**Exhibit 25-E: Request for State-Only Funding for STIP Project**

**[To be placed on Local Agency Letterhead]**

Date:

To: Caltrans District Office – Programming Liaison   
[Address]

Subject: Request for STIP State-Only Funding

The [local agency] hereby requests an exception to the Federal-Aid Project Funding Guidelines. State-only funds are requested for the following project:

PROJECT NAME

PROJECT DESCRIPTION (Describe specifically what work is being accomplished, include PPNO)

JUSTIFICATION:

1. Type of Work
2. Need for Project / Proposed Improvements
3. Status of Project
4. Beginning and Ending Dates of the Project
5. Environmental Clearance Status
6. R/W Clearance Status (if currently R/W certified as #3, when will the certification be upgraded to a #1 or #2?)
7. Status of Construction
8. Proposed Advertising Date
9. Proposed Contract and Construction Award Dates
10. Project Cost and Total Project Funding Plan by Fiscal Year (list all funding sources & anticipated fund usage by year include all phases)
11. State specific reasons for requesting State-Only fund and why Federal funds should not be used on the project.
12. Allocation (if requesting allocation concurrent with exception request)

1. Amount of Allocation Request

2. Is this a partial allocation request? Yes No

3. If this is a partial allocation, what will be the total cost of the project?   
When will the additional allocation be needed?

4. Is the project identified as State-Only in the adopted programming document? Yes No

REGIONAL AGENCY CONCURRENCE:

(Name of Regional Agency) concurs with this request for an exception to the Project Funding Policy. (Only for MPO selected projects):

(Signature of Regional Agency Representative) (Only for MPO selected projects):

(Signature of Local Agency Representative)