

# Memorandum

**To: DISTRICT DIRECTORS  
DIVISION CHIEFS  
SINGLE FOCAL POINTS**

**Date: December 11, 2001**

**File:**

**From: DEPARTMENT OF TRANSPORTATION  
DIVISION OF PROJECT MANAGEMENT - MS 28**

**Subject: REVISED CAPITAL PROJECT MILESTONES STANDARDS**

In order to better plan and monitor the progress of all STIP and SHOPP projects during the environmental phase, we have revised the Capital Project Milestones Standards to include two new milestones to the Caltrans Work Breakdown Structure (WBS). These new milestones, Notice of Preparation (NOP) for EIR documents under CEQA and Notice of Intent (NOI) for EIS documents under NEPA, will be used in conjunction with the other milestones during the Project Approval and Environmental Document (PA&ED) phase of the project's lifecycle. The new milestones are as follows:

<u>Milestone Definition</u>	<u>Related WBS Activity</u>	<u>Milestone ID</u>
Date Notice of Preparation (NOP) Filed with State Clearinghouse	165.05.10	M030 (New)
Date Notice of Intent (NOI) published In Federal Register by FHWA	165.05.10	M035 (New)

Effective immediately and beginning with the 2001/02 fiscal year, the above new milestones will need to be included in the project workplan for all STIP and SHOPP projects requiring either an EIR under CEQA, EIS under NEPA, or both. Furthermore, the Department will also be reporting to the California Transportation Commission (CTC) on a quarterly basis the status of all STIP projects requiring a Notice of Preparation (NOP), Draft Environmental Document (DED), or Project Approval & Environmental Document (PA&ED) planned in the current delivery year.

DISTRICT DIRECTOR, et al

December 11, 2001

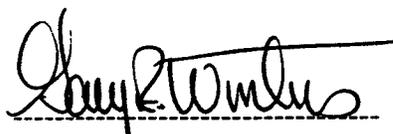
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The Division of Project Management will also be monitoring other internal milestones during PA&ED on a quarterly basis. Please refer to Table 1 and Figure 1 attached that identify the environmental milestones that will be monitored internally as well as some that will be reported to the CTC.

Please have your project managers work with the other functions and units to ensure that existing and new workplans are updated with the new milestones as necessary, and all project schedules are current in XPM for the upcoming delivery year.



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MICKEY W. HORN  
Acting Chief  
Division of Project Management



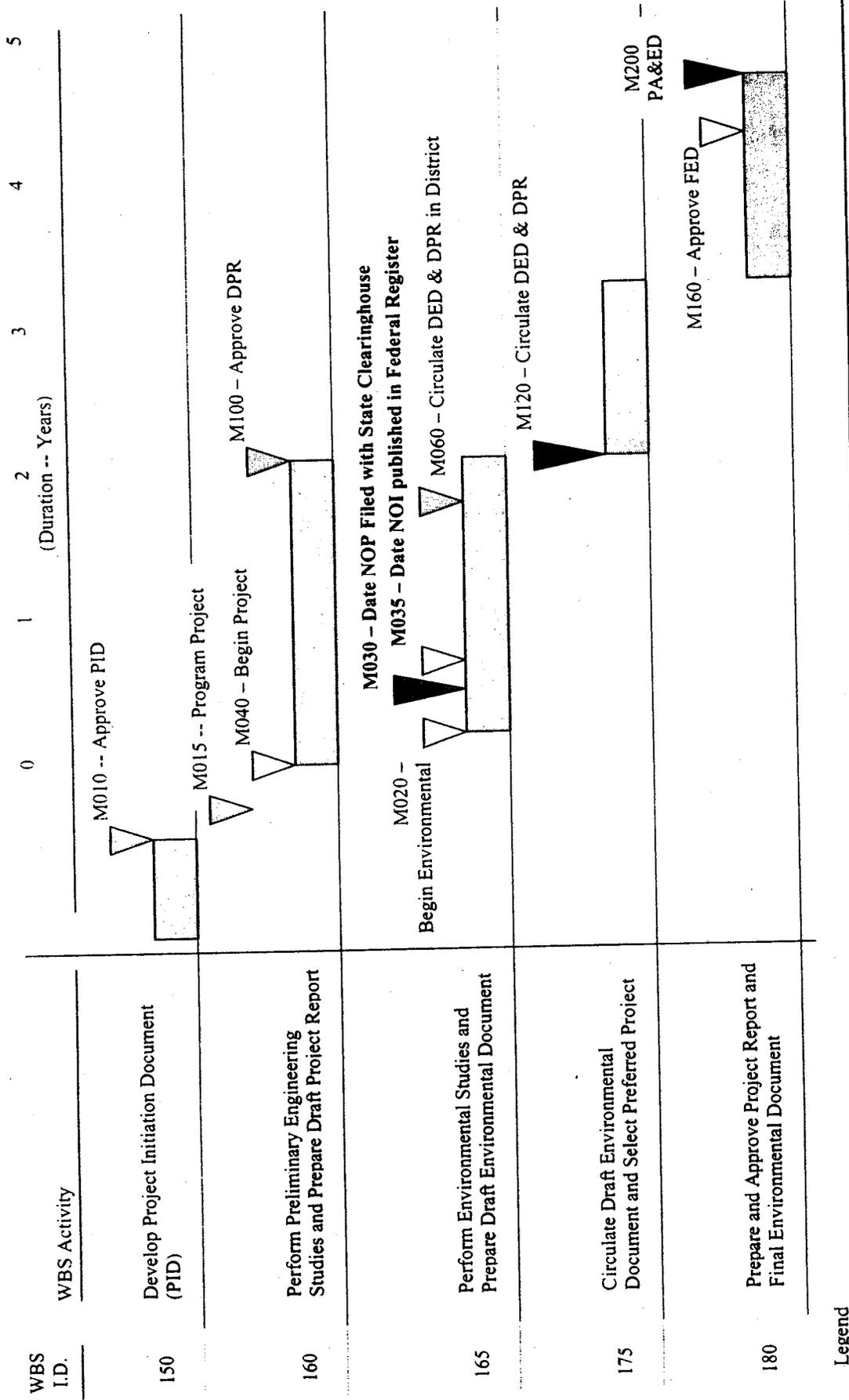
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GARY R. WINTERS  
Chief  
Division of Environmental Analysis

Attachments

**Table 1 – Environmental Phase Milestones, Related WBS Activities and Reporting Requirements**

<b>Milestone ID</b>	<b>Milestone Definition</b>	<b>Related WBS Activity</b>	<b>CTC Reporting</b>	<b>Caltrans Quarterly Reporting</b>
M040	Begin Project	Beginning of WBS 160	No	Yes
M020	Begin Environmental – CE, ND/FONSI, EIR/EIS	Beginning of WBS 165	No	Yes
M030 (New)	Date Notice of Preparation (NOP) filed with State Clearinghouse -- CEQA Requirement – EIR only	165.05.10	Yes – STIP only	Yes
M035 (New)	Date Notice of Intent (NOI) published in Federal Register FHWA – NEPA Document – EIS only	165.05.10	No	Yes
M120	Date of Approval to Circulate Draft Environmental Document (DED) and Draft Project Report -- ND/FONSI, EIR/EIS	End of WBS Activity 165/ Beginning of WBS Activity 175	Yes – STIP only	Yes
M160	Date of Approval of Final Environmental Document (FED) -- ND/FONSI, EIR/EIS	End of WBS Activity 180.10.05	No	Yes
M200	Project Approval and Environmental Document (PA&ED) – ND/FONSI, EIR/EIS	End of WBS 180	Yes -- STIP Only	Yes

**Figure 1  
PA&ED Activities and Milestones**



Legend

-  Activity
-  Milestone
-  Milestone Monitored Internally
-  Milestone Monitored and Reported to CTC within current fiscal year