

California Department of Transportation

DIVISION OF TRANSPORTATION PLANNING
P.O. BOX 942873, MS-32 SACRAMENTO, CA 94273-0001
(916) 261-3326 | TTY 711
www.dot.ca.gov



SENT VIA E-MAIL

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, we are pleased to congratulate you on your Sustainable Transportation Planning Grant award.

Sustainable Transportation Planning Grant Program						
Grant Award Fiscal Year	2022-23	Grant Category	Sustainable Communities Competitive		Grant Fund Source	RMRA
Project Title	Active Transportation Plan					
Grantee/Agency	City of Arroyo Grande					
Executive Director	Brian Pedrotti, Community Development Director					
Grantee/Agency Contact	Robin Dickerson, City Engineer					
Sub-Recipient(s)	NA					
Caltrans District Contact(s)	Bailey Barton					
Caltrans District Contact(s) E-mail	bailey.barton@dot.ca.gov					
Grant Award	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	Total Project Cost	
\$221,325	\$28,675		\$28,675	11.47%	\$250,000	
Conditions of Award Due to Caltrans		Grant Expiration Date		Final Invoice Due		
06/03/22		02/28/25		04/29/25		
* The final contractually agreed upon Local Match and Fund Source are located on the Grant Application Cover Sheet and Project Cost and Schedule. Any change in Local Match that increases/decreases the Total Project Cost must be approved by Caltrans and may require a Formal Amendment. Each invoice must include the contractual/agreed upon local match % - any deviation to this amount requires an approved Tapered Local Match Amendment prior to invoice submittal. Any change to the Local Match Fund Source requires prior Caltrans approval and an Administrative Amendment.						

Next Steps

1. The Caltrans District Grant Manager will schedule a Conditional Award Teleconference, with your agency soon.
 - A list of conditions and project revisions necessary to accept grant funding will be provided at this meeting as well as a follow-up email outlining the discussion.
2. The required conditions must be submitted to the Caltrans District Grant Manager no later than the date listed in the table above.
 - Failure to satisfy these conditions will result in the forfeiture of grant funds.
3. The Caltrans District Grant Manager will review and approve all items required to fulfill the Conditions of Grant Acceptance outlined in the teleconference and follow-up email.
4. Once the required conditions are met and agreements in place, the Caltrans District Grant Manager will:
 - Send a Notice to Proceed letter (for MPO/RTPAs, this will happen after the OWP/OWPA formal amendment is processed). *Grant work cannot begin until the Notice to Proceed letter is received by your agency.*
 - Coordinate and schedule a grant kick-off meeting with your agency.

If you have questions concerning your Conditional Grant Award, please reach out to your Caltrans District contact listed in the table above.

Sincerely,



ERIN THOMPSON
Chief, Office of Regional and Community Planning

Sustainable Transportation Planning Grant Program

Grant Specific Conditions

Conditions of Award Meeting

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Conditions for Grant Acceptance

Grant work cannot begin until the General and Specific Conditions of Grant Acceptance have been satisfied and your Agency has received a Notice to Proceed letter from Caltrans. These conditions must be submitted to your Caltrans District Grant Manager no later than the date listed in the table above. Failure to satisfy these conditions will result in the forfeiture of grant funds.

Specific Conditions

If Specific Conditions have been identified for this grant, they will be listed below. Please also ensure you review the General Conditions of Approval and make all necessary revisions to the Grant Application Cover Sheet, Scope of Work (SOW), and/or the Cost and Schedule.

Specific Conditions
1. Discuss how the project will coordinate transportation, housing, and land use planning components of the project to inform one another (i.e. Joint community events, coordination meetings, etc.).
2. Consider the potential increase in cost of living and/or gentrification/displacement of existing community as a result of resulting projects, and integrate policy changes to prevent these unintended consequences.
3. Consider how impacts of extreme heat, wildfire and wildfire smoke, poor air quality days, water management, etc. will impact this community and utility of planned infrastructure.
4. Consider including local Department of Public Health, as well as social service or community-based organizations that focus on and directly represent those with disabilities, those with limited English proficiency, those with unstable or no current housing, low-income, and Black, Indigenous, and other communities of color. Allow these entities to serve on the stakeholder workgroup, and ensure they review and have input into the design and development of community engagement events as well.
5. Task 3: Actively engage stakeholder advisory group (including additional entities listed above) in review and development of outreach strategies, specifically targeted outreach, to ensure those most burdened and under-served community members have all barriers removed and are able to participate in engagement efforts.

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General Conditions of Award, Next Steps, and Administrative Requirements (State – Non MPO/RTPA)

General Conditions of Grant Acceptance

- 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, is required to be submitted to Caltrans by July 3, 2022.
- 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.
- Stand-alone tasks for Project Management, and staff and/or consultant coordination are not allowed. Project Management activities must be charged to the tasks in which they accrued.
- The Scope of Work (SOW) and Project Cost and Schedule must include tasks for a kick-off meeting with Caltrans, invoicing, quarterly reporting, and Board adoption or acceptance.
- Ensure the grant award, local match, and total project costs on the Application Cover Sheet and Project Cost and Schedule are consistent with the amounts shown above.
- The earliest project start date is November 1, 2022, with an end date of February 28, 2025. The Project Cost and Schedule will need be updated to reflect your proposed start date. At least one Task must extend to the grant expiration date in February 2025.
- For Local Government Agencies requesting to bill for indirect costs:
 - Indirect costs must be identified in the SOW and Project Cost and Schedule, and the indirect cost rate included at the bottom of the Project Cost and Schedule.
 - An Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) must be submitted each year to the Inspector General Independent Office of Audits and Investigations for approval. Instructions for submitting an ICAP/ICRP are available at the following webpage: <https://ig.dot.ca.gov/resources>
- Ensure the Grant Application Cover sheet identifies the specific source of cash and in-kind local match funds. The Cover Sheet must identify the agency providing the local match.
 - If your agency is using staff time as a cash match, the application cover sheet must identify the source of local match funds for staff time (e.g., General Fund).
 - Direct grantee staff time is not an allowable in-kind match and must be identified as cash match.
- Third-party in-kind contributions consist of goods and services donated from outside the grantee's agency (e.g., printing, facilities, interpreters, equipment, advertising,

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staff time, and other goods or services). If utilizing third-party in-kind contributions to satisfy the minimum local match requirement:

- Ensure in-kind contribution information is identified on the Grant Application Cover Sheet and Project Cost and Schedule.
- Sub-recipient staff time, if reimbursed, is considered cash match. If donating their time, it is considered in-kind.
- Submit a Third-Party In-kind Valuation Plan. The District can provide a copy of the valuation plan checklist and template.
- Ensure the deliverable for the consultant procurement task includes: Request for Proposal (RFP), executed consultant contract, and a copy of your agency's procurement procedures.
- Ensure all changes made to the Application Cover Sheet, SOW, and Project Cost and Schedule are made consistently in all documents.

Next Steps

- Once Caltrans District staff have reviewed and approved all items required to fulfill the Conditions of Grant Acceptance, Caltrans District staff will:
 - Send a Notice to Proceed letter once the RGA is fully executed. Grant work cannot begin until this letter is received by the grantee.
 - Coordinate and schedule a grant kick-off meeting with your agency.

Grant Administrative Requirements

The following Grant Administrative Requirements must be adhered to over the life of the project:

- Quarterly Progress Reports (a narrative of completed project activities).
- Request for Reimbursements/invoices (RFRs) at least quarterly, but no more than monthly.
 - One-time, lump sum invoices are not allowed.
 - If requesting reimbursement of indirect costs, a copy of the ICAP acceptance letter must be submitted with the first invoice.
 - Local match commitments must be satisfied with every RFR/invoice, including any local match amount above the minimum amount. If you are unable to meet this commitment, coordinate with your district Contract Manager.

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**General Conditions of Award, Next Steps, and Administrative
Requirements (State – Non MPO/RTPA)**

- Proposed changes to the Grant Application Cover Sheet, SOW, and Project Cost and Schedule (e.g., local match amount, fund source, movement of funds) will require an Amendment and Caltrans approval.
- All work must be completed by February 28, 2025.
- Final RFR/invoice and the final product are due no later than April 29, 2025.
 - The final RFR/invoice will not be processed until the final product is submitted.