

Time Extension Request Procedures –
Expenditures for Project Development & Right of Way
(STIP Locally implemented On-System Projects ONLY)

(Reference: STIP Guidelines Sections 65 and 66)

Background

In accordance with STIP Guidelines, funds allocated for local project development or right of way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. For local grant projects, the local agency must invoice Caltrans for these costs no later than 180 days after the fiscal year in which the final expenditure occurred.

The California Transportation Commission may extend the deadlines for expenditures for project development or right of way 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>). Please note the CTC meeting submittal due dates when submitting a request that must be approved prior to the end of the Fiscal Year. Whenever allocated funds are not expended within the deadlines, the unexpended funds will be rescinded.
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.