



**DIVISION OF
LOCAL ASSISTANCE**
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Local Assistance Training Day

Date: June 7, 2022

Time: 8:30 am – 12:30 pm

On-line via Zoom

Meeting Hosted by:	Caltrans HQ Division of Local Assistance, Chief Dee Lam CalRTPA Group, Chair Dawn Vettese	
Meeting Facilitated by:	Caltrans HQ DLA, Office of Environmental Compliance and Outreach Neil Peacock	
Attendees:	RTPA Group Members, Local & Tribal Agencies, Partners, Interested Parties	
Time	Topic	Presenter
8:30 am	Welcome & Agenda	- Neil Peacock, Senior Planner
8:35 am	<u>Leadership Message:</u> Accomplishments	- Dee Lam, DLA Division Chief - Dawn Vettese, RTPA Chair
8:40 am	<u>Information Sharing:</u> Office of State Programs; Resources Office of Federal Programs; Updates LTAP & CTAP Trainings	- Cathy McKeon, Chief, Office of State Programs - Robert Peterson, Chief, Office of Federal Programs - Sherri Graham, DLA Training & Marketing Coordinator
9:20 - 9:25 am	5-Minute Break	
9:25 am	<u>Overview:</u> Local Public Agency (LPA) Indirect Cost Allocation Plan (ICAP) Submission & Review	- Gerald Lee, Audit Manager, Caltrans Internal Audits Office
9:55 am	<u>Overview:</u> LPA ICAP Submissions 2021-22 Stats, ICAP/ICRP Audits, Common Findings & Best Practices	- Jonathan Cox, Audit Manager, Independent Office of Audits and Investigations - Daniel Burke, Supervisor, Program Reviews & Outreach, DLA
10:15 am	<u>Overview:</u> Financial Document Review Process for A&E Consultants	- David Wong, Audit Chief, Independent Office of Audits and Investigations
10:35 – 10:45 am	10-Minute Break	
10:45 am	<u>Overview:</u> Chapter 10: Exhibit 10C, High-Risk Items	- Bing Luu, Procurement Oversight Program Manager, Office of Guidance & Oversight
11:05 am	<u>Overview:</u> Final Invoice & Final Report of Expenditures	- Jim Day, Associate Planner, District 3
11:25 - 11:35 am	10-Minute Break	
11:35 am	<u>Best Practice Peer-Exchange:</u> Regional Project Delivery Coordination	- Jose Luis Caceres, Analyst, SACOG
12:25 – 12:30 pm	<u>Closing Comments:</u> Survey; Next Event, September 8 th	- Neil Peacock, Senior Planner

