

# Attachment A

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**DEPARTMENT OF TRANSPORTATION**

DIVISION OF AERONAUTICS – M.S. #40

1120 N STREET

P. O. BOX 942874

SACRAMENTO, CA 94274-0001

PHONE (916) 654-4959

FAX (916) 653-9531

TTY 711

www.dot.ca.gov

*Serious drought!  
Help Save Water!*

September 21, 2015

Mr. Joseph Sidor, Associate Planner  
Airport Land Use Commission,  
County of Monterey Resource Management Agency  
168 West Alisal Street, Second Floor  
Salinas, CA 93901-2438

Dear Mr. Sidor:

We are pleased to inform you that on August 27, 2015, the California Transportation Commission (CTC), acting on the California Department of Transportation's (Caltrans) recommendation, allocated California Aid to Airports Program (CAAP) funds, in the amount of \$162,000, to the County of Monterey.

In addition to the funds allocated by the CTC, the County of Monterey is required to match ten percent of the total Acquisition and Development grant project cost. The local match for this project is \$18,000. In accordance with California Code of Regulations section 4063, the local sponsor shall provide matching funds pursuant to California Public Utilities Code section 21684. Matching funds shall not consist of funds previously received from State or federal agencies and shall be deposited in a special Aviation Fund account. No State or federal funds may be used to match the following project:

Project No.: CAAP No. Mon-10-15-1  
Description: Airport Land Use Compatibility Plan (ALUCP) Update  
Airport(s): Monterey Regional Airport and Marina Municipal Airport  
Allocation: \$162,000

The CTC has implemented the Timely Use of Funds Policy, which includes the following requirements:

1. All necessary contracts to develop this ALUCP shall be awarded and executed within 12 months from the date that the CTC allocated this project. This project was allocated on August 27, 2015. This means that the process to choose, award, and execute all contracts to prepare the ALUCP shall be totally completed by August 26, 2016. Additionally, this means that the contracted work for this ALUCP shall be started within 12 months of the CTC allocation date.
2. All work shall be successfully completed within 36 months from the award date of all necessary contracts to complete and submit the formally adopted ALUCP to Caltrans Division of Aeronautics (Division).
3. All invoices with supporting documentation shall be submitted to the Division within 180 days of the ALUCP being completed.

*"Provide a safe, sustainable, integrated, and efficient transportation system  
to enhance California's economy and livability"*

Mr. Joseph Sidor  
September 21, 2015  
Page 2

The above Timely Use of Funds policy requirements are enforced by the CTC and will result in all allocated funds being withdrawn, if any of the above deadlines are exceeded.

The ALUCP grant process is now divided into two phases. Phase one for this grant started the date this project was allocated by the CTC. This first phase focuses on the deliverables that are required to be completed within a maximum of 12 months from date of CTC allocation. Phase two of this project will begin the date the contract is awarded and executed with the Division approved contractor. The focus of phase two will be on the requirements of all involved to produce an officially adopted and Division approved ALUCP within a maximum of 36 months.


This grant is now officially in phase one of the grant process. In order to facilitate the success of this phase of the grant process, please note the following:

The attached quarterly report form Phase One Quarterly Report (Post Allocation–Pre Contract Award) has also been emailed to you. This quarterly report covers 12 months from the date of CTC allocation and is due within 30 days of the end of each quarter. The seven specific deliverables in the quarterly report outline the grant process and the order in which to proceed. Please comment on each deliverable as it becomes applicable until that deliverable is completed. If any of the due dates in this quarterly report need to be adjusted, please contact the Division immediately. Keep in mind that all seven deliverables must be completed within 12 months of the CTC allocation date to be in compliance with the CTC Timely Use of Funds Policy.

After the Division approves the final scope of work and timeline submitted, the County may then advertise for potential bids. When solicitation and review of submitted bids are completed, the County must then provide the Division with an abstract comparing all of the bids along with a brief rationale for the designated choice of contractor. The Division will then prepare a grant agreement for execution by the County and the Division. When the County receives the fully executed grant agreement, the County is then authorized to award the contract and commence the project.

Please note that noncompliance with these requirements will result in the allocation for this project being withdrawn. If you have any questions about the allocation and the grant process, or anticipate problems with the timely completion of this project, please contact Ron Bolyard at (916) 654-7075 or by email at [ron.bolyard@dot.ca.gov](mailto:ron.bolyard@dot.ca.gov).

Sincerely,



Terry Barrie, Chief  
Office of Aviation Planning

Attachment  
Phase One Quarterly Report Form