



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRE-AWARD PROJECT PLANNING COST (Recreational Trails Program) (Match Credit Only)

Overview

The purpose of this form is to enable agencies to request pre-award project planning costs incurred within 18 months prior to the date of Federal Highway Administration (FHWA) project approval. These costs are eligible *for **match credit only** and cannot be reimbursed with Recreational Trails Program (RTP) grant funds.* [Title 23 U.S.C. 206(h)(1)(C)].

Process

1. Agency completes the form following the instructions below to show the intent to obtain match credit. Typical pre-award project planning costs prior to FHWA project approval may include environmental analysis, permits, Section 106 analysis, design, etc.
2. For agencies awaiting FHWA project approval/project start date:
 - Submit the DPR 214, Pre-Award Project Planning Cost form. Upon FHWA's project approval, the Office of Grants and Local Services (OGALS) will request the Grantee to document the actual costs incurred within 18 months on the DPR 212E, Grant Expenditure Form.
3. For agencies that already received FHWA Project Approval/project start date:
 - Submit the DPR 214, Pre-Award Project Planning Cost along with the DPR 212E, Grant Expenditure Form to document the actual costs incurred within 18 months from the FHWA Project Approval date.

Instructions for the Pre-Award Project Planning Cost Form:

1. For each applicable Planning Cost Category:
 - Insert the type of cost, month/year the costs were/or will be incurred, and estimated match-credit amount of that cost.



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APPLICANT/GRANTEE NAME

PLANNING COST CATEGORIES	MONTH/YEAR (MM/YY) PROPOSED COSTS WILL BE / WERE INCURRED (after application deadline and prior to federal approval)	COST
a. Construction drawings and specifications		
b. Administrative		
c. Relocation expenses and payments		
d. Architectural design and engineering fees		
e. NEPA environmental review		
f. Section 106 preparation (i.e. archeological and cultural surveys, consultation)		
g.		
h.		
i.		
TOTAL ESTIMATED COST FOR PRE-AWARD PROJECT PLANNING COSTS:		

The Applicant/Grantee understands that this form will be used to establish eligible match-credit costs incurred prior to FHWA project approval. These match-credit costs cannot be reimbursed by RTP grant funds. The Applicant/Grantee understands that no other costs except for eligible Pre-Award.

AUTHORIZED REPRESENTATIVE SIGNATURE	PRINTED NAME	DATE
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