

## California Department of Transportation

DIVISION OF LOCAL ASSISTANCE  
OFFICE OF INNOVATIVE PROGRAMS  
Clean California Local Grant Program

<https://cleancalifornia.dot.ca.gov/local-grant-program>



### Transmittal Letter

**November 28, 2023**

Dear Grant Recipient:

Congratulations on being selected as a Cycle 2 awardee for the Clean California Local Grant Program (CCLGP)! A list of Cycle 2 awarded projects can be found here: <https://cleancalifornia.dot.ca.gov/local-grant-program/local-grants-cycle-2>. Please note the CCLGP is a reimbursement program. Reimbursable work cannot commence on a project until you have a fully executed (i.e., signed) Restricted Grant Agreement (RGA) with Caltrans. Included in our email is the RGA document for your review and signature. The Agreement will need to be executed by both your agency/Tribe and Caltrans before project work can begin. **This letter is not a Notice to Proceed.** No funds will be released to a grant awardee until the RGA is fully executed/signed by both parties. **Expenses incurred prior to the execution of the grant agreement cannot be reimbursed or counted towards any local match requirements for a project.**

In addition to the RGA, an *Amendment to the Grant Agreement* may be included for your review and signature based on previous discussions between your agency/Tribe and your District CCLGP Grant Manager. We encourage you to continue to reach out to your District CCLGP Grant Manager with any questions you may have on these proposed changes to the Grant Agreement. If the Amendment is not included for your review, this is not applicable to your project.

A complete RGA package, that includes the following list of documents, will need to be returned to your District CCLGP Grant Manager before the RGA can be fully executed by Caltrans. Copies of forms that need to be completed and samples of documents have been emailed with this letter.

- RGA signed by authorized signatory as noted in the agency resolution (see page 2 for details on the agency resolution).
- If applicable, amendment to Grant Agreement signed by authorized signatory.
- Checklist of Documents to include in the RGA Package.

- An updated Payee Data Record (form STD. 204) **OR** W-9 form. Tribes should submit the STD 204 form instead of the W-9 form since they are sovereign nations. These forms ensure Caltrans has the right information to process grant payments. If you have not done so already, please email one of these forms to [Payee.Data.Records@dot.ca.gov](mailto:Payee.Data.Records@dot.ca.gov) and CC your grant manager. In the email, please request confirmation when the form has been processed by Payee Data Records and a Vendor ID has been generated.

If your agency or Tribe has previously completed one of these forms for another Caltrans project and already has a Vendor ID, please submit this form again to [Payee.Data.Records@dot.ca.gov](mailto:Payee.Data.Records@dot.ca.gov), to ensure that Caltrans has the most up to date information for your agency/Tribe and that it will receive reimbursements in a timely manner.

While completing a form, if you decide to include a Social Security Number (SSN#) instead of the other Tax Identification Numbers, please black the SSN# out, and once the form is received, Payee Data Records will call your agency for the SSN#.

- An agency (i.e., Board, City Council, or Tribal Government) resolution or similar approval document approving the project and authorizing the agency/Tribe to execute the restricted grant agreement with the State of California, Department of Transportation. A sample resolution has been sent with this letter that you can complete with your agency or Tribe's information and present to your agency/Tribe for approval. Note, some local agencies have a blanket resolution authorizing it to receive state funds and identifying specific managers to sign contracts up to a certain dollar amount. If that applies to your agency/Tribe, you can provide this blanket resolution that authorizes the person signing the RGA instead. In general, if you have an existing resolution that you would like to use instead of the sample resolution provided, please reach out to your District Grant Manager to confirm that it meets the criteria for an agency or tribal resolution. **Also, if you already submitted a resolution with your grant application, please confirm with your District Grant Manager that it meets the criteria for a resolution and that it is still accurate/applies.**
- If requesting reimbursement for indirect costs, an approval letter(s) of the indirect cost rate for the fiscal year(s) that your agency/Tribe will be claiming indirect costs from either Caltrans or the federal cognizant agency must be provided. See page 29 of the [Cycle 2 Program Guidelines](#) and the Caltrans Internal Audits Office (CIAO) website for details: <https://dot.ca.gov/programs/audits>.

To ensure the success of your project, please note the following:

- The Clean California Local Grant Program (CCLGP) homepage is located here: <https://cleancalifornia.dot.ca.gov/local-grant-program>. Resources, including the Cycle 2 Program Guidelines, are available to awardees from this main page. Please re-familiarize yourself with the Grant Guidelines. They will be included in the RGA package as an attachment.
- Invoicing must occur on a regular and timely basis. This is no more frequently than monthly and no less frequently than every six months for projects not requesting advance payments. If your agency or Tribe requested an advance payment, your agency/Tribe shall **invoice monthly** (refer to the section “Advance Payment Process” of the [Program Guidelines](#)). Awardees who requested advance payment will be receiving instructions on how to complete an invoice for this payment, when they receive the executed grant agreement and Notice to Proceed.
- For an item to be reimbursed, it must have been included in the project’s Scope, Cost, and Schedule, align with the [Program Guidelines](#) (see the sections “Eligible Activities and Expenses” and “Ineligible Activities and Expenses”), **and comply with [2 Code of Federal Regulations \(CFR\), Part 200](#)**.
- If requesting reimbursement of funds to be electronically deposited directly to the agency or Tribe’s account, please complete the *Electronic Funds Transfer Document* (FA-2656). Note that participation in the EFT program is limited to local agencies that do not have delinquent account receivables with Caltrans. The Federal Employer Identification Number (FEIN #) can be listed on this form. If the SSN# is listed instead, please black this out, and once the form is received, Payee Data Records will call the requestor for the Social Security Number. Mail original form with **wet signatures**, along with a voided check or a bank reference number, directly to:

Division of Accounting – MS 33  
Attn: Suet Wong/Payee Data Records  
P.O. Box 168043  
Sacramento, CA 95816

It is recommended that when submitting the original form, you include a note requesting confirmation that this form has been processed. Note that it can take up to 30 days between when the form is submitted and when funds can be transferred electronically.

- Quarterly Progress Reports are to be submitted to Caltrans for review in a timely and accurate manner. Your District CCLGP Grant Manager will provide your

agency/Tribe instructions on when and how to submit these closer to when the first report will be due.

- The project must be completed, open to the public, and/or all capital funds expended by **June 30, 2026**. To ensure that the project delivery deadline is met, please ensure you have completed or are close to completing all applicable environmental clearances such as CEQA or NEPA. Also, please verify that any Caltrans encroachment permits or other applicable permits from other agencies have been obtained or are close to being obtained, to ensure that the project delivery deadline will be met.
- Final Delivery Reports and invoicing must be submitted to Caltrans no later than **November 1, 2026**. The final invoice will be paid upon submission and acceptance of the Final Delivery Report.
- Projects may be subject to an audit by Caltrans to evaluate the following:
  - Performance of the project
  - Whether project costs incurred and reimbursed are compliant with the following:
    - Executed RGA and/or approved amendment(s)
    - State and Federal laws and regulations
    - Contract provisions
    - Program Guidelines
    - Approved Indirect Cost Rate
  - Consistency with project scope, schedule, benefits, and project outcomes described in the RGA, approved project application, and/or approved amendment(s).

If you have any questions about the RGA or the CCLGP, please contact your District Grant Manager, **Nicholas Le**, [Nicholas.Le@dot.ca.gov](mailto:Nicholas.Le@dot.ca.gov). We look forward to working with you!

Sincerely,



Gretchen Chavez  
Caltrans Division of Local Assistance  
Chief, Office of Innovative Programs  
Clean California Local Grant Program

**November 28, 2023**

Page 5

Enclosed:

Restricted Grant Agreement  
Original Grant Application  
If applicable, Amendment to Grant Agreement  
RGA Checklist  
STD 204 Form and W-9 Form  
Agency Resolution  
CCLGP Guidelines  
Electronic Funds Transfer Document (FA-2656)