

## Memorandum

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Be energy efficient!*

To: DISTRICT SINGLE FOCAL POINTS

Date: June 29, 2012

From: RICK GUEVEL  
Chief  
Office of SHOPP Management



Subject: State Highway Operations and Protection Program (SHOPP) Project Amendment Process

The SHOPP Amendment Request process has been updated to improve efficiency and accuracy. A new standardized SHOPP Amendment Request form (form number PRG0002) has been created for submittal to the email group account created last year. The use of the new form and e-mail group account is intended to better facilitate communication between Headquarters Programming, Program Advisors and District staff. The implementation of a standard electronic record will decrease errors and omissions, encourage consistency, and eliminate duplicate submissions.

The SHOPP Amendment Request Form (PRG0002) is attached and can be found electronically through the Caltrans Electronic Form System (CEFS) located on the Caltrans Onramp in the Programming folder. The updated form identifies what information is needed to complete the request. The form can also be located on the Division of Transportation Programming's webpage under the SHOPP link ([www.dot.ca.gov/hq/transprog/shopp.htm](http://www.dot.ca.gov/hq/transprog/shopp.htm)).

Approved amendments continue to be posted on the SHOPP web page with email notification to all applicable District and Headquarters staff. Please email the "SHOPP - Amendment Request" email group account for additions and/or changes to the email distribution list.

If you have any questions, please contact Donna Berry at (916) 654-6722.

### Attachment

c: Donna Berry  
Zouheir Barazi  
Lyle Stockton  
Art Gregorio  
SHOPP Managers