

**ENVIRONMENTAL ENHANCEMENT AND MITIGATION PROGRAM CRITICAL DATES**

(NOTE: Years shown apply to 2007/08 grant cycle. Dates for future cycles will vary, however, the months shown should be fairly consistent from cycle to cycle—depending on when the State Budget is passed. )

<u>DATE</u>	<u>ACTIONS</u>
8/07	Date the State Resources Agency (RA) is scheduled to mail the EEM Application Packet to applicants on their mailing list.
11/07	Date the applications are due back to RA.
1/08	The RA publishes a "short list" of recommended projects and forwards to the California Transportation Commission (CTC) for funding consideration along with four (3) copies of each application. All project applicants will be notified of the status of their project at that time. Applicants making the short list should prepare "Request for CTC allocation vote and submit to District Local Assistance Engineer (DLAE)/District EEM Coordinator for April CTC meeting.
1/08	RA provides two (2) copies of each application to Caltrans Headquarters EEM Program Coordinator.
1/08	Caltrans EEM Program Coordinator distributes one copy of each application to the appropriate district for review by the DLAE/EEM Coordinators and District Landscape Architect.
2/08	CTC requests final approved copy of Environmental Document (ED) for the EEM project from applicants on the "short list." No ED means project is taken off the list.
1/08 to 2/08	CTC, Caltrans EEM Program Coordinator, and DLAE/EEM Coordinator, and if applicable, the District Landscape Architect and/or Right of Way, review project applications from short list.
2/08	Final deadline for submitting final approved environmental documents to CTC, if not included in original application. Final Caltrans comments on applications submitted to CTC. District EEM Coordinators should begin working with applicants to submit their funding allocation request, for submittal at program adoption meeting (April 2008).
3/08	RA's short list of EEM projects is presented as "information" item at March CTC meeting.
4/08	The CTC adopts the EEM Program. It approves funding allocations as available. Caltrans HQ EEM Coordinator transmits "CTC Stamped" resolution for annual EEM Program to the Caltrans DLAE/EEM Coordinators and Applicants.
4/08 to 5/08	Period during which the CTC allocation vote must be approved by CTC, the Agreement must be executed, and Caltrans Local Program Accounting Office must encumber the EEM funds.
4/10	Date the applicant should complete the project, submit a final invoice and final project expenditure report to the Caltrans DLAE/EEM coordinator to verify and approve project completion.
5/10	Deadline for DLAE/EEM Coordinator to submit final invoice to the Caltrans LPA Office.
6/30/10	Budget Authority expires for the expenditure of State funds. All remaining unexpended EEM funds for this cycle will revert.

**This page intentionally left blank**