

California Department of Transportation
Sustainable Transportation Planning Grant Program
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,



California Department of Transportation
Sustainable Transportation Planning Grant Program
General Conditions of Award, Next Steps, and Administrative Requirements (State – Non MPO/RTPA)

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.

California Department of Transportation
Sustainable Transportation Planning Grant Program
**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.