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**DISPUTE RESOLUTION PROCEDURES**

After an impasse is reached between the district and the project sponsor, and the project sponsor desires further Caltrans review of the issue, the following procedures should be used.

1. The project sponsor may submit a written request for appeal review to the LPDRC chairperson, through the District Director. The request must fully describe the project issues where there is a disagreement between Caltrans and the project sponsor. The request should include the following:
  - A detailed statement of project sponsor's position on the issue.
  - Any backup for the position statement, including maps, plans, invoices, agreement(s) (draft and/or executed), pictures, and other material needed to give a full picture of the disputed issue.
2. The district shall forward the project sponsor's request to the LPDRC chairperson, accompanied by a memorandum prepared by the district describing what steps have been taken by the district to resolve the issue(s). The memorandum shall also include the following:
  - An overview of the issue, including any additional maps, plans, invoices, agreement(s) (draft and/or executed), pictures, and other material needed to give a full picture of the disputed issue that was not included in the project sponsor's request.
  - A detailed discussion of the items that are in dispute with references to sections in the manuals and policy memos that support Caltrans' position.
  - The district's recommendation on the disputed items.

The district will send the memorandum to the LPDRC chairperson within two weeks of receipt of the written request from the project sponsor.

3. The request will be reviewed by the Office of Local Programs (OLP), acting as staff to the chairperson, to determine if LPDRC review is needed. OLP will make their determination within two weeks.
4. If sufficient grounds for a meeting are evident, the chairperson will schedule a meeting of the LPDRC within two weeks of the decision to convene a meeting.

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The appropriate parties (project sponsor, district representative(s), headquarters representative(s), committee members, and others the chairperson feels appropriate) shall be contacted to attend the meeting. If the chairperson does not find sufficient grounds for a meeting, the chairperson will respond in writing to the project sponsor why there are not sufficient grounds for the meeting.

5. At the meeting, the project sponsor and the district representative(s) will be asked to give a brief overview of the project and a discussion of the items in dispute.
6. After all information has been presented and discussed, the LPDRC will take the issue(s) under advisement and adjourn the meeting.
7. After evaluating all the information that has been provided, and after consultation with appropriate Deputy Directors and the Director, if necessary, the LPDRC chairperson will make a final determination and notify the project sponsor and the district of the decision in writing within two weeks of the LPDRC meeting.

#### Implementing the LPDRC's Decision

If the project sponsor is agreeable to the solution, the district shall work with the project sponsor to see that the solution is implemented.

If the project sponsor is not agreeable to the solution, they may drop the issue or pursue further appeal outside of Caltrans. There are no further appeals within Caltrans.