

**DEPARTMENT OF TRANSPORTATION****DIVISION OF TRANSPORTATION PLANNING**

P.O. BOX 942873, MS-32  
SACRAMENTO, CA 94273-0001  
PHONE (916) 654-2596  
FAX (916) 653-0001  
TTY 711  
www.dot.ca.gov



*Making Conservation  
a California Way of Life.*

May 11, 2018

Mr. Tony Boren  
Executive Director  
Fresno Council of Governments  
2035 Tulare Street, Suite 201  
Fresno, CA 93721

Dear Mr. Boren:

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

Grant Program: Federal Highway Administration, State Planning & Research, Part I – Strategic Partnerships

Grant Title:	Infrastructure for Prosperity in the Central Valley's Industrial Triangle
Sub-recipient:	City of Fresno; County of Fresno
Grant Award:	\$239,040
Local Match:	\$59,760
Total Project Amount:	\$298,800

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 federal 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 6 Liaison for approval. Caltrans highly recommends the Scope of Work add an implementation plan and funding matrix in the final plan and include this activity in the Project Timeline. In addition, the Project Timeline needs to reflect the four meetings in *Task 3.4* of the Scope of Work.

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, Fresno Council of Governments 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.

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Please contact Lorena Mendibles, District 6 Liaison, at (559) 445-5421 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: Kristine Cai, Planning Director, Fresno Council of Governments
- Scott Mozier, PE Director, City of Fresno
- Bernard Jimenez, County of Fresno
- Shelby MacNab, Grants Administrator
- Michael Navarro, Senior Transportation Planner, Caltrans, District 6
- Lorena Mendibles, Associate Transportation Planner, Caltrans, District 6
- Caleb Brock, Transportation Planner, Caltrans, Headquarters