

## **2008 STIP Development / Management Roles & Operating Procedures as applied to Caltrans Support Costs & the ITIP**

The purpose of this document is to define roles and operating procedures for the programming and reporting of support costs for STIP project components implement by the Department, and to define roles and expectations for development of the departments ITIP. This document is specifically focused on Caltrans implemented activities and is intended to compliment the [2008 STIP General Instructions](#).

### **Ongoing**

- District – Continuously update project work plans
- HQ Project Management – Bi-weekly: Continuously coordinating with appropriate district staff, create and post to intranet STIP Financial Reports
- HQ Programming – As needed, use STIP Financial reports to report Capital Outlay Support (COS) expenditures at time of project allocation.

### **Development – COS (General)**

- HQ Programming – Create COS programming need worksheet by comparing current programmed values in CTIPS and Estimate at Complete (EAC) values from HQ Project Management STIP Financial reports by project component. Share, update and affirm with districts. This may be an iterative process.

*Note: This is a one time project at the start of a new STIP programming cycle. The purpose is to calculate and establish the Departments RIP / IIP funded COS needs. The report will be communicated by districts and HQ to all affected partners including the CTC. This report should remain static (barring a major error) once distributed. This means project COS estimates, right or wrong, are right and remain as is until the next STIP programming event, or at time of allocation.*

- No later than November 16, 2007, or as specified by the [2008 STIP Schedule](#), distribute final COS programming need worksheet and post to internet.

### **Development – ITIP COS**

- HQ Programming – Will use CTIPS (Draft STIP) to develop and prepare the ITIP document.
- HQ Programming – Will use the above COS report to program COS needs for ongoing Caltrans implemented COS components.

### **Development – ITIP Capital (RW and Construction)**

- Districts – Communicate RW and Construction capital needs/changes for ongoing project components to HQ Programming. Coordinate with appropriate Senior Liaison for best communication method, normally via a Project Programming Request (PPR). Due by November 16. Needs communicated after this date cannot be assured of being considered for funding.

- Districts – New ITIP programming requests also due to HQ by November 16. This activity can include new starts or new funding for unfunded components to ongoing projects.

*Note: The purpose behind this deadline is to consolidate and calculate ongoing ITIP funded project needs. This is consistent with the first ITIP principle; maintain commitment to ongoing projects. Prioritization and selection activities for new ITIP funding are possible once a determination is made as to the amount of ITIP capacity necessary to support ongoing projects. While it is expected that numbers may change somewhat as a result of fine tuned estimates or negotiations with partners, large changes or significant new demands cannot be assured of consideration if communicated late in the process.*

- HQ Programming – Will consolidate and organize district supplied data within CTIPS. Headquarters will also establish points for district review of input to confirm accuracy and intent.
- Districts – Either on an ad-hoc basis or when requested by headquarters, will use CTIPS to review project details and confirm accuracy of documentation.
- HQ Programming – Develop draft programming recommendations from above for management consideration and approval.
- HQ Programming – Will use CTIPS to produce final PPRs for delivery to CTC.

#### **Development – ITIP (Intercity Rail)**

- Similar process to above. Laurel Janssen will coordinate the intercity rail program development within the ITIP.
- The COS exercise above is not applicable to the intercity rail program.

#### **Development – ITIP (Transportation Enhancements)**

- Developed consistent with the [ITIP TE Guidelines](#).
- Districts – Will develop and submit TE applications consistent with the 2008 STIP Schedule.
- Headquarters – The ITIP TE Ranking Committee will review, compare and score eligible ITIP TE project proposals from a statewide perspective and a project category perspective.
- HQ Programming – Will use CTIPS (Draft STIP) to develop and prepare the ITIP document.
- HQ Programming – Will use the above COS report to program COS needs for ongoing Caltrans implemented COS components.
- HQ Programming – In conjunction with the ITIP TE Ranking Committee, will develop draft programming recommendations from above for management consideration and approval.