

**DRAFT Policies and Procedures Specific to the  
2021 Mid-Cycle State Transportation Improvement Program**

**Coronavirus Response and Relief Supplemental Appropriations Act of  
2021**

The California Transportation Commission (Commission) intends to develop and adopt a 2021 Mid-Cycle State Transportation Improvement Program (STIP) in response to the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Federal Act). The following policies and procedures address the particular circumstances of the 2021 Mid-Cycle STIP.

- **Schedule.** The following schedule lists the major milestones for the development and adoption of the 2021 Mid-Cycle STIP:

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|---|------------------|
| Draft Guidelines/Workshop                             | March 9, 2021    |
| Commission adopts Guidelines and Share Distribution   | March 24, 2021   |
| List of projects due to the Commission                | April 30, 2021   |
| New projects are presented to the Commission (Notice) | May 12-13, 2021  |
| Commission adopts the new projects                    | June 23-24, 2021 |

- **Funding Distribution.** The Commission will distribute \$\$\$\$\$ (XX.X percent of the Federal Act) through the 2021 Mid-Cycle STIP. The Regional Improvement Program will receive \$\$\$\$\$ (75 percent) and the Interregional Improvement Program will receive \$\$\$\$\$ (25 percent) of the Federal Act amount directed to the 2021 Mid-Cycle STIP.
- **Regional Share Targets.** Regional share targets will be calculated based on the amount identified above for the Regional Improvement Program using the STIP share distribution formula. These will be the target shares for each region. There will be no minimum or maximum calculated for these shares.
- **Over programming.** Regions and the state may program these STIP share targets even if overprogrammed in the 2020 STIP.
- **Planning Programming and Monitoring (PPM).** PPM will be calculated based on 5 percent of the regional share targets. Regions will have the option to program PPM up to the amount of PPM identified.
- **State Only Funds Exchange.** Regions with a share target amount of \$5 million or less may request state only funds at the time of programming, except for the urbanized areas with populations over 200,000 identified in the Federal Highway Administration apportionment notice dated January 15, 2021. A project that is required to be federalized or that has previously received federal funds is not eligible for state-only funding. Projects programmed with state only funds are subject to Article 19 restrictions.

- Programming Options. Regions and the state may choose or do a combination of the following programming options:
  1. Propose New Projects – An agency may choose to program new projects up to their total target amount. For each new project nominated for funding in the 2021 Mid-Cycle STIP, regions and Caltrans shall submit a Project Programming Request (PPR), identifying the scope, cost, and schedule. The PPRs shall be submitted electronically to the Commission by April 30, 2021.
  2. Augment Projects - An agency may increase funding to a currently programmed project to address project cost increases, add scope or exchange funds with local funds. The project must be programmed in Fiscal Year 2021-22 or later.
  3. Advance Projects - An agency may propose to advance projects that are currently programmed in later years of the STIP. Approval of advancing more than the target amount will only be possible if other regions elect to delay their shares.
  4. Delay Programming - An agency may choose to delay programming their target shares. Their shares will be accounted for in the 2022 STIP Fund Estimate distribution. No action is required.
- Interregional Program. Caltrans may program projects that are eligible through the State Highway Operations and Protection Program (SHOPP) in the interregional program if timely programming through the SHOPP is not possible because of funding limitations in the SHOPP.
- STIP Guidelines. The STIP guidelines shall apply to all projects that received Federal Act funding.