



ER Time Extension Request Workshop





Caltrans Local Assistance

Emergency Relief (ER) Time Extension Request Workshop

Bob Baca, P.E.

Acting Chief

Office of Federal Programs

July 2025

Workshop Overview

Welcome / Agenda

1. ER Time Extension Requests: A Brief History

2. Schedule and Deadlines

3. Time Extension Request Form

4. Resources

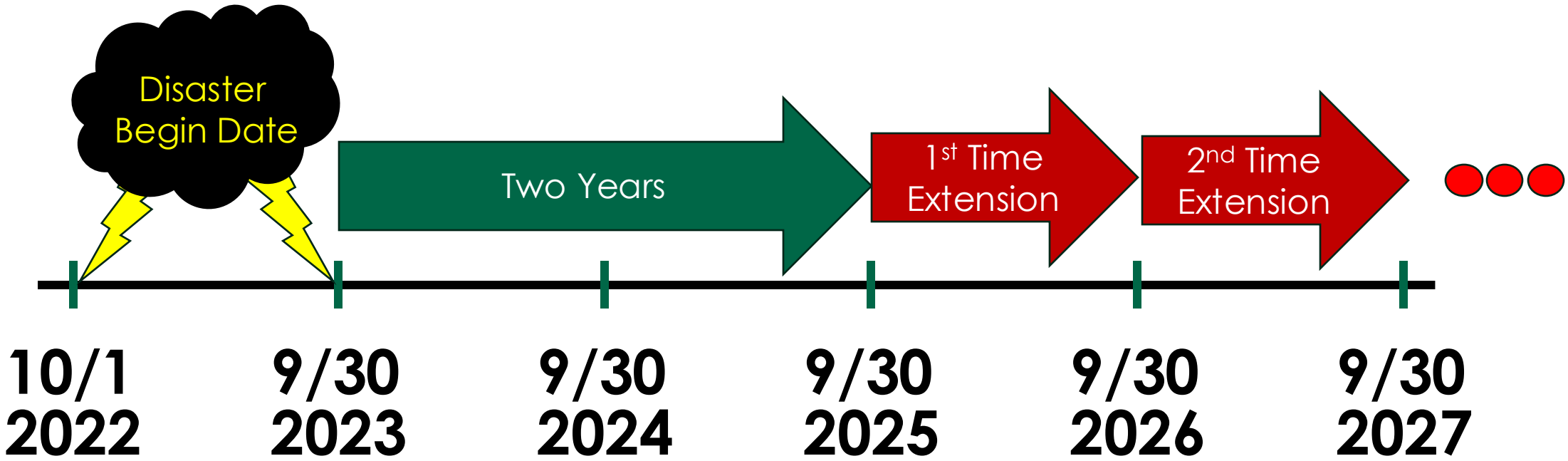
5. Resources

Adjourn



ER Time Extension Requests

ER Time Extensions – Before 2017



ER Time Extension Requests

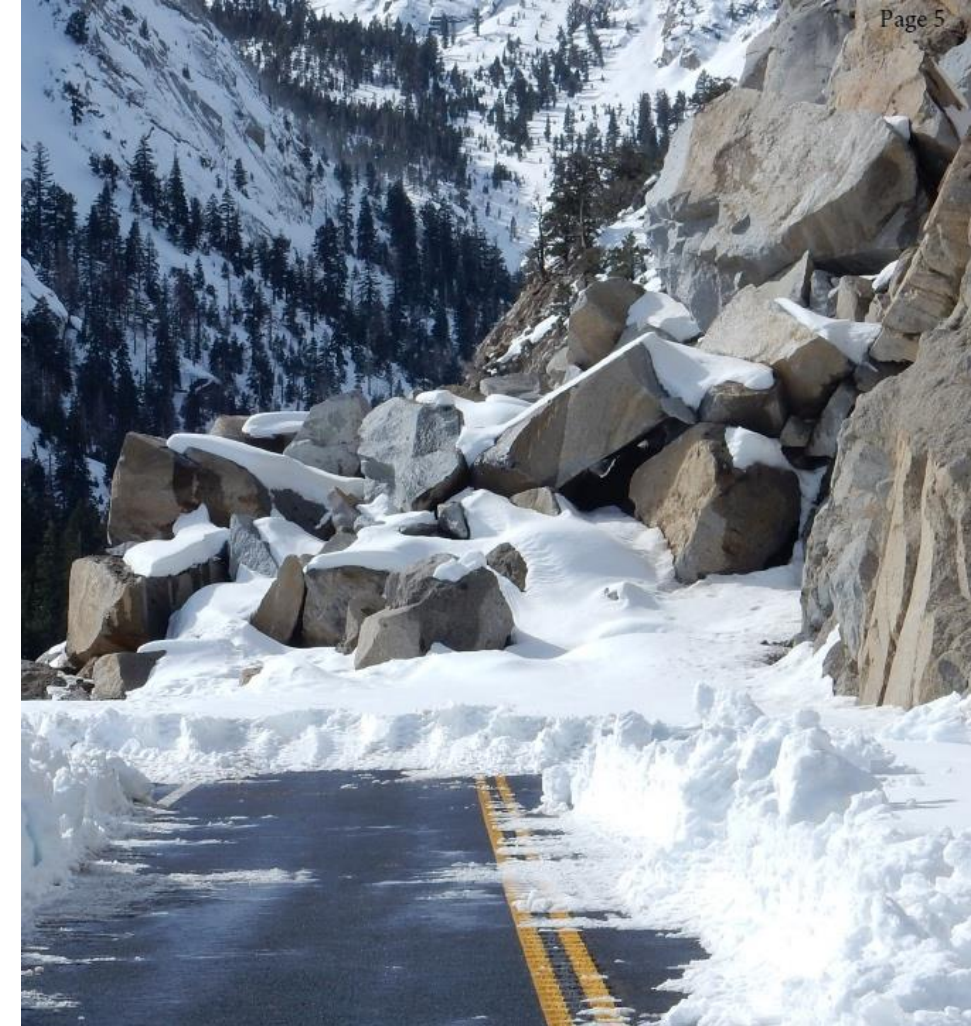
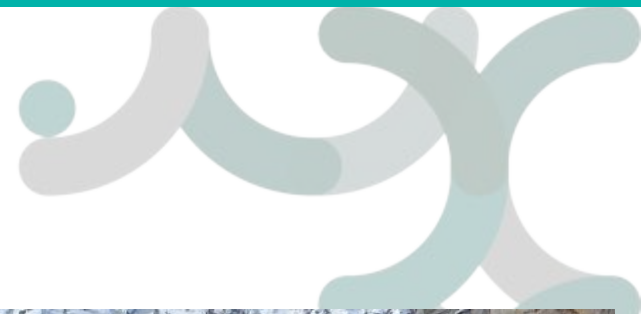
ER Time Extensions – Before 2017



Photos: 2004 FFY CA Wildfires near Miramar (SD County) & Simi Fire (Ventura County)

ER Time Extension Requests

ER Time Extensions – 2017 to 2019



Photos: CA17-2 Jan-Feb 2017 Storms Disaster; Whitney Portal Road in Inyo County

ER Time Extension Requests

ER Time Extensions – 2020



Photos: CA18-3 Thomas Fire Debris Flow on North Jamison Lane in Coast Village

ER Time Extension Requests

ER Time Extensions – 2025 and beyond



Photos: CA23-4 Tropical Storm Hilary on Avenue 44 near the City of Indio

Time Extension Requests

Timeline and Deadlines

- July 10th – ER Time Ext. Req. Workshops
- July 31st – Recommended last day for RFAs (for best chance of E76 this FFY)
- Aug. 8th – Local Agency Req. Due (DLAE)
- Aug. 15th – DLAE Reviewed Req. Due (HQ)
- Sept. 1st – Caltrans Submittal to OFR for FHWA
- Sept. (mid to late) – FMIS Shutdown; (Authorization Processing Cut Off Date)
- Sept. 30th – E76 CON Deadline
- Dec.-Jan. – FHWA Review

Be sure to Check the ER web page for the latest due dates

2025
JULY

SU	M	TU	W	TH	F	SA
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUG.

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPT.

31						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Time Extension Request Form



Local Assistance Program Guidelines

EXHIBIT 11-TE

Request for Time Extension of E76 CON Deadline
(Local ER Projects)

DLAE Received Date:

PROJECT INFO

Disaster Event No.: CA _____

Fed Project No.: EO _____ DAF No(s): _____

PR _____

Route/Roadway: _____

PM (Beg): _____ PM (End): _____ Local Agency: _____

INTERNAL SCREENING

If one of the following reasons contributed to the project missing the Emergency Opening (EO CON) and/or Permanent Restoration Construction (PR CON) authorization deadline, STOP HERE, the project is not eligible for a time extension:

- Lack of Staff
- Lack of Consultants
- Lack of Resources
- Delay(s) caused by the local agency
- Impacts from subsequent emergency disasters (federal or otherwise)

TIME EXTENSION JUSTIFICATION

Select the below reason(s), beyond the control of the local agency. EO CON and/or PR CON could not be authorized by the deadline and a time extension is needed. (Supporting documentation is required as part of submittal package) If multiple reasons for delay, indicate the [P] primary (main/leading) cause of delay and the [S] secondary causes of delay. (This will help expedite the review.)

☐ Extensive Environmental Evaluation or Permit Delay by the Resource Agency

☐ Complex Right of Way Acquisition

☐ Litigation

☐ Extensive Geotechnical Study

☐ Other (must be beyond local agency control; also, show local agency was proactive in efforts to advance project.)

☐ N/A, SUBMITTED complete Request for Authorization (RFA) CON to DLAE¹ - Awaiting E76²

¹ The complete Request for Authorization (RFA) package for CON must include all required documentation and be received by DLAE on, or prior to, the Sept. 30th deadline to qualify.

² If any other justification boxes above are selected, you may skip to Required Attachments section of this form on page 3.

³ Indicate if justification is the primary cause of delay [P] or secondary cause of delay [S] (example: [S] [P] Litigation)

PROJECT PROBLEM(S)

Resource Agency Name	Permit Needed	Date of 1 st Contact	Description of Issue/Problem

PROJECT FUNDING INFORMATION

Phase	Est. Total Amount for Phase of Work	Federal Amount in Approved DAF	Current AC Amount (Non-Fed)	Federal Amount Obligated	Federal Amount Invoiced
EO – PE					
EO – RW					
EO – CON					
PR – PE					
PR – RW					
PR – CON					

EO: Emergency Opening; PR: Permanent Restoration

EXHIBIT 11-TE

PR CON including milestones reached. All gaps in the timeline must be for a E76 CON time extension.

ENVIRONMENTAL MILESTONES

YY	Milestone or Activity	Est ¹	(MM/DD/YYYY)
	Geotechnical Report ⁵		
	Geotech contractor procurement date		
	Date Study Initiated		
	Geotechnical Report date completed		
	PES Information		
	1 st PES PR Submitted to District ²		
	1 st PES Signed by DLAE		
	1 st PES HQ DEA ENV Coord. Concur		
	List additional ENV studies required ³		
	Study 1		
	Study 2		
	Study 3		
	Attach extra sheet, if needed.		
	List any Bio Surveys Required ⁴		
	Survey 1 Completion Date		
	Survey 2 Completion Date		
	Attach extra sheet, if needed.		
	RW Acquisition ⁵		
	1 st Contact-Prop Owner(s) Acquisition		
	Final Offer-Prop Owner(s) Acquisition		
	RW Condemnation ⁵ Dates		
	Condemnation Proceedings Begin		
	Condemnation Proceedings End		
	Final date for condemnation		
	Utility Relocation ⁵		
	1 st Utility Owner Notified/Contacted		
	Date Utility Relocated		
	Litigation ⁵ Dates		
	Court Hearing		
	Court Notice to File		
	Resolution Date		

Footnotes:

¹ Use E for Estimated, A for Actual, or N/A.

² If greater than 3 months explain in the Narrative.

³ If not part of PES original submittal.

⁴ If contributed to delay of PR CON authorization.

⁵ Only complete sub-section if project includes this type of work.

EXHIBIT 11-TE

to adequately answer each question in this section.)

of the local agency and prohibited advancement to E76 CON, for EO Federal Fiscal Years (FFYs) after the FFY of the Disaster begin date.

S) for PR work (as well as PR under EO procedures work and/or EO is from the Disaster begin date to submit to the District, cite how long the reason for the delay.

mental Evaluation, and a study took longer than anticipated, or required that aspect of the project triggered the need for the additional work. on date for the study. to the delay, add additional pages if necessary. e a copy of each completed study you mention.

EXHIBIT 11-TE

the selection(s) in the Time Extension Justification section

ved project reaching the allotted two-year deadline. the last page of this application, specify the study / report (s) supporting the delay justification (ex. extra study their attention.

wner was non-responsive. er. wner was non-responsive. the last page of this application, specify the document ze page number(s), which the reviewers should direct

the last page of this application, specify the document , also cite the Geotechnical recommendation.

stify a time extension and , which the reviewers should direct their attention, using last page of this application;

complete, received by the DLAE, and have ate on, or before, September 30th, 2021.

EXHIBIT 11-TE

commentation:

Deadline (Local ER Projects) for ER project agree it is complete. Based on the information below text box.)

the Permanent Repair Construction phase of

Date:

ator (via email to: ER.Time.Extensions@dot.ca.gov)

EXHIBIT 11-TE

Comment(s)

Reason study is required.

), or use additional page(s), as needed.

Page # Comment(s)

Page # Comment(s)

here, or attach additional page(s), as needed.

Comment(s)

Comment(s)

), or use additional page(s), as needed.

10

Time Extension Request Form

Page 1 Overview

Local Assistance Program Coordinator

EXHIBIT 11-11

DAE Received Date:

Request for Time Extension of E76 CON Deadline
(Local ER Projects)

Project Info

Disaster Event No.: CA _____

Fed Project No.: EO _____ DAF No(s): _____
PR _____

Route/Roadway: _____

PM (Beg): _____ PM (End): _____ Local Agency: _____

Initial Screening

If one of the following reasons contributed to the project missing the Emergency Opening (EO CON) and/or Permanent Restoration Construction (PR CON) authorization deadline, STOP HERE, the project is not eligible for a time extension.

- Lack of Staff
- Lack of Consultants
- Lack of Resources
- Delay(s) caused by the local agency
- Impacts from subsequent emergency disasters (federal or otherwise)

Time Extension Justification

Select the below reason(s) beyond the control of the local agency. EO CON and/or PR CON could not be authorized by the deadline and a time extension is needed [supporting documentation is required as part of submittal package] If multiple reasons for delay, indicate the [1] primary (main/leading) cause of delay and the [2] secondary cause(s) of delay. (This will help expedite the review.)

☐ Extensive Environmental Evaluation or Permit Delay by the Resource Agency

☐ Complex Right of Way Acquisition

☐ Litigation

☐ Extensive Geotechnical Study

☐ Other (must be beyond local agency control, also, show local agency was proactive in efforts to advance project.)

☐ N/A. SUBMITTED complete Request for Authorization (RFA) CON to DAE¹ - Awaiting E76.²

¹ The complete Request for Authorization (RFA) package for CON must include all required documentation and be received by DAE on, or prior to, the Sept. 30th deadline to qualify.

² If no other justification below above are selected you may skip to Required Attachments section of this form on page 3.

³ Indicate if justification is the primary cause of delay [1] or secondary cause for delay [2] (example: [2] [1] Litigation)

Permit Problem(s)

Resource Agency Name	Permit Needed	Date of 1 st Contact	Description of Issue/Problem

PROJECT FUNDING INFORMATION

Phase	Est. Total Amount for Phase of Work	Federal Amount in Approved DAF	Current AC Amount (Non-Fed)	Federal Amount Obligated	Federal Amount Invoiced
EO – PE					
EO – RW					
EO – CON					
PR – PE					
PR – RW					
PR – CON					

EO: Emergency Opening; PR: Permanent Restoration

Time Extension Request Form

Page 1 Overview

Local Assistance Program Guidelines

EXHIBIT 11-TE

DLAE Received Date:

Request for Time Extension of E76 CON Deadline (Local ER Projects)

PROJECT INFO.

Disaster Event No.: CA _____

Fed Project No.: EO _____
PR _____

DAF No(s): _____

Route/Roadway: _____

PM (Beg): _____ PM (End): _____ Local Agency: _____

Time Extension Request Form

Page 1 Overview

INITIAL SCREENING

If one of the following reasons contributed to the project missing the Emergency Opening (EO CON) and/or Permanent Restoration Construction (PR CON) authorization deadline, STOP HERE; the project is not eligible for a time extension.

- Lack of Staff
- Lack of Consultants
- Lack of Resources
- Delay(s) caused by the local agency

The thumbnail shows the 'Request for Time Extension of ETS CON Deadline (Local ER Projects)' form. The 'Initial Screening' section is highlighted with a red box, containing the same text and list as the main slide. Below this, the form includes sections for 'Project Information', 'Justification for Extension', and a table for 'Project Schedule'.

Time Extension Request Form

Page 1 Overview

TIME EXTENSION JUSTIFICATION

Select the below reason(s) beyond the control of the local agency. EO CON and/or PR CON could not be authorized by the deadline and a time extension is needed [supporting documentation is required as part of submittal package] If multiple reasons for delay, indicate the [P] primary (main/leading) cause of delay and the [S] secondary causes of delay. (This will help expedite the review.)

- ☐ ☐ ³ Extensive Environmental Evaluation or Permit Delay by the Resource Agency
- ☐ ☐ ³ Complex Right of Way Acquisition
- ☐ ☐ ³ Litigation
- ☐ ☐ ³ Extensive Geotechnical Study
- ☐ ☐ ³ Other (must be beyond local agency control; also, show local agency was proactive in efforts to advance project.)
- ☐ N/A SUBMITTED complete Request for Authorization (RFA) CON to DLAE¹ – Awaiting E76.²

¹ The complete Request for Authorization (RFA) package for CON must include all required documentation and be received by DLAE on, or prior to, the Sept. 30th deadline to qualify.

² If no other justification boxes above are selected you may skip to Required Attachments section of this form on page 3.

³ Indicate if justification is the primary cause of delay [P] or secondary cause for delay [S] (example: ☒ [P] Litigation).

The thumbnail shows the top portion of the 'Request for Time Extension of E76 CON Deadline (Local ER Projects)' form. It includes fields for 'Request Received Date', 'Project Name', 'Date', 'State/County', 'PM (Org)', 'PM (Ind)', and 'Local Agency'. Below these are checkboxes for 'EO CON', 'PR CON', and 'Both'. A section titled 'Check Justification' lists reasons for delay with checkboxes. At the bottom, there are tables for 'Resource Agency Name', 'Permit Number', 'SP Contact', and 'Description of Issue/Problem'.

Page 1 Overview

Resource Agency Name	Permit Needed	Date of 1 st Contact	Description of Issue/Problem

Local Actions Program Guidelines

EXHIBIT 10-1E

DUE: Received date:		Request for Time Extension of E76 CON Deadline (Local ER Projects)																																																															
Project Name:	ER PD _____	DAP No.:	Disaster Team No.: CA _____																																																														
State/Location:																																																																	
PM (Sig):	PM (En):	Local Agency:																																																															
<p>2. List of the following reasons contributed to the project requiring the Emergency (Opening EOC) and/or Permanent Relocation (PM CON) authorization deadline. STOP HERE, the project is not eligible for an extension if:</p> <ul style="list-style-type: none"> • Lack of Staff • Lack of Staffing • Lack of Resources • Delays attributable to the local agency • Impacts from subsequent emergency disaster (federal or otherwise) 																																																																	
<p>3. A timeline is necessary. In order to control the cost of the local agency, EOC CON and/or PM CON could not be authorized by the deadline and a timeline is needed (supporting documentation is required as part of additional package). For multiple reasons, for those situations that require a combination of both, and the 30 emergency closure of sites. (This will help expedite the review.)</p> <p>Complete Sign-off by: Acquisition _____ Date: _____ Date: _____ by the Resource Agency</p> <p>_____ Date: _____</p> <p>(Note: must be received from that agency contact, also, show local agency work practices to achieve all projects.)</p> <p>(Note: must be received from the local agency contact, also, show local agency work practices to achieve all projects.)</p> <p>The signature provided by the Authorization EOC package for the local agency must be provided on or before 10/26/2020 to be considered for the EOC package. The local agency must be notified.</p> <p>After this deadline has been set (added) see our link to Required Documents below for the form on page 3.</p>																																																																	
<p>Appendix A (Optional)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Request Agency Name</th> <th style="width: 20%;">Period Number</th> <th style="width: 15%;">Date of AC Contract</th> <th style="width: 50%;">Description of Acquisition/Relocation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Request Agency Name	Period Number	Date of AC Contract	Description of Acquisition/Relocation																																																								
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Phase</th> <th style="width: 15%;">Total Amount Requested</th> <th style="width: 15%;">Amount Approved</th> <th style="width: 15%;">Amount AC'd</th> <th style="width: 15%;">Federal Amount</th> <th style="width: 15%;">Federal Amount</th> </tr> </thead> <tbody> <tr> <td>EOC - PE</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>EOC - EN</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>EOC - PM</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>EOC - PE</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>EOC - EN</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>EOC - PM</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>EOC - PE</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>EOC - EN</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>EOC - PM</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Phase	Total Amount Requested	Amount Approved	Amount AC'd	Federal Amount	Federal Amount	EOC - PE						EOC - EN						EOC - PM						EOC - PE						EOC - EN						EOC - PM						EOC - PE						EOC - EN						EOC - PM					
Phase	Total Amount Requested	Amount Approved	Amount AC'd	Federal Amount	Federal Amount																																																												
EOC - PE																																																																	
EOC - EN																																																																	
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Time Extension Request Form

Page 1 Overview

PROJECT FUNDING INFORMATION

Phase	Est. Total Amount for Phase of Work	Federal Amount in Approved DAF	Current AC Amount (Non-Fed)	Federal Amount Obligated	Federal Amount Invoiced
EO – PE					
EO – RW					
EO – CON					
PR – PE					
PR – RW					
PR – CON					

EO: Emergency Opening; PR: Permanent Restoration

Local Assistance Program Guidelines: EX-8801 11-18

Request for Time Extension of ETS CON Deadline (Local ER Projects)

Disaster Event No.: CA _____

DAF No.: _____

State/County: _____ PM (Org): _____ Local Agency: _____

Checklist:

If one of the following reasons contributed to the project missing the Emergency Opening (EO CON) and/or Permanent Restoration (PR CON) authorization deadline, STOP HERE, the project is not eligible for a time extension.

- Lack of Staff
- Lack of Continuity
- Lack of Resources
- Delays caused by the local agency
- Impacts from subsequent emergency disasters (federal or otherwise)

Justification:

Under the terms specified, beyond the control of the local agency, EO CON and/or PR CON could not be authorized by the deadline and a time extension is needed (supporting documentation is required as part of submittal package). If multiple reasons for delay, explain the primary reason(s) cause of delay and the secondary reason(s) if any. (One will help expedite the review.)

- 1. Exceeded Emergency Opening or Permanent Restoration deadline
- 2. Exceeded Right of Way Acquisition
- 3. Exceeded Environmental Review
- 4. Exceeded other authorized delay

(When multiple reasons are listed, show local agency's proactive efforts to advance project.)

1. ETS CON/PR CON completed Request for Authorization (RFA) to CON/PR CON – Funding ETS

2. ETS CON/PR CON completed Request for Authorization (RFA) to CON/PR CON – Funding ETS

3. ETS CON/PR CON completed Request for Authorization (RFA) to CON/PR CON – Funding ETS

4. ETS CON/PR CON completed Request for Authorization (RFA) to CON/PR CON – Funding ETS

Other Information:

Disaster Agency Name	Period Requested	Case of	Description of Issue/Problem

Project Funding Information:

Phase	Est. Total Amount for Phase of Work	Federal Amount in Approved DAF	Current AC Amount (Non-Fed)	Federal Amount Obligated	Federal Amount Invoiced
EO – PE					
EO – RW					
EO – CON					
PR – PE					
PR – RW					
PR – CON					

EO: Emergency Opening; PR: Permanent Restoration

Time Extension Request Form

Page 2 Overview

Local Assistance Program Guidelines

EXHIBIT 11-TE

PROJECT SCHEDULE AND MILESTONES

Enter below the projected schedule leading to EO and/or PR CON including milestones reached. All gaps in the timeline must be explained and justified, otherwise the project will not qualify for a E76 CON time extension.

DELIVERY MILESTONES		
MILESTONE OR ACTIVITY	Est. ¹	(MM/DD/YYYY)
Disaster Damage Discovery		
Damage Incident Date		
Damage Discovery Date		
EO⁵ Work Information		
EO PE Work Begins		
EO PE Work Ends		
EO NEPA Document Approved		
EO RW Work Begins		
EO RW Work Ends		
EO RW Certified		
EO CON Work Begins		
First DAF Information		
1 st Local Agency Signed & Dated DAF Submittal to DLAE	A	
Approved DAF Local Signature		
Approved DAF District Signature		
Approved DAF FHWA Signature		
EO⁵ Authorization Information		
E76 EO PE Submitted to DLAE		
E76 EO PE Approved		
E76 EO RW Submitted to DLAE		
E76 EO RW Approved		
E76 EO CON Pkg. sent to DLAE		
E76 EO CON Approved		
PR PE⁵		
PR PE Work Begins		
PR PE Work Ends		
E76 PR PE Submitted to DLAE		
E76 PR PE Approved		
PR RW⁵		
E76 PR RW Submitted to DLAE		
E76 PR RW Approved		
PR RW Work Ends		
PR RW Certified		
PR CON⁵		
E76 PR CON Submitted to DLAE		
E76 PR CON Est.	E	

ENVIRONMENTAL MILESTONES		
Milestone or Activity	Est. ¹	(MM/DD/YYYY)
Geotechnical Report⁵		
Geotech contractor procurement date		
Date Study initiated		
Geotechnical Report date completed		
PES Information		
1 st PES PR Submitted to District ²		
1 st PES Signed by DLAE		
1 st PES HQ DEA ENV Coord. Concur		
List additional ENV studies required³		
Study 1		
Study 2		
Study 3		
Attach extra sheet, if needed.		
List any Bio Surveys Required⁴		
Survey 1 Completion Date		
Survey 2 Completion Date		
Attach extra sheet, if needed.		
RW Acquisition⁵		
1 st Contact-Prop Owner(s) Acquisition		
Final Offer-Prop Owner(s) Acquisition		
RW Condemnation⁵ Dates		
Condemnation Proceedings Begin		
Condemnation Proceedings End		
Final date for condemnation		
Utility Relocation⁵		
1 st Utility Owner Notified/Contacted		
Date Utility Relocated		
Litigation⁵ Dates		
Court Hearing		
Court Notice to File		
Resolution Date		

Footnotes:

¹ Use E for Estimated, A for Actual, or N/A.

² If greater than 3 months explain in the Narrative.

³ If not part of PES original submittal.

⁴ If contributed to delay of PR CON authorization.

⁵ Only complete sub-section if project includes this type of work.

Time Extension Request Form

Page 2

PROJECT SCHEDULE AND MILESTONES

Enter below the projected schedule leading to EO and/or PR CON including milestones reached. All gaps in the timeline must be explained and justified, otherwise the project will not qualify for a E76 CON time extension.

DELIVERY MILESTONES

ESTIMATE OR ACTIVITY	Est. ¹	(MM/DD/YYYY)
Disaster Damage Discovery		
Damage Incident Date		
Damage Discovery Date		
EO⁵ Work Information		
EO PE Work Begins		
EO PE Work Ends		
EO NEPA Document Approved		
EO RW Work Begins		
EO RW Work Ends		
EO RW Certified		
EO CON Work Begins		
First DAF Information		
1 st Local Agency Signed & Dated DAF Submittal to DLAE	A	
Approved DAF Local Signature		
Approved DAF District Signature		
Approved DAF FHWA Signature		

ENVIRONMENTAL MILESTONES

Milestone or Activity	Est. ¹	(MM/DD/YYYY)
Geotechnical Report⁵		
Geotech contractor procurement date		
Date Study initiated		
Geotechnical Report date completed		
PES Information		
1 st PES PR Submitted to District ²		
1 st PES Signed by DLAE		
1 st PES HQ DEA ENV Coord. Concur		
List additional ENV studies required³		
Study 1		
Study 2		
Study 3		
Attach extra sheet, if needed.		
List any Bio Surveys Required⁴		
Survey 1 Completion Date		
Survey 2 Completion Date		
Attach extra sheet, if needed.		

Project Schedule and Milestones

Enter below the projected schedule leading to EO and/or PR CON including milestones reached. All gaps in the timeline must be explained and justified, otherwise the project will not qualify for a E76 CON time extension.

DELIVERY MILESTONES		ENVIRONMENTAL MILESTONES	
Milestone or Activity	Est.	Milestone or Activity	Est.
Disaster Damage Discovery			
Damage Incident Date		Geotechnical Report ⁵	
Damage Discovery Date		Geotech contractor procurement date	
EO⁵ Work Information			
EO PE Work Begins		1 st PES PR Submitted to District ²	
EO PE Work Ends		1 st PES Signed by DLAE	
EO NEPA Document Approved		1 st PES HQ DEA ENV Coord. Concur	
EO RW Work Begins		List additional ENV studies required³	
EO RW Work Ends		Study 1	
EO RW Certified		Study 2	
EO CON Work Begins		Study 3	
First DAF Information			
1 st Local Agency Signed & Dated DAF Submittal to DLAE	A	Attach extra sheet, if needed.	
Approved DAF Local Signature		List any Bio Surveys Required⁴	
Approved DAF District Signature		Survey 1 Completion Date	
Approved DAF FHWA Signature		Survey 2 Completion Date	
Attach extra sheet, if needed.			

Footnotes:
1 Use E for Estimated, A for Actual, or NA.
2 Regular PR 1-months prior to the timeline.
3 Part of PES original submittal.
4 Part of PES original submittal.
5 Only complete subsection if project includes the type of work.

DELIVERY MILESTONES

EO 5 Authorization Information

E76 EO PE Submitted to DLAE

E76 EO PE Approved

E76 EO RW Submitted to DLAE

E76 EO RW Approved

E76 EO CON Pkg. sent to DLAE

E76 EO CON Approved

PR PE 5

PR PE Work Begins

PR PE Work Ends

E76 PR PE Submitted to DLAE

E76 PR PE Approved

PR RW⁵

E76 PR RW Submitted to DLAE

E76 PR RW Approved

PR RW Work Ends

PR RW Certified

PR CON ⁵

E76 PR CON Submitted to DLAE

E76 PR CON Est.

ENVIRONMENTAL MILESTONES

RW Acquisition ⁵

1st Contact-Prop Owner(s) Acquisition

Final Offer-Prop Owner(s) Acquisition

RW Condemnation ⁵ Dates

Condemnation Proceedings Begin

Condemnation Proceedings End

Final date for condemnation

Utility Relocation ⁵

1st Utility Owner Notified/Contacted

Date Utility Relocated

Litigation ⁵ Dates

Court Hearing

Court Notice to File

Resolution Date

Footnotes:

¹ Use E for Estimated, A for Actual, or N/A.

² If greater than 3 months explain in the Narrative.

³ If not part of PES original submittal.

⁴ If contributed to delay of PR CON authorization.

⁵ Only complete sub-section if project includes this type of work.

[illegible]

Time Extension Request Form

Page 3 Overview

Local Assistance Program Guidelines

EXHIBIT 11-TE

NARRATIVE EXPLANATION

(Add additional pages to this submittal, as needed, to adequately answer each question in this section.)

1. Explain how each delay was beyond the control of the local agency and prohibited advancement to E76 CON, for EO and/or PR, beyond the deadline, which is two Federal Fiscal Years (FFYs) after the FFY of the Disaster begin date.

2. If the first Preliminary Environmental Study (PES) for PR work (as well as PR under EO procedures work and/or EO work, if applicable) took longer than three months from the Disaster begin date to submit to the District, cite how long it took to submit the PES to the District. Explain the reason for the delay.

3. If the delay was caused by Extensive Environmental Evaluation, and a study took longer than anticipated, or required additional work, identify the study and explain what aspect of the project triggered the need for the additional work.
 - Provide the estimated or actual completion date for the study.
 - Do this for each study that contributed to the delay; add additional pages if necessary.
 - As part of this submittal request, provide a copy of each completed study you mention.

Time Extension Request Form

Page 3



NARRATIVE EXPLANATION

(Add additional pages to this submittal, as needed, to adequately answer each question in this section.)

1

1. Explain how each delay was beyond the control of the local agency and prohibited advancement to E76 CON, for EO and/or PR, beyond the deadline, which is two Federal Fiscal Years (FFYs) after the FFY of the Disaster begin date.

2

2. If the first Preliminary Environmental Study (PES) for PR work (as well as PR under EO procedures work and/or EO work, if applicable) took longer than three months from the Disaster begin date to submit to the District, cite how long it took to submit the PES to the District. Explain the reason for the delay.

3

3. If the delay was caused by Extensive Environmental Evaluation, and a study took longer than anticipated, or required additional work, identify the study and explain what aspect of the project triggered the need for the additional work.
- Provide the estimated or actual completion date for the study.
 - Do this for each study that contributed to the delay; add additional pages if necessary.
 - As part of this submittal request, provide a copy of each completed study you mention.

Time Extension Request Form

Page 4 Overview

Local Assistance Program Guidelines

EXHIBIT 11-TE

REQUIRED ATTACHMENTS

Attach the required documents indicated below, coinciding with the selection(s) in the Time Extension Justification section on page 1.

Extensive Environmental Evaluation

- ☐ Provide a copy of each ENV study and/or report that delayed project reaching the allotted two-year deadline.
- ☐ On the "Attachment: Reference Page," which you will find on the last page of this application, specify the study / report name(s) and reference the page and paragraph number(s) supporting the delay justification (ex. extra study requirement specified), which the reviewers should direct their attention.
- ☐ Copy of latest approved DAF submittal package.

Complex Right of Way Acquisition

- ☐ Copy of Notice to contact property owner.
- ☐ Copy of property owner response or indicate if property owner was non-responsive.
- ☐ Copy of attempts to follow-up on notice with property owner.
- ☐ Copy of property owner response or indicate if property owner was non-responsive.
- ☐ On the "Attachment: Reference Page," which you will find on the last page of this application, specify the document name(s), type(s), request or responsiveness, and reference page number(s), which the reviewers should direct their attention.
- ☐ Copy of latest approved DAF submittal package.

Extensive Geotechnical Study

- ☐ Copy of Geotechnical Report(s)
- ☐ On the "Attachment: Reference Page," which you will find on the last page of this application, specify the document name(s) and page numbers that support justification cited; also cite the Geotechnical recommendation.
- ☐ Copy of latest approved DAF submittal package.

Other

- ☐ Copy of latest approved DAF submittal package.
- ☐ Any other documentation supporting the claim made to justify a time extension and...
- ☐ ...list these documents and the reference page number(s), which the reviewers should direct their attention, using the "Attachment: Reference Page," which you will find on the last page of this application;

☐ **SUBMITTED complete RFA for E76 CON to DLAE**

Note: to qualify, the ER E76 CON submittal package must be complete, received by the DLAE, and have DLAE/District date stamp on page one of this request with a date on, or before, September 30th, 2021.

Time Extension Request Form

Page 4

REQUIRED ATTACHMENTS

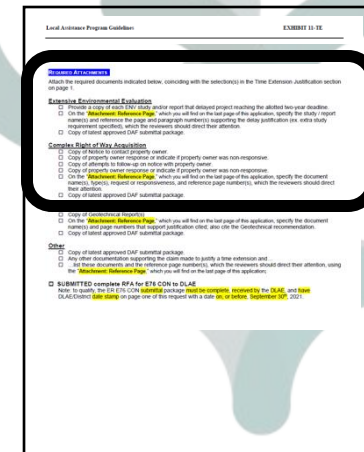
Attach the required documents indicated below, coinciding with the selection(s) in the Time Extension Justification section on page 1.

Extensive Environmental Evaluation

- ☐ Provide a copy of each ENV study and/or report that delayed project reaching the allotted two-year deadline.
- ☐ On the "**Attachment: Reference Page**," which you will find on the last page of this application, specify the study / report name(s) and reference the page and paragraph number(s) supporting the delay justification (ex. extra study requirement specified), which the reviewers should direct their attention.
- ☐ Copy of latest approved DAF submittal package.

Complex Right of Way Acquisition

- ☐ Copy of Notice to contact property owner.
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- ☐ On the "**Attachment: Reference Page**," which you will find on the last page of this application, specify the document name(s), type(s), request or responsiveness, and reference page number(s), which the reviewers should direct their attention.
- ☐ Copy of latest approved DAF submittal package.



Local Assistance Program Guidelines EXHIBIT 10.10

REQUIRED ATTACHMENTS

Attach the required documents indicated below, coinciding with the selection(s) in the Time Extension Justification section on page 1.

Extensive Environmental Evaluation

- ☐ Provide a copy of each ENV study and/or report that delayed project reaching the allotted two-year deadline.
- ☐ On the "**Attachment: Reference Page**," which you will find on the last page of this application, specify the study / report name(s) and reference the page and paragraph number(s) supporting the delay justification (ex. extra study requirement specified), which the reviewers should direct their attention.
- ☐ Copy of latest approved DAF submittal package.

Complex Right of Way Acquisition

- ☐ Copy of Notice to contact property owner.
- ☐ Copy of property owner response or indicate if property owner was non-responsive.
- ☐ Copy of attempts to follow-up on notice with property owner.
- ☐ Copy of property owner response or indicate if property owner was non-responsive.
- ☐ On the "**Attachment: Reference Page**," which you will find on the last page of this application, specify the document name(s), type(s), request or responsiveness, and reference page number(s), which the reviewers should direct their attention.
- ☐ Copy of latest approved DAF submittal package.

Other

- ☐ Any other documentation supporting the delay needs to justify a time extension and
- ☐ All these documents and the reference page number(s), which the reviewers should direct their attention, using the "**Attachment: Reference Page**," which you will find on the last page of this application.

☐ **SUBMITTED** complete RFA for ETX CON to DLAE

Note: In order to be eligible for the ETX CON to DLAE, the applicant must submit the RFA to the DLAE by the deadline date of the RFA. The RFA must be submitted by the deadline date of the RFA. The RFA must be submitted by the deadline date of the RFA.

Page 4

Local Assistance Program Guidelines EXHIBIT 10.10

Required Attachments

Attach the required documents indicated below, corresponding with the selection(s) in the Time Extension Justification section on page 3.

Extensive Geotechnical Study

- ☐ On the **Attachment: Reference Page**, which you will find on the last page of this application, specify the document name(s) and page number(s) that support justification cited; also cite the Geotechnical recommendation.
- ☐ Copy of latest approved DAF submittal package.

Other

- ☐ Copy of latest approved DAF submittal package.
- ☐ Any other documentation supporting the claim made to justify a time extension and...
- ☐ ...list these documents and the reference page number(s), which the reviewers should direct their attention, using the **Attachment: Reference Page**, which you will find on the last page of this application.

☐ **SUBMITTED complete RFA for E76 CON to DLAE**

Note: to qualify, the ER E76 CON submittal package must be complete, received by the DLAE, and have DLAE/District date stamp on page one of this request with a date on, or before, September 30th, 2021.

Extensive Geotechnical Study

- ☐ Copy of Geotechnical Report(s)
- ☐ On the **"Attachment: Reference Page,"** which you will find on the last page of this application, specify the document name(s) and page numbers that support justification cited; also cite the Geotechnical recommendation.
- ☐ Copy of latest approved DAF submittal package.

Other

- ☐ Copy of latest approved DAF submittal package.
- ☐ Any other documentation supporting the claim made to justify a time extension and...
- ☐ ...list these documents and the reference page number(s), which the reviewers should direct their attention, using the **"Attachment: Reference Page,"** which you will find on the last page of this application;

☐ SUBMITTED complete RFA for E76 CON to DLAE

Note: to qualify, the ER E76 CON submittal package must be complete, received by the DLAE, and have DLAE/District date stamp on page one of this request with a date on, or before, September 30th, 2021.

Time Extension Request Form

Page 5 Overview

Local Assistance Program Guidelines

EXHIBIT 11-TE

SIGNATURESLocal Agency Certification:

This Request for Time Extension ER project number(s) _____ has been prepared in accordance with the LAPM Chapter 11 ER 23 CFR 668.105 (h) & FHWA ER Manual (2013). I certify that the information provided in this document is accurate and correct. I understand that if the required information has not been provided the request may be rejected. I understand that even if all the information is provided, it is not guarantee of approval of my request. You may direct any questions regarding this request submittal to:

_____ at _____
(Name) (Phone No.)

Signature: _____ Date: _____
(e-signature or scanned "Wet" signature)

Name: _____

Title: _____

Agency: _____

E-mail: _____

Phone No.: _____

Caltrans District Local Assistance Engineer Acceptance and Recommendation:

I have reviewed this Request for Time Extension of E76 CON Deadline (Local ER Projects) for ER project number(s) _____ and agree it is complete. Based on the information submitted and my personal knowledge of the project, I...

- ☐ Recommend
☐ Do Not Recommend (For the reason(s) provided in the below text box.)

...this project receive a one-year time extension to authorize the Permanent Repair Construction phase of work.

Signature: _____ Date: _____
(e-signature or scanned "Wet" signature)

Name: _____

Title: _____

Agency: _____

E-mail: _____

Phone No.: _____

Distribution:

- (1) Original – DLAE
(2) Copy – Division of Local Assistance, HQ ER Program Manager / Coordinator (via email to: ER.Time.Extensions@dot.ca.gov)

Time Extension Request Form

Page 5



SIGNATURES

Local Agency Certification:

This Request for Time Extension ER project number(s) _____ has been prepared in accordance with the LAPM Chapter 11 ER 23 CFR 668.105 (h) & FHWA ER Manual (2013). I certify that the information provided in this document is accurate and correct. I understand that if the required information has not been provided the request may be rejected. I understand that even if all the information is provided, it is not guarantee of approval of my request. You may direct any questions regarding this request submittal to:

_____ at _____
(Name) (Phone No.)

Signature: _____ Date: _____

(e-signature or scanned "Wet" signature)

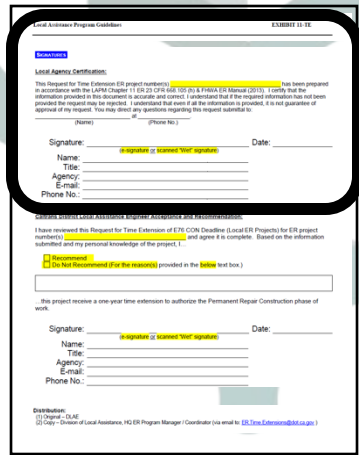
Name: _____

Title: _____

Agency: _____

E-mail: _____

Phone No.: _____



I have reviewed this Request for Time Extension of E76 CON Deadline (Local ER Projects) for ER project number(s) [REDACTED] and agree it is complete. Based on the information submitted and my personal knowledge of the project, I...

☐ Do Not Recommend (For the reason(s) provided in the below text box.)

--

...this project receive a one-year time extension to authorize the Permanent Repair Construction phase of work.

Signature: _____ Date: _____

(e-signature or scanned "Wet" signature)

Name: _____

Title: _____

Agency: _____

E-mail: _____

Phone No.: _____

Local Agency Program Guidelines

E-0307-12 12

[Signature]

Local Agency Certification:

We hereby certify that Permanent DR project numbers _____ have been prepared in accordance with the Labor Chapter 11 ECR 229 CCR 648 102 (a) & FRSA 216 Manual (2011). I certify that the information provided by this document is accurate and correct. I understand that the request certification has not yet passed pending the request may be rejected. I understand that even if all the information is provided, it is not guarantee of approval or denial. You may still get a question regarding this request submitted to _____.

(Name) _____ (Phone No.) _____

Signature: _____ Date: _____

Name: **[signature] 2. Insert Your Signature**

Title: _____

Agency: _____

E-mail: _____

Phone No.: _____

Permanent District Local Assistance Engineer Acceptance and Recommendation:

I have received this Request for Tota Release of ECR CON Chawline (Local ECR Projects) for DR program number(s) _____ and confirm personal knowledge of the project. I _____ Based on the information provided, I am recommending _____

[Signature]
(Do Not Remove This from the envelope) provided in the **envelope** box below.

This project involves a one-year time extension to authorize the Permanent Regular Construction phase of work.

Signature: _____ Date: _____

Name: _____

Title: _____

Agency: _____

Phone No.: _____

Distribution:
① [Signature]-E&E
② CCY - District Local Assistance, H&D Program Manager /Coordinator via email to CCY.Localsupport@caltrans.ca.gov

Time Extension Request Form

Distribution

- 1) Original – DLAE
- 2) Copy – DLA HQ via ER.Time.Extensions@dot.ca.gov



Time Extension Request Form

Page 6 Overview

ATTACHMENT: REFERENCE PAGE

Extensive Environmental Evaluation

ENV Study or Report Name	File Name	Page #	¶ #	Comment(s)
Example: ENV Study Name	NEPA-Study.pdf	3	1	Reason study is required.

Note: Add rows, use Attachment Reference Page (last page of this application), or use additional page(s), as needed.

Complex Right of Way Acquisition

Parcel / Easement No. =

Document File Name	Document Type	Responsive? (Y, N, N/A)	Page #(s)	Comment(s)
	Notice			
	Property Owner Response			
	Notice Follow-up			
	Property Owner Response			

Parcel / Easement No. =

Document File Name	Document Type	Responsive? (Y, N, N/A)	Page #(s)	Comment(s)
	Notice			
	Property Owner Response			
	Notice Follow-up			
	Property Owner Response			

Note: Add rows to above table and/or add additional "Parcel/Easement" tables here, or attach additional page(s), as needed.

Extensive Geotechnical Study

Geotechnical Study Name	File Name	Page #	¶ #	Comment(s)

Note: Add rows to above table, as needed.

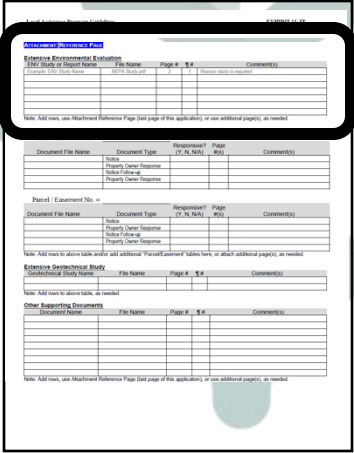
Other Supporting Documents

Document Name	File Name	Page #	¶ #	Comment(s)

Note: Add rows, use Attachment Reference Page (last page of this application), or use additional page(s), as needed.

Time Extension Request Form

Page 6



ATTACHMENT: REFERENCE PAGE

Extensive Environmental Evaluation

ENV Study or Report Name	File Name	Page #	¶ #	Comment(s)
Example: ENV Study Name	NEPA-Study.pdf	3	1	Reason study is required.

Note: Add rows or use additional page(s), as needed.

Time Extension Request Form

Page 6

Complex Right of Way Acquisition

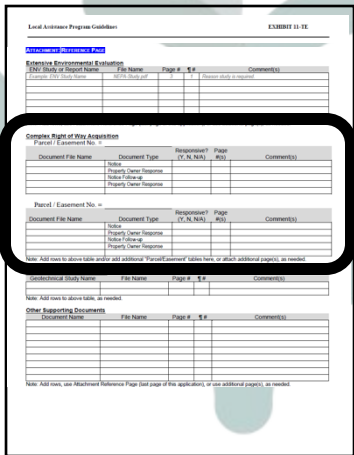
Parcel / Easement No. =

Document File Name	Document Type	Responsive? (Y, N, N/A)	Page #(s)	Comment(s)
	Notice			
	Property Owner Response			
	Notice Follow-up			
	Property Owner Response			

Parcel / Easement No. =

Document File Name	Document Type	Responsive? (Y, N, N/A)	Page #(s)	Comment(s)
	Notice			
	Property Owner Response			
	Notice Follow-up			
	Property Owner Response			

Note: Add rows to above table and/or add additional "Parcel/Easement" tables here, or attach additional page(s), as needed.



Time Extension Request Form

Page 6

Extensive Geotechnical Study

Geotechnical Study Name	File Name	Page #	¶ #	Comment(s)

Note: Add rows to above table, as needed.

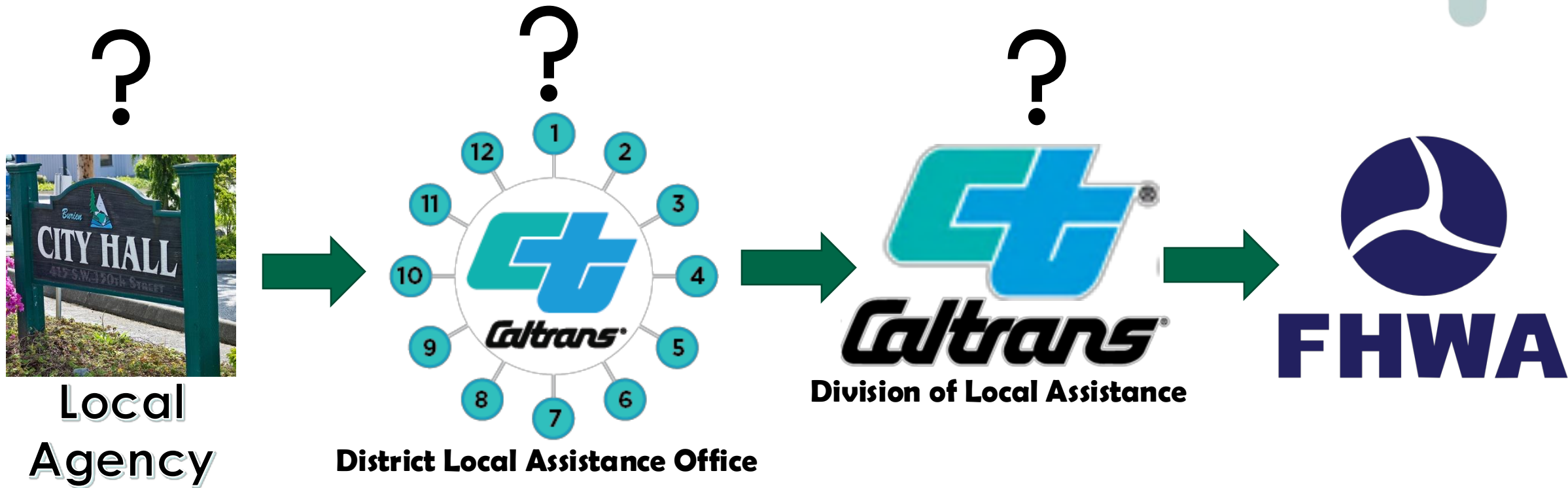
Other Supporting Documents

Document Name	File Name	Page #	¶ #	Comment(s)

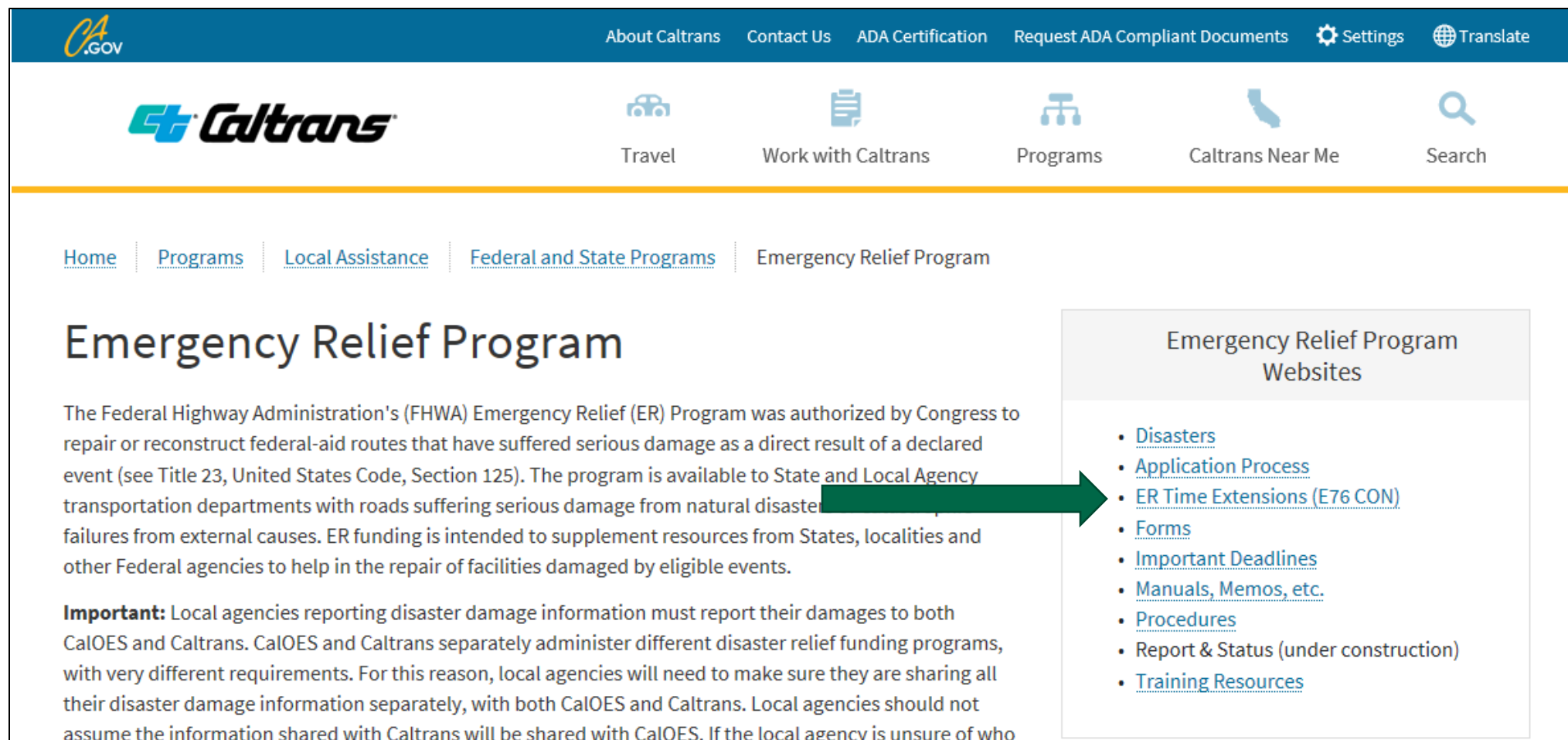
Note: Add rows or use additional page(s), as needed.

The thumbnail shows the full form with sections for:
- Local Assistance Program Guidelines
- EXHIBIT 11-12
- Extensive Environmental Studies (Table with 5 columns: Study Name, File Name, Page #, ¶ #, Comment(s))
- Complete Right of Way Acquisition (Table with 5 columns: Document Name, Document Type, Response?, Page #, Comment(s))
- Extensive Geotechnical Studies (Table with 5 columns: Study Name, File Name, Page #, ¶ #, Comment(s))
- Other Supporting Documents (Table with 5 columns: Document Name, File Name, Page #, ¶ #, Comment(s))

Time Extension Sequency of Communication (for Questions)



Emergency Relief (ER) Program Web Site



The screenshot shows the Caltrans website's Emergency Relief Program page. The header includes the Caltrans logo and navigation links: About Caltrans, Contact Us, ADA Certification, Request ADA Compliant Documents, Settings, and Translate. Below the header is a secondary navigation bar with icons for Travel, Work with Caltrans, Programs, Caltrans Near Me, and Search. The main content area features a breadcrumb trail: Home | Programs | Local Assistance | Federal and State Programs | Emergency Relief Program. The title "Emergency Relief Program" is prominently displayed. The introductory paragraph explains the program's purpose and eligibility. A green arrow points from the text "ER funding is intended to supplement resources from States, localities and other Federal agencies to help in the repair of facilities damaged by eligible events." to a box titled "Emergency Relief Program Websites". This box contains a list of links: Disasters, Application Process, ER Time Extensions (E76 CON), Forms, Important Deadlines, Manuals, Memos, etc., Procedures, Report & Status (under construction), and Training Resources.

[CA.GOV](#) [About Caltrans](#) [Contact Us](#) [ADA Certification](#) [Request ADA Compliant Documents](#) [Settings](#) [Translate](#)

Caltrans [Travel](#) [Work with Caltrans](#) [Programs](#) [Caltrans Near Me](#) [Search](#)

[Home](#) | [Programs](#) | [Local Assistance](#) | [Federal and State Programs](#) | [Emergency Relief Program](#)

Emergency Relief Program

The Federal Highway Administration's (FHWA) Emergency Relief (ER) Program was authorized by Congress to repair or reconstruct federal-aid routes that have suffered serious damage as a direct result of a declared event (see Title 23, United States Code, Section 125). The program is available to State and Local Agency transportation departments with roads suffering serious damage from natural disaster failures from external causes. ER funding is intended to supplement resources from States, localities and other Federal agencies to help in the repair of facilities damaged by eligible events.

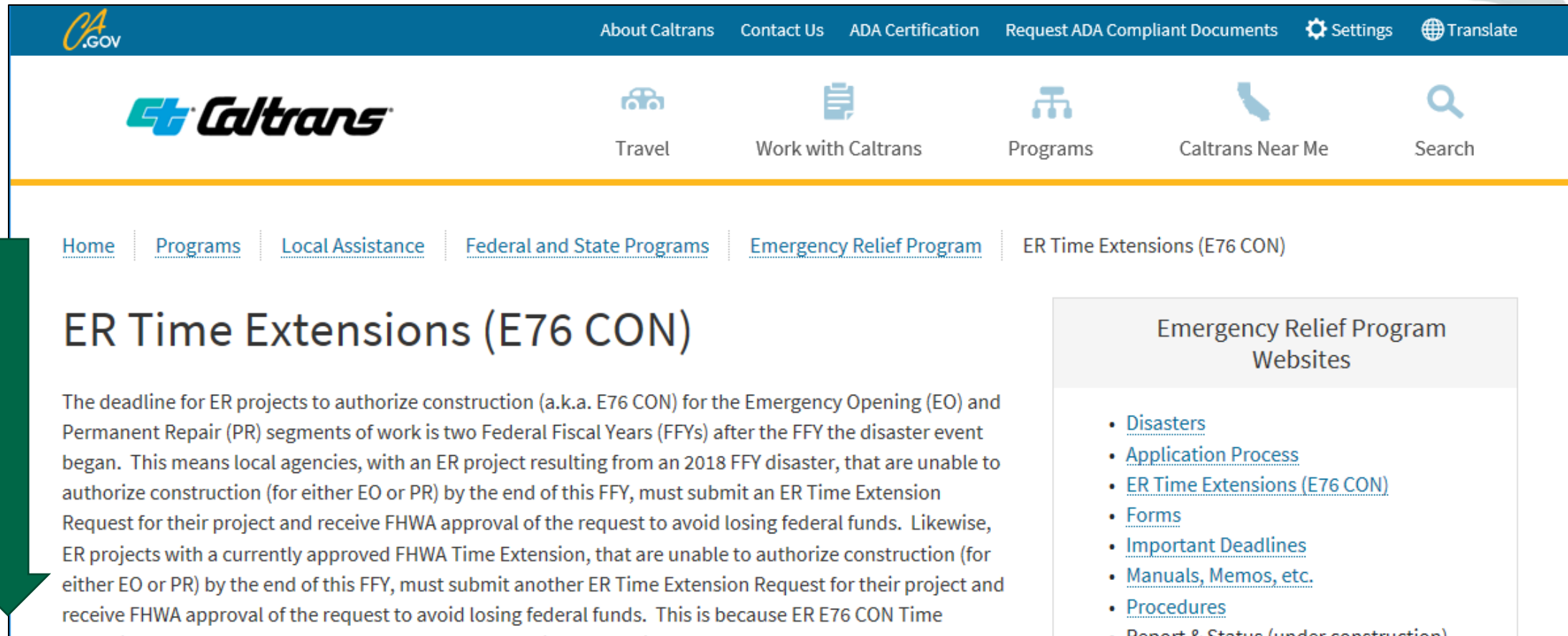
Important: Local agencies reporting disaster damage information must report their damages to both CalOES and Caltrans. CalOES and Caltrans separately administer different disaster relief funding programs, with very different requirements. For this reason, local agencies will need to make sure they are sharing all their disaster damage information separately, with both CalOES and Caltrans. Local agencies should not assume the information shared with Caltrans will be shared with CalOES. If the local agency is unsure of who

Emergency Relief Program Websites

- [Disasters](#)
- [Application Process](#)
- [ER Time Extensions \(E76 CON\)](#)
- [Forms](#)
- [Important Deadlines](#)
- [Manuals, Memos, etc.](#)
- [Procedures](#)
- [Report & Status \(under construction\)](#)
- [Training Resources](#)

<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/emergency-relief-program>

Emergency Relief (ER) Program Web Site



The screenshot shows the Caltrans website's Emergency Relief (ER) Program section. The top navigation bar includes links for About Caltrans, Contact Us, ADA Certification, Request ADA Compliant Documents, Settings, and Translate. Below this is a secondary navigation bar with icons for Travel, Work with Caltrans, Programs, Caltrans Near Me, and Search. The main content area features a breadcrumb trail: Home | Programs | Local Assistance | Federal and State Programs | **Emergency Relief Program** | ER Time Extensions (E76 CON). The title 'ER Time Extensions (E76 CON)' is prominently displayed. A large green arrow points to this title. The text below explains the deadline for ER projects to authorize construction (a.k.a. E76 CON) for the Emergency Opening (EO) and Permanent Repair (PR) segments of work. It states that the deadline is two Federal Fiscal Years (FFYs) after the FFY the disaster event began. This means local agencies, with an ER project resulting from a 2018 FFY disaster, that are unable to authorize construction (for either EO or PR) by the end of this FFY, must submit an ER Time Extension Request for their project and receive FHWA approval of the request to avoid losing federal funds. Likewise, ER projects with a currently approved FHWA Time Extension, that are unable to authorize construction (for either EO or PR) by the end of this FFY, must submit another ER Time Extension Request for their project and receive FHWA approval of the request to avoid losing federal funds. This is because ER E76 CON Time

Emergency Relief Program Websites

- [Disasters](#)
- [Application Process](#)
- [ER Time Extensions \(E76 CON\)](#)
- [Forms](#)
- [Important Deadlines](#)
- [Manuals, Memos, etc.](#)
- [Procedures](#)
- [Report & Status \(under construction\)](#)

Emergency Relief (ER) Program Web Site



Links

- ER TIME EXTENSION REQUEST FORM (Word) - **Coming Soon**
- [2021 FFY Solicitation – ER Time Extension Requests Received \(Excel\)](#)
- [ARCHIVE: Request Lists from Previous Years](#)



ER Contact







Questions?

Contact Info: <https://dot.ca.gov/programs/local-assistance/other-important-issues/local-assistance-contacts>

ER Website: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/emergency-relief-program>



Credit: AP Photo/David Swanson