

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

P.O. BOX 942873, MS-32
SACRAMENTO, CA 94273-0001
PHONE (916) 654-2596
FAX (916) 653-0001
TTY 711
www.dot.ca.gov



*Making Conservation
a California Way of Life.*

ATTACHMENT "D"

December 11, 2018

Mr. Dan Little
Executive Director
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

Dear Mr. Little:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations for the recent award of the following State transportation planning formula grant for Fiscal Year (FY) 2018–19:

Grant Program: Road Maintenance and Rehabilitation Account (Senate Bill 1) – Sustainable Communities Formula Grants

Formula Grant Award:	\$167,765
Local Match:	\$21,736
Total Project Amount:	\$189,501

This communication follows the letter dated June 22, 2018. The formula grant amount above has increased from \$163,172 to \$167,765 resulting from each Metropolitan Planning Organization's (MPO) ability to meet the carryover threshold of at or below 100 percent of the annual Federal Highway Administration (FHWA) Planning (PL) allocation. This increased grant amount and associated minimum required local match must be programmed by February 1, 2019.

Please see the list below which identifies specific conditions for a grantee to accept grant funding, to program funds, and to begin work. All conditions must be fulfilled no later than February 1, 2019. Failure to fulfill conditions of grant acceptance by the aforementioned date will result in forfeiture of grant funds. Also, please note that final products and final requests for reimbursements must be submitted to Caltrans no later than April 28, 2021.

Conditions of Grant Acceptance

These State formula grant funds cannot be encumbered until the following conditions are fulfilled:

1. The FY 2018–19 Overall Work Program (OWP) and OWP Agreement (OWPA) are amended to incorporate the grant project(s) including the full grant amount and full local match amount. The OWP/OWPA amendment includes the OWPA, OWP Budget

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Summary, a standalone Work Element(s), and satisfies Caltrans comments for draft OWP Sustainable Communities Formula-funded activities and any follow-up comments from Caltrans. The Work Element name/number(s) must remain unchanged until the project(s) is/are completed. These items must show consistent funding information for the grant project(s). Caltrans District staff will send a formal notice to proceed after the OWP/OWPA amendment is processed.

2. Submit a list of Sustainable Communities Formula-funded grant projects, project descriptions, and an inventory of intended final outcomes or products to Caltrans.

In March 2018, the Office of Regional Planning released guidance to assist MPOs with how to properly reflect Sustainable Communities Formula-funded activities in OWPs and Requests for Reimbursements, available at:

http://www.dot.ca.gov/hq/tpp/offices/orip/owp/index_files/1819/GuidanceSB-1SCandAdaptFundsInOWPsandRFRs.docx

The FY 2018-19 Grant Application Guide also provides guidance for developing activities for the Sustainable Communities Formula Grants, available at:

http://www.dot.ca.gov/hq/tpp/grant_files/FY_18-19/01_FINAL_JAN18_STPGrantGuideFY2018-19.pdf

Once the project(s) is/are underway, quarterly status updates will be required as part of the OWP Quarterly Progress and Expenditure Report, including a transmittal memo noting the percentage of project work completed and a narrative description of the status of the tasks and schedule. If this reporting method is not adequately satisfied, a separate quarterly progress report will be required to monitor project activities. Lastly, request for reimbursements with the required minimum local match can be submitted monthly, but must be submitted quarterly.

Please contact Aaron Casas, District 2 Liaison, at (530) 225-4732 or Gilbert Valencia, Headquarters Liaison, at (916) 653-3076, if you have any questions concerning these grant funds or program requirements.

Sincerely,



ERIN THOMPSON
Chief, Office of Regional Planning

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c: Dan Wayne, Senior Transportation Planner, SRTA
Kathy Grah, Chief, Regional Planning, Caltrans, District 2
Aaron Casas, Associate Transportation Planner, Caltrans, District 2
Gilbert Valencia, Transportation Planner, Caltrans, Headquarters