

## ALLOCATION REQUEST

Local Agencies must use this form when requesting a recommendation from the Caltrans Division of Local Assistance for the California Transportation Commission (CTC) to approve funding allocations necessary to advance the project. This form must be filled out in completion and signed by the representative authorized for the Local Agency.

### Project Information

Local Agency Name:

Project Name:

Component:

Date Form Submitted:

CTC Meeting Date:

Funding Program (check all that apply):

- ☐ LPP(C)   ☐ LPP(F)   ☐ HSPTB   ☐ SCCP   ☐ STIP-RTIP   ☐ STIP-ITIP   ☐ TCEP  
☐ TIRCP Cycle   ☐ Other, please specify:

### Allocation Overview

Phase	Previous Allocation by CTC to date	This Request <small>Round to the nearest thousand</small>	Total
Project Approval & Environmental Document (PA&ED)			
Plans, Specifications, & Estimates (PS&E)			
Right of Way (R/W)			
Construction (CON)			
Equipment Acquisition			
<b>TOTAL</b>			

- ☐ I am requesting Advanced Payment (only TIRCP or STIP eligible)

### Proposed Vote Box Considerations

Add any special requests related to this allocation.

- ☐ An additional \_\_\_\_ months for 3<sup>rd</sup> Party Contract Award  
☐ An additional \_\_\_\_ months for Project Development (pre-construction phases)  
☐ An additional \_\_\_\_ months for Project Completion  
☐ Construction Manager/General Contractor (CMGC) Delivery Method  
☐ Design-Build Delivery Method  
☐ Progressive Design-Build Delivery Method  
☐ Non-Proportional Spending  
☐ Other (please specify): \_\_\_\_\_

### Allocation Checklist

Check the appropriate box below to confirm understanding of the allocation requirements for the allocation phase.  
(Choose only one)

- ☐ **PA&ED**   ☐ I confirm that the PA&ED phase will be completed, and funds expended by June 30, 20\_\_\_\_, [end of FY plus two additional FYs] unless additional time is requested and approved at the time of allocation.

<input type="checkbox"/>	<b>PS&amp;E</b>	<input type="checkbox"/> I confirm that the PS&E phase will be completed, and funds expended by June 30, 20__, <i>[end of FY plus two additional FYs]</i> unless additional time is requested and approved at the time of allocation. I certify that the PA&ED is completed, and the Notice of Exemption or E-Resolution is <b>attached</b> .
<input type="checkbox"/>	<b>R/W</b>	<input type="checkbox"/> I confirm that the R/W phase will be completed, and funds expended by June 30, 20__, <i>[end of FY plus two additional FYs]</i> unless additional time is requested and approved at the time of allocation. I certify that the PA&ED is completed, and the Notice of Exemption or E-Resolution is <b>attached</b> .
<input type="checkbox"/>	<b>CON</b>	<input type="checkbox"/> I confirm the following: <ul style="list-style-type: none"> <li>Only one third-party contract will be awarded after the CTC approves this allocation request, and the third-party contract will be awarded within six months of allocation approval unless additional time is requested and approved at the time of allocation.</li> <li>The construction will be completed, and funds expended within three (3) years from the third-party contract award date (date executed) unless additional time is requested and approved at the time of allocation.</li> </ul> <input type="checkbox"/> I certify the following: <ul style="list-style-type: none"> <li>PA&amp;ED is completed, and the Notice of Exemption or E-Resolution is <b>attached</b> (<b>Note:</b> E-Resolution may be submitted concurrently to allocation request).</li> <li>Final designs were signed and certified on _____(mm/dd/yyyy).</li> <li>The R/W status is as follows:               <div style="margin-left: 20px;"> <input type="checkbox"/> Not Applicable, Equipment Acquisition.  <input type="checkbox"/> I certify on _____(mm/dd/yyyy) that legal and/or physical possession, right to enter, and required permits have been acquired or all proposed work is within existing right of way.             </div> </li> </ul> <input type="checkbox"/> Proof that the Construction and Maintenance Agreement was executed by all parties and is <b>attached</b> to this form (only for TCEP).

**Allocation Request Approval**

I request Division of Local Assistance, Caltrans to recommend to CTC the request for allocation.  
 I certify the information above, and the attachments are accurate and current.

\_\_\_\_\_  
 Local Agency Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Local Agency Authorized Title

\_\_\_\_\_  
 Local Agency Authorized Name

**Required Attachments:**

1. Most recent Project Programming Report (PPR) for the project or project component being allocated.
2. All information required in the "Allocation Checklist" section of this form