

**LOCAL AGENCY OBLIGATION PLAN INSTRUCTIONS  
FOR FEDERAL FISCAL YEAR 2020**

**\*\* Please do not change, alter or modify the template provided \*\***

1. **District** – Enter the appropriate Caltrans District number.
2. **MPO/RTPA** – Enter the name of the responsible Metropolitan Planning Organization or Regional Transportation Planning Agency.
3. **Local Agency** – Enter the name of the Local Agency responsible for the project.
4. **Project Number** – Enter the project number in the following format: STP 1234(567).
  - May be completed by the Caltrans District Local Assistance Engineer.
  - If project number is not known, provide the project FTIP or PPNO number.
5. **Project Location** – Provide the location of the project such as street name, highway, cross-street, etc.
6. **Project Scope/Description** – Provide scope of the project and a brief description.
7. **Actual or Planned Date of Obligation** – Enter the date when the project was/will be obligated from 10/1/2019 to 9/30/2020. Enter the date in the following format: MM/DD/YY.
8. **RSTP \$ (actual dollars)** – Enter the RSTP dollars being obligated for each project (for this transaction only). Enter STP-L (actual dollars) separately.
9. **CMAQ \$ (actual dollars)** – Enter the CMAQ dollars being obligated for each project (for this transaction only).
10. **BRIDGE \$ (actual dollars)** – Enter the Bridge dollars being obligated for each project (for this transaction only).
11. **HSIP \$ (actual dollars)** – Enter the HSIP dollars being obligated for each project (for this transaction only).
12. **SRTS \$ (actual dollars)** – Enter the SRTS dollars being obligated for each project (for this transaction only).
13. **Federal STIP \$ (actual dollars)** – Enter the total Federal STIP dollars being obligated for each project (for this transaction only). Do not include projects with state only funding.
14. **Federal ATP \$ (actual dollars)** – Enter the total Federal ATP dollars being obligated for each project (for this transaction only). Do not include projects with state only funding.
15. **Total Federal Obligation** – The total federal obligation for each project.
16. **Remarks** – Enter comments or additional information (see letter). Provide contact names and their phone numbers or email addresses for any questions we may have.