

Memorandum

To: CHAIR AND COMMISSIONERS

CTC Meeting: February 19, 2009

Reference No.: 2.8e.
Action Item

From: CINDY McKIM
Chief Financial Officer

Prepared by: Denix D. Anbiah
Division Chief
Local Assistance

Subject: **REQUEST TO EXTEND THE PERIOD OF PROJECT REIMBURSEMENT PER RESOLUTION G-99-25, GUIDELINES FOR ALLOCATING, MONITORING, AND AUDITING OF FUNDS FOR LOCAL ASSISTANCE PROJECTS WAIVER-09-06**

RECOMMENDATION:

The Department of Transportation (Department) recommends the California Transportation Commission (Commission) extend the period of project reimbursement for the Proposition 116 Calaveras County Bikeway project (PPNO 6606) for four months, to April 30, 2009.

ISSUE:

On June 17, 2004, the Commission allocated \$215,945 in Proposition 116 bond funds to the County of Calaveras (County) for the construction of the Calaveras County Bikeway project in San Andreas. The project is complete and the County accepted the completed project on March 20, 2007. However, the County has not yet completed the steps required for final reimbursement and project close-out and is requesting additional time, to April 30, 2009, to seek reimbursement.

BACKGROUND:

The County awarded the contract on December 12, 2005, and accepted the completed project on March 20, 2007. The County has not completed the steps required for final reimbursement and project close-out. After requesting the time extension, the County asked the Department to inspect the completed project. The Department inspected the completed project on January 12, 2009, and found it to be in accordance with the executed fund transfer agreement. The County is requesting a four-month time extension to April 30, 2009, to allow for final reimbursement and project close-out.

Resolution G-99-25, Guidelines for Allocating, Monitoring, and Auditing of Funds for Local Assistance Projects, adopted by the Commission on August 18, 1999, stipulates that the local entity has 180 days after project acceptance to make the final payment to the contractor or vendor, prepare the final report of expenditure, and submit the final invoice to the Department for reimbursement.