

**REQUEST FOR EXCEPTION TO  
STIP STATE-ONLY FUNDING POLICY**

Local Agency Letterhead

To: Caltrans District Office – Programming Liaison  
(Address)

Date: \_\_\_\_\_

Subject: Request for Exception to STIP State-Only Funding Policy

The City/County of (local agency name) hereby requests an exception to the STIP Project Funding Policy. State-only funds are requested for the following project:

PROJECT DESCRIPTION (specifically describe what work is being accomplished, include PPNO)

JUSTIFICATION:

- A. Type of Work
- B. Need for Project/Proposed Improvements
- C. Status of Project
  - 1. Beginning and Ending Dates of the Project
  - 2. Environmental Clearance Status
  - 3. R/W Clearance Status (if currently R/W certified as #3, when will the certification be upgraded to a #1 or #2?)
  - 4. Status of Construction
    - a) Proposed Advertising Date
    - b) Proposed Contract and Construction Award Dates
- D. Total Project Funding Plan by Fiscal Year (list all funding sources & anticipated fund usage by year – include all phases)
- E. State specific reasons for requesting State-Only fund and why Federal funds should not be used on the project.
- F. Allocation (if requesting allocation concurrent with exception request)
  - 1. Amount of Allocation Request
  - 2. Is this a partial allocation request?  Yes  No
  - 3. If this is a partial allocation, what will be the total cost of the project? When will the additional allocation be needed?
  - 4. Is the project identified as State-Only in the adopted programming document?  Yes  No

REGIONAL AGENCY CONCURRENCE:

(Name of Regional Agency) concurs with this request for an exception to the Project Funding Policy.

(Signature of Regional Agency Representative)

(Signature of Local Agency Representative)