

TEA ADVISORY COMMITTEE

ACTION PLAN

DRAFT

February 14, 2002

**Division of Local Program Management
Department of Transportation
Business, Transportation and Housing Agency**

ACTION PLAN GUIDELINES

PURPOSE:

The Action Plan provides the means to establish the Transportation Enhancements Activities (TEA) Advisory Committee. It can also be an effective management tool for the Department to specify strategies, action plans and timelines to ensure that the California Transportation Commission (CTC) goals are met.

The Action Plan is an internal Caltrans commitment to deliver products and services consistent with the CTC's direction. For this reason, it will serve as an internal contract or informal Memorandum of Understanding (MOU) between the Department and members of the TEA Advisory Committee.

ACTION PLAN APPROACH:

The intent in providing guidelines for the development of an Action Plan is to afford the Department the flexibility to create a document that can serve multiple purposes and be of benefit to all of its customers affected by the TEA program. It also sets up an initial framework from which the TEA Advisory Committee can operate.

SCHEDULE:

- **January 10, 2002:** Draft Action Plan submitted to the TEA Advisory Committee for discussion.

Potential recommendations for TEA Program Reform discussed. Department staff to draft sections of the Draft TEA Program Recommendation Report for the February TEA Advisory Committee meeting.

- **February 14, 2002:** Draft sections (Items #2 & #3) of the TEA Program Re-design Recommendation Report presented at the TEA Advisory Committee meeting for discussion.
- **March 2002:** Revised TEA Program Re-design Recommendation Report presented at the TEA Advisory Committee meeting for approval.

Final Draft TEA Program Re-design Recommendation Report presented at an open public meeting for discussion.

- **April 2002:** Status Report on Draft TEA Program Re-design presented on April 4, 2002 at CTC meeting.

TEA Advisory Committee to subsequently meet on a monthly basis until Final TEA Program Re-design Report is approved and adopted by the CTC.

- **May 9, 2002:** TEA Advisory Committee presents Final TEA Program Re-design Report to the CTC for approval and adoption by resolution at the May meeting.

Department Staff begins drafting new TEA Program Guidelines.

- **June 2002:** TEA Advisory Committee meets to review and discuss Draft TEA Program Guidelines: recommendations sent to Department staff.

Status Report on Draft TEA Program Guidelines presented on June 13, 2002 at CTC meeting.

- **July 2002-May 2003:** TEA Advisory Committee to review Final TEA Guidelines prior to CTC presentation for approval and adoption by resolution. Latest date for CTC approval June 2003; goal is to present sooner, if possible.

- **June 2003:** TEA Advisory Committee presents Final TEA Guidelines to the CTC

New TEA training set up and first Call-For-Projects for re-authorized TEA Program.