

**REQUEST FOR TIME EXTENSION
LOCAL STIP PROJECTS**

Local Agency Letterhead

To: (DLAE Name)
District Local Assistance Engineer
Caltrans, Office of Local Assistance
(District Address)

Date :
PPNO: _____
PROJECT #: _____
EA: _____
(Brief Project Description)
(Location) _____
(County) _____
Assembly District: _____
Senate District: _____

Dear (DLAE Name):

We request that the California Transportation Commission (CTC) approve a request for a time extension for this project.

A. Project description:

(Enter description of project, location and scope from Project Programming Request. Include programmed funding level by phase)

B. Project element for which extension requested: (check appropriate box)

Allocation* Expenditure Award Completion
(contract acceptance)

C. Phase (component) of project: (check appropriate box or boxes)

Environmental Studies & Permits Plans, Specs. & Estimate Right of Way Construction*

D. Allocation and deadline summary

Allocation Date By Phase (if applicable)	Allocated Amount By Phase (if applicable)	Original Deadline	Number of Months of Extension Requested	Extended Deadline

E. Reason for project delay

Indicate the reason for the project delivery delay. Please be concise. Specify the length of time the project will be delayed. Include a timeline to justify and support the number of requested extension months. **The length of extension requested cannot exceed 20 months and must be directly attributed to the reason for delay specified.**

* Per Section 66 of the CTC *STIP Guidelines*, “For each request to extend the deadline to allocate construction funds, the agency requesting the extension should submit, in conjunction with the request, a project construction STIP history. The request should also identify any cost increase related to the delay and how the increase would be funded. The STIP history should note the original inclusion of project construction in the STIP and each project construction STIP amendment, including, for each, the amendment date, the dollar amount programmed for construction, and the scheduled year of construction delivery. It is the CTC’s intent to review this history when considering a construction allocation extension request.”

F. Status of project milestones/revised project milestones

1) Completion of Environmental Document:

CEQA - Describe document type and date (original milestone date and revised date).

NEPA - Describe document type and date (original milestone date and revised date).

2) Right of Way Certification:

Indicate the date right of way was certified (or will be certified) for the project (original milestone date and revised date).

3) Construction:

Indicate the date the project will be ready to advertise or was advertised (original milestone date and revised date).

G. Timely Use of Funds

We request that the CTC approve this request at the _____ meeting, *or* by _____.

H. Local Agency Certification:

This Request for Time Extension has been prepared in accordance with the *Procedures for Administering Local Grant Projects in the State Transportation Improvement Program (STIP)*. I certify that the information provided in the document is accurate and correct. I understand that if the required information has not been provided this form will be returned and the request may be delayed. Please advise us as soon as the time extension has been approved. You may direct any questions to

_____ at _____
(name) (phone number)

Signature _____ Title: _____ Date: _____

Agency/Commission: _____

I. Regional Transportation Planning Agency/County Transportation Commission Concurrence:

Concurred

Signature _____ Title: _____ Date: _____

Agency/CTC _____

J. Caltrans District Local Assistance Engineer Acceptance:

I have reviewed the information submitted on the Request for Time Extension and agree it is complete and has been prepared in accordance with the *Procedures for Administering Local Grant Projects in the State Transportation Improvement Program*.

Signature _____ Title: _____ Date: _____

Attachments:

Distribution: (1) Original -DLAE (2) Copy- Division of Local Assistance, STIP Coordinator
(3) Copy - RTPA/County Transportation Commission

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REQUEST FOR TIME EXTENSION INSTRUCTIONS

This request for extension is initiated by the implementing agency, and prepared on their letterhead as a letter addressed to the District Local Assistance Engineer (DLAE). Requests must be received by the DLAE and the Division of Local Assistance STIP Coordinator (P.O. Box 942874, MS-1, Sacramento, CA 94274-0001) at least 60 days prior to the deadline for which the extension is being requested, but not later than 60 days prior to the date of the CTC meeting where the request will be considered/voted.

Date: Date of request preparation.

PPNO: Provide STIP project identifier. (Project programming number)

Project # and EA: These numbers will be available if the project has been allocated.

Brief Description: Provide a brief description of the project.

Location: Provide location of project.

County: County where project is located.

Assembly District: Enter appropriate district number.

Senate District: Enter appropriate district number.

Address: Send letter to District Local Assistance Engineer assigned to this project.

A. Project Description: Use the original description of the project location and scope from the Project Programming Request. Include amount programmed for the project, broken out by phase.

B. Project element: Check one box to indicate which element of the project needs to be extended. **A separate form is required for each project element.** Allocation time extension requests must be submitted separately from expenditure extension requests, etc.

C. Phase (component) of project: Check one box to indicate which phase of the project needs to be extended. Multiple phases can be checked on the same form if the request is for the same project element (extension type). For example, if the request is for an allocation time extension and an agency is requesting the extension for both the PS&E and R/W phases, one form can be used.

D. Allocation and deadline summary:

Allocation date by phase (if applicable): Actual allocation dates **by phase** for all phases the request refers to.

Allocated amount by phase (if applicable): Actual allocated amount **by phase** for all phases the request refers to.

Original deadline: Indicate date that was originally set as the timely use of funds deadline.

Number of months of Extension Requested: Indicate in number of months of time requested for the extension.

Extended Deadline: Provide the proposed new deadline, with extension incorporated.

E. Reason for project delay: In order to grant an extension, the CTC must find that “unforeseen and extraordinary circumstances beyond the control of the responsible agency have occurred, which would justify the extension.” The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and will in no event be for more than 20 months. This is where you need to have a clear description of the circumstances delaying the project that leaves no question to the CTC that the circumstances are “unforeseen and extraordinary” and directly relates the number of months of the extension to the delay. The reason should be clear and concise.

A timeline is required in order to help support the reason for delay. Provide information about the next steps that need to be taken in order to meet the extended deadline and show how long it will take to complete each step. A timeline helps to show the CTC that the number of requested months of extension are justified.

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- F. Status of project milestones/revised project milestones:** Provide information about the original milestone dates and the revised dates for Environmental Documents (CEQA and NEPA), Right of Way Certification, and Construction.
- G. Timely Use of Funds:** Provide which meeting your request should be heard or set a date that you need the approval. Refer to the CTC calendar posted on the web to determine the appropriate date, and keep in mind that Caltrans will need sixty days lead time to process the request prior to the CTC meeting.
- H. Local Agency Certification:** Provide information on who is the responsible party to contact with questions regarding this project and obtain signature of approving official.
- I. Regional Transportation Planning Agency (RTPA)/Metropolitan Planning Organization (MPO)/County Transportation Commission concurrence:** Obtain concurrence/approval from appropriate lead agency. Requests will not be processed without review and approval of the responsible RTPA/MPO/County Transportation Commission official.
- J. Caltrans District Local Assistance Engineer Acceptance:** After reviewing the request for extension, the DLAE will sign off and forward the request to headquarters (Local Assistance Office of Resource Management, Attention: STIP Coordinator) for processing to the CTC for vote.