LOCAL ASSISTANCE PROGRAM OBLIGATION PLAN
INSTRUCTIONS FOR CYCLE 25

** Please do not change, alter or modify the template provided **

1. **District** – Enter the appropriate Caltrans District number.

2. **MPO/RTPA** – Enter the name of the Metropolitan Planning Organization or the Regional Transportation Planning Agency responsible for the project.

3. **Local Agency** – Enter the name of the Local Agency responsible for the project.

4. **FTIP ID** – Enter the project's Federal Transportation Improvement Program (FTIP) ID.

5. **Programmed in the current FSTIP** – Select Yes/No. If not programmed in the FSTIP provide anticipated date in the "Remarks" column.

6. **Federal Project Number** – Enter the federal project number in the following format: STP 1234(567).
   - Caltrans District Local Assistance Engineers can assist with the project number.

7. **Project Location/Scope/Description** – Provide the location of the project such as street name, highway, cross-street, etc.; the scope of the project; and a brief description of the project.

8. **Planned Date of Obligation from 04/01/24 to 09/30/24** – Enter the date when the project will be submitted to the District Local Assistance offices for obligation from 4/1/2024 to 9/30/2024. Enter the date in the following format: MM/YY.

9. **Level of Certainty** - Select a level of certainty for the project from the drop-down list (low, medium, high). A low level of certainty can mean that the project has a low probability of being obligated in the given federal fiscal year (FFY).

10. **Risk -** Describe the risk that corresponds to the level of certainty. For example, a low certainty can be due to the need to utility relocation or need for a challenging construction easement.

11. **RSTP $** (no rounding) – Enter the RSTP dollars being obligated this FFY only for each project.

12. **CMAQ $** (no rounding) – Enter the CMAQ dollars being obligated this FFY only for each project.

13. **CRP $** (no rounding) – Enter the CRP dollars being obligated this FFY only for each project.

14. **PROTECT $** (no rounding) – Enter the PROTECT dollars being obligated this FFY only for each project.

15. **Federal HSIP $** (no rounding) – Enter the federal HSIP dollars being obligated this FFY only for each project.

16. **Total Federal Obligation** – The total amount of the RSTP, CMAQ, CRP, PROTECT, and Federal HSIP dollars being obligated for each project.

17. **Remarks** – Enter comments or additional information. Provide contact names and their phone numbers or email addresses.

18. **Notes** – Enter comments on potential OA or apportionment loan agreements, urban STBGP transfer requests, planned under or over delivery of OA, and comments on any other items that may impact overall OA delivery.