ATP Timely Use of Funds Guidelines

Project Component	Applicable Phases	Rules	Maximum possible deadline extension time	Additional notes
Allocations	PA&ED PS&E R/W CON [9] CON-NI	ATP allocations are requested by the project phase. Project allocations must occur in the FY that the funds are programmed. [4] Allocation requests or allocation time extension requests must be approved by the Commission by June 30th of the year the funds are programmed.[1,4] When programmed funds are not allocated within the FY programmed or within the time allowed by an approved extension, the funds will lapse, and the phase will be deleted from the Active Transportation Program.[7,8]	20 months per phase [10]	The typical time required, after receipt of the request, to complete Caltrans review and recommendation and Commission allocation is 60 days.[4] The Commission will, contingent upon availability, advance allocate funds to projects programmed in a future fiscal year on a first-come, first-served basis. Should requests for advance allocations exceed available capacity, the Commission will give priority to projects programmed in the current year. [4]
Expenditure	PA&ED PS&E R/W	Allocated funds must be expended by the end of the 2nd State FY from allocation. Expenditure time extension requests must be received by Caltrans prior to the deadline.[1]	12 months per phase	Invoices must be received by Caltrans Accounting within 180 days after the expenditure deadline. [6]
Award	CON CON-NI	After construction allocations, projects must be awarded within 6 months of allocation. Award time extension request must be received by Caltrans prior to the deadline.[1]	12 months per phase [10]	For CON-NI, if the work is done in-house (ie. without a consultant), the allocation and award date are the same.
Completion	CON CON-NI	Construction activities must be completed within 36 months of award. Completion time extension request must be received by Caltrans prior to the deadline. [1]	12 months per phase [10]	Additional time beyond the 36 months can be requested at the time of allocation. Invoices must be received by Caltrans Accounting within 180 days after the completion deadline. [6]

Note:
1. Time extensions must be attributed directly to extraordinary circumstances.
2. Only one time extension per phase, per applicable project component is permitted.
3. Time extensions can only be requested when deadlines are approaching, not in advance.
4. Refer to the CTC meeting preparation schedule for request submittal deadlines (verify with your district representative).
5. Multiple time extensions for different project components can be approved at the same CTC meeting if deadlines are approaching.
   For example, expenditure extensions and allocation extensions can be added to the same meeting agenda for the same project.
6. Final invoices should be submitted to the Districts within 120 days after the expenditure or completion deadline.

7. If the approved time extension deadline is on a month where there is **no** CTC meeting, allocation requests must be approved by the Commission no later than the next CTC meeting, otherwise the funds will lapse (e.g., approved time extension deadline is April, allocation requests may be submitted for approval at any CTC meeting prior to April, but no later than the May CTC meeting).
8. If the time extension deadline is on a month where there **is** a Commission meeting, allocation requests must be approved by the Commission no later than same month that the time extension expires, otherwise the funds will lapse (e.g., approved time extension deadline is May, allocation requests may be submitted for approval at any CTC meeting prior to May, but no later than the May CTC meeting).
9. All amendment requests should be submitted to the appropriate Caltrans District at least eight (8) weeks prior to a CTC meeting. Scope change requests must be submitted prior to requesting the allocation of construction funds.
10. Quick-build project time extensions are limited to three months per delivery deadline: allocation, award, and completion.