

REQUEST FOR TIME EXTENSION

[To Be Placed on Local Agency Letterhead]

Date : _____

To: (DLAE Name)
 District Local Assistance Engineer, District ##
 Caltrans, Office of Local Assistance
 (District Address)

PPNO: _____

FPN/Project (LP2000) ID: _____

Project Advantage ID: _____

Assembly District: _____

Senate District: _____

Dear [DLAE Name]:

We request that CalSTA approve a request for a time extension for this project:

[Project Name]

A. Project Location: (be brief - max 180 characters)

[Location]

B. Project Description: (be brief - max 180 characters)

C. Output/Outcome: (be brief - max 180 characters)

D. Type of Time Extension: Project Element and Phase for which extension is requested. (Check appropriate box or boxes). *Must adhere to the PFIP Timely Use of Funds policy and DLA Process Guidance for PFIP Projects.* <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/port-and-freight-infrastructure-program>

Allocation	Expenditure	Award	Completion (Contract Acceptance)
<input type="checkbox"/> PA&ED (Environmental)	<input type="checkbox"/> PA&ED	<input type="checkbox"/> CON	<input type="checkbox"/> CON
<input type="checkbox"/> PS&E (Design)	<input type="checkbox"/> PS&E		
<input type="checkbox"/> RW (Right of Way)	<input type="checkbox"/> RW		
<input checked="" type="checkbox"/> CON (Construction)			

E. Allocation and Deadline Summary

What Phase(s) is the Time Extension Being Requested For?	Programmed Amount By Phase (if applicable)	Original Deadline Date	Number of Months of Extension Requested**	Extended Deadline Date

** The length of extension requested must adhere to the PFIP Timely Use of Funds policy, cannot exceed 12 months and must be directly attributed to the reason for delay specified.

F. Status of project milestones/revised project milestones

1) Completion of Environmental Document:

Environmental Act	Document Type	Original Milestone Date, Anticipated Date	Revised Date, New Anticipated Date
CEQA			
NEPA			

2) Right of Way Certification:

Right of Way Certification	Original Milestone Date, Anticipated Date	Revised Date, New Anticipated Date

3) Construction:

Indicate the date the project will be ready to advertise or was advertised.

Construction Advertise	Original Milestone Date, Anticipated Date	Revised Date, New Anticipated Date

G. Reason for project delay

Note: CalSTA may grant an extension for the period of contract award, project completion or project reimbursement if it finds that an **unforeseen or extraordinary circumstance** has occurred that justifies the extension. The extension will not exceed the period of delay directly attributable to the extraordinary circumstance.

- [Indicate the reason for the project delivery delay. Please be concise.]
- [Provide detailed justification, citing the cause and associated timelines, and if it will likely result in a scope change or funding shortfall.]
- [Specify the length of the time the project will be delayed, and corrective action to stay on track.]
- [Include a timeline to justify and support the number of requested extension months.]

[Example Table]

Timeline to Support Extension Request:

Project Milestone	Time frame
End Environmental Phase (NEPA approval)	5/9/2025 (complete)
Right of Way Certification	6/26/2025 (complete)
PS&E	8/8/2025 (complete)
Construction Allocation (current)	2/8/2026 (per PPR Allocation date)
Construction Allocation (requested)	5/1/2026

H. Local Agency Certification:

I certify that the information provided in the document is accurate and correct. I understand that if the required information has not been provided this form will be returned and the request may be delayed. Please advise us as soon as the time extension has been approved. You may direct any questions to the contact below.

Contact: _____ at phone number: _____

Email Address: _____

Authorizing Signature:

Name:
Title:
Local Public Agency:

Date

I. Recommendation:

Approval Denial

Name: Ping Qiu
Title: Chief Office of State Programs,
Division of Local Assistance, Caltrans

Date

J. Approval/Denial:

Approval Denial

Name: Christine Casey
Title: Deputy Secretary for Freight Policy
California State Transportation Agency (CalSTA)

Date