

ATTACHMENT 1

Cooperative Work Agreement (CWA) Timeline

Cooperative Work Agreements:

Section 16304.3 of the Government Code authorizes the Department of Finance (DOF) to extend state budget authority on Local Assistance funding for a maximum of 8 years from the original year of appropriation. It is very important to provide justification for your CWA request that includes a timeline with milestones and consequences if the funding is not approved in order to convince DOF to approve the extension. **Remember there is no appeal process for CWA requests denied by DOF.**

Funding Affected:

State budget authority provided through the annual state budget process must be available in order to receive reimbursement for **ALL** federal or state funds passed-through Local Assistance. If there is a lapse in budget authority, Accounting cannot reimburse invoices, and the encumbrance will become inactive and eventually disencumbered and/or deobligated.

Note:

The timeline below provides a schedule of key dates during the CWA process. **It is the Local Agency's responsibility to meet these deadlines.**

Sept. 20, 2013: HQ will upload the following information to <http://www.dot.ca.gov/hq/LocalPrograms/CWA/cwa.htm> (please bookmark):

1. CWA Timeline
2. CWA Spreadsheet Instructions
3. Reason for Delay Codes
4. Frequently Asked Questions (FAQ)
5. CWA eligible encumbrance lists

September 20 – October 31: HQ will send a notification to the Districts and Regional groups that a CWA eligible encumbrance list is available along with instructions. District CWA Liaisons (Liaisons) will follow-up with Local Agencies if they have encumbrances that are eligible for a CWA.

October 31: Local Agencies must submit requests for CWAs on an individual encumbrance basis to the Liaisons. **If an encumbrance will not be fully invoiced by December 31, 2013, we recommend the Local Agency to apply for a CWA.** Local Agencies must also notify the Liaisons if they will not apply for a CWA for any funding that will lapse on June 30, 2014.

Please note: If state or federal funding is lost due to lapsing state budget authority, the Local Agency is responsible for completing the project using local funds. Failure to complete the project may result in the agency having to repay any state or federal funds invoiced on the project and may jeopardize future funding opportunities.

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The CWA spreadsheet must be completed and sent to the Liaison. Please submit the CWA spreadsheet in excel and a signed copy with the approval from the board/council; or a resolution, letter, or meeting minutes.

October 31 – November 22: Liaisons review responses and follow up with Local Agencies as necessary to clarify or request additional information. The justification provided must adequately describe an unforeseen and extraordinary circumstance beyond the control of the agency, including a timeline of events with milestones. The consequences if funding is not approved must be critical to project objectives. **Liaisons will forward CWA requests to HQ on November 22, 2013, with concurrence on the justifications provided.**

November 22 – January 10, 2014: HQ reviews all data submitted by the Liaisons and follows up as necessary.

January 10: HQ develops summary reports and finalizes the encumbrance lists with the requested CWAs, and submits to DOF.

January 10 – March 31: DOF remits any questions to HQ. HQ will forward all inquiries to Liaisons who will contact Local Agencies as needed. Additional information or clarification must be submitted to Liaisons who will forward to HQ.

About March 31: DOF completes review of encumbrances and indicates their decisions to approve or deny CWA requests. **There is no appeal process for a denied CWA extension.**

April 1: HQ forwards DOF's approval/denial decisions to the Liaisons who will notify Local Agencies. HQ will also post the approved encumbrances to: <http://www.dot.ca.gov/hq/LocalPrograms/CWA/cwa.htm>

Other Important Dates:

April 1, 2014: This is the deadline for Local Agencies to submit all **invoices** for encumbrances that lapse on June 30, 2014. Invoices and Final Report of Expenditures are promptly reviewed by the Districts and submitted to Accounting for reimbursement.

May 15, 2014: This is the deadline for Districts to submit approved invoices to Accounting for reimbursement before the year-end cut-off.

June 1-10, 2014: Accounting disencumbers funds lapsing on June 30, 2014.

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CONTACT INFORMATION

Headquarters Local Assistance – Intania Alcoran (916) 653-5546, Peggy Siu (916) 651-6875, or Vacant (916) 651-8914

District CWA Liaisons

District	Name	E-mail	Phone
District 1	Suzanne Theiss	Suzanne.Theiss@dot.ca.gov	707-445-6399
District 2	Freda Londen	Freda.Londen@dot.ca.gov	530-229-0532
District 3	James P. Day	J.P.Day@dot.ca.gov	530-741-5116
District 4	Hin Kung	Hin.Kung@dot.ca.gov	510-622-5930
District 5	Darleen Panico	Darleen.Panico@dot.ca.gov	805-542-4651
District 6	Susan Kawate	Susan.Kawate@dot.ca.gov	559-445-5914
District 7	Vijay Kopparam	Vijay.Kopparam@dot.ca.gov	213-897-2946
District 8	David Lee	David.Lee@dot.ca.gov	909-388-7719
District 9	Sardar Khan	Sardar.Khan@dot.ca.gov	760-873-4862
District 10	Nabil Hasan	Nabil.Hasan@dot.ca.gov	209-471-9756
District 11	Nickie Haynes	Nickie.Haynes@dot.ca.gov	619-220-5311
District 12	Ghazal Afrasiabi	Ghazal.Afrasiabi@dot.ca.gov	949-724-2124

District Local Assistance Engineers (Project Specific Questions)

District	Name	E-mail	Phone
District 1	Suzanne Theiss	Suzanne.Theiss@dot.ca.gov	707-445-6399
District 2	Ian Howat	Ian.Howat@dot.ca.gov	530-225-3484
District 3	Stella Liao	Stella.Liao@dot.ca.gov	530-741-5450
District 4	Sylvia Fung	Sylvia.Fung@dot.ca.gov	510-286-5226
District 5	Garin Schneider	Garin.Schneider@dot.ca.gov	805-542-4606
District 6	Jim Perrault	Jim.Perrault@dot.ca.gov	559-445-5417
District 7	David Sosa	David.Sosa@dot.ca.gov	213-897-0409
District 8	Sean Yeung	Sean.Yeung@dot.ca.gov	909-383-4030
District 9	Patricia Moyer	Patricia.Moyer@dot.ca.gov	760-872-2424
District 10	Parminder Singh	Parminder.Singh@dot.ca.gov	209-948-3689
District 11	Erwin Gojuangco	Erwin.Gojuangco@dot.ca.gov	619-278-3756
District 12	Jim Kaufman	Jim.Kaufman@dot.ca.gov	949-756-7805

Bond CWA Liaisons

Program	Name	E-mail	Phone
Seismic (LBSRA)	Kim Shamrock	Kim.Shamrock@dot.ca.gov	916-654-3436
Railroad (HRCSA)	Bambi Jake	Bambi.Jake@dot.ca.gov	916-654-6945