

M e m o r a n d u m**To : DISTRICT DIRECTORS****Date : September 24, 1996****File No. : PLANNING & MANAGEMENT
General****From : DEPARTMENT OF TRANSPORTATION
Mail Station 37****Subject : Project Permit Fee: Payment Guidelines and Accounting Form**

Effective July 1, 1996, permits and related approval services required during project development will be paid out of Right of Way Capital Outlay Funds. (Refer to attached Memorandum from R. P. Weaver, dated June 28, 1996.)

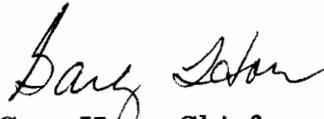
A task team composed of Headquarters Right of Way Planning and Management (P&M), Environmental Management (EM), Project Development Procedure & Quality Improvement (PD), and Right of Way Accounting has developed procedures for: a) funding estimates, b) EA and payment coding standardization, c) contact lists, and D) a payment request form (RWAACPF: Project Permit Fee Invoice). The instructions and form are attached as a handout titled Project Permit Fee Payment Guidelines. A MicroSoft Word copy of the Project Permit Fee Invoice may be requested from ASC - Right of Way Accounting.

Please distribute copies of the Project Permit Fee Payment Guidelines to all staff involved with project permits. Additionally, each District Right of Way Accounting liaisons will receive a copy. The procedures and forms identified are effective immediately. Please discontinue the use of any other procedures or forms.

Funding for the current fiscal year will be supported by Right of Way's Capital Outlay Contingency fund. At the beginning of the third quarter, Headquarters Right of Way, Office of Planning and Management will run a report based on the Object Code 088 to determine if supplemental funding will be needed and distribute per District's funding requirements.

District Directors
September 24, 1996
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Please direct any questions or concerns to either Clark Paulsen in Right of Way Accounting at CALNET 498 9278 or Loretta Kirk in Headquarters P&M at CALNET 464-5764, or your Headquarters Right of Way Accounting Liaison.



Gary Horn, Chief
Office of Planning and Management
Right of Way and Asset Management Program

Attachment

cc: DDC - Proj. Dev. & Design
DDC - Prog. Proj. Mgt.
DDC - (Env.) Planning
DDC - R/W
All District Prog. Mgr. - Proj. Dev.
All District R/W P&M Managers
R.P. Weaver - PD
BJSmith, PLouie - Env. Prog.
All HQ R/W Acctg. Liaisons
DShields - RW&AM

Memorandum

To: DISTRICT DIVISION CHIEFS
Project Development
Right of Way

Date: June 28, 1996

File:

From: DEPARTMENT OF TRANSPORTATION
DIRECTOR'S OFFICE
Mail Station 49

Subject: Charging Practices for Project Development Fees

Good News!!

The Accounting Service Center has found a way for us to uniformly record the fees we pay to external agencies for permits and related approval services we need during project development. Beginning July 1, these expenditures will be captured as Right of Way capital costs under Object Code 088. This change is being implemented a full year earlier than originally planned.

The Accounting Service Center is modifying the accounting system to allow the charging of various environmental and other project development fees to the capital cost of our projects. The changes are a direct result of your response to an earlier survey of project development fees paid to outside governmental agencies. Until now, each district has had to absorb permit fee costs from their support budget. The costs typically are incurred prior to the capital Expenditure Authorization (EA) being established. Districts used six different object codes to record these expenditures. As a result, we were unable to measure the statewide costs involved or to provide budget capacity to fund them.

Under the new process, project specific fees will be charged to a Right of Way capital EA. You should expect to receive specific instructions from the Accounting Service Center in the very near future.



R. P. WEAVER
Deputy Director
Project Development

cc: Program Managers
Service Center Managers

Project Permit Fee

Payment Guidelines

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PERMIT FEE PAYMENT PROCEDURES

DOCUMENTS: VARIOUS PERMITS, AGREEMENTS required for project construction.

DAY TO DAY SERVICE (the norm)

(Up to 30 days to receive check - clock starts the day P&M receives Permit Package)

URGENT SERVICE (the exception)

(Up to 10 days to receive check - clock starts the day P&M receives Permit Package)

EMERGENCY SERVICE (the exception)

(Up to 5 days to receive check - clock starts the day P&M receives Permit Package)

DISTRICT

REQUESTING UNIT (PROJECT DEVELOPMENT OR ENVIRONMENTAL PLANNING)

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> - Requesting Unit prepares: <ul style="list-style-type: none"> a) Accounting Form: RWACCPF (8/96) Complete all boxes except those that are shaded and the coding boxes at the bottom of the form. NOTE: No longer need to fill out forms: <ul style="list-style-type: none"> ^ Blue Receiving Record ^ Request for Revolving Fund Check ^ Local Request (ADM-0423) - Complete and sign REQUESTED BY: box - Appropriate Mgr. or Br. Chief reviews for accuracy and signs APPROVED BY: box. (May be requestor's supv. or DD's designee) - b) Attach fee schedule(s) or copy of the agreement(s) to completed/signed RWACCPF. - Forward all documents to District RW - Office of Planning and Management - c) Make copy and forward to District Env. Program (no attachments) (at the option of each district) | <ul style="list-style-type: none"> - Follow instructions under Day to Day column plus: - Place a large (preferable in red) EXPEDITE under Other in the PAYMENT FOR: box - Hand carry, if possible, the RWACCPF and attached documents to R/W P&M Office. - Verbally communicate urgency to R/W P&M Office. | <ul style="list-style-type: none"> - Follow instructions under Day to Day column plus: - Place a large (preferable in red) EMERGENC under Other in the PAYMENT FOR: box - Hand carry, if possible, the RWACCPF and attached documents to R/W P&M Office. - Verbally communicate emergency to R/W P&M Office. |
|--|--|--|

RIGHT OF WAY - OFFICE OF PLANNING AND MANAGEMENT

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> - Verifies funding availability - Masterfiles/supplements EA in PRIME, as needed - Completes all unshaded coding boxes at the bottom of the form - Sign and date R/W PLANNING & MANAGEMENT APPROVAL: box. - Enter amount of payment into R/W Ledger - Make copy of RWACCPF for pending file. - Forward all documents to ASC - R/W Accounting., Attn: District Liaison (Use blue route tag) | <ul style="list-style-type: none"> - P&M follows all the steps outlined under Day to Day Column plus: - Will process the payment request within 3 working days. - Verbally relays urgency to R/W Accounting before sending documents through the blue overnight courier. | <ul style="list-style-type: none"> - P&M follows all the steps outlined under Day to Day Column plus: - Will process the payment request within 2 working days. - Verbally relays urgency to R/W Accounting may elect to fax RWACCPF document to Accounting for overnight check delivery. - Forwards RWACCPF package in blue overnight courier, even if RWACCPF was faxed. |
|--|---|--|

HEADQUARTERS

ACCOUNTING SERVICE CENTER - RW ACCOUNTING

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> - Enters TRAMS or PRIME to verify EA master-filed and funding available. - Completes CERTIFICATION OF FUNDS box. - Forwards documents to State Controller for Warrant to be issued per directions in the RWACCPF - FOR ISSUING CHECK(S): box. (Warrants returned to Districts, go to the District Cashier.) - Enters coding and dollars into TRAMS | <ul style="list-style-type: none"> - RW Accounting follows steps outlined in DAY TO DAY except: - Issues Revolving Fund Check per the directions in RWACCPF - FOR ISSUING CHECK(S): box to meet the urgency date. - Schedules payment through Controller's to reimburse Revolving Fund. | <ul style="list-style-type: none"> - RW Accounting follows steps outlined in DAY TO DAY except: - Issues Revolving Fund Check per the directions in RWACCPF - FOR ISSUING CHECK(S): box to meet the emergency date - Waits for original RWACCPF package before scheduling payment through Controller's |
|---|--|---|

DISTRICT

REQUESTING UNIT (PROJECT DEVELOPMENT OR ENVIRONMENTAL PLANNING)

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> - Receipts are to be requested from the recipients of the warrants/checks - Receipts are placed in the appropriate file. - Copy of receipts are forwarded to District Env. Program. (option of each district) | <ul style="list-style-type: none"> - Same procedures as DAY TO DAY | <ul style="list-style-type: none"> - Same procedures as DAY TO DAY |
|---|---|---|

RIGHT OF WAY - PLANNING AND MANAGEMENT OFFICE

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> - Ensures accurate coding and dollar amounts against Accounting weekly report. - No other action required. | <ul style="list-style-type: none"> - Same procedures as DAY TO DAY | <ul style="list-style-type: none"> - Same procedures as DAY TO DAY |
|---|---|---|

page 1

**CAPITAL OUTLAY FINANCIAL
PROCEDURE GUIDELINES**
for
Project Permit/Agreement Payments

Overview:

- a) Before July 1996, funding and payment for project permits and agreements (hereafter referred to as permits) were source out of Capital Outlay Support. This frequently lead to funding shortages. Additionally, there was no tracking system in place to determine the number of permits being requested or the cost to the project or the overall cost to the department to process the permits. Since, it was determined that these expenses were project related, approval was given to source the payments out of the (Right of Way) Capital Outlay Allocations and establish specific coding for tracking purposes.
- b) Payments using Capital Outlay funding are normally processed through the State Controllers.
- c) R/W Accounting developed form RWACCPF (8/96), copy on page 7. A disk copy of this form can be requested from your R/W Accounting Liaison. The RWACCPF form serves two primary purposes: a) it expedites payment requests through the State Controller by providing required signatures, including funding certification and b) it provides coding blocks for TRAMS entries that supports the Department's desire to track these expenses by project.
- d) Additionally, the form provides boxes so the requestor a) designates a specific date the check/warrant is to be delivered, b) provides data that will identify which project package the check belongs to, and c) provides information to assist the District Cashier identify the appropriate party to deliver the warrants/checks to.
- e) The RWACCPF is completed by three offices: 1) District Requesting Office (Project Development or District Environmental Planning), hereafter referred to as RO, 2) District/Region Right of Way Office of Planning and Management (P&M), and 3) Headquarters Accounting Service Center - R/W Accounting (R/W Acctg).
- c) Each section provides data, verification, and approvals. (See Guidelines for Completing Form RWAACPF.)

Payment Request Procedure:

- a) Project permit payments are now made through a three step process:
 - 1) The payment is initiated by RO:
 - 1a) Complete the RWACCPF form (it is no longer necessary to complete a blue receiving record, a Request for Revolving Fund Check or a Local Request form, all of these forms are built into the RWACCPF form.)
 - 1b) Assign a Permit type per the standardized coding included in Coding Instructions (page 6). Permit types are standardized to facilitate tracking.
 - 1c) Assign an identification number in the Pmt Identifier line or row (up to 14 alpha or numeric characters). This number will appear on the revolving check or as an attachment to the Controller's Warrant and assists requestor in matching checks/warrants with project package.
 - 1d) Sign and Date Requested By: box.
 - 1e) Attach rate schedule, or agreement document, or agency invoice (for supplemental payments). These documents are now a package called the Permit Package. Compile one Permit package per project.

NOTE:

The RWACCPF form contains blocks for three payment requests for three different permit types - per project. If more than three different permits are needed, simply use a second RWACCPF form. At the top right-hand side of each RWACCPF write: Page 1 of 2 on the first document and Page 2 of 2 on the second document. The first page should be completely filled out and signed. The second RWACCPF only needs the EA, Dist., Co., Rte., and Post and the Permit type blocks completed.

page 2

- 1f) Forward the Permit Package to the authorized manager/supervisor for review and signature in the Approved By: box. (Second signature required by State Controllers).
- 1g) At the option of each district: Make copy of RWACCPF form(s) with both signatures and forward to District Environmental Program.
- 1g) Forward the entire Permit Package to District Right of Way, Office of Planning and Management:
 - Northern Region = Districts 1, 2, and 3. Send the Permit Package to the Northern Regional Office, R/W Planning and Management Unit, located in District 3.
 - All other Districts, forward Permit Package to your District R/W Office of Planning and Management.
- 2) District P&M is responsible for:
 - 2a) Verifying and obtaining available funding.
 - 2b) EA: masterfile 9-phase EA, if necessary, and/or supplement authorized amounts in PRIME.
 - 2c) If a 9 Phase EA is opened only to pay Permit Fees, then note this on the B-Card. If the EA subsequently has R/W activity, remember to remove this notation. (See Reconciliation for EA STATUS codes.)
 - 2d) Complete the Coding boxes at the bottom of the RWACCPF form. Sign and date. (R/W Acctg will not process the payment until P&M has verified and signed the RWACCPF form.)
 - 2e) Forward Permit Package to R/W Acctg.
- 3) ASC - R/W Accounting:
 - 3a) Verify all signatures are in place.
 - 3b) Certify funding availability.
 - 3c) Completes all shaded boxes including the blank, shaded boxes in the coding block and
 - 3d) Sign Certification of Funds box.
 - 3e) Process payment per the instructions in the For Issuing Check(s) box.

Receipts:

It is the requestor's responsibility to obtain receipts from the recipients of the warrants or checks. The receipts are to be placed in the project file. At the option of each district: A copy of the receipt is to be forwarded to Environmental Program.

Reconciliation:

Dist P&M will reconcile the RWACCPF against the weekly accounting report for accuracy of coding and dollar amounts.

If Dist P&M opens a 9 phase EA only to pay for Permit Fees, then after the reconciliation shows accurate entries, the EA is placed into suspense. To place the EA in suspense, enter PRIME and change the EA-STATUS from 40 to 70.

Estimating Expenses:

- a) For the remainder of the current fiscal year, project permits will be funded out of Right of Way's Contingency fund. District P&M Offices should continue to request state funding supplements on an as needed basis.
- b) HQ Right of Way, Office of Planning and Management will determine at the beginning of the third quarter if additional state funds are necessary to meet the statewide program. The total amount expended on project permit fees may be a consideration.

Estimating Expenses: (con't)

- c) Future year estimates are provided by Project Development to R/W. R/W will enter the estimates into PMCS on the EVNT and COST RW1-6 Screens.
- d) It is important that Project Development (Division of Project Program Management) include the project permit estimates in their routine review and entries as it is essential for budgeting (in future fiscal years).

DISK 2A File: PMTFEE3 (9/96)

CODING

Coding Instructions for Project Permit and Agreement Payments

PAYMENT IDENTIFIER: (provided by Requestor)

- IS USED TO IDENTIFY THE CHECK WITH THE PROJECT (PACKAGE).
 - APPEARS ON THE REVOLVING FUND CHECK OR COMES AS AN ATTACHMENT TO THE CONTROLLER'S WARRANT.
 - THERE ARE 14 CHARACTERS AVAILABLE.
 - BOTH ALPHA AND NUMERIC CHARACTERS CAN BE USED.
-
-

SOURCE AND CHARGE DISTRICTS: (provided by District R/W P&M)

- INSERT IN CODING BOXES AT BOTTOM OF RWACCPF FORM.
 - REGION CHARGING PRACTICE
 - Source District = The District with the allocation
 - Charge District = The District receiving the benefit of the allocation
-
-

EA STATUS: (provided by District R/W P&M)

- Entered on the A-Card when masterfiling EA:
 - EA opened for permit fee payment only = EA Status 40 (opened).
 - After transaction is entered into TRAMS and R/W verifies coding and dollar then modify EA Status to 70 (suspended).
- Entered on the B-Card when masterfiling EA:
 - "Opened to only pay for Project Permit Fees"
 - If the EA is subsequently modified back to EA Status 40 due to R/W Activity, please remember to remove "Opened to only pay for Project Permit Fees" notation.

SPECIAL DESIGNATION

Coding Instructions for Permit and Agreement Payments

PERMIT SPECIAL DESIGNATION EXAMPLE:

6NPDES

6 = prefix
NPDES = type of permit

General:

- o The Special Designation (SD) field holds 12 digits.
- o The prefix or first digit has a restrictive Accounting use.

R/W General:

- o R/W will no longer use the character "O" as a spacer between the prefix and the balance of the SD code.
- o Only alpha or numeric characters are to be used. Dashes, slashes, and dots (periods) will no longer be used.
- o The number of payments made on a particular parcel will no longer be recorded in the SD.

RAP Prefix:

- o The prefix for **PERMITS** or **AGREEMENTS** is always a 6.

Standardized Coding for Permits:

- o The prefix is immediately followed by the type of permit.

Use numeric characters, such as the 401, 404 and 1601, 1602 for those permits that are identified by numbers. 1601/1602 = Fish & Game renewal.

Example for a Local Agency Concurrence/Permit:

6LAXLACOUNTY = 6 is the prefix, LA = Local Agency, X = spacer, remaining characters identify the local agency in Los Angeles County.

Identify government agency thus:

6USFS	= U.S. Forest Service Permit
6CoastGuard	= U.S. Coast Guard Permit
6CoastalDev	= Coastal Development Permit
6CCC	= California Coastal Commission
6Fish&Wildf	= U.S. Fish and Wildlife Service Approval
6BCDC	= Bay Conservation and Development Commission
6TRPA	= Tahoe Regional Planning Agency
6NPDES	= State Water Resources Control Board
6ND	= review (Fish and Game)
6EIR	= review (Fish and Game)

All other permit abbreviations should be recognizable to the lay person. See attached listing for eligible permits per the Project Development manual.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
PROJECT PERMIT FEE INVOICE
 RWACCPF (8/96)

To: 1. District R/W Planning & Management
 2. Right of Way Accounting Branch

DATE: _____

PROJECT EA/ SUBJOB: _____

From: _____

Dist. Co Rte Post

PAYMENT FOR:

- Permit fee - attach fee schedule or agreement
- Other _____

FOR ISSUING CHECK(S):

- Return to Dist. Cashier by: _____
Date in District
- Attn: _____
- Mail to payee by: _____
Date in Mail

CERTIFICATION OF FUNDS

I hereby certify that budgeted funds are available for the period and purpose of the expenditure shown.

Initials: _____ Date _____

REQUESTED BY:

sign: _____
Date _____
print: _____ Telephone: _____

PAYMENT INSTRUCTIONS:

(1)

Permit type:	_____
Payee Address	_____ _____ _____
Amount	\$ _____
Pmt Identifier:*	_____
Vendor #	_____

(2)

Permit type:	_____
Payee Address	_____ _____ _____
Amount	\$ _____
Pmt Identifier:*	_____
Vendor #	_____

(3)

Payee Address	_____ _____ _____
Amount	\$ _____
Pmt Identifier:*	_____
Vendor #	_____

* - Appears on check or remittance advice

APPROVED BY:

sign: _____
Date _____
print: _____ Telephone: _____

RIGHT OF WAY PLANNING AND MANAGEMENT TO COMPLETE UNSHADED FIELDS

TC	INVOICE NUMBER	SRC DIST	UNIT	CHG DIST	EA	SUB JOB	SPECIAL DESIGNATION	FA	OBJ CODE	DOLLAR AMOUNT	FFY
			400				6	7	088		
			400				6	7	088		
			400				6	7	088		
			400				6	7	088		

R/W PLANNING & MANAGEMENT APPROVAL:

sign: _____ Date: _____

ACCOUNTING NOTE: All data must be entered exactly as shown. Verify coding prior to entry into TRAMS. If any change is necessary, contact R/W Planning and Management who will fax revised copy to R/W Accounting.

FORM # RWACCPF

Guidelines for Completing Form RWACCPF

- Form # RWACCPF (8/96) is completed by three offices.
 1. District/Region Requesting Office (RO) (Project Development or [Environmental] Planning)
 2. District Right of Way Office of Planning and Management (P&M)
 3. Headquarters Accounting Service Center - R/W Accounting (R/W Acctg)

- 1. RO completes the following information/boxes: (See Example A)
 - Project EA/Subjob Numbers.
 - Dist-County-Route-Post.
 - From (requestor's name and dept).
 - Payment For.
 - For Issuing Check(s) - be sure to put a specific date. ASAP is not acceptable. On the Attn: line, place the name, mail station or phone number so the Cashier will know who to contact when the check arrives.
 - Warrant/Check(s)
 - To Be Made Payable To - 3 different payee's and amounts can be listed.
 - Refer to the Coding Instructions, Statewide standardization of Permit Type Codes for Permit type: entries.
 - Include a payment identifier number for each check requested. This number is printed on the revolving fund check or attached to the Controller's warrant.
 - Do not complete the shaded Vendor # box.
 - Requested By. (Must be signed and dated by requestor.)
 - Approved By. (Must be reviewed, signed and dated by requestor's manager/supervisor or DD's designee.)

- 2. The Right of Way - Planning and Management Office completes the following boxes below the double line: (See Example B)
 - The coding block (boxes) at the bottom of the form:
 - Do not complete any shaded box.
 - Source District - Where Capital Outlay funding is sourced from.
 - Charge District - The District receiving the benefit of the funding.
 - EA and Subjob noted at the top of the form.
 - DOLLAR AMOUNT - list each payment requested.
 - FFY = fiscal funding year the payment is being paid from.
 - Refer to coding guidelines for further assistance.
 - Place signature in R/W PLANNING & MANAGEMENT APPROVAL box.

- 3. The Accounting Service Center - R/W Accounting completes the following box: (See Example C)
 - The CERTIFICATION OF FUNDS box.
 - The shaded boxes in the coding block at the bottom of the form: TC, INVOICE NUMBER (from the Pmt Identifier box), and SPECIAL DESIGNATION (from the Permit type box).

To: 1. District R/W Planning & Management
 2. Right of Way Accounting Branch

DATE: 9-4-96

PROJECT EA/ SUBJOB: 319909

From: Dist 2 Environmental Planning Office

02-SHA-044-43.0/54.5

Dist. Co Rte Post

PAYMENT FOR:

Permit fee - attach fee schedule or agreement

Other _____

FOR ISSUING CHECK(S):

Return to Dist. Cashier by: 10-4-96
Date in District

Attn: Chris Quiney

Mail to payee by: _____
Date in Mail

CERTIFICATION OF FUNDS

I hereby certify that budgeted funds are available for the period and purpose of the expenditure shown.

Initials: _____ Date: _____

(1)

PAYMENT INSTRUCTIONS:

Permit type:	401
Payee Address	Regional Water Quality Control Board 415 Knoll Crest Drive Redding, CA 96001
Amount	\$ 500
Pmt Identifier:*	401/319909
Vendor #	

(2)

Permit type:	1601
Payee Address	Department of Fish and Game 601 Locust Street Redding, CA 96001
Amount	\$ 662
Pmt Identifier:*	1601/319909
Vendor #	

(3)

Payee Address	
Amount	\$
Pmt Identifier:*	
Vendor #	

* - Appears on check or remittance advice

REQUESTED BY:

sign: O/S by Chris Quiney 9-4-96
Date

print: Chris Quiney Telephone: 8-442-3174

APPROVED BY:

sign: O/S by Larry French 9-4-96
Date

print: Larry French Telephone: 8-442-3308

RIGHT OF WAY PLANNING AND MANAGEMENT TO COMPLETE UNSHADED FIELDS

TC	INVOICE NUMBER	SRC DIST	UNIT	CHG DIST	EA	SUB JOB	SPECIAL DESIGNATION	FA	OBJ CODE	DOLLAR AMOUNT	FFY
			400				6	7	088		
			400				6	7	088		
			400				6	7	088		
			400				6	7	088		

R/W PLANNING & MANAGEMENT APPROVAL:

sign: _____ Date: _____

ACCOUNTING NOTE: All data must be entered exactly as shown. Verify coding prior to entry into TRAMS. If any change is necessary, contact R/W Planning and Management who will fax revised copy to R/W Accounting.

To: 1. District R/W Planning & Management
 2. Right of Way Accounting Branch

DATE: 9-4-96

From: Dist 2 Environmental Planning Office

PROJECT EA/SUBJOB: 319909

02-SHA-044-43.0/54.5

Dist. Co Rte Post

PAYMENT FOR:

- Permit fee - attach fee schedule or agreement
- Other _____

FOR ISSUING CHECK(S):

- Return to Dist. Cashier by: 10-4-96
Date in District
Attn: Chris Quiney
- Mail to payee by: _____
Date in Mail

CERTIFICATION OF FUNDS

I hereby certify that budgeted funds are available for the period and purpose of the expenditure shown.

Initials: _____ Date: _____

REQUESTED BY:

sign: O/S by Chris Quiney 9-4-96
Date
print: Chris Quiney Telephone: 8-442-3174

PAYMENT INSTRUCTIONS:

(1)	Permit type:	401
	Payee	Regional Water Quality Control Board
	Address	415 Knoll Crest Drive Redding, CA 96001
	Amount	\$ 500
	Pmt Identifier:*	401/319909
	Vendor #	
(2)	Permit type:	1601
	Payee	Department of Fish and Game
	Address	601 Locust Street Redding, CA 96001
	Amount	\$ 662
	Pmt Identifier:*	1601/319909
	Vendor #	
(3)	Payee	
	Address	
	Amount	\$
	Pmt Identifier:*	
	Vendor #	

* - Appears on check or remittance advice

APPROVED BY:

sign: O/S by Larry French 9-4-96
Date
print: Larry French Telephone: 8-442-3308

RIGHT OF WAY PLANNING AND MANAGEMENT TO COMPLETE UNSHADED FIELDS

TC	INVOICE NUMBER	SRC DIST	UNIT	CHG DIST	EA	SUB JOB	SPECIAL DESIGNATION	EA	OBJ CODE	DOLLAR AMOUNT	FFY
		03	400	02	319909		6	7	088	500	97
		03	400	02	319909		6	7	088	662	97
			400				6	7	088		
			400				6	7	088		

R/W PLANNING & MANAGEMENT APPROVAL:

sign: O/S by Laura King Date: 9-4-96

ACCOUNTING NOTE: All data must be entered exactly as shown. Verify coding prior to entry into TRAMS. If any change is necessary, contact R/W Planning and Management who will fax revised copy to R/W Accounting.

PROJECT PERMIT FEE INVOICE

RWACCPF (8/96)

To: 1. District R/W Planning & Management
 2. Right of Way Accounting Branch

DATE: 9-4-96

PROJECT EA/ SUBJOB: 319909

From: Dist 2 Environmental Planning Office

02-SHA-044-43.0/54.5

Dist. Co Rte Post

PAYMENT FOR:

Permit fee - attach fee schedule or agreement

Other _____

FOR ISSUING CHECK(S):

Return to Dist. Cashier by: 10-4-96
 Date in District
 Attn: Chris Quiney

Mail to payee by: _____
 Date in Mail

CERTIFICATION OF FUNDS

I hereby certify that budgeted funds are available for the period and purpose of the expenditure shown.

Initials: O/S by Connie Gonzalez Date 9-6-96

REQUESTED BY:

sign: O/S by Chris Quiney Date 9-4-96

print: Chris Quiney Telephone: 8-442-3174

PAYMENT INSTRUCTIONS:

(1) Permit type:	401
Payee Address	Regional Water Quality Control Board 415 Knoll Crest Drive Redding, CA 96001
Amount	\$ 500
Pmt Identifier:*	401/319909
Vendor #	0680281986-02
(2) Permit type:	1601
Payee Address	Department of Fish and Game 601 Locust Street Redding, CA 96001
Amount	\$ 662
Pmt Identifier:*	1601/319909
Vendor #	0941697567-00
(3) Payee Address	
Amount	\$
Pmt Identifier:*	
Vendor #	

* - Appears on check or remittance advice

APPROVED BY:

sign: O/S by Larry French Date 9-4-96

print: Larry French Telephone: 8-442-3308

RIGHT OF WAY PLANNING AND MANAGEMENT TO COMPLETE UNSHADED FIELDS

TC	INVOICE NUMBER	SRC DIST	UNTF	CHG DIST	EA	SUB JOB	SPECIAL DESIGNATION	FA	OBJ CODE	DOLLAR AMOUNT	FFY
231	401/319909	03	400	02	319909		6401	7	088	500	97
231	1601/319909	03	400	02	319909		61601	7	088	662	97
			400				6	7	088		
			400				6	7	088		

R/W PLANNING & MANAGEMENT APPROVAL:

sign: O/S by Laura King Date: 9-4-96

ACCOUNTING NOTE: All data must be entered exactly as shown. Verify coding prior to entry into TRAMS. If any change is necessary, contact R/W Planning and Management who will fax revised copy to R/W Accounting.

DISTRICT-RIGHT OF WAY

PLANNING AND MANAGEMENT

District	R/W Liaison	District Phone	Calnet Phone
1*	Jim Hall	445-6432	8/538-6432
2*	Linda Niver	225-3209	8/442-3209
3*	Laura King	741-4069	8/457-4069
4	Tina Allen	286-5492	8/541-5492
5^	Jim Amberg	549-3207	8/549-3207
6^	Elaine Choate	209/276-5815	209/276-5815
7	Lois Loomis	897-9200	8/647-9200
8	Doris Dominguez	383-4484	8/670-4484
9^	Nancy Gillem	872-0727	8/627-0727
10^	Bimla Rhinehart	948-7846	8/423-7846
11	Diane Bader	688-3175	8/688-3175
12	Maria Amezcua	724-4935	8/655-4935
HQ	Loretta Kirk	654-5764	8/464-5764

* Northern Region = D3

^ Central Region = D6

AS OF 9/96

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**RIGHT OF WAY ACCOUNTING BRANCH
DISTRICT STAFF ASSIGNMENTS**

DISTRICT	ASSIGNED STAFF	CALNET NUMBER	OFFICE VISION ID
District 1	Harriet Steepleton	8-498-4235	TRN(THSTEEPL)
District 2	Celia Reyes	8-498-9192	TRN(TCREYES)
District 3	Connie Gonzalez	8-498-0607	TRN(TCGONZAL)
District 4	Elvia Lopez	8-498-8970	TRN(TELVIALO)
District 5	David Vakil	8-498-9840	TRN(TDVAKIL)
District 6	Louis Britton	8-498-9336	TRN(TLBKITTO)
District 7	Doris Dorovi	8-498-9510	TRN(TDDOROVI)
District 8	Rosalind Louie	8-498-9073	TRN(TRLOUIE)
District 9	Rosalind Louie	8-498-9073	TRN(TRLOUIE)
District 10	David Vakil	8-498-9840	TRN(TDVAKIL)
District 11	Ray Thomas	8-498-9003	TRN(TRTHOMAS)
District 12	Connie Gonzalez	8-498-0607	TRN(TGONZALE)
Right of Way Accounting Branch Chief	Clark Paulsen	8-498-9278	TRN(TCPAULSE) TRMAIL2 (CPAULSEN)

MAILING LOCATION:

**RIGHT OF WAY ACCOUNTING BRANCH
ACCOUNTING SERVICE CENTER (FARMERS MARKET II)
ATTENTION: (ASSIGNED STAFF'S NAME)**

FAX # 8-498-8544**ALTERNATE FAX # 8-498-8789***page 13*

As of 8/96

- Relinquishments -- Chapter 3-100
- Disposal of rights of way -- Chapter 3-110
- New public road connections to freeways and expressways -- Chapter 3-120
- Resolutions of Necessity for Condemnation -- Chapter 3-130

Article 20

PERMITS AND APPROVALS

STATE AND LOCAL AGENCY INVOLVEMENT

Transportation projects often need permits and approvals to allow construction and eventual opening to the public. To aid in determining which state and local agency permits and other approvals may be required for a specific project, the following questions should be answered and Figures 1(2-60), 2(2-60) and 3(2-60) consulted.

- Where is the project located?
- What resources are affected by the project?
- What specific activities does the project involve?

FIGURE 1 (2-60) *

State and Local Agency Involvement Based on Project Location

If the project is located within "Geographic Area", then:		
Geographic Area	Agency Involved	Permit
From 4.8 km offshore to 915 m inland	Coastal Commission or City/County (if authorized)	Coastal Development Permit
San Francisco, San Pablo, and Suisun Bays from highwater to 30 m inland	San Francisco Bay Conservation and Development Commission (BCDC)	Development Permit
Lake Tahoe Watershed	Tahoe Regional Planning Agency (TRPA)	Project Permit
Floodways in the Central Valley	Reclamation Board	Encroachment Permit

* Note that this Figure is not intended to be all inclusive.

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FIGURE 2 (2-60) *
**State and Local Agency Involvement Based on
 Resource Affected by Project**

If the project affects "Resource", then:		
Resource	Agency Involved	Permit/Approval
Air	Air Pollution Control/ Air Quality Management District	Authority to Construct and Permit to Operate for activities emitting stationary source pollutants to the atmosphere
Fish and Wildlife Habitat	Department of Fish and Game	Stream and Lake Alteration Agreement for activities in lakes, streams and channels and crossings
Water	State Lands Commission	Land Use Lease (for encroachments, crossings on tidelands and submerged lands, etc.)
	State Water Resources Control Board; Regional Water Quality Control Board	National Pollutant Discharge Elimination System Permit for stormwater discharges to surface water
		Waste Discharge Requirements for non- storm discharges to surface water or groundwater to the waters of the state
	Department of Health Services, Office of Drinking Water; or Local Health Office	Permit to Operate a Public Water System

* Note that this Figure is not intended to be all inclusive.

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FIGURE 3 (2-60) *

State and Local Agency Involvement Based on Project Activities

If the project involves "Activity", then:		
Activity	Agency	Permit/Approval
Commercial, Industrial, Residential development	Local Agency (County/City)	Land Use, General Plans, Specific Plan, Conditional Use or Subdivision
Conversion of timberland to non-forest uses through timber operations and immediate TPZ rezoning	California Department of Forestry	Timberland Conversion Permit
Power transmission lines, Pipelines and Railroad crossings	Public Utilities Commission	Review of Plans and Approval
Solid Waste Disposal	California Integrated Waste Management Board	Disposal Requirements
Sewage Disposal	County Health Department	Disposal Requirements
Waste Discharge	State Water Resources Control Board; Regional Water Quality Control Board	Discharge Requirements
Storing, treating or disposing of Hazardous waste	Department of Health Services, Toxic Substances Control Program	Hazardous Waste Facilities Permit
	State Water Resources Control Board; Regional Water Quality Control Board; Local Agency	Hazardous Waste Discharge Requirements; Underground Storage of Hazardous Substances Permit
Right of Way across state park land	Department of Parks and Recreation	Right of Way Permit, License, Easement, Joint Agreement or Lease
Encroachment on or across a local street or highway	Local Agency (County/City)	Encroachment Permit
Encroachment on 100-year Floodplain, intermittent streams and desert washes	Department of Fish and Game	Lake/Streambed Alteration Agreement
Encroachment on or across Cove, Bay or Inlet	Department of Boating and Waterways	Review of Plans
All activities involving dams or reservoirs	Department of Water Resources, Division of Safety of Dams	Approval of Plans
Dredging	Department of Fish and Game	Standard or Special Suction Dredging Permit
	State Lands Commission	Dredging Permit

* Note that this Figure is not intended to be all inclusive.

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FIGURE 3 (2-60) * continued
State and Local Agency Involvement Based on Project Activities

If the project involves "Activity", then:		
Activity	Agency	Permit/Approval
Surface Mining (Material borrow sites, etc.)	Local Agency (County/City)	Surface Mining and Reclamation Act (SMARA) Permit
Burning	Air Pollution Control District; California Department of Forestry; Local Fire Control Agency	Burn Permit
Grading	Local Agency (County/City)	Grading Permit
Entering Private Property - To Gather Information	Caltrans District Right of Way Branch	Property Owner Right of Entry Approval
For Temporary Use	Caltrans District Right of Way Branch	Property Owner Approval for Temporary Encroachment

* Note that this Figure is not intended to be all inclusive.

FEDERAL INVOLVEMENT

In addition to the permits and approvals that may be required by state and local agencies and others, various federal agencies may also require permits and approvals. Federal agencies have approval or permit authority over activities on federal lands, and over certain resources (i.e., air and water quality, wildlife, navigable waters, etc.) when federal actions are undertaken. Federal laws, regulations and executive orders may have a bearing on a specific transportation project and may require approvals, permits or communication with federal agencies other than FHWA. See Section 1-20.70, Figure 5(1-20) to determine which federal agencies may need to be involved due to the location, resources which are affected, or the activities that are involved in the project.

CE PROJECTS

The environmental requirements of the various Federal laws, regulations and executive orders apply to categorically excluded (CE) projects as well as to projects requiring an environmental document. When an environmental document is prepared, these requirements are fulfilled as part of the environmental document preparation. When a CE is prepared, these requirements must not be overlooked. Federal environmental laws, regulations and executive orders are described in the EH.

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