DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
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Making Conservation a California Way of Life.

May 11, 2018

Mr. Darin Grossi
Executive Director
Tuolumne County Transportation Council
2 South Green Street
Sonora, CA 95370

Dear Mr. Grossi:

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

Grant Program: Road Maintenance & Rehabilitation Account – Sustainable Communities

Grant Title:	Promoting Safe Bicycle Travel Opportunities for Bicycle Tourism and Economic Development
Sub-recipient:	California Bicycle Coalition Education Fund; Alpine County Local Transportation Commission; Calaveras Council of Governments; San Joaquin Council of Governments; Stanislaus Council of Governments
Grant Award:	$318,503
Local Match:	$41,387
Total Project Amount:	$359,890

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 November 1, 2018. Failure to fulfill conditions of grant acceptance by the afore-mentioned date will result in forfeiture of grant funds. Also, please note that all work must be completed no later than February 28, 2021. Final requests for reimbursements and final products must be submitted to Caltrans by April 28, 2021. No project time extensions will be granted.

Conditions of Grant Acceptance
These State grant funds cannot be encumbered until the following conditions are fulfilled:

1. The revised final Scope of Work, Project Timeline, and Grant Application Cover Sheet are submitted to the Caltrans District 10 Liaison for approval.

2. If applicable, a Third Party In-kind Valuation Plan is submitted for the use of in-kind contributions to satisfy the minimum local match requirement. Third party in-kind contributions are goods and services donated from outside the grantee's agency, such as donated printing, facilities, interpreters, equipment, advertising, time and effort, staff time, and other goods and services.

3. If applicable, indirect costs must have been identified in the approved grant Scope of Work and project timeline. Please submit an Indirect Cost Allocation Plan (ICAP) to Caltrans Audits and Investigations, if needed. Instructions for submitting an ICAP are available at: http://dot.ca.gov/audits/.

4. The FY 2018–19 Overall Work Program (OWP) and OWP Agreement (OWPA) are amended to incorporate the grant project including the full grant amount and full local match. The OWP/OWPA amendment includes the OWPA, OWP Budget Summary, and a standalone Work Element. The Work Element name/number must remain unchanged until the project is completed. These three items must show consistent funding information for the grant project. Caltrans District staff will send a formal notice to proceed after the OWP/OWPA amendment is processed.

A toolbox, including the required templates, is available on our website below:

http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html.

Once the project is 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. If this reporting method is not adequately satisfied, a separate narrative quarterly progress report will be required to monitor project activities. Lastly, request for reimbursement with the required local match can be submitted monthly, but must be submitted quarterly.

As a reminder, Tuolumne County Transportation Council is responsible for satisfying local match commitments in the amount shown above, including any local match amount above the minimum amount that is required with every invoice or request for reimbursement.

Please contact Betty Kibble, District 10 Liaison, at (209) 948-7475 or Caleb Brock, Headquarters Liaison, at (916) 653-3362, if you have any questions concerning these grant funds or program requirements.

Sincerely,

ERIN THOMPSON
Chief, Office of Regional Planning

c: Alex Padilla, Transportation Planner II, Tuolumne County Transportation Council
Dave Snyder, Executive Director, California Bicycle Coalition Education Fund
Jenn Guitart, Development Director, California Bicycle Coalition Education Fund
Brian Peters, Executive Director, Alpine County Local Transportation Commission
Scott Maas, Transportation Program Manager, Alpine County Local Transportation Commission
Amber Collins, Executive Director, Calaveras Council of Governments
Andrew T. Chesley, Executive Director, San Joaquin Council of Governments
Diane Nguyen, Deputy Director, San Joaquin Council of Governments
Rosa De La Leon Park, Executive Director, Stanislaus Council of Governments
Stephen Hanamaikai, Associate Planner, Stanislaus Council of Governments
Kevin Schroder, Senior Transportation Planner, Caltrans, District 10
Betty Kibble, Associate Transportation Planner, Caltrans, District 10
Caleb Brock, Transportation Planner, Caltrans, Headquarters