



## Clean California CCEP Program Restricted Grant Agreement Package Checklist

Complete Restricted Grant Agreement (RGA) packages shall be submitted through email to the Caltrans District CC Grant Coordinator. Documents listed below for Agencies submittal are to be in pdf format. It is recommended that each document be submitted as a one PDF containing all documents. Submittal will all be via email, no mailed copies of the RGA will be accepted.

The Final RGA Executed packages, once executed by Caltrans, will be returned to Agency and will include the following;

- Fully Executed RGA's signed by both the Agency and Caltrans
- CCEP Guidelines
- Approved Indirect Cost Rate (if applicable)
- Approved Grant Proposal Application

District: **8**  
Agency Name: City of Needles

Project Name: City of Needles - Revive the Desert - Illegal Dumping Cleanup and Stewardship

Agency shall submit to Caltrans District CC Grant Coordinator the following:

- RGA's signed by agency authorized signatory
- Approved Indirect Cost Rate (if applicable)
- Grant Application signed by agency authorized signatory
- Completed RGA Checklist

Directions:

Awardee shall complete the following checklist. Once checklist is complete, the document shall be flattened prior to submittal to the Caltrans District CC Grant Coordinator as part of the signed RGA package.

1. All Restricted Grant Agreement packages must include a completed Payee Data Record (STD 204) prior to grant agreement execution, to be submitted via email to Payee.Data.Records@dot.ca.gov. Have you submitted the Payee Data Record (STD 204) and cc'd your District CC Grant Coordinator?  
 Yes     N/A-one is on file already
  
2. If seeking reimbursement for indirect costs attach the approved Indirect Cost Rate sheet prior to grant agreement execution. Have you attached the approved indirect cost rate sheet?  
 Yes     N/A
  
3. Is Agency seeking for reimbursement payments to be electronically transferred directly to the Agency's designated banking account using an electronic funds transfer? If yes, have you submitted the Electronic Funds Transfer (EFT) Enrollment Form FA 2656 to Caltrans' Division of Accounting?  
 Yes     N/A
  
4. Has Agency attached the Grant Application, including all applicable amended documents and attachments, and signed by the individual identified as the Agency legal authority?  
 Yes
  
5. All Restricted Grant Agreement packages must include this RGA Checklist. Have you completed this RGA checklist?  
 Yes

Patrick Martinez

\_\_\_\_\_

Local Agency Contact Name



\_\_\_\_\_

Local Agency Signature

4/20/2026

\_\_\_\_\_

Date

To Be Completed by Caltrans District CC Grant Coordinator

I, the Caltrans District CC Grant Coordinator for the above referenced project, have reviewed the submitted RGA package from the Agency. I have confirmed all items identified for submittal to CC Managers listed above are complete and have been submitted.

Yes

District CC Grant Coordinator Name: \_\_\_\_\_ Date: \_\_\_\_\_