State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

Flex your power!
Be energy efficient!

To: DISTRICT SINGLE FOCAL POINTS

Date: July 20, 2006

From: NORMA ORTEGA
Chief
Division of Budgets

Subject: Request for Funds Electronic Submission for Capital Outlay Allocations

In an effort to streamline and improve Capital Outlay Allocation Request for Funds/Funds Request (FR) and ensure timely resolution of issues, we are implementing a new electronic submission process. Rather than direct the FRs to a specific person in the Division of Budgets (Budgets), we respectfully request the Districts to transmit FRs in an electronic format to group e-mail accounts.

New Policy

To simplify the FR submission, Budgets has created three group e-mail accounts for receiving FRs in electronic format. The three group e-mail accounts are as follows:

1) Emergency – G-11, G-12
2) State Highway Operations Protection Program (SHOPP)
3) State Transportation Improvement Program (STIP).

These group e-mail accounts will standardize the method of delivery for all Districts by providing a consistent point of contact. In addition, the group e-mail accounts will have the capacity to immediately forward FRs to pertinent contacts, speed up communication, create one electronic record, and eliminate duplicate FRs submissions.

Effective August 31, 2006, Budgets will only accept electronic FRs to the group e-mail addresses listed as follows:

G-11/G-12 -Funds Request/HQ/Caltrans/CA/Gov
SHOPP-Funds Request/HQ/Caltrans/CA/Gov
STIP-Funds Request/HQ/Caltrans/CA/Gov

Detailed instructions for electronic FRs submissions are attached, and can also be found on the Budgets Intranet site.

If you have any questions, please contact Steven Keck, Acting Chief, Capital & Finance Office, Division of Budgets at (916) 657-5033, or Calnet 8-437-5033.

Attachment

cc: Cindy Mckim, Chief Finance Officer, Director's Office
Ross Chittenden, Chief, Transportation Planning Program
Bob Engelmann, Transportation Programming
Ken Solak, Transportation Programming
Leah Cagle, Transportation Programming
All District Directors