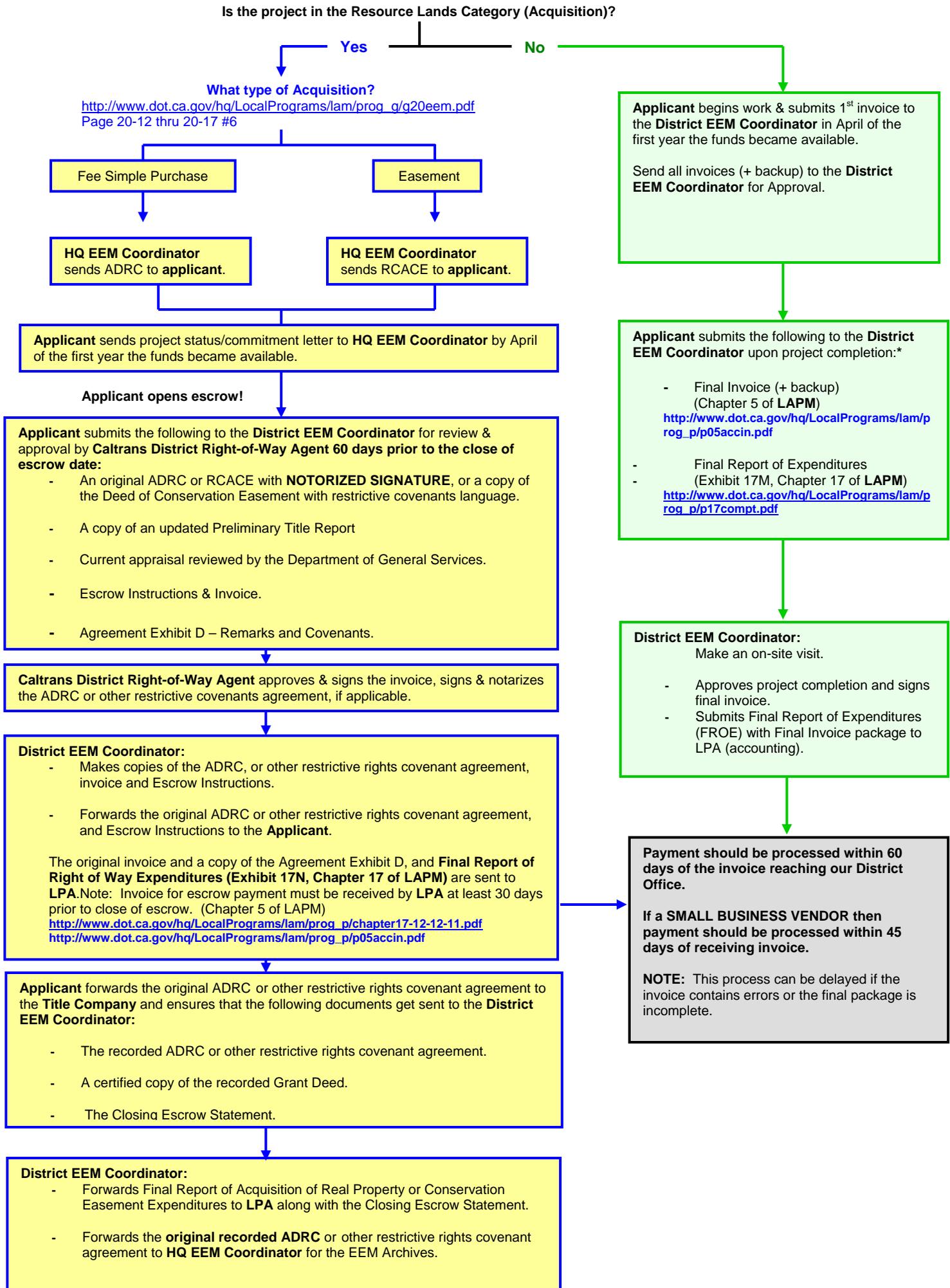


PROCESS/STEPS FOR AN EEM PROJECT

The process below assumes the following:

- The California Transportation Commission has adopted the EEM Program and approved allocations.
- The Local Program Accounting (LPA) has encumbered the funds.
- A fully executed Applicant-State Agreement is in place.



* To ensure full reimbursement, all these items must be submitted by April 30 of contract expiration year because the **District EEM Coordinator** needs about two weeks to review and approve them before sending them to **LPA**. Anything submitted after this date jeopardizes reimbursement. Please see Chapter 5 and Chapter 17 of **LAPM** for more information.
 Note: Scope change may be considered if necessary.