

PORT TO SHASTA COUNTY R

SUBJECT	MEETING DATE	ITEM NUMBER
Adopt the 2004/05 Overall Work Program (OWP)	04/27/04	5

RECOMMENDATION

It is recommended that the Agency:

1. Authorize the Chairman to sign the Certifications and Assurances for Federal Transit Administration Assistance Programs;
2. Adopt Resolution No. 04-01, certifying compliance with Federal Joint Urban Transportation Planning regulations; and
3. Adopt the 2004/05 Overall Work Program.

SUMMARY

The 2004/2005 Overall Work Program (OWP) is required for Metropolitan Planning Organizations (MPO) to receive State and Federal planning funds. The OWP has been developed in cooperation with the Cities, RABA, Caltrans and Shasta County. This incorporates all comments received from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Caltrans District 2 and Caltrans Headquarters. Adoption of the OWP requires certifications that work is performed consistent with Federal requirements. (OWP page 48)

DISCUSSION

State and Federal regulations governing the metropolitan transportation planning process require the development of an annual budget by each Metropolitan Planning Organization (MPO) called the Overall Work Program (OWP). The OWP defines the tasks to be accomplished, the type and amount of funding, and the participants in the transportation planning process. The 2004/05 Overall Work Program has been prepared after receiving and incorporating input from the Cities, County, RABA and Caltrans, and has been reviewed by the funding agencies, which include the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Caltrans. Funding Agency comments and responses have been included in the final draft. Federal law requires that the OWP also contain compliance certifications, including one stating that none of the funds received are used for lobbying purposes.

The 2004/05 OWP includes funding to prepare, monitor and implement all the planning documents and processes that are required to receive State and Federal funds. This includes the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), bike and aviation plans, unmet transit needs, and the Federal Transportation Improvement Program (FTIP). This OWP includes funds to comply with the Air Quality Conformity rules that go into effect if Shasta County is designated a Federal Non Attainment Area. Implementing the adopted Public Involvement Plan is also incorporated into this budget.

These processes and plans are considered the "core" or basic functions of the RTPA. Agency staff under the direction of the Executive Officer is responsible for them. Other local agencies participate as stakeholders by attending meetings, providing data and commenting on the work done by staff. This OWP funds these core RTPA functions 100% from Federal Planning funds and Transportation Development Act (TDA) resources.

Non-core requests from local agencies were funded in accordance with the Agency's adopted Policy 5-1. This policy determines priorities if requests exceed funding. This policy addresses how competing projects are evaluated, accountability measures, and required deliverables. Requests exceeded available funding by approximately \$40,000.

The OWP includes two special projects using carry-over funding: A Regional Traffic Model Update and continuation of a Transportation Planning Study for the West Cottonwood unincorporated area. Both projects will be produced with consultant assistance.

Total funding for the Work Program is \$949,237. A breakdown of the funding is presented in the following table:

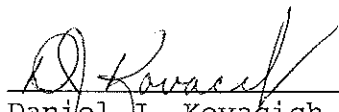
						INCLUDED IN TOTALS	
	FHWA PL	TDA	FTA	INKIND/RES	TOTAL	CONSULTANT	F.ASSETS
RTPA	\$ 429,615	\$ 203,390	n/a	\$ 0	\$ 633,005	\$ 238,000	\$ 10,000
County	\$ 51,397	\$ 894	n/a	\$ 5,765	\$ 58,056	\$ -	\$ -
Redding	\$ 106,271	\$ 888	n/a	\$ 12,881	\$ 120,040	\$ -	\$ 27,250
Shasta Lake	\$ 26,350	\$ 284	n/a	\$ 3,130	\$ 29,764	\$ 10,000	\$ -
Anderson	\$ 30,979	\$ 1,209	n/a	\$ 2,805	\$ 34,993	\$ 10,000	\$ -
RABA	n/a	n/a	\$ 64,962	\$ 8,417	\$ 73,379	\$ -	\$ 23,250
TOTALS	\$ 644,612	\$ 206,665	\$ 64,962	\$ 32,998	\$ 949,237	\$ 258,000	\$ 60,500

OTHER AGENCY INVOLVEMENT

Funding agencies are the Federal Highway Administration, Federal Transit Administration, and Caltrans. Participating agencies are Shasta County, Redding, Anderson, Shasta Lake, Redding Area Bus Authority, and Caltrans. This item was presented at the TAC meeting of April 13, 2004. TAC recommends approval of the OWP.

FINANCING

Total funding for the Work Program is \$949,237. This amount is made up of \$644,612 in Federal Highway funds, \$206,665 in TDA funds, \$64,962 in Federal Transit funds, and \$32,998 in "in-kind" local match. Section III of the OWP contains a financial summary.



Daniel J. Kovacich, Executive Officer

TLH/jac

- Attachment:
- A) 2004-2005 Overall Work Program (OWP)
 - B) Resolution No. 04-01 Adopting the 2004/2005 OWP
 - C) Federal Transit Administration (FTA) Email
 - D) Caltrans District 2 Letter
 - E) Federal Highway Administration (FHWA) Letter

RESOLUTION NO. 04-01

**ADOPTING THE 2004/2005 OVERALL WORK PROGRAM AND CERTIFYING COMPLIANCE
WITH FEDERAL JOINT URBAN TRANSPORTATION PLANNING REGULATIONS**

WHEREAS, the Federal Highway Administration and Federal Transit Administration, as a condition to the allocation of federal transportation planning funds, require each metropolitan planning organization to annually develop a comprehensive Overall Work Program as a planning, programming and budgeting tool for the coming fiscal year; and

WHEREAS, the joint urban transportation planning regulations require each metropolitan planning organization (MPO) to certify that its planning process is being carried out in conformance with the following federal rules and regulations:

- I. 23 U.S.C. 134 and 135, 49 U.S.C. 5303 through 5306 and 5323(1);
- II. Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) **(Note - only for Metropolitan Planning Organizations with non-attainment and/or maintenance areas within the metropolitan planning area boundary);**
- III. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
- IV. Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105178 112 Stat. 107) regarding the involvement of disadvantaged business enterprises in the FHWA and FTA funded projects (FR Vol. 64 No. 21, 49 CFR part 26); and,
- V. The provision of the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat 327, as amended) and the U.S. DOT implementing regulations (49 CFR 27, 37 and 38).

WHEREAS, the draft Overall Work Program has been reviewed and is found to conform to the above federal planning regulations and to reflect the priorities, scope of work, and level of effort desired for regional transportation planning for fiscal year 2004/2005 and

WHEREAS, the draft Overall Work Program was submitted to the State and Federal funding agencies for review, comment and recommendation; and

WHEREAS, comments and recommendations of funding agencies and the Intermodal Planning Group have been received and incorporated into the final Program draft;

NOW, THEREFORE, BE IT RESOLVED that the Overall Work Program for 2004/2005 is approved and adopted.

FURTHER, BE IT RESOLVED that Shasta County Regional Transportation Planning Agency certifies that the transportation planning process is being carried out in conformance with all applicable federal requirements.

PASSED AND ADOPTED this 27th day of April, 2004, by the Shasta County Regional Transportation Planning Agency.

Pat Kight, Chairman
Shasta County Regional
Transportation Planning Agency

From: "Page, Paul (TRO-09)" <Paul.Page@fta.dot.gov>
To: "Dan Kovacich (Shasta)" <shasroad@snowcrest.net>, "Page, Paul (TRO-09)" <Paul.Page@fta.dot.gov>, "Sharon Scherzinger (CALTRANS)" <sharon_scherzinger@dot.ca.gov>
CC: "Sukys, Ray (TRO-09)" <Ray.Sukys@fta.dot.gov>, "Sosa, Mayela <FHWA>" <Mayela.Sosa@fhwa.dot.gov>, "Levine, Leigh <FHWA>" <Leigh.Levine@fhwa.dot.gov>, "Enriquez, Delilah (TRO-09)" <Delilah.Enriquez@fta.dot.gov>
Date: Thu, 11 Mar 2004 12:16:24 -0500
Subject: RE: Shasta County OWP

Dear Mr. Kovacich:

FTA has reviewed the Shasta RTPA Overall Work Program (OWP) and has the following comments:

Thank you for your timeliness and speed in completing the draft ahead of our meeting on April 13. Our view of each OWP is that it should have clearly identified outcomes, outputs, and products. That is the approach taken in making the following comments:

>

One of the major questions I am asking this year is how can we reduce the regulatory and administrative burden of the OWP document itself: how can we make the OWPs briefer and better without losing any essential information? I think it is possible to reduce most OWPs to less than 30 pages. Shasta County's OWP is brief while preserving sufficient detail.

FTA appreciates the plain language description of the PEA's, as opposed to simply listing the WEs associated with each item.

One suggestion, would it be possible to create a single table assigning dollars and allocation of time to the Federal PEA's by each Shasta WE this year, beneficiary cities/towns in the COG area? This would give everyone a quick "common sense" picture of what the MPO proposes to spend on safety, environment, EJ, etc. within in a two-year window. For example, the Safety and Security item on page 15 could be collapsed into a couple of lines in such a table (please forgive the table being scrambled in transmission):

"Use Caltrans cost/benefit model for project evaluation"

\$10K	25%	WE 701, 702
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Redding, Anderson

"Schedule highway safety workshop"

\$15K	25%	WE 702	Whiskeytown
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"Schedule transit safety workshop"

\$10K	25%	WE 703	Shasta Lake
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All of these plans are discussed once again in each W.E. The above table could eliminate the "Previous and Ongoing Work" and "Products/Target Dates" contained in each and every work element.

"Tasks" identified in the WE could be built in to the table.

Please include the names of all consultants providing services, by Work Element, Dollar amounts, staff hours, and product delivery outcomes.

If possible, please list all of the Major Studies and Reports expected in the fiscal year in a single-page matrix, by Consultant, Price, and delivery date. Prior year studies could be carried over in the same matrix as a single column heading. None of these would then need to be listed as "tasks" in the W.E. section except by way of explanation, if necessary. The table could be constructed with the following column headings: Study Name, Sponsor, Start Date, End Date, Type of Study, Lead agency, Consultant name, Status, Cost.

What regulation requires the "Transportation Issues" section on page 10. If there are no specific programmatic solutions provided, why include in the OWP?

W.E. 703.03 Public Transportation "Attend workshops, conferences, training sessions...." \$20,548. How many are envisioned? Any names? What workshops etc. were attended last year?

W.E. 703.05 Public Transportation identifies "Submit grant applications and reports" \$12,318. What FTA grant applications does the MPO prepare?

Is there a regulation requiring blank rows/columns in each WE table?

Other Planning Activities Table, Page 45, identifies FTA Grant Processing 5307, 5310, 5311. I am not aware of MPOs processing such applications beyond doing TIP amendments, if necessary, and I don't know of any federally-mandated due dates associated with such grants.

Please provide the MOUs between the COG, CALTRANS, and cities/towns, and transit.

It is my hope that we can eventually simplify the OWP so that it can be transmitted electronically. Please be prepared to tell us which software packages are used to create it.

Thank you for your ongoing commitment to the IPG process. If you have any questions, please call me at 415-744-2734.

Paul Page

REDDING AREA BUS AUTHORITY

Training Seminars and Conferences

Registration (12 Attendees Total)	Price Each		Estimated Amount
Annual APTA Conference	\$ 475	x 2 attendees	\$ 950
Spring Conference CalAct 2004	295	x 2 attendees	590
Fall Conference CalAct 2004	295	x 2 attendees	590
Six various training sessions, i.e., NTI, FTA grant management seminars, etc.	300	Per attendee	1,800
Subtotal Registration Costs			3,930
Travel Expenses			
Hotel (average 3 nights x 12 attendees = 36)	120	per night	4,320
Air/car (airfare or car rental)	200	x 12 attendees	2,400
Meals (average 3 days x \$34/day)	102	x 12 attendees	1,224
Subtotal Travel Expenses			7,944
Training Expenses			
Employee Training (staff time)			8,674
Total Training and Travel Expenses			\$ 20,548

Conferences:

California Association for Coordinated Transportation (CalAct)

- Spring/Fall Sessions

Hansen Information Technologies

- Investigated technologies and evaluated Hansen as compared to similar products. Use would be management software with tight integration to GIS software for route infrastructure, i.e., mileage, signs, bus stops, benches, shelters, etc.

Training Seminars:

American Public Transportation Association (APTA)

- Intermodal Operations Planning

California Legislative Days

Federal Transit Administration (FTA)

- National Transit Database Reporting

National Transit Institute (NTI)

- Orientation to Transit Procurement



S. DEPARTMENT OF TRANSPORTATION ON
FEDERAL HIGHWAY ADMINISTRATION
CALIFORNIA DIVISION
980 Ninth Street, Suite 400
Sacramento, CA. 95814-2724
April 8, 2004

IN REPLY REFER TO
Document #: 44871

Mr. Daniel Kovacich, Executive Officer
Shasta County Regional Transportation Planning Agency (RTPA)
1855 Placer Street
Redding, California 96001

Dear Mr. Kovacich:

SUBJECT: Shasta County RTPA Draft 2004/05 OWP Comments

We have completed our review of the Shasta County RTPA draft Overall Work Program (OWP) transmitted to us on March 10, 2004. Based on our review we offer the following comments/suggestions for consideration as you develop the final OWP for FY 2004/05.

Planning Emphasis Areas

The FHWA and the FTA identify Planning Emphasis Areas (PEAs) annually to promote priority themes for consideration in transportation planning efforts. For FY 2004, we are continuing with the five PEAs from last year. Thank you for mentioning the PEAs on pages 15 to 17 of your draft OWP, and for documenting how the OWP considers the PEAs in the planning process, and in specific work elements.

Intelligent Transportation Systems (ITS)

We appreciate your involvement with the California-Oregon Advanced Transportation System (COATS) Strategic Deployment Plan over the past years. We note that in June of 2001, the COATS ITS Steering Committee completed requirements related to establishing a Regional ITS Architecture consistent with 23 CFR 940.9 (d). However, the Regional ITS Architecture report was approved in December 2000, before the Final Rule and needs to be updated. We would suggest adding a work element or task to include resources to update the Regional ITS Architecture.

In addition, the requirement to establish a maintenance plan with procedures and responsibilities for maintaining a Regional ITS Architecture per 23 CFR 940.9 (f) has not yet been met. We suggest adding a work element or task to include resources for the development of a maintenance plan. This Work Element should reflect the work needed to re-group stakeholders and establish the Regional ITS Architecture's maintenance plan to meet the April 8, 2005, deadline in 23 CFR 940.9 (f). Shasta County RTPA along with the other RTPA partners need to recognize the importance of updating and maintaining their regional ITS architecture. Without this commitment, Shasta County RTPA and others risk the potential loss of federal funds for ITS system deployment.

In December 2002, the FHWA and Caltrans signed a new "Project Approval and Oversight Letter of Agreement" (Stewardship) that states, "FHWA will be consulted prior to beginning Systems Engineering Analysis and Design to determine if FHWA approval of the Systems Engineering Analysis is required." To start this consultation early, we ask that you provide an indication (e.g., flag or separate listing) of major ITS projects included with your FTIP submittal. Major ITS projects are defined as: 1) multi-modal, 2) multi-jurisdictional, or 3) having significant regional impact. We are flexible in how this information is presented. This will facilitate early FHWA education and technical assistance to project sponsors in the application of the Systems Engineering process and avoid unnecessary project delay.

Financial Planning/Financial Constraint

In consideration of the state's late fund estimate, the federal agencies will not hold California MPOs to the April, 2004, deadline for developing or updating financial plans that was included as a corrective action for approval of the current FSTIP. However, we will be expecting compliance with financial planning requirements listed in 23 CFR 450.324(e) to be demonstrated with submission of your 2004/05 FTIP to Caltrans.

We appreciate that you have included a task under Work Element 706.00 to update your financial plan for the FTIP. As a reminder, financial plan requirements and financial constraint are applicable to both the FTIP and RTP, so the MPO financial plan should be a document that demonstrates and responds to financial constraint requirements for a timeframe covering the current FTIP through the current RTP planning horizon. In consideration of these requirements, the FHWA recommends that Shasta RTPA consider explicitly identifying financial plan development or updating activities in the OWP as a separate work element, or as a task under both Work Element 701.00 – Preparation and Administration of the Regional Transportation Plan, *and* Work Element 706.00 – Preparation and Administration of the Regional Transportation Improvement Program (RTIP) and the Federal Transportation Improvement Program (FTIP).

Annual Listing of Projects

The FHWA reminds Shasta RTPA that per requirements listed in Title 23, Chapter 1, Subchapter I, Section 134, (h)(7)(B), you are required to publish an annual listing of projects for which federal funds were obligated in the preceding year. If you have not yet published your FY 2003 annual listing of projects, we would like to discuss this further at the IPG meeting.

Air Quality Conformity

The most recent information that FHWA has received from EPA indicates that Shasta County will not be designated as a new non-attainment area under the 8-hour standard for ozone. We expect EPA to provide final information on the new 8-hour ozone area designations on April 15, 2004. The FHWA would thus encourage Shasta RTPA to consider re-directing some of the resources in the draft OWP that are currently provided for air quality conformity activities, developing and monitoring the CMAQ process, etc.

Public Involvement and Title VI/Environmental Justice

While the narrative in Section I of the OWP provides a broad discussion of public involvement and Title VI/environmental justice-related efforts, we find that in your work elements, the documentation is more limited, and much that is related to public involvement and Title VI/environmental justice, is concentrated under Work Element 709.00 – Interagency Coordination and Development of the Overall Work Program. We recommend that you include the Section 1 and Work Element 709.00 efforts, and others as appropriate, in a consolidated, separate work element for public involvement and Title VI/environmental justice, or possibly as part of Work Element 701.00 – Preparation And Administration Of The Regional Transportation Plan.

Please provide an update, at the IPG meeting, on your efforts to initiate formal consultation and dialogue on transportation issues with the Redding Rancheria and Pit River Tribal Council.

Other Comments on Specific Work Elements/OWP Sections

Congestion And Air Quality, Page 8

The last sentence regarding the 8-hour ozone standard needs clarification. As discussed above, the narrative under this heading could be modified based on the most recent 8-hour ozone information that the FHWA has received from the EPA.

Work Element 702.00, Task 702.09 – Safety management of the road network with officials, Page 25

It appears that this task consists of activities that may be more operational than planning-related, and may be ineligible for FHWA PL funds.

Work Element 704.00, Task 704.01 – Implement non-motorized element of the RTP, Page 29

It appears that this task consists of activities that may be more related to project implementation, rather than planning, and may be ineligible for FHWA PL funds.

Work Element 705.00 Aviation, Pages 31-32

Tasks under this work element do not involve surface transportation, and are not eligible for FHWA PL funding.

Work Element 707.00 – Transportation Development Act (TDA) Administration

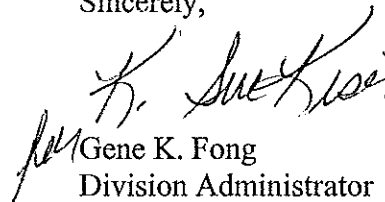
As written, it appears that many of the tasks under this work element may be ineligible for FHWA PL funding. The FHWA requests that Shasta County RTPA clarify what specific tasks and activities listed under this work element will be accomplished with FHWA PL funds.

Work Element 710.00 – Special Projects

There are numerous projects, tasks, and activities lumped together under this work element. However, as written, the purpose is not sufficient to provide a complete understanding of everything that is to be accomplished. We suggest that Shasta RTPA consider breaking these projects down into separate work elements.

Thank you for the opportunity to review your draft OWP. We are looking forward to the IPG meeting scheduled for Tuesday, April 13, 2004, at 8:30am. If you have any questions, or need further explanation of these comments, please contact Leigh Levine at (916) 498-5034.

Sincerely,



Gene K. Fong
Division Administrator

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*Flex your power!
Be energy efficient!*

April 8, 2004

Mr. Daniel Kovacich, Executive Officer
Shasta County Regional Transportation Planning Agency
1855 Placer Street
Redding, CA 96001

Dear Mr. Kovacich:

Thank you for the opportunity to review the Draft FY 2004/05 Shasta County Regional Transportation Planning Agency (SCRTPA) Overall Work Program (OWP). The Draft OWP was circulated to various Department of Transportation (Department) units. The following is a compilation of the recommended modifications, prior to the adoption of the Draft FY 2004/05 OWP.

1. Page 2, second paragraph (Section I, Prospectus, The Region); recommend adding:
"Redding is also served by four daily round trip Amtrak feeder buses to the State-supported San Joaquin passenger rail service between Sacramento-Stockton and Bakersfield and to the Capitol Corridor service between Sacramento and Oakland-San Francisco-San Jose."
2. Page 22, Work Element 701, Regional Transportation Plan, Task 701.02 – Add "a Ground Access Improvement Program (GAIP)" in the development of the 2007 Regional Transportation Plan. The GAIP is in compliance with Government Code Section 65081.1 and is required for the Redding Municipal Airport because the Airport is classified as a Primary/Commercial Service Airport.
3. Page 25, Work Element 702 Traffic/Circulation and System Monitoring, Task 702.09: "Safety management of the road network with officials." After discussion with the SCRTPA Staff, it is agreed that Task 702.09 will be modified to reflect the following: "Conduct interagency meetings to investigate methods to improve vehicle safety, to expand and enhance safety, and enhance travel services."
4. Please ensure that the tasks undertaken with Consolidated Planning Grant (CPG) funds in Work Elements 704, 706, and 707 are used for transportation planning purposes only, or you may identify which tasks are being accomplished with CPG funds.
5. Page 31, Work Element 705 Aviation, Previous and Ongoing Work – The Interregional California Aviation System Plan is complete; it is recommended that the Phase II information be incorporated with the second bullet that discusses Previous and Ongoing Work.

Appendix H

Goods Movement

To continue California's economic expansion and excellence in transportation, a strategic vision, role, policy and action direction must be identified for taking a more comprehensive approach to enhancing the movement of goods. The need for such an approach is recognized in the passage of Senate Concurrent Resolution 96 (Chapter 158, 2000 Statutes), and its requirement for the development of a Global Gateways Development Program (GGDP).

State Goods Movement Vision

California's transportation system is the lifeline that supports the functioning of the California economy and quality of life. From a goods movement perspective, the following vision is proposed:

California fosters the development of a balanced, integrated, seamless, multimodal goods movement transportation system that is safe, efficient, reliable and effective. It recognizes that this statewide system of highways, rail lines, airports, seaports, and border crossings is essential to a healthy economy and quality of life.

State's Goods Movement Role/Policy

To bring about the implementation of this vision, the State must take an aggressive role in planning, funding, developing, operating, and maintaining the goods movement transportation system. Elements of this role and policy should include the following:

- The State, in partnership with other governmental entities, community organizations, shippers and carriers, and other interested parties should give goods movement needs and impacts full consideration in the development of the multimodal transportation system.
- The State should have the flexibility to fund or seek solutions to transportation problems that have significant public benefits, regardless of facility type, mode, or ownership.
- Statewide system investments should be focused on those corridors and gateways that handle the highest volumes of freight traffic and/or have the most significant transportation problems.
- The State should seek opportunities with its funds to leverage and complement other public and private investments in goods movement facilities to the maximum extent possible.
- The State should research, develop, demonstrate and deploy cost-effective technologies and operational strategies to expedite goods movement, improve safety, and reduce congestion.
- The State should gather, develop and refine the necessary data, tools and techniques for assessing goods movement system performance and for evaluating project alternatives.