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# First Steps

- Reach out to DLAE
- DLAE Contacts can be [found here](#)
  - District ATP Coordinator/Contact



# First Steps

## IMPORTANT GUIDELINES

- Read and Understand:
  - [ATP CTC Guidelines](#) - Most recent Guidelines listed under recent Cycle
  - [Local Assistance Program Guidelines](#) (LAPG)
    - Note ATP is now in the new Chapter 25
  - [Local Assistance Procedures Manual](#) (LAPM).
  - NI Guidance – Most recent Guidance found on [this page](#)
  - [Interim Count Guidance](#)
  - [SB 1 Guidelines](#)
  - All other important guidance and documents can be [found here](#)



# First Steps

- **CHECK ON MASTER AGREEMENT**
  - If you do not have a locode (4-digit agency number), a Master Agreement will be needed
  - If you ARE a federally recognized agency, a Master Agreement is in place and nothing further is needed.
  - FTIP programming – Check with your MPOs/RTPAs
- **KNOW IF YOUR PROJECT HAS STATE OR FEDERAL FUNDS**
  - State funds = Allocation & CEQA (self-Certify)
  - Federal funds = Allocation, Authorization (E-76) & NEPA

