

CHANGE OF EEM APPLICANT STATUS REQUEST LETTER: PRE-ALLOCATION VOTE

(On original applicant's letterhead)

(Name), Local Assistance Engineer

Date:

Department of Transportation, District ____

Office of Local Assistance

(Address)

(City), CA (ZIP)

Dear M_____:

We hereby request to be placed on the next California Transportation Commission (CTC) agenda for approval to change applicant status from the (*original applicant agency*) to the (*new applicant agency*) for the Environmental Enhancement and Mitigation (EEM) Program (*project name*), Project No.____. Attached is a completed and signed Resources Agency EEM Program Application cover page, along with signed Assurances from the same application for the (*new applicant agency*). Also enclosed is an adopting Resolution by their governing board certifying willingness to carry out the project, and a 501(c)(3) (*if applicable*). The (*new applicant agency*) also agrees to execute an EEM Program Applicant-State Agreement in their name, along with providing tax identification information to the Caltrans Local Program Accounting Office in order to do business with Caltrans.

We also hereby request to be placed on the CTC agenda for an allocation vote along with the change of applicant status request. If the CTC approves the transfer of applicant status, the allocation vote will be in the name of the (*new applicant agency*). It is hereby mutually agreed by the signatures below that all rights, duties, obligations, responsibilities, benefits, payments, maintenance, and title of APPLICANT for this project be transferred from the (*original applicant agency*) to the (*new applicant agency*).

Please have documentation prepared with the (*new applicant agency*) as the sole responsible applicant.

(Signature)
(Name and title)
(Old applicant agency)
(Address)
(City), CA (ZIP)

(Signature)
(Name and title)
(New applicant agency)
(Address)
(City), CA (ZIP)
E-mail address:

CTC and CALTRANS APPROVED/DISAPPROVED:

CALTRANS EEM PROGRAM MANAGER

Department of Transportation,
1120 "N" Street - MS 1
Sacramento, CA 95814

Attachments

Distribution: Local agency sends to the location stated above.