



## Interim Timely Use of Funds Policy

(Workshop held on April 8, 2020)

### Frequently Asked Questions

Purpose of this FAQ is to answer majority of the questions that arose from the workshop the CTC held on April 8, 2020. The proposed Interim Timely Use of Funds Policy (Interim Policy) will be effective upon approval by the Commission through December 2020. Staff intends to present to policy at the May 13, 2020 CTC Meeting.

**1. Does the proposed Interim Policy apply to all the programs under the CTC's purview?**

The proposed Interim Policy shall apply to all programs under the CTC's purview except the SHOPP. The SHOPP Program will have a separate policy applicable only to the SHOPP Program.

#### Allocations

**2. For projects that are programmed in Fiscal Year (FY) 2019 20 but not yet allocated, the Interim Policy extends the deadline for allocation to the December 2020 CTC meeting. Does the agency need to request a time extension if they will be requesting an allocation by December 2020?**

No. This will be automatic, and no action is required by the agency. This, however, does not apply to the STIP. Pursuant to statute, projects programmed in the STIP in FY 2019-20 must request an allocation by June 2020 or request a time extension.

**3. For projects that are requesting an allocation for the construction component in May 2020 through the December 2020 CTC meeting, will the agency need to request 12 months to award the contract or will this occur automatically?**

This will be automatic. No action is required by the agency.

#### Amendments to previously approved Allocations

**4. For projects that received a construction allocation at the October 2019, December 2019, or January 2020 CTC meetings and the time allowed to award is extended to 12 months, per the Interim Policy, does the agency need to do anything to have the 12 months to award to the contract?**

Caltrans will bring this action before the CTC, and no action is required on the agency's part. We anticipate this action occurring at the August CTC meeting. For allocations where the vote box specified an award deadline, this policy does not apply.

**5. Do projects that received a construction allocation at the March 2020 CTC meeting have 12 months to award the contract?**

Yes, all construction allocations approved at the March CTC meeting received 12 months to award unless the vote box specified differently. No action is required by the agency.

**6. For projects that received an allocation for a preconstruction component at the October 2019, December 2019, or January 2020 CTC meetings and need additional time for project expenditure, can additional time be approved at time of allocation?**

No, this is not covered under the Interim Policy. Projects needing an extension for the expenditure of preconstruction funds, a normal expenditure deadline time extension is required; the agency must request the time extension through the normal process.

### Time Extensions

**7. For programs that have a maximum time extension limits of less than 20 months, will the Interim Policy allow agencies to request up to 20 months?**

Per the Interim Policy, If the agency has impacts related to COVID -19, they may request up to 20 months' time extension for each milestone. The agency must request the time extension through the normal Caltrans process. Requests should describe specific circumstances that justifies the extension and identify the delays directly attributable to the circumstance. The Interim Policy does not apply to the STIP as the STIP already has a 20-month limit on time extensions.

**8. For projects that requested a time extension at the March 2020 CTC meeting and were deferred, does the agency need to do anything?**

Yes, the agency has the opportunity to review the time requested and request additional time if needed, up to 20 months. This link will direct you the form to complete and submit to Caltrans ([Form](#)). DO NOT submit the form to CTC. The request will be placed in the agenda for the May 2020 or June 2020 CTC meeting.

**9. For projects that have final invoice deadlines between March 2020 and December 2020, per the Interim Policy the agency may have an additional 180 days to final invoice, does the agency need to do anything?**

This will be automatic, and no action is required from the agency.

### Time Extension Amendments

**10. For projects that have a current time extension for any component expiring in May 2020 and June 2020 and need additional time due to COVID 19, does the agency need to do anything?**

Yes, the agency must request additional time. This link will provide you the form to complete and submit to Caltrans ([Form](#)). DO NOT submit the form to CTC. The Time Extension amendment will be placed in the June 2020 CTC's meeting agenda.

**11. For projects that have a time extension for any component expiring between July 2020 and December 2020 and need additional time due to COVID 19, does the agency need to do anything?**

Yes, the agency may request additional time, up to a total of 20 months. This link will direct you to the form to complete and submit to Caltrans ([Form](#)). DO NOT submit the form to CTC. The Time Extension will be placed in the August or October 2020 CTC's meeting agenda.

**12. Will the CTC consider extending a time extension beyond 20 months?**

The CTC will only consider extending the deadline beyond the 20-months for current time extensions that are expiring between March 2020 and December 2020. These requests will be evaluated on a case-by-case basis. The agency must go through the regular process to request a time extension and, in addition, complete the following form along with the time extension request package ([Form](#)). Do not submit the package to CTC.

**13. Can a STIP project request more than the 20 month time extension?**

Per statute, STIP time extensions cannot exceed 20 months.

**14. For time extension amendments, when does the agency need to submit the request?**

The agency must submit the request prior to the expiration of the time extension. Caltrans will make every effort to bring the requests to the CTC meeting as soon as possible. However, due to the workload and challenges with working remotely, it may take a longer than normal to process. As long as the submittal is prior to the expiration date, it will be honored.

**Other**

**15. Does the Interim Timely Use of Funds Policy apply to the TCIF and TCRP Programs that have an approved Close out Policy?**

If a project with TCIF funds also has funds from another competitive program the proposed Interim Policy shall apply. For the TCRP Program, only the expenditure and completion deadlines in the Interim Policy applies.

**16. If the impacts to COVID 19 extend beyond December 2020, will the Interim Policy be extended?**

The CTC will evaluate the Interim Policy at the December 2020 CTC meeting and extended if necessary.

**17. If the agency has a project specific question not covered in the Interim Policy, who should the agency contact?**

The agency may contact the Program Manager directly. Contact information may be found in the CTC's website at <https://catc.ca.gov/>.