

Electronic Funds Request Instructions

OVERVIEW.....	1
When is an Electronic Funds Request (EFR) Needed?	1
SECTION 1 – Funds Request Processing Information.....	1
Request Type	1
Requested CTC Meeting.....	1
Revision.....	1
Last Saved	1
SECTION 2 – Project Identification & Location/Description	2
District.....	2
County.....	2
Route.....	2
Post Miles.....	2
Implementing Agency	2
Project ID.....	2
Phase.....	2
EA	2
PPNO	2
TCRP Number	2
Project Location/Description	2
SECTION 3 – Project Financial Request and Data	3
State Only Request.....	3
Financial Contribution Only (FCO)	3
Con to take more than 36 months.....	3
Notes Common to all Funds Requested	3
SHOPP & SHOPP Minor Funds	3
STIP & STIP Transportation Enhancement (TE) Funds	3
Proposition 1B Bond Funds.....	4
TCRP Funds.....	4
Other Committed Funds	4
SECTION 4 – Additional Project Information	4
CEQA/NEQA Documents.....	4
Future Consideration of Funding	4

Electronic Funds Request Instructions

Certified Estimate	4
Split or combine at Vote	5
Concurrent TCRP/CMIA/Route 99 Bond/TCIF Amendment	5
Authority to Advertise District Delegated (AADD).....	5
SECTION 5 – Ability to Award within Six Months Worksheet.....	5
Ready to List for Advertisement	5
Federal Programming	5
E-76-Related Documents Submitted to Budgets Office of Federal Resources.....	5
SECTION 6 – Synopsis Worksheet.....	6
Type of Work.....	6
Outputs/Outcomes	6
Need for Project.....	6
Proposed Improvement.....	6
Reason for Change if Vote Request is Different than the Programmed Amount.....	6
Comments (Other Special Considerations).....	6
SECTION 7 – Approval Signatures	6
Project Manager	6
District Director or SFP.....	7
District Construction Deputy (Supplemental Vote Construction Only).....	7
Officer/Director Implementing Agency (TCRP Only)	7
Officer/Director Applicant Agency (TCRP Only).....	7
Other Approval as Required.....	7
EFR Form Transmittal Instructions.....	7
Greater Than 120% Justification Form (Attachment 1)	8
Reason for Increase.....	8
Options.....	8
Supplemental Vote Justification Form (Attachment 1)	9
Funding Status	9
Reason for Increase.....	9
Options.....	9
APPENDIX A-1 – Procedures for Requesting Funds for STIP and SHOPP Major Projects that Exceed the Programmed Amount by 20% (Greater than 120's).....	11

Electronic Funds Request Instructions

APPENDIX A-2 – Procedures for Requesting Supplemental Funds for STIP and SHOPP Projects Which Exceed the G-12 Authority..... 12

Electronic Funds Request Instructions

OVERVIEW

The purpose of the Department of Transportation's (Department) Electronic Funds Request (EFR) form is to standardize and streamline the funds request process. Generally, the EFR will be comprised of a single form, divided into seven major sections, with supporting documentation to be attached as noted.

When is an Electronic Funds Request (EFR) Needed?

The EFR is required for all projects on the State Highway System, as well as all Traffic Congestion Relief Program (TCRP) projects, regardless of whether or not it is on the State Highway System. Do not use the EFR form for Rail, Mass Transit, or Local Assistance projects unless the request is for TCRP funds.

SECTION 1 – Funds Request Processing Information

Request Type

Designates the character of the request and associated processing requirements. Select one of the following:

- **Standard** – This is the most common selection. The requested amount must be within 20% of the programmed amount to follow this process.
- **Greater than 120%** – Applicable only to the Department's on-system projects when an initial allocation greater than 20% of the programmed amount is requested. See Appendix A-1 for instructions.
- **Supplemental Vote** – Applicable to the Department's on-system projects that have already received an initial (standard) allocation, but have exceeded G-12 capacity. Additional justification is required. See Appendix A-2 for instructions.

Requested CTC Meeting

This is the month of the California Transportation Commission (CTC) meeting at which the allocation is being requested. Review the [CTC Preparation Calendar](#) to determine the appropriate CTC meeting date, keeping in mind that construction contracts must be awarded within 6 months of the allocation date. The submittal deadline must be met in order for the request to be considered at the requested meeting date.

Revision

Fund Requests are to be submitted only after all requirements are met. However, in the event there is a compelling business related need to re-submit an EFR form, please update this field to the next largest numeric value.

Last Saved

This field is automatically updated when the file is saved and cannot be changed by the user.

Electronic Funds Request Instructions

SECTION 2 – Project Identification & Location/Description

District

The Department's Districts. Acceptable values are 1 – 12 and 75 (for Rail projects).

County

County where project is located. Use "Various" when a project crosses two or more counties.

Route

State highway or interstate route number. Use primary route number when project affects two or more routes. Leave blank if not a state highway system project.

Post Miles

State highway route post miles. Leave blank if not a state highway system project.

Implementing Agency

Recipient Agency. This is the agency that will be responsible for doing the work (or overseeing the work, if contracted out). For State Highway Operation and Protection Program (SHOPP) and most on-system STIP projects this is the Department.

Project ID

This is the 10-digit Project ID established upon implementation of E-FIS. Project ID must be established for projects that did not exist at the time of E-FIS implementation.

Phase

This is the Phase established upon implementation of E-FIS. Phase must be established for projects that did not exist at the time of E-FIS implementation.

EA

The Department's Expenditure Authorization (EA) number. Leave blank if not a State Highway System project.

PPNO

Project Planning (PPNO) number. STIP or SHOPP projects must have a PPNO. This number can be found in CTIPS.

TCRP Number

For use with Traffic Congestion Relief Program (TCRP) project funds requests. Review the [TCRP Project list](#) for further information.

Project Location/Description

This is the project location and scope of work as it is currently programmed in CTIPS. The description entered here should be the same as found in CTIPS. Even if the scope is changed, please refer to the scope as is currently programmed. Changes to scope are noted below in Section 6.

Electronic Funds Request Instructions

SECTION 3 – Project Financial Request and Data

This section is designed so a sponsor may apply for all fund types concurrently for multi-funded projects.

State Only Request

Check this box if you are requesting State-Only funds. An approved Exception to the Department's Federal-aid Project Funding Guidelines must be included with the Funds Request if this box is checked.

Financial Contribution Only (FCO)

Check this box if the allocation of funds is being transferred to another agency. The project manager is responsible for preparing the federal documentation.

Con to take more than 36 months

Check this box if construction is anticipated to take longer than 36 months to complete following contract award. Enter the total number of months to complete construction (not the number of months beyond 36 months).

Notes Common to all Funds Requested

Amount requested for CTC allocation.

Programmed – The programmed (or committed for TCRP) amount is the amount of funding currently programmed (STIP, SHOPP, etc.) on the project by the CTC. The programmed amounts for STIP or SHOPP funds can be found in CTIPS. This is not the allotted amount for a SHOPP project.

Fiscal Year – Enter the fiscal year programmed for the specified component(s). The current programmed fiscal year can be found in CTIPS. Requests for advancements must be addressed in Section 6 on the EFR form in the "Comments" section.

SHOPP & SHOPP Minor Funds

Program Code – For use with SHOPP funds requests only, select the SHOPP program code in the drop down box that is appropriate for the project.

Final Estimate of Expenditures – Information not needed *at this time*.

STIP & STIP Transportation Enhancement (TE) Funds

Final Estimate of Expenditures – Mandatory for on-system STIP projects implemented by the Department. Enter the amount estimated (previously expended plus remaining need (i.e. – Estimate at Completion or EAC)) to fully complete PA&ED, PS&E, R/W Support and R/W Capital. (For example: If the amount programmed is \$100k, but the amount needed to do all the work planned is estimated to be \$135k, then enter \$135k. Final estimate of expenditures not included in the EFR will be cause for rejection of request and/or delay of construction allocation request.) For on-system STIP projects with programmed R/W Capital, attach the final R/W Capital Estimate (per Headquarters Division of R/W memo dated April 24, 2008). If the project has not obtained R/W Certification 1 or 2, contact the OCIP Senior Liaison in your area for guidance.

Electronic Funds Request Instructions

Proposition 1B Bond Funds

Bond Account – Select the bond account for allocation from pull down menu.

- Corridor Mobility Improvement Account (CMIA)
- State Route 99 Corridor
- Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)
- State/Local Partnership Program (SLPP)
- Local Bridge Seismic Retrofit Account (LBSRA)
- Traffic Light Synchronization Program (TLSP)
- Highway/Railroad Crossing Safety Account (HRCSA)
- Trade Corridors Improvement Fund (TCIF)

TCRP Funds

If the request for TCRP funds also includes a request for an application amendment, please check the appropriate box in the Additional Project Information section of the form (Section 4).

Other Committed Funds

This section of the EFR summarizes the full funding plan for the project. Add up to six fund types not listed on the form. Combine like fund types if necessary to fit within the six available lines. For example, if the project has several types of federal demo funds programmed from several federal bills, just merge them together and call it demo. The purpose is to end up with a bottom line total per component that reflects the total funding as shown in CTIPS, including local funds. In the case of the Department's construction allocation request, the "Total" of all funds should be equal to the certified estimate.

Enter the name of the non-state fund and enter the amounts committed for each of the project components.

SECTION 4 – Additional Project Information

The Funds Request is not considered a complete submittal without all necessary supporting documentation included.

CEQA/NEQA Documents

Insert the CEQA document type (CE, ND, EIR), NEPA document type (CE, FONSI, EIS), and approval dates.

Future Consideration of Funding

If the final environmental document has been submitted to the CTC, enter the CTC approval date and Resolution number. For additional information regarding this field, see "[Submission Transmittal Form for Final Environmental Documents](#)" if an agency other than the Department is the CEQA lead agency, or "[Submitting Environmental Documents to the CTC](#)" if the Department is the CEQA lead agency.

Certified Estimate

Insert the date of the latest certified estimate. Attach the estimate to the Funds Request.

Electronic Funds Request Instructions

Split or combine at Vote

Project Split at Vote, i.e., landscape, split from corridor, etc. (Attach Project Program Request (PPR) for STIP project or other description of change.)

Concurrent TCRP/CMIA/Route 99 Bond/TCIF Amendment

Select to notify that there is a concurrent TCRP/CMIA/Route 99 Bond/TCIF Amendment.

Authority to Advertise District Delegated (AADD)

Check this box if the project is being processed via AADD.

SECTION 5 – Ability to Award within Six Months Worksheet

Ready to List for Advertisement

- Input the actual RTL date.
- Input the actual Right of Way Certification date.
- Input the Right of Way Cert number. Right of Way Cert 3 does not qualify as RTL for the purpose of a CTC allocation. Wait until the Right of Way Cert is upgraded to at least a Cert 3W before submitting the Funds Request.

Federal Programming

- Check if FTIP Requirement is met – Enter amount (dollars in thousands) programmed in approved FSTIP. If FTIP requirement is not met, use the narrative section below in Section 6 to explain.
 - **Federal Transportation Improvement Program (FTIP) Requirement** – All federally funded and regionally significant projects are required to be listed in an approved MPO FTIP, or in the non-MPO rural FSTIP. Projects listed in an approved FTIP are expected to be current regarding scope, schedule, and cost. Please note whether the project is listed in a current FTIP (or non-MPO FSTIP) and whether the project is consistent with FHWA/FTA requirements for these documents. Attach a printed copy from the current MPO FTIP project listing to the funds request to verify consistency. If the project is part of a group listed project such as SHOPP projects, attach backup list of projects for the FTIP listing that shows the project as part of the listing.
 - If assistance is needed in making a determination of current FTIP status, refer to the [FTIP & FSTIP Agency Contacts](#) for the best contact in your local area.
 - As noted above, SHOPP projects are not always shown as a specific project in a given FTIP. Often a SHOPP project is part of a group listing.

E-76-Related Documents Submitted to Budgets Office of Federal Resources

- For Standard Funds Requests, federal justification documentation is expected to be submitted to the Budgets Office of Federal Resources at RTL.
- For G-12 and Greater Than 120% Requests or Supplemental Vote (Non-G12) Requests, completed justification documentation (CCOs, and so on) must be included with the Funds Request.
- Check the “Yes” box if the project is federally funded and an E-76 is required.
- Check the “No” box if the project is not federally funded and an E-76 is not required.
- Enter the date that all documents necessary for E-76 processing were submitted to Division of Budgets Office of Federal Resources (See Appendix E of RTL Guide).

Electronic Funds Request Instructions

SECTION 6 – Synopsis Worksheet

The purpose of this section is to capture information regarding the current disposition of the project in greater detail. While some of this information is captured at time of programming, some of it is not. This information is important for discussion of the merits of the project against other projects and with the CTC when proceeding toward project allocation.

Type of Work

Describe major elements of Capital Improvement Project.

Outputs/Outcomes

All Projects

Describe the outputs/outcomes of the component that will receive the allocation.

Examples:

PA&ED - Complete Project Report and Environmental Document.

PS&E - Complete Plans, Specifications and Estimate.

Right of Way - Acquire 14 parcels.

Construction - Reconstruct 3.2 miles of bike/pedestrian path. Replace destroyed check dam and place rock slope protection at one location to stop and prevent erosion.

SHOPP Projects Only

Each SHOPP Program has a specified performance measure such as lane miles, locations, or bridges. The performance measure is automatically inserted when the Program Code is selected. Insert the quantity for the corresponding performance measure. Examples: 14 lane miles, 7 locations, 6.3 centerline miles.

Need for Project

Proposed Improvement

Reason for Change if Vote Request is Different than the Programmed Amount

State the reason why the vote request is different from Programmed Amount.

Comments (Other Special Considerations)

Complete if needed, i.e., request for advancements, information supporting an allocation submittal without RTL, FTIP requirement is not met, etc.

SECTION 7 – Approval Signatures

Project Manager

This is the person responsible for the day-to-day management and delivery of the project. Print name and sign as instructed.

Electronic Funds Request Instructions

District Director or SFP

Enter the signature of the Department's District Director or, if delegated, the District Single Focal Point (SFP).

District Construction Deputy (Supplemental Vote Construction Only)

Enter the signature of the Department's District Construction Deputy for the supplemental vote request only. Leave blank if not a Supplemental Request.

Officer/Director Implementing Agency (TCRP Only)

Enter the signature of the Officer and/or Director of the agency responsible for implementing the project.

Officer/Director Applicant Agency (TCRP Only)

Enter the signature of the Officer and/or Director of the TCRP applicant agency.

Other Approval as Required

Enter the signature, title, and agency responsible if additional approval is required.

EFR Form Transmittal Instructions

Please refer to [Request for Funds Electronic Submission for Capital Outlay Allocations](#) and [Request for Funds E-mail Instructions](#), and email a scanned copy of the signed EFR and all applicable supporting documentation to:

For G-11 and G-12 Requests: G11-G12 - Funds Request@dot.ca.gov

For STIP/TCRP/BOND Projects: STIP - Funds Request@dot.ca.gov

For SHOPP & SHOPP Minor Projects: SHOPP - Funds Request@dot.ca.gov

Electronic Funds Request Instructions

Greater Than 120% Justification Form (Attachment 1)

Complete the following basic project identification information at the top of the Greater Than 120% Justification Form (Attachment 1, second tab):

Reason for Increase

- 1) Provide the assumptions made which substantiate the last estimate (for final estimate or estimate at programming) and why these assumptions were reasonable based on conditions at the time of estimate.
- 2) Document the circumstances or conditions that were discovered after the last estimate which caused the cost to increase and why these circumstances could not have been anticipated.
- 3) Explain why the new higher vote request amount represents a value for taxpayers.

Options

Provide a minimum of two options, similar to the following:

Option A: Approve this request, for \$X,XXX to allow this project to be advertised.

Option B: Deny this request and direct the Department to adjust the project to remain within the programmed amount. The Department has considered this option and determined that reducing the scope of work on this project, and executing another project to complete the deleted work later, would result in greater costs and more disruption to the traveling public.

For more information see Appendix A-1.

Electronic Funds Request Instructions

Supplemental Vote Justification Form (Attachment 1)

A supplemental vote is an allocation of funds for a project component that has already received its initial allocation and has exceeded G-12 authority. Reasons behind a supplemental allocation may be:

- Unexpected discovery of site conditions that introduced complexity and costs to the project.
- To settle contractor claims or other legal claims outside the scope of the project contingency and/or G-12 capacity.

Reasons leading to the increased project costs found to be within the control of the Implementing Agency may cause rejection of the request. For projects implemented by the Department, the District Director is normally required to be present and available to the CTC to answer any project related questions that may come up. For other projects, it's recommended that the Project Manager and the Executive Director of the Implementing Agency, or someone else in comparable responsible authority, be available to the CTC to support the request.

Complete the following basic project identification information at the top of the Supplemental Vote Justification Form (Attachment 1, second tab):

Funding Status

Provide funding history. Below is an example for supplemental funds to award a project:

\$X,XXX was programmed for this project in the 2010 State Transportation Improvement Program (STIP) for construction in FY 2011-12. The project was allocated \$X,XXX on July 14, 2011. The project was advertised and bid results were opened on September 27, 2011. There were five bidders and the lowest bid was \$X,XXX which was X.XX% over the Engineer's Estimate. The amount needed to award, based on the lowest responsible bidder is \$X,XXX. This request for supplemental funds, results in an overall increase of XX.X% over the vote amount for this project. Funds available through G-12 authority is \$X,XXX.

Provide information about any other fund sources, their cost increase sharing plans or other availability to assist with the need for additional funding.

Reason for Increase

- 1) Provide the assumption made and the changes that have caused the cost to increase. Explain why the original assumption was considered reasonable at the time.
- 2) Explain why the supplemental vote request amount represents a value for taxpayers.

Options

Include a minimum of two options, similar to the following:

Option A: Approve this request for supplemental funds, as presented above, for \$X,XXX to allow this project to be awarded.

Option B: Deny this request, direct the Department to revise the project to remain within the allocated amount and re-advertise the project. The Department has considered this

Electronic Funds Request Instructions

option and determined that reducing the scope of work on this project, and executing another project to complete the deleted work later, would result in greater costs and more disruption to the traveling public.

Option C: Deny this request, direct the Department to reject all bids, retain current scope of project, and re-advertise. The Department has considered this option and determined that due to winter night time temperatures and work windows based on traffic demand, there is no guarantee of having adequate number of bidders or lower price bids in the future and this option would delay the project.

For more information see Appendix A-2.

Electronic Funds Request Instructions

APPENDIX A-1 – Procedures for Requesting Funds for STIP and SHOPP Major Projects that Exceed the Programmed Amount by 20% (Greater than 120's)

Once a PS&E for a STIP or SHOPP Major project has been submitted to Headquarters Office Engineer and has achieved RTL status, it can be presented to the California Transportation Commission (Commission) for an allocation (vote) at one of its regularly scheduled Commission meetings. The mechanism for requesting an allocation is by submitting a funds request. If the amount of the request is less than 120% of the programmed amount, the request is submitted to Headquarters Division of Budgets with a copy to the Headquarters STIP or SHOPP Offices. The project will follow the normal allocation procedure. If a request for funds is prepared for a programmed STIP or SHOPP project and the total amount of the request exceeds 120% of the programmed amount, a different procedure is triggered. Unlike a request for funds that falls below 120% of the programmed amount, requests that exceed 120% of the programmed amount require additional justification and are processed separately. These requests are to be submitted to the Division of Budgets with a copy to the Headquarters STIP and SHOPP offices (whichever is appropriate) along with a copy to the Office of CTC Liaison. The request for funds for projects that exceed 120% of their programmed amount are commonly referred to as "Greater than 120's" or "120's". When submitting a request for funds for a "Greater than 120", a "Request for funds (Greater than 120%)" will be prepared. The request itself is very similar to a normal request but "Greater than 120's" require backup information. Along with the request, a justification form (Attachment 1 of the funds request form) is required that provides detailed information and justification for the increase, including any supporting documentation.

In order for a "Greater than 120" to be presented to the Commission, the request must be submitted by the cutoff date for that particular Commission meeting. If it is not received by the cutoff date, it will be considered for the subsequent Commission meeting. Once the request is submitted with appropriate documentation, it is processed by the Office of CTC Liaison for review and consideration by the established Supplemental Executive Committee in Headquarters at the Supplemental and Greater than 120% Meeting. This committee reviews the request and either concurs, denies, or requests additional information. The Districts may be requested to attend, either in person or via teleconference, the Headquarters Supplemental and Greater Than 120% Meetings. Generally, these meetings are held 10 days after the previous Commission meeting. If the Supplemental Executive Committee concurs with the request, a Book Item will be prepared by Programming and included on the agenda to be considered at the next Commission meeting. If the request is denied, it will not be brought forward to the Commission meeting. If additional information is needed, the project will be identified as not proceeding to the CTC Meeting, until the information is received. The additional information will need to be provided no later than the close of business the day after the committee meeting. Following the committee meeting, an email will be sent communicating the outcome of the requests.

Requesting funds for greater than 120% of the programmed amount:

- Funds request explaining the request is for an allocation greater than 120% of the programmed amount. Included with the funds request is the justification form that explains in detail the reason for the cost increase, as well as a location map.
- Should be based on updated Engineers Estimate.
- For STIP projects, additional amount counts against IIP and RIP shares.
- For SHOPP Projects the additional amount counts against the SHOPP budget.
- Programmed amount is revised.

Electronic Funds Request Instructions

APPENDIX A-2 – Procedures for Requesting Supplemental Funds for STIP and SHOPP Projects Which Exceed the G-12 Authority

Once a STIP or SHOPP Major project has received an allocation (vote) from the California Transportation Commission (Commission), the only way to make an adjustment to the voted amount is through the delegated authority allowed by Resolution G-12 (see [G-12 Resolution](#)) or through requesting Supplemental funds, which requires Commission approval. Resolution G-12, delegates to the Department, the authority to make adjustments (increases) to the original Commission allocation up to a specific amount. For major STIP and SHOPP projects the maximum amount of the increase under the delegated authority is (10% of the original allocation + \$200,000). Any adjustment within the G-12 authority must be requested through Headquarters Division of Budgets. If at any time after the original allocation, an adjustment, when combined with any prior adjustments, exceeds the limits set forth by G-12, the delegated authority no longer exists and a request for Supplemental Funds is required. If Supplemental Funds are required then a justification form (Attachment 1 of funds request form) is required. The form describes why supplemental funds are being requested and will be one of the following options: “Re-advertise”, “Award”, “Construction”, or “Close out”.

In order for a Request for Supplemental Funds to be presented to the Commission, the request must be submitted by the cutoff date (see [CTC liaison website](#) for dates) for that particular commission meeting to Division of Budgets, with a copy to CTC Liaison and the STIP Office or SHOPP Office. If the request is not received by the cutoff date, it will be considered for the subsequent Commission meeting. Once the request is submitted with appropriate documentation, it is processed for review by a Supplemental Executive committee in Headquarters at the Supplemental and Greater than 120% Meeting. This committee reviews the request and either approves, denies or requests additional information. The Districts may be requested to attend, either in person or via teleconference, the Headquarters Supplemental and Greater Than 120% Meetings. Generally these meeting are held 10 days after the last Commission meeting. If the Supplemental Executive Committee approves the request, a Book Item will be prepared by CTC Liaison and included on the agenda to be considered at the next Commission meeting. If the request is denied, it will not be brought forward to the Commission meeting. If additional information is needed, the project will be identified as not proceeding to the CTC Meeting, until the information is received. Following the committee meeting, an email will be sent communicating the outcome of the requests.

Below is a table identifying the documentation that should accompany a Supplemental Funds Request.

Reason for Request	Funds Request	Justification Form	Previous G-12 Documentation	Bid Summary	Bid Analysis
Re-advertise	X	X		X	X
Award	X	X	X	X	X
Construction	X	X	X		
Close-out	X	X	X		