

5 Timely Use of Funds

WHAT ARE TUF DEADLINES?

ALLOCATIONS

- Funds must be allocated by CTC in the State FY programmed. This applies to all phases PA&ED, PS&E, RW, CON and CON-NI.

EXPENDITURE

- Project development-phase expenditures must occur by end of 2nd State FY following allocation date. This applies to PA&ED, PS&E and RW phases.

CON/CON-NI AWARD

- Projects must be awarded within 6 months from construction allocation

CON/CON-NI COMPLETION

- Project must be completed within 36 months of the award (more time can be requested at the time of CON allocation).

Timely Use of Funds

ADVANCEMENT

- An Agency may request an advancement (allocate sooner than the programmed FY)

TIME EXTENSIONS

- Deliver project as scheduled
- If a project phase cannot be completed prior to the TUF deadline (shown on the previous slide), then a time extension can be requested
- Time extensions will only be approved for unforeseen and extraordinary circumstances beyond the control of the responsible Agency.
- Detailed Justification is needed

OVERVIEW OF TIME EXTENSION PROCESS



Timely Use of Funds

EXHIBIT 25-A: TIME EXTENSION REQUEST

- Reason for Project Delay
 - Time extension will be approved only for unforeseen and extraordinary circumstances beyond the control of the responsible Agency. Detailed justification is needed.



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ALLOCATION/TIME EXTENSION FORM
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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 _____ PPNO _____
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) _____

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Project Location (be brief - max 180 characters) _____

Project Description (be brief) _____

Output/Outcome (Action taken/quantifiable benefits results) (be brief - max 180 characters) _____

1. FUNDING PROGRAM

This funding request is for (must check one)

STIP - State Transportation Improvement Program

ATP - Active Transportation Program

Type of this ATP project (Check one)

Infrastructure (IF) Non-Infrastructure (NI) Combined IF & NI Plan

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

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2. TYPE OF TIME EXTENSION

Allocation	Expenditure	Award
<input type="checkbox"/> PASED	<input type="checkbox"/> PASED	<input type="checkbox"/> CON
<input type="checkbox"/> PSE	<input type="checkbox"/> PSE	Completion
<input type="checkbox"/> RW	<input type="checkbox"/> RW	<input type="checkbox"/> CON
<input type="checkbox"/> CON		

What Phase(s) is the Time Extension Being Requested For?	Programmed Amount by Phase	Original Deadline	Number of Additional Months Requesting	Extended Deadline Date

Environmental Document Type	Original Date, Anticipated Date	Revised Date, New Anticipated Date
CEQA		
NEPA		

Right of Way Certification	Original Date, Anticipated Date	Revised Date, New Anticipated Date

Construction	Original Date, Anticipated Date	Revised Date, New Anticipated Date
Ready to Advertise		

Reason for Project Delay _____

WHO APPROVES THE EXTENSION?

- Only the CTC can approve or deny time extension requests
- Local Agencies are urged to attend the CTC meeting to defend their extension requests

Extension requests are NOT automatic nor guaranteed!

