

Time Extension Request Procedures –
Contract Completion
(STIP On-System Projects ONLY)

(Reference: STIP Guidelines Sections 65 and 66)

Background

In accordance with STIP Guidelines, after award of the contract, the local agency or Caltrans has up to 36 months to complete (accept) the contract. At the time of fund allocation, the Commission may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed expenditure plan for the project.

The California Transportation Commission may extend the deadlines for completion of work if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies 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.

No deadline may be extended more than once.

Request Procedures

1. Requests for deadline extensions shall be submitted in accordance with the current CTC Meeting Preparation Calendar (<http://www.dot.ca.gov/hq/transprog/ctcliaison.htm>).
2. Submit requests to the Division of HQ Programming, Office of Capital Improvement Program - Programming Liaison for your district. Local agencies must work with their Caltrans District office to prepare the request.
3. The extension request should describe the specific circumstance that justifies the extension and identify the delay directly attributable to that circumstance. The justification must be an unforeseen and extraordinary circumstance beyond the control of the responsible agency. HQ Programming will review the extension request and, if complete, will add the request to the next available CTC meeting agenda. Unlike proposed STIP amendments, extension requests do not require a 30-day notice period.
4. Local Off-System requests should be submitted directly to HQ Local Assistance for processing.