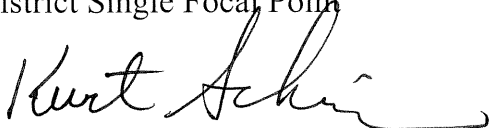


Memorandum

*Flex your power!
Be energy efficient!*

To: District Single Focal Point

Date: September 14, 2007



From: KURT SCHERZINGER
Office Chief, State Transportation Improvement Program
Division of Transportation Programming

Subject: Project Programming Request

Effective with this letter, the Division of Transportation Programming is requesting that all State Transportation Improvement Program (STIP), Traffic Congestion Relief Program (TCRP), and Proposition 1B Bond related changes requiring commission approval utilize the new Project Programming Request (PPR) form to communicate project programming information. Form templates and instructions are located at <http://www.dot.ca.gov/hq/transprog/ocip.htm>. These new procedures and form supersedes and replaces the existing STIP Project Fact and Funding Sheet and the TCRP application amendment process.

In addition to routine project amendments, the new PPR also serves as the STIP Fact Sheet as described by the 2008 STIP Guidelines. Consistent with this new direction, the California Transportation Improvement Programs System (CTIPS) was modified to export the new PPR form in lieu of the STIP Fact and Funding sheet. To encourage utilization of this new form pre-populated PPRs for all unallocated 2006 STIP projects are posted on the Caltrans internet at the above noted link. We request that all 2008 STIP documents utilize this form. Please note; the new PPR form is not applicable to the department's SHOPP program.

As this change replaces the current TCRP application amendment process with the PPR, and as the TCRP application amendment was also used to communicate TCRP related allocation requests information, we also request that future TCRP allocation requests be communicated with the existing project allocation procedures now in place for other state managed funds.

Copies of all forms and directions for use are available on the Transportation Programming web site noted above. Questions or concerns can be directed to the appropriate Transportation Programming Liaisons shown below.

<u>Liaison</u>	<u>Caltrans District</u>	<u>Mode</u>	<u>Telephone</u>
Erik Zechlin	1, 2, 3	Roads & Highways	(916) 651-6879
Surjit Dhillon	4, 8	Roads & Highways	(916) 651-8651
Dennis Jacobs	5, 6, 9,10	Roads & Highways	(916) 654-4447
Leah Cagle	7, 11,12	Roads & Highways	(916) 651-6881
Laurel Janssen	Statewide	Transit	(916) 651-8647