



September 9, 2015

**Re: Recreational Trails Program (RTP) Payment Requests Every Six Months**

Dear RTP Grantee:

California State Parks' Office of Grants and Local Services (OGALS) works very closely with the Federal Highway Administration (FHWA) to ensure that RTP payments are processed promptly in accordance with federal regulations. As outlined in 23 CFR 630.106, RTP projects for which no expenditures have been charged within the past 12 months are considered "inactive" and are subject to deobligation.

Due to this federal "inactivity" requirement, the FHWA CA Division requests frequent payments from grantees and will deobligate a grant project if a payment has not been processed by FHWA over a 12-month period. Further, FHWA CA Division encourages payments more frequently than once a year to further improve Federal funds management and financial data accuracy.

Thus, effective immediately, RTP Grantees with federally approved projects must submit a payment request to OGALS every six months until the project is complete.

To help facilitate FHWA's request for more than one grant payment per year, and to help ensure that RTP grant funds are not withdrawn, OGALS' Project Officers will advise grantees when a payment request has not been submitted and processed within the past six months.

There is no minimum amount required for a RTP payment request. Thus, for projects in the preliminary design phase, payment requests can be for less than \$1,000, if needed, and can include preliminary planning and design costs such as design meetings.

OGALS appreciates its partnership with your agency to help improve trail opportunities within your community. If you have questions about this notice, please contact your Project Officer. A list of Project Officers is available at [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants)

Sincerely,

Jean Lacher, Chief  
Office of Grants and Local Services