

CRRSAA Program DRAFT Policies and Procedures

The California Transportation Commission (Commission) intends to adopt the following policies and procedures for the CRRSAA Program. The CRRSAA Program is funded from the Non-STIP regional distribution of the Coronavirus Response and Relief Supplemental Appropriation Act of 2021 funds (COVID Relief Funds).

- **Schedule:** The Commission intends to adopt the guidelines for the CRRSAA Program at the May 12-13, 2021 Commission meeting.
- **Funding:** The total funding available for the CRRSAA Program is \$182,364,599.
- **Apportionment Distribution:** The apportionment distribution for the CRRSAA Program is consistent with the formula distribution as the Surface Transportation Block Grant Program with a \$200,000 minimum guarantee (Attachment).
- **Allocations:** The allocation of funding for the CRRSAA Program will not be included as part of the annual lump sum allocation of federal funding to the Department of Transportation (Caltrans). The following will be the allocation process:
 1. **Allocation of a Project List:** Regions will submit a project list that identifies each project that will receive COVID Relief funding through the CRRSAA Program. The list may be for the region's full apportionment or reflect a portion of funding. The project list will include project name(s), brief description, the amount of COVID Relief funding that each project is requesting and total project cost. No region may program more than their regional apportionment. The Commission will allocate to Caltrans the total amount of CRRSAA funding that is supported by this list. The Director of Caltrans is authorized to sub-allocate the CRRSAA funds to individual projects that are enumerated on the Commission allocated project list. If a list that only partially requests the funding is presented and approved by the Commission, the region may request the remaining funds at any time prior to September 2024.
 2. **Obligation Amount:** If there are changes to project estimates for Commission allocated projects that require less or more funding at time of obligation, the Caltrans Director is delegated the authority to approve an increase to individual project allocations to allow the advertisement, award, and completion of contracts so long as the increase does not exceed 20% and the total allocated or obligated by that region does not exceed that region's total CRRSAA funding.
 3. **Allocation Amendments:** Any changes to the project(s) on a list, shall be submitted to the Commission for an allocation amendment. The Commission will approve the amended list at a Commission meeting.
 4. **Timing:** The Commission may start approving the project lists at any Commission meeting after approval of these guidelines. A list may not be approved or amended after August 2024. Any funds not obligated from the CRRSAA Program by September 2024 will lapse.

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5. **Submittal:** Regions will submit their project list to Caltrans Division of Local Assistance (Local Assistance). Local Assistance will compile all lists and place it in the Commission's Agenda in one book item.
- **Federal Statewide Transportation Improvement Program:** Projects receiving funding from the CRRSAA Program must be programmed in the Federal Statewide Transportation Improvement Program, if required to do so under the act.
 - **Local Assistance Process:** Other than the allocation requirement above, the CRRSAA Program will follow the same Local Assistance process for obligation and implementation.
 - **State Exchange:** The CRRSAA Program will follow the Local Assistance process for state exchange.
 - **Reporting:** Caltrans will report projects that have been obligated, date of obligation and the dollar amount of the obligation on a quarterly basis beginning in December 2021.