



California Complete Streets Leadership Academy

Subaward guidance

SGA Associated Project #(s): CDC0 / 1203CDC004 / 107

SGA shall provide each participating Jurisdiction with subaward to support the Jurisdiction's Complete Streets demonstration project, for a total of up to \$15,000.

- **Subaward 1:** SGA shall provide up to \$10,000 to the Jurisdiction on an expense reimbursement basis. Funds must be used for temporary materials for the Jurisdiction's Complete Streets demonstration project. The Jurisdiction shall provide an invoice to SGA with itemized expenses and receipts.
- **Subaward 2:** SGA shall provide \$5,000 to the jurisdiction to support other aspects of the demonstration project, whether additional materials, stipends for partners, supplies or refreshments for a public event, or other expenses to make the project a success. SGA shall provide this subaward to the Jurisdiction upon execution of this letter.

Subaward 1: Detailed guidance (\$10,000)

Allowable expense guidelines

- Funds may be used for materials for temporary roadway safety installations, including but not limited to paint, reflective tape, rubber curbs, cones, and temporary signage, in accordance with California DOT requirements for allowable treatments in state right-of-way. Use of funds for these and other materials for temporary demonstration projects does not require advanced approval from SGA.
- All expenditures must have a clear relationship to the temporary demonstration project. SGA reserves the right to ask jurisdictions to submit explanations for purchases in writing if the relationship is not clear.
- Funds shall not be spent on permanent infrastructure, including but not limited to pouring concrete or anything included in a long-term maintenance plan.
- Funds may not be used to purchase food or beverages. Spending on alcohol is strictly prohibited.
- Funds may not be used to support staff time or to provide stipends for participation in the project planning process.

Process

1. SGA will reimburse each jurisdiction for allowable expenses up to \$10,000.
2. Team leads must submit an invoice using the form provided by SGA with attached receipts for all reimbursable expenses, as well as an ACH authorization form. **SGA cannot reimburse expenses without itemized receipts.**



3. SGA will provide payment electronically within two months after receiving the jurisdiction's invoice.
4. All reimbursable expenses must be incurred before July 31, 2023. SGA strongly encourages jurisdictions to make and submit an invoice for all purchases before SGA's fiscal year 2023 ends on June 30. The deadline to submit an invoice to SGA is July 31, 2023.

Subaward 2 Detailed guidance (\$5,000)

Allowable expense guidelines

- These funds are flexible and may be used for any purpose identified by the jurisdiction to help facilitate a successful temporary demonstration project. Eligible uses of funds include but are not limited to temporary materials such as those listed above, equipment rental, supplies or refreshments for an event, or stipends for community members providing project input.
- All expenditures must have a clear relationship to the temporary demonstration project. SGA reserves the right to ask jurisdictions to submit an explanation in writing of how the funds were used and how they support the project goals.

Process

1. SGA will provide a single lump sum payment of \$5,000 upfront to each jurisdiction upon execution of each jurisdiction's Letter of Agreement. To receive the payment, within two weeks of the execution of the Letter of Agreement, jurisdictions must submit an invoice to SGA, an ACH authorization form, and a W-9 using blank forms provided.
2. SGA will provide payment electronically within two month after receiving the jurisdiction's invoice.