**.
3. Identify unneeded project funds and submit deobligation requests to the District Local Assistance Engineer (DLAE) by **August 26, 2008**. Process project final closeout, if applicable.
4. Submit complete justification form (available on the website) along with all backup documentation to the DLAE by **August 26, 2008**, for projects that do not have eligible expenditures to be invoiced or do not have unneeded funds to be deobligated.

A summary of the inactive projects listed by local agencies is enclosed for your reference.

Please note that the following procedure changes starting with the June 2008 quarterly review.

1. This letter is the only notification from DLA to local agencies that their inactive projects, if any, are available for review on the website and that they are required to take one of the actions listed above by the due dates. To ensure that agencies are notified, the DLAEs will also inform the local agencies via email.
2. The Federal Highway Administration (FHWA) has changed the inactive projects report availability date from first day after the end of quarter to two weeks after the end of quarter. Therefore, the inactive projects list will be available on the web about one month after the end of quarter for local agencies' review.
3. FHWA also moved the review meeting date three weeks earlier to allow Caltrans sufficient time to deobligate funds prior to end of the following quarter for projects that do not have completed financial transaction or do not have FHWA approved justifications.

4. Incomplete justification forms will be returned to the local agencies. Missing attachments, insufficient backup data and omitted information on the form itself will cause the forms to be rejected and returned to the agencies for completion and resubmittal to the DLAEs.
5. After the FHWA review meeting, the DLAEs will notify local agencies that have projects on FHWA's deobligation list. DLAEs will work with local agencies to deobligate the unexpended funds. Finances letter for this type of deobligation will not require signatures from local agencies. A copy of the completed deobligation document will be sent to the local agencies.
6. After the unexpended funds have been deobligated, the local agencies shall submit final packages to close out the projects within 180 days of the deobligation. Otherwise, LPA will initiate the procedure to bill the local agencies for any federal funds received for these projects.

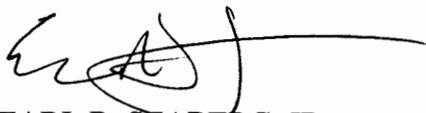
Local agencies that have indirect cost rate proposals awaiting approval by Caltrans Audits and Investigations should continue to submit invoices for eligible direct costs until the indirect cost rate proposals are approved.

In addition to the currently inactive local projects, "Look Ahead Reports of Potential Inactive Projects" are also available on the website. These reports include projects that will become inactive by the end of September 2008 (Three- Month Look Ahead Report), the end of December 2008 (Six-Month Look Ahead Report) and the end of March 2009 (Nine-Month Look Ahead Report), if no expenditures are billed. These reports provide an opportunity for local agencies to be proactive in preventing projects from becoming inactive and the potential loss of federal funds. Starting with the current quarterly review (June 2008), projects on the Three-Month Look Ahead Report will be monitored for financial transactions to reduce the number of projects that would become inactive for the next quarterly review.

Please work with your DLAE to ensure all the inactive projects are made active by either invoicing or deobligating excess funds. Our goal is to prevent projects from becoming inactive and not to have to depend on FHWA approval of a justification to keep the project from being deobligated.

If you have any questions regarding the quarterly review process, please contact your DLAE. A list of the DLAEs is enclosed for your reference.

Sincerely,



EARL R. SEABERG, JR.
Acting Chief
Division of Local Assistance

Enclosure

c: District Local Assistance Engineers
Deputy District Directors for Local Assistance

Summary of Inactive Projects Listed by Local Agency Review Period - 4/1/08 - 6/30/08

Responsible Agency	# of Projects	# of Obligations	Federal Funds	Unexpended Funds	% of Agency's Federal Funds Unexpended	% of Total Unexpended Funds
Alameda Corridor Transportation Authority	1	3	\$49,503,837.00	\$1,176,587.45	2.38%	0.62%
Alameda County Congestion Management Agency	1	3	\$1,305,000.00	\$226,075.93	17.32%	0.12%
Albany	1	1	\$97,000.00	\$10,000.02	10.31%	0.01%
Anaheim	2	3	\$6,538,639.00	\$3,998,979.81	61.16%	2.12%
Antioch	1	4	\$1,923,895.00	\$1,692,849.36	87.99%	0.90%
Atascadero	1	2	\$212,000.00	\$212,000.00	100.00%	0.11%
Bakersfield	1	2	\$22,132,500.00	\$22,132,500.00	100.00%	11.75%
Bell Gardens	1	3	\$1,238,156.00	\$1,238,156.00	100.00%	0.66%
Berkeley	1	1	\$705,000.00	\$39,582.07	5.61%	0.02%
Brentwood	2	4	\$1,775,901.00	\$695,033.14	39.14%	0.37%
Butte County	1	3	\$1,813,913.00	\$1,599,113.00	88.16%	0.85%
Calabasas	1	2	\$1,012,628.00	\$1,012,628.00	100.00%	0.54%
Calipatria	1	2	\$667,711.00	\$14,000.00	2.10%	0.01%
Caltrans	8	13	\$55,938,599.00	\$24,788,269.06	44.31%	13.16%
Camarillo	2	3	\$1,066,679.00	\$1,066,679.00	100.00%	0.57%
Carlsbad	2	4	\$11,824,054.00	\$919,582.59	7.78%	0.49%
Carpinteria	1	1	\$168,207.00	\$1,285.44	0.76%	0.00%
Central Union School District	1	1	\$450,000.00	\$29,067.58	6.46%	0.02%
Chula Vista	1	5	\$14,973,497.00	\$353,748.71	2.36%	0.19%
Colfax	1	1	\$50,000.00	\$35,000.00	70.00%	0.02%
Concord	2	5	\$4,423,041.00	\$3,899,806.98	88.17%	2.07%
Contra Costa County	1	2	\$953,416.00	\$243,464.50	25.54%	0.13%
Cotati	1	1	\$590,016.00	\$590,016.00	100.00%	0.31%
Covina	1	1	\$105,000.00	\$105,000.00	100.00%	0.06%
Darville	1	2	\$611,543.00	\$521,506.00	85.28%	0.28%
Delano	1	1	\$856,800.00	\$856,800.00	100.00%	0.45%
East Bay Regional Park District	1	2	\$250,000.00	\$180,434.26	72.17%	0.10%
El Centro	3	5	\$1,558,437.00	\$164,552.73	10.56%	0.09%
El Dorado County Transportation Commission	1	1	\$4,329,000.00	\$1,154,714.85	26.67%	0.61%
Encinitas	2	4	\$2,261,552.00	\$391,832.18	17.33%	0.21%
Fairfax	1	3	\$792,000.00	\$783,146.99	98.88%	0.42%
Fairfield	1	1	\$714,593.00	\$220,375.57	30.84%	0.12%
Firebaugh	1	2	\$277,088.00	\$277,088.00	100.00%	0.15%
Folsom	1	2	\$996,000.00	\$896,000.01	89.96%	0.48%
Fresno	3	5	\$1,528,415.00	\$1,422,311.62	93.06%	0.75%
Fresno County	2	6	\$485,313.00	\$425,442.26	87.66%	0.23%
Fullerton	1	1	\$287,796.00	\$287,796.00	100.00%	0.15%
Glendale	1	1	\$118,800.00	\$65,288.34	54.96%	0.03%
Golden Gate Bridge, Highway And Transportation District	1	1	\$256,000.00	\$5,820.00	2.27%	0.00%
Hughson	1	1	\$84,000.00	\$84,000.00	100.00%	0.04%
Huron	1	3	\$95,959.00	\$32,712.03	34.09%	0.02%
Indio	1	1	\$270,000.00	\$20,149.34	7.46%	0.01%
Inglewood	5	6	\$3,715,217.00	\$1,371,651.54	36.92%	0.73%
Inyo County	2	3	\$372,143.00	\$34,636.13	9.31%	0.02%
Kern County	1	1	\$360,000.00	\$360,000.00	100.00%	0.19%
Kern County Council of Governments	1	1	\$70,824.00	\$70,824.00	100.00%	0.04%
King City	2	4	\$5,301,898.00	\$5,091,663.70	96.03%	2.70%

Summary of Inactive Projects Listed by Local Agency Review Period - 4/1/08 - 6/30/08

La Canada Flintridge	2	3	\$469,471.00	\$469,471.00	100.00%	0.25%
La Mesa	1	1	\$171,000.00	\$171,000.00	100.00%	0.09%
Lake Elsinore	1	2	\$710,892.00	\$129,924.52	18.28%	0.07%
Lodi	1	1	\$59,321.09	\$832.41	1.40%	0.00%
Long Beach	5	9	\$22,255,540.00	\$6,535,282.94	29.36%	3.47%
Los Angeles	14	16	\$20,959,753.00	\$7,961,734.69	37.99%	4.23%
Los Angeles County	14	21	\$7,483,291.00	\$978,805.61	13.08%	0.52%
Los Banos	1	1	\$100,000.00	\$96,972.28	96.97%	0.05%
Lynwood	1	1	\$792,841.00	\$308,295.55	38.88%	0.16%
Madera County	1	1	\$88,749.00	\$41,270.99	46.50%	0.02%
Malibu	1	2	\$743,000.00	\$743,000.00	100.00%	0.39%
Mammoth Lakes	1	1	\$642,000.00	\$95,625.64	14.89%	0.05%
Marin County	1	1	\$375,000.00	\$39,904.05	10.64%	0.02%
Mariposa County	1	1	\$13,900.00	\$8,374.28	60.25%	0.00%
Metropolitan Transportation Commission	1	1	\$440,000.00	\$440,000.00	100.00%	0.23%
Modesto	1	2	\$664,118.00	\$567,000.00	85.38%	0.30%
Monterey County	1	1	\$234,604.00	\$133,927.77	57.09%	0.07%
Moreno Valley	1	2	\$600,000.00	\$540,600.00	90.10%	0.29%
Napa County	3	3	\$2,161,046.00	\$1,465,302.09	67.81%	0.78%
Nevada County	1	2	\$2,498,573.00	\$2,418,573.00	96.80%	1.28%
Oakland	1	1	\$885,300.00	\$46,407.55	5.24%	0.02%
Oceanside	1	1	\$544,477.00	\$538,995.83	98.99%	0.29%
Ojai	1	3	\$186,000.00	\$151,473.30	81.44%	0.08%
Ontario	1	2	\$824,279.00	\$824,279.00	100.00%	0.44%
Orange County	1	2	\$487,440.00	\$427,440.00	87.69%	0.23%
Orange County Transportation Authority	1	1	\$588,000.00	\$588,000.00	100.00%	0.31%
Oroville	1	3	\$1,222,000.00	\$1,108,032.89	90.67%	0.59%
Oxnard	1	2	\$953,000.00	\$842,801.78	88.44%	0.45%
Palmdale	1	2	\$398,385.00	\$123,476.17	30.99%	0.07%
Palo Alto	2	2	\$1,442,000.00	\$763,132.58	52.92%	0.41%
Pasadena	2	2	\$230,561.00	\$160,231.05	69.50%	0.09%
Placer County	1	2	\$1,346,000.00	\$1,200,000.00	89.15%	0.64%
Placerville	1	1	\$951,697.00	\$148,163.21	15.57%	0.08%
Port Of Oakland	1	1	\$1,750,000.00	\$1,750,000.00	100.00%	0.93%
Rancho Cordova	1	2	\$1,320,000.00	\$1,320,000.00	100.00%	0.70%
Redwood City	1	1	\$900,000.00	\$900,000.00	100.00%	0.48%
Reedley	1	2	\$75,669.00	\$58,715.27	77.59%	0.03%
Richmond	3	4	\$4,073,000.00	\$2,179,540.22	53.51%	1.16%
Riverbank	1	1	\$232,430.00	\$9.51	0.00%	0.00%
Riverside	1	3	\$7,988,365.00	\$5,378,684.53	67.33%	2.85%
Riverside County	2	5	\$3,278,631.00	\$3,196,002.83	97.48%	1.70%
Riverside County Transportation Commission	2	2	\$39,826,898.00	\$8,630,978.38	21.67%	4.58%
Roseville	1	1	\$630,630.00	\$584,980.00	92.76%	0.31%
Sacramento	2	5	\$7,140,099.00	\$6,618,231.52	92.69%	3.51%
Sacramento County	1	1	\$885,300.00	\$507,313.18	57.30%	0.27%
San Bernardino	1	1	\$30,938.00	\$30,938.00	100.00%	0.02%
San Bernardino Associated Governments	1	1	\$10,518,000.00	\$1,661,788.35	15.80%	0.88%
San Bernardino County	1	1	\$4,040,422.00	\$605,614.48	14.99%	0.32%
San Diego	1	2	\$240,000.00	\$38,959.90	16.23%	0.02%
San Diego Association of Governments	3	4	\$14,590,474.00	\$3,248,267.16	22.26%	1.72%
San Diego County	8	14	\$1,355,741.00	\$1,247,450.65	92.01%	0.66%
San Fernando	2	2	\$631,650.00	\$552,651.70	87.49%	0.29%

**Summary of Inactive Projects Listed by Local Agency
Review Period - 4/1/08 - 6/30/08**

San Francisco County	1	1	\$1,288,050.00	\$1,288,050.00	100.00%	0.68%
San Gabriel Valley Council of Governments	4	7	\$56,908,121.00	\$1,358,686.74	2.39%	0.72%
San Joaquin County	1	1	\$128,000.00	\$128,000.00	100.00%	0.07%
San Jose	1	1	\$4,188,000.00	\$4,188,000.00	100.00%	2.22%
San Luis Obispo	1	1	\$4,690,947.00	\$93,818.94	2.00%	0.05%
San Rafael	1	1	\$662,000.00	\$662,000.00	100.00%	0.35%
Santa Ana	1	1	\$25,000.00	\$25,000.00	100.00%	0.01%
Santa Clarita	2	2	\$352,530.00	\$98,530.00	27.95%	0.05%
Santa Cruz County	2	3	\$5,692,209.00	\$261,151.70	4.59%	0.14%
Santa Monica	2	2	\$2,188,350.00	\$2,183,244.84	99.77%	1.16%
Santa Rosa	1	1	\$848,000.00	\$847,000.00	99.88%	0.45%
Solana Beach	1	2	\$1,736,292.00	\$57,811.00	3.33%	0.03%
Sonoma County	3	7	\$17,794,433.00	\$5,664,657.60	31.83%	3.01%
South Gate	1	2	\$1,749,102.00	\$1,747,869.81	99.93%	0.93%
South Pasadena	3	3	\$12,420,414.00	\$11,450,197.05	92.19%	6.08%
Stanislaus County	1	3	\$150,000.00	\$67,637.06	45.09%	0.04%
Stanton	1	1	\$396,799.00	\$81,083.07	20.43%	0.04%
Stockton	3	5	\$2,254,199.00	\$2,205,199.40	97.83%	1.17%
Tehama County	1	2	\$943,854.00	\$52,058.57	5.52%	0.03%
Temecula	1	1	\$4,000,000.00	\$3,976,355.00	99.41%	2.11%
Torrance	1	1	\$808,000.00	\$808,000.00	100.00%	0.43%
Transportation Agency for Monterey County	1	1	\$653,000.00	\$653,000.00	100.00%	0.35%
Tulare County	2	2	\$203,630.00	\$203,630.00	100.00%	0.11%
United States Forest Service	1	2	\$226,636.00	\$205,326.29	90.60%	0.11%
Vallejo	1	1	\$84,000.00	\$24,771.00	29.49%	0.01%
Ventura County Transportation Commission	2	2	\$2,931,592.00	\$197,445.98	6.74%	0.10%
Victorville	1	1	\$80,000.00	\$45,582.67	56.98%	0.02%
Yorba Linda	1	1	\$400,000.00	\$400,000.00	100.00%	0.21%
Yucaipa	1	1	\$150,000.00	\$63,396.28	42.26%	0.03%
Total:	218	337	\$522,398,816.09	\$188,414,305.95	36.07%	100.00%

District Local Assistance Engineer (DLAE) Phone List

DISTRICT 01 Local Assistance

Robert B. Baca (Acting)
Phone # 707-445-6399, FAX # 707-441-2048
E-Mail Address: **Bob_Baca@dot.ca.gov**
Counties: Del Norte, Humboldt, Lake, Mendocino

DISTRICT 02 Local Assistance

John Pedersen
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E-Mail Address: **John_Pedersen@dot.ca.gov**
Counties: Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity

DISTRICT 03 Local Assistance

Ben J. Bramer
Phone # 530-741-5450, FAX # 530-741-5466
E-Mail Address: **Ben_Bramer@dot.ca.gov**
Counties: Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, Yuba

DISTRICT 04 Local Assistance

Sylvia Fung
Phone # 510-286-5226, FAX # 510-286-5229
E-Mail Address: **Sylvia_Fung@dot.ca.gov**
Counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma

DISTRICT 05 Local Assistance

Mike Giuliano
Phone # 805-542-4606, FAX # 805-549-3746
E-Mail Address: **Mike_Giuliano@dot.ca.gov**
Counties: Santa Barbara, San Benito, San Luis Obispo, Santa Cruz, Monterey

DISTRICT 06 Local Assistance

Jim Perrault
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Counties: Fresno, Madera, Kings, Kern, Tulare

DISTRICT 07 Local Assistance

Kirk Cessna
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Counties: Los Angeles, Ventura

District Local Assistance Engineer (DLAE) Phone List

DISTRICT 08 Local Assistance

Patrick Hally
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Counties: Riverside, San Bernardino

DISTRICT 09 Local Assistance

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Counties: Inyo, Kern/Eastern, Mono

DISTRICT 10 Local Assistance

Sinaren Pheng
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Counties: Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne

DISTRICT 11 Local Assistance

Erwin Gojuangco
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Counties: Imperial, San Diego

DISTRICT 12 Local Assistance

Alan Williams
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E-Mail Address: **Alan_Williams@dot.ca.gov**
Counties: Orange