

APPENDIX A  
2019 Timely Use of Funds Policy

The timely use of funds requirements would be as follows:

Projects Receiving federal RSTP and HIP Funding

1. Sponsoring agencies must request a field review from Caltrans Local Assistance within twelve months of approval of the project in the FTIP, but no less than twelve months prior to the obligation deadline of construction funds. The requirement does not apply to projects for which a field review would not be applicable, such as FTA transfers, or if a field review is otherwise not required by Caltrans. It is expected that Caltrans will conduct the review within 60 calendar days of the request. Failure for a project sponsor to make a good-faith effort in requesting and scheduling a field review could result in the funding being reallocated.
2. Project sponsors are required to submit a complete Preliminary Environmental Study (PES) form and attachments to Caltrans for all projects, twelve months prior to the obligation deadline for right of way or construction funds.
3. In order to ensure funds are obligated or transferred to FTA in a timely manner, the project sponsor is required to deliver a complete, funding obligation / FTA Transfer Request for Authorization (RFA) package to Caltrans Local Assistance by November 1 of the fiscal year the funds are programmed.
4. Funding not obligated (or transferred to FTA) by January 31 of the fiscal year the funds are programmed are subject to lapsing and will be reallocated.
5. If a Program Supplement Agreement is not executed between the sponsor and Caltrans within 6 months after funds are obligated, CCOG may request that the sponsor de-obligate project funds so that the funds can be reallocated to another project.
6. Caltrans requires administering agencies to submit invoices at least once every 6 months from the time of obligation (E-76 authorization). Projects that have not received a reimbursement of federal funds in the previous 12 months are considered inactive with the remaining un-reimbursed funds subject to de-obligation by FHWA with no guarantee the funds are available to the project sponsor. Agencies with projects that have not been invoiced against at least once in the previous 6 months or have not received a reimbursement within the previous 9 months have missed the invoicing/reimbursement deadlines and will not be eligible for future regional discretionary funds until the project receives a reimbursement. This applies to agencies that have received CMAQ funds for projects in prior cycles.

## Lapsed Funds

7. Funds that lapse will be reprogrammed by the CCOG board. Lapsed funds may be reprogrammed to close a shortfall on project(s) awarded funding in a previous cycle, to fund project(s) on the backup list of the current cycle, or for other project delivery purposes at the discretion of the CCOG board.