

## California Department of Transportation

DIVISION OF LOCAL ASSISTANCE  
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[www.dot.ca.gov/programs/local-assistance](http://www.dot.ca.gov/programs/local-assistance)



January 8, 2025

Tehama County Transit Agency  
Jessica Riske-Gomez  
1509 Schwab Street  
Tehama, CA 96080

Dear Ms. Riske-Gomez:

As a recipient of Federal Transit Administration (FTA) funds, the California Department of Transportation (Caltrans) Division of Local Assistance (DLA), Office of Transit Grants and Contracts (OTGC), is responsible for providing project oversight to maintain compliance with federal statutes and regulations. Accordingly, as a subrecipient of this funding, your agency must demonstrate to OTGC that all procurement and third-party contracting actions comply with:

- 2 CFR Part 1201 – Uniform administrative requirements, cost principles, and audit requirements for federal awards; and
- FTA Circular 4220.1F – Third Party Contracting Guidance

OTGC **approves** Tehama County Transit Agency's Amendment 3 to the agreement with Paratransit Services, Inc. for the purpose increasing the maximum obligation to account for increased insurance cost incurred by Paratransit Services, Inc. This approval is limited to the amount stated in Amendment 3. Reference 834.

Please email a copy of the executed amendment to [rob.mitchell@dot.ca.gov](mailto:rob.mitchell@dot.ca.gov).

**Subrecipients are required to establish and maintain a written record of each procurement supported with Federal grant funds.** Documentation should detail the history of the purchasing process and contract award.

A properly documented procurement file provides an audit trail from the initiation of the acquisition process through contract closeout. The file provides the complete background, including the basis for the decisions at each step in the acquisition and contract management process. A properly documented file should speak for itself, without need of interpretation from the contract administrator. A properly documented file also supports actions taken,

provides information for reviews and investigations, and furnishes essential facts in the event of litigation or legislative inquiries. For audit purposes, all procurement files must be made available for review by Caltrans, FTA, or any other Caltrans authorized representative, as required by the Standard Agreement your agency has with Caltrans.

Contract modification is allowable when the modification does not substantially change the contract scope of work from the original solicitation; competitors could have foreseen the change to the contract; modification would not have had a substantial impact on the field of competition for the original contract award; and modification does not trigger a material difference or cardinal change to the contract.

Third-party contracts, contract modifications, and exercise of options to extend contract period of performance require prior OTGC approval. Subrecipient agencies entering third-party contracts, making contract modifications, or exercising options without prior approval risk being denied FTA reimbursement.

This approval is contingent upon meeting all program requirements. For questions about FTA 5310 or 5311 grant programs, please contact your program liaison identified at the bottom of this page.

Sincerely,



FRANK NEVITT, Chief  
FTA Programs Procurement Oversight Branch  
Office of Transit Grants and Contracts

C: James Haskell, OTGC, 5311 Branch  
Rob Mitchell, OTGC, FTA PPOB