

APPENDIX

See Chapter 1, Exhibit 1-A page 1-13 for CALTRANS DISTRICTS LOCAL ASSISTANCE OFFICES

Appendix 1
Page 3

See Chapter 1, Exhibit 1-A page 1-13 for CALTRANS DISTRICTS LOCAL ASSISTANCE OFFICES

Appendix 1
Page 4

See Chapter 1, Exhibit 1-C page 1-11 for California MPOs and RTPAs

Regional Transportation Planning Agencies

ALPINE COUNTY TRANSPORTATION COMMISSION
50 Diamond Valley Rd.
Markleeville, CA 96120
Mr. Leonard Turnbeaugh, Executive Secretary

Alpine
(916) 694-2255
FAX: (916) 694-2214

AMADOR COUNTY LOCAL TRANSPORTATION COMMISSION
135 Summit Ave., Suite 5
Jackson, CA 95642-2313
Mr. Eric Outfleet, Executive Director

Amador
(209) 223-0973
FAX: (209) 223-2065

BUTTE COUNTY ASSOCIATION OF GOVERNMENTS
1849 Robinson St.
Oroville, CA 95965
Mr. Jon A. Clark, Executive Director

Butte
(916) 538-6866
FAX: (916) 538-6868

CALAVERAS COUNTY TRANSPORTATION COMMISSION
Department of Public Works
Government Center
891 Mountain Ranch Rd.
San Andreas, CA 95249
Mr. Donald MacVicar, Executive Director

Calaveras
(209) 754-6402
FAX: (209) 754-6566

COLUSA COUNTY TRANSPORTATION COMMISSION
1215 Market Street
Colusa, CA 95932
Mr. Russell Gum, Executive Director

Colusa
(916) 458-5186
FAX: (916) 458-2035

COUNCIL OF FRESNO COUNTY OF GOVERNMENTS
2100 Tulare Street, Suite 619
Fresno, CA 93721
Ms. Barbara Goodwin, Executive Director

Fresno
(209) 233-4148
FAX: (209) 233-9645

DEL NORTE LOCAL TRANSPORTATION COMMISSION
983 Third Street, Suite E
Crescent City, CA 95531
Ms. Kathryn Mathews, Transportation Coordinator

Del Norte
(707) 465-3878
FAX: Same

EL DORADO COUNTY TRANSPORTATION COMMISSION
166 Broadway, Suite E
Placerville, CA 95667
Mr. Matt Boyer, Executive Director

El Dorado (excluding
the Tahoe Basin)
(916) 642-5260
FAX: (916) 642-5266

GLENN COUNTY TRANSPORTATION COMMISSION
777 North Colusa Street
Willows, CA 95988
Mr. John Joyce, Executive Director

Glenn
(916) 934-6530
FAX: (916) 934-6533

HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
235 4th Street, Suite F
Eureka, CA 95501-0366
Mr. Spencer Clifton, Executive Officer

Humboldt
(707) 444-8208
FAX: (707) 444-8319

IMPERIAL VALLEY ASSOCIATION OF GOVERNMENTS
940 West Main Street Suite 208
El Centro, CA 92243
Mr. Richard Inman, Regional Council Coordinator

Imperial
(619) 339-4290
FAX: (619) 352-7876

INYO COUNTY TRANSPORTATION COMMISSION
Inyo County Courthouse
P. O. Drawer Q
168 North Edwards
Independence, CA 93526
Mr. James H. Gooch, Executive Director

Inyo
(619) 878-2411
FAX: (619) 878-2001
FAX: (619) 878-2712

KERN COUNCIL OF GOVERNMENTS
1401 - 19th Street, Suite 200
Bakersfield, CA 93301
Mr. Ronald E. Brummett, Executive Director

Kern
(805) 861-2191
FAX: (805) 324-8215

KINGS COUNTY REGIONAL PLANNING AGENCY
Kings County Government Center
1400 W. Lacey Boulevard
Hanford, CA 93230
Mr. Bill Zumwalt, Executive Secretary

Kings
(209) 582-3211
Extension 2670
FAX: (209) 584-8989

LAKE COUNTY/CITY AREA PLANNING COUNCIL
160 Fifth Street
Lakeport, CA 95453
Mr. William Kranz, Executive Director

Lake
(707) 263-5441
FAX: (707) 263-1826

LASSEN COUNTY TRANSPORTATION COMMISSION
County Administration Building
707 Nevada Street
Susanville, CA 96310
Mr. John D. Mitchell, Executive Secretary

Lassen
(916) 257-8288
FAX: (916) 257-4671

LOS ANGELES COUNTY MTA
P. O. Box 194
Los Angeles, CA 90053
Mr. Franklin E. White, Chief Executive Director

Los Angeles
(213) 972-6000
FAX: (213) 244-6014

MADERA COUNTY TRANSPORTATION COMMISSION
411 North T Street, Suite A
Madera, CA 93637
Mr. Robert Stone, Executive Secretary

Madera
(209) 675-0721
FAX: (209) 675-4898

MARIPOSA COUNTY LOCAL TRANSPORTATION COMMISSION
4639 Ben Hur Road
(P. O. Box 784)
Mariposa, CA 95338
Mr. Michael Edwards, Asst. Executive Director

Mariposa
(209) 966-5356
FAX: (209) 966-2828

MENDOCINO COUNCIL OF GOVERNMENTS
215 W. Standley Street
Ukiah, CA 95482
Ms. Mary Hiatt, Executive Secretary

Mendocino
(707) 463-4470
FAX: (707) 468-8398

MERCED COUNTY ASSOCIATION OF GOVERNMENTS
1770 M Street
Merced, CA 95340
Mr. Jesse Brown, Executive Director

Merced
(209) 723-3153
FAX: (209) 723-3299

METROPOLITAN TRANSPORTATION COMMISSION (MTC)
Metro Center
101 8th Street
Oakland, CA 94607-4700
Mr. Lawrence D. Dahms, Executive Director

Alameda, Contra Costa,
Marin, Napa, San Francisco
San Mateo, Santa Clara,
Solano and Sonoma
(510) 464-7700
FAX: (510) 464-7848

MODOC COUNTY TRANSPORTATION COMMISSION
202 West 4th Street
Alturas, CA 96101
Mr. John Fisher, Executive Director

Modoc
(916) 233-6411
FAX: (916) 233-3132

MONO COUNTY LOCAL TRANSPORTATION COMMISSION
P. O. Box 8
Annex 1, corner of School/Bryant Sts.
Bridgeport, CA 93517
Mr. Scott Burns, Executive Director

Mono
(619) 932-5217
FAX: (619) 932-7145

TRANSPORTATION AGENCY FOR MONTEREY COUNTY
312 E. Alisal Street
Salinas, CA 93901
Mr. Gerald J. Gromko, Executive Director

Monterey
(408) 755-4812
FAX: (408) 755-4957

NEVADA COUNTY LOCAL TRANSPORTATION COMMISSION
101 Providence Mine Road, Suite 102
Nevada City, CA 95959
Mr. Dan Landon, Executive Director

Nevada
(916) 265-3202
FAX: (916) 265-3260

ORANGE COUNTY TRANSPORTATION COMMISSION
P.O. Box 14184
Orange, CA 92613-1584
Mr. Stan Oftelie, Executive Director

Orange
(714) 560-5749
FAX: (714) 560-5794

PLACER COUNTY TRANSPORTATION PLANNING AGENCY
Public Works Administration
853 Lincoln Way, Suite 109
Auburn, CA 95603
Mr. Tim Douglas, Executive Director

Placer (excluding
Tahoe Basin)
(916) 823-4030
FAX: (916) 823-4036

PLUMAS COUNTY TRANSPORTATION COMMISSION
1834 E. Main Street
Quincy, CA 95971
Mr. Martin Byrne, Executive Director

Plumas
(916) 283-6268
FAX: (916) 283-6323

RIVERSIDE COUNTY TRANSPORTATION COMMISSION
3560 University Avenue, Suite 100
Riverside, CA 92501
Mr. Jack Reagan, Executive Director

Riverside
(909) 787-7141
FAX: (909) 787-7920

SACRAMENTO AREA COUNCIL OF GOVERNMENTS
3000 S Street, Suite 300
Sacramento, CA 95816
Mr. Mike Hoffacker, Executive Director

Sacramento, Sutter
Yolo and Yuba
(916) 457-2264
FAX: (916) 457-3299

SAN BENITO COUNTY COUNCIL OF GOVERNMENTS
3220 Southside Road
Hollister, CA 95023
Mr. Max Bridges, Executive Director

San Benito
(408) 637-3725
FAX: (408) 636-8746

SAN BERNARDINO COUNTY TRANSPORTATION COMMISSION
c/o San Bernardino Associated Governments
472 North Arrowhead Avenue
San Bernardino, CA 92401
Mr. Wesley C. McDaniel, Executive Director

San Bernardino
(909) 884-8276
FAX: (909) 885-4407

SAN DIEGO ASSOCIATION OF GOVERNMENTS
First Interstate Plaza
401 B Street, Suite 800
San Diego, CA 92101
Mr. Kenneth E. Sulzer, Executive Director

San Diego
(619) 595-5300
FAX: (619) 595-5305

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS
102 South San Joaquin
(P.O. Box 1010)
Stockton, CA 95201-1010
Mr. Barton R. Meays, Executive Director

San Joaquin
(209) 468-3913
FAX: (209) 468-1084

SAN LUIS OBISPO COUNCIL OF GOVERNMENTS
1150 Osos St., Suite 202
San Luis Obispo, CA 93401
Mr. Ronald L. DeCarli, Executive Director

San Luis Obispo
(805) 781-4219
FAX: (805) 781-5703

SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS
222 East Anapamu Street, Suite 11
Santa Barbara, CA 93101
Mr. Gerald R. Lorden, Executive Director

Santa Barbara
(805) 568-2546
FAX: (805) 568-2947

SANTA CRUZ COUNTY REGIONAL
TRANSPORTATION COMMISSION
701 Ocean Street, Room 220
Santa Cruz, CA 95060-4071
Ms. Linda Wilshusen, Executive Director

Santa Cruz
(408) 545-2340
FAX: (408) 545-3033

SHASTA COUNTY REGIONAL
TRANSPORTATION PLANNING AGENCY
1855 Placer Street
Redding, CA 96001
Mr. Bill Lyman, Executive Secretary

Shasta
(916) 225-5661
FAX: (916) 225-5667

SIERRA COUNTY LOCAL TRANSPORTATION COMMISSION
Courthouse Annex, Courthouse Square
(P.O. Box 98)
Downieville, CA 95936
Mr. Tim H. Beals, Executive Director/Chairman

Sierra
(916) 289-3201
FAX: (916) 289-3620

SISKIYOU COUNTY TRANSPORTATION COMMISSION
County Public Works Building
305 Butte Street
Yreka, CA 96097
Mr. D. A. Gravenkamp, Executive Director

Siskiyou
(916) 842-8250
FAX: (916) 842-8288

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
818 West Seventh Street, 12th Floor
Los Angeles, CA 90017
Mr. Mark Pisano, Executive Director

Imperial, Los Angeles,
Orange, Riverside, Ventura
(213) 236-1800
FAX: (213) 236-1825

STANISLAUS AREA ASSOCIATION OF GOVERNMENTS
1025 15th Street
Modesto, CA 95354
Mr. Greg Steel, Executive Director

Stanislaus
(209) 558-7830
FAX: (209) 558-7833

TAHOE REGIONAL PLANNING AGENCY
308 Dorla Court, Suite 103
P.O. Box 1038
Elks Point, NV 89448-1038
Mr. Jim Baetge, Executive Director

El Dorado, Placer,
Other Nevada Counties
(702) 588-4547
FAX: (702) 588-4527

TEHAMA COUNTY TRANSPORTATION COMMISSION
9380 San Benito Avenue
Gerber, CA 96035-9702
Mr. Carl P. Malone, Executive Director

Tehama
(916) 385-1462
FAX: (916) 529-0980

TRINITY COUNTY TRANSPORTATION COMMISSION
303 Trinity Lakes, Suite 103
(P.O.Box 2819)
Weaverville, CA 96093
Mr. John Jelichich, Executive Secretary

Trinity
(916) 623-1351
FAX: (916) 623-1353

TULARE COUNTY ASSOCIATION OF GOVERNMENTS
Transportation Planning Agency
County Civic Center, Room 10
Visalia, CA 93291
Mr. Douglas Wilson, Executive Secretary

Tulare
(209) 733-6291
FAX: (209) 730-2621

TUOLUMNE COUNTY/CITIES AREA PLANNING COUNCIL
2 South Green Street
Sonora, CA 95370
Mr. Robert Townsend, Executive Secretary

Tuolumne
(209) 533-5601
FAX: (209) 533-5698

VENTURA COUNTY TRANSPORTATION COMMISSION
950 County Square Drive, Suite 207
Ventura, CA 93003
Ms. Ginger Gherardi, Executive Director

(805) 654-2888
FAX: (805) 642-4860

References to Authority

In late 1991, Congress drafted and the President signed into law the Intermodal Surface Transportation Efficiency Act (ISTEA). A component of ISTEA is the Transportation Enhancement Activities Program, a 10 percent set-aside from the Surface Transportation Program funding category. Section 1007(a) of this Act defines the 10 categories of activities which qualify.

ISTEA has become part of Title 23 of the United States Code. Section 101 says, “*The term ‘transportation enhancement activities’ means, with respect to any project or the area to be served by the project, provision of facilities for pedestrians and bicycles, acquisition of scenic easements and scenic or historic sites, scenic or historic highway programs, landscaping and other scenic beautification, historic preservation, rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals), preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails), control and removal of outdoor advertising, archaeological planning and research, and mitigation of water pollution due to highway runoff.*”

Section 133(d)(2) sets aside 10 percent of Surface Transportation Program funds: “*FOR TRANSPORTATION ENHANCEMENT ACTIVITIES.--10 percent of the funds apportioned to a State under section 104(b)(3) for a fiscal year shall only be available for transportation enhancement activities.*”

Senate Bill 1435, passed by California’s legislature and signed by the Governor in 1992, establishes the process and responsibility for ISTEA programs in California.

Draft-Revised

Commission Program Policies

1. Program basis: The Commission establishes, **linked to the STIP**, ~~within the STIP~~ a Transportation Enhancement Activities (TEA) program, programmed with Federal funds from the 10 percent share required for transportation enhancement activities within the Surface Transportation Program under ISTEA plus required State or local match funds.

2. Regional and Caltrans' roles: The Commission programs projects into the STIP only from Regional Transportation Improvement Programs (RTIPs) or Caltrans' Proposed STIP (PSTIP). In general, most projects should come to the Commission through a regional agency and its RTIP.

The Commission will accept and consider nominations for projects of a statewide nature from Caltrans through its PSTIP. Projects of a statewide nature can be accepted from an agency with jurisdiction and facilities or activities across more than one region, and can include a grouping of related or like projects as long as the grouping is an integral element of a broader program, master plan, or interregional system. Neither statewide interest nor broad visitor use alone are grounds to define a project of statewide nature if the project is located within a single region.

3. Project relationship: Transportation enhancement activities projects must be related by proximity, function, or impact to the State's intermodal transportation system. The Commission may decide to give priority to projects which have a relationship to a State highway, local street or road, rail line, or other transportation facility eligible for funding under the Federal surface transportation program, **or to projects which can be linked to transportation improvements being funded under that program.**

4. Eligibility and evaluation: Projects must be found eligible under screening criteria in the guidelines for the transportation enhancement activities program, and must be **rated and compared** ~~evaluated~~ at the regional level using statewide ranking criteria from the guidelines for the transportation enhancement activities program.

5. Priority: Projects must be nominated to the Commission in priority order. Regional agencies shall determine priority order for projects in Regional TIPs, and Caltrans in consultation with other State and Federal agencies shall determine priority order for projects of a statewide nature nominated through the PSTIP, using statewide ranking criteria from the guidelines for the transportation enhancement activities program.

6. Available funding: The Commission identifies funding levels available for the transportation enhancement activities program, including State match funding, through the Fund Estimate adopted by the Commission for the next STIP.

Funding for the transportation enhancement activities program must be distributed according to the south/north split and county minimums. Accordingly, funding for new projects must be divided 60% south and 40% north, as specified in Streets & Highways Code Section 188, in effect making two separate programs.

7. Program schedule: The transportation enhancement activities program **ideally should extend three years ahead**, ~~typically will cover three years~~, with new programming biennially adding projects in the second and third year. Because initial programming had to be done in arrears, for years prior, the Commission expects to catch up to this schedule **no earlier than** ~~by~~ the 1998 STIP.

Program Nomination Policies

8. Limits on nominations: To keep the number of projects nominated to a realistic number that might be competitive for funding, the Commission makes available the following bid targets for regional agencies and Caltrans:

- for regional agencies, a dollar target of 1.5 times the region's county minimum percentage share among all counties south or north multiplied by the total south or north programming amount,
or
a total of three projects regardless of cost;
- for Caltrans, a total of 1.5 times 10% of the total statewide programming amount, or three projects of a statewide nature.

Bid targets define the amount of project nominations that the Commission will accept and consider. They are neither ~~not~~ an indication nor a guarantee of funding levels, since the total of all bid targets statewide considerably exceeds the funding available. Projects considered by regional agencies or Caltrans which fall beyond the bid targets **may will** be displayed to the Commission for informational purposes on a list, not necessarily in priority order, but are not available for programming by the Commission.

9. Use of bid targets: A region or Caltrans may bid any combination of projects up to its bid target dollar total, in priority order, and may exceed the target if necessary to nominate full funding for the lowest priority project.

~~10. Grandfathered projects: Existing projects in the State program and existing activities in Caltrans' budget that are eligible under the transportation enhancement activities program are to be grandfathered into the program, unless the applicant agency desires to withdraw the project. Existing project or activity funding shall be credited against and deducted from the funds available for programming.~~

~~10.~~ 10. Project size and stages: The Commission sets no maximum project size or cost, but suggests that regions propose projects with a realistic cost compared to their county minimum share. The Commission ~~suggests a sets no~~ minimum project size or cost **of \$100,000, but will consider**

projects of unusual merit between \$50,000 and \$100,000 ~~advises regions that small projects (probably below a cost of about \$100,000), because experience has shown may not be worth the administrative overhead cost, which includes Federal review, Federal project standards, and record keeping for a post-project audit, generally to be too burdensome for projects of less than \$100,000 size.~~

Although the Commission generally prefers to program entire projects, the Commission strongly encourages project applicants to present projects in defined usable stages, in case an increment of funding is available only for less than a full project, or for other reasons such as ineligibility or urgency of particular project elements.

~~12.~~ **11. Regional review of statewide projects:** The Commission expects Caltrans to obtain an expression of regional position on all statewide projects, from all regional agencies affected by a statewide project, and attach the position(s) to the project applications submitted through the PSTIP.

~~13.~~ **12. Nomination schedule:** Project nominations, **in the form of amended Regional TIPs** [and Caltrans' PSTIP] are due to the Commission by ~~March~~ **December 15** of ~~even~~ **odd-numbered** years, **except that regional agencies must submit to Caltrans by January 10 any applications that contain projects or project features of unknown or questionable eligibility under these program guidelines, to allow time for review and determination of the extent of eligibility before the Commission considers the project.** ~~by State law.~~ Project applications are due **to regional agencies by a date specified by each regional agency (generally around October 15, except typically earlier in urban metropolitan regions), and to Caltrans by November 10 for statewide projects, by August 15** (or later if specifically permitted by the regional agency or Caltrans), to allow time for evaluation, ranking, and public review.

13. Partnership Cooperation: This program must involve cooperation among project applicants, local, regional, State, and Federal agencies. The Commission may refuse without prejudice to program or fund projects that bypass requirements of any partner agencies as spelled out in these guidelines.

Commission Programming Policies

14. **Commission process:** The Commission will follow the following process:
- receive project nominations;
 - receive letters and other communications supporting (or opposing) nominated projects;
 - hold a public hearing on the program, to hear testimony from those agencies nominating projects;

- receive programming recommendations from its staff consisting of a slate of projects that match the amount of money available for programming; and
- consider information presented and heard, and adopt a program.

15. Program balance: The Commission states its intent to distribute programming geographically around the State and to seek balance among various types of projects that are eligible, consistent with cost effectiveness of projects.

16. Priorities in programming: The Commission intends to follow regional priorities if the region chooses to bid by its county minimum share dollar bid target, insofar as it may program projects in that region, up to the region's percentage share among south or north counties, except that the Commission may skip over a high cost project if it cannot afford that level of programming in the region. Beyond this guideline, the Commission may choose any project lower on a regional priority list, based on statewide interest or importance.

The Commission must examine and consider Caltrans' statewide priorities, but may choose any project(s) on the statewide program list based on statewide or regional interest or importance.

17. County minimums: Although transportation enhancement activities projects count against county minimums, the Commission intends that no region get a disproportionate share of its county minimum as enhancement projects, at the expense of transportation improvements. The Commission will not remove transportation projects from the STIP in favor of transportation enhancement activities projects, except by request of the region.

18. Other programming factors: The Commission will consider other factors in its programming decisions, including project justification, relative merit and cost effectiveness, potential economic stimulus, ancillary value for transportation, one-time opportunity, project uniqueness, Federal eligibility risks, statewide interest, linkage with other programs, and project commitment and support. The Commission does not intend to recalculate to a State norm the statewide ranking criteria that were used at the regional level, but may use any of the information used in the regional ranking in its examination and programming of projects.

19. Partial programming: The Commission may provide partial funding of projects that can result in usable work, and the Commission may consider the availability of other funding in its decisions.

20. Application form: The Commission requires all projects to be submitted by regional agencies or Caltrans with an application form prescribed in the guidelines for the transportation enhancement activities program, to provide a common base of information for Commission evaluation. On the application form, the Commission expects and needs a clear description of the project (project development, right of way, construction, equipment, or activities for which the funds will be spent), clear identification of the source and commitment of matching funds, and a commitment to maintain and operate the project as appropriate.

21. Additional information: The Commission may ask project applicants for further information to help evaluate projects before programming, but may drop from consideration without prejudice projects with seriously incomplete or unclear applications.
22. Matching funds: **Project applicants must identify a source(s) of match for the Federal funds committed to the project.** ~~The Commission shall use existing match funds for any project grandfathered into the initial program.~~ The Commission can program State match funds for projects related to State transportation facilities, expects local match funds to be nominated for projects related to local transportation facilities, and may approve a mix of State and local match funds for projects that are related to both State highways and local streets or roads, to an amount agreed between Caltrans and the regional agency.

This page intentionally left blank

Archaeology Information CentersInformation Centers

Dr. David A. Fredrickson, Coordinator
Northwest Information Center
Department of Anthropology
Sonoma State University
Rohnert Park, CA 94928
Attn: Leigh Jordan
(707) 664-2494
Fax (707) 664-3947

Dr. Mark Kowta, Coordinator
Northeast Information Center
Department of Anthropology,
Langdon 303
California State University, Chico
Chico, CA 95929-0400
Attn: Bill Dreyer
(916) 898-6256
Fax (916) 898-6824

Dr. Jerald J. Johnson, Coordinator
North Central Information Center
Department of Anthropology
California State University, Sacramento
6000 J St.
Sacramento, CA 95819-6106
Attn: Marianne Russo
(916) 278-6217
Fax (916) 278-5162

Ms. Elizabeth A. Greathouse
Central California Information Center
Department of Anthropology
California State University, Stanislaus
801 W. Monte Vista Ave.
Turlock, CA 95382
Attn: Alice Lawrence
(209) 667-3307
Fax (209) 667-3333

Ms. Catherine Lewis Pruett, Coordinator
Southern San Joaquin Valley Information Center
California State University, Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311-1099
(805) 664-2289
Fax (805) 664-2415

Dr. Michael A. Glassow, Coordinator
Central Coastal Information Center
Department of Anthropology
University of California, Santa Barbara
Santa Barbara, CA 93106
(805) 893-2474

Counties

Alameda, Colusa, Contra
Costa, Del Norte, Humboldt,
Lake, Marin, Mendocino,
Monterey, Napa, San Benito,
San Francisco, San Mateo,
Santa Clara, Santa Cruz,
Solano, Sonoma, Yolo

Butte, Glenn, Lassen, Modoc,
Plumas, Shasta, Sierra,
Siskiyou, Sutter, Tehama,
Trinity

Amador, El Dorado, Nevada,
Placer, Sacramento, Yuba

Alpine, Calaveras, Mariposa,
Merced, San Joaquin, Stanislaus, Tuolumne

Fresno, Kern, Kings, Madera,
Tulare

San Luis Obispo,
Santa Barbara

Dr. Lynne Christenson, Coordinator
South Coastal Information Center
Social Sciences Research Laboratory
San Diego State University
San Diego, CA 92182-0436
Attn: Jan Culbert
(619) 594-5682
Fax (619) 594-1358

San Diego

Robin Laska, Acting Coordinator
San Bernardino Archaeological
Information Center
San Bernardino County Museum
2024 Orange Tree Lane
Redlands, CA 92374
(909) 792-1497
Fax (909) 798-8585

San Bernardino

Dr. M. C. Hall, Coordinator
Eastern Information Center
Department of Anthropology
University of California, Riverside
Riverside, CA 92521
(909) 787-5745
Fax (909) 787-5409

Inyo, Mono,
Riverside

Dr. Jay von Werlhof, Coordinator
Southeast Information Center
Imperial Valley College Desert Museum
P. O. Box 3490
El Centro, CA 92244
Attn: Ray Wilcox
(619) 358-7016

Imperial

Ms. Phylissa Eisentraut
South Central Coastal Information Center
Institute of Archaeology
University of California, Los Angeles
Los Angeles, CA 90024-1510
(310) 825-1980
Fax (310) 206-4723

Los Angeles, Orange,
Ventura

Right of Way Checklist

Any project can have a right of way issue. Sometimes, the question of whether or not right of way needs to be acquired is answered at the field review or during the preliminary engineering phase.

What is right of way? Generally, it is the right to pass over another's land. More specifically, it is real property needed for a public project. The right to pass over another's land for the public project must be "acquired" or transferred to the public agency in some manner.

The need for property can be permanent or temporary, in fee (control of all rights) or in easement (use of some of the rights), and be a direct or indirect result of the project.

Some right of way issues are created when the need for real property is affected by the following:

- Design requires all or a portion of property for the construction of the project (acquisition).
- Project design eliminates access to or from an individual's real property.
- Need for a temporary right to cross the property during construction of the project (temporary construction easement).
- Need to relocate utility service lines or facility outside of the project area (utility relocation).
- Need to purchase or build a replacement structure for an occupant being displaced by the project (relocation assistance).
- Owners want to privately develop their own property and the local jurisdiction requires some part of the property be dedicated for future right of way.
- Owner wants to assist the local jurisdiction by providing property for the public project and is willing to do so for little or no payment (donation).
- Environmental process requires the investigation of possible Native American burial sites, hazardous wastes, endangered animals on private property (permit).
- Need to construct driveways or other approaches onto the property of adjoining owners (permit to enter).
- Need to investigate and or remove hazardous materials and waste.
- Operating railroad facility needs to be moved or crossed or modified.

- Need to enter onto property for a limited period of time (right of entry).
- Project as determined by a court ruling only after an occupant filed an inverse condemnation or a relocation assistance appeal.

Project applicants are encouraged to contact their Caltrans District for additional information about the Right of Way phase of a transportation enhancement activities project.

Transportation Enhancement Activities Advisory Council

Advisory Council's Purpose

The purpose of the advisory council is twofold. The first is to identify issues from the perspective of the respective agencies, groups and organizations they represent for the Caltrans Transportation Enhancement Activities Program Manager to consider, such as "Was the previous cycle effective? Second, the council communicates changes in program direction and new information generated at council meetings to their respective agencies, groups and organizations. The council is not involved in evaluating specific project applications or selecting projects, but recommends standards, criteria, and guidelines for project selection.

Council Membership

The Transportation Enhancement Activities Advisory Council has 40 seats total with approximately 20 members representing private interest groups and the remaining members from public agencies (Federal, State, regional, county, city, special districts). Initially, terms of office were from one to three years; thereafter, new member terms are two years. Members may serve consecutive terms. Nominations for the advisory council are accepted on April 1 of each year.

Final selection of council members is determined by the Director of the Department of Transportation from the applications received. Members are selected based on their:

- experience in the field they represent
- scope of representation
- support of their agency or organization, and
- number of people the member will represent.

Mode of Operations

The Transportation Enhancement Activities Advisory Council meets as necessary to fulfill the above functions, approximately three or four times a year. Meetings are usually held in Sacramento.

This page intentionally left blank

Definition of Terms

This glossary provides definitions for the major terms used in the program. Although its contents are explained in a variety of other Caltrans documents, this document constitutes a convenient reference, since it brings them together in one place.

Acquisition - the act or process of acquiring fee title or interest other than fee title of real property (including the acquisition of development rights or remainder interest).(From Sec of Interior's Standards for Historic Preservation Projects)

Administering agency - The public agency responsible under agreement with Caltrans for implementing the project in accordance with Federal and State laws and regulations. The administering agency is responsible for the long-term maintenance of the project.

Americans with Disabilities Act of 1990 (ADA) - Public Law 101-336; The ADA is a comprehensive law prohibiting discrimination against people with disabilities in employment, public transportation, telecommunications and public accommodations. It extends to persons with disabilities similar comprehensive civil rights protections provided to persons on the basis of race, sex, national origin and religion under the Civil Rights Act of 1964. In regard to physical accessibility, ADA extends the intent of the Architectural Barriers Act to cover all public facilities regardless of Federal funding.

Applicant - The administering agency may apply for and receive reimbursement from this program.

California Environmental Quality Act (CEQA) - To qualify for State funds projects must comply with requirements of the California Environmental Quality Act (CEQA), which are somewhat different than the corresponding Federal law, the National Environmental Policy Act.

California Register of Historical Resources - Authoritative inventory guide of important historical resources in California, used to identify the State's historical resources and to indicate what properties are to be protected, to the extent prudent and feasible, from substantial adverse change. (See Information Center of the California Historical Resources File System in Appendix.)

Commission - California Transportation Commission - A commission which advises and assists the Secretary of Business, Transportation, and Housing Agency and the Legislature in formulating and evaluating State policies and plans for transportation programs in the State. The Commission is the ultimate decision-maker in the transportation enhancement activities program. It approves projects in the program, and adopts the State Transportation Improvement Program (STIP).

Construction Phase - The construction phase includes advertising the project, awarding the contract and performing construction.

Executive Order W-26-92 - Directs each state agency to ensure that the protection of significant heritage resources are given full consideration in all of its land use and capital outlay decisions.

FNM 76 - "Federal Approval and Authorization to Proceed", a form through which Caltrans secures the Federal project approval and authorization from the Federal Highway Administration. The document does two things: obligates funds and authorizes expenditures on a given phase of a Federal-aid project.

FSTIP - Federal State Transportation Improvement Program - A document listing of those improvement projects from the transportation plan to be federally funded.

Fund Estimate - Document from the Commission that defines the size of the program.

FY - Fiscal year, July 1 through June 30. The State follows this fiscal year.

Historic Preservation- see "Preservation".

In-kind contributions - Refers to the portion of allowable project costs that are contributed by other government agencies or private parties. See page B-13.)**Intermodal Transportation System** - All forms of transportation in a unified, interconnected manner.

Master Agreement - The Local Agency - State Master Agreement is a formal document between these two entities covering the general requirement of all Federal-aid projects relative to the prosecution of the project and to the maintenance of the completed facilities. It is accompanied by a Program Supplemental Agreement.

Metropolitan Planning Organization (MPO)- To carry out the transportation planning process required by ISTEA, an MPO is designated for each urbanized area of more than a 50,000 population.

Mode - A single method of transportation, such as bicycle, pedestrian, or motorized vehicle.

National Environmental Policy Act - The National Environmental Policy Act (NEPA) requires environmental clearance of Federal-aid projects, which may take one of three forms: Categorical Exclusion; Finding of No Significant Impact; or Environmental Impact Statement. The corresponding State Act is the California Environmental Quality Act.

National Historic Preservation Act of 1966, as amended - (Public Law 102 - 575) - The Act establishes the National Register of Historic Places and requires Federal agencies, including FHWA, to ensure compliance with Section 106 of the Act.

National Register of Historic Places - Authorized under the National Historic Preservation Act of 1966, the National Register is the official Federal listing of the nation's cultural resources worthy of recognition and preservation.

Overmatch - A greater percentage than required of non-Federal funds is used to match Federal dollars within the transportation enhancement activities total cost.

Preliminary Engineering Phase - The preliminary engineering phase includes preparation of environmental documentation and preparation of construction documents (plans, specifications, and cost estimate). Preliminary right of way work, appraisal maps and estimates may also be reimbursed from preliminary engineering phase moneys.

Preservation - The act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials. (Secretary of the Interior's Standards for Historic Preservation Projects)

Proposition 116 - In June 1990, the voters approved proposition 116, the State's Clean Air and Transportation Improvement Act, which has five grant programs:

1. Rail
2. Non-urban County Transit
3. Waterborne ferry
4. Bicycle
5. State Rail Technology Museum

The intent is to reduce traffic congestion and air pollution and provide better transportation options for all Californians through feasible, cost-effective capital programs.

Program Supplemental Agreement - The Supplemental Agreement is a formal document which supplements the Master Agreement and includes special covenants to provide for specific requirements for the project that are not included in the Master Agreement.

Protection - The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss or attack, or to cover or shield the property from danger or injury. In the case of buildings and structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment; in the case of archeological sites, the protective measure may be temporary or permanent. (Secretary of the Interior's Standards for Historic Preservation Projects)

PSTIP - Proposed State Improvement Program - For transportation enhancement activities, a document listing those projects of statewide interest having no geographic 'home'. The PSTIP is prioritized by Caltrans and submitted to the Commission as candidates for inclusion in the STIP.

Rehabilitation - The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values. (Secretary of the Interior's Standards for Historic Preservation Projects)

Restoration - The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work. (Secretary of the Interior's Standards for Historic Preservation Projects)

Right of Way Phase - The right of way phase is included when: utilities will be relocated; a purchase, easement or lease is involved; an operating railroad facility will be crossed or modified; an occupant or business will be relocated; or an access issue is involved

RTIP - Regional Transportation Improvement Program - A document listing those projects adopted by regional agencies and submitted to the Commission as candidates for inclusion in the STIP, representing all areas of the State, including rural areas.

RTPA - Regional Transportation Planning Agency - Transportation planning agencies and county transportation commissions. The RTPA with authority for activity screening and scoring shall be the same agency established for other ISTEA funds in Senate Bill 1435 (1992).

"Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" - Document providing technical advice about archaeological and historic preservation activities and methods, prepared under the authority of the National Historic Preservation Act of 1966 (Federal Register, September 29, 1983 - 48 FR 44716).

"Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties" - Standards developed by the National Park Service for use in the treatment of exteriors and interiors, landscape features, objects, sites, and districts listed on or determined eligible for the National Register.

Soft match - Refers to instances where the value of activities accomplished away from the project are credited toward the non-Federal share of project.

Stabilization - The act or process of applying measures designed to reestablish a weather-resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present. (From Sec of the Interior's Standards for Historic Preservation Projects)

STIP - State Transportation Improvement Program - A document listing of all major capital outlay projects as determined by the California Transportation Commission to be funded from State transportation funds allocated by the Commission. A biennial seven-year programming document adopted by the Commission. The STIP is a schedule for project delivery which specifies the year of delivery as well as the current and escalated cost. The Commission must adopt and submit the STIP to Legislature no later than April 1 of each even-numbered year.

Title 23, U.S. Code - The United States Code, Title 23, is the volume of Code of Federal Regulations whose purpose is to implement and carry out the provisions of Federal law relating to the administration of Federal aid for highways. It is the legislative foundation supporting the process for developing local projects with Federal funds.

Uniform Act - The Uniform Relocation Assistance and Real Property Acquisition Policies Act as amended-the Federal act covering acquisition processes. See pages B-18 and D-12.

This page intentionally left blank