

Memorandum

*Serious drought.
Help Save Water!*

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: October 7, 2016

File: Division of Construction
CPD 16-12

From: RACHEL FALSETTI, Chief
Division of Construction



Subject: **G-12 FUNDS REQUEST MEMORANDUM**

If a project cannot be completed within its allocated dollar amount and it is determined that the best solution is to request additional funds, the construction engineer submits to the project manager a “Construction Phase Request for Supplemental G-12 Funds” memorandum. Refer to Section 5-203A, “G-12 Funds Request,” of the *Construction Manual* for guidance on requesting G-12 funds. This directive reminds construction staff to include full substantiation in the request under the sections titled “Potential Overrun Explanation, Justification, and Alternatives” and “Financial Status” as shown in the example memorandum provided at the following website:

<http://construction.onramp.dot.ca.gov/contract-administration/supplemental-funds>

For more information regarding this directive, contact Tracy Vacura, Division of Construction, at tracy.vacura@dot.ca.gov or (916) 657-5211.