

## Caltrans/Metro Delivery Support Workshop Meeting Agenda

**Monday, July 15, 2019: Santa Clarita**

1:30-3:30pm  
City Hall Century Room, 1st Floor  
23920 Valencia Boulevard  
Santa Clarita, CA 91355

**Wednesday, July 17, 2019: Torrance**

9:30-11:30am  
The Garden Rooms  
3330 Civic Center Drive  
Torrance, CA 90503

**Thursday, July 18, 2019: Santa Monica**

1:30-3:30pm  
Santa Monica Public Library Community Meeting Room  
601 Santa Monica Boulevard  
Santa Monica, CA 90401

**Tuesday, July 16, 2019: Paramount**

1:30-3:30pm  
Clearwater Facility, 2nd Floor  
16401 Paramount Boulevard  
Paramount, CA

**Wednesday, July 17, 2019: Glendale**

2:00-4:00pm  
Brand Park Library Recital Hall  
1601 West Mountain Street  
Glendale, CA 91201

**Friday, July 19, 2019: West Covina**

9:30-11:30am  
Foothill Transit, Board Room  
100 S. Vincent Avenue, Suite 200  
West Covina, CA 91790

1.	<p>Welcome</p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Workshop Concept &amp; Feedback Received</li> </ul>	Shelly Quan/Patricia Chen, LA Metro	5 min
2.	Local Agency Success Highlight	Local Agency	10 min
3.	<p>Updates from Caltrans HQ</p> <ul style="list-style-type: none"> <li>• Cooperative Work Agreements</li> <li>• Timely Use of Funds</li> <li>• Program Updates:               <ul style="list-style-type: none"> <li>○ HBP</li> <li>○ HSIP/SSARP</li> </ul> </li> </ul>	<p>Caltrans HQ Implementation Chief/Managers</p> <p>Caltrans HQ Program Management Chief/Managers</p>	30 min
4.	<p>Troubleshooting Forum</p> <ul style="list-style-type: none"> <li>• Upcoming Trainings (see handout)</li> <li>• Guided Forum Discussion:               <ol style="list-style-type: none"> <li>1. Completion of new 3-A (Request for Authorization)</li> <li>2. Inactive Projects</li> <li>3. CTC requests (allocations, extensions, and amendments)</li> <li>4. Allocation/authorization checklist</li> <li>5. ATP, STPL, RSTP</li> </ol> </li> </ul>	<p>Caltrans D7 Senior/Area Engineers</p> <p>Local Agencies</p>	30 min
5.	Invoicing 101	Mazen Dabboussi, Caltrans D7	45 min

**Handouts:**

- Timely Use of Funds Matrix
- Cheat sheet of common acronyms/terms
- Upcoming Trainings
- Cheat sheet of accounting errors
- Cheat sheet for E-76
- Helpful Hints for the PES
- Requirements for ROW Certification Submittals

**Next meeting:** October 2019

To add/change items on this agenda, contact Shelly Quan (213-922-3075 or [quans@metro.net](mailto:quans@metro.net))