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DIVISION OF TRANSPORTATION PLANNING
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*Making Conservation
a California Way of Life.*

March 20, 2018

MPO and RTPA Executive Directors:

The Department of Transportation (Caltrans) Transportation Planning Grant Program has allowed Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs) maximum flexibility when programming the following types of grant funds into the MPO/RTPAs Overall Work Program (OWP):

1. Strategic Partnerships – Federal Highway Administration, State Planning and Research, Part I
2. Sustainable Communities - State Highway Account (SHA)/Road Maintenance and Rehabilitation Account (RMRA) or Federal Transit Administration, 5304
3. Adaptation Planning – Public Transportation Account (PTA)

Effective January 1, 2018, the Caltrans Office of Regional Planning will no longer allow grant extension requests for any Caltrans Transportation Planning grants that extend past the three-year cycle, including the year of award. This change in policy is due to the unprecedented number of grant request extensions received, the added Senate Bill 1 (SB1, Chapter 5, Statutes of 2017) increased grant tracking, and the budget authority expiration dates for grant funds.

The grant program understands the impact this may cause on some agencies, therefore we are highly encouraging all MPO/RTPA grant recipients to program their awarded grants into their OWPs well before the traditional May 1st date, which is the deadline for formal amendments. This also means that grantees will need to begin the contracting process as soon as possible to avoid further grant delays. This proactive approach will save MPOs/RTPAs up to eight months of grant time and therefore avoid an extension request. When contracting out, please allow enough time for the consultant to submit a final invoice to your agency, so that your agency has enough time to submit a final invoice to the grant program no later than:

- August 30 deadline for federal grant funds; and,
- April 28 new deadline for future awarded State grant funds.

The only exception to this new deadline for State grant funds are the Fiscal Year (FY) 2017-18 SB1 Sustainable Communities Competitive/Formula (RMRA) and Adaptation Planning (PTA) grants. Final invoices for these State grants are due no later than August 30, 2020. However, all future awarded State grants (i.e., PTA, RMRA, and SHA fund sources) will need to submit final invoices no later than April 28 of the third and final year following the FY of award.

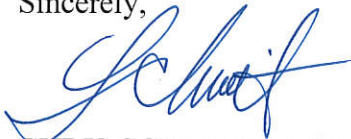
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For FY 2015-16 federal grant recipients, grants are expiring on June 30, 2018, and we can't express the importance of continued communication with the respective consultants working on these grants regarding the contractual deadlines. These grants must be invoiced no later than August 30, 2018.

We hope that the quarterly grant updates currently in place will help identify those grants that may be in jeopardy of not being completed on time and that proper controls are put in place to ensure these grants stay on track.

We appreciate your coordination during the grant process. If you have any questions, please contact Erin Thompson, Chief, Office of Regional Planning, at Erin.Thompson@dot.ca.gov or (916) 654-2586.

Sincerely,



CHRIS SCHMIDT, AICP, Chief
Division of Transportation Planning