

Coronavirus Response and Relief Supplemental Appropriations Act of 2021
“CRRSAA Program”

DLA - Policies and Procedures

CRRSAA PROGRAM

The CRRSAA will make available \$182,364,599. The apportionment distribution for the CRRSAA Program, approved on March 14, 2021 by the CTC, is consistent with the formula distribution of the Surface Transportation Block Grant Program; with a minimum guarantee of \$200,000 for each county per CTC Guidelines. The CTC Apportionments and Caltrans' Sub-Apportionment Distributions are shown in Attachment A.

For the successful implementation of your project, please note the following:

Eligible Project Types:

- Projects that are eligible under the Surface Transportation Block Grant Program (new and existing)
- Routine maintenance/rehabilitation projects (new and existing)
- Projects funding operations
- Projects funding personnel - including salaries of employees or contractors
- Debt service payments; availability payments and coverage for other revenue losses

Allocations:

The CRRSAA Allocation will be a lump sum to Caltrans. The Program will utilize a project list approved by CTC. Regions must submit their project list to Caltrans Local Assistance using the table below:

District	Administering Local Agency	County	Respective RTPA	Respective MPO	Project Name	Brief Project Description	CRRSAA funding	State Exchange /SOF Requested (Yes/No)	Total Project Cost	Notes

Districts will review the list and submit them to DLA HQ (Nestor.Cuellar@dot.ca.gov). DLA HQ will compile all Regional project lists into one and prepare a book item for inclusion on the Commission Agenda. Updated lists will be presented at Commission Meetings as needed. All projects will require an ePPR; Regions will create an ePPR via CalSMART for each project and submit it with their allocation/authorization forms.

Cost Increases:

The Caltrans Director is delegated the authority to approve increases to individual projects up to 20% (CRRSAA funds, not total project cost). Increases cannot exceed

the region's CRRSAA funding. The Project List must be kept current. Except for the 20% cost increase changes, any changes to the Project List will be handled through an Allocation Amendment. The request to Caltrans shall include the original approved list with all changes shown as strikeouts, an updated ePPR, and reason for the increase. No allocation amendments will be allowed after October 2023.

Project Delivery Process:

Local agencies can proceed with reimbursable work on project once:

- The project appears on and has been approved via the CTC Project list
- Process FSTIP Amendment(s), as required
- Submittal of an ePPR
- Submittal of the project allocation form (Attachment B) and Authorization form to Local Assistance
- Authorization is approved by FHWA

Clarify when can CRRSAA – funds be used.

State Exchange:

Rural and small urbanized areas with a population of less than 200k may request state exchange (State only Funding). These areas need to estimate their total State Only Funds (SOF) in advance and the Regions request a one-time exchange as soon as possible but not later than June 2023.

Urbanized areas with a population of 200,000 or greater, as identified in the Federal Highway Administration apportionment notice dated January 15, 2021, are not eligible for state exchange (State only Funding). However, SOF requests for projects in these areas will be processed on a case by case basis. Local Assistance in coordination with the Division of Budgets will make the determination as to whether the State can approve these requests.

All other allocation processes, reporting requirements, and other requirements of the guidelines shall apply to all agencies receiving state funds in lieu of the federal funds. Projects funded with state-only funds are subject to Article 19 restrictions.

Match Allowances

No matching funds are required for CRRSAA funds. CRRSAA funds can be used for match if they are converted to SOF.

Reimbursement Rate

CRRSAA Funds utilize a 100% Reimbursement rate. If used as match, funds need to be SOF (see requirements).

FSTIP

- 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.
- SOF Projects will not be in the FSTIP

Fund Deadlines

- Project List amendments will not be considered after the October 2023 CTC Meeting. *(This will allow the state, in coordination with the regions, a year to obligate and repurpose the funds so that all COVID Relief funds are utilized.)*
- Any Regional funds not obligated by June 2024 will be transferred to the state for obligation.
- The final deadline to obligate CRRSAA funding is September 2024.

FTA Transfers

- FWA guidance allows fund transfers for projects more suitably administered by another Federal agency, including flex funding transfers to the FTA.

Federal Fund Codes:

ANY AREA

- **Z970** COVID Supplemental 23 USC 133(b) within any area of CA
 - Activities eligible under section 133(b)
- **Z971** COVID Special eligibilities within any area of CA
 - Costs related to:
 - preventive maintenance
 - routine maintenance
 - operations
 - personnel, including salaries of employees *(including those employees who have been placed on administrative leave)*
 - contractors,
 - debt service payments,
 - availability payments, and
 - coverage for other revenue losses

URBANIZED AREAS OVER 200K

- **Z972** COVID Supplemental 23 USC 133(b) in Urbanized Areas over 200k
 - Activities eligible under section 133(b)
- **Z973** COVID Special eligibilities within Urbanized Areas over 200K
 - Costs related to:
 - preventive maintenance
 - routine maintenance

- operations
- personnel, including salaries of employees (*including those employees who have been placed on administrative leave*)
- contractors,
- debt service payments,
- availability payments, and
- coverage for other revenue losses

PECT Codes

- **20.30.010.816** COVID Relief Funds for Highway Infrastructure Programs for CRRSAA Funds

General Notes

LP2K

Division of Financial Programming will be entering these projects into CTIPS. Regions will need to update their TIPS.

ePPR

A step by step guidance document has been developed for CRRSAA ePPRs.