

DEPARTMENT OF TRANSPORTATION**DIVISION OF TRANSPORTATION PLANNING**

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*Making Conservation
a California Way of Life.*

June 18, 2020

Mr. Keith Cooke
Engineering and Transportation Director
City of San Leandro,
Department of Engineering and Transportation
Civic Center 835 East 14th Street
San Leandro, CA 94577

Dear Mr. Cooke:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, we are pleased to offer congratulations to the City of San Leandro, Department of Engineering & Transportation for the recent award of the following Sustainable Transportation Planning grant:

State Highway Account - Sustainable Communities	
Grant Fiscal Year	2020-21
Grant Title	Crosstown Class IV Corridors
Grantee	City of San Leandro, Department of Engineering and Transportation
Sub-Recipient(s)	No Sub-Recipient
Grant Award	\$349,248
In-Kind/Cash Local Match*	\$45,252
Total Project Cost	\$394,500
Grant Expiration	February 28, 2023 - time extensions are not allowed
Final Invoice Due	April 28, 2023

*Local Match amount must meet the minimum grant requirement. The final contractually agreed upon Local Match and Fund Source are located on the Grant Application Cover Sheet and Project Timeline. Any change to the Local Match amount or Local Match fund source will require an Amendment.

Next Steps

- The Caltrans District Grant Manager will schedule a Conditional Award Teleconference, with your agency soon.
 - A list of conditions and project revisions necessary to accept grant funding will be provided at this meeting as well as a follow-up email outlining the discussion.
- The required conditions must be submitted to the Caltrans District Grant Manager no later than July 17, 2020.
 - Failure to satisfy these conditions will result in the forfeiture of grant funds.
- The Caltrans District Grant Manager will review and approve all items required to fulfill the Conditions of Grant Acceptance outlined in the teleconference and follow-up email.
- Once the required conditions are met and agreements in place, the Caltrans District Manager will:
 - Send a Notice to Proceed letter (for MPO/RTPAs, this will happen after the OWP/OWPA formal amendment is processed). **Grant work cannot begin until the Notice to Proceed letter is received by your agency.**
 - Coordinate and schedule a grant kick-off meeting with your agency.

If you have questions concerning your Conditional Grant Award, please contact Becky Frank, Senior Transportation Planner, Caltrans District 4 via email at becky.frank@dot.ca.gov.

Sincerely,

Electronically signed by Erin Thompson

ERIN THOMPSON
Chief, Office of Regional Planning

c: Michael Stella, Principal Engineer, City of San Leandro, Department of Engineering & Transportation
Stephen Conteh, Acting Senior Transportation Planner, Caltrans District 4
Becky Frank, Senior Transportation Planner, Caltrans District 4
Jelani Young, Associate Transportation Planner, Caltrans Headquarters