

**CWA Spreadsheet Instructions
Projects with Lapsing Funds on June 30, 2012**

General Notes

Please **do not make any changes** to the form such as adding/deleting columns, rows or merging cells.

All information requested must be completed and submitted to the District Cooperative Work Agreement (CWA) Liaisons by **November 1, 2011**. **No late submittals will be accepted and there is no appeal process to the DOF's decisions.** We anticipate the DOF to make a decision by March 30, 2012.

Note: Projects may be listed more than once on the form. This means that a project has encumbered funds subject to lapsing from different programs or in different phases. You **must complete all the information** requested in the unlocked columns. If a project appears more than once, please provide information every time the project appears.

Instructions:

1. District
2. Agency Name
3. Location/Work Performed
4. Work Type Description
5. Project Prefix
6. Project No.
7. Advantage ID
8. Fund Type
9. Approp. Code
10. Phase Code

11. Initial Project Amount: This represents the funds encumbered for a project or project phase in a specific fiscal year for a specific fund type.

12. Actual Expenses: Expenses reimbursed by Caltrans as of 9/14/11.

13. Unliquidated Balance as of 9/14/11: This represents the encumbered, but unspent funds that will lapse on June 30, 2012. This data was extracted from the Accounting system as of September 14, 2011. Progress invoices may have been submitted and paid after these lists were prepared.

14. Date Balance to be Billed: If funds will be billed, please indicate the date.

15. Requesting CWA? (Yes/No): If the funds are at risk of lapsing and will not be billed by May 1, 2012, you may need to request a CWA to extend the lapsing date. Please keep in mind the project scope must be consistent with Section 16304.3 of the Government Code that stipulates, "The work to be completed is consistent with the intent of the original appropriation."

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16. Delay Code: Enter the appropriate delay code as applicable to the reason for delay. Refer to the Delay Codes here:
<http://www.dot.ca.gov/hq/LocalPrograms/CWA/cwa.htm>

17. **Reason for Delay**: **This is the most important information and will be the focus for DOF to make a decision to approve or deny the request to extend funds. Please provide detailed information explaining why these funds have not been expended. Also, please indicate major milestones with specific dates that will complete the phase of the project. It is your responsibility to convince DOF that this project is critical if budget authority is not extended. You may also provide an attachment that documents and/or supports your reason for delay.**

18. Obstacles to Future Completion: Responses should focus on delays that may occur due to future events/issues.

19. Date Project will be Completed if CWA Approved: Please indicate the month and the year. The DOF will not approve any extension beyond the maximum extension period of 8 years for CWAs.

20. Contact Name, E-mail Address, and Phone Number: Please provide the name, e-mail address, and phone number for the agency contact person providing the responses.

The form must be signed by the agency's approving Board or Council member, or a current Resolution must be submitted. The purpose of the signature or a current Resolution is to provide documentation to the DOF that an oversight agency has verified the information as correct.