

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

P.O. BOX 942874, MS-32

SACRAMENTO, CA 94274-0001

PHONE (916) 654-2596

FAX (916) 653-0001

TTY 711

www.dot.ca.gov



*Making Conservation
a California Way of Life.*

May 17, 2019

Mr. Brian Balbas
Director
Contra Costa County Department of Conservation and Development
255 Glacier Drive
Martinez, CA 94553

Dear Mr. Balbas:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations to the Contra Costa County Department of Conservation and Development for the recent award of the following transportation planning grant:

State Highway Account - Sustainable Communities	
Grant Fiscal Year (FY)	2019-20
Grant Title	Contra Costa County Active Transportation Action Plan
Grantee	Contra Costa County Department of Conservation and Development
Sub-Recipient	Contra Costa County Department of Public Works
Grant Award	\$380,000
Local Match	\$110,000
Total Project Amount	\$485,000
Grant Expiration	February 28, 2022 - time extensions are not allowed
Final Invoice Due	April 28, 2022

Conditions of Grant Acceptance

Grant work cannot begin until all Conditions of Grant Acceptance have been satisfied. To assist with this process, Caltrans District staff will schedule a teleconference with your agency to discuss the conditions below, as well as other project revisions that may be necessary to accept grant funding. Please submit the below items to Caltrans District 4 no later than July 15, 2019. Failure to satisfy these conditions will result in the forfeiture of grant funds.

Mr. Brian Balbas
May 17, 2019
Page 2

1. Coordinate with Caltrans District Planning staff to make necessary revisions to the Grant Application Cover Sheet, Scope of Work, and Project Timeline. Initial review of these documents require the following revisions:
 - Applicant staff time is not an eligible In-Kind match. Revise the Grant Application Cover Sheet and the Project Timeline so that applicant staff time is identified as cash match.
2. A current (less than one year old) Local Resolution signed by the governing board that includes the grant project title and job title of the person authorized to enter into a contract with Caltrans.
3. Although the Payee Data Record (STD. 204) states government entities are not required to submit the form, it is required by Caltrans Accounting to ensure payments are sent to the correct recipient and address.
4. If requesting reimbursement for indirect costs, these costs must be included in the grant Scope of Work and Project Timeline. An Indirect Cost Allocation Plan (ICAP) must be submitted to Caltrans Audits and Investigations. Instructions for submitting an ICAP are available at the following webpage: <http://dot.ca.gov/audits/>
5. If utilizing third-party in-kind contributions to satisfy the minimum local match requirement, a Third-Party In-kind Valuation Plan must be completed. These contributions consist of goods and services donated from outside the grantee's agency (examples: donated printing, facilities, interpreters, equipment, advertising, staff time, and other goods or services). A Third-Party In-kind Valuation Plan Checklist and sample can be found at the following webpage: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

Next Steps

Once the District has approved all items required to fulfill the Conditions of Grant Acceptance, the following steps will need to occur:

- The Caltrans Division of Procurement and Contracts will send a draft contract for review and signature. Once the contract is signed, Caltrans District staff will send a Notice to Proceed letter. Grant work cannot begin until this letter is received by the grantee.
- Caltrans District staff will schedule a grant kick-off meeting with Caltrans staff and the grantee.
- This project will require collaboration with Caltrans District Design and Traffic Operations staff as it pertains to potential project and design improvements on the State Highway System.
- Ensure this project supports the objectives outlined in Chapter 4 of the Toward an Active California: State Bicycle and Pedestrian Plan. Specific strategies to consider include:
Safety - Safer Streets and Crossings

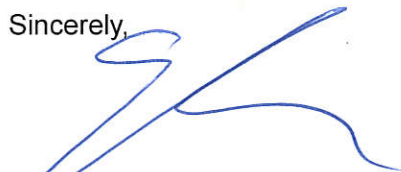
Mr. Brian Balbas
May 17, 2019
Page 3

Mobility - Connected and Comfortable Networks
Social Equity - All strategies
<http://www.goactiveca.org/>

- Grant administrative requirements:
 - Quarterly Progress Reports (a brief narrative of completed project activities)
 - Request for Reimbursements/invoices (RFRs) at least quarterly, but no more than monthly.
 - Local match commitments in the amount shown above, including any local match amount above the minimum amount that is required with every RFR/invoice.
 - All work must be completed by February 28, 2022.
 - Final RFR/invoice and final product due no later than April 28, 2022. The final RFR/invoice will not be processed by Caltrans until the final product is submitted
 - For your convenience, a toolbox to aid you during this process is located at the following webpage: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

If you have questions concerning the Grant Program requirements or these funds, please contact, Becky Frank, Caltrans District 4 Liaison at (510) 286-5536 or Jelani Young, Caltrans Headquarters Liaison at (916) 651-6889.

Sincerely,



ERIN THOMPSON
Chief, Office of Regional Planning

c: Mary Halle, Senior Civil Engineer, Contra Costa County Department of Conservation and Development
William Velasco, Acting Senior Transportation Planner, Caltrans District 4
Becky Frank, Senior Transportation Planner, Caltrans District 4
Jelani Young, Associate Transportation Planner, Caltrans Headquarters