

**DISTRICT MINOR PROGRAM  
CALENDAR OF EVENTS FOR FY 2015/16**

<u>DESCRIPTION / ACTIVITY</u>	<u>DUE DATE</u>
1. The California Department of Transportation (Department) Division of Transportation Programming (SHOPP Program Manager), provides minor program target to the districts.	October 10
2. Districts provide their funding splits for Minor A, Minor B, Right-of-Way and a list of proposed District Minor A projects to the Department SHOPP Program Manager.	December 1
3. The Department presents, and the California Transportation Commission approves minor program.	June 24 - 25
4. When a project is ready for an allocation, the districts submit funds requests to both the Department's Division of Budgets and the Division of Transportation Programming.	July - February
5. Districts may substitute a new project for a project on their district minor project list with approval from the SHOPP Program Manager or Minor Program Coordinator.	July - February
6. Districts are advised to deliver their Minor A projects as early as possible in the fiscal year. <b><u>Please see notes below for more information.</u></b>	February
7. District's Minor A projects must be awarded on or before the end of fiscal year.	June 30

**Notes:**

To ensure that Minor "A" projects can be processed and awarded by the end of the Fiscal Year, the PS&E Packages must be submitted to DES-OE according to the following Schedules:

***50 percent by November 1st.***

***70 percent by December 1st.***

***90 percent by January 2nd.***

***100 percent by February 1st.***

Minor "A" projects not delivered to DES-OE by February 1<sup>st</sup> and funds are not allocated by March 1<sup>st</sup> are at risk of not being awarded by June 30th. Projects delivered after February 1st must be submitted under AADD. Projects submitted under AADD should be received by DES-OE no later than March 1st.