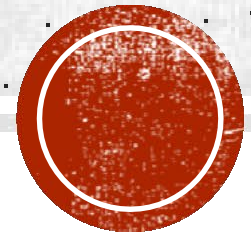


FUNDING ALLOCATION REQUEST DATA FORM HELP



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 _____

Agency _____ PPNO _____
Select from the drop-down list (a City a County);
Enter agency name if not a City or County.

County _____ Advantage Project ID _____

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

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 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 Corridors Improvement Fund

Choose Action Requested (must check one)

- Allocation Request
- Time Extension Request

WHERE TO START

- The Allocation/Time Extension Form (LAPG 25-A) is a smart pdf that can be found on the Caltrans Local Assistance Website under Local Assistance Program Guideline (LAPG) Forms. <https://dot.ca.gov/programs/local-assistance/forms/local-assistance-program-guidelines-forms>
- This form will generate your Funding Allocation Requests or Timely Use of Funds Extension Requests.
- This form is used to request allocations for state projects with state and/or federal dollars.
- Pending on program and phase, the form will open-up certain sections. Not all options are included in this training, but an overall view and a general idea of what is involved in completing an allocation request is.



STATE-ONLY FUNDED PROJECT REQUIREMENTS

Failure to submit the require supporting documents will delay the processing of the allocation request.

Phase	Allocation Request Form	Agency ¹ Finance Letter	Programming Document	CEQA ²	NEPA ³	R/W ⁴ Certification
E&P	X	X	X		N/A	
PS&E	X	X	X	X	N/A	
RW	X	X	X	X	N/A	
CON	X	X	X	X	N/A	X
CON-NI	X	X	X	X	N/A	N/A

1. State Only Finance Letter Exhibit=25-C, CEQA CE approval date is required. Local Assistance does not require a copy unless requested.
 - a. If CEQA is not a CE, an E-Resolution will be required for the allocation.
2. NEPA is not required for State only funded projects unless otherwise requested.
3. The Agency will prepare a R/W Certification for state-only funded allocation. A copy is not required but may be requested.

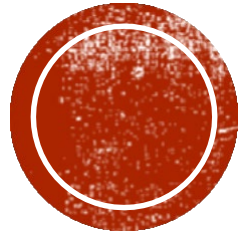


FEDERALLY FUNDED PROJECT REQUIREMENTS (THAT REQUIRE ALLOCATION REQUEST)

Phase	Allocation Request Form	Agency ¹ Finance Letter	Programming Document	CEQA ²	NEPA ³	R/W ⁴ Certification
E&P	X	X	X		N/A	
PS&E	X	X	X	N/A	X	
RW	X	X	X	N/A	X	
CON	X	X	X	N/A	X	X
CON-NI	X	X	X	N/A	X	N/A

1. State/Federal Finance Letter = 25-H. It is highly recommended to submit the Local Assistance Procedures Manual (LAPM) 3-A, Project Authorization/Adjustment Request, simultaneously with the Allocation Request.
2. NEPA CE approval date is required. Local Assistance does not require a copy unless requested.
3. CEQA is not required for federally funded projects unless otherwise requested.
4. The Agency will request a R/W Certification for federally funded allocation from Caltrans.
5. Note: ATP requires approved scope/documents prior to request. Please refer to your next steps letter for more information.
6. Note: Additional documents may be needed depending on program (ie, Rehab Cert, PPR, PMS Cert, etc.)





HOW DO I FILL OUT BASIC INFORMATION?

The first part of the form is Basic Information. All Sections are required to be completed.

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.

1 CTC Meeting Date for Request of Action

[View CTC Meeting Schedule](#)

2 Today's Date

Federal Project Number

3 Agency

Select from the drop-down list (a City a County);
Enter agency name if not a City or County.

PPNO

4 County

Advantage Project ID

Caltrans District

5

Assembly District(s)

Senate District(s)

How Do I Fill Out Basic Information?

1. CTC meeting dates are listed on the Office of CTC Liaison link adjacent to the cell.
<https://dot.ca.gov/programs/financial-programming/office-of-ctc-liaison-octcl>
2. The dropdown menu let's the user to select "Today."
3. The dropdown menu allows the user to select your respective agency. If your agency is not listed, you may type it in.
4. Enter the county the requesting agency resides in.
5. If you do not know your Caltrans District, info can be found at:
<https://dot.ca.gov/caltrans-near-me>

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 _____

6 Federal Project Number _____

Agency _____

*Select from the drop-down list (a City a County);
Enter agency name if not a City or County.*

7 PPNO _____

County _____

8 Advantage Project ID _____

Caltrans District _____

9 Assembly District(s) _____

Senate District(s) _____

How Do I Fill Out Basic Information? (Continued)

6. Federal Project Number is assigned at the District, typically, at the first request. If you do not have it, the DLAE can provide it.
7. PPNO is assigned prior to programming. Typically, can be found on the programming document, but can be requested from MPO or DLAE.
8. The Advantage ID is generated at the District. It will typically take 24 hours to generate after the request.
9. State Assembly and Senate Districts:
<https://wedrawthelines.ca.gov/final-maps/>

Project Location (be brief - max 180 characters)

10

Project Description (be brief)

11

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

12

1. FUNDING PROGRAM

This 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 Corridors Improvement Fund

Choose Action Requested (must check one)

Allocation Request

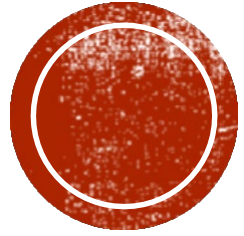
Time Extension Request

How Do I Fill out Basic Information? (Continued)

10. Project Location should be identical to that of the programming document and application, or any other official correspondence.

11. Project Description should be identical to that of the programming document and application, or any other official correspondence.

12. Output/Outcome should be a quantified goal of the project.



HOW DO I FILL SECTION 1 FUNDING PROGRAM?

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 **13**

This 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 Corridors Improvement Fund

Choose Action Requested (must check one)

14 Allocation Request

Time Extension Request

How Do I Fill Out Funding Program?

13. Funding Program is important to know since "Next Steps" and deadlines are associated with their program.
14. Select the purpose of this request as either an allocation request or Time Extension Request.

1. FUNDING PROGRAM

This request is for (must check one)

STIP - State Transportation Improvement Program **15**
Type of this STIP project (Check one)

16 Infrastructure STIP PPM (Planning, Programming, and Monitoring) **17**

- ATP - Active Transportation Program
- LPP - Local Partnership Program
- SCCP - Solutions for Congested Corridors Program
- TCEP - Trade Corridor Enhancement Program
- TCIF - Trade Corridors Improvement Fund

Choose Action Requested (must check one)

- Allocation Request
- Time Extension Request

How Do I Fill Out Funding Program? (Continued)

15. Chapter 25 of the LAPG has information regarding STIP projects including Planning, Programming and Infrastructure Projects.
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapg/g25.pdf>
16. Infrastructures projects are those that construct physical assets in the construction phase. Section 25.2.1 of the LAPG has general information for STIP projects
17. STIP PPM eligible activities are discussed in Section 25.3.1 of the LAPG.

1. FUNDING PROGRAM

This request is for (must check one)

STIP - State Transportation Improvement Program

ATP - Active Transportation Program **18**

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 Corridors Improvement Fund

Choose Action Requested (must check one)

Allocation Request

Time Extension Request

How Do I Fill Out Funding Program? (Continued)

18. Chapter 25 of the LAPG has information regarding the ATP program including Infrastructure, Non-Infrastructure, and Plan projects.

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapg/g25.pdf>

ATP projects must follow CTC ATP Guidelines prior to requesting an allocation.
<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program>

1. FUNDING PROGRAM

This request is for (must check one)

STIP - State Transportation Improvement Program

ATP - Active Transportation Program

Type of this ATP project (Check one)

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

LPP - Local Partnership Program **20**

SCCP - Solutions for Congested Corridors Program

TCEP - Trade Corridor Enhancement Program

TCIF - Trade Corridors Improvement Fund

Choose Action Requested (must check one)

Allocation Request

Time Extension Request

How Do I Fill Out Funding Program? (Continued)

19. Infrastructure projects typically include environmental, design, right-of-way, and construction phases of a capital projects that further the goals of the ATP.

20. Non-Infrastructure include education and encouragement programs that further the goals of the ATP.

21. Combined projects include both an infrastructure and non-infrastructure component.

22. Plan projects develop a community-wide bicycle, pedestrian, safe route to school, or active transportation plan.

NOTE: Combined projects are identified on the “Next steps” letter or from MPO. An official list is posted after CTC project list acceptance. You will need two different Federal Project Numbers and two similar PPNO’s.

For combined projects, you will always identify the project as combined even if you request the funding at different times

1. FUNDING PROGRAM

This 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 Corridors Improvement Fund

SB1
Programs

Choose Action Requested (must check one)

Allocation Request

Time Extension Request

How Do I Fill Out Funding Program? (Continued)

- LPP - <https://catc.ca.gov/programs/sb1/local-partnership-program>
- SCCP - <https://catc.ca.gov/programs/sb1/solutions-for-congested-corridors-program>
- TCEP - <https://catc.ca.gov/programs/sb1/solutions-for-congested-corridors-program>
- TCIF – Discontinued program

Senate Bill 1 (Beall, 2017) also known as the “Road Repair and Accountability Act of 2017,” increases transportation funding. SB1 stipulates a number measures intended to hold transportation agencies more accountable on the expenditure of SB1 funds, plus reform and streamline how a wide-range of transportation projects are delivered.

This is an STIP Infrastructure project.

1) Highway Functional Classification (Check appropriate boxes)

A. Eligible for Federal-aid

- | | |
|---|---|
| <input type="checkbox"/> Urban Principal Arterial | <input type="checkbox"/> Rural Principal Arterial |
| <input type="checkbox"/> Urban Minor Arterial | <input type="checkbox"/> Rural Minor Arterial |
| <input type="checkbox"/> Urban Collector | <input type="checkbox"/> Rural Major Collector |

B. Ineligible for Federal-aid

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Urban Local | <input type="checkbox"/> Rural Minor Collector |
| | <input type="checkbox"/> Rural Local |

2) Type of Project

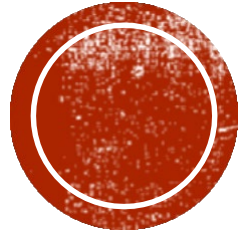
- | | |
|--|---|
| <input type="checkbox"/> New highway facility | <input type="checkbox"/> Storm Damage Repair |
| <input type="checkbox"/> Widen existing facility | <input type="checkbox"/> Local Road Rehabilitation |
| <input type="checkbox"/> Pedestrian and bicycle facilities | <input type="checkbox"/> Reconstruction. Describe below |
| <input type="checkbox"/> Soundwalls | <input type="checkbox"/> |
| <input type="checkbox"/> Grade separation | <input type="checkbox"/> Transportation System Management |
| <input type="checkbox"/> Intermodal facilities | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Other. Describe | <input type="checkbox"/> |

How Do I Fill Out Funding Program? (Continued)

STIP Infrastructure projects require two additional pieces of information, Route Classification and Type of Project..

To utilize a Federal STIP allocation, the project must be eligible for Federal Aid based on the Route Classification and type of work.

The designation Urban or Rural is no longer utilized. This will be an update in a future version of this form.



HOW DO I FILL SECTION 2 PROGRAMMED FUNDS?

2. PROGRAMMED FUNDS

1) Enter the amounts of programmed funds by Fiscal Year

23 Phase	Programmed Amount	Fiscal Year
PA&ED*	24	25 ▼
Plans, Specifications & Estimate (PS&E)		▼
Right of Way (RW)		▼
Construction (CON)		▼
Construction - Non-Infrastructure (CON-NI) **		▼
Total		

*Project Approval & Environmental Document (PA&ED)

** Plan project types included in CON-NI phase

How Do I Fill Out Programmed Funds?

- 23. Under the Phase, identify the funding for each of the phases to give a snapshot of a fully funded project.
- 24. Under Program Amount, enter the dollar amount programmed for each phase.
- 25. Under Fiscal Year, using the dropdown menu, identify which fiscal year the funds are programmed in.

Programming information can be taken from the “Next Steps Letter”, CTIPS, or found on the program’s website. Your MPO/RTPA and/or DLAE may also help you identify funds and fiscal years of programming.

ALLOCATION/TIME EXTENSION FORM

2. PROGRAMMED FUNDS

1) Enter the amounts of programmed funds by Fiscal Year

Phase	Programmed Amount	Fiscal Year
PA&ED*		<input type="text"/>
Plans, Specifications & Estimate (PS&E)		<input type="text"/>
Right of Way (RW)		<input type="text"/>
Construction (CON)		<input type="text"/>
Construction - Non-Infrastructure (CON-NI) **		<input type="text"/>
Total		

*Project Approval & Environmental Document (PA&ED)

** Plan project types included in CON-NI phase

26

2) Total Project Funding Plan by Fiscal Year

List all OTHER funding sources not provided in the above table and their anticipated fund usage by year. If there are any funding conditions, describe type of conditions, i.e., proportional split of funds across all components, STIP/ATP/SB1 funds first, etc. (If attached Project Programming Request includes this detail and it is still current, it is not necessary to repeat the information here.)

3) Does this project have ANY federal funds (from the program or any other funding sources)?

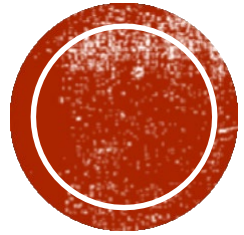
27

If yes, federal regulations, e.g. NEPA, etc., apply to all phases of this project.

How Do I Fill Out Programmed Funds 2? (Continued)

26. If your project is using additional funds or has any special financial requirements, you can share it here. This is so that fully funded project is presented to the CTC.

27. Is this funding part of a federally funded project? The allocation may be state funded, but the state funds are serving as matching funds to federal funds. One reminder, if there is \$1 of federal funds on a project, the project must meet certain federal requirements and NEPA is one of them.



**HOW DO I FILL SECTION 3
FUND ALLOCATION
REQUEST?**

3. FUND ALLOCATION REQUEST

1) **Allocation phase(s):** Only PS&E and RW may be requested at the same time, otherwise, check only one box. For Combined projects, allocations for the CON-NI phase must be requested on a separate LAPG 25-A.

This allocation request is for (Corresponding cell(s) in Column "This Request" in the below table will be activated after selection):

 PA&ED PS&E RW CON CON-NI

28

2) **Amount(s) to Be Requested** - Enter the amount(s) of funds of this request and of the previous allocations:

Component	Previous	This Request	Total
PA&ED*	\$0	29	\$0
Plans, Specifications & Estimate (PS&E)	\$0		\$0
Right of Way (RW)	\$0		\$0
Construction (CON)	\$0		\$0
Construction - Non-Infrastructure (CON-NI) **	\$0		\$0
Total	\$0	\$0	\$0

*Project Approval & Environmental Document (PA&ED)

** Plan project types included in CON-NI phase

How Do I Fill Out Fund Allocation Request?

28. Allocation phase is to identify the phase you are requesting for allocation.

29. When you select the phase, the form will highlight where you should enter in the amount requested for your allocation. You should also enter in the amounts previously allocated, if applicable.

3) Indicate type of funding to be requested (One must be checked):

Federal/State Federal-only **State-only**

"Federal/State" "Federal-only" may be checked only if the answer to Question 3) in the last section ("Does this project have ANY federal funds?") is "Yes".

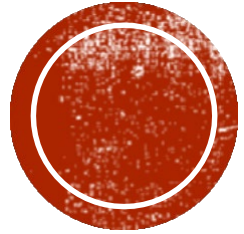
30

Is the State-only funding approved by the Program Manager?

Yes
 No - This project is not eligible for State-only funds.

How Do I Fill Out Fund Allocation Request? (Continued)

30. The Type of Funding being requested should be consistent throughout the request form. STIP and ATP are assumed to be federally eligible, unless designated otherwise. SB1 Programs are State-Only funded. Federal/State is used when the project is federally funded, and the required non-federal match is from the same allocation. If State-only is selected, the form will include the question, **"Is the State-only funding approved by the Program Manager?"**



**HOW DO I FILL SECTION 4
REQUEST FOR ADVANCE
OF FUNDING?**

ALLOCATION/TIME EXTENSION FORM

3) Indicate type of funding to be requested (One must be checked):

Federal/State Federal-only State-only

"Federal/State" "Federal-only" may be checked only if the answer to Question 3) in the last section ("Does this project have ANY federal funds?") is "Yes".

4. REQUEST FOR ADVANCE OF FUNDING

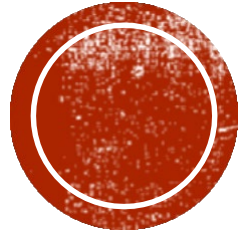
Is this request for funding programmed in a future Fiscal Year?

31

Provide justification below if yes.

How Do I Fill Out Fund Allocation Request? (Continued)

31. This question is to identify if the requestor is seeking to accelerate their project. If you are requesting in your programmed year, the answer is "No."



**HOW DO I FILL SECTION 5
REQUEST FOR
ADDITIONAL STIP FUNDS?**

5. REQUEST FOR ADDITIONAL STIP FUNDING

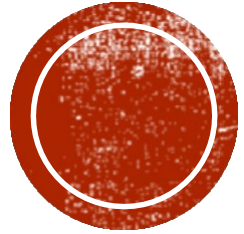
Does this request exceed the amount programmed for any component?

32

How Do I Fill Out Request for Additional Funds?

STIP Projects have two additional options

32. If the allocation request exceeds the amount programmed for any component, justification is required. The Applicant will need to identify the amount of additional funds required and the source for the additional funds, either from county reserves or an advancement of county reserves.



**HOW DO I FILL SECTION 6
REIMBURSEABLE WORK
PRIOR TO STIP
ALLOCATION (per SB184)?**

6. REIMBURSABLE WORK PRIOR TO STIP ALLOCATION (per SB184)

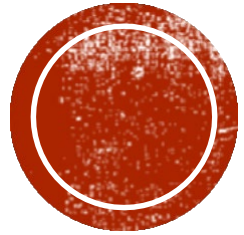
Was reimbursable work started prior to this request for allocation?

33

Indicate the actual date that work on the project component commenced, if work on this component started prior to allocation as allowed by the provisions of Government Code 14529.17, as amended by SB 184. Eligible work will be reimbursed subject to the limitations described in Government Code 14529.17.

How Do I Fill Out Reimbursable Work Prior to STIP Allocation?

33. Typically, a Local Agency may not begin reimbursable work until the CTC has allocated funds. A Local Agency may begin reimbursable per SB184 procedures. A Local Agency may begin work prior to the allocation but may only seek reimbursement to the beginning of the programmed fiscal year. The Local Agency must submit Exhibit 25-M, Notice of SB 184 Project Start for Local STIP Projects from the LAPG prior to first expenditures to the CTC and DLAE. A copy is to be included with the allocation request.



**HOW DO I FILL SECTION 7
ESTIMATED TIMELY USE
OF FUNDS DEADLINES?**

7. ESTIMATED TIMELY USE OF FUNDS DEADLINES

This request is for Project Development costs (PA&ED, PS&E). The estimated expenditure deadline for this allocation is (June 30th of the end of the second fiscal year after the requested approval date)

34

Expenditures after this date will not be reimbursed and no adjustment will be made to the county share balance for the under-expenditure unless the CTC extends the deadline.

How Do I Fill Out Estimated Timely Use of Funds Deadlines?

34. Timely Use of Funds Deadlines for Project Development Phases (PA&E and PS&E), R/W and PPM are automatically calculated based on the estimated CTC Allocation Date entered on Basic Information.

7. ESTIMATED TIMELY USE OF FUNDS DEADLINES

This request is for Construction costs. The estimated award deadline for this allocation is:
(6 months after the requested approval date)

Based on the requested funding approval date shown above, we estimate that we will award the contract on
(if the work will be done in-house by the agency, this date should be the CTC Meeting Date for requested
funding allocation)

Estimated expenditure deadline for this construction allocation is:
(36 months after the estimated award date shown above)

We estimate that the contract will be completed and the project be accepted by

Based on the above, check one of the below two boxes

The project will be completed (accepted) within 36 months after the award date.

The project will NOT be completed (accepted) within 36 months after the award date.

Attach justification for the extra time required to complete the contract.

Number of additional
months required

How Do I Fill Out Estimated Timely Use of Funds Deadlines? (Continued)

35. Timely Use of Funds Contract Award Deadline for Construction, Non-Infrastructure, and Plan Projects is automatically calculated based on the estimated CTC Allocation Date entered on Page 1.

36. Agency is to enter the Anticipated Contract Award Date.

37. Timely Use of Funds Deadline for Contract Completion is automatically calculated based on the Agency's Anticipated Contract Award Date.

38. Agency is to enter the

Construction, Non-Infrastructure, and Plan Projects have two Timely Use of Funds Deadlines.

7. ESTIMATED TIMELY USE OF FUNDS DEADLINES

This request is for Construction costs. The estimated award deadline for this allocation is:
(6 months after the requested approval date)

Based on the requested funding approval date shown above, we estimate that we will award the contract on
(if the work will be done in-house by the agency, this date should be the CTC Meeting Date for requested
funding allocation)

Estimated expenditure deadline for this construction allocation is:
(36 months after the estimated award date shown above)

We estimate that the contract will be completed and the project be accepted by

Based on the above, check one of the below two boxes

The project will be completed (accepted) within 36 months after the award date.

The project will NOT be completed (accepted) within 36 months after the award date.

39

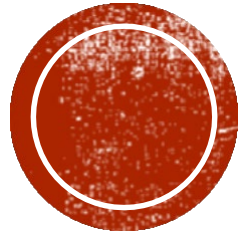
Attach justification for the extra time required to complete the contract.

Number of additional
months required

How Do I Fill Out Estimated Timely Use of Funds Deadlines? (Continued)

- 39. If the project is estimated to exceed the 36-month Timely Use of Funds Deadline for contract completion, a separate justification letter is required
- 40. Enter the number of additional months required to complete the contract.

Construction, Non-Infrastructure, and Plan Projects have two Timely Use of Funds Deadlines.



**HOW DO I FILL SECTION 8
RTPA/MPO
CONCURRENCE?**

8. RTPA/MPO CONCURRENCE

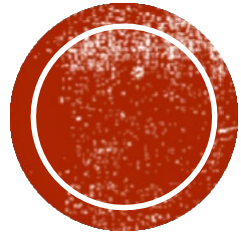
The RTPA must sign the Funding Allocation Request Letter if any of the below applies

- Will this request change the project description, scope, exceed the amount programmed, require an advance?
- Has the RTPA/MPO passed a resolution requiring their concurrence on all requests for ATP funding allocations?

41

How Do I Fill Out RTPA/MPO Concurrence?

41. RTPA Concurrence is required when one of the boxes is true. The options vary based on the Funding Program



HOW DO I FILL STATUS OF PROJECT?

Since Status of Project is dependent upon the answers from prior sections, not all of the options will appear for various scenarios. The language under each section may also vary based on the program and fund type. This example shows all possible options.

*** STATUS OF PROJECT ***

Environmental Clearance Requirements

This allocation request must meet the CEQA requirements.

The final CEQA determination is a categorical exemption (CE)

CE Approval Date

42

The final CEQA determination is NOT a CE. Has the Local Agency submitted the final CEQA environmental documentation to CTC?

43

Local agency needs to submit environmental documentation to support CEQA determination to: CTC, 1120 N Street, MS 52, Sacramento, CA 95814. This is required to obtain subsequent allocation approval by CTC. **Note:** Notice of Preparation (NOP) and Draft Environmental Impact Report (DEIR) should be forwarded to the CTC to allow the CTC to provide comments in its role as a responsible agency – see CEQA Lead Agency Responsibilities letter dated 4/20/2009 from Division of Local Assistance).

Please provide Resolution E# (E-XXXX)

Document Type

Date

44

This can be obtained from the CTC "Action Taken Report" at <https://dot.ca.gov/programs/financial-programming/office-of-ctc-liason-octcl>.

This is a Plan project. The local agency has not made a final CEQA determination. A letter, signed by the Executive Director of the CEQA Lead Agency (or their designee), explaining the Lead Agency's determination regarding CEQA, is attached.

None of the above. This funding allocation is not ready to be requested.

This project has federal funds. This allocation request must meet the NEPA requirements.

Document Type

Approval Date

45

How Do I Fill Out Status of Project?

42. When CEQA is required and final determination is a Categorical Exemption (CE), enter the CE Approval Date.
43. If the final determination is NOT a CE, the Local Agency must obtain an E-Resolution.
44. If the Local Agency has obtained an E-Resolution prior to allocation, enter the information. The Local Agency may request an E-Resolution concurrently. The environmental documentation needs to be submitted to the CTC by same deadline as the Allocation Request to the DLAE.
45. Federally funded projects must meet NEPA requirements.

Right of Way Clearance Requirements

This request is for Construction. Please provide date of Right of Way Clearance. If Right of Way clearance has not been obtained, this project is not ready for Construction funding allocation.

Date of RW Clearance

46

ATP Infrastructure - Plans and Estimate Certification

What level of oversight is this project being administered under?
(If not known, please contact District Local Assistance for clarification)

- Standard Oversight
 Enhanced Oversight

47

ATP - Interim Count Guidance

The Implementing Agency acknowledges the Interim Count Methodology Guidance for the Active Transportation Program, and that pre-construction user counts are required within six months of the start of construction or NI activities. User counts are not required for Plan projects.

Readiness of Construction Advertisement

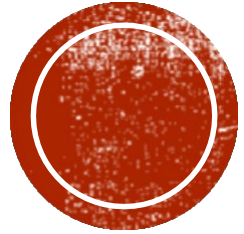
48

This is an allocation request for Construction (CON) or Construction Non-Infrastructure (CON-NI). Is the project ready to advertise?

- Yes
 No. Please provide the date the project will be ready to advertise
 No because the work will be done in-house by the agency

How Do I Fill Out Status of Project?

46. Right-of-Way Clearance is required for all construction projects. State-Only funded projects a certified by the Local Agency. Federal Projects require Caltrans concurrence.
47. Verify the level of oversight for ATP projects.
48. The Local Agency is certifying their PS&E package is ready to advertise upon CTC approval of their allocation request.



GENERATE ALLOCATION REQUEST

After all appropriate fields have been filled in, it is time to Generate Allocation Request.

Request for Allocation Funds (CTC)/Required Documents for Submittal

#	Documentation	PA&ED	PS&E R/W	Construction (CON)	CON-NI
1	CTC Allocation Form (For MPO/RTPA awarded projects)	×	×	×	×
2	LAPG Exhibit 25-C: State-Only Finance Letter (State-Only Funded Projects) LAPM 3-A: Project Authorization/Adjustment Request (Federal Funded Projects)	×	×	×	×
3	Copy of CTC Programming Action or CTIPS showing programming of funds	×	×	×	×
4*	CEQA and NEPA (federally funded)		×	×	×
5	R/W Certification			×	
6**	Plansheet Package (11X17 Plansheets, Cross- sections and Engineer's Estimate)			×	
7	Approved NI Workplan or Plan Scope of Work				×

*Plan projects need an environmental consideration letter

**Applicable to all Enhanced Oversight SOF Projects, Fed, and Fed/State funded projects

Click to Generate Allocation Request

50

How Do I Generate Allocation Request?

49. A list of required supporting document that need to be submitted with the request for allocation. Failure to submit the required documents will delay the processing othe the request
50. Once the Allocation Request for is completer, click of the "Click to Generate Allocation Request."

49

Request for Allocation Funds (CTC)/Required Documents for Submittal

#	Documentation	PA&ED	PS&E R/W	Construction (CON)	CON-NI
1	CTC Allocation Form (For MPO/RTPA awarded projects)	×	×	×	×
2	LAPG Exhibit 25-C: State-Only Finance Letter (State-Only Funded Projects) LAPM 3-A: Project Authorization/Adjustment Request (Federal Funded Projects)	×	×	×	×
3	Copy of CTC Programming Action or CTIPS showing programming of funds	×	×	×	×
4*	CEQA and NEPA (federally funded)		×	×	×
5	R/W Certification			×	
6**	Plansheet Package (11X17 Plansheets, Cross- sections and Engineer's Estimate)			×	
7	Approved NI Workplan or Plan Scope of Work				×

*Plan projects need an environmental consideration letter

**Applicable to all Enhanced Oversight SOF Projects, Fed, and Fed/State funded projects

Click to Generate Allocation Request

Please fix the below errors (After all errors are fixed, Click the above button again to generate the allocation request letter.):

1. This allocation request requires NEPA. However, NEPA document type is not provided.
2. This request is for Construction funding. However, RW clearance information is not provided.

51

Go to 1st error

How Do I Generate Allocation Request?

51. If any errors are detected after clicking on the "Click to Generate Allocation Request, a list of errors will be produced. These errors need to be resolved before the final Allocation Request form will be created.

Local Agency Certification

This Request for Funding allocation has been prepared in accordance with the procedures outlined in the Local Assistance Program Guidelines. I certify that the information provided in the attached checklist is accurate and correct. I understand that if the required information has not been provided this form will be returned and the funding allocation may be delayed. Please advise us as soon as the fund allocation has been approved. You may direct any questions to

Name	<input type="text"/>	Title	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
Phone Number	<input type="text"/>		

Local Agency Signature

Local Agency signature is required to certify the allocation request is accurate and correct. The form may be signed electronically.

Regional Transportation Planning Agency/County Transportation Commission Concurrence:

Concurred:

Agency/Commission

Name

Title

Signature



Date

Phone Number

Caltrans District Local Assistance Engineer Acceptance

I have reviewed the information submitted on the Request for Funding and agree it is complete and has been prepared in accordance with the procedures outlined in the Local Assistance Program Guidelines.

Name

Title

Signature



Date

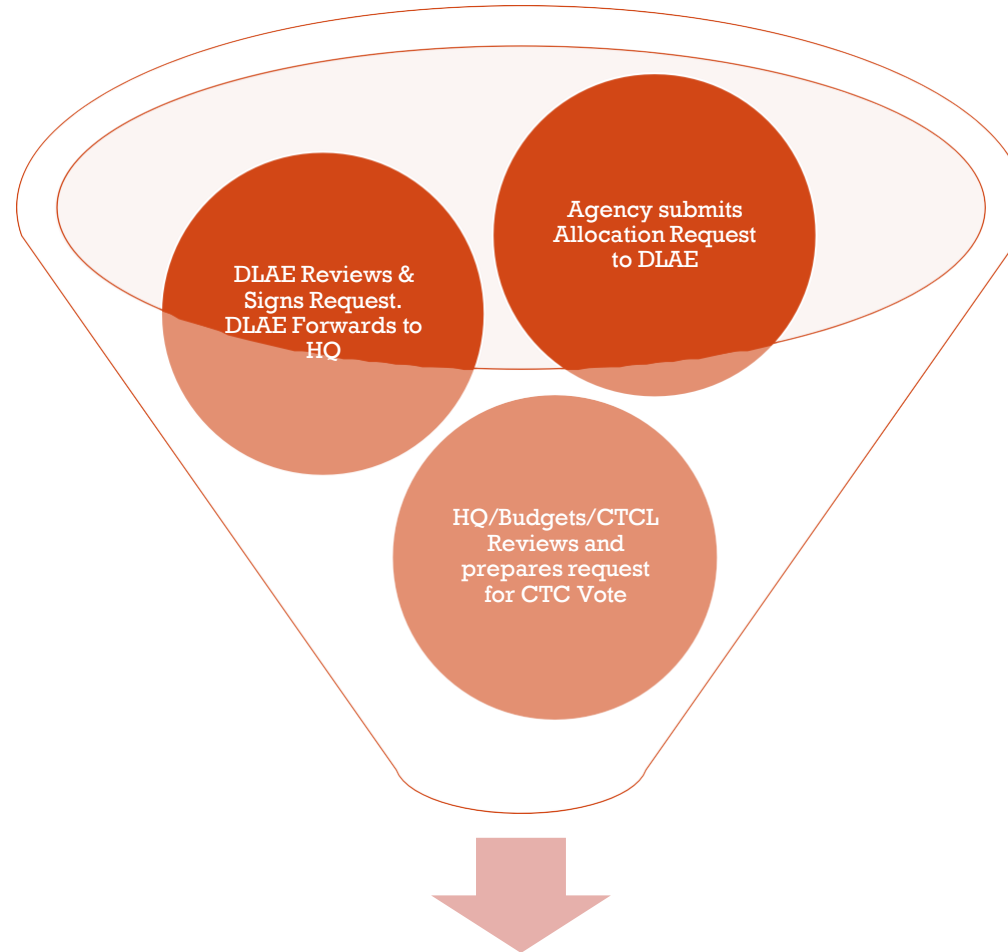
Phone Number

RTPA/MPO and DLAE Signatures

The RTPA/MPO concur with the allocation request if necessary.

Caltrans DLAE signs to accepting the allocation request.

*Final step:
Send you signed
Allocation Request Data
form with supporting
documents to your
DLAE to initiate your
request.*



*Note: If you would like to
be notified when your
allocation request
reaches predetermined
milestones, please
provide a contact name
and email with your
submittal to your DLAE.*

**CTC Votes on Allocation
Request**



RESOURCES

- LAPG – Chapter 25, State Programs for Local Agency Programs
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapg/g25.pdf>
- Active Transportation Program:
<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program>
- STIP Development and Resources:
<https://dot.ca.gov/programs/financial-programming/office-of-capital-improvement-programming-ocip>
- SB1 Programs:
<https://catc.ca.gov/programs/sb1>
- CRS Maps:
<https://caltrans.maps.arcgis.com/apps/webappviewer/index.html?id=026e830c914c495797c969a3e5668538>
- LAPM – Chapter 3, Project Authorization:
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch03.pdf>

