

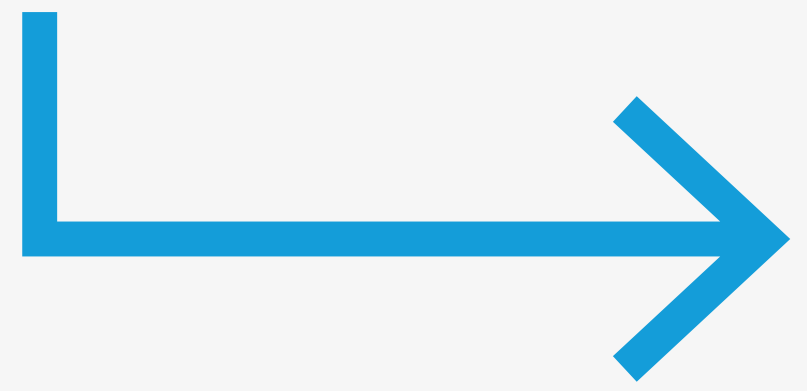
2

Allocation Process

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Allocation Process

- Once awarded, agency can submit [allocation request](#) (25-A) to District



STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
ALLOCATION/TIME EXTENSION FORM
 LAPS 25-A (NEW 06/2021) Page 1 of 2

BASIC INFORMATION

This data form is to be completed by the local agency. Once the information has been provided, a Request for Funding Allocation/Extension will be generated automatically. The yellow highlighted fields and the fields with red boxes are required for the dynamic form to work properly. Contact DLAE for assistance with completing this form.

CTC Meeting Date for Request of Action _____ [View CTC Meeting Schedule](#)

Today's Date _____ Federal Project Number _____
 1234(567)

Agency _____ PPWD _____
Select from the drop-down list (a City a County);
 Enter agency name if not a City a County. (1234 5678A)

County _____ Advantage Project ID _____
 (1234567890)

Caltrans District _____ Assembly District(s) _____
 Senate District(s) _____

This data form is to be completed by the local agency. Once the information has been provided, a Request for Funding Allocation/Extension will be generated automatically. The yellow highlighted fields and the fields with red boxes are required for the dynamic form to work properly.

Project Location (be brief - max 160 characters) _____

Project Description (be brief) _____

Output/Outcome (Action taken/quantifiable benefits results) (be brief - max 160 characters) _____

1. FUNDING PROGRAM

This funding request is for (must check one)

STIP - State Transportation Improvement Program

ATP - Active Transportation Program

LPP - Local Partnership Program

SCCP - Solutions for Congested Corridors Program

TCEP - Trade Corridor Enhancement Program

TCIF - Trade Corridor Improvement Fund

Choose Action Requested (only one selection allowed)

Allocation Request

Time Extension Request

Allocation Process

- Must request an allocation (or take action) at a CTC meeting within the fiscal year of each phase your project is programmed.
 - Allocation must be requested by the due date as stated on the CTC Preparation Schedule. Typically, 60 days before the scheduled CTC meeting.
- For Federal projects, an E-76 must also be authorized within the fiscal year of each phase the project is programmed.
 - Authorization is requested/authorized after allocation. This process requires a minimum of 3 weeks as stated in LAPM Chapter 3, Section 3.3



Allocation Process

CTC MEETING DATES & PREPARATION SCHEDULE

- Most up-to-date CTC meeting information can be [found here](#)
- CTC Meeting Preparation Schedule can be [found here](#)

Example of preparation schedule:

2021 California Transportation Commission (CTC) Meeting Schedule	Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts	District Submits Off System and On System Requests to HQ Divisions	HQ Divisions Submit Final Off System and On System Requests to Budgets	Final Agenda Language Due From HQ Divisions to Office of CTC Liaison	Final Book Items Due from HQ Divisions to Office of CTC Liaison
Date and Location:	10:00 AM District and CTC	10:00 AM HQ Divisions	5:00 PM Email to Budgets	10:00 AM Email to CTC Liaison OCTCL Email: CTCLiaison@dot.ca.gov	10:00 AM Email to CTC Liaison OCTCL Email: CTCLiaison@dot.ca.gov
Jan 27-28 - Stockton	Mon, Nov 30, 20	Mon, Dec 7, 20	Mon, Dec 14, '20	Fri, Dec 18, '20	Mon, Dec 21, '20
Mar 24-25 - San Diego	Mon, Jan 25, 21	Mon, Feb 1, 21	Mon, Feb 8, '21	Wed, Feb 17, '21	Thu, Feb 18, '21
May 12-13 - San Francisco	Mon, Mar 15, 21	Mon, Mar 22, 21	Mon, Mar 29, '21	Wed, Apr 7, '21	Thu, Apr 8, '21
June 23-24 - Sacramento	Mon, Apr 26, 21	Mon, May 3, 21	Mon, May 10, '21	Wed, May 19, '21	Thu, May 20, '21
Aug 18-19 - Los Angeles	Mon, Jun 21, 21	Mon, Jun 28, 21	Tue, Jul 6, '21	Wed, Jul 14, '21	Thu, Jul 15, '21
Oct 13-14 - Baskerfield	Mon, Aug 16, 21	Mon, Aug 23, 21	Mon, Aug 30, '21	Wed, Sep 8, '21	Thu, Sep 9, '21
Dec 8-9 - Riverside	Mon, Oct 11, 21	Mon, Oct 18, 21	Mon, Oct 25, '21	Wed, Nov 3, '21	Thu, Nov 4, '21

* No Scheduled Meeting in: February, April, July, September and November

Moved - July 4 (Observed)

Moved -Christmas

Moved -Christmas

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Eligibility & Requirement Table From Next Steps Letter

Phase	Work Allowed	Requirement prior to requesting and receiving funding (allocation)
Project Approval & Environmental Document (PA&ED)	<ul style="list-style-type: none"> • NEPA and/or CEQA clearance • Preliminary engineering 	<ul style="list-style-type: none"> • Master Agreement • MPO/RTPA approval if applicable*
Plans, Specifications and Estimates (PS&E)	<ul style="list-style-type: none"> • Formal design work 	<ul style="list-style-type: none"> • Master Agreement • MPO/RTPA approval if applicable* • Environmental document certified <ul style="list-style-type: none"> ◦ CEQA for state-only funded projects ◦ CEQA and NEPA for federally funded projects • Baseline agreement executed if applicable**
Right of Way (R/W)	<ul style="list-style-type: none"> • RW mapping • Fee acquisition • Utility relocation • RW certification 	<ul style="list-style-type: none"> • Master Agreement • MPO/RTPA approval if applicable* • Environmental document certified <ul style="list-style-type: none"> ◦ CEQA for state-only funded projects ◦ CEQA and NEPA for federally funded projects • Baseline agreement executed if applicable**
CON	<ul style="list-style-type: none"> • Advertisement • Award • Construction • Construction engineering 	<ul style="list-style-type: none"> • Master Agreement • MPO/RTPA approval if applicable* • Environmental document certified <ul style="list-style-type: none"> ◦ CEQA for state-only funded projects ◦ CEQA and NEPA for federally funded projects • Baseline agreement executed if applicable** • RW certified • Scope changes approved • Complete PS&E package • Pertinent permits and agreements executed
CON-NI	<ul style="list-style-type: none"> • Non-infrastructure (NI) or Plans 	<ul style="list-style-type: none"> • Master Agreement • MPO/RTPA approval if applicable* • An approved workplan - 25-R or 25-Plan • CEQA/NEPA clearance for NI and plans

Allocation Process

NON-INFRASTRUCTURE/PLAN SCOPE OF WORK

25-R/25-P REVIEW

- **The 25-R or 25-Plan needs HQ approval**
 - Need this date for allocation request form
- **The agency must send the original 25-R or 25-Plan (from application/most recent approved) to ATP-NI@dot.ca.gov**
 - Copy your DLAE/ATP Coordinator.
- **This approval ensures the scope is the same as the original scope, and that it meets the NI Guidance.**
- **If there are comments, the agency must work with Caltrans to get them corrected.**
 - Note: this could take days to weeks.
 - Encouraged to do this a few weeks before your allocation request form is due.
- Note: For Cycle 5, the forms are 22-R and 22-P, but for future cycles will be referenced as 25-R and 25-P

