

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

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www.dot.ca.gov

*Making Conservation
a California Way of Life.*

December 15, 2017

Ms. Sandra Moberly
Community and Economic Development Director
Town of Mammoth Lakes
P.O. Box 1609
Mammoth Lakes, CA 93546

Dear Ms. Moberly:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations to the Town of Mammoth Lakes for the recent award of the following State transportation planning grant for fiscal year (FY) 2017–18:

Grant Program: Road Maintenance & Rehabilitation Account – Adaptation Planning

Grant Title: Mammoth Lakes Climate Adaptation and Resiliency Strategies and
General Plan Update

Sub-recipient:

Grant Award: \$158,270

Local Match: \$20,505

Total Project Amount: \$178,775

Please see the list below which identifies specific conditions for a grantee to accept grant funding, to program funds, and to begin work. Conditions one through four must be fulfilled no later than January 12, 2018 by submitting these items to Caltrans District staff for approval. Failure to fulfill these conditions will result in forfeiture of funds. Also note, final products must be completed and submitted to Caltrans no later than February 28, 2020. Final requests for reimbursements must be submitted to Caltrans no later than April 28, 2020.

Conditions of Grant Acceptance

These State grant funds cannot be expended or reimbursed until the following conditions are satisfied:

1. The revised final Scope of Work, Project Timeline with the earliest start date of May 1 2018, and Grant Application Cover Sheet are submitted to Caltrans District 9 for approval. Please revise the Grant Application Cover Sheet and Project Timeline budget to reflect a minimum 11.47% match of the total project cost and not the State grant amount.

Refer to page 13 of the FY 2017-18 Grant Application Guide for additional information.

2. A Payee Data Record (STD. 204) is completed and submitted. Although the form indicates that government entities are not required to submit this form, it is needed to ensure payments are sent to the correct recipient.
3. If applicable, a Third Party In-kind Valuation Plan is submitted for the use of in-kind contributions to satisfy the minimum local match requirement. Third party in-kind contributions are goods and services donated from outside the grantee's agency, such as donated printing, facilities, interpreters, equipment, advertising, time and effort, staff time, and other goods and services.
4. If applicable, indirect costs must have been identified in the approved grant Scope of Work and project timeline.
5. A local resolution from the Town of Mammoth Lakes governing board stating the grant project title and title of the person authorized to enter into a contract with Caltrans must be provided no later than February 22, 2018.
6. The Town of Mammoth Lakes receives a fully executed contract and has been formally notified by Caltrans District staff to begin work.

The contracting process can begin once the first five conditions have been satisfied. For your convenience, a toolbox to aid you during this process is available on our website below:

<http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>.

A Quarterly Progress Report with a brief narrative of completed project activities will need to be submitted to the district grant manager once the project is under way. Request for reimbursement with the required minimum local match can be submitted monthly, but must be submitted quarterly.

As outlined in the 2017-18 Adaptation Planning Grant Guide, grantees are required to submit case studies for the Integrated Climate Adaptation and Resiliency Program (ICARP) Adaptation Clearinghouse as part of their reporting requirements. Grantees will develop two case studies during the life of the grant:

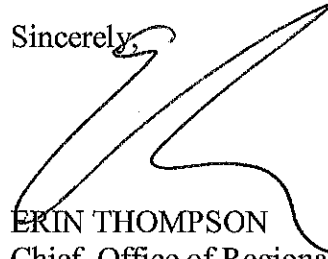
- The Initial Case Study will be due two weeks after reception of fully executed contract from Caltrans District staff.
- The Final Case Study will be due one quarter prior to project end date.

Ms. Sandra Moberly
December 15, 2017
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Caltrans Headquarters staff will provide a template and further instruction to the grantee in the coming weeks.

Please contact Mark A. Heckman, in Caltrans District 9, at (760) 872-1398, or Gilbert Valencia, Headquarters Liaison, at (916) 653-3076 if you have any questions concerning these grant funds or program requirements.

Sincerely,

A handwritten signature in black ink, appearing to read 'ERIN THOMPSON', written over a solid black line that serves as a signature strip.

ERIN THOMPSON
Chief, Office of Regional Planning

c: Mark A. Heckman, Senior Transportation Planner, Caltrans, District 9
Austin H. West, Transportation Planner, Caltrans, District 9
Gilbert Valencia, Transportation Planner, Caltrans, Headquarters

DEPARTMENT OF TRANSPORTATION

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*Making Conservation
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May 15, 2018

Contract 74A0994

Ms. Sandra Moberly
Community and Economic Development Director
Town of Mammoth Lakes
P.O. Box 1609
Mammoth Lakes, CA 93546

Contract 74A0994: Town of Mammoth Lakes Climate Adaption Resiliency Strategies and General Plan Update Notice to Proceed

Dear Ms. Moberly,

The District has been informed by Headquarters' Division of Procurement and Contracts that all required state approvals have been received for Contract 74A0994.

The Town of Mammoth Lakes is authorized to proceed with work as stated in Contract 74A0994, which was approved on May 8th, 2018. The contract will terminate on February 28, 2020, unless extended by a contract amendment. The period of performance for a Task Order shall be in accordance with the contract performance period.

The Town of Mammoth Lakes may not be reimbursed for costs incurred before this authorization to proceed.

If you have any questions regarding this matter, please contact me at 760-872-1398.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Heckman".

MARK HECKMAN
Office Chief, District 9
Transportation Planning