



# TECHNICAL ADVISORY COMMITTEE MEETING LOCAL ASSISTANCE UPDATE

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# TECHNICAL ADVISORY COMMITTEE MEETING LOCAL ASSISTANCE UPDATE

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# Federal Fiscal Year 24/25

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- New Federal Fiscal Year Reminders, please ensure:
  - DBE Annual Submittal forms (LAPM Exhibit 9-B and 9-C) have been submitted for FFY 24/25.
  - QAP has been updated in the past 5 years if a project will be receiving federal CON funds this year.
  - Most recent version of [LAPM Exhibits](#) are being used when submitting documentation.
- E-76 submissions cannot be processed if the above forms are not current.

# Inactive Invoices

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- Deadline to submit inactive invoices for this quarter was **February 21<sup>st</sup>, 2025**. Please work with your assigned Local Assistance Area Engineer if you have any outstanding inactive invoices this quarter.
- New inactive quarter will begin on **April 1<sup>st</sup>, 2025**.
- Deadline to submit inactive invoices for next quarter is **May 23<sup>rd</sup>, 2025**.
- Reminder letters will be sent out after the new quarter begins.
- Inactivity may prevent E-76s from being processed.
- The official inactive list can be viewed here:
  - <https://dot.ca.gov/programs/local-assistance/projects/inactive-projects>
- If you have questions or issues with submitting invoices, please contact your assigned Local Assistance Area Engineer for further assistance.

# CTC Meetings

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- The [2025 CTC Meeting Schedule](#) has been posted on the [CTC Meeting Webpage](#).
- Next CTC Meetings:
  - **March 20-21, 2025** – Los Angeles Region.
- Deadlines to submit allocations and time extensions to District 12 Local Assistance:
  - **March 17<sup>th</sup>, 2025** for the May CTC Meeting.
  - **April 28<sup>th</sup>, 2025** for the June CTC Meeting.

## Active Transportation Program (ATP)

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- Please submit project reports through CalSMART in a timely manner, automatic reminders are sent to agencies periodically regarding projects. Please contact your Area Engineer with any questions.
- The next reporting period begins April 1st.
- Please be aware that corrections may be needed after a project report submission. Corrections are needed in a timely manner as well, typically by the end of the month of that reporting period. See the Caltrans ATP Project Reporting page for further details.
- Caltrans' ATP webpage: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program>

# Highway Bridge Program (HBP)

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- EPSP and Post-Programming closed for HBP projects until April 1, 2025.
- Information may be subject to change. For more info and guidance, please see Caltrans' HBP webpage: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-bridge-program>.

# Discretionary Grant Program (DGP)

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- For DGP projects awarded in FFY 2022, the obligation deadline is **September 30, 2025**.
- Training Opportunity - Caltrans Division of Local Assistance (DLA) and Federal Highway Administration (FHWA) California Division are providing a free webinar on **March 6, 2025, from 8:30AM – 12:00PM PT** on the implementation, processes, and procedures of Discretionary Grant Programs. Register for the webinar via the below link:
  - [https://csulb.zoom.us/webinar/register/WN\\_zTaTw\\_v3QpmZLaEPqrM47A#/registration](https://csulb.zoom.us/webinar/register/WN_zTaTw_v3QpmZLaEPqrM47A#/registration)



# Clean California Local Grant Program (CCLGP)

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- Cycle 1 delivery deadline was **June 30, 2024**, without an extension.
- Cycle 2 delivery deadline is **June 30, 2026**.
- Please see the Clean CA webpage for more info and application guidelines: <https://cleancalifornia.dot.ca.gov/local-grant-program>.

# DBE/QAP

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- QAP and annual DBE Forms need to be up to date and on file with Caltrans D12 Local Assistance in order to process E-76s and receive federal funding.
- Quality Assurance Program (QAP) forms need to be updated and approved every 5 years.
- If you have questions or issues with submitting DBE/QAP forms, please contact your assigned Local Assistance Area Engineer for further assistance.

# PED Extension

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- New way to request extensions for Project End Dates (PED).
  - Entirely online and replaces old E-76 system.
  - Link: <https://app.smartsheet.com/b/form/dd8ec43edae54b8aad35159cacec011a>
- Work done after a PED cannot be reimbursed!
- More info, helpful tools, and a report listing upcoming PED expirations can be found here: <https://dot.ca.gov/programs/local-assistance/projects/projects-with-expiring-end-dates>

# Title VI

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- Caltrans Division of Local Assistance (DLA) is requiring all Local Public Agencies (LPAs) receiving Federal Highway Administration (FHWA) funds to complete the [Title VI Program Assessment Online Form](#) by **March 31, 2025**. For more information, please visit the [DLA Blog webpage post](#) providing details and resources for this assessment.
- Title VI of the Civil Rights Act of 1964 prohibits discrimination by recipient of Federal assistance on the basis of race, color, and national origin, including the denial of meaningful access for limited English proficient (LEP) Persons.
- Requirements include but are not limited to:
  - Title VI nondiscrimination statement
  - Assurances (as part of the Master Agreement and Program Supplement Agreement.
  - Designation of a Title VI Coordinator.
  - Complaint Procedures.
  - Data Collection.
  - Training.
  - Dissemination of Information.
  - Contracts and Agreements.
  - Environmental Justice.
  - Public Hearings and Meetings.
  - Right of Way activities.
  - Construction contract compliance.
  - Monitoring.
- Caltrans has also recently updated our webpage on Filing a Complaint, and it provides guidance to local agencies on how to process Title VI complaints.

# References and Training Opportunities

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- Caltrans Local Assistance Webpage:
  - <https://dot.ca.gov/programs/local-assistance>
- California LTAP training:
  - <https://caltap.org/training.aspx>
- Local Assistance Blog:
  - <https://www.localassistanceblog.com/local-assistance-training/>
- Local Assistance Procedures Manual (LAPM):
  - <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>
- Local Assistance Program Guidelines (LAPG):
  - <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-program-guidelines-lapg>

## CALTRANS DISTRICT 12 LOCAL ASSISTANCE

*Helping our partners deliver local transportation projects*



CALTRANS DIVISION OF  
LOCAL ASSISTANCE

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\*On Rotation

A&E (Q. Ngo)  
ATP (E. Kaplan, E. Locke backup)  
Clean California (P. Lee, E. Kaplan backup)  
CPFCDS (P. Lee, Q. Ngo backup)  
CRRSAA (R. Faraz)  
CTC (E. Kaplan, E. Locke backup)  
CWA (E. Vonranzow)  
DBE (M. Gomez-Cruz, E. Vonranzow backup)  
Discretionary Grants (R. Aludino, M. Movasat backup)  
Earmark Repurposing (Q. Ngo)  
ER (M. Movasat, P. Lee backup)  
FTA (M. Gomez-Cruz)  
HBP (R. Aludino, M. Gomez-Cruz backup)  
HSIP (E. Locke, Q. Ngo backup)  
Inactive (M. Movasat, E. Vonranzow backup)  
LTCAP (E. Locke, R. Aludino backup)  
OCCSP (P. Lee)  
PED (M. Movasat)  
PLBP (Q. Ngo, P. Lee backup)  
RC:H2B (E. Kaplan, M. Movasat backup)  
SB1 (R. Faraz, E. Vonranzow backup)  
STIP (R. Faraz, E. Vonranzow backup)  
Title VI (E. Vonranzow)  
Training (J. Lawhead)  
UEI (E. Vonranzow)

### Local Agencies

Aliso Viejo (P. Lee)  
Anaheim (E. Kaplan)  
Brea (E. Locke)  
Buena Park (R. Faraz)  
Caltrans (R. Faraz)  
Costa Mesa (E. Vonranzow)  
Cypress (E. Vonranzow)  
Dana Point (P. Lee)  
Fountain Valley (M. Gomez-Cruz)

Fullerton (E. Locke)  
Garden Grove (P. Lee)  
Huntington Beach (R. Aludino)  
Irvine (M. Movasat)  
Laguna Beach (E. Locke)  
Laguna Hills (E. Kaplan)  
Laguna Niguel (Q. Ngo)  
Laguna Woods (R. Faraz)  
La Habra (Q. Ngo)

Lake Forest (M. Movasat)  
La Palma (E. Kaplan)  
Los Alamitos (M. Movasat)  
Mission Viejo (M. Movasat)  
Newport Beach (E. Vonranzow)  
Orange (E. Vonranzow)  
Orange County (M. Gomez-Cruz)  
Placentia (R. Faraz)  
Rancho Santa Margarita (M. Gomez-Cruz)

San Clemente (Q. Ngo)  
San Juan Capistrano (P. Lee)  
Santa Ana (R. Aludino)  
Seal Beach (E. Vonranzow)  
Stanton (M. Movasat)  
Tustin (M. Gomez-Cruz)  
Villa Park (M. Gomez-Cruz)  
Westminster (M. Movasat)  
Yorba Linda (R. Aludino)

### Regional Agencies

OCTA (R. Faraz)  
TCA (R. Faraz)

Mail Submissions to: 1750 E. 4th St. Suite 100 Santa Ana, CA 92705