

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 CON-NI	Project allocations must occur in the FY programmed. Allocation requests or allocation time extension requests must be approved by the Commission by June 30 th of the year the funds are programmed.	20 months per phase	After a time extension, the allocation request must be received by Caltrans prior to the deadline.
Expenditure	PA&ED PS&E R/W	Allocated funds must be expended by the end of the 2 nd State FY from allocation. Expenditure time extension requests must be received by Caltrans prior to the deadline.	12 months per phase	Invoices must be received by Caltrans within 180 days from the deadline.
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	12 months per phase	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.	12 months per phase	Additional time beyond the 36 months can be requested at the time of allocation. Invoices must be received by Caltrans 180 days from the deadline.

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.