

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

Handouts:

- 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)