

File No. 091356

Committee Item No. \_\_\_\_\_

Board Item No. 43

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date December 8, 2009

#### Cmte Board

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/> | x                                   | Resolution                                   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/> | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Budget Analyst Report                        |
| <input type="checkbox"/> | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/> | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/> | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Annette Lonich Date December 2, 2009

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document is in the file.



1 [Resolution authorizing the Director of Public Works or his or her designee to request a  
2 Cooperative Work Agreement from the California Department of Finance.]

3  
4 **Resolution authorizing the Director of Public Works or his or her designee to request a**  
5 **Cooperative Work Agreement from the California Department of Finance to extend the**  
6 **expiration date for a Federal transportation grant expiring on June 30, 2010.**

7  
8 WHEREAS, Government Code Section 16304.3 requires the extension of budget  
9 authority beyond the normal appropriation period through Cooperative Work Agreements  
10 (CWAs) approved by the State Department of Finance (DOF); and,

11 WHEREAS, In Federal Fiscal Year 2003/2004, the Department of Public Works (DPW)  
12 was granted budget authority of \$1,398,825 in Federal funds for the Fourth Street Bridge  
13 seismic retrofit and rehabilitation project; and,

14 WHEREAS, The appropriation period and budget authority for these Federal funds will  
15 expire on June 30, 2010; and,

16 WHEREAS, The unliquidated balance of \$190,162 will be de-obligated unless DPW  
17 requests, by December 16, 2009, a CWA to extend the grant appropriation and budget  
18 authority periods; and,

19 WHEREAS, The DPW requires a time extension of the subject funds, to fully bill the  
20 California Department of Transportation (Caltrans) for all grant eligible expenditures; and,

21 WHEREAS, A time extension of the budget authority will allow DPW to submit to  
22 Caltrans a final billing for the subject grant; and,

23 WHEREAS, The State DOF requires Board of Supervisors' approval indicating  
24 concurrence with DPW's request for a CWA to extend the budget authority for the Federal  
25 grant; and,

1 WHEREAS, Approval of the subject resolution will authorize the DPW to request a  
2 CWA from the State DOF; now, therefore, be it

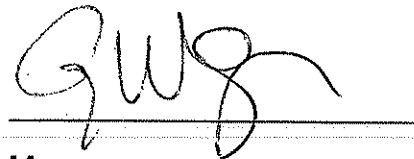
3 RESOLVED, That the Director of DPW or his or her designee has delegated authority  
4 to approve the CWA with the State DOF extending the expiration dates for a Federal  
5 transportation grant expiring on June 30, 2010.

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7 Recommended:

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10 Department Head

Approved:

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Mayor



Gavin Newsom, Mayor  
Edward D. Reiskin, Director



Phone: (415) 554-6920  
Fax: (415) 554-6944  
TDD: (415) 554-6900  
<http://www.sfdpw.com>

Department of Public Works  
Office of the Director  
City Hall, Room 348  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4645

**Memorandum**

November 23, 2009

**To: Mayor Gavin Newsom  
Board of Supervisors**

**From: Ed Reiskin**

A handwritten signature in black ink, appearing to read "Ed Reiskin", written over the printed name.

**Subject: Resolution authorizing the Director of Public Works or his designee to apply for an extension of a Federal grant with funds lapsing June 30, 2010**

The Department of Public Works (DPW) is facing a critical deadline to request a Cooperative Work Agreement (CWA) extension from the California Department of Finance for a federal grant with funds lapsing on June 30, 2010. DPW is required to submit this request to the California Department of Transportation (Caltrans) by December 16, 2009. Late submittals will not be accepted.

The attached spreadsheet shows the federal funds awarded to the 4<sup>th</sup> Street Bridge project in the amount of \$1,398,825. The grant set to expire on June 30, 2010. If DPW fails to request a CWA extension for the grant, the unliquidated encumbrance balance of \$190,162 will be de-obligated.

The Director of Public Works can only request a CWA extension with delegated authority from the Board of Supervisors. Because of the short timeframe within which we must respond to Caltrans, I request that this matter be introduced without reference to committee at the November 24, 2009 Board of Supervisors meeting.









**Budget Authority Extension for Cooperative Work Agreements  
Government Code Section 16304.3**

**Implementation Plan  
Funds Subject to Lapsing June 30, 2010  
(Cycle 7)**

**October 20, 2009**

**BACKGROUND:**

Government Code Section 16304.3 requires that the extension of budget authority beyond the normal appropriation period be accomplished through Cooperative Work Agreements (CWAs) approved by the Department of Finance (DOF). Budget Letter Number 03-12, issued on June 2, 2003 by the DOF, provided instructions on the submittal of CWAs and established the February 1 deadline for submitting CWA requests to the DOF each year. CWAs can be requested to provide for a maximum of 8 years from the original year of appropriation. This process requires involvement from Local Agencies, the DOF, the State Controller's Office (SCO), and the Department (Accounting, Budgets, and Local Assistance).

Headquarters Local Assistance (HQ) administers programs that have various types of funds with different lapsing periods.

**Bicycle Transportation Account (BTA):** Budget authority for this type of project is available for 1 year for encumbrance and 2 years for liquidation of encumbered funds, for a total of 3 years.

**Subvention and State Transportation Improvement Program (STIP) funds:**

**State & Federal Funds Budget Authority:** The budget authority is normally available for 2 years for encumbrance and 4 additional years for liquidation of encumbered funds, for a total of 6 years. However, the period of availability can change from year to year, depending on the language in the Budget Act. When in doubt, it is recommended that you contact Accounting or HQ.

***Point of Clarification for federal funds:*** Budget authority provided through the annual California State budget process must be available in order for FHWA to be billed for funds obligated for projects, regardless of the type of program receiving the federal funds (i.e. High Priority Projects, Discretionary, Congestion Mitigation and Air Quality, Regional Surface Transportation Program, Emergency Relief, etc.). The lapse of budget authority could result in the de-obligation of federal funds.

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