

Steps To Delivering a Local Carbon Reduction Program (CRP) Project

The Local Agency will need to do the following to obligate their CRP funds:

1. Complete the CRP-CRS Project Alignment Confirmation form (available [here](#)) for each project, if they have multiple projects.
 - a. Local Agency completes the form.
 - b. Signs the "Local Agency Certification"
 - c. MPO or Rural RTPA signs the "MPO Certification (or RTPA Certification for rural areas without an MPO)"
 - d. MPO or Rural RTPA sends form to carbon.reduction@dot.ca.gov
 - e. Caltrans Sustainability Office (Sustainability) reviews and approves for project alignment with CRS.
 - f. Sustainability returns approved form to MPO or Rural RTPA and sends copy to Caltrans Division of Local Assistance – Office of Federal Programs (DLA-OFPP) to add into CRP Apportionment tracking table.
 - g. MPO or Rural RTPA sends copy to the Local Agency.
2. The remainder steps follow the Federal Aid process (see Local Assistance Procedures Manual [LAPM] or ask District Local Assistance Engineer [DLAE]). In general, these steps include, but may not be limited to, the following:
 - a. Local Agency works with MPO or Rural RTPA to program project into FSTIP (Don't forget this important step).
 - b. Local Agency submits Requests for Authorization for PE
 - i. Local Agency receives E76 authorization for phase and begins reimbursable (authorized) work.
 - ii. Local Agency invoices DLAE for CRP reimbursable work performed a minimum of once every 6 months.
 - iii. Local Agency completes NEPA prior to beginning final design, CON, or RW
 - c. Local Agency submits Requests for Authorization for RW
 - i. Local Agency receives E76 RW authorization for RW.
 - ii. Local Agency completes RW Certification prior to beginning CON.
 - d. Local Agency submits Requests for Authorization for CON
 - i. Local Agency receives E76 RW authorization for CON.
 - ii. Local Agency completes project.
 - e. Local Agency submits Final Report of Expenditures and Final Invoice

Note: The Local Agency should contact their DLAE for more guidance on the regular federal aid process each of their projects including the procedure for obligating and use of other state or federal funds awarded to the project. For DLAE questions on the federal aid process, the District may contact their assigned Area Engineer in Office of Project Management Oversight (OPMO).