

## 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](mailto:tracy.vacura@dot.ca.gov) or (916) 657-5211.