

STAFF REPORT



MEETING DATE: December 14, 2023
SUBJECT: Correspondence
AGENDA ITEM: 7-3
STAFF CONTACT: Amy Lindsey, Administrative Associate

DISCUSSION:

Attached and summarized below is correspondence determined to be of interest to the board of directors.

INCOMING CORRESPONDENCE

Date	From	Subject
9/12/23	State of California Department of General Services, Crystal Alvarez	Fully Executed Standard Agreement - Regional Early Action Planning Grants of 2021 (REAP 2.0)
10/4/23	California Department of Transportation, Division of Transportation Planning, Office of Regional and Community Planning, Chief, Erin Thompson	Letter of Reconciliation for FY 2022-23 to confirm the unexpected totals in Consolidated Planning Grant (CPG) and state funded grants as of June 30, 2023
10/27/23	California Department of Transportation, Division of Local Assistance, Office Chief, Wendy King	Letter of Award – FY22-23 Low Carbon Transit Operations Program (LCTOP)

OUTGOING CORRESPONDENCE

Date	To	Subject
10/30/23	County of Shasta, Department of Public Works, Deputy Director, Troy Bartolomei	Fiscal Years 2016-17 and 2017-18 Regional Surface Transportation Program (RSTP) Exchange Funds Sub-Recipient Cooperative Agreement (SCA) Amendment #5 Notice to Proceed
11/14/23	State Controller's Office, Division of Audits, TDA Program, Compliance Audits Bureau	Letter of request from local jurisdictions to extend audit filing dates from December 31, 2023, to March 31, 2024

A handwritten signature in blue ink, appearing to read "Sean Tiedgen".

Sean Tiedgen, AICP, Executive Director

Attachment: SRTA Correspondence Letters

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

SCO ID:

AGREEMENT NUMBER

23-REAP2-17903

PURCHASING AUTHORITY NUMBER (if applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CONTRACTOR'S NAME

Shasta Regional Transportation Agency (SRTA)

2. The term of this Agreement is:

START DATE

Upon HCD Approval

THROUGH END DATE

12/31/2026

3. The maximum amount of this Agreement is:

\$2,243,909.07

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Authority, Purpose and Scope of Work	2
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C*	State of California General Terms and Conditions	GTC - 04/2017
Exhibit D	REAP2 Terms and Conditions	9

TOTAL NUMBER OF PAGES ATTACHED

13

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Shasta Regional Transportation Agency (SRTA)

CONTRACTOR BUSINESS ADDRESS

1255 East Street, Suite 202

CITY

Redding

STATE

CA

ZIP

96001

PRINTED NAME OF PERSON SIGNING

SEAN TIEDGEN

CONTRACTOR AUTHORIZED SIGNATURE



TITLE

EXECUTIVE DIRECTOR

DATE SIGNED

7/13/2023

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS

2020 W. El Camino Ave., Suite 130

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

Crystal Alvarez

TITLE

Contract Services Section Manager

CONTRACTING AGENCY AUTHORIZED SIGNATURE

Crystal Alvarez

DATE SIGNED

9/12/2023

California Department of General Services Approval (or exemption, if applicable)

EXHIBIT A - AUTHORITY, PURPOSE, AND SCOPE OF WORK

1. **Authority**

The Regional Early Action Planning Grants Program of 2021 is established for the purpose of providing regions with one-time funding, including grants for transformative planning and implementation activities. Up to six hundred million dollars (\$600,000,000) shall be distributed under the Program in accordance with Chapter 3.15 of the Health and Safety Code (Statute). Of this amount, approximately 85 percent (\$510,000,000) is available to Metropolitan Planning Organizations (MPOs). The California Department of Housing and Community Development (Department or HCD) shall administer the Program (referred to herein as the Regional Early Action Planning Grants Program of 2021, or "REAP 2.0") to MPOs and other regional entities in accordance with the Statute and Guidelines, pursuant to Health and Safety Code section 50515.10(h).

Pursuant to Health and Safety Code Section 50515.08(c)(3), an MPO or regional entity may request up to 10 percent of its available funding in advance. This Standard Agreement (Agreement) authorizes the encumbrance of the total funds available to the applicant, including advance payment, subject to all statutory requirements and all applicable provisions, including but not limited to the Guidelines, approved advance and full applications and any subsequent modifications.

The Grantee shall consult with the Department on any amendment modification or other provision related to the implementation of the Program. The Department's decisions related to the administration of the Program shall be final pursuant to Health and Safety Code section 50515.10(i).

2. **Purpose**

In accordance with the authority cited above, the Grantee has been awarded financial assistance in the form of a grant from the Program. The Department has agreed to make the grant for planning and implementation activities pursuant to the Guidelines and this Agreement. By entering into this Agreement and thereby accepting the award of the Program funds, the Grantee agrees to comply with the terms and conditions of the Guidelines, advance application and full application, as well as this Agreement, subsequent amendments or modifications to this Agreement and the requirements of the authority cited above. Based on all representations made by the Grantee, the State shall encumber the full amount pursuant to the Guidelines and provide advance payment upon request and subsequent payments in accordance with Exhibit B. All terms, conditions and other relevant provisions will be subject to amendments as a result of subsequent applications and awards for remaining funds as described in Exhibit B.

3. **Definitions**

Terms herein shall have the same meaning as defined by the Guidelines and Statute.

4. **Scope of Work**

Grantee shall use the awarded funds in accordance with the approved scope of work as contained in the timeline and budget and related information outlined in the approved application for 10 percent advance payment and subsequent applications for total funding. The scope of work may be amended in compliance with statutory requirements subject to approval by the Department.

5. **Monitoring**

- A. The Grantee shall maintain books, records, documents, and other evidence that demonstrates the funding was used for the appropriate purposes, as described in the Statute, Guidelines, Scope of Work, approved advanced application, subsequent approved applications and all other pertinent documents. These books, records, documents and other evidence shall be available for audit and inspection by the Department at any point during the term of the Agreement and subject to any amendments to this Agreement.
- B. The Department may request additional information, as needed, to demonstrate statutory compliance, satisfaction of program requirements and necessary amendments to this Agreement, including but not limited to reporting or audit requirements, implementing advance payment(s), or award amount to the Grantee.
- C. The Department may monitor expenditures and activities of the Grantee, as the department deems necessary, to ensure compliance with statutory or Department requirements.
- D. The Department may, as it deems appropriate or necessary, request the repayment of funds from a Grantee or pursue any other remedies available to it by law for failure to comply with Program requirements pursuant to Health and Safety Code section 50515.10 (g).
- E. The Department's decision to approve or deny an application or request for funding pursuant to the program, and its determination of the amount of funding to be provided, shall be final pursuant to Health and Safety Code section 50515.10(i).
- F. Monitoring provisions may be amended and are subject to additional provisions in accordance with this Agreement or subsequent amendments.

6. **Department Contract Coordinator**

The Contract Coordinator of this Agreement for the Department is the Housing Policy Development Manager, or the Manager's designee. Unless otherwise informed, any notice, report, or other communication required by this Agreement shall be submitted under the penalty of perjury by email to REAP2021@hcd.ca.gov.

EXHIBIT B - BUDGET DETAIL AND PAYMENT PROVISIONS

1. Application for Funds

- A. The Department is entering into this Agreement on the basis of, and in reliance upon, facts, information, assertions and representations contained in any application or award or any subsequent modifications or additions to such thereto approved by the Department. All awarded applications for funding and any approved modifications and additions thereto are hereby incorporated into this Agreement.
- B. The Grantee warrants that all information, facts, assertions and representations contained in any approved application, award or approved modifications and additions thereto are true, correct, and complete to the best of the Grantee's knowledge. In the event that any part of an application and any approved modification and addition thereto is untrue, incorrect, incomplete, or misleading in such a manner that would affect the Department's approval, disbursement, or monitoring of the funding and the grant or activities governed by this Agreement, the Department may declare a breach hereof and take such action or pursue such remedies as are provided for breach hereof.

2. Grant and Reimbursement Limit

- A. The maximum total amount encumbered to the Grantee pursuant to this Agreement shall not exceed \$2,243,909.07.
- B. This Agreement authorizes an initial advance payment(s) up to 10% Award for eligible activities as described in the approved Advance Application.
- C. This Agreement authorizes advance payment and subsequent awards up to the total award amount as described in Section 2A of this Exhibit and is subject to Department approval.
- D. The Grantee shall submit and follow a schedule for the expenditure of the 10 percent advance and any subsequent award prior to disbursement of funds. The schedule is subject to Department approval and may be revised as the Department deems necessary.

3. Grant Timelines

- A. This Agreement is effective upon approval by all parties and the Department, which is evidenced by the date signed by the Department on page one, Standard Agreement, STD 213 (the "Effective Date").
- B. All Grant funds must be obligated no later than June 30, 2024 and expended by June 30, 2026 pursuant to Health and Safety Code section 50515.10(e)(1).
- C. Final invoices must be submitted to the Department three months prior to the expenditure deadline. Under special circumstances, approved by the Department

and in accordance with the expenditure deadline, the Department may modify the invoice deadline and may provide exception, including but not limited to, advance payment to carry out the terms of this Agreement.

- D. It is the responsibility of the Grantee to monitor the progress and timeliness of grant fund obligations, including invoicing and reimbursements within the specified dates.

4. **Allowable Uses of Grant Funds**

- A. The Department shall not award or disburse funds unless it determines that the grant funds shall be expended in compliance with the terms and provisions of the Statute and Guidelines which includes associated forms and guidelines, approved applications and this Agreement.
- B. Grant funds shall only be used by the Grantee for project activities approved by the Department that involve planning and implementation activities in accordance with the Statute and Guidelines.
- C. Grant funds may not be used for administrative costs of persons employed by the Grantee for activities not directly related to eligible activities.
- D. The Grantee shall use no more than 5 percent of the total grant amount for costs related to administration of the project as described in the Guidelines.
- E. A Grantee that receives funds under this Program may use a subcontractor and Grantee shall be accountable to the Department to ensure subcontractor's performance of the subcontract shall comply with all the requirements of the Program. The subcontract shall not relieve the Grantee of its responsibilities under the Program.
- F. After the Agreement has been executed by the Department and all parties, approved and eligible costs for eligible activities may be reimbursed for the project(s) upon completion of deliverables or paid in advance in accordance with the scope of work and subject to the terms and conditions of this Agreement.
- G. Eligible activities that are approved by the Department may be retroactively reimbursed to July 1, 2021.

EXHIBIT D - REAP2 TERMS AND CONDITIONS

1. Accounting and Records

- A. The Grantee, its employees, contractors, and subcontractors shall establish and maintain an accounting system and reports that properly accumulate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for payment vouchers and invoices. Grantees may establish and maintain an accounting system and reports, as described above, on behalf of contractors and subcontractors.
- B. The Grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the budget and timeline. Separate bank accounts are not required. As appropriate, Grantees must establish separate ledgers for State General funds and other funds associated with proposed uses not provided by the REAP 2.0 Program.
- C. The Grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- D. The Grantee agrees that the Department or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement.
- E. The Grantee agrees to maintain such records for a possible audit after the final payment for at least five years after all funds have been expended or returned to the State unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- F. Contractors and subcontractors employed by the Grantee and paid with moneys under the terms of this Agreement shall be responsible for maintaining accounting records as specified above.

2. Invoicing

- A. Grant funds cannot be disbursed until the Agreement has been fully executed.
- B. The Grantee will be responsible for compiling and submitting all invoices and reporting documents.
- C. The Grantee must bill the Department based on clear deliverables outlined in the Agreement or budget timeline. Generally, approved and eligible costs incurred for work after execution of the Agreement and completed during the grant term will be reimbursable. However, eligible activities conducted prior to award will be

reimbursable to July 1, 2021. Approved and eligible costs incurred prior to July 1, 2021, are ineligible.

- D. Grantees who received advance funds shall expend all such funds or demonstrate substantial progress prior to requesting additional advanced funding by submitting an updated project timeline and budget, including expenditure progress for their eligible projects from the application and any supporting documentation.
- E. Project invoices may be submitted to the Department by the Grantee on a quarterly basis or upon completion of a deliverable, subject to the Department's approval.
- F. The Department may consider advance payments or alternative arrangements to reimbursement and payment methods based on demonstrated need. The Department may consider factors such as available funds for eligible activities. Suballocations must request funds in increments, schedule for advance payments or other form approved by the Department, and report progress according to an implementation and expenditure timetable.
- G. Supporting documentation may include, but is not limited to, purchase orders, receipts, progress payments, subcontractor invoices, timecards, reports, or any other documentation as deemed necessary by the Department to support the reimbursement to the Grantee for expenditures incurred.
- H. Invoices must be accompanied by supporting documentation where appropriate. Invoices without supporting documentation will not be paid. The Department may withhold up to 10 percent of the grant until grant terms have been fulfilled, including all required reporting.

3. **Audits**

- A. At any time during the term of the Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the award. At the Department's request, the Grantee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The Department has the right to review project documents and conduct audits during project implementation and over the project life.
- B. The Grantee agrees that the Department or the Department's designee shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of this Agreement.
- C. The Grantee agrees to provide the Department, or the Department's designee, with any relevant information requested.
- D. The Grantee agrees to permit the Department or the Department's designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other

material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, REAP 2.0 Guidelines, and the Agreement.

- E. The Department may request additional information, as needed, to meet other applicable audit requirements.
- F. The Department may monitor expenditures and activities of a Grantee or its designees, contractors or subcontractors, as the Department deems necessary, to ensure compliance with REAP requirements.
- G. Grantees using federal or state transportation planning funds administered through the Overall Work Program (OWP) shall clearly identify the source of funds.
- H. If there are audit findings, the Grantee must submit a detailed response acceptable to the Department for each audit finding within 90 days from the date of the audit finding report.
- I. The Grantee agrees to maintain such records for possible audit after the final payment for at least five years after all funds have been expended or returned to the State unless a longer period of records retention is stipulated. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- J. If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been started before the expiration of the required record retention period, all records must be retained by the Grantee and its designees, contractors, and sub-contractors until completion of the action and resolution of all issues which arise from it. In any contract that it enters into in an amount exceeding \$10,000, the Grantee shall include the Department's right to audit the contractor's records and interview their employees.
- K. The Grantee shall comply with and be aware of the requirements and penalties for violations of fraud and for obstruction of investigation as set forth in California Public Contracts Code Section 10115.10.

4. **Remedies and Non-performance**

- A. Any dispute concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by the Department's Housing Policy Development Manager, or the Manager's designee, who may consider any written or verbal evidence submitted by the Grantee. The decision of the Department's Housing Policy Development Manager or Designee shall be the Department's final decision regarding the dispute, not subject to appeal.
- B. Neither the pendency of a dispute nor its consideration by the Department will excuse the Grantee from full and timely performance in accordance with the terms of this Agreement.

- C. In the event that it is determined, at the sole discretion of the Department, that the Grantee is not meeting the terms and conditions of the Agreement, immediately upon receiving a written notice from the Department to stop work, the Grantee shall cease all work under the Agreement. The Department has the sole discretion to determine that the Grantee meets the terms and conditions after a stop work order, and to deliver a written notice to the Grantee to resume work under the Agreement.
- D. The Department has the right to terminate the Agreement at any time upon 30 days written notice. The notice shall specify the reason for early termination and may permit the Grantee or the Department to rectify any deficiency(ies) prior to the early termination date. The Grantee will submit any requested documents to the Department within 30 days of the early termination notice.
- E. The applicant must demonstrate a clear and significant nexus to REAP 2.0 Program goals and objectives and must carry out provisions to meet the Program goals and objectives and other requirements, including, but not limited to, adoption or completion of activities toward Policy Outcomes and implementation of eligible use activities funded through a suballocation process. Any lack of action or action inconsistent with REAP 2.0 requirements may result in review and could be subject to repayment of the grant.
- F. At any time, if the Department finds the Grantee included false information in the advance or final application or as part of the application review, the Department may require the repayment of funds.
- G. Grantees are responsible for suballocations meeting all REAP 2.0 requirements.
- H. Examples of a breach of this Agreement:
 - 1. Grantee's failure to comply with any term or condition of this Agreement.
 - 2. Use of, or permitting the use of, grant funds provided under this Agreement for any ineligible costs or for any activity not specified and approved under this Agreement.
 - 3. Any failure to comply with the deadlines set forth in this Agreement unless approved by the Program Manager in writing.
- I. The Department may, as it deems appropriate or necessary, require the repayment of funds from a Grantee, or pursue any other remedies available to it by law for failure to comply with all REAP 2.0 Program requirements.
- J. In addition to any other remedies that may be available to the Department in law or equity for breach of this Agreement, the Department may at its discretion, exercise a variety of remedies, including but not limited to:
 - 1. Revoke existing REAP 2.0 award(s) to the Grantee;

2. Require the return of unexpended REAP 2.0 funds disbursed under this Agreement;
 3. Require repayment of REAP 2.0 Funds disbursed and expended under this Agreement;
 4. Seek a court order for specific performance of the obligation defaulted upon, or the appointment of a receiver to complete the obligations in accordance with the REAP 2.0 Program requirements; and
 5. Other remedies available at law, by and through this Agreement. All remedies available to the Department are cumulative and not exclusive.
 6. The Department may give written notice to the Grantee to cure the breach or violation within a period of not less than 15 days.
- K. The Grantee may be subject to amendment of this section as a result of subsequent applications and awards.

5. **Reporting**

- A. At any time during the term of the Agreement, the Department may request a performance report that demonstrates satisfaction of all requirements identified in the Agreement with emphasis on eligible activities, eligible uses, and expenditures according to timelines and budgets referenced in the Agreement.
- B. Grantees shall submit a report, in the form and manner prescribed by the Department, to be made publicly available on its website, by April 1 of the year following the receipt of those funds, and annually thereafter until those funds are expended, that contains the following information:
 1. The status of the Proposed Uses and expenditures listed in the Grantee's advance and full applications for funding and progress of each Proposed Use toward all the objectives of the REAP 2.0 program as provided in the Guidelines and explained in the applications.
 2. An explanation and quantification, where appropriate, of the progress achieved toward all of the objectives of the REAP 2.0 program, barriers and solutions for each Proposed Use that is consistent with and incorporates the metrics in the full application, including, but not limited to:
 - i. Housing units accelerated,
 - ii. Reductions in Vehicle Miles Traveled Per Capita,
 - iii. Location of investment,
 - iv. Socioeconomic statistics about the impacted geography, and
 - v. Regional impact explanation

The report must identify whether Proposed Uses overlap with other programs that share the same objectives as REAP 2.0. The Grantee should also identify

any measurement challenges that persist and highlight any administrative barriers that prevent it from obtaining the information it needs to perform better analysis of progress made achieving REAP 2.0 Objectives and make adjustments to the extent possible in subsequent reporting years.

3. All status and impact reports shall be categorized based on the eligible uses specified in Section 50515.08 of the Statute.
- C. Grantees shall post, make available, and update, as appropriate on its internet website, land use maps and Vehicle Miles Traveled generation maps produced in the development of its adopted SCS, as applicable.
- D. Grantees shall collaborate and share progress, templates, and best practices with the Department and fellow recipients in implementation of funds. To the greatest extent practicable, Grantees shall coordinate with other Eligible Entities in the development of applications, consider potential for joint activities, and seek to coordinate Housing and transportation planning across regions.
- E. Upon completion of all deliverables within the Agreement, the Grantee shall submit a close out report in a manner and form prescribed by the Department.
 1. Grantee may include a line item for advance payment or reimbursement, as part of its administrative costs, for its final report that is due by June 30, 2026. Funding requests for final reports must be submitted no later than March 31, 2026.

6. **Indemnification**

Neither the Department nor any officer, employee or designee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted by the Grantee, its officers, employees, agents, its contractors, its sub-recipients or its subcontractors under or in connection with any work, authority or jurisdiction conferred upon the Grantee under this Agreement, Guidelines or Statute. It is understood and agreed that the Grantee shall fully defend, indemnify and save harmless the Department and all of the Department's staff from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by the Grantee, its officers, employees, agents, contractors, sub-recipients, or subcontractors under this Agreement, Guidelines or Statute.

7. **Waivers**

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this Agreement, or to require at any time, performance by the Grantee of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this Agreement or the right of the Department to enforce these provisions.

8. **Relationship of Parties**

It is expressly understood that this Agreement is an agreement executed by and between two independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

9. **Third Party Contracts**

- A. All state-government funded procurements must be conducted using a fair and competitive procurement process. The Grantee may use its own procurement procedures as long as the procedures comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law.
- B. Any contract entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement and shall be applicable to the Grantee's sub-recipients, contractors, and subcontractors. Copies of all agreements with sub-recipients, contractors, and subcontractors shall be submitted to the Department's program manager.
- C. The Department does not have a contractual relationship with the Grantee's sub-recipients, contractors, or subcontractors, and the Grantee shall be fully responsible for monitoring and enforcement of those agreements and all work performed thereunder.

10. **Compliance with State and Federal Laws, Rules, Guidelines and Regulations**

- A. The Grantee agrees to comply with all state and federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the grant, the Grantee, its contractors or subcontractors, and any other grant activity.
- B. During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, ancestry, national origin, sex, gender, gender identity, gender expression, genetic information, age, disability, handicap, familial status, religion, or belief, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-20) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations.
- C. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements that each of them in turn include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts they enter into to perform work under the REAP 2.0 Program.

- D. The Grantee shall, in the course of performing project work, fully comply with the applicable provisions of the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
- E. The Grantee shall adopt and implement affirmative processes and procedures that provide information, outreach and promotion of opportunities in the REAP project to encourage participation of all persons regardless of race, color, national origin, sex, religion, familial status, or disability. This includes, but is not limited to, a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, as required by 24 CFR 92.351.

11. **Litigation**

- A. If any provision of this Agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. The Grantee shall notify the Department immediately of any claim or legal action undertaken by or against it, which affects or may affect this Agreement or the Department, and shall take such action with respect to the claim or legal action consistent with the terms of this Agreement and the interests of the Department.

12. **Changes in Terms/Amendments**

- A. The Grantee may be subject to amendments to this section as a result of subsequent applications and awards.
- B. This Agreement may only be amended or modified by mutual written agreement of both parties.

13. **State-Owned Data**

A. Definitions

1. Work:

The work to be directly or indirectly produced by the Grantee, its employees, or by and of the Grantee's contractor's, subcontractor's and/or sub-recipient's employees under this Agreement.

2. Work Product:

All deliverables created or produced from Work under this Agreement including, but not limited to, all Work and deliverables conceived or made or, hereafter

conceived or made, either solely or jointly with others during the term of this Agreement and during a period of six months after the termination thereof, which relates to the Work commissioned or performed under this Agreement, are considered Work Product. Work Product includes all deliverables, inventions, innovations, improvements, or other works of authorship Grantee and/or Grantee's contractor subcontractor and/or sub-recipient may conceive of or develop in the course of this Agreement, whether or not they are eligible for patent, copyright, trademark, trade secret or other legal protection.

B. Sharing of Work Product and Rights

All Work Product shall be shared with the Department and its partners for various purposes, including education, outreach, transparency and future learning.

14. **Special Conditions**

The State reserves the right to add any special conditions to this Agreement it deems necessary to assure that the policy and goals of the Program are achieved.

California Department of Transportation

DEPARTMENT OF TRANSPORTATION

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



October 4, 2023

Mr. Sean Tiedgen
Executive Director
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

Dear Mr. Tiedgen:

The purpose of this reconciliation letter for fiscal year (FY) 2022-23 is to confirm the unexpended totals in Consolidated Planning Grant (CPG) and state funded grants as of **June 30, 2023**.

21/22 FHWA Metropolitan Planning (PL) expires 6/30/24:	\$41,760.63
22/23 FHWA Metropolitan Planning (PL) expires 6/30/25:	\$322,700.68
22/23 FHWA Complete Streets *expires 6/30/25:	\$0.00
21/22 FTA 5304 Strategic Partnerships – Transit Grants expires 6/30/24:	\$253,211.53
21/22 FHWA SPR Strategic Partnerships Grants expires 6/30/24:	\$435,268.95
21/22 RMRA (SB1) Sustainable Communities Formula expires 2/29/24:	\$143,904.07
22/23 RMRA (SB1) Sustainable Communities Formula expires 2/28/25:	\$158,645.62
21/22 SHA Sustainable Communities Grants expires 2/29/24:	\$129,327.00
Total CPG and State Planning Funds Available:	<u>\$1,484,818.48</u>

*The above identified expiration date is the final date in which expenses can be incurred, unless your agency has received a grant extension approval.

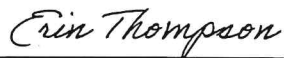
Please review the reconciled totals. If in agreement with the balance(s), please electronically sign your specified field. Once all signatures are completed, all parties will automatically receive the fully signed reconciliation letter for their records, via email.

Mr. Tiedgen:
October 4, 2023
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Please note that in order to remain compliant with FTA Circular 8100.1D and CFR 630.106, all Federally funded carryover must be programmed via OWP/A and approved by the District within 90 days of the date of this letter.

If you have any questions or need additional information, please contact Cherie Clark, District Regional Planning Liaison at Cherie.Clark@dot.ca.gov or Victoria Schleicher, Caltrans Headquarters Fund Specialist at Victoria.Schleicher@dot.ca.gov.

Sincerely,



Erin Thompson
Chief, Office of Regional and Community Planning
Division of Transportation Planning



Brett Ditzler
Planning Deputy District Director
District 2

I concur with the above balances:



Sean Tiedgen
Executive Director
Shasta Regional Transportation Agency

10/09/2023

Date

Certification of Expenditure (COE) by Fund Source for

Shasta Regional Transportation Agency

1255 East St., Suite 202

Redding, CA 96001

FY: 2022/23

MFTA #: 74A0821

I certify that I am a duly authorized representative of the Metropolitan Planning Organization (MPO) and the following statement of fund expenditures is consistent with the terms of the Master Fund Transfer Agreement entered into between the MPO and the State.

I have attached a copy of the Statement of Expenditures by fund source and work element. Matching funds are identified. The expenditures shown are for work completed in accordance with the Fiscal Years' approved Overall Work Program. I certify that all state and federal matching requirements have been met.

Identify the Grant Status as of June 30th as Active or Closed. Closed grants will NOT be reflected on the reconciliation letter and remaining balances will be forfeited.

Funding Source	Reconciled C/o	Annual Allocation	Federal/State Expenditures	Toll Credits Used	Year End Balance	STATUS	Reconciled TOTAL (based on CLOSED activities)
FHWA Metropolitan Planning Funds (PL)							
FHWA PL FY 20/21 Reconciled C/o *expires 6/30/23	\$9,391.15		\$9,391.15	\$1,077.16	\$0.00	CLOSED	\$0
FHWA PL FY 21/22 Reconciled C/o *expires 6/30/24	\$294,508.99		\$252,748.36	\$28,990.24	\$41,760.63	ACTIVE	\$41,760.63
FHWA PL FY 22/23 Allocation *expires 6/30/25		\$767,088.00	\$444,387.32	\$50,971.23	\$322,700.68	ACTIVE	\$322,700.68
FHWA PL FY 22/23 Allocation - Complete Streets		\$21,732.00	\$21,732.00	\$2,492.66	\$0.00	ACTIVE	\$0.00
Total	\$303,900.14	\$788,820.00	\$728,258.83	\$83,531.29	\$364,461.31		\$364,461.31
FTA 5303 Statewide & Metropolitan Planning Funds							
FTA 5303 FY 21/22 Reconciled C/o *expires 6/30/24	\$29,163.13		\$29,163.13	\$3,345.01	\$0.00	ACTIVE	\$0.00
FTA 5303 FY 22/23 Allocation *expires 6/30/25		\$94,306.00	\$94,306.00	\$10,816.90	\$0.00	ACTIVE	\$0.00
Total	\$29,163.13	\$94,306.00	\$123,469.13	\$14,161.91	\$0.00		\$0.00
FTA 5304 Strategic Partnerships - Transit Grants							
FY 20/21 WE #707.10 Bus To Rail Plan	\$288,276.40		\$35,064.87		\$253,211.53	ACTIVE	\$253,211.53
21/22 Total	\$288,276.40	\$0.00	\$35,064.87		\$253,211.53		\$253,211.53
FHWA SPR Strategic Partnerships Grants							
FY 20/21 WE #707.09A SR 273 N. Multimodal	\$500,000.00		\$64,731.05		\$435,268.95	ACTIVE	\$435,268.95
21/22 Total	\$500,000.00	\$0.00	\$64,731.05		\$435,268.95		\$435,268.95
RMRA (SB1) SC Formula							
FY 20/21 SB1 Formula	\$164,909.77		\$139,078.72		\$25,831.05	CLOSED	\$0
FY 21/22 SB1 Formula	\$162,995.00		\$19,090.93		\$143,904.07	ACTIVE	\$143,904.07
FY 22/23 SB1 Formula		\$164,975.00	\$6,329.38		\$158,645.62	ACTIVE	\$158,645.62
Total	\$327,904.77	\$164,975.00	\$164,499.03		\$328,380.74		\$302,549.69
RMRA (SB1) SC Contingency Grants							
						CLOSED	
						CLOSED	
						CLOSED	
PTA Adaptation Planning Grants							
Total	\$0.00	\$0.00	\$0.00		\$0.00	CLOSED	\$0.00
SHA Sustainable Communities Grants							
FY 20/21 WE #703.06 Shasta Trunk Lines	\$76,357.67		\$76,357.67		\$0.00	CLOSED	\$0
FY 20/21 WE #707.11 Pit River Tribe LRTP	\$129,327.00		\$0.00		\$129,327.00	ACTIVE	\$129,327.00
21/22 Total	\$205,684.67	\$0.00	\$76,357.67		\$129,327.00		\$129,327.00
Total FY Eligible CPG & State Planning Grant Expenditures/Balances							
			\$1,192,380.58		\$1,510,649.53		\$1,484,818.48

I understand that this represents a final statement of expenditure for FY 2022-23 and no future requests for reimbursement will be processed by the State for payment.

Sean Tiedgen

Name (Please Print)

Executive Director

Title (Please Print)

Signature

09/01/2023

Date

SRTA 22/23 Reconciliation Letter

Final Audit Report

2023-10-09

Created:	2023-10-06
By:	Cherie Clark (s122419@dot.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATKnJzqCHRklmFM3HpTyIGuxAbq0YJYpM

"SRTA 22/23 Reconciliation Letter" History

-  Document created by Cherie Clark (s122419@dot.ca.gov)
2023-10-06 - 7:59:02 PM GMT
-  Document emailed to Brett Ditzler (brett.ditzler@dot.ca.gov) for signature
2023-10-06 - 8:03:48 PM GMT
-  Email viewed by Brett Ditzler (brett.ditzler@dot.ca.gov)
2023-10-08 - 3:22:10 PM GMT
-  Document e-signed by Brett Ditzler (brett.ditzler@dot.ca.gov)
Signature Date: 2023-10-08 - 3:22:44 PM GMT - Time Source: server
-  Document emailed to Sean Tiedgen (stiedgen@srta.ca.gov) for signature
2023-10-08 - 3:22:47 PM GMT
-  Email viewed by Sean Tiedgen (stiedgen@srta.ca.gov)
2023-10-09 - 3:04:32 PM GMT
-  Document e-signed by Sean Tiedgen (stiedgen@srta.ca.gov)
Signature Date: 2023-10-09 - 3:50:27 PM GMT - Time Source: server
-  Agreement completed.
2023-10-09 - 3:50:27 PM GMT



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California Department of Transportation

DIVISION OF LOCAL ASSISTANCE
P.O. BOX 942874, MS-1 | SACRAMENTO, CA 94274-0001
(916) 653-8620 | FAX (916) 654-2409 TTY 711
www.dot.ca.gov/programs/local-assistance



October 27, 2023

Sean Tiedgen
Executive Director
Shasta Regional Transportation Agency (SRTA)
1255 East Street, Suite 202
Redding, CA 96001

Dear Sean Tiedgen,

Congratulations! Your FY22-23 Low Carbon Transit Operations Program (LCTOP) project meets the guidelines of the program and has been authorized for funding. The California Department of Transportation (Caltrans), in coordination with the California Air Resources Board, reviewed the project(s) listed below and have determined they meet the requirements for funding. The funding will be allocated directly to you, the lead agency, by the State Controller's Office.

22-23-D02-008	ShastaConnect Sunday On-Demand Transit Service Expansion Project (Year 4)	\$234,627
22-23-D02-009	ShastaConnect Consolidated Transportation Services Agency Service Expansion Project (Year 3)	\$142,358

Please use the project ID number listed above on all future correspondence with Caltrans LCTOP including all project activity reports, corrective action plans and final reports. A list of awarded FY 22-23 projects will be posted on the LCTOP website (<http://www.dot.ca.gov/drmt/splctop.html>) along with project summaries.

Should you have any questions, please feel free to contact LCTOP Program Manager Erik Reitz, by phone at 916-216-7982 or by email at erik.reitz@dot.ca.gov

Sincerely,

Wendy King
Office Chief
Transit Grants and Contracts
Division of Local Assistance
California Department of Transportation



"Provide a safe and reliable transportation network that serves all people and respects the environment"





1255 East Street, Suite 202 • Redding, CA 96001 • 530-262-6190 • Fax: 530-262-6189
E-mail: srta@srta.ca.gov • Website: www.srta.ca.gov

Sean Tiedgen, AICP, Executive Director

October 30, 2023

Troy Bartolomei, Deputy Director
County of Shasta, Department of Public Works
1855 Placer Street
Redding, CA 96001-1759

Attn: Ken Cristobal

Subject: Fiscal Years 2016-17 and 2017-18 Regional Surface Transportation Program (RSTP) Exchange Funds Sub-Recipient Cooperative Agreement (SCA) Amendment #5 Notice to Proceed

Dear Troy:

The amended Fiscal Years 2016-17 and 2017-18 Regional Surface Transportation Program (RSTP) Exchange Funds Sub-Recipient Cooperative Agreement (SCA) between the Shasta Regional Transportation Agency (SRTA) and the County of Shasta is fully executed. FY 2022/23 funds have been added to the Agreement, per revised Appendix A.

Please consider this letter your notice to proceed, **effective the date of the amendment's execution, September 13, 2023**, with reimbursable work consistent with the scope, budget, and terms of the amended agreement for FY 2022/23 RSTP Exchange Funds. An executed copy of the agreement amendment accompanies this letter.

Please contact Senior Transportation Planner Keith Williams (530-262-6192) if you have questions.

Sincerely,

A blue ink signature of Sean Tiedgen, written over a horizontal line.

Sean Tiedgen, AICP, Executive Director
Shasta Regional Transportation Agency (MPO)

ST/KW/jlc

Enclosure: Fiscal Years 2016-17 and 2017-18 RSTP Exchange Funds SCA Amendment #5

AMENDMENT #5
SUB-RECIPIENT COOPERATIVE AGREEMENT
For
Fiscal Years 2016-17 and 2017-18
REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP) EXCHANGE FUNDS
between
SHASTA REGIONAL TRANSPORTATION AGENCY
and
THE COUNTY OF SHASTA, DEPARTMENT OF PUBLIC WORKS

This fifth amendment to the Sub-Recipient Cooperative Agreement dated July 3, 2018, first amended on July 29, 2019, second amended on July 22, 2020, third amended on July 19, 2021, forth amended on August 8, 2022, is entered into effective on the date of the last signature between the county of Shasta, Department of Public Works (hereinafter, "Sub-Recipient") and the Shasta Regional Transportation Agency (hereinafter, "SRTA"), and amends the same as follows:

The Sub-Recipient Cooperative Agreement (AGREEMENT) is being amended to allow an extension of the expiration date and to amend Appendix A to the AGREEMENT to outline FY 2022/23 Regional Surface Transportation Program (RSTP) Exchange Funds to Sub-Recipient for performing RSTP Exchange eligible projects publicly nominated and approved by the SRTA Board of Directors:

WHEREAS, Section 1(a) of the Agreement is amended to read in its entirety as follows: "This AGREEMENT between the Sub-Recipient and SRTA and may be amended by written modification by both parties, for Fiscal Years (FYs) 2022/23 RSTP Exchange Funds, and expires June 30, 2026, unless extended by mutual agreement between both parties.

WHEREAS, Appendix A, attached to the July 3, 2018, AGREEMENT, and amended on July 29, 2019, July 22, 2020, July 19, 2021, and August 8, 2022, is further amended and replaced, most recently with attached Amendment #5 Appendix A which adds new FY 2022/23 funding and project use. The additional FY 2022/23 funding and projects are subject to the all the provisions of the original AGREEMENT and Amendment #5.

All other terms of the AGREEMENT remain unchanged by the above amendments:

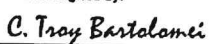
IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT Amendment #5 on the date of the last signature below:

Shasta Regional Transportation Agency:

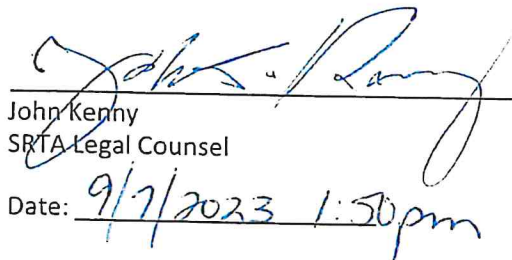
County of Shasta, Public Works
Department:


Sean Tiedgen, AICP
Executive Director

Date: 9/13/2023

DocuSigned by:

C. Troy Bartolomei
Troy Bartolomei
Interim Public Works Director

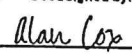
Date: 09/07/2023 | 1:36 PM PDT


John Kenny
SRTA Legal Counsel

Date: 9/7/2023 1:50pm

Approved as to form:

Matthew M. McOmber
Acting County Counsel

DocuSigned by:

Alan B. Cox

Senior Deputy County Counsel

Date: 09/07/2023 | 1:29 PM PDT

Amendment #5 to Appendix A
Fiscal Years (FY) 2022/23 Regional Surface Transportation Program (RSTP) Exchange
Funds
County of Shasta, Department of Public Works
Scope of Work and Budget

Project Name	RSTP Exchange Budget	Total Estimated Project Cost	Fiscal Year of Expenditure
Intermountain Area Overlay	\$ 456,619 ¹	\$ 1,198,000	2023/24
Total	\$ 456,619	\$ 1,198,000	

DocuSigned by:
Sean Tiedgen 09/13/2023 | 10:42 PM PDT
Sean Tiedgen, AICP, Executive Director Date
Shasta Regional Transportation Agency

DocuSigned by:
C. Troy Bartolomeo 09/07/2023 | 1:36 PM PDT
Troy Bartolomeo, Deputy Director Date
Shasta County Department of Public Works

¹ Amendment #5 added FY 2022/23 RSTP State Exchange Funds to the original AGREEMENT. Period of 2022/23 fund use is through June 30, 2026.



1255 East Street, Suite 202 • Redding, CA 96001 • 530-262-6190 • Fax: 530-262-6189
E-mail: srta@srta.ca.gov • Website: www.srta.ca.gov

Sean Tiedgen, AICP, Executive Director

November 14, 2023

State Controller's Office
Division of Audits
TDA Program
P.O. Box 942850
Sacramento, CA 94250-5876

Attention: Compliance Audits Bureau

Subject: 2022/23 Fiscal Year Audits

Dear Sir/Madam:

In order to have a fair presentation of their audit, the following jurisdictions wish to extend the filing date for their audits from December 31, 2023 to March 31, 2024:

- City of Anderson
- City of Redding
- City of Shasta Lake
- Redding Area Bus Authority (RABA)
- Dignity Health Connected Living (DHCL)

If you have any questions, please contact Jessica Carlson, Chief Fiscal Officer, at 530-262-6193 or email at jcarlson@srta.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Carlson", is written over a horizontal line.

Jessica Carlson, Chief Fiscal Officer
Shasta Regional Transportation Agency (MPO)

From: [Jessica Carlson](#)
To: [Amy Lindsey](#); [Bailey Worley](#); [Brody Wilbourn](#); [Jason Peterson](#); [Jenn Pollom](#); [Jessaca Lugo](#); [John Andoh](#); [Ken Cristobal](#); [Marcela Ashinhurst](#); rkaschke@co.shasta.ca.us; [Sean Tiedgen](#); [Staci Wadley](#); [Steve Bade](#); [Troy Bartolomei](#) (tbartolomei@co.shasta.ca.us); [Wendy Howard](#); [Yujin Copland](#)
Subject: APPROVED: TDA Deadline Extension Request FY 22/23
Date: Thursday, November 16, 2023 8:30:44 AM
Attachments: [image005.png](#)
[image002.png](#)

Good morning TDA Claimants,

The request for an extension of your 2022/23 TDA Fiscal and Compliance Audit Reports has been approved.

As a reminder, when you are ready to submit your ACFR/TDA compliance report, the report(s) can be submitted by using the new system, Data Exchange Portal (DEP), or email to tdaaudits@sco.ca.gov. Please cc me in your submittal.

Thank you,



Jessica Carlson
Chief Fiscal Officer
Shasta Regional Transportation Agency

Phone: 530-262-6193 **Email:** jcarlson@srtc.ca.gov
Web: www.srtc.ca.gov **Address:** 1255 East St., Suite 202, Redding, CA 96003

"Make no little plans. They have no magic to stir men's blood and probably themselves will not be realized. Make big plans; aim high in hope and work, remembering that a noble, logical diagram once recorded will never die, but long after we are gone will be a living thing, asserting itself with ever-growing insistency."
— Daniel Burnham

From: TDA Audits <TDAAudits@sco.ca.gov>
Sent: Thursday, November 16, 2023 8:15 AM
To: Jessica Carlson <jcarlson@srtc.ca.gov>
Subject: RE: TDA Deadline Extension Request FY 22/23 - County of Shasta

Your deadline extension to March 31, 2024 for submitting 2023 TDA Fiscal and Compliance Audit Reports has been granted for all jurisdictions which was requested.

Thank you,
Tling Ngo-