

REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Delegation of Authority for Federal Transit Administration (FTA) Section 5307 Urbanized Area Program Funds	4/25/06	3-8

RECOMMENDATION

It is recommended that the Agency authorize the Executive Officer or his/her designee to execute and file applications for FTA Section 5307 Urbanized Area Formula Program Funds.

SUMMARY

The California Department of Transportation (Caltrans) has delegated designated recipient status for FTA Section 5307 funds to the Shasta County Regional Transportation Planning Agency (SCRTPA).

DISCUSSION

Caltrans formerly was the designated recipient for FTA Section 5307 Program Funds. In December 2005, Caltrans permanently delegated designated recipient status to transportation planning agencies (Attachment A). FTA Section 5307 Funds provide transportation funds to urban areas under 200,000 in population. The grantee of these funds is the Redding Area Bus Authority (RABA), who provides public transit services to the urban areas of Anderson, Redding, and Shasta Lake. These funds must now pass through the SCRTPA to RABA.

Section 5307 Program Funds require authority access to the FTA TEAM web based software. A personal identification number (PIN) must be issued to the Executive Officer and his/her designee to access TEAM software. A PIN cannot be given without an authorizing resolution.

ALTERNATIVES

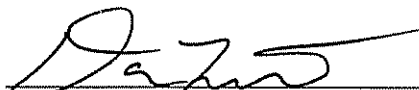
There are no other alternatives. Designated recipient status can not be delegated to RABA. The RTPA has the legal capacity to perform all acts and responsibilities required of a designated recipient pursuant to 49 U.S.C.5308.

OTHER AGENCY INVOLVEMENT

Caltrans and the FTA have provided technical support throughout this process. RABA has been notified that the SCRTPA is now the designated recipient for Section 5307 Program Funds. It was further discussed at the April 12 Technical Advisory Committee (TAC) meeting.

FINANCING

Adoption of the staff recommendation will have no financial impact.



Daniel S. Little, Executive Officer

SLC/jac

Attachment: Resolution No. 06-08
TEAM access form
Letter of designation

RESOLUTION NO. 06-08
DESIGNATION OF AUTHORITY FOR FEDERAL TRANSIT ADMINISTRATION (FTA)
SECTION 5307 PROGRAM FUNDS.

WHEREAS, as part of the Federal Highway and Transit funding bill, Congress appropriates specified amounts of funding to the Federal Transit Administration (FTA) Section 5307 Program for urban areas with over 50,000 residents and the funding is designated for use in the provision of public transit services in those urban areas; and

WHEREAS, for small urban areas between 50,000 and 200,000 persons, Congress deems the governor of each state the "designated recipient" of FTA funding; and

WHEREAS, Caltrans has delegated the Metropolitan Planning Organizations (MPO's) to become the "designated recipient" for the MPO's urban area; and

WHEREAS, the Shasta County Regional Transportation Planning Agency (SCRTPA) is the MPO for the Shasta County urban area.

NOW, THEREFORE, BE IT RESOLVED, that the Shasta County Regional Transportation Planning Agency is the Designated Recipient of Federal Urbanized Area Formula Program assistance as defined by 49 U.S.C. Section 5307 (A.)(2) for the Hanford-Lemoore, California Urbanized Area.

BE IT FURTHER RESOLVED, that the SCRTPA does hereby authorize the Executive Officer or his/her designee to execute and file applications for Federal assistance on behalf of SCRTPA with the Federal Transit Administration for Federal Assistance authorized by 49 U.S.C. Chapter 53, Title 23, United State Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration; and

BE IT FURTHER RESOLVED, that the Executive Officer and his/her designee has authority to request a personal identification number (PIN) to access FTA TEAM web based software.

PASSED AND ADOPTED this 25th day of April 2006, by the Shasta County Regional Transportation Planning Agency.

Glenn Hawes, Chairman
Shasta County Regional
Transportation Planning Agency

REQUEST ACCESS ON THE TEAM SYSTEM

AUTHORITY (ACCESS) TYPE

PIN Access: A personal identification number (PIN) will be issued to the individual and Basic Access (BA) is automatically given. Need to specify which of the following type(s) of access is needed. You will need to verify from your records, such as the Authorizing Resolution, as to who in your organization is authorized:

Submit Application (SA) Execute Award (EA) Certify and Assure as the Designated Official (CAD) Supplemental Agreements
Legal Certification (CAL) *Certify Both as the Designated Official and on behalf of Lawyer (CAB)

A current Authorizing Resolution and/or Letter of Delegation must be on file with FTA. If the designated official appoints a designee the resolution must include, "...or his/her designee...". The resolution along with a written delegation of authority must be submitted to the Regional Office. A PIN will not be issued to any one else that is not stated on the resolution and/or letter of delegation from the official stated on the resolution. These documents are instrumental on ensuring as to who can PIN in TEAM. If there has been a newly revised resolution it must forward with the request form. Any questions should be directed to the Transportation Representative, Paralegal Specialist or Regional Counsel.

*There must be supporting documentation on file with FTA from the lawyer, on their stationery, appointing a designee to PIN on their behalf. For additional information contact the Paralegal Specialist or Regional Counsel.

Basic Access: User is automatically set up with this access. This gives the user ability to prepare: Grant Applications, Financial Status Report (FSR), Milestones/Quarterly Progress Report (QPR), Budget Revision Requests, Project Closeout Requests and Certifications and Assurances (C&A) Selections.

NOTE: It is important that the user safeguard his or her access information. This information is not to be given or shared with anyone. Each user who is given access to TEAM must use the username and password issued to them. If changes are needed, it is the responsibility of the Agency's POC to notify FTA by submitting the request form.

Point of Contact (POC): A coordinator within the agency who is knowledgeable of the TEAM program and grant application process. The POC is responsible in submitting requests to FTA and ensuring that a current authorizing resolution is provided to FTA. The form should list the individual(s) requiring access and the type of access. The POC is also responsible to notify FTA of changes in staff and/or access by submitting the form indicating the change(s) needed such as: deleting a user, modifying/updating a user's type of access, change of address, etc. It is the responsibility of the POC to maintain a listing, perform periodic checks to ensure that it is current and appropriate access is requested.

Designated Recipient (DR): On a separate page, list the grantee(s) with their recipient identification number. Make sure the grantee has your agency listed as their DR. Also, it is important to know who in your agency will PIN supplemental agreements in the grant award process.

Metropolitan Planning

Organization (MPO): List the grantee(s) with their recipient identification number. Make sure the grantee has your agency listed as their MPO.

Recipient: If receiving Section 5307 (formerly Section 9) funding, identify your designated recipient.

Revised as of: 03/20/2006 - Previous forms are not usable.
Check with LSM for current form.

The **original** signed request form must be completed and forwarded to Ms. Patricia Valentine
the Local Security Manager (LSM) at the FTA San Francisco Regional Office.

REQUEST ACCESS ON THE TEAM SYSTEM

Agency Name:	Shasta County Regional Transportation Planning Agency and Metropolitan Planning Organization	DATE 3/30/06
Address:	1855 Placer Street	
	Redding, CA 96001	
Recipient ID No. (4 digit code):	6584	
Designated Recipient ID:	Redding Area Bus Authority - 1629	
Metropolitan Planning Org:		

As an FTA application user I understand that I am personally responsible for my use or any misuse of my account and password (or other authentication mechanism). I understand by requesting FTA application access and accepting/using such access that I must comply with the following.

1. When downloading sensitive information, I will ensure that the information has the same level of protection it had when it resided in the FTA application.
2. I will not permit anyone to use my FTA access information (i.e. user identification, password or other authentication). My password (or authentication) will be kept private, not stored any place accessible by anyone other than myself (i.e. family members, friends) and if stored it will not be in clear text format.
3. I will follow standard password procedures and change my password every 90 days.
4. I will report any security problems and anomalies in system performance immediately to the FTA TEAM Help Desk.
5. I will notify my agency's point of contact (POC) listed below or to the San Francisco regional TEAM Help Desk to eliminate my FTA application access in the event of any changes in my job responsibilities including transfer, termination, or if the access is no longer authorized.

By signing below, I agree to and will comply with all these conditions and understand that failure to do so will result in permanent removal of my FTA application access. I hereby acknowledge this agreement and certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same.

TYPED NAME and SIGNATURE	TITLE	DIRECT PHONE #	TELEFAX	E-MAIL ADDRESS	AUTHORITY*	DELETE
Sue Crowe	Accountant/Auditor	530-245-6826	530-225-5661	Slcrowe@co.Shasta.ca.us	Sup Agree	
Daniel S. Little	Executive Officer	530-245-6819	530-225-5661	dlittle@co.shasta.ca.us	Sup Agree	

Signatures are required of all users listed above.

*See preceding page to know what type of access is needed. For PIN request attach the Authorizing Resolution and for designee(s) also include a letter of delegation, if applicable.

Point of Contact:

Sue Crowe (530) 245-6826
 Print Clearly or Type Name of Coordinator Phone Number

Sue Crowe 3-31-06
 Signature - Date

Daniel S. Little (530) 245-6819
 Print Clearly or Type Name of Official Phone Number

Daniel S. Little 4-4-06
 Signature - Date

(Individual stated on the Authorizing Resolution)

DEPARTMENT OF TRANSPORTATION
 DIVISION OF MASS TRANSPORTATION
 1120 N STREET, MS-39
 P.O. BOX 942874
 SACRAMENTO, CA 94274-0001
 PHONE (916) 654-8144
 FAX (916) 654-4816
 TTY (916) 653-4086



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 Be energy efficient!*

December 5, 2005

Leslie Rogers, Regional Administrator
 Federal Transit Administration, Region IX
 201 Mission Street, Suite 2210
 San Francisco, CA 94105

Dear Mr. Rogers:

The California Department of Transportation (Department), as the designated recipient of Urbanized Area Formula Program funds for areas under 200,000 in population, has chosen to permanently delegate designated recipient status to transportation planning agencies in accordance with Circular 9030.1C Chapter II, section 1 d. 2. The Department is delegating designated recipient status to the following transportation planning agencies for the identified urbanized areas:

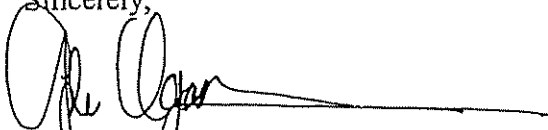
Transportation Planning Agency	Contact and Phone Number	Urbanized Area	Funds Available As of Nov. 2005
Butte County Association of Governments	Jon Clark, Executive Director (530) 879-2468	Chico	\$331,310
San Luis Obispo Council of Governments	Peter Rodgers, Planning Manager (805) 781-5712	San Luis Obispo	\$82,689
		Atascadero-El Paso de Robles	\$25,837
Shasta County Regional Transportation Planning Agency	Daniel Kovacich, Executive Officer (530) 245-6826	Redding	\$117,419
Kings County Association of Governments	Terri King, Assistant Executive Secretary (559) 582-3211 Ext. 2678	Hanford	\$270,044
San Joaquin Council of Governments	Douglas Ito, Senior Regional Planner (209) 468-3913	Lodi	\$1,749

Mr. Leslie Rogers
December 5, 2005
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This letter serves as the required documentation to the Federal Transit Administration on behalf of the Governor of California. Enclosed are copies of Opinions of Counsel certifying each transportation planning agency's legal capacity to perform the function of a designated recipient.

We are in the process of identifying designated recipients for the remaining 14 small-urbanized areas. You will receive the required documentation as soon as it is available. Should you have any questions, please call Kimberly Gayle, Chief, Office of State and Federal Grants at (916) 654-8074.

Sincerely,



GALE OGAWA
Acting Chief
Division of Mass Transportation

Attachment

c: Jon Clark, Butte County Association of Governments
Janice Fratallone, Butte County Association of Governments
Ronald L. De Carli, San Luis Obispo Council of Governments
Peter Rodgers, San Luis Obispo Council of Governments
Austin O'Dell, City of San Luis Obispo
David Lily, San Luis Obispo Regional Transit Authority
Michael Compton, City of Paso Robles
Daniel Kovacich, Shasta County Regional Transportation Planning Agency
Sue Crow, Shasta County Regional Transportation Planning Agency
Ray Duryee, Redding Area Bus Authority
William R. Zumwalt, Kings County Association of Governments
Terri King, Kings County Association of Governments
Ron Hughes, Kings County Area Public Transit Agency
Andrew Chesley, San Joaquin Council of Governments
Douglas Ito, San Joaquin Council of Governments
Danielle Kochman, San Joaquin Council of Governments
Tiffani Fink, City of Lodi
Jim Brown, Sacramento Area Council of Governments
Ray Sukys, Federal Transit Administration
Jerome Wiggins, Federal Transit Administration