

REQUEST TO EXTEND A PREVIOUSLY APPROVED TIME EXTENSION DUE TO COVID -19

With the anticipated adoption of an Interim Timely Use of Funds policy by the California Transportation Commission, Caltrans in conjunction with Commission Staff, has developed a process to handle time extensions amendments approved for local agencies and Caltrans for any **NON-SHOPP** projects that have been impacted due to COVID-19. The process will be conducted through the normal time extension process already in place.

Time Extension Amendment Process:

If a project is impacted by COVID-19 and will require additional time, this form must be submitted. The tentative schedule for approval of previously approved time extension

amendments, that may require more time related to COVID -19, is as follows:

- Time Extensions Deferred in March –May or June 2020 meeting
- Time Extensions lapsing/expiring in May or June 2020 – June 2020 Meeting
- Time Extensions lapsing/expiring from July – December – August, October or December 2020 Meeting

**For time extensions that were originally approved for 20 months, that will lapse/expire between May 2020 – December 2020, please complete this form and submit the appropriate Caltrans staff. These will be handled on a case by case basis in consultation with the CTC.*

Regular Time Extensions

Any time extensions, coming forward to the Commission for approval, during the duration of the Interim Time Use of Funds Policy of May – December 2020, should also include this form as part of their time extension package if the project is impacted by COVID-19.

Any questions regarding this Caltrans Time Extension Amendment process or this form, please refer to your regular Caltrans District and/or HQ contact.

For questions related to the Commission's Interim Timely Use of Funds policy, please refer to the FAQ on the policy which are located on the CTC website.

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INFORMATION RELATED TO ORIGINAL TIME EXTENSION:

CTC MEETING TIME EXTENSION REQUEST ORIGINALLY APPROVED:

(Please include the following: PPNO, Tab Number, Reference # & Waiver #)

HOW LONG WAS THE ORIGINAL TIME EXTENSION APPROVED FOR:

(# of months the extension was for)

AMOUNT/PHASE:

REQUEST FOR ADDITIONAL TIME DUE TO COVID-19

NUMBER OF ADDITIONAL MONTHS NOW REQUESTING:

ORIGINAL NUMBER OF MONTHS PREVIOUSLY APPROVED:

TOTAL:

Please provide in the space below the information/justification/reasons, that are related to COVID -19, that require additional time for this project.

The time extension must be an extraordinary circumstance beyond the control of the implementing agency as a result of COVID-19.

This justification will be used as part of the Time Extension Amendment book item submitted to the CTC for approval.