

**LOCAL ASSISTANCE OBLIGATION PLAN
INSTRUCTIONS FOR CYCLE 22**

**** Please do not change, alter or modify the template provided ****

1. **District** – Enter the appropriate Caltrans District number.
2. **MPO/RTPA** – Enter the name of the Metropolitan Planning Organization or Regional Transportation Planning Agency responsible for the project.
3. **Local Agency** – Enter the name of the Local Agency responsible for the project.
4. **Federal Project Number** – Enter the federal project number in the following format: STP 1234(567).
 - Caltrans District Local Assistance Engineers can assist with the project number.
 - If project number is not known, provide the project FTIP or PPNO number.
5. **Project Location/Scope/Description** – Provide the location of the project such as street name, highway, cross-street, etc.; the scope of the project; and a brief description of the project.
6. **Planned Date of Obligation from 04/01/21 to 09/30/21** – Enter the date when the project will be submitted to the District Local Assistance offices for obligation from 4/1/2021 to 9/30/2021. Enter the date in the following format: MM/YY.
7. **Level of Certainty** - Pick a level of certainty for the project from the drop-down list (low, medium, high). A low level of certainty can mean that the project has a low probability of being obligated in the given federal fiscal year (FFY).
8. **Risk** - Describe the risk that corresponds to the level of certainty. For instance, a low certainty can be due to the need to utility relocation or need for a challenging construction easement.
9. **RSTP \$ (no rounding)** – Enter the RSTP dollars being obligated this FFY only for each project.
10. **CMAQ \$ (no rounding)** – Enter the CMAQ dollars being obligated this FFY only for each project.
11. **HSIP \$ (no rounding)** – Enter the HSIP dollars being obligated this FFY only for each project.
12. **Total Federal Obligation** – The total amount of the RSTP, CMAQ, and HSIP dollars being obligated for each project.
13. **Remarks** – Enter comments or additional information. Provide contact names and their phone numbers or email addresses for any questions we may have.