

STAFF REPORT



MEETING DATE:	April 28, 2015
SUBJECT:	Adopt FY 2015/16 Overall Work Program (OWP)
AGENDA ITEM:	12
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

SUMMARY:

The Fiscal Year (FY) 2015/16 Overall Work Program (OWP) has been prepared in consultation with federal, state, and local agency partners. Adoption by the SRTA Board of Directors and certification of compliance with applicable laws and regulations are necessary to receive federal and state transportation planning funds.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Adopt the FY 2015/16 OWP pursuant to Resolution 15-03 (attached);
2. Authorize the chair and executive director to sign the Indirect Cost Allocation Plan Submission Certification (attached); and
3. Authorize the executive director to sign the Overall Work Program Agreement (OWPA) and certifications and assurances that all OWP requirements have been met.

DISCUSSION:

The OWP is the agency's fiscal year budget and program of work activities. The content of the FY 2015/16 OWP and allocation of funds addresses: 1) core metropolitan planning organization responsibilities; 2) Federal Planning Factors and California Planning Emphasis Areas; and 3) SRTA Board of Directors feedback on the draft OWP that was presented in February.

Significant changes to the draft FY 2015/16 OWP as presented in February are as follows:

- Work Element 703.01 (Active Transportation Planning) – A Caltrans planning grant was not selected for funding as anticipated. Revenue in the amount of \$225,000 and the Regional Active Transportation Plan have been removed from the FY 2015/16 OWP. The agency will be seeking grant funds through the Active Transportation Grant Program to accomplish this need. If successful, the project would be reinstated.
- Work Element 706.06 (Public Transportation Development) – This is a new work element for the: 1) administration of Low-Carbon Transit Operations Program funds and 2) pursuit of other public transportation grant opportunities.
- Indirect Cost Allocation Plan – The building occupancy budget was reduced by \$13,000 to \$66,000 to reflect the cost of ownership.
- Section 4, FY 2015/16 Budget– Agency revenue and expenditure summary charts were added or updated.

ALTERNATIVES:

The board of directors may approve the FY 2015/16 OWP with modifications. Major changes could require additional consultation with state and federal partners and delay state and federal reimbursements.

OTHER AGENCY INVOLVEMENT:

The FY 2015/16 OWP has been reviewed by Caltrans, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the agency's Technical Advisory Committee (TAC). Feedback received has been incorporated into the final FY 2015/16 OWP.

FINANCING:

The agency's planning and administration budget for FY 2015/16 is \$2,217,340. This amount is comparable with the original FY 2014/15 budget. Actual expenditures at year's end are typically about 10% less than the initial budget.



Daniel S. Little, AICP, Executive Director

Attachments: Resolution Number 15-03: Adoption of the FY 2015/16 Overall Work Program
Indirect Cost Allocation Plan
FY 2015/16 Revenues and Expenditures Summary Charts
FY 2015/16 Overall Work Program

RESOLUTION



RESOLUTION NUMBER:	15-03
SUBJECT:	Adoption of the Fiscal Year 2015/16 Overall Work Program

WHEREAS, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), as a condition to the allocation of federal transportation planning funds, require each Metropolitan Planning Organization (MPO) to annually develop a comprehensive Overall Work Program (OWP) as a planning, programming, and budgeting tool for the coming fiscal year; and

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is the designated MPO for the Shasta County region; and

WHEREAS, SRTA developed a fiscal year 2015/16 OWP with well-defined work elements that have been reviewed by both state and federal funding agencies; and

WHEREAS, said OWP has been found to conform to all state and federal planning requirements and to reflect the priorities, scope of work, and level of effort required for regional transportation planning.

NOW, THEREFORE, BE IT RESOLVED that the SRTA Board of Directors:

1. Approves and adopts the fiscal year 2015/16 OWP;
2. Authorizes the executive director to make minor administrative changes and corrections as needed in response to further comments provided by approving agencies.
3. Authorizes the executive director to sign annual certifications and assurances that all funding program requirements have been met; and
4. Authorizes the chair to sign the 2015 Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) Submission Certification

PASSED AND ADOPTED this 28th day of April, 2015, by the Shasta Regional Transportation Agency.

Missy McArthur, Chair
Shasta Regional Transportation Agency

ICAP/ICRP SUBMISSION CERTIFICATION

Shasta Regional Transportation Agency (SRTA)

Indirect Cost Rate

FY 2015/16

The indirect cost rate plan contained herein is for use on grants, contracts and other agreements with the Federal Government and the California Department of Transportation (Department), subject to the provisions in Section II. This rate was prepared by the SRTA and accepted by the Department.

SECTION I: Rates

<u>Rate Type*</u>	<u>Effective Period</u>	<u>Rate**</u>	<u>Applicable to</u>
Fixed w/carry forward	7/1/15 to 6/30/16	49.25%	SRTA

* Base: Total Direct Salaries and wages plus Fringe benefits

SECTION II: General Provisions

A. Limitations:

The rate in this Agreement is subject to any statutory or administrative limitations and applies to a given grant, contract, or other agreement only to the extent that funds are available.

Acceptance of the rate is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; (4) The information provided by the organization which was used to establish the rate is not later found to be materially incomplete or inaccurate by the Federal Government or the Department. In such situations the rate would be subject to renegotiation at the discretion of the Federal Government or the Department; (5) Prior actual costs used in the calculation of the approved rate are contained in the grantee's Single Audit which was prepared in accordance with OMB A-133. If a Single Audit is not required to be performed, then audited financial statements should be used to support the prior actual costs; and, (6) This rate is based on an estimate of the costs to be incurred during the period.

B. Accounting Changes:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. Fixed Rate with Carry Forward:

The fixed rate used in this Agreement is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined – either by the grantee's Single Audit, or if a Single Audit is not required, then by the grantee's audited financial statements – any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year subsequent to the fiscal year covered by this plan.

D. Audit Adjustments:

Immaterial adjustments resulting from the audit of information contained in this plan shall be compensated for in the subsequent indirect cost plans approved after the date of the audit adjustment. Material audit adjustments will require reimbursement from the grantee.

E. Record Retention:

The proposal and all related documentation must be retained for audit in accordance with the record retention requirements of the State or Federal agreements for which the indirect rate will be billed or for three years after the fiscal year for which the rate is calculated, whichever is longer.

F. Use by Other Federal Agencies:

Authority to accept this agreement by the Department has been delegated by the Federal Highway Administration, California Division. The purpose of this acceptance is to permit subject local government to bill indirect costs to Title 23 funded projects administered by the Federal Department of Transportation (DOT). This acceptance does not apply to any grants, contracts, projects, or programs for which DOT is not the cognizant Federal agency.

The acceptance will also be used by the Department in State-only funded projects.

G. Other:

If any Federal contract, grant, or other agreement is reimbursing indirect costs by a means other than the accepted rate in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the accepted rate to the appropriate base to identify the proper amount of indirect cost allocable to these programs.

H. Rate Calculation:

FY 2016 Budget Indirect Costs	\$417,893
Carry Forward from FY 2014	<u>(\$99,899)</u>
Budgeted FY 2016 Indirect Costs	\$317,994
FY 2016 Budgeted Direct Salaries & Wages (or applicable base)	\$645,628
FY 2016 Indirect Cost Rate	49.25%

CERTIFICATION OF INDIRECT COSTS

This is to certify that I, Daniel Little, have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in the proposal to establish billing or final indirect cost rates for fiscal year 2014/15 (July 1, 2014 to June 30, 2015) are allowable in accordance with the requirements of the Federal and State award(s) to which they apply and 2 Code of Federal Regulations (CFR), Part 225, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal and State awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government and the Department will be notified of any accounting changes that would affect the final rate.
- (3) Additionally, I understand that in accordance with 2 CFR, Part 225, Appendix E, Section E.4, refunds shall be made if proposals are later found to have included costs that are unallowable as specified by law or regulation, as identified in Appendix B to this part, or by the terms and conditions of Federal and State award, or are unallowable because they are clearly not allocable to Federal or State awards. These adjustments or refunds will be made regardless of the type of rate negotiated (predetermined, final, fixed or provisional).

I acknowledge as a representative of the Shasta Regional Transportation Agency that the proper use and application of the indirect rate contained in this indirect cost rate proposal is the responsibility of the Shasta Regional Transportation Agency and such use may be subject to audit by the Department or Federal Highway Administration. Failure to cooperate with an audit can result in the withdrawal of Department acceptance and require immediate reimbursement of previously reimbursed indirect costs.

I declare that the foregoing is true and correct.

Government Unit: Shasta Regional Transportation Agency (SRTA)

Signature: _____

Signature: _____

Reviewed, Approved and Submitted by:

Prepared by:

Name of Official: Missy McArthur

Name of Official: Dan Little

Title: SRTA Chair

Title: Executive Director

Date of Execution: _____

Telephone No.: 530-262-6191

INDIRECT COST RATE SUBMISSION ACCEPTANCE

The Department has received this ICAP/ICRP and accepts the plan for billing and reimbursement purposes.

Signature

Accepted by:

NAME

Position: _____

Date: _____

Phone Number: _____

**ATTACHMENT A
ICAP/ICRP SUBMISSION PACKAGE**

ICAP Certification Letter, G: Calculation of Rate:

FY 15/16 Budgeted Indirect Costs	P-2	\$	417,893	<See indirect cost calculation detail page 2>
Carry Forward From prior period	P-2	\$	(99,899)	2013/2014
Indirect Costs for FY 2015/16	P-2	\$	317,994	
FY 2015/16 Budgeted Direct Salaries and Wages plus Fringe Benefits	P-2	\$	645,628	<See indirect cost calculation detail page 2>
FY 2015/16 Indirect Cost Rate	P-2, P-2-1		<u>49.25%</u>	

Estimated Costs Detailed for 15/16 IDC Calculation

Item	Ref	Federal	State	TDA	Other	Unallowed	Reference	Allowable		Total
								Indirect	Expense	
Salaries		\$352,451	\$43,874	\$58,526	\$22,075			\$178,687	\$	655,614
Fringe Benefits P-6 (26.13%)		\$124,673	\$15,519	\$20,703	\$7,809			\$63,207	\$	231,910
Total Salaries + Fringe Benefits	P-5	\$477,124	\$59,393	\$79,229	\$29,884		P-3	\$241,893	\$	887,523
Supplies	P-4	\$81,065	\$2,886	\$47,763	\$4,000				\$	135,714
Consultant Services	P-4	\$240,993	\$156,158	\$554,000	\$166,852				\$	1,118,003
Indirect Costs										
Building Occupancy								\$65,600	\$	65,600
Utilities								\$11,900	\$	11,900
Communication								\$6,400	\$	6,400
Depreciation						\$15,000		\$7,800	\$	22,800
Public Notices/Advertising								\$1,000	\$	1,000
Office Supplies								\$9,200	\$	9,200
Computer Support								\$14,000	\$	14,000
Dues/Subscriptions								\$3,600	\$	3,600
Postage								\$300	\$	300
Miscellaneous								\$1,000	\$	1,000
Repairs and Maintenance								\$4,000	\$	4,000
Software								\$4,400	\$	4,400
Travel								\$600	\$	600
Licenses								\$1,000	\$	1,000
Insurance								\$8,200	\$	8,200
Audit Services								\$6,000	\$	6,000
Legal Services								\$4,000	\$	4,000
Personnel Services						\$500		\$17,200	\$	17,200
Memberships								\$3,000	\$	3,500
Capital Outlay								\$6,000	\$	6,000
Conference/training								\$800	\$	800
Subtotals Indirect Costs								\$176,000	\$	191,500
2014-14 Actual Indirect Costs							W/E 700.99 in OWP	\$417,893	P-2-1	
Carry Forward From prior period								\$ (99,899)	A	(99,899)
TOTAL COSTS		\$799,182	\$218,437	\$680,992	\$200,736	\$15,500	P-4	\$317,994	\$	2,232,841
Less Unallowed Costs									\$	(15,500)
Costs Per OWP									\$	2,217,341
Calculation of Indirect Cost Rate										
Actual Indirect Costs								\$417,893	P-1	
Carry Forward From prior period								\$ (99,899)	P-1	
Direct Salaries and Wages								\$645,628	P-1	
Calculated ICAP Rate								49.25%	P-1	

Unallowed membership costs- \$500 to CALCOG for lobbying

15/16 Indirect Cost Carryforward Calculation for 13/14

	<u>Actual 13/14</u>	<u>Estimated 15/16</u>
Approved ICAP Rate	48.75%	
Beginning Carryforward	0	(99,899)
Actual Indirect Costs	<u>219,029</u>	P-2 <u>417,893</u>
	P-2-2 <u>219,029</u>	<u>317,994</u>
Actual Direct Salaries and Fringe Benefits	P-2-2 <u>623,362</u> 48.75%	P-2 <u>645,628</u>
	<u>303,889</u>	
Carryforward Subtotal	(84,860)	<u>49.25% 15/16 Calculated Rate</u> P-1
Depreciation Taken on Grant Funded Capital Assets	<u>(15,039)</u>	
Ending Carryforward	<u>(99,899)</u>	

13/14 Actual Costs Detailed for 15/16 Carryforward Calculation

	Reference	Direct Expense	Reference	Indirect Expense	Reference	Unallowable Expenses	Reference	Totals
Salaries	Audit page S-6	468,173	Audit page S-6	69,507			Profit and Loss	537,680
Fringe Benefits (24.4%)	Audit page S-6	154,449	Audit page S-6	19,784			Profit and Loss	174,233
Consultants	Audit page S-6	740	Audit page S-6	0			Profit and Loss	740
Total Salaries + Fringe Benefits		623,362		89,291				712,653
Consultant Services	Audit page S-6	445,554	Audit page S-6				Profit and Loss	445,554
Rent	Audit page S-6		Audit page S-6	36,672			Profit and Loss	36,672
Utilities	Audit page S-6		Audit page S-6	6,146			Profit and Loss	6,146
Communication	Audit page S-6		Audit page S-6	7,780			Profit and Loss	7,780
Depreciation	Audit page S-6		Audit page S-6	22,786			Profit and Loss	22,787
Public Notices	Audit page S-6		Audit page S-6			15,039	Profit and Loss	2,089
Office Supplies	Audit page S-6	2,089	Audit page S-6				Profit and Loss	2,089
Computer Support	Audit page S-6	455	Audit page S-6	7,387			Profit and Loss	7,842
Dues/Subscriptions	Audit page S-6	191	Audit page S-6	13,603			Profit and Loss	13,794
Postage	Audit page S-6	3,326	Audit page S-6	2,393			Profit and Loss	5,719
License	Audit page S-6	177	Audit page S-6	1,023			Profit and Loss	1,200
Miscellaneous	Audit page S-6	2,000	Audit page S-6	308			Profit and Loss	2,308
Repairs and Maintenance	Audit page S-6		Audit page S-6	114			Profit and Loss	114
Software	Audit page S-6	3,945	Audit page S-6	7,439			Profit and Loss	7,439
Travel	Audit page S-6	15,062	Audit page S-6	1,322			Profit and Loss	3,945
Security	Audit page S-6		Audit page S-6	441			Profit and Loss	16,384
Insurance	Audit page S-6		Audit page S-6	7,024			Profit and Loss	441
Advertising	Audit page S-6	1,872	Audit page S-6	815			Profit and Loss	7,024
Books/Educational	Audit page S-6	420	Audit page S-6	204			Profit and Loss	2,687
Professional Services	Audit page S-6	31,828	Audit page S-6	13,940			Profit and Loss	624
Meetings	Audit page S-6	714	Audit page S-6	43			Profit and Loss	45,768
Conference/training	Audit page S-6	935	Audit page S-6	298			Profit and Loss	757
		1,131,930		219,029		15,039		1,350,960

1 Depreciation on grant funded capital assets

P-2-1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	RTPA Staff Applied Rates FY 2014/15																								
2	Employee																								
3	Position																								
4	Applied Rate																								
5	Work Element	Description	Total Hours	Total Labor	Indirect	Total w/IDC	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	
6	701.01	Regional Trans. Plan	520	29,335	14,448	43,783	0	0	250	16,026	130	5,830	100	5,311	0	0	40	2,168	0	0	0	0	0	0	
7	701.03	Performance Measures	550	28,108	13,844	41,952	0	0	50	3,205	200	8,969	300	15,933	0	0	0	0	0	0	0	0	0	0	
8	701.06	Interagency & Policy Monitoring	915	54,182	26,687	80,869	85	7,771	350	22,436	50	2,242	90	4,780	90	3,404	250	13,548	0	0	0	0	0	0	
9	701.07	Sustain Comm (Round 2)	250	16,026	7,893	23,919	0	0	250	16,026	0	0	0	0	0	0	0	0	0	0	0	0	0		
10	701.09	Air Quality	120	6,427	3,166	9,593	0	0	0	0	0	0	70	3,718	0	0	50	2,710	0	0	0	0	0	0	
11	701.11	HPMS	80	3,485	1,716	5,201	0	0	0	0	0	0	30	1,593	50	1,891	0	0	0	0	0	0	0		
12	702.01	Programming of TIPS	560	33,371	16,436	49,807	120	10,971	0	0	150	6,727	40	2,124	0	0	250	13,548	0	0	0	0	0	0	
13	702.02	Overall Work Program	2,515	148,517	73,347	222,263	415	37,941	500	32,052	100	4,485	300	15,933	90	3,404	250	13,548	460	28,047	400	13,506	0	0	
14	703.01	Manage Bike & Ped Facilities	830	41,074	20,230	61,304	125	11,428	50	3,205	150	6,727	40	2,124	465	17,589	0	0	0	0	0	0	0		
15	704.01	Information Dissemination	1,175	49,792	24,524	74,316	0	0	125	8,013	50	2,242	100	5,311	325	12,293	50	2,710	55	3,354	470	15,869	0	0	
16	705.02	GIS Applications	380	17,703	8,719	26,422	0	0	0	0	300	13,454	80	4,249	0	0	0	0	0	0	0	0	0	0	
17	705.05	Regional Travel Demand Model	220	10,358	5,348	16,206	0	0	0	0	100	4,485	120	6,373	0	0	0	0	0	0	0	0	0	0	
18	706.02	Transit Planning	1,500	76,444	37,651	114,095	115	10,514	0	0	200	8,969	300	15,933	465	17,589	320	17,342	100	6,097	0	0	0	0	
19	706.06	Transit Support	110	5,399	2,659	8,058	10	914	0	0	100	4,485	0	0	0	0	0	0	0	0	0	0	0	0	
20	707.01	Corridor Studies & Dev. Review	165	12,460	6,137	18,597	85	7,771	40	2,564	0	0	40	2,124	0	0	0	0	0	0	0	0	0	0	
21	707.02	Safe Routes to School	180	7,040	3,467	10,507	0	0	0	0	0	0	0	0	170	6,430	0	0	10	610	0	0	0	0	
22	707.03	PEV Planning & Policy	230	12,902	6,334	19,236	0	0	100	6,410	50	2,242	80	4,249	0	0	0	0	0	0	0	0	0	0	
23	707.04	Freight and Goods Movement	330	19,256	9,434	28,741	0	0	150	12,180	50	2,242	40	2,124	0	0	50	2,710	0	0	0	0	0	0	
24	708.03	Administration of TDA	1,075	58,634	28,879	87,514	85	7,771	0	0	180	8,073	0	0	0	1,891	80	4,335	500	30,486	180	6,077	0	0	
25	708.04	CTSA, RABA Administration	205	10,629	5,235	15,864	45	4,114	0	0	0	0	0	0	140	5,295	0	0	20	1,219	0	0	0	0	
26	800.01	Superegion	80	3,588	1,767	5,355	0	0	0	0	80	3,588	0	0	0	0	0	0	0	0	0	0	0	0	
27	700.99	Indirect	4,130	241,893	-	241,893	995	90,968	175	11,218	190	8,521	350	18,589	235	8,889	220	11,922	955	57,010	1,030	34,777	0	0	
28			16,120	887,522	317,994	1,205,516	2,080	133,337	2,080	133,337	2,080	93,282	2,080	110,469	2,080	78,676	1,560	84,540	2,080	126,823	2,080	70,229	0	0	
29																									
30																									
31																									

SRTA
Expenditures by Source

<u>Supplies</u>		Federal	State	TDA	SR/Other	In-Kind	Total
701.01	Dev. Regional Trans. Plan	1,500					1,500
701.03	Performance Measures	1,500					1,500
701.06	Interagency & Policy Monitoring	1,500		3,000			4,500
701.07	Sustain Comm (Round 2)		400				400
701.09	AQ and Climate Change	400					400
701.11	HPMS	20,400					20,400
702.01	Programming of TIPS	5,600					5,600
702.02	Dev. Overall Work Program	1,000					1,000
703.01	Manage Bike & Ped Facilities		2,400				2,400
704.01	Government Relations	25,051		3,763			28,814
705.02	GIS Applications	11,500			2,000		13,500
705.05	Travel Demand Model	7,600					7,600
706.02	Transit Planning	2,914	86				3,000
706.06	Public Transportation Develop	200					200
707.01	Corridor Studies & Dev. Review	400					400
707.02	Safe Routes to School				100		100
707.03	PEV Planning	1,500					1,500
707.04	Goods & Freight Movement				1,500		1,500
700.99	Indirect						0
708.03	Administration of TDA			41,000			41,000
708.04	CTSA, RABA Adm.						0
800.01	Superregion				400		400
		81,065	2,886	47,763	4,000	0	135,714
		P-2	P-2	P-2	P-2	P-2	

<u>Consultants</u>		Federal	State	TDA	SR/Other	In-Kind	Total
701.01	Dev. Regional Trans. Plan	90,000					90,000
701.03	Performance Measures						0
701.06	Interagency & Policy Monitoring						0
701.07	Sustain Comm (Round 2)		155,298				155,298
701.09	AQ and Climate Change						0
701.11	HPMS	15,000					15,000
702.01	Programming of TIPS						0
702.02	Dev. Overall Work Program						0
703.01	Manage Bike & Ped Facilities						0
704.01	Government Relations						0
705.02	GIS Applications	56,853			65,000		121,853
705.05	Travel Demand Model	50,000					50,000
706.02	Transit Planning	29,140	860				30,000
706.06	Public Transportation Develop						0
707.01	Corridor Studies & Dev. Review						0
707.02	Safe Routes to School				7,093		7,093
707.03	PEV Planning						0
707.04	Goods & Freight Movement				94,759		94,759
700.99	Indirect						0
708.03	Administration of TDA						0
708.04	CTSA, RABA Adm.			554,000			554,000
800.01	Superregion						0
		240,993	156,158	554,000	166,852	0	1,118,003
		P-2	P-2	P-2	P-2	P-2	

Personnel

701.01	Dev. Regional Trans. Plan	29,335					29,335
701.03	Performance Measures	28,108					28,108
701.06	Interagency & Policy Monitoring	54,182					54,182
701.07	Sustain Comm (Round 2)		16,026				16,026
701.09	AQ and Climate Change	6,427					6,427
701.11	HPMS	3,485					3,485
702.01	Programming of TIPS	33,371					33,371
702.02	Dev. Overall Work Program	148,917					148,917
703.01	Manage Bike & Ped Facilities		41,074				41,074
704.01	Government Relations	39,826		9,966			49,792
705.02	GIS Applications	17,703					17,703
705.05	Travel Demand Model	10,858					10,858
706.02	Transit Planning	74,151	2,293				76,444
706.06	Public Transportation Develop	5,399					5,399
707.01	Corridor Studies & Dev. Review	12,460					12,460
707.02	Safe Routes to School				7,040		7,040
707.03	PEV Planning	12,902					12,902
707.04	Goods & Freight Movement				19,256		19,256
700.99	Indirect						0
708.03	Administration of TDA			58,634			58,634
708.04	CTSA, RABA Adm.			10,629			10,629
800.01	Superregion				3,588		3,588
		477,124	59,393	79,229	29,884	0	645,630

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SRTA
Payroll Costs
2015-2016

	Dan L.	Dan W.	Dave	Sean	Keith	Jenn	Kathy	Janie	Adm Asst	Intern
Exec Dir	Senior	CFO	Senior	Assistant	Associate	Senior	Adm Asst	Intern		
Wage	71.67	44.06	41.96	34.52	26.01	30.11	39.96	22.14	0.00	0.00
Performance	0.00	2.20	2.12	1.73	1.30	1.51	0.00	1.11	0.00	0.00
Mid Year	0.00	44.06	38.25	27.31	27.96	34.52	0.00	0.00	0.00	0.00
Blended	71.67	46.26	45.13	37.12	27.96	33.83	39.96	23.25	0.00	0.00
Medicare	1.04	0.67	0.65	0.54	0.41	0.49	0.58	0.34	0.00	0.00
SUTA	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.00	0.00
457/Air Time	1.97	2.87	2.80	2.30	1.73	2.10	2.48	1.44	0.00	0.00
457 Match	2.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical/Slipend	1.73	5.99	3.38	5.99	3.38	3.38	3.38	3.38	0.00	0.00
Dental	0.35	0.00	0.35	0.21	0.21	0.21	0.21	0.21	0.00	0.00
OPEB	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.99	0.00	0.00
Worker's Comp	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.00	0.00
Vision	0.08	0.00	0.08	0.08	0.08	0.08	0.08	0.08	0.00	0.00
Life Ins	0.18	0.03	0.25	0.02	0.02	0.05	0.08	0.08	0.00	0.00
LTD	0.23	0.13	0.34	0.03	0.05	0.18	0.19	0.19	0.00	0.00
Contingency	2.15	1.39	1.35	1.11	0.84	1.01	1.20	0.70	0.00	0.00
PERS	8.32	5.37	5.24	4.31	1.75	2.11	4.64	2.70	0.00	0.00
11.603%/6.25%	91.43	64.10	60.97	53.11	37.83	44.85	54.19	33.76	0.00	0.00
	P-3	P-3	P-3	P-3	P-3	P-3	P-3	P-3	P-3	P-3
Hours	2.080	2.080	2.080	2.080	2.080	2.080	1.560	2.080	0	0
Rate	91.43	64.10	60.97	53.11	37.83	44.85	54.19	33.76	0.00	0.00
	190,164.39	133,336.81	126,823.38	110,469.45	78,676.50	93,282.32	84,539.99	70,228.75	0.00	887,521.59
	149,073.60	96,220.80	93,870.40	77,209.60	58,156.80	70,366.40	62,337.60	48,360.00	0.00	655,595.20
	41,090.79	37,116.01	32,952.98	33,259.85	20,519.70	22,915.92	22,202.39	21,868.75	0.00	231,926.39
	190,164.39	133,336.81	126,823.38	110,469.45	78,676.50	93,282.32	84,539.99	70,228.75	0.00	887,521.59
										100.00%

SHASTA REGIONAL TRANSPORTATION AGENCY

SCHEDULE OF COST ALLOCATION PLAN RECONCILIATION
AND INDIRECT COST RATE CARRYOVER
FOR THE YEAR ENDED JUNE 30, 2014

Direct expenses at June 30, 2014	\$ 623,362
Approved indirect cost rate for June 30, 2014	<u>48.75%</u>
Total allocable indirect expenses at June 30, 2014	<u>303,889</u>
Actual indirect expenses at June 30, 2014	<u>219,029</u>
Over recovery of indirect expenses at June 30, 2014	84,860
Add: Depreciation taken on grant funded capital assets	<u>15,039</u>
Over recovered indirect expenses at June 30, 2014	<u>\$ 99,899</u>

The accompanying notes are an integral part of this supplemental schedule.

SHASTA REGIONAL TRANSPORTATION AGENCY

SCHEDULE OF COST ALLOCATION PLAN RECONCILIATION
AND INDIRECT COST ALLOCATION CARRYOVER
FOR THE YEAR ENDED JUNE 30, 2014

The following is a reconciliation of Shasta Regional Transportation Agency's expenses per the basic financial statements to the expenses per Shasta Regional Transportation Agency's cost allocation plan for the year ended June 30, 2014:

	<u>Actual Expense</u>	<u>Direct Expense</u>	<u>Indirect Expense</u>
Direct expenses:			
Salaries	\$ 537,680	\$ 468,173	\$ 69,507
Employee benefits	174,233	154,449	19,784
Consultants	<u>740</u>	<u>740</u>	<u>-</u>
Total direct costs	<u>712,653</u>	<u>623,362</u>	<u>89,291</u>
Advertising	2,687	1,872	815
Bank Charges	84	-	84
Books and educational materials	624	420	204
Communication	7,780		7,780
Computer support	13,794	191	13,603
Consultants	445,554	445,554	-
Depreciation	22,786	-	22,786
Drug testing	30	-	30
Dues and subscriptions	5,719	3,326	2,393
Education and Training	1,233	935	298
Insurance	7,024	-	7,024
License	2,308	2,000	308
Meetings	760	717	43
Postage	1,200	177	1,023
Professional services	45,768	31,828	13,940
Public notice	2,089	2,089	-
Rent	36,672	-	36,672
Repairs and maintenance	7,439	-	7,439
Security	441	-	441
Software	3,945	3,945	-
Supplies	7,842	455	7,387
Travel	16,384	15,062	1,322
Utilities	<u>6,146</u>	<u>-</u>	<u>6,146</u>
Total costs	\$ <u>1,350,962</u>	\$ <u>1,131,933</u>	\$ <u>219,029</u>

The accompanying notes are an integral part of this supplemental schedule.

12:06 PM

04/16/15

Accrual Basis

Shasta Regional Transportation Agency

Profit & Loss

July 2013 through June 2014

	Jul '13 - Jun 14
Ordinary Income/Expense	
Expense	
51000 • Personnel	
51100 • Salaries and Wages	537,680.50
51200 • Social Security/457 Plan	32,024.08
51300 • Medicare Tax	7,515.40
51400 • Federal Unemployment	(1,417.99)
51500 • State Unemployment	2,231.42
51600 • Worker's Compensation	4,820.21
51700 • Medical Insurance	45,029.08
51725 • Medical Insurance-OPEB	14,492.03
51750 • Dental Insurance	3,020.80
51780 • Vision Insurance	760.52
51800 • Life Insurance	1,349.75
51830 • Disability Insurance	2,354.73
51980 • PERS Retirement	55,297.89
51985 • PERS Air Time	6,754.14
Total 51000 • Personnel	711,912.56
55000 • Consultants	
55005 • City of Anderson on OWP	18,137.44
55010 • City of Redding on OWP	62,650.96
55015 • City of Shasta Lake on OWP	7,460.88
55020 • Vestra	31,005.41
55025 • Trillium Solutions	7,832.50
55030 • DKS Associates	72,105.00
55035 • Kimley-Horn and Associates	2,677.50
55040 • Systems Metrics Group, Inc	2,598.05
55045 • RABA on OWP	63,253.54
55050 • Shasta County Mental Health-OWP	117,706.10
55055 • County of Shasta - OWP	8,578.66
55085 • Rincon	21,102.20
55095 • IBI	26,535.97
55100 • Civic Plus	4,649.67
Total 55000 • Consultants	446,293.88
60100 • Advertising	2,686.53
60200 • Bank Charges	84.00
60250 • Books and Educational materials	623.75
60300 • Communication	
60310 • Cell Phone	1,793.41
60320 • Internet	1,501.41
60330 • Telephone	3,700.04
60335 • Web Site Maintenance	785.00
Total 60300 • Communication	7,779.86
60350 • Computer Support	
60355 • T/S In Scope	10,992.00
60357 • TS-Out of Scope	310.00
60358 • On-Call Services	515.80
60360 • Hosted Backup	1,500.00
60365 • MxLogic	189.00
60370 • Annual Web Hosting	190.80
60380 • Kaseya Endpoint Security	96.00
Total 60350 • Computer Support	13,793.60
60500 • Depreciation	22,786.00
60550 • Drug Testing	30.00
60600 • Dues and Subscriptions	5,719.00
60700 • Education and Training	1,233.00
61000 • Insurance	
61500 • Liability	5,634.77
61600 • Property	640.20
61610 • Guardian Invoice Adm Fee	110.00

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04/16/15

Accrual Basis

Shasta Regional Transportation Agency

Profit & Loss

July 2013 through June 2014

	Jul '13 - Jun 14
61620 • CalPers Invoice Adm Fee	137.91
61630 • Benefit Administration Fee	30.87
61640 • PERS Bi-Annual Premium	470.40
Total 61000 • Insurance	7,024.15
61690 • Licenses	2,307.73
61700 • Meetings	760.16
62000 • Postage	1,200.27
63000 • Professional Services	
63200 • Auditing	24,000.00
63300 • Legal	3,247.00
63500 • EAP Services	900.00
63600 • FSA Administration	900.00
63700 • Actuary	950.00
66100 • Human Resources-Teamwork	15,771.30
Total 63000 • Professional Services	45,768.30
63900 • Public Notice	2,088.52
64000 • Rent	36,672.00
65000 • Repairs and Maintenance	
65100 • Building	442.56
65200 • Equipment	50.50
65300 • Janitorial	2,411.05
65350 • Copier	4,534.58
Total 65000 • Repairs and Maintenance	7,438.69
65400 • Security	441.00
65450 • Software	3,945.00
65500 • Supplies	
65510 • Computer	1,491.13
65520 • Office	6,350.85
Total 65500 • Supplies	7,841.98
66900 • Reconciliation Discrepancies	(0.23)
67000 • Travel	
67100 • Lodging	4,490.67
67200 • Meals	2,052.00
67300 • Mileage	8,360.94
67350 • Parking	602.75
67400 • Airfare	708.60
67500 • Rental Car	169.26
Total 67000 • Travel	16,384.22
68000 • Utilities	
68100 • Electric	5,593.96
68200 • Natural Gas	553.64
Total 68000 • Utilities	6,147.60
Total Expense	1,350,961.57
Net Ordinary Income	(1,350,961.57)
Net Income	(1,350,961.57)

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Shasta Regional Transportation Agency

04/16/15

Profit & Loss

Accrual Basis

July 2013 through June 2014

Indirect Only

Jul '13 - Jun 14

Ordinary Income/Expense

Expense

51000 • Personnel

51100 • Salaries and Wages	69,507.28
51200 • Social Security/457 Plan	3,117.24
51300 • Medicare Tax	913.38
51400 • Federal Unemployment	(1,417.99)
51500 • State Unemployment	276.96
51600 • Worker's Compensation	585.21
51700 • Medical Insurance	5,893.30
51725 • Medical Insurance-OPEB	1,784.70
51750 • Dental Insurance	423.15
51780 • Vision Insurance	109.83
51800 • Life Insurance	241.19
51830 • Disability Insurance	381.94
51980 • PERS Retirement	6,424.74
51985 • PERS Air Time	1,050.07

Total 51000 • Personnel	89,291.00
-------------------------	-----------

60100 • Advertising	814.95
60200 • Bank Charges	84.00
60250 • Books and Educational materials	203.75
60300 • Communication	
60310 • Cell Phone	1,793.41
60320 • Internet	1,501.41
60330 • Telephone	3,700.04
60335 • Web Site Maintenance	785.00

Total 60300 • Communication	7,779.86
-----------------------------	----------

60350 • Computer Support

60355 • T/S In Scope	10,992.00
60357 • TS-Out of Scope	310.00
60358 • On-Call Services	515.80
60360 • Hosted Backup	1,500.00
60365 • MxLogic	189.00
60380 • Kaseya Endpoint Security	96.00

Total 60350 • Computer Support	13,602.80
--------------------------------	-----------

60500 • Depreciation	22,786.00
60550 • Drug Testing	30.00
60600 • Dues and Subscriptions	2,393.00
60700 • Education and Training	298.00
61000 • Insurance	
61600 • Liability	5,634.77
61600 • Property	640.20
61610 • Guardian Invoice Adm Fee	110.00
61620 • CalPers Invoice Adm Fee	137.91
61630 • Benefit Administration Fee	30.87
61640 • PERS BI-Annual Premium	470.40

Total 61000 • Insurance	7,024.15
-------------------------	----------

61690 • Licenses	307.73
61700 • Meetings	42.69
62000 • Postage	1,022.51

63000 • Professional Services

63200 • Auditing	6,000.00
63300 • Legal	3,247.00
63500 • EAP Services	900.00
63600 • FSA Administration	900.00
63700 • Actuary	950.00
66100 • Human Resources-Teamwork	1,943.11

Total 63000 • Professional Services	13,940.11
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Shasta Regional Transportation Agency

Profit & Loss

04/16/16

Accrual Basis

July 2013 through June 2014

	Jul '13 - Jun 14
64000 • Rent	36,672.00
65000 • Repairs and Maintenance	
65100 • Building	442.56
65200 • Equipment	50.50
65300 • Janitorial	2,411.05
65350 • Copier	4,534.58
Total 65000 • Repairs and Maintenance	7,438.69
66400 • Security	441.00
66500 • Supplies	
66510 • Computer	1,491.13
66520 • Office	5,896.09
Total 66500 • Supplies	7,387.22
66900 • Reconciliation Discrepancies	(0.23)
67000 • Travel	
67200 • Meals	66.00
67300 • Mileage	1,256.33
Total 67000 • Travel	1,322.33
68000 • Utilities	
68100 • Electric	5,593.96
68200 • Natural Gas	553.64
Total 68000 • Utilities	6,147.60
Total Expense	219,029.16
Net Ordinary Income	(219,029.16)
Net Income	(219,029.16)

Attachment C
LGA ICAP/ICRP SUBMISSION REVIEW CHECKLIST

Name of Agency: Shasta Regional Transportation Agency Date Completed: April 28, 2015
Name of Preparer: Dan Little ICAP/ICRP Period: 2015/16

A. ICAP/ICRP Submission Checklist:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Schedule showing calculation of rates proposed including subsidiary worksheets and other relevant data, cross-referenced and reconciled to the financial data noted below.	☒	☐	☐
2. Subsidiary worksheets should include the following:	☒	☐	☐
• Schedule of actual direct / indirect /unallowable costs incurred by cost category type (rent, utilities, depreciation, etc.) and departmental unit.	☒	☐	☐
• Schedule of budgeted direct costs and indirect costs by cost category type and department unit (include Board approval).	☒	☐	☐
• Schedule showing calculation of the over/under carry forward provision when "fixed rate" is used. Include the carry-forward calculation worksheet.	☐	☐	☒
3. A copy of the financial data (financial statements, comprehensive annual financial report, single audit reports and management reports, including notes, if applicable, etc.)	☒	☐	☐
4. Document whether fringe benefit rate computations are included in the Plan. If not, please explain why.	☒	☐	☐

5. The approximate amount of direct base costs to be incurred under federal-aid and State reimbursement. These costs should be distinguished between salaries and wages and other direct costs.	☒	☐	☐
6. A chart identifying the organizational structure of the agency during the period for which the proposal applies along with a functional statement noting the duties and/or responsibilities of all agency units. (Once this is submitted, only revisions need be submitted with subsequent proposals)	☐	☐	☒
7. Certification, dated and signed by an appropriate official, that the ICAP/ICRP was prepared in a manner consistent and is in compliance with the Cost Principles of 2 CFR Part 225. (See Attachment D for Sample Certification)	☒	☐	☐

B. Central Service Cost Allocation Plan Submission Checklist:

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|-------------------------------------|
| a. Certificate of Cost Allocation Plan, dated and signed by an appropriate official. | ☐ | ☐ | ☒ |
| b. Supporting documentation demonstrating compliance with 2 CFR 225, Appendix C, Section E. (See ASMB C-10 for a Sample Central Service Cost Allocation Plan and documentation.) | ☐ | ☐ | ☒ |

C. Optional Information:

(Note: The requested information below is optional for ICAP/ICRP submission purposes)

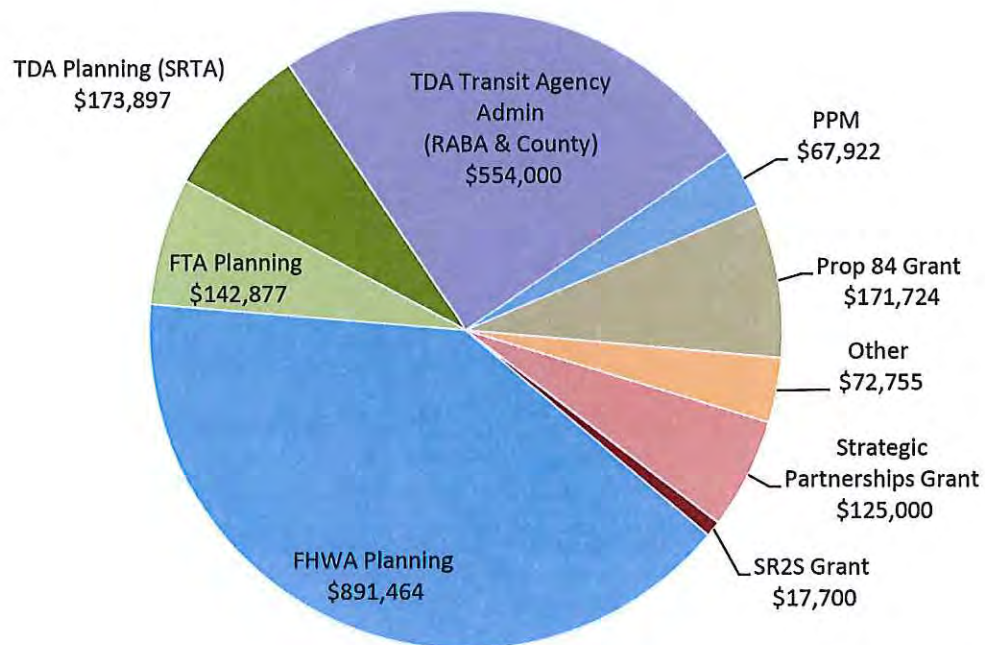
1. Was it determined that the Federal Highway Administration (FHWA) is your cognizant agency for all submitted rates? ☐ ☐ ☐
2. Does the Plan contain an explanation of significant changes from procedures as reported in the previous cost plan? ☐ ☐ ☐
3. Was the ICAP/ICRP audited for compliance with 2 CFR 225 by an Independent Auditor in accordance with Government Auditing Standards? (If so, please provide a copy of the audit report) ☐ ☐ ☐
4. Insert the approximate amount of annual direct costs incurred under all federal and State awards as follows: Direct Salaries and Wages: \$ _____; Total: \$ _____;
5. Insert the estimated indirect costs to be billed for reimbursement of state and federal funds: \$ _____.
6. For Other Post-Employment Benefits (OPEB) GASB 45 Compliance
Note: In accordance with FHWA Policy, the amortization period for compliance with GASB 45 must be a minimum of 20 years to ensure equitable, consistent, and reasonable OPEB reimbursement rates for all local agencies within the state of California receiving Federal funding from the FHWA. Therefore, only an amortization period of between 20 to 30 years will be allowed to calculate the reimbursement rate for OPEB benefits for FHWA funded projects in the State of California.
 - a. Does the Plan include a Certificate of Actuarial Assumption, dated and signed by a responsible official, that identifies the Other Post Employment Benefits liability and amortization schedule? ☐ ☐ ☐
 - b. Does the Plan have Other Post-Employment Benefits that are funded? ☐ ☐ ☐
7. Central Service Allocation:
(Note: A local agency, which has been assigned a cognizant federal agency by the OMB, must submit its Indirect Cost Rate Proposal and Central Service Cost Allocation Plan to its cognizant federal agency for approval. A list of the cognizant federal agencies assigned to state and local agencies can be located at the Federal Audit Clearinghouse website. If allocated central service costs are included in an ICRP, the LGA should provide information noted below.)
 - a. If FHWA is your cognizant agency list all central service departments, including proprietary funds that indirectly bill departments:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
b. Are schedules and supporting documentation provided for each central service department indirect cost allocation included in the Plan?	☐	☐	☐
c. Are narratives provided for each central service department?	☐	☐	☐
d. Are rate-setting methodologies included for each central service department?	☐	☐	☐

FY 2015/16 OVERALL WORK PLAN REVENUES AND EXPENDITURES SUMMARY CHARTS

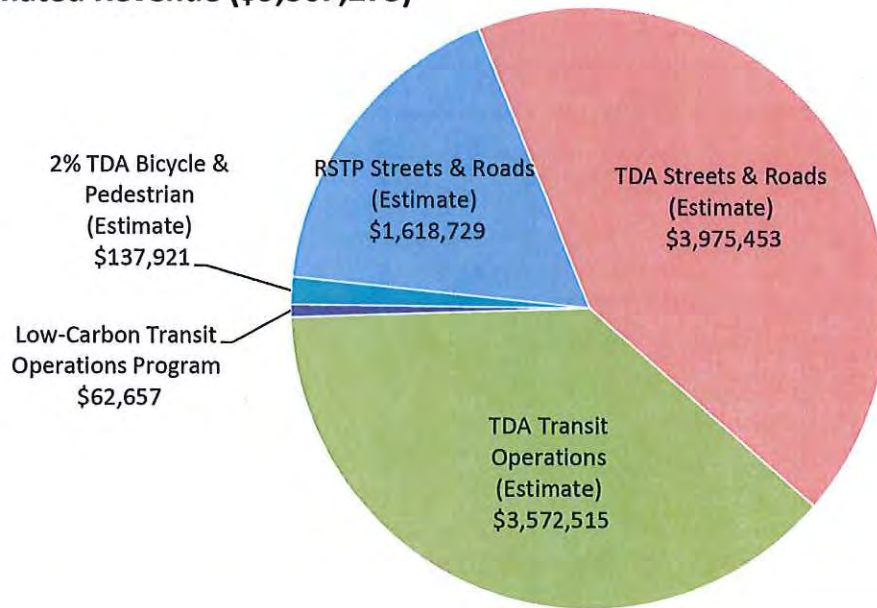
The following revenue and expenditures summary charts provide an overview of SRTA's finances, including funds used by RABA and local agency partners for planning and public transportation. Additional detail is provided in the individual work element worksheets that follow.

FY 2015/16 Planning & Administration Estimated Revenue (\$2,217,340)



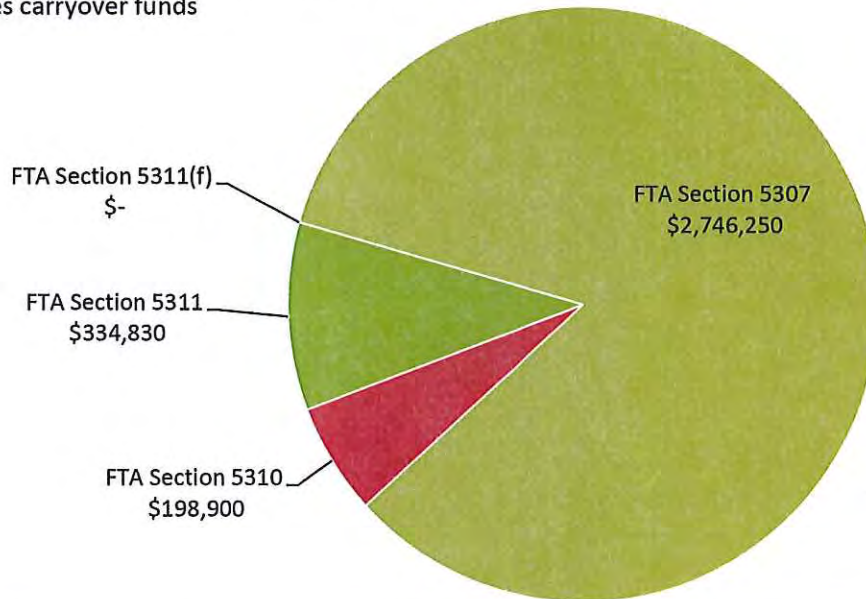
TDA	Transportation Development Act	SR2S	Safe Routes to School
FHWA	Federal Highway Administration	RSTP	Regional Surface Transportation Program
FTA	Federal Transit Administration	Prop 84	The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006
PPM	Planning, Programming & Monitoring		

**FY 2015/16 Capital and Transit Operations
Estimated Revenue (\$9,367,275)**



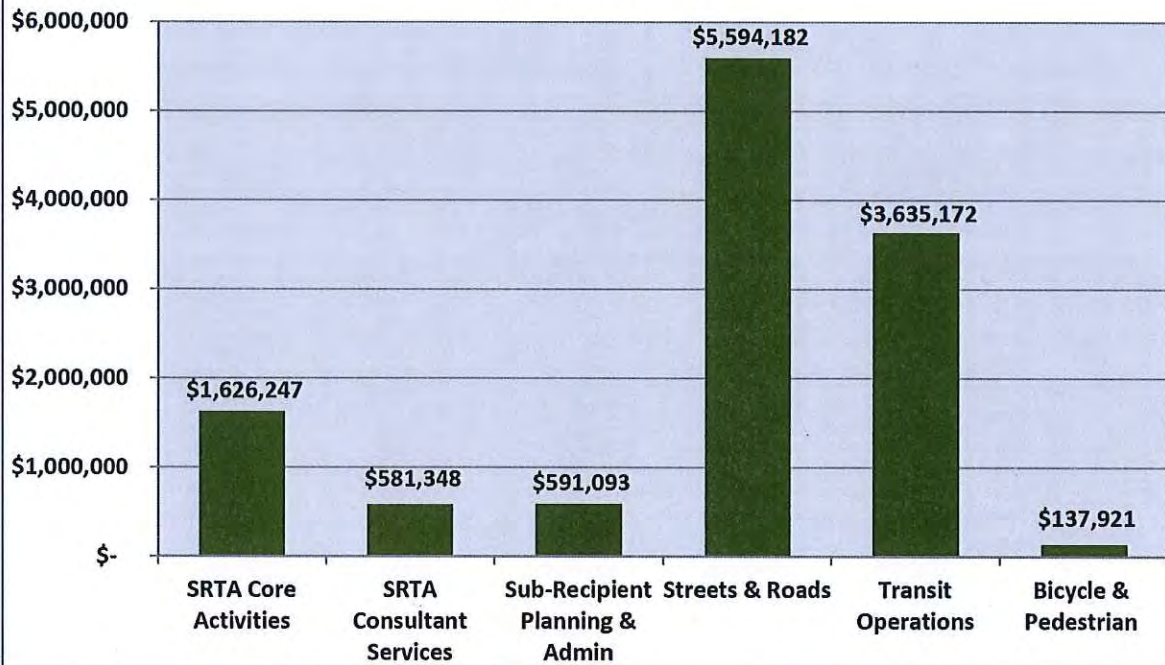
**Available Federal Transit Administration
Estimated Revenue (\$3,279,980*)**

*Includes carryover funds

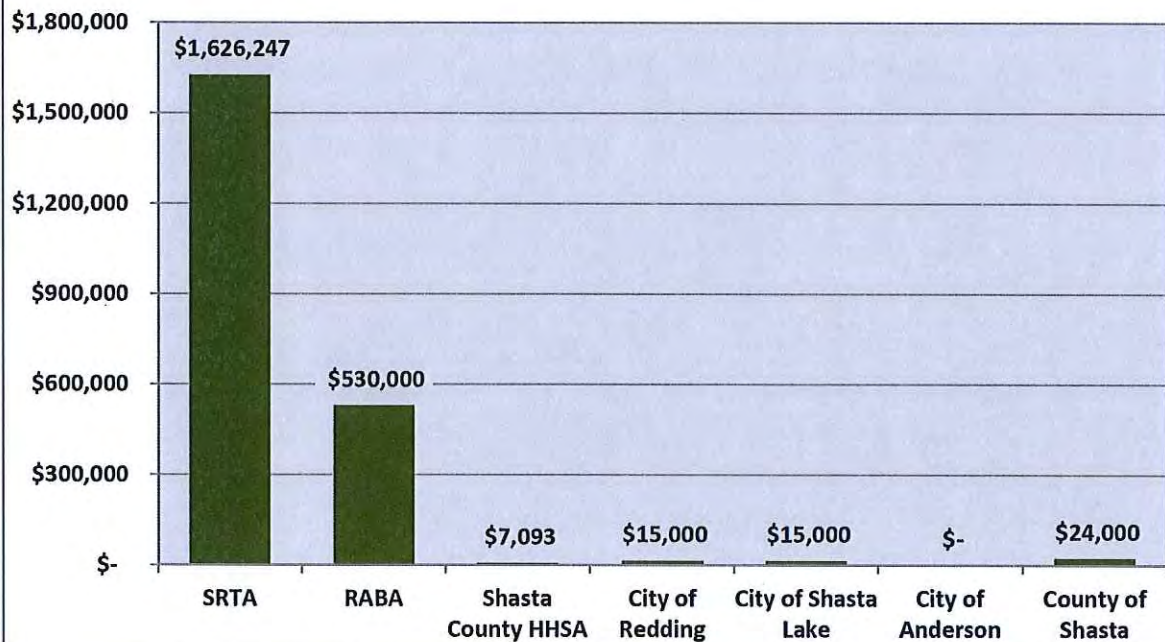


TDA	Transportation Development Act	RSTP	Regional Surface Transportation Program
FTA	Federal Transit Administration	LCTOP	Low-Carbon Transit Operations Program

**FY 2015/16 Total Estimated Expenditures
(\$12,165,963)**



**FY 2015/16 Planning & Administration Budgeted Expenditures
(\$2,217,340)**





Final Draft for SRTA Board of Directors Approval

April 28, 2015

**SRTA
2015/16**

OVERALL WORK PROGRAM FOR SHASTA COUNTY



Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001
Phone: (530) 262-6190
Email: srta@srta.ca.gov
Website: www.srta.ca.gov

This document was funded in part through grants from the Federal Highway Administration, Federal Transit Administration and the U.S. Department of Transportation. The views and opinions of the agency expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

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RESOLUTION



RESOLUTION NUMBER:	15-XX
SUBJECT:	Adoption of the Fiscal Year 2015/16 Overall Work Program

WHEREAS, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), as a condition to the allocation of federal transportation planning funds, require each Metropolitan Planning Organization (MPO) to annually develop a comprehensive Overall Work Program (OWP) as a planning, programming, and budgeting tool for the coming fiscal year; and

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is the designated MPO for the Shasta County region; and

WHEREAS, SRTA developed a fiscal year 2015/16 OWP with well-defined work elements that has been reviewed by both state and federal funding agencies; and

WHEREAS, said OWP has been found to conform to all state and federal planning requirements and to reflect the priorities, scope of work, and level of effort required for regional transportation planning.

NOW, THEREFORE, BE IT RESOLVED that the SRTA Board of Directors:

1. Approves and adopts the fiscal year 2015/16 OWP;
2. Authorizes the executive director to make minor administrative changes and corrections as needed in response to further comments provided by approving agencies.
3. Authorizes the executive director to sign annual certifications and assurances that all funding program requirements have been met; and
4. Authorizes the chair to sign the 2015 Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) Submission Certification

PASSED AND ADOPTED this 28th day of April, 2015, by the Shasta Regional Transportation Agency.

Missy McArthur, Chair
Shasta Regional Transportation Agency

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PROSPECTUS

ABOUT SRTA

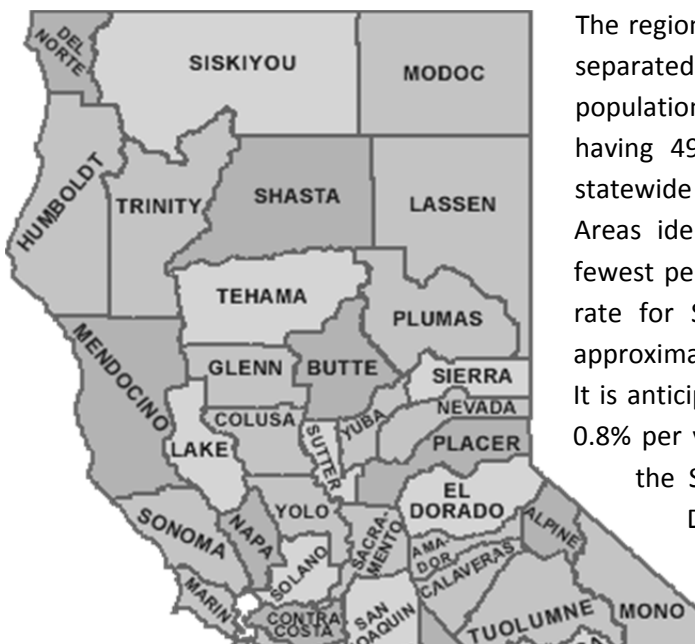
As the federally-designated Metropolitan Planning Organization (MPO) for Shasta County, the Shasta Regional Transportation Agency (SRTA) is responsible for coordinated transportation planning, programming of transportation funding, and the development and implementation of transportation policy for the Shasta County region.

SRTA performs transportation needs and related studies; prioritizes specific infrastructure improvements; and pursues prospective funding sources. All such activities are conducted under the direction of the SRTA Board of Directors – a seven-member body of locally elected officials representing the county, cities, and the Redding Area Bus Authority (RABA).



THE REGION

Shasta County is located at the geographic center and transportation crossroads of California's North State. The region has an area of 3,750 square miles covering the northern end of the Sacramento Valley and southern portions of the Cascade mountain range. Shasta County is home to approximately 180,000 residents, approximately 80% of which live in the south-central urbanized area along Interstate 5. Redding is the county seat and the region's socio-economic center.



The region is largely rural in character and geographically separated from other California metropolitan regions. Its population is one of the most dispersed in the state, having 49 persons per square mile compared to the statewide average of 239. Of California's 57 Urbanized Areas identified in the 2010 Census, Redding has the fewest persons per square mile. Average annual growth rate for Shasta County between 2000 and 2010 was approximately 0.9%, falling to <0.3% in more recent years. It is anticipated that future growth will occur at a rate of 0.8% per year, with a population of 207,865 persons for the Shasta County region by year 2035 (California Department of Finance estimate, December 2014).

ORGANIZATIONAL STRUCTURE

California counties are required to form a regional transportation planning agency (RTPA) as a condition of receiving state transportation funds, including transit funds. Gradually, through laws such as the Transportation Development Act (1971) and Senate Bill 45 (1997), local elected officials via the respective RTPAs received greater authority to determine the most appropriate use of transportation revenues. Prior to the creation of RTPAs, these decisions were made by the state.

SRTA was established under state law in 1972. When Shasta County's urban area population exceeded 50,000 in 1980, SRTA became recognized as one of 18 metropolitan planning organizations (MPOs) in California. Formation of a regional MPO is a prerequisite to receiving federal transportation dollars (23 U.S.C. 134 and 135). The federal MPO designation added responsibilities that sometimes overlap with state requirements. In Shasta County, SRTA was established as a single entity to fulfill both the state (i.e. RTPA) and federal (i.e. MPO) requirements, thereby avoiding the confusion created in other regions of the state where two or more agencies overlap with similar roles.

A memorandum of understanding (MOU) between the county of Shasta, Caltrans, Redding Area Bus Authority (RABA), and the cities of Anderson, Redding, and Shasta Lake was established. The MOU outlines legal foundations and responsibilities for the planning and programming of transportation funding; establishes the agency's organizational structure; and defines general funding processes. The MOU is reviewed and revised periodically to incorporate statutory changes. A master fund transfer agreement is required that sets forth terms and conditions for spending federal transportation planning funds.

On July 1, 2012, SRTA became an independent agency, no longer under the county of Shasta. Since this time, the agency's various policies have been revisited and updated as appropriate to reflect independent agency status.

PURPOSE OF THE OVERALL WORK PROGRAM

Each year SRTA prepares an OWP and budget describing all comprehensive planning activities proposed to be undertaken by the agency and its partners in the upcoming fiscal year (July 1 through June 30). The OWP is prepared in accordance with federal guidance (23 CFR part 420, 23 CFR part 450, and FTA Circular 8100.1C) and state guidance (California Department of Transportation MPO OWP Guidance & Regional Planning Handbook).

The OWP serves the following functions:

1. It satisfies federal requirements for an MPO to develop and adopt an annual OWP for the receipt of federal and state transportation dollars;

2. It serves as the reference document for the general public, agencies, and elected officials who desire to understand the SRTA's objectives and how these are being met through a continuing, cooperative, and comprehensive planning process; and
3. It serves as a management tool to ensure that all transportation planning activities are being accomplished on schedule and within budget.

This document contains four basic parts:

1. **Section 1: Regional Transportation Planning Process** - Describes regional transportation planning responsibilities, priorities, and methods.
2. **Section 2: Consistency with Federal and State Transportation Planning** – Describes how the regional transportation planning process aligns with federal and state funding priorities.
3. **Section 3: FY 2015/16 Regional Priorities** – Outlines current year challenges and opportunities that the work program aims to address.
4. **Section 4: FY 2015/16 Budget and Work Program** – Describes the agencies revenues, expenditures, and work program divided into work elements.

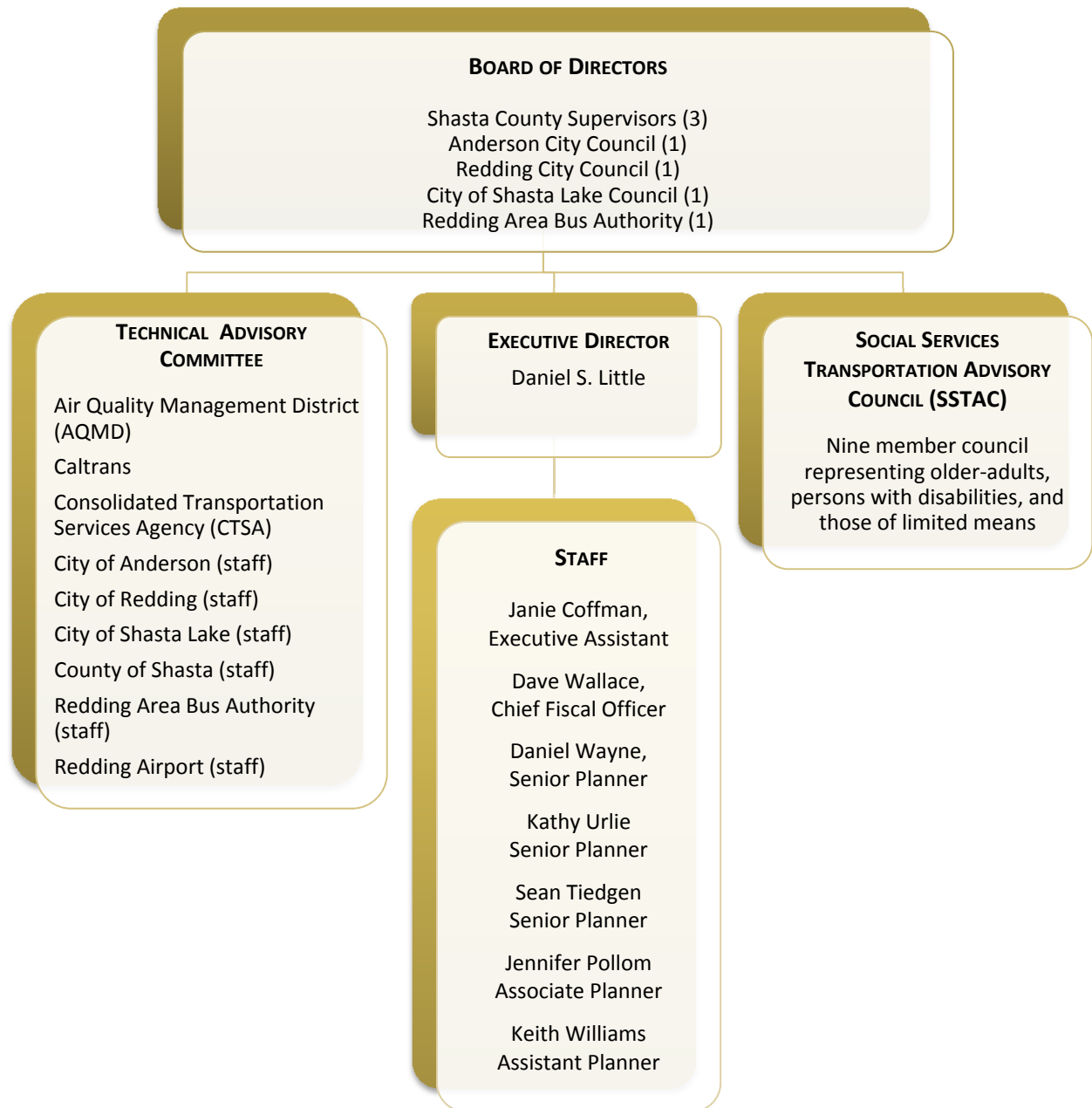
The planning budget in this OWP represents staff hours, consultant services, fixed-assets, and supplies necessary to accomplish work tasks and products. Indirect costs, including some administrative expenses, are accounted for in the agency's Indirect Cost Allocation Plan (ICAP). To ensure planning activities are consistent in the region, all relevant planning activities – regardless of funding sources – are included in the OWP.

MANAGEMENT OF THE OVERALL WORK PROGRAM

Each year in December the SRTA Board of Directors adopts regional planning priorities for the upcoming fiscal year. A call for local agency planning projects based on regional planning priorities, and consistent with Federal Planning Factors and California Priority Emphasis Areas, is administered each year in January. Draft work element worksheets and a corresponding budget is prepared for review and comment in February of each year and submitted to state and federal funding partners by March 1. Funding agencies review the draft OWP and indicate conditions for acceptance. The final draft OWP is prepared for approval by the SRTA Board of Directors in April of each year and subsequently submitted as a grant application for federal planning funds pursuant to 23 CFR 450.308. The final OWP must be completed by May of each year in order to provide sufficient time to authorize funding of the MPO planning program by July 1 by Caltrans and the U.S. Department of Transportation.

As needed, the OWP is amended throughout the year to reflect changes in scope and budget. The OWP must be formally amended when there are substantive changes to work elements funded with the Consolidated Planning Grant (CPG) or if the changes impact regional planning activities. Administrative amendments involve minor changes that do not affect delivery of regional transportation planning tasks, activities, steps, products, or the funding amounts listed in the OWP Agreement (OWPA). Formal amendments require state and federal approval. Administrative amendments may be accomplished unilaterally by SRTA and forwarded to Caltrans.

ORGANIZATIONAL CHART



SRTA TASK DISBURSEMENT & CONTACT INFORMATION

LEAD STAFF	RESPONSIBILITY (Backup Staff)
Dan Little Excutive Director 262-6191 dlittle@srta.ca.gov	Overall Management Human Resources Policy and Administration Regional Transportation Improvement Program (Kathy Urlie)
Janie Coffman Executive Assistant 262-6193 jcoffman@srta.ca.gov	Administration Board Meetings, Staff Reports (Dan Little) SRTA Website Updates (Sean Tiedgen) Facility Liaison (Sean Tiedgen) Bill Pay (Dave Wallace) Benefits Administrator (Dave Wallace)
Dave Wallace Chief Fiscal Officer 262-6187 dwallace@srta.ca.gov	Fiscal/Accounting (Dan Little) Finance Committee (Dan Little) Payroll (Janie Coffman) Fiscal Policies (Dan Wayne/Kathy Urlie) Individual Cost Allocation Plan (Dan Wayne) Transportation Development Act and Public Transit Compliance (Dan Little) Staff Training QuickBooks SRTA Grant Administration (Dan Wayne/Kathy Urlie) Risk Management/Insurance (Dan Little) SRTA Administration of Safe Routes to School
Daniel Wayne Senior Planner 262-6186 dwayne@srta.ca.gov	Regional Transportation Plan (All) SRTA Sustainable Community Strategy Local Agency Support Program (Kathy Urlie) Overall Work Program (Dave Wallace/Kathy Urlie) Draft Board of Directors and Technical Advisory Committee Materials California Environmental Quality Act/Development Review (Jenn Pollom)
Kathy Urlie Senior Planner 262-6194 kurlie@srta.ca.gov	Federal Transportation Improvement Program (Jenn Pollom) Subrecipient Cooperative Agreements (Dave Wallace/Dan Wayne) Tribal Governments Liaison (Dave Wallace) SRTA Funding and Fact Sheets (Dave Wallace) Community Survey (Dan Wayne) Procurement Administration and Policy (Dave Wallace)
Sean Tiedgen Senior Planner 262-6185 stiedgen@srta.ca.gov	Travel Demand Model (Jenn Pollom and Keith Williams) Freight, Rail Planning (Jenn Pollom) Far Northern California GIS Group (Jenn Pollom) Information Technology Liaison (Jenn Pollom) Performance Measure Reporting and Monitoring (Keith Williams) Intelligent Transportation Systems Project Studies and Plans (Keith Williams)
Jennifer Pollom Associate Planner jpollom@srta.ca.gov	Regional Transportation Plan Environmental Impact Report (Dan Wayne) Census Tracking, Reporting, Dissemination (Sean Tiedgen) Geographic Information Systems Applications (Sean Tiedgen) North State Super Region (Janie Coffman Website) Air Quality Monitoring (Sean Tiedgen) SRTA Overview Update (Dave Wallace/Dan Wayne) Federal Transit Administration Grants (5310, 5311 & Social Service Agency Grants) (Keith W) Capital Project Grants (Dan Little) Grant Opportunity Tracking/Notifications (Sean Tiedgen)
Keith Williams Assistant Planner 262-6192 kwilliams@srta.ca.gov	Bikeway and Walkway Planning (Jenn Pollom) Highway Pavement Management System Reporting (Kathy Urlie) Social Services Trans. Adv. Committee and CTSA (Jenn Pollom and Dave Wallace) Transit Needs Assessment (Dave Wallace) Need A Ride Brochure Update Public Transit (Except Social Service Grants) (Dave Wallace) Public Participation Plan (Dan Wayne) Disadvantaged Business Enterprise (DBE) Program (Kathy Urlie) SRTA Website Overhaul (Sean Tiedgen) Coordinated Human Resources Transportation Plan (Dave Wallace) Title VI Plan (Jenn Pollom)

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SECTION 1 – REGIONAL TRANSPORTATION PLANNING PROCESS

STATE AND FEDERAL PLANNING RESPONSIBILITIES

SRTA's state and federal planning responsibilities are directed by the federal transportation law, 'Moving Ahead for Progress in the 21st Century' (MAP-21), enacted July 2012. Core functions of SRTA include:

- Facilitate an ongoing metropolitan transportation planning process;
- Prepare a regional transportation plan and transportation improvement program; and
- Prepare a planning work program for Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) metropolitan planning funds.

Pursuant to 23 USC 134, SRTA's metropolitan planning process shall consider projects and strategies that:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

FHWA prescribes the policies and procedures for the administration of activities, including content provisions for development of the regional transportation plan (23 CFR Part 420):

- Identification of transportation facilities;
- Performance measures and targets;
- System performance report;
- Mitigation activities;
- Financial plan;
- Operational and management strategies;
- Capital investment and other strategies; and
- Transportation and transit enhancement activities;

Pursuant to 23 CFR Part 450, the metropolitan transportation planning process must also reflect the following factors:

- Preservation of existing transportation facilities and, where practical, ways to meet transportation needs by using existing transportation facilities more efficiently;

- Consistency of transportation planning with applicable federal, state, and local energy conservation programs, goals, and objectives;
- The need to relieve congestion and prevent congestion from occurring, including the consideration of congestion management strategies or actions which improve the mobility of people and goods in all phases of the planning process.

In addition, the planning process must consider the likely effect of transportation policy decisions on land use and development and the consistency of transportation plans and programs with the provisions of all applicable short- and long-term land use and development plans, and projections of potential transportation demands based on the interrelated level of activity in these areas.

Proactive public involvement is likewise needed, including provisions for timely public notice, full public access to key decisions, and early and continuing involvement of the public in developing plans and improvement programs.

Additionally, the metropolitan planning process must:

- Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation; and
- Identify actions necessary to comply with the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT regulations "Transportation for Individuals with Disabilities" (49 CFR parts 27, 37, and 38).

Standards, terms, conditions, and financial and administrative requirements of federal funding by way of the agency's OWP/unified work program are outlined via 49 CFR Part 18.

Transportation planning is a cooperative process designed to foster involvement from local, regional, state, federal, and Native American tribal governments as well as all users of the system, including the business community, community groups, environmental organizations, freight operators, and the general public. This is accomplished through a proactive public participation process conducted by the Metropolitan Planning Organization (MPO), state Department of Transportation (state DOT), and transit operators.

The SRTA employs a comprehensive and inclusive process to ensure all planning requirements are met. This process is routinely reviewed and updated to be consistent with the latest legislative changes and other direction provided by state and federal funding partners.

Estimated available funding is derived from the prior year's actual revenues with consideration for any large-scale regional projects during the OWP planning period. Regional funding priorities are outlined in SRTA's Financial and Accounting Policies and Procedures Manual: Section 1210.

Selected projects are brought into the OWP and prepared for evaluation by the California Department of Transportation District 2, FWHA, and FTA with regard to the eligibility of proposed activities or projects for state and federal transportation planning funding. The OWP is then presented the SRTA Board of Directors for approval.

REGIONAL VISIONS AND GOALS

The region's vision and goals are embodied in the agency's adopted planning documents as follows:

Regional Transportation Plan (RTP)

The RTP is a long-range transportation plan covering at least twenty years and including all transportation modes in Shasta County. The RTP is based on federal and state transportation laws that require comprehensive, cooperative and continuous transportation planning. The purpose of the RTP is to “encourage and promote the safe and efficient management, operation and development of a regional intermodal transportation system that, when linked with appropriate land use planning, will serve the mobility needs of goods and people”¹. The 2015 RTP is scheduled for June 2015 adoption. SRTA recently moved from a five-year to four-year RTP update cycle to better align with the Regional Housing Needs Allocation (RHNA) process. Moving to the new cycle will require SRTA to update the RTP in 2018, and then every fourth year thereafter.



The RTP provides the unified regional vision and goals that serve as the foundation for transportation decision making by local, regional, state, and federal governments. The following series of focused plans are dutifully considered and brought together during preparation of the regional transportation plan.

Sustainable Communities Strategy (SCS)

Sustainable Communities and Climate Protection Act of 2008 (Sustainable Communities Act, Senate Bill 375, Chapter 728, Statutes of 2008) implements the California Global Warming Solutions Act of 2006 in the area of transportation-related emissions. The California Air Resources Board (ARB) is charged with establishing regional targets for per capita greenhouse gas emissions for California's 18 designated metropolitan planning areas. Metropolitan Planning Organizations for these regions are responsible for preparing a Sustainable Communities Strategy (SCS) aimed at reducing vehicle miles traveled and associated emission via improved coordination between land use and transportation. The SCS is an integral part of the RTP.

¹ California Transportation Commission: 2010 California Regional Transportation Plan Guidelines

Regional Blueprint Program

Regional Blueprints are developed through a collaborative planning process that engages citizens in articulating a vision for the region's long-term future. The regional vision is developed from residents' values and priorities and informed by advanced Geographic Information System (GIS) modeling and visualization tools that demonstrate the impacts of different growth and development 'scenarios'. The community's preferred regional growth scenario is used to guide regional and local land use and transportation decisions for a sustainable future. Shasta County's blueprint, ShastaFORWARD>>, was adopted in February 2010 and is being implemented through the Sustainable Communities Strategy effort pursuant to California SB 375.

Coordinated Human Transportation Plan (CHTP)

The FTA requires that federally-funded public transportation be included in a locally developed human service transportation plan. The CHTP provides strategies for meeting local needs for public transit, non-profit and private transportation systems. The CHTP prioritizes transportation services for funding and implementation with an emphasis on transportation needs of persons with disabilities, older-adults and individuals of limited means.

PLANNING TOOLS

Many technology applications have been developed or applied by planners to enhance the transportation planning process. These tools help to measure system performance and the impacts of proposed transportation system investments and policies. The following are several evaluation tools used by SRTA.

Regional Travel Demand Model (TDM)

Travel models simulate the travel behavior and can be used to demonstrate the impact of changes in an area on transportation system performance. SRTA coordinates transportation system performance monitoring and maintains the Shasta County activity-based TDM, known as ShastaSIM. ShastaSIM is used to forecast current and future traffic conditions, as well as locations and trends of traffic congestion and air pollution related to vehicular sources. These forecasts are integrated into the RTP.

Local jurisdictions collect traffic data and perform speed studies that are used to calibrate and validate ShastaSIM. Local jurisdictions also assess pavement conditions for tracking and integration into the RTP.

Geographic Information Systems (GIS)

With the advent of regional blueprint planning and new planning requirements under SB 375, there has been an increased need for consolidated, standardized, and merged region-wide GIS data. Once compiled, GIS allows for spatial analysis between land use, transportation, environmental, economic, and any other data set. As GIS data and applications improve, the region is able to minimize or eliminate many of the technological and informational barriers to

coordinated regional planning. Integration of aerial imagery and ‘Light Detection and Ranging’ (LiDAR) further facilitate information sharing and decision making processes. SRTA is working to make technical data and analysis accessible, understandable, and relevant via the FarNorCalGIS regional platform and online portal (www.FarNorCalGIS.org) for map and data viewing.

Vehicle Emissions Modeling & Air Quality Monitoring

Shasta County is currently attainment for federal air quality standards. The SRTA supports goals and measures to reduce emissions, particulate matter and ozone production in Shasta County. SRTA utilizes the ShastaSIM regional travel demand model and emissions post-processing (EMFAC) to evaluate the impact of transportation projects on air quality.

TRANSPORTATION PROGRAMMING

MPOs must develop financial plans that identify funding sources for needed investments and how to maintain and operate existing infrastructure. Financial programming involves identifying fund sources and establishing a schedule for implementation of specific projects. Financial programming documents are updated every two or four years. SRTA is responsible for identifying regionally significant projects for inclusion in federal, state and regional programs:

Federal Transportation Improvement Program (FTIP)

The FTIP identifies regionally-significant transportation projects eligible for funding during the upcoming four-year period. The FTIP must include a financial plan demonstrating that programmed projects can be implemented with available funding. Federal regulations require an opportunity for public comment prior to FTIP approval. SRTA prepares and adopts the FTIP every two years. All projects funded by FHWA and FTA must be included in the FTIP. SRTA certifies that the FTIP is fiscally constrained and reflects accurate cost information before submitting to the state for inclusion in the Federal Statewide TIP (FSTIP). All federally-funded projects must be included in the FTIP and FSTIP to be authorized for federal funds.

State Transportation Improvement Program (STIP)

The STIP is a multi-year capital improvement program of transportation projects on and off the state highway system and funded with revenues from the State Highway Account and other funding sources. The STIP is based on statewide and regional priorities and adopted by the California Transportation Commission biennially (even-numbered years).

Regional Transportation Improvement Program (RTIP)

The purpose of the RTIP is to identify the region's transportation improvement priorities that are eligible for STIP funding. SRTA is required by the state to adopt and submit an RTIP by December fifteenth of each odd-numbered year (California Government Code 65082). Local jurisdictions, federal land management agencies and the general public are consulted in the development of transportation projects for the RTIP. State and federal funding for certain categories of transportation projects is dependent on inclusion in the RTIP.

Overall Work Program (OWP)

The OWP is a one-year scope of work and budget for transportation planning activities and funding sources. The OWP is submitted to state and federal funding agencies as a grant application for FHWA and FTA metropolitan planning funds pursuant to 23 CFR 450.308. The OWP provides a comprehensive overview of the MPO's transportation planning activities and activities to be completed by other entities within the region during the state's fiscal year. Federal and state transportation planning certifications are included in the OWP approval process (appendices A, B and C).

PUBLIC PARTICIPATION AND INTERAGENCY COMMUNICATION

Development of the above agency programs requires extensive and comprehensive coordination with a broad range of stakeholders. This collaborative approach is facilitated by the following efforts:

Public Participation and Inter-Governmental Consultation

Public participation and inter-governmental consultation is integral to the development of transportation plans, programs and studies. The SRTA has developed and implemented a proactive public participation process pursuant to 23 CFR part 450.316.

SRTA's Public Participation Plan was last updated in 2013. General strategies include but are not limited to:

- Provide timely public notice;
- Hold accessible public meetings and workshops;
- Produce user-friendly, non-technical formatting of plans and documents;
- Develop and apply visualization techniques;
- Provide draft copies of plans and other documents for review and comment;
- Utilize SRTA website for distribution of plans, documents and announcements;
- Seek input from traditional underrepresented segments of the population;
- Utilize technical advisory and ad hoc committees to gather and exchange information;
- Maintain and utilize contact lists of interested parties;
- Work with local mass media to encourage public awareness; and
- Conduct surveys and other sampling techniques.

Consultation also includes members of the Social Services Transportation Advisory Council (SSTAC). The SSTAC assists in the determination of transportation needs of older-adults, persons with disabilities, and those of limited means.

To maintain coordination and communication with the local jurisdictions within the county, a technical advisory committee is utilized. This committee is made up of representatives from each of the local jurisdictions, Caltrans, the Consolidated Transportation Services Agency (CTSA), Redding Area Bus Authority (RABA), Shasta County Air Quality Management District, and

Redding Municipal Airport. This group reviews and advises the SRTA on all transportation planning policies and issues.

Consultation with Tribal Governments

Shasta County has two federally recognized tribal governments within its boundaries: the Redding Rancheria and the Pit River Tribe. Each tribe's transportation plan is reviewed and incorporated into RTP updates. In consultation with the two tribes, a formal consultation policy was adopted on June 28, 2011, consistent with the Code of Federal Regulations 23 U.S.C. 134 and 135. This policy involves early coordination, consultation, and participation measures as mandated by federal and state guidelines and references pertinent regulations and/or statutes to ensure that the needs of Native American Tribes are identified, considered, and addressed during the earliest stages of transportation projects.

Consultation with Federal Land Management Agencies

As appropriate, SRTA communicates and coordinates with federal and state land management agencies, including but not limited to the Bureau of Land Management, National Fish and Wildlife Service, U.S. Forest Service, National Parks, California Fish and Wildlife, California State Parks, and the Army Corps of Engineers.

Information Dissemination

Information dissemination is the process of making information available to the public. The SRTA website (www.srta.ca.gov) contains up-to-date information on public notices, meeting dates, agendas and minutes and other items of transportation interest. Publications such as the "Overview of the Shasta Regional Transportation Agency" are routinely updated and provide information on the agency's legal authority, history of the organization, revenue and revenue distribution, and roles and responsibilities. As needed, SRTA also maintains project-specific websites.

Meetings and Inter-Jurisdictional Coordination

Coordination and partnerships among local, regional, state, and federal entities are utilized to identify and promulgate strategies, programs, and actions that most effectively and efficiently improve the region's transportation infrastructure. New issues, including travel demand modeling standards, performance measures, and the latest federal transportation law, benefit from collaborative workgroups of regional agencies and/or state and federal partners.

Recent projects such as the 2015 RTP (including Sustainable Communities Strategy pursuant to Senate Bill 375), South Redding Six Lane, ShastaFORWARD>> Regional Blueprint, Google Transit, 211Shasta, and the FarNorCalGIS regional mapping and data platform have included participation of local regional planning agencies, city councils, county supervisors, city managers, county administrative officers, tribal governments and federal land management agencies within Shasta and other counties in California's north state.

In 2010, sixteen regional transportation planning agencies from northern California signed a memorandum of agreement forming the North State Super Region (<http://www.superregion.org>). This alliance between the regional transportation planning agencies serves as a unified voice representing California's north state counties on issues related to transportation, economic development, land use, and other key policy and funding topics.



SYSTEM MANAGEMENT AND OPERATIONS

System management and operations analyzes regional transportation as an interconnected set of services and systems to improve system performance through better management and the use of the multimodal transportation network. This includes strategies to improve service delivery, enhance public safety, reduce traveler delays and improve traveler information. The following are activities managed by SRTA.

Intelligent Transportation Systems (ITS)

Intelligent transportation systems (ITS) includes a variety of communications and technology infrastructure that improve traffic operations, efficiency, and safety as well as assist users in making 'smarter' travel choices. SRTA, in collaboration with Caltrans District 2, developed and published the region's ITS Architecture and Deployment Plan. This mandated document (23 CFR 940) serves as a framework for the deployment of ITS strategies. In October, 2013, SRTA also completed the Integrated Traffic Data Collection and Management Plan for the Shasta County South Central Urban Region.



Coordination of Public Transportation

The majority of public transportation is provided by the Redding Area Bus Authority (RABA), a joint powers agency consisting of the County of Shasta and the cities of Anderson, Redding and Shasta Lake. RABA operates fixed-route and complementary paratransit service for persons with disabilities, as mandated by the Americans with Disabilities Act (ADA). RABA's intermodal passenger transfer facility serves as a centralized transfer station for inter-regional bus services including: Amtrak's Coast Starlight, Greyhound, Susanville Indian Rancheria, Trinity County's Trinity Transit and Modoc County's Sage Stage.

Several agencies provide transportation to specialized populations. Shasta Senior Nutrition Programs, Inc. is a non-profit organization providing transportation to persons sixty years of age and older and the county of Shasta's lifeline service for persons with disabilities living outside of RABA's service area.

The Shasta County Opportunity Center (OC) provides vocational services to individuals with mental disabilities. Clients are transported to and/or from work sites when public transit or other forms of transportation are not readily available. In addition, private and for-profit transportation agencies provide transportation service to target populations.

Each year, SRTA performs a Transit Needs Assessment consistent with California's Transit Development Act (TDA) and produces an Unmet Transit Needs report. SRTA also disperses TDA funds to eligible claimants for eligible transportation uses within the region. In addition to these activities, SRTA recently assumed a greater role in public transportation planning and coordination. In December, 2014, SRTA completed a Coordination of Consolidated Transportation

Service Agency (CTSA) Services Study, addressing transportation services between transit providers and those that operate safety-net transit services for elderly and disabled individuals who are generally outside of the Redding Area Bus Authority (RABA) service area. Activities and performance measures were identified to improve transit provider communication, cooperation, coordination, and consolidation. In October, 2014, SRTA completed a Transit Technology Plan to investigate the potential of transit technology to improve the collection of transit data, the volume, diversity, and quality of transit data, and the ultimate delivery of public transit services.



Transportation Data Collection

Traffic counts, pavement condition assessments, collision and injury reports, and other transportation data are used to develop transportation plans and improvement programs as well as to improve safety for the traveling public. Data collection requires communication and coordination among multiple partners. Specific activities include the Highway Performance Management System (HPMS), Statewide Integrated Traffic Records System (SWITRS), and utilization of ITS technology to gather data and monitor day-to-day operations.



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SECTION 2 – CONSISTENCY WITH FEDERAL & STATE TRANSPORTATION PLANNING

Although the transportation planning process is primarily concerned with issues specific to Shasta County, many issues are common throughout the state and/or country. An overview of California Planning Emphasis Areas (PEAs), Federal Planning Factors, and SRTA's response are provided below.

CALIFORNIA PLANNING EMPHASIS AREAS

The FHWA California Division and Federal Transit Administration (FTA) Region IX provide 'Planning Emphasis Areas' (PEAs) to California MPOs. PEAs address key planning issues and topics identified during the review of metropolitan and statewide planning processes. An overview of the most recent California PEAs and references to pertinent FY 2015/16 OWP work elements addressing these planning areas, are as follows:

1. **MAP-21 Implementation** – MPO regions are expected to develop and implement a performance management approach for transportation planning and programming that supports the achievement of specific transportation system performance outcomes.

Work Element 701.03 (Performance Measures) includes the ongoing development of regional performance measures with a focus on addressing MAP-21 performance measures rulemakings. Much of the underlying data required to calculate performance measures is produced by way of Work Element 701.11 (Transportation Data Collection & Reporting). In addition, various subtasks found under Work Element 701.07 (Sustainable Communities Planning), 701.09 (Air Quality), 703.01 (Active Transportation Planning), 704.01 (Public Information & Participation), 705.02 (GIS Applications), 705.05 (Regional Travel Demand Model), 706.02 (Public Transportation Planning and Coordination), and 707.04 (Goods & Freight Movement Planning) include the generation of data and analyses needed for a robust program of performance measures and performance tracking.

2. **Models of Regional Planning Cooperation** – MPO regions are expected to promote coordination and cooperation with other MPO regions and across state boundaries where appropriate to ensure a regional approach to transportation planning.

Although the Shasta County region is an 'island' MPO sharing no borders with other MPO regions, states, or countries, coordination and cooperation with all levels of government is essential to achieving desired regional outcomes. As such, the FY 2015/16 OWP includes Work Element 701.06 (Interagency Coordination & Policy Monitoring) and 801.01 (North State Super Region). Specific activities include participation in statewide planning efforts and communications with the North State Super Region, a voluntary coalition of regional transportation planning agencies and MPOs representing the sixteen-county North State. The region's Public Participation Plan, updated every three years under Work Element 704.01 (Public Information &

Participation), lays out the process whereby interagency and public consultation occurs.

3. **Ladders of Opportunity** – MPO regions are expected to support access to essential services such as housing, employment, health care, education, and recreation. Efforts should include analytical methods specific to commonly underserved segments of the population.

SRTA continues to develop a variety of data sets needed to consider and plan for transportation services and infrastructure serving the needs of all segments of the population. In FY 2014/15, SRTA completed a Disadvantaged Communities Assessment. The FY 2015/16 OWP builds upon this work with enhanced data and the incorporation of key findings into new regional planning and programming cycles. Ladders of Opportunity are integrated throughout FY 2015/16 work elements, most notably in the areas of modal planning (e.g. Work Element 703.01, Active Transportation Planning and 706.02, Public Transportation Planning & Coordination) and in targeted economic development activities (e.g. Work Element 707.04, Goods & Freight Movement Planning).

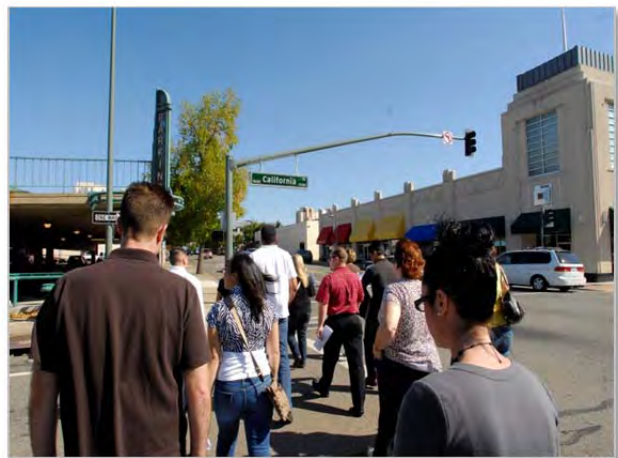
FEDERAL PLANNING FACTORS

The eight Federal Planning Factors (USC 23 Part 134(f) and MAP-21 Section 1201(h)) are updated and issued as part of the federal transportation bill reauthorization process. Federal Planning Factors emphasize the national perspective.

1. MPOs should support the **economic vitality** of the metropolitan area, by enabling global competitiveness, productivity, and efficiency.

SRTA understands that transportation is more than a convenience; it enables economic activity by connecting people, goods, services, and resources together for gainful employment and commerce. Responsive, flexible, and affordable transportation leads to increased productivity, income, property values, and tax revenues.

The FY 2015/16 OWP includes ongoing implementation of the 'North State Transportation for Economic Development Study' in Work Element 707.04 (Goods & Freight Movement Planning) and continues to support the development of vibrant communities consistent with the ShastaFORWARD>> Regional Blueprint as part of the Regional Transportation Plan (Work Element 701.01) and Sustainable Communities Planning (Work Element 701.07).



Efforts include the cultivation of projects for capital grant funding available through California's Cap-and-Trade Program and the administration of infill and redevelopment incentives consistent with the region's Sustainable Communities Strategy.

2. MPOs should work to increase the **safety** of the transportation system for both motorized and non-motorized users.

SRTA maintains collision databases to assist with interagency consultation and development of the State Highway Safety Plan (SHSP). Findings are used to plan and carry out a multi-faceted approach to improve the safety of motorized and non-motorized users, including engineering, enforcement, education, and/or emergency services solutions.



Safety considerations are incorporated throughout the OWP, including Work Element 701.01 (Regional Transportation Plan), 701.03 (Performance Measures), 701.11 (Transportation Data Collection & Reporting), 703.01 (Active Transportation Planning), 707.02 (Safe Routes to School), and 702.01 (Transportation Improvement Programs).

3. MPOs should work to increase the **security** of the transportation system for motorized and non-motorized users.

System security includes planning designed to prevent, manage, and/or respond to threats to transportation infrastructure and its users. SRTA periodically evaluates system vulnerabilities and develops strategies to protect the transportation system from intentional harm and tampering. In many cases these efforts also improve the ability to respond to natural disasters. As with various other Federal Planning Factors, SRTA's efforts are dispersed throughout various OWP work elements.

Notable activities that support system security include implementation of the Transit Technology Plan (Work Element 706.02, Public Transportation Planning & Coordination) and programming of intelligent transportation systems technology (Work Element 702.01 (Transportation Improvement Programs).

4. Increase the **accessibility and mobility of people and for freight.**

The FY 2015/16 OWP is inclusive of all travel options and segments of the population. Through development of the RTP (WE 701.01), a dedicated section addresses each mode of transportation.

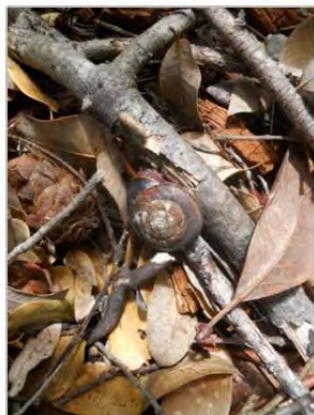
Work Element 707.04 (Goods & Freight Movement Planning) will bring about an enhanced understanding of freight movement and seeks to remedy inefficiencies inherent in transportation-intensive industries (e.g. agriculture and natural resources). Other efforts include support for emerging industries characterized with below average transportation impacts (Work Element 705.02, GIS Applications).

In addition, SRTA continues to coordinate with local agencies and economic development stakeholders to assess underutilized and vacant lands, perform infrastructure capacity assessments, and support infill and redevelopment within transportation-efficient locations (WE 701.07, Sustainable Communities Planning). SRTA also performs travel data collection (WE 701.11, Transportation Data Collection & Reporting), develops performance measures (WE 701.03, Performance Measures), and portions of various other work elements to inform and validate these efforts process.



5. Protect and enhance the **environment**, promote **energy conservation**, improve the **quality of life**, and promote **consistency between transportation improvements and State and local planned growth and economic development patterns**.

SRTA's comprehensive planning process actively seeks to understand the relationship between the natural and built environment and integrate findings into planning and decision making processes. SRTA has developed GIS-based spatial analysis tools and strategies designed to maximize the benefits of transportation infrastructure while minimizing or mitigating for any adverse impacts. These efforts are primarily associated with Work Element 701.07 (Sustainable Communities Planning), 705.02 (GIS Applications), 705.05 (Travel Demand Modeling), and 701.09 (Air Quality).



With the advent of Regional Blueprint planning and the Sustainable Communities Strategy requirements, MPO planning efforts are becoming increasingly holistic. In addition to the development of technical tools and analysis, the SRTA must develop strong working relationships and establish communication channels with various local and state agencies. Although coordination efforts are dispersed throughout the OWP work elements, this work is largely grouped together under Interagency Coordination and Transportation Policy Monitoring (WE 701.06), Public Information & Participation (WE 704.01), and support for local agencies related to Sustainable Communities Strategy (WE 701.07).

6. Enhance the **integration and connectivity of the transportation system, across and between modes, for people and freight.**

SRTA's planning process addresses the region's diverse transportation infrastructure as a single, interrelated system. The regional network must balance operational needs and fiscal constraints. The network must accommodate fluctuations in travel demand, adapt to economic ups-and-downs, and be resilient in the face of environmental impacts. This is accomplished by strengthening the linkages between modes and identifying and resolving occasional conflicts.



SRTA's Regional Transportation Plan (WE 701.01) is used to develop regional goals and strategies that would result in enhanced intermodal integration for both people and freight. Specific efforts include enhanced travel demand modeling capabilities (WE 705.05), the coordination of transit services (WE 706.02), and active transportation planning (WE 703.01). Each program includes consideration of connections between travel modes.

7. Promote **efficient system management and operation.**

SRTA combines 'supply side' and 'demand side' strategies to maintain roadway level of service. Supply side enhancements, such as roadway expansions and interchange



improvements, can be found in Work Element 701.01 (Regional Transportation Plan) and 702.01 (Transportation Improvement Programs). 'Demand side' strategies include the promotion of alternative travel mode share through Work Element 703.01 (Active Transportation Planning) and 706.02 (Public Transportation Planning & Coordination) and 701.07 (Sustainable Communities Planning).

Demand side efforts have historically played a minor role in Shasta County. Such strategies will, however, becoming increasingly instrumental as parts of the county become more urbanized and as state and federal funding priorities evolve. The region's travel demand model (Work Element 705.05) is utilized to evaluate the effectiveness of various infrastructure and non-infrastructure approaches.

8. Emphasize the **preservation of the existing transportation system.**

SRTA and its partners work collaboratively to maximize transportation infrastructure life span and return-on-investment via system monitoring, performance tracking, and preservation activities. Well maintained infrastructure is less costly over the long run and helps insure system reliability. Maintenance projects are catalogued in the RTP project list (WE 701.01) and implemented through transportation improvement programs (WE 702.01)



FY 2015/16 Overall Work Program
Nexus to Federal Planning Factors & California Planning Emphasis Areas

CALIFORNIA PLANNING EMPHASIS AREAS		701.01	701.03	701.06	701.07	701.09	701.11	702.01	702.02	703.01	704.01	705.02	705.05	706.02	707.01	707.02	707.03	707.04	708.03	708.04	801.01
1	MAP-21 Implementation	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√			√
2	Models of Regional Planning Cooperation	√	√	√	√	√	√	√	√		√	√	√	√	√			√	√		√
3	Ladders of Opportunity	√	√	√	√			√	√	√	√	√	√	√		√		√		√	√
FEDERAL PLANNING FACTORS		701.01	701.03	701.06	701.07	701.09	701.11	702.01	702.02	703.01	704.01	705.02	705.05	706.02	707.01	707.02	707.03	707.04	708.03	708.04	801.01
1	Support the economic vitality of the metropolitan area, especially enabling global competitiveness, productivity and efficiency	√	√	√	√	√	√	√	√	√	√	√	√	√	√		√	√			√
2	Increase the safety of the transportation system for motorized and non-motorized users	√	√	√	√		√	√	√	√	√	√	√	√	√	√		√	√	√	
3	Increase the security of the transportation system for motorized and non-motorized users	√		√				√	√	√	√			√				√	√	√	
4	Increase the accessibility and mobility options available to people and freight	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√	√	
5	Protect and enhance the environment, promote energy conservation and improve quality of life	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√			
6	Enhance the integration and connectivity of the transportation system across and between modes, for people and freight	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√	√	
7	Promote efficient system management and operation	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√		√
8	Emphasize the preservation of the existing transportation system	√	√	√	√		√	√	√	√	√	√	√	√	√	√		√	√	√	√

INFORMATION ELEMENT – CALTRANS DISTRICT 2

The following matrix is a list of Caltrans District 2 transportation planning activities during this OWP cycle:

Information Element – Fiscal Year 2015/16			
Activity Description	Product	Funding Source	Due Date
Assist SRTA staff with programming documents for MPO RTIP and FTIP amendments	Shasta County RTIP	State & federal	Ongoing
Monitor OWP work progress. Process OWP invoices for payment, including grant progress	- Payment of invoices - Various grants	State & federal	Ongoing
System Management	- Other Shasta TCR updates - CTIS database - ITMS database	State & federal	FY 15/16 and ongoing
Shasta County Intelligent Transportation System (ITS) Architecture	Shasta County ITS Architecture Plan updates and amendments	State & federal	FY 15/16 and ongoing
Assist Shasta SRTA staff in outreach and participation by Native American Tribal Governments	Participation by Tribes in the transportation planning process	State & federal	As needed
Multi-modal planning coordination	- Aeronautics - Bicycle Plan - Transit planning - Pedestrian - ADA-accessibility - Complete Streets - SCS coordination	State & federal	Ongoing
Coordination with staff on miscellaneous transportation related issues	- Public Participation - Greenhouse Gas/ Air Quality - Intergovernmental Review - California Transportation Plan - Implementation of MAP-21	State & federal	Ongoing

SECTION 3 – FY 2015/16 REGIONAL PRIORITIES

The OWP seeks to balance a wide range of needs and responsibilities. Each year, however, there are several stand-out needs and/or policy directions relevant to current issues and challenges. The following regional priorities have been identified for FY 2015/16:

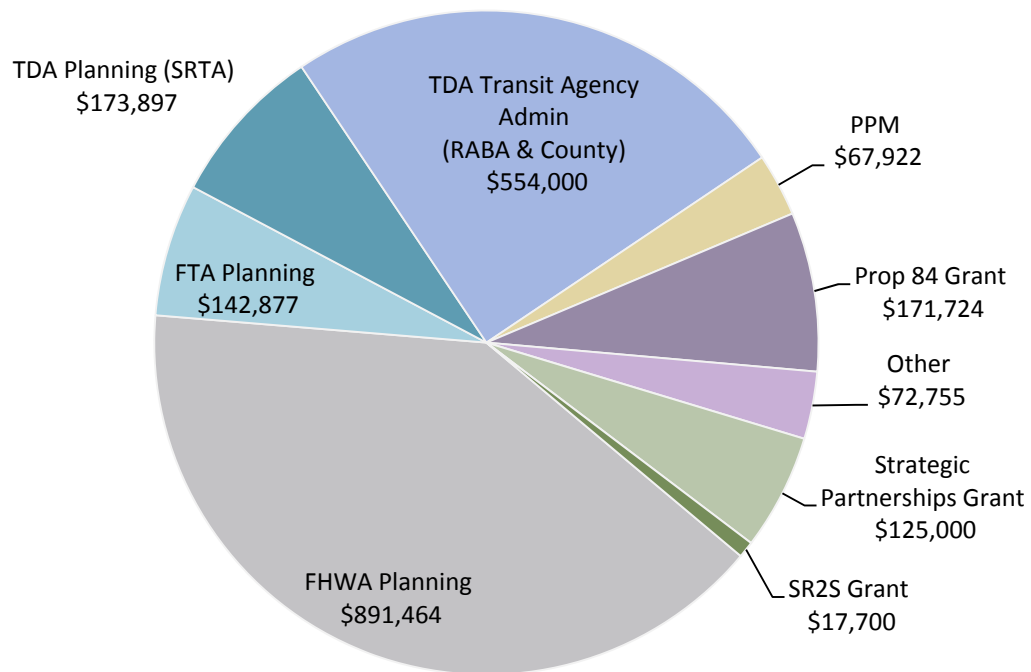
- **Sustainable Development Program** – Cultivate private and public sector projects to compete for capital funding opportunities. Examples include: 1) preparation of infill and redevelopment projects for California Cap-and-Trade Program funds; 2) joint economic development initiatives where current transportation systems and services have been identified as a limiting factor; and 3) joint economic development initiatives that support job creation in industries where trip generation is significantly below the regional average.
- **Performance Measures** – Includes data development and the application of travel demand modeling and spatial analysis techniques. Results are needed for target setting, tracking progress toward RTP objectives, demonstrating compliance with state and federal targets, and substantiating state and federal transportation investment within the region.
- **Active Transportation** – Includes the preparation of a coordinated regional bicycle and pedestrian plan as well as a program of projects for grant funding. Projects will address network gaps, connect recreational trail corridors to the greater transportation network, promote continuity of design standards, coordinate the development of interregional bicycle and pedestrian corridors, and enhance user safety and comfort.
- **Goods & Freight Movement** – Includes the development of data and technical modeling capabilities needed for effective planning and project development, multi-regional coordination, and integration with statewide programs and technology.
- **Plug-in Electric Vehicle Infrastructure Planning** – Builds upon the findings of the Upstate Region Plug-in Electric Vehicle (PEV) Readiness Plan by creating a local program of projects for charging stations using the ShastaSIM travel demand model. Includes the modeling of vehicle emission reductions as a result of increased PEV market share and the pursuit of capital grants for PEV charging infrastructure.
- **Interregional & Intermodal Connections** – Includes planning and coordination required for a fluid and seamless network of multi-modal infrastructure and services. For example, linking active transportation facilities to Redding Area Bus Authority (RABA) transit centers and connecting ground transportation to Redding Municipal Airport.
- **Enhanced Delivery of Public Transportation** – Includes planning and communication required for effective coordination of services, procedures for Federal Transit Administration programs, public transportation data collection and performance measurement, and a comprehensive public transportation funding strategy.

SECTION 4 – BUDGET AND WORK PROGRAM

FY 2015/16 BUDGET

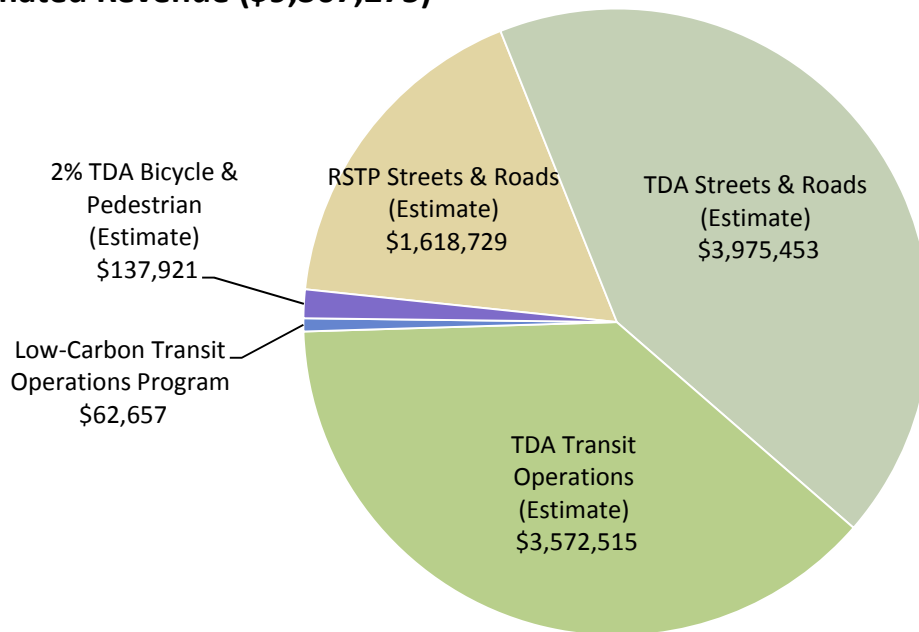
The following revenue and expenditures summary charts provide an overview of SRTA's finances, including funds used by RABA and local agency partners for planning and public transportation. Additional detail is provided in the individual work element worksheets that follow.

FY 2015/16 Planning & Administration Estimated Revenue (\$2,217,340)



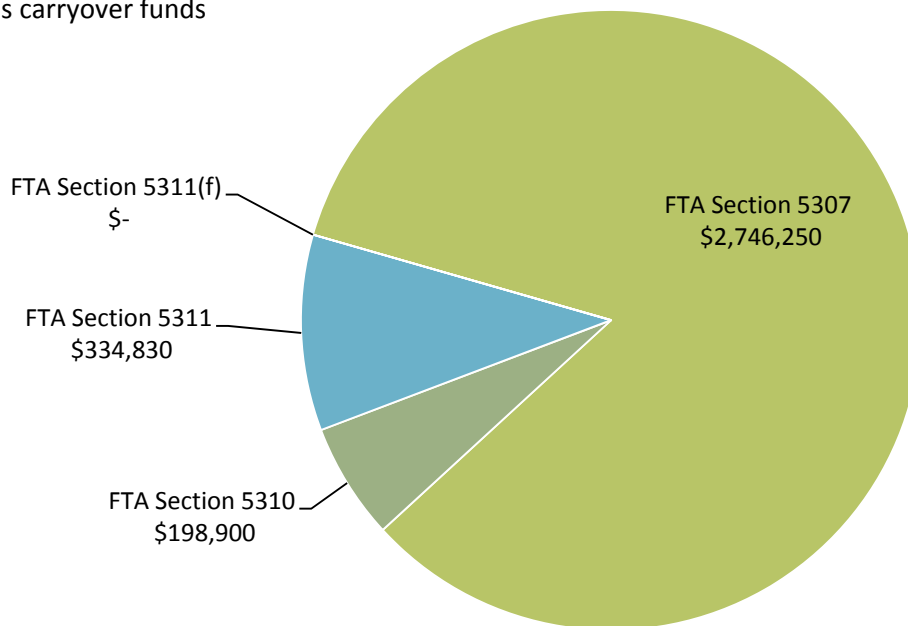
TDA	Transportation Development Act	SR2S	Safe Routes to School
FHWA	Federal Highway Administration	RSTP	Regional Surface Transportation Program
FTA	Federal Transit Administration	Prop 84	The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006
PPM	Planning, Programming & Monitoring		

**FY 2015/16 Capital and Transit Operations
Estimated Revenue (\$9,367,275)**



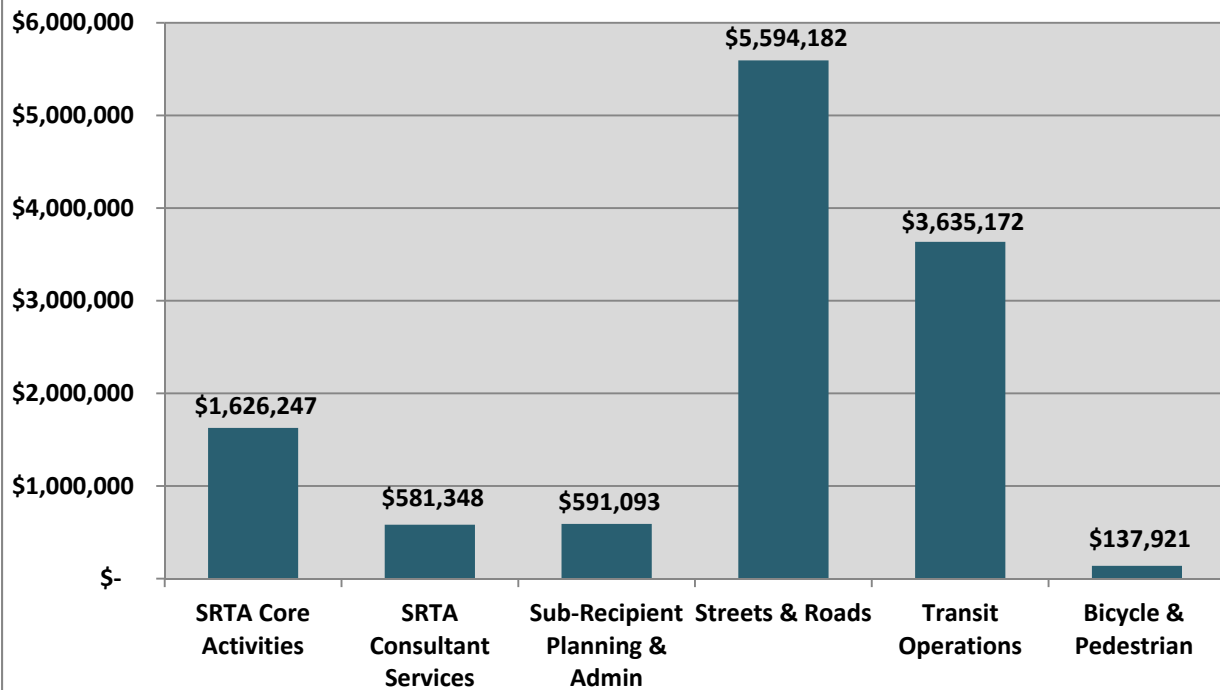
**Available Federal Transit Administration
Estimated Revenue (\$3,279,980*)**

*Includes carryover funds

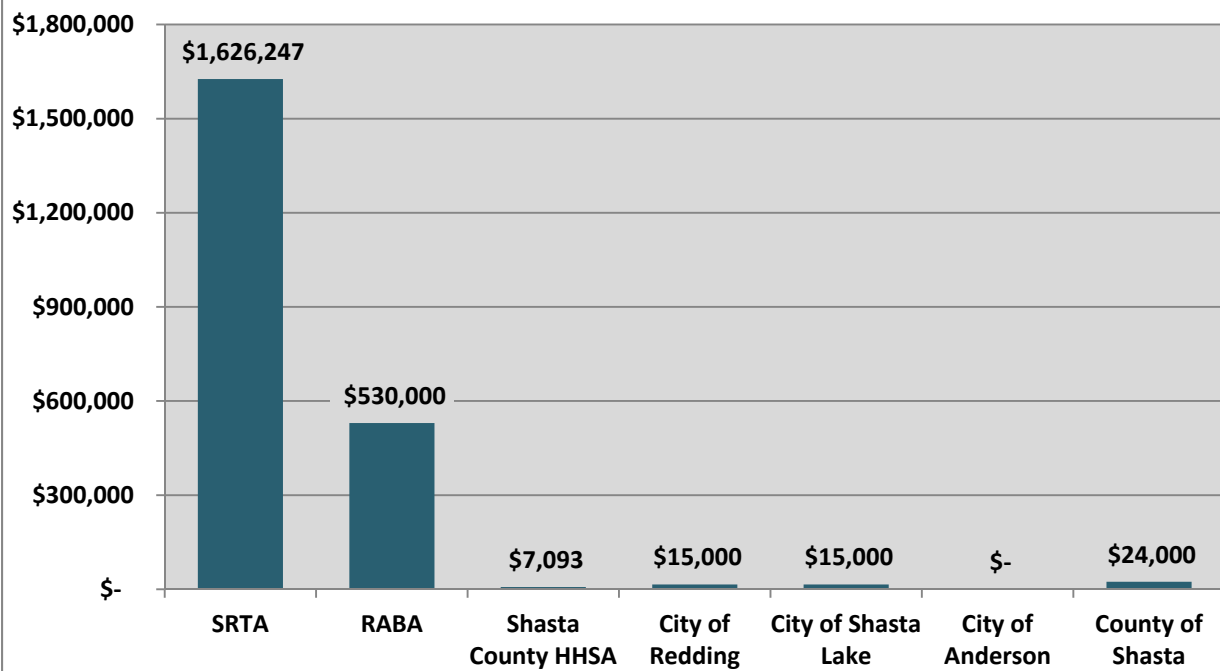


TDA	Transportation Development Act	RSTP	Regional Surface Transportation Program
FTA	Federal Transit Administration	LCTOP	Low-Carbon Transit Operations Program

**FY 2015/16 Total Estimated Expenditures
(\$12,165,963)**



**FY 2015/16 Planning & Administration Budgeted Expenditures
(\$2,217,340)**



FY 2015/16 WORK PROGRAM

SRTA's work program is divided into nine work element series. Within each series are work elements describing a single category of work. Each work element includes:

- Budgeted expenditures by recipient;
- Revenue by fund source;
- Previous accomplishments;
- Objectives;
- Discussion describing the purpose and extent of the work element;
- Products;
- Work tasks/activities;
- Responsible agency; and
- Schedule.

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY -
Summary of 2015/16 Overall Work Program Funding Requirements

Work Element	Description	FHWA PL	State Toll Credits	FHWA PL C/O	FTA 5303	FTA 5303 Carryover	LTF	TDA	PPM	Prop 84	Other (NSSR, Shasta Coll)	Reimb. & Planning Grants	SRTS	Total By Fund Source
		100%	11.47%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Proof
701	System Planning	Excluded from Totals												
701.01	Regional Transportation Plan	45,283	15,517	90,000										135,283
701.03	Performance Measures	43,452	4,984											43,452
701.06	Interagency Coord & Policy Monitoring	82,369	9,448				3,000							85,369
701.07	Sustainable Communities Plng (Rnd 2)						7,893			171,724				179,617
701.09	Air Quality	9,993	1,146											9,993
701.11	Transp Data Collection & Reporting		4,657	40,601										40,601
	Total Work Element 701	181,097	35,752	130,601	0	0	10,893	0	0	171,724	0	0	0	494,315
702	Work Program and Administration													
702.01	Transportation Improvement Programs	55,407	6,355											55,407
702.02	Overall Work Program	223,263	25,608											223,263
	Total Work Element 702	278,670	31,963	0	0	0	0	0	0	0	0	0	0	278,670
703	Non-Motorized													
703.01	Active Transportation Planning								63,704			0		63,704
	Total Work Element 703	0	0	0	0	0	0	0	63,704	0	0	0	0	63,704
704	Public and Agency Participation													
704.01	Public Information & Participation		9,693	84,504			18,626							103,130
	Total Work Element 704	0	9,693	84,504	0	0	18,626	0	0	0	0	0	0	103,130
705	Technology Applications													
705.02	GIS Applications		10,871	94,775							2,000	65,000		161,775
705.05	Regional Travel Demand Model	73,806	8,466											73,806
	Total Work Element 705	73,806	19,336	94,775	0	0	0	0	0	0	2,000	65,000	0	235,581
706	Public Transportation Planning													
706.02	Public Transportation Plng & Coord	0	0	0	110,321	32,556	0	0	4,218	0	0	0	0	147,095
706.06	Public Transportation Support	8,258	947									0		8,258
	Total Work Element 706	8,258	947	0	110,321	32,556	0	0	4,218	0	0	0	0	155,354
707	Special Projects													
707.01	Corridor Studies & Project Review	18,997	2,179											18,997
707.02	Safe Routes to School Grant												17,700	17,700
707.03	PEV Planning & Policy		2,381	20,756										20,756
707.04	Freight & Goods Movement Plng											125,000		125,000
	Total Work Element 707	18,997	4,560	20,756	0	0	0	0	0	0	0	125,000	17,700	182,453
708	Manage Transportation Development Act													
708.03	Transportation Development Act						128,514							128,514
708.04	Transit and CTSA Agency Administration						15,864	554,000						569,864
	Total Work Element 708	0	0	0	0	0	144,378	554,000	0	0	0	0	0	698,378
800	Other													
801.01	North State Super Region	0	0	0	0	0	0	0	0	0	5,755	0	0	5,755
	Total Work Element 800			0	0	0	0	0	0	0	5,755			5,755
Total of Budget by Fund Source		560,828	102,251	330,636	110,321	32,556	173,897	554,000	67,922	171,724	7,755	190,000	17,700	2,217,340

Planning/Administration Funds by Jurisdiction

SRTA	545,828	102,251	330,636	110,321	32,556	173,897	0	67,922	156,724	7,755	190,000	10,607	1,626,247
RABA Administration							530,000						530,000
City of Redding	15,000												15,000
Shasta Lake City	0								15,000				15,000
City of Shasta- Health & Human Services												7,093	7,093
County of Shasta- TDA Administration							24,000						24,000
Total Plng/Admin Funds by Juris.	560,828	102,251	330,636	110,321	32,556	173,897	554,000	67,922	171,724	7,755	190,000	17,700	2,217,340

Capital Infrastructure & Transit Agency Operations

[illegible]

Agency: SRTA Total Budget: 417,893.41

ESTIMATED EXPENDITURE AND ICAP SUPPORT: FY 2015/16

Services & Supplies		Total Expenditures			
Shasta RTA	Amount (\$)			INDIRECT	
Building Occupancy	65,600			65,600	
Utilities	11,900			11,900	
Communication	6,400			6,400	
Depreciation	7,800			7,800	
Public Notices/Advertising	1,000			1,000	
Office Supplies	9,200			9,200	
Computer Support	14,000			14,000	
Dues/Subscriptions	3,600			3,600	
Postage	300			300	
Miscellaneous	1,000			1,000	
Repairs and Maintenance	4,000			4,000	
Software	4,400			4,400	
Travel	600			600	
Licenses	1,000			1,000	
Insurance	8,200			8,200	
Audit Services	6,000			6,000	
Legal Services	4,000			4,000	
Personnel Services	17,200			17,200	
Memberships	3,000			3,000	
Capital Outlay	6,000			6,000	
Conference/training	800			800	
Sub Total	176,000			176,000	
INDIRECT SALARIES & BENEFITS					
NOTE - General Administration, office functions and allocable staff costs not directly attributable to specific work elements (Per ICAP filing).					
	241,893			241,893	
TOTAL INDIRECT COSTS	417,893			417,893	
TOTAL	417,893			417,893	

Previous Accomplishments

Annual indirect cost allocation plan and indirect cost rate proposal was generated and approved.

Objective

To document and justify indirect cost activities related to the organization's functions operating as an independent MPO.

Discussion

In order for indirect cost to be eligible for reimbursement, an indirect cost allocation plan is required. Expenses are allocated proportionally against all funding sources that allow for indirect costs based on salaries and wages budgeted under each work element.

Product 1: Indirect Cost Allocation Plan Administration

Task/Activity		Resp. Agency	Schedule
1	Payment to vendors for non-consultant services, including office services, rent and utilities. Also includes membership dues for professional planning accreditation (American Planning Association) and other associations as warranted.	SRTA	Jul-Jun
2	Prepare and file reports with funding agencies		Jul-Jun
3	Implement SRTA Personnel Policies including preparation of employee evaluations		Jul-Jun
4	Maintain and administrate SRTA benefit programs		Jul-Jun
5	Prepare reports for management		Jul-Jun
6	Prepare annual fiscal reports		Jul-Jun

Agency: SRTA

Total Budget: \$ 135,283

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits	FHWA C/O	
Personnel	29,335	14,448	43,783	5,022		
Services & Supplies	1,500		1,500	172		
Consultant (Product 3)	90,000			10,323	90,000	
TOTAL	120,835	14,448	45,283	15,517	90,000	
Previous Accomplishments						
The 2015 RTP and environmental impact report was adopted in June 2015. Included for the first time was a Sustainable Communities Strategy (SCS) approved by the California Air Resources Board pursuant to SB 375.						
Objective						
Plan for the safe and efficient management, operation, and development of a regional inter-modal transportation system that, when linked with appropriate land use planning, serves the mobility needs of goods and people.						
Discussion						
The RTP is prepared in compliance with state (California Government Code Section 65080 et seq.) and federal (U.S. Code Title 23, Section 134 et seq.) regulations governing regional and metropolitan transportation planning. The RTP represents a 20-year planning horizon and must be routinely updated. The SRTA Board of Directors took action in December 2014 to move from a five-year update cycle to every four years in order to align with local agency updates to their general plan housing elements and the Regional Housing Needs Allocation. The RTP will need to be updated again in 2018 and every fourth year thereafter. Pursuant to the California Environmental Quality Act (CEQA), the agency is required to prepare an Environmental Impact Report (EIR) for the RTP.						
Note: Consultant support for the 2015 RTP in the areas of travel demand modeling and Geographic Information Systems (GIS) analyses are budgeted under WE 705.05 and WE 705.02 respectively.						
Product 1:	2015 RTP management, maintenance, and progress reports					
Task/Activity				Resp. Agency	Schedule	
1.1	Routinely evaluate agency progress toward the 2015 RTP vision and accompanying goals, objectives, and implementation strategies and report to board of directors.			SRTA	Jul - Jun	
1.2	Create web maps showing completed RTP projects, short-term anticipated projects, and future planned projects. As appropriate, link performance metrics to individual and/or grouped projects.					
1.3	Communicate and exchange information with ARB regarding regional greenhouse gas target updates.					
Product 2:	2015 RTP implementation, including SCS					
Task/Activity				Resp. Agency	Schedule	
2.1	Develop regional policies, programs, incentives, and other initiatives that support implementation of the 2015 RTP vision, goals, objectives, and strategies.			SRTA	Jul - Jun	
2.2	Cultivate private and public sector infill and redevelopment projects to compete for capital funding opportunities, including California Cap-and-Trade Program funds.					
Product 3:	Develop local projects for capital funding grants (\$100,000)					
Task/Activity				Resp. Agency	Schedule	
3.1	Develop RFP, procurement process, and consultant contracting.			SRTA	Jul - Jun	
3.2	Evaluate capital project needs within each jurisdiction, identify projects that would best compete under capital grant funding programs, and prepare select project applications.			Consultant (\$100,000)		

Agency: SRTA Total Budget: \$ 43,452

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	28,108	13,844	41,952	4,812		
Services & Supplies	1,500		1,500	172		
TOTAL	29,608	13,844	43,452	4,984		
Previous Accomplishments						
Monitored the development of MAP-21 performance-based planning, including federal rulemakings on performance measures. Monitored and participated in the development of 2014 State Transportation Improvement Program (STIP) performance indicators and measures. Developed potential regional performance measures for use in the 2015 RTP (to be refined based on the ongoing development of MAP-21 performance-based metrics and statewide goals).						
Objective						
Develop and maintain performance metrics in support of planning, decision-making, regulatory compliance, and transportation funding.						
Discussion						
The use of performance measures has increased in recent years beyond traditional measures of traffic operations. Additional new measures continue to be introduced through federal transportation bill (MAP-21) rulemaking and state legislation. Discretionary transportation grant programs likewise reference a wide range of performance measures when selecting projects for funding. Performance measures allow the region to: track trends in key policy areas; measure progress toward mandates and regional goals; and evaluate the effectiveness of regional mobility strategies. State goals and targets will be developed one year after FHWA/FTA implementation of performance measures. MPOs must develop regional targets within six months of state target adoption.						
Note: Consultant support using travel demand modeling and Geographic Information Systems (GIS) analyses are budgeted under WE 705.05 and WE 705.02 respectively.						
Product 1: Participation in federal transportation bill performance measures rulemakings						
Task/Activity					Resp. Agency	Schedule
1.1	Monitor changes in state and federal legislation, policy, and funding programs potentially affecting the region's program of performance measures.				SRTA	Jul - June
1.2	Participate in state and regional technical work groups and training.					
Product 2: Refined regional performance measures and methodology						
Task/Activity					Resp. Agency	Schedule
2.1	Refine regional performance measures and technical methodology as federal and state guidance becomes available. To include safety-related metrics.				SRTA	Jul - June
2.2	Develop draft regional MAP-21 performance measure targets (adoption of final targets anticipated in FY 2016/17).					
2.3	Staff time required to calculate, track, and report performance measures.					
Product 3: Performance Measures Technical Advisory Committee						
Task/Activity					Resp. Agency	Schedule
3.1	Organize technical advisory committee comprised of SRTA, Caltrans, and local agency participants. Prepare agendas, host regular meetings, and document input.				SRTA	Jul - June

Agency: SRTA

Total Budget: \$ 85,369

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits	LTF	
Personnel	54,182	26,687	80,869	9,276		
Services & Supplies	1,500		1,500	172		
CALCOG Dues	3,000				3,000	
TOTAL	58,682	26,687	82,369	9,448	3,000	

Previous Accomplishments

Reviewed and provided comment on draft state and federal legislation. Participated on various regional and state-led workgroups related to new and modified planning requirements, the development of technical planning tools, and the exchange of best practices. Cultivated planning grant applications together with local agencies and community partners, including proposals submitted under the Caltrans Sustainable Transportation Planning Grant and Active Transportation Planning (ATP) programs. Hosted and participated in regular interagency coordination meetings. Supported development of the Downtown Redding Transportation Plan. Ongoing participation in the Healthy Shasta collaborative.

Objective

To analyze state and federal legislation and policy potentially affecting the region and ensure the agency's planning processes and tools are up-to-date, reflect the best practices, and are consistent with state and federal priorities and emphasis areas. Also to lead interagency communication and coordination in support of joint planning and implementation activities where shared needs, interests and/or cost-sharing have been identified. To help ensure local and regional plans and investments work together to address common goals and objectives.

Discussion

The execution and ongoing development of the agency's annual work program requires the routine exchange of information with local, regional, state, federal, and Native American partners. This task is intended to reduce 'silos' of effort and resources. The California Association of Councils of Governments (CalCOG) plays a key role in monitoring state and federal policy, facilitating interagency communication, and consensus building. At the local level, many issues, needs, and programs cross jurisdictional boundaries.

Product 1: Transportation policy review and comment

Task/Activity	Resp. Agency	Schedule
1.1 Monitor state and federal legislative, policy, and funding changes and determine impact to the agency and its programs.	SRTA	Jul-June
1.2 Participate in interagency meetings that support the development and implementation of agency policies and programs, including: Caltrans District 2 Rural Counties Task Force meetings, California Transportation Commission, local jurisdiction council/board meetings, transit board meetings, tribal government meetings, State/MPO workgroup meetings, California Transportation Plan Policy Advisory Committee, California Freight Advisory Committee, Healthy Shasta, and/or similar such meetings.		
1.3 Summarize and report key issues to the board of directors and other regional stakeholders as appropriate.		

Product 2: Participation in and support of partner agency planning efforts

Task/Activity	Resp. Agency	Schedule
2.1 Participate in and provide technical support for local agency planning processes, including general plans, specific plans, air quality/climate plans, transportation and circulation plans, transportation concept reports, and similar.	SRTA	Jul-June
2.2 Plan and participate in interagency meetings for the coordination of planning efforts, policy development, and capital investment strategies.	SRTA	Jul-June

Product 3: Association dues

Task/Activity	Resp. Agency	Schedule
3.1 Association dues, including California Association of Councils of Governments (<i>note: dues are used for non-lobbying purposes only</i>).	SRTA	Jul-June

Agency: SRTA

Total Budget: \$ 179,617

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	Prop 84	LTF		
Personnel	16,026	7,893	16,026	7,893		
Services & Supplies	400		400			
Consultant Services	18,213		18,213			
Consultant Tech Assist (Task #4.3)	122,085		122,085			
City of Shasta Lake (est. balance of \$97,202)	15,000		15,000			
TOTAL	171,724	7,893	171,724	7,893		

Previous Accomplishments

The grant-funded scope of work has largely been completed, including the designation of Strategic Growth Areas (SGAs), identification of vacant and underutilized parcels, creation of parcel-based map of vehicle miles traveled-greenhouse gas emissions, and the identification of infrastructure-based limitations to growth and development within the City of Redding. Remaining work tasks, including development and administration of infill and redevelopment incentive program and City of Shasta Lake General Plan update are underway and scheduled for completion by November 2015.

Objective

Complete remaining work tasks in SRTA's Proposition 84 Sustainable Communities Planning Grant scope of work and integrate deliverables with regional planning processes.

Discussion

SRTA received a Proposition 84 Sustainable Communities Planning Program Grant. The CA Department of Conservation is grant administrator. **Grant funds expire November 2015.** This grant provides necessary resources for completion of a regional SCS pursuant to SB 375. An SCS is a coordinated regional land use and transportation plan aimed at reducing greenhouse gas emissions (GHG) from cars and light trucks sufficient to meet regional targets set by the California Air Resources Board (CARB) (23 CFR 450.300 (a)).

Product 1: SRTA administration and project management

Task/Activity	Resp. Agency	Schedule
1.1 Executive oversight and communications	SRTA	July - Nov
1.2 Day-to-day project management		
1.3 Fiscal management, invoicing, consultant contracting, and quarterly reporting		
1.4 SRTA staff time toward Product 2 - 9.		

Product 2: Consultant support for development capacity assessment for strategic growth areas (SGAs)

Task/Activity	Resp. Agency	Schedule
2.1 Assemble transportation, infrastructure, and land use GIS data within PGAs	Consultant	July - Nov
2.2 Determine maximum transportation and infrastructure system capacities	Consultant & Redding	
2.3 Identify cost-effective opportunities to increase infrastructure capacities	Local agencies w/ consultant support	
2.4 Identify appropriate development intensity, land use, and transportation investment strategies	Local agencies w/ consultant support	
2.5 For select demonstration area, generate visualizations depicting the scalable integration of infill, redevelopment, and transportation investments	Consultant	

Product 3:	Consultant support for identification and market analysis of vacant and underutilized parcels		
Task/Activity		Resp. Agency	Schedule
3.1	Identify the land use needs and characteristics required by forecast development	Consultant	July - Nov
3.2	Develop parcel-level real estate market report for the existing urban area, focusing on select community centers		
3.3	Assess infill and redevelopment opportunities and potential VMT and GHG emission		
3.4	Identify local agency opportunities and role in facilitating infill and redevelopment		
Product 4:	Develop and administer Sustainable Development Incentive Program		
Task/Activity		Resp. Agency	Schedule
4.1	Develop Sustainable Development Incentive Program Guidelines & Evaluation Criteria	SRTA	Jul - Nov
4.2	Prepare and distribute request for concept proposals, evaluate proposals.		
4.3	Administer incentives		
Product 5:	Consultant support for development of sustainability-related performance indicators		
Task/Activity		Resp. Agency	Schedule
5.1	Apply performance indicators	Consultant	Jul - Nov
5.2	Determine GHG emissions impact of planned local and regional transportation improvements and major new policies		
5.3	Prepare performance indicators for upload to the regional GIS server and online viewer		
Product 6:	Consultant support for recreational trails to urban network plan and design demonstration		
Task/Activity		Resp. Agency	Schedule
6.1	Create a non-motorized network for travel demand modeling	Consultant	Jul - Nov
6.2	Test the benefit of network connections via travel demand model		
6.3	Perform conceptual design and rendering for a select high-profile location		
Product 7:	FarNorCalGIS internet homepage and map viewer		
Task/Activity		Resp. Agency	Schedule
7.1	Plan and host multi-agency technical workgroup meetings	SRTA	Jul - Nov
7.2	Design and programming of 'FarNorCalGIS' internet homepage and online map viewer		
Product 8:	City of Redding infrastructure modeling tool and technical support		
Task/Activity		Resp. Agency	Schedule
8.1	Develop automated GIS tools with manual assessment of approximately 25% of study area parcels	Redding	Jul - Nov
8.2	Add results to parcel map shape file with ranking for ability to provide water and sewer service		
8.3	Advise neighboring jurisdictions with regard to adapting infrastructure modeling too for analysis for local use		
Product 9:	City of Shasta Lake - update key general plan chapters		
Task/Activity		Resp. Agency	Schedule
9.1	Update City of Shasta Lake General Plan chapters for Land Use, Circulation, and Conservation & Open Space	City of Shasta Lake w/ consultant support	Jul - Nov
9.2	Evaluate infill/redevelopment barriers		

Agency: SRTA

Total Budget: \$ 9,993

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	6,427	3,166	9,593	1,100		
Services & Supplies	400		400	46		
TOTAL	6,827	3,166	9,993	1,146		

Previous Accomplishments

Monitored regional air quality reports. Participated in EMFAC2013 training.

Objective

To monitor harmful air emissions in Shasta County and initiate strategies needed to comply with state and federal air quality standards.

Discussion

Transportation is the single largest source of atmospheric emissions in California. Shasta County is currently attainment status for federal air quality standards (CFR 23 450.306 (a)), but this may change as population and travel demand grows. SRTA must monitor trends, measure impacts, and coordinate planning with Shasta County AQMD, Caltrans, and the California Air Resources Board (ARB). In addition to public health impacts, air quality is directly tied to transportation funding decision-making. ARB maintains the statewide mobile source emissions inventory software tool (EMissions FAcTors or 'EMFAC') for estimating emissions from on-road vehicles from travel demand models. Periodic updates are provided and training becomes necessary.

Product 1: Regional air quality planning

Task/Activity	Resp. Agency	Schedule
1.1 Interagency coordination, including monitoring and communications with Shasta County Air Quality Management District (AQMD) and the California Air Resources Board.	SRTA	Jul - Jun
1.2 Monitor federal air quality reports and related state/federal legislation and take action as appropriate.		
1.3 Initiate strategies needed to comply with state and federal air quality standards.		

Product 2: Regional air quality modeling capacity

Task/Activity	Resp. Agency	Schedule
2.1 Participate in web-based training for SRTA staff operation of the EMFAC model.	SRTA	Jul - Jun
2.2 Participate in statewide EMFAC model update workgroups and provide input as needed.		
2.3 Integrate updated releases of EMFAC model with SRTA's activity-based travel demand model.		

Product 3: SRTA Staff-performed EMFAC Post-Processing

Task/Activity	Resp. Agency	Schedule
3.1 EMFAC post processing performed by SRTA staff in support of planning and decision-making processes. Deliverables include emissions outputs and technical analysis. <i>Note: consultant-performed post-processing is performed under WE 701.02.</i>	SRTA	Jul - Jun

Agency: SRTA Total Budget: \$ 40,601

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
	Direct	Indirect	FHWA	Toll Credits		
Shasta RTA						
Personnel	3,485	1,716	5,201	597		
Services & Supplies	400		400	46		
AirSage travel data purchase	20,000		20,000	2,294		
City of Redding	15,000		15,000	1,721		
TOTAL	38,885	1,716	40,601	4,657		

Previous Accomplishments

SRTA submitted transportation data aggregated from local agencies for 2014 Highway Performance Measuring System (HPMS) reporting and supported local agencies in responding to the California Local Streets and Roads Assessment. The most recent transportation data was incorporated into the region's activity-based travel demand model.

Objective

To coordinate transportation data collection in support of transportation planning and funding processes.

Discussion

There is a backlog of transportation infrastructure needs at all levels. Accounting and reporting these needs requires traffic counts, pavement condition assessments, safety statistics, and other transportation data and analyses. Results are utilized to validate travel demand modeling data and to develop transportation improvement plans. The Highway Performance Monitoring System (HPMS) is a federally-mandated, nationwide program that provides information on the extent, condition, performance, usage, and operating characteristics of the nation's highways. Data collected for any road open to public travel are reported in HPMS. Caltrans annually requests data from all MPOs and local agencies. Additional information is provided via the Caltrans HPMS website (<http://www.dot.ca.gov/hq/tsip/hpms/>) and outlined in the 'Instructions for Updates, Including the HPMS Data Items dated March 2011. Actual monitoring is conducted by local agencies. Data is also submitted for the California Local Streets and Roads Statewide Needs Assessment in order to quantify transportation system deficiencies and support appropriate funding levels. Collected data is utilized by SRTA for reporting on upcoming federal transportation bill (MAP-21) performance measures.

Product 1: Local agency HPMS and MAP-21 performance measure data collection

Task/Activity		Resp. Agency	Schedule
1.1	Conduct traffic counts at specific HPMS locations and prepare federal HPMS reports. Send data to SRTA.	Shasta County, Anderson, Redding, Shasta Lake	Jul-June
1.2	Maintain collision databases for consultations and development of Strategic Highway Safety Plan (SHSP). Access traffic collision reports and SWITRS for identification of potential collision patterns		
1.3	Perform initial collision report review. Segregate serious injury and fatal collisions for further review		
1.4	Conduct field reviews and prepare collision assessment reports for serious injury and fatal collisions		
1.5	Import SWITRS data into Crossroads Collision Database software		
1.6	Use Crossroads software to produce GIS shape files for use in collision history maps. Utilize collision history maps as an aid in assessing potential collision patterns.		
1.7	Conduct Pavement Condition Survey in accordance with MAP-21 standards, as implemented by U.S. DOT and Caltrans		
1.8	Collect roadway specific data for all roadways in accordance with MAP-21 standards, as implemented by U.S. DOT and Caltrans		

Product 2: HPMS reports to Caltrans			
Task/Activity		Resp. Agency	Schedule
2.1	Receive and review minutes from Traffic Operation Coordination meetings and respond/follow-up as necessary	SRTA	Monthly
2.2	Review daily and peak-hour traffic counts and other required information on HPMS local streets and roads selected links from local agencies.		Jul-June
2.3	Update regional HPMS database and submit required HPMS information to Caltrans annually.		Dec - Mar
Product 3: Transportation data for use in CA Local Streets and Roads Statewide Needs Assessment			
Task/Activity		Resp. Agency	Schedule
3.1	Prepare and transmit transportation data for use in the California Local Streets and Roads Statewide Needs Assessment	Shasta County, Anderson, Redding, Shasta Lake	As needed
Product 4: AirSage Data			
Task/Activity		Resp. Agency	Schedule
4.1	Acquire 'AirSage' interregional travel data.	SRTA	As needed

Agency: SRTA

Total Budget: \$ 55,407

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	33,371	16,436	49,807	5,713		
Services & Supplies	5,600		5,600	642		
TOTAL	38,971	16,436	55,407	6,355		

Previous Accomplishments

Amended the 2013 Federal Transportation Improvement Plan (FTIP), prepared 2015 FTIP using California Transportation Improvement Program System (CTIPS), and obtained approvals. Prepared 2014 Regional Transportation Improvement Program (RTIP). Executive director granted authority to approve both administrative modifications, and formal amendments, to the FTIP.

Objective

To develop candidate projects for transportation programming needs under federal, state, and local transportation improvement programs consistent with the RTP and fiscal constraints.

Discussion

The FTIP is a four-year program of transportation improvements based on long-range transportation plans (23 USC Section 134 (c)(j)) and (23 CFR 450.324) and is updated by September of even-numbered years. Transportation improvement programs (TIPs) are designed to achieve Regional Transportation Plan (RTP) goals and objectives via transportation spending, operations, and management. The FTIP ensures that these activities are carried out in cooperation with federal, state, local and tribal governments, transit agencies, community stakeholders, and the general public. Development of these programs adhere to the adopted Public Participation Plan. Amendments are routinely needed to reflect changes to federal programs, transportation funding levels, and local agency priorities. Amendments are reviewed for consistency with the RTP and fiscal constraints and submitted to the funding agencies for approval. The RTIP is a five-year program of projects using State Transportation Improvement Program (STIP) funds and updated by December of odd-numbered years. RTIP projects are approved as part of the STIP by the California Transportation Commission (CTC).

Product 1: 2015 FTIP Amendments

Task/Activity		Resp. Agency	Schedule
1.1	Receive, process, submit, and post FTIP formal amendment requests, including descriptive memo, CTIPS pages, grouped projects summary tables, financial summary tables, and summary of changes table. Formal amendments undergo minimum 14-day public review.	SRTA	As needed
2.1	Administrative modifications amendments required, or requested, including all of the materials listed in task 1.1. above.		

Product 2: Monitor Implementation of 2014 RTIP

Task/Activity		Resp. Agency	Schedule
2.1	Attend CTC meetings.	SRTA	Bi-monthly
2.2	Review biennial STIP fund estimate and CTC guidelines.		Jul - Jun
2.3	Meet with local agencies to determine upcoming projects and funding strategies.		
2.4	Manage allocations and timely use of funds.		
2.5	Monitor opportunities to include intelligent transportation systems (ITS) strategies and develop candidate projects.		
2.6	Develop, review, and update RTIP performance measures, as needed.		

Product 3: Prepare 2016 RTIP			
Task/Activity		Resp. Agency	Schedule
3.1	Review 2016 Fund Estimate and Final STIP Guidelines.	SRTA	Jul - Aug
3.2	Discuss projects for 2016 RTIP.		Jul - Dec
3.3	Review RTP, performance measures, MAP-21 targets, and agency priorities and prepare draft 2016 RTIP.		
3.4	Circulate for public review and comment.		
3.5	Approve 2016 RTIP and submit to CTC.		
Product 4: California Federal Programming Group meetings			
Task/Activity		Resp. Agency	Schedule
4.1	Attend CFPG meetings	SRTA	Bi-monthly
Product 5: Prepare 2017 FTIP			
5.1	Attend biennial FTIP development workshop in Sacramento.	SRTA	Jan
5.2	Solicit and gather programming information for 2017 FTIP.		Jan - Jun
5.3	Prepare 2017 draft FTIP and circulate for public review.		
5.4	Revise document and present to SRTA Board of Directors for approval.		Jun

Agency: SRTA

Total Budget: \$ 223,263

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	148,917	73,347	222,263	25,494		
Services & Supplies	1,000		1,000	115		
TOTAL	149,917	73,347	223,263	25,608		

Previous Accomplishments

Prior year budget and work plan prepared and adopted; quarterly reports completed, including descriptive summaries of work performed and corresponding budget expenditures; consultation and coordination with state and federal partners regarding the content and ongoing improvement of the OWP document; development and adoption of multiple policies for the newly independent agency; maintained and used a full-cost accounting system for fiscal management of US DOT funds; developed and executed sub-recipient cooperative agreements; developed and adopted policy for the distribution of planning funds to local partner agencies. Developed and administered a board of directors priorities survey and utilized survey results together with Federal Planning Factors/Planning Emphasis Areas and input from the general public to prepare prospective FY 15/16 planning priorities approved by the board of directors in December 2014. Developed and administered a local agency call for planning projects based on regional, state, and federal priorities.

Objective

To develop and administer a comprehensive, coordinated work plan of projects and programs that support implementation of the RTP, short-term transportation improvement programs, California Planning Emphasis Areas, and Federal Planning Factors. To prepare and adopt an agency budget, and annual ICAP rate for the operation of SRTA.

Discussion

The OWP is a detailed description of agency work to be accomplished during the fiscal year (July 1 through June 30) and the fund sources to be used to support RTP implementation and the development of short-term transportation improvement programs. The OWP is prepared pursuant to 23 CFR 450.308 and the Regional Planning Handbook prepared by the California Department of Transportation. At a minimum, the OWP includes: a description of the planning activities and products; who will perform the work; anticipated time frame for completing the work; and the budget and source of funds. SRTA receives oversees, and monitors the use of state and federal funding for implementation of the OWP and is therefore required to establish policies and procedures to meet DOT regulations. Cooperative agreements are also executed with partner agencies that jointly undertake work within the OWP.

Product 1: Management of FY 2015/16 work program and budget

Task/Activity	Resp. Agency	Schedule
1.1 Prepare prior year certification of expenditures and close out reports for submittal to Caltrans.	SRTA	Sept
1.2 Administer/amend and oversee subrecipient cooperative agreements with local agency subrecipients.		On-going
1.3 Track consultant services agreements for MPO work.		On-going
1.4 Prepare and submit invoices and quarterly progress reports to Caltrans, including SRTA and sub-recipient activity.		Quarterly

Product 2: FY 2015/16 OWP Amendments

Task/Activity	Resp. Agency	Schedule
2.1 Prepare staff report and state budget documents for SRTA Board of Directors approval (typically 2-3 amendments per year).	SRTA	As needed
2.2 Submit required documentation to Caltrans for federal and state approval.		

Product 3: FY 2016/17 Overall Work Program			
Task/Activity		Resp. Agency	Schedule
3.1	Annual OWP coordination meeting with Caltrans, FHWA, and FTA.	SRTA	Nov
3.2	Prepare and present FY 2016/17 regional planning priorities for board of directors' approval.		Nov - Dec
3.3	Prepare and distribute local agency call for planning projects based regional planning priorities, Federal Planning Factors, and California Planning Emphasis Areas. Evaluate proposals.		Dec - Jan
3.4	Update prospectus and prepare draft FY 2016/17 work elements.		Jan - Feb
3.5	Analyze FY 2016/17 SRTA staff and labor needs, allocate staff hours across work elements, and prepare draft budget, including: personnel, services and supplies, consultant work, local agency sub-allocations, and indirect costs.		
3.6	Prepare and present draft FY 2016/17 OWP to board of directors for review and comment.		Feb
3.7	Submit draft FY 2016/17 OWP to state and federal agencies for review and comment.		Mar
3.8	Revise draft 2016/17 OWP to include federal and state comments and recommendations.		
3.9	Prepare and present final FY 2016/17 OWP to board of directors for adoption.		Apr
3.1	Prepare and submit sub-recipient cooperative agreements to sub-recipients.		May
3.11	Submit final FY 2016/17 OWP to Caltrans for state and federal approval.		

Agency: SRTA

Total Budget \$ 63,704

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
Shasta RTA	Direct	Indirect	PPM			
Personnel	41,074	20,230	61,304			
Services & Supplies	2,400		2,400			
TOTAL	43,474	20,230	63,704	0	0	0
Previous Accomplishments						
A Transportation Development Act (TDA) 2% set aside program for bicycle and pedestrian improvements was created in 2013 and project funding priorities adopted. Funding was provided to the City of Shasta Lake to develop an Active Transportation Program (ATP) grant application for the Churn Creek Trail Project. Project construction funding was provided to the City of Anderson for construction of a trail segment connecting Balls Ferry Road to Anderson River Park; to the City of Redding for the Riverside Drive and Browning Street bicycle and pedestrian projects; and to Shasta County for projects on Park and Tamarack Ave. and Tamarack Ave. in Burney. SRTA provides fiscal and contract administration of Safe Routes to School grant funds on behalf of Shasta County Health and Human Services for educational and promotional activities. SRTA participated in joint efforts with Healthy Shasta to develop and fund a bicycle route bikeway signage program in the City of Anderson. SRTA worked with Healthy Shasta and FarNorCalGIS to prepare a GIS-based bicycle parking inventory and web map viewer. Program guidelines for Rural Bike Lanes and Sidewalks to Transit (BLAST) Program adopted.						
Objective						
Increase the share of trips made via bicycle and walking, with an emphasis on projects, policies, and programs that directly serve or connect to Strategic Growth Areas established in the 2015 Regional Transportation Plan (RTP). Also, maximize pedestrian and bicycle-user safety.						
Discussion						
Public interest and usage of 'active' (i.e. non-motorized) travel options continues to grow in Shasta County. SRTA's plans and investments support: the development of safe and convenient infrastructure; connectivity between the region's trails and the urban network; maintenance of existing bicycle and pedestrian facilities; integration with public transportation; and complete streets. These strategies play a key role in SRTA's Sustainable Communities Strategy (SCS) for reducing vehicle miles traveled and associated greenhouse gas emissions. Federal funding programs for bicycle and pedestrian improvements have been consolidated and are now awarded competitively. Projects proposed for funding must eventually be part of an Active Transportation Plan.						
Product 1:	Monitor and Pursue Funding Opportunities for Bicycle and Pedestrian Infrastructure					
Task/Activity				Resp. Agency	Schedule	
1.1	Participate in bicycle and pedestrian policy workgroups and advisory committees.			SRTA	Jul - Jun	
1.2	Research and pursue funding for bicycle and pedestrian infrastructure.					
1.3	Host bicycle and pedestrian seminars for local and regional transportation partners.					
Product 2:	Manage 2% TDA Set-aside and Rural BLAST Program for Bicycle and Pedestrian Projects					
Task/Activity				Resp. Agency	Schedule	
2.1	Advise and support local agencies in preparing bicycle and pedestrian project nominations.			SRTA	Jul - Jun	
2.2	Administer Rural BLAST Program.					

Agency: SRTA

Total Budget: \$103,130

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			20.00%	80.00%	11.47%	
Shasta RTA	Direct	Indirect	LTF	FHWA C/O	Toll Credits	
Personnel	49,792	24,524	14,863	59,453	6,819	
Services & Supplies	4,500		900	3,600	413	
Consultant Services (Civic Plus)	3,838		768	3,070	352	
Web Hosting	476		95	381	44	
Community Polling	10,000		0	10,000	1,147	
Community Survey	10,000		2,000	8,000	918	
TOTAL	78,606	24,524	18,626	84,504	9,693	
Previous Accomplishments						
Performed SRTA Board of Directors and TAC meetings; adopted 2013 Public Participation Plan; developed new agency website featuring community engagement tools; and implemented new social media outreach program including Facebook and Twitter accounts.						
Objective						
To be transparent in all agency activities and decision-making processes. To provide information and resources that are accessible, approachable, and meaningful to SRTA's broad range of customers, including the general public, public agency partners, and other stakeholders affected by or interested in the agency's plans, programs, and decisions.						
Discussion						
As the state-designated Regional Transportation Planning Agency (RTPA) and federally-designated Metropolitan Planning Organization (MPO) for Shasta County, SRTA plays a central role in creating, strengthening, and leveraging partnerships to meet regional challenges and opportunities. SRTA's primary public communication tool is the board of directors meetings held five times per year and augmented as needed with special meetings. In addition, SRTA maintains a Public Participation Plan (PPP) that outlines SRTA's process for providing all affected or otherwise interested stakeholders with reasonable opportunities to be involved in the metropolitan transportation planning process. As described in the PPP, SRTA considers each activity individually and utilizes strategies designed to facilitate public access, awareness, and/or action. SRTA's most popular and effective tool for day-to-day outreach activities is the agency's website, which now features community engagement tools. Social media applications, including Facebook and Twitter, are also utilized.						
Product 1:	Technical Advisory Committee (TAC) meetings					
Task/Activity					Resp. Agency	Schedule
1.1	Agenda development, including associated staff meetings.				SRTA	Typically five per year
1.2	Distribute draft staff reports to TAC.					
1.3	Prepare public notices.					
1.4	Host TAC meetings.					
Product 2:	SRTA Board of Directors meetings					
Task/Activity					Resp. Agency	Schedule
2.1	Prepare public notices.				SRTA	Typically five per year
2.2	Distribute final board agenda and staff reports.					
2.3	Host SRTA Board of Directors meetings.					
2.4	Preparation of meeting minutes and follow-up on board actions.					
Product 3:	Committees of the SRTA Board of Directors					
Task/Activity					Resp. Agency	Schedule
3.1	Support Fiscal Committee, including presentation of quarterly financial statements.				SRTA	Approx. 5 per year
3.2	Support ad-hoc committees as needed for special purposes.					
Product 4:	Agency overview and fact sheets					
Task/Activity					Resp. Agency	Schedule
4.1	Maintain up-to-date 'Overview of SRTA' document.				SRTA	Jan - Jun
4.2	Prepare or maintain transportation program and funding fact sheets.					Ongoing
4.3	Distribute as needed, including online posting.					Ongoing

Product 5:	Agency website (www.srta.ca.gov)							
Task/Activity							Resp. Agency	Schedule
5.1	Maintain up-to-date agency website.						SRTA	Ongoing
5.2	Website services, including web-domain hosting, and social media promotions.						Services & Supplies	Annual
5.3	Manage online community engagement tools, including Facebook, Twitter, and community voice modules on agency website.						SRTA	Jul - Jun
Product 6:	Track Public Participation Plan Performance Measures							
Task/Activity							Resp. Agency	Schedule
6.1	Track efforts described in the 2013 Public Participation Plan in the 3 A's: Access, Awareness, and Action.						SRTA	Jul - Jun
6.2	Design and administer random telephone community survey to establish baseline data for 2013 Public Participation Plan performance measures.						SRTA, Consultant	Jul - Jun
Product 7:	Prepare 2016 Public Participation Plan (PPP) update							
Task/Activity							Resp. Agency	Schedule
7.1	Integrate social media and online community engagement tools into PPP.						SRTA	Jan - Jun
7.2								
7.3								
Product 8:	Public Notifications							
Task/Activity							Resp. Agency	Schedule
8.1	Advertise and post various public notifications regarding SRTA planning and programming projects.						Services & Supplies	Jul - Jun
Product 9:	SRTA Regional Planning Report							
Task/Activity							Resp. Agency	Schedule
9.1	Prepare and administer community polling to inform SRTA Regional Planning Report						SRTA, Consultant	Jul - Jun
9.2	Develop, publish, and distribute agency report, including discussion of recent accomplishments and future directions.						SRTA, Services & Supplies	Jul - Jun

Agency: SRTA

Total Budget \$ 161,775

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)				
Staff Allocations and Funding Requirements				11.47%	Shasta	City of	McConnell
Shasta RTA	Direct	Indirect	FHWA C/O	Toll Credits	College	Redding	Foundation
Personnel	17,703	8,719	26,422	3,031			
Services & Supplies	1,500		1,500	172			
FarNorCalGIS License	2,000				2,000		
ArcGIS License	10,000		10,000	1,147			
Consultant Services (GIS on-call)	14,853		14,853	1,704			
Consultant Services (Ortho Imagery)	107,000		42,000	4,817		35,000	30,000
TOTAL	153,056	8,719	94,775	10,871	2,000	35,000	30,000

Previous Accomplishments

Participated in Far North Regional GIS Council (FNRGC); developed and managed the FarNorCalGIS platform; utilized GIS data and analyses in support of the agency's work program; and developed standards and graphic templates for use in agency documents.

Objective

GIS serves as the technical foundation for planning, policy analysis, performance measuring, and other core agency work elements. Objectives include: eliminate technical barriers to planning and policy analysis; better engage the public and community stakeholders via maps and visualizations; promote consistent and compatible data and technology standards; improve data quality, accuracy, and completeness; enhance access to GIS data resources; and facilitate the exchange of data between data producers and data consumers.

Discussion

SRTA continues to expand its technical and regional data sharing role, with a focus on developing and maintaining countywide land use and transportation-related GIS data. Additional data layers, including US Census and economic data, are likewise being added to enhance spatial analysis capabilities. GIS data is integrated into the ShastaSIM Travel Demand Model and is used to assist with development of the Sustainable Community Strategy (SCS) and tracking performance toward RTP objectives.

Product 1: Regional GIS Program			
Task/Activity		Resp. Agency	Schedule
1.1	Maintain requisite GIS licensing needed for SRTA operations.	SRTA	Jul-June
1.2	Maintain and enhance agency GIS capabilities, including participation in GIS training.		
1.3	Maintain on-call GIS consultant services contract.		
1.4	Participate in interagency GIS user groups.		
Product 2: FarNorCalGIS Regional Server & Web-Portal			
Task/Activity		Resp. Agency	Schedule
2.1	Administration and ongoing development of FarNorCalGIS.org website, including GIS licensing for the platform host (Shasta College); content development; and leadership/participation in management and technical committees.	SRTA	Jul-June
2.2	Liaison between FarNorCalGIS and the greater sixteen-county North State Super Region, including the promotion of data standardization, data development and technical support of partnership planning.		
Product 3: Census data packaged for regional and local agency planning initiatives documented in the OWP			
Task/Activity		Resp. Agency	Schedule
3.1	Compile and update commonly referenced US Census data in support of other work elements and partner agency needs.	SRTA	Jul-June

Product 4:	On-call GIS Support Services		
Task/Activity		Resp. Agency	Schedule
4.1	Miscellaneous on-call GIS support for other work elements and SRTA's member agencies (major work tasks involving GIS are included in appropriate work elements)	Consultant	Jul-June
Product 5:	Orthoimagery Update		
Task/Activity		Resp. Agency	Schedule
5.1	Update orthoimagery database for urbanized region and integrate w/ planning tools.	Consultant, SRTA, local agency project partners	Jul-June

Agency: SRTA

Total Budget:

\$ 73,806

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	10,858	5,348	16,206	1,859		
Services & Supplies	1,600		1,600	184		
Cube Software License	6,000		6,000	688		
Consultant Services	50,000		50,000	5,735		
TOTAL	68,458	5,348	73,806	8,466		

Previous Accomplishments

A new activity-based travel demand model (TDM) was adopted in June 2014. The Shasta Model Users Group (SMUG) was retained to inform the ongoing development of travel demand modeling efforts and to facilitate region-wide input and approvals.

Objective

Manage and maintain the region's activity-based travel demand model consistent with state and federal law in support of regional planning and programming activities and other work elements.

Discussion

MPOs are required to develop and maintain a travel demand forecast model that meets FHWA and FTA requirements per Title 23 U.S.C. Section 134, and California requirements as specified under Chapter 3.2 of the 2010 Regional Transportation Plan (RTP) Guidelines. Chapter 3.2 of the 2010 California RTP Guidelines also specifies certain capabilities for medium-sized MPOs. The ShastaSIM travel demand model fulfills these requirements. ShastaSIM measures the impact of population growth and planned or anticipated land development and calculates various transportation and mobility-related performance metrics for any given planning year. ShastaSIM informs decision makers as to the location and timing of improvements needed to maintain adequate level of service. Outputs from ShastaSIM and travel model post-processing are utilized in various planning documents including, but not limited to: the RTP, RTIP, FTIP (23 USC 134), corridor studies, special projects, and air quality conformity. ShastaSIM requires specialized software and extensive input data, including household travel surveys, socio-economic demographics, and parcel-level land use characteristics. Post-processing routines are required for procedures not found in ShastaSIM, such as calculations of mobile source emissions.

Product 1: SRTA-led operation and maintenance of ShastaSIM activity-based travel demand model

Task/Activity	Resp. Agency	Schedule
1.1 Manage a regionally representative technical advisory committee, known as the Shasta Model Users Group (SMUG).	SRTA, Consultant	Bi-annually
1.2 Perform routine updates and refinements of ShastaSIM, including actual and scheduled network changes, traffic count data, land use assumptions, speed limit information, population growth forecast update, and other inputs as needed.		As needed
1.3 SRTA-led operation of TDM in support of other work elements.		

Product 2: Consultant-led operation and maintenance of ShastaSIM activity-based travel demand model

Task/Activity	Resp. Agency	Schedule
2.1 Perform routine updates and refinements to TDM as directed, including actual and scheduled network changes, traffic count data, land use assumptions, speed limit information, population growth forecast update, and other inputs as needed.	Consultant, SRTA	As needed
2.2 Consultant-led operation of TDM in support of other work elements. Deliverable include model outputs and post-processing (e.g. emissions) outputs.		

Product 3: Education and training for operation of travel demand modeling

Task/Activity	Resp. Agency	Schedule
3.1 SRTA staff participation in national or statewide travel demand modeling technical training and practitioner workgroups.	SRTA	As needed
3.2 Consultant-administered training for SRTA staff on TDM operation, maintenance, and emissions post-processing. Includes materials and training.	SRTA, Consultant	As needed

Product 4: ShastaSIM travel demand model validation			
Task/Activity		Resp. Agency	Schedule
4.1	Organize, coordinate and plan for a peer review of ShastaSIM by other MPO travel modeling professionals.	SRTA, Consultant	Jan - Jun
4.2	Conduct a one or two-day peer review workshop.		
4.3	Prepare a multi-year model improvement plan based on outcomes of peer review workshop.		
4.4	Prepare peer review materials and provide information at peer review workshop.		

WORK ELEMENT 706.02**Public Transportation Planning & Coordination**

Agency: SRTA

Total Budget: \$ 147,095

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
	Direct	Indirect	FTA 5303	FTA 5303 C/O	PPM	
Shasta RTA				88.53%	11.47%	
Personnel	76,444	37,651	85,571	25,252	3,272	
Services & Supplies	3,000		2,250	664	86	
Consultant Services	30,000		22,500	6,640	860	
TOTAL	109,444	37,651	110,321	32,556	4,218	

Previous Accomplishments

Performed annual Transit Needs Assessment; managed Social Services Transportation Advisory Council (SSTAC); RABA Short Range Transit Plan was completed and accepted by the RABA board. Completed the Coordination of Consolidated Transportation Services Agency (CTSA) Review, Transit Technology Plan in coordination with RABA, Title IV Plan (per Civil Rights Act of 1964), and Limited English Proficiency Plan. Provided technical assistance to Federal Transit Administration (FTA) grant applicants. Reviewed FTA grant proposals and presented to the board of directors for approval. Restructured and enhanced the Unmet Transit Needs process.

Objective

Meet transit planning mandates required by law; ensure public transportation is community-responsive in a dynamic and changing service environment; and make progress toward RTP goals by continually improving public transportation service, efficiency, and performance.

Discussion

Under California's Transportation Development Act (TDA), SRTA is required to perform the annual unmet transit needs assessment and organize the Social Services Transportation Advisory Committee (SSTAC). The Coordinated Human Services Transportation Plan is a federally mandated plan that prioritizes transportation services for funding and implementation, with an emphasis on transportation needs of persons with disabilities, older-adults and individuals of limited means. This plan is updated every five years.

Product 1: Annual Transit Needs Assessment

Task/Activity	Resp. Agency	Schedule
1.1 Review prior year Transit Needs Assessment; collect transit data and reports, perform farebox analysis, and CTSA performance analysis; prepare data for inclusion in draft document, update tables, and information.	SRTA	Oct - Dec
1.2 Receive, review, and summarize data from transit providers for the Transit Needs Assessment, including but not limited to ridership information; service hours and route information; productivity improvements; and public/rider feedback received.		
1.3 Provide draft document to transit operators, CTSA, and SSTAC for review; revise and prepare final draft for public comment and adoption.		Dec - Jan
1.4 Organize and support Social Services Advisory Committee (SSTAC).		Dec - Mar
1.5 Prepare staff report, resolution and presentation for board of directors/public hearing.		Feb
1.6 Submit final document to Caltrans for acceptance.		Mar

Product 2: Transit Coordination

Task/Activity	Resp. Agency	Schedule
2.1 Consultant-led update of the Coordinated Human Services Transportation Plan (CHTP) to serve as implementation plan for Mobility Management.	Consultant, SRTA	Oct - Feb
2.2 Communication and coordination with intercity public transportation providers and public transportation providers operating in surrounding regions needed, including joint participation in 'California 211' services.		Jul - Jun
2.3 Implement the Transit Technology Plan in coordination with RABA.	SRTA	Oct - Feb

Product 3: Public transportation data and analysis

Task/Activity	Resp. Agency	Schedule
3.1 Collect and review transit performance data.	SRTA	Jul - Oct
3.2 Formulate and provide recommendations toward enhancing transit performance and/or efficiencies.		Dec - Feb
3.3 Collect, audit, and report progress toward recommendations and performance targets at year's end.		May - Jun

Product 4: Development of Transit Planning Modeling Tool			
Task/Activity		Resp. Agency	Schedule
4.1	Research and develop a Shasta County version of the Transit Boardings and Estimation Simulation Tool (TBEST) for regional transit planning activities.	SRTA	Jul - Oct
4.2	Utilize TBEST for annual Unmet Transit Needs process.	SRTA	Oct - Feb
4.3	Develop a short- and mid-range transit planning tool for the Unmet Transit Needs and RABA Short-Range Transit Plan. Abilities to include General Transit Feed Specification (GTFS) intercapability and integration with ShastaSIM travel demand model.	SRTA	Feb - June
Product 5: FTA grants technical assistance and management			
Task/Activity		Resp. Agency	Schedule
5.1	Work with local agencies, human service transportation providers, and private industry in developing projects and applying for FTA grants.	SRTA	Jul - June
5.2	Work with RABA on FTA Section 5307 project development and public participation process.	SRTA	Jul - June

Agency: SRTA

Total Budget: \$ 8,258

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			FHWA	11.47%		
Shasta RTA	Direct	Indirect		Toll Credits		
Personnel	5,399	2,659	8,058	924		
Services & Supplies	200		200	23		
TOTAL	5,599	2,659	8,258	947		

Previous Accomplishments

This is a new work element for FY 2015/16.

Objective

To administer the allocation of regionally apportioned funds from the Low Carbon Transit Operations Programs (LCTOP) and to develop public transportation projects that meet Cap-and-Trade program and other state program guidelines.

Discussion

LCTOP is a new program funded by auction proceeds from the California Air Resource Board's Cap-and-Trade Program. LCTOP provides operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility through expansion or enhancement of their systems. SRTA or RABA can serve as the project lead for projects funded with LCTOP. Under this work element, SRTA will pursue other public transportation funds as well, such as the Transit Intercity Rail Capital Program (TIRCP) and the Affordable Housing and Sustainable Communities (AHSC).

Product 1: Pursue Grant Funds

Task/Activity		Resp. Agency	Schedule
1.1	Research and prepare proposals for public transportation grants available through the Cap-and-Trade programs and other state programs.	SRTA	Jul - Jun
1.2	Coordinate with local agencies and provide support in preparing grant applications.		Jul - Jun
1.3	Research prospective grant opportunities and participate in applicable grant workshops.		Jul - Jun

Product 2: Administer LCTOP Funds

Task/Activity		Resp. Agency	Schedule
2.1	Review State Controller's Office LCTOP Eligible Allocation Summary	SRTA	Jul - Sept
2.2	Review statutes, rules, and regulations, and pending legislation pertinent to LCTOP funding	SRTA	Jul - Jun
2.3	Coordinate with RABA and prepare or provide support in preparing project description and allocation requests.	SRTA/RABA	Sept - Nov
2.4	Review and process invoices for project work completion.	SRTA	Jul - Jun
2.5	Prepare semi-annual progress and final project report	SRTA	Jul - Jun
2.6	Participate in financial and performance auditing.	SRTA	Jul - Jun

Agency: SRTA

Total Budget: \$ 18,997

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA	Toll Credits		
Personnel	12,460	6,137	18,597	2,133		
Services & Supplies	400		400	46		
TOTAL	12,860	6,137	18,997	2,179		

Previous Accomplishments

Conducted further review and discussions with Shasta Lake and Caltrans staff regarding the transportation section of the Mt. Gate at Shasta Area Plan Administrative Draft EIR.

Objective

To conduct multimodal, systems-level corridor or sub-area transportation planning studies as needed. Also to review and comment on various projects for transportation impacts and ensure consistency with the regional transportation plan in order to maintain a safe, efficient, and cost effective transportation system.

Discussion

The agency must identify current and projected future transportation needs and, through detailed planning studies, devise strategies to address those needs. This element provides funds for the RTPA to conduct special studies for selected corridors, road segments and key locations to evaluate safety concerns, prepare project alternatives and cost estimates, and devise appropriate actions to resolve issues (23 CFR 450.318). In a typical year, SRTA will review about 3 environmental impact reports (EIRs), 2 project study reports (PSRs) and 1 or 2 Caltrans transportation concept reports (TCRs). SRTA's 2015 Regional Transportation Plan will include a Sustainable Communities Strategy (SCS) pursuant to Senate Bill 375. Upon adoption of the RTP, projects seeking CEQA streamlining benefits through consistency with the SCS may require review by SRTA.

Product 1: Analysis of Product Study Reports

Task/Activity		Resp. Agency	Schedule
1.1	Communication and coordinate with Caltrans and affected jurisdictions in the early consultation and review of project study reports and other scoping documents.	SRTA	As needed
1.2	Review local projects, determine impacts, and assess consistency with the regional transportation plan.	SRTA	As needed

WORK ELEMENT 707.02**Safe Routes to Schools Non Infrastructure Grant**

Agency: SRTA

Total Budge \$ 17,700

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)		
Staff Allocations and Funding Requirements					
			100.00%		
Shasta RTA	Direct	Indirect	SRTS		
Personnel	7,040	3,467	10,507		
Supplies	100		100		
Shasta County Health & Human Services Agency	7,093		7,093		
TOTAL	14,233	3,467	17,700		

Previous Accomplishments

Coordination of Shasta County Safe Routes to School Non-infrastructure grant.

Objective

To increase safety for non-motorized users. Complete the Safe Routes to School Cycle 3 grant scope and begin new ATP Cycle 1 grant scope of work.

Discussion

SRTA administers the Safe Routes to School grant. Shasta County Health and Human Services Agency manages the work program and produces all deliverables.

Product 1: Grant administration

Task/Activity	Resp. Agency	Schedule
1.1 Contract management, fiscal accounting and reporting.	SRTA	Jul - Jun

Product 2: SR2S Cycle 3 Grant Work Program

Task/Activity	Resp. Agency	Schedule
2.1 Implement grant scope of work, including pedestrian and bicycle safety programs, identification of safe routes to school, and participation in activities and initiatives that support pedestrian and bicycle travel and safety. <i>Note: Cycle 3 grant expires Nov 2016</i>	Shasta County HHSA	Jul - Jun

Product 3: ATP SR2S Cycle 1 Grant Work Program

Task/Activity	Resp. Agency	Schedule
3.1 Submit request for authorization (RFA) for ATP Cycle 1 funding.	SRTA	Aug - Jan
3.2 Execute requisite state agreement for use of ATP funds.		
3.3 Implement grant scope of work, including pedestrian and bicycle safety programs, pedestrian and bicycle counts, and participation in activities and initiatives that support pedestrian and bicycle travel and safety.	Shasta County HHSA	Jul - Jun

Agency: SRTA

Total Budget: \$ 20,756

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
				11.47%		
Shasta RTA	Direct	Indirect	FHWA C/O	Toll Credits		
Personnel	12,902	6,354	19,256	2,209		
Services & Supplies	1,500		1,500	172		
TOTAL	14,402	6,354	20,756	2,381		

Previous Accomplishments

Provided technical support and Shasta County data for the Upstate Region Plug-in Electric Vehicle (PEV) Readiness Plan. Invited Siskiyou County Economic Development Council to present findings and next steps regarding Upstate Region PEV Readiness Plan. Provided letter of support for second round of PEV Readiness Plan and implementation grant application.

Objective

To encourage the planning and development of plug-in electric vehicle charging stations in the region to reduce greenhouse gas (GHG) emissions, reduce electric vehicle user "range anxiety" and bridge the infrastructure gap for users of the West Coast Green Highway between Sacramento and Southern Oregon.

Discussion

Metropolitan planning for the region should minimize transportation-related fuel consumption and air pollution (23 CFR 450.300). The latest generation of plug-in electric vehicles (PEVs) are rapidly penetrating into the regional vehicle fleet market and help reduce air pollutants and GHG emissions. It is estimated that PEVs could make up 2% of the regional vehicle market by 2022 (or sooner). However, this is only likely to happen if the charging station infrastructure is in place to support this growth and thereby reduce "range anxiety" for PEV owners. Based on the Upstate Region PEV Readiness Plan, a total of 104 electric vehicle charging stations are needed to support a 2% PEV share of the region's vehicle fleet.

Product 1: Pursue grant funds

Task/Activity		Resp. Agency	Schedule
1.1	Staff will pursue and prepare applications for PEV planning and infrastructure grants available from the California Energy Commission (CEC) or other national and state agencies.	SRTA	Jul - Jun
1.2	Coordinate with local agencies and provide support in preparing grant applications.	SRTA	Jul - Jun

Product 2: Upstate Region PEV Planning

Task/Activity		Resp. Agency	Schedule
2.1	Participate in Upstate Region PEV Coordinating Council meetings.	SRTA	Quarterly
2.2	Assist in coordination with local agencies and interested parties on implementing the Upstate Region PEV Readiness Plan for Shasta County.	SRTA	Jul - Jun

Agency: SRTA

Total Budget: \$ 125,000

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
	Direct	Indirect	CT Planning Grant			
Shasta RTA						
Personnel	19,256	9,484	28,741			
Services & Supplies	1,500		1,500			
Consultant Services	94,759		94,759			
TOTAL	115,515	9,484	125,000			

Previous Accomplishments

The North State Transportation for Economic Development Study was completed in late 2013. SRTA, in partnership with economic development and private sector partners developed and submitted a Caltrans Strategic Partnerships grant application to carry out the 'Far Northern California Consolidated Goods & Freight Hub Study and Demonstration Project'.

Objective

To utilize regional transportation planning, policy and investments to support the economic vitality of the region through enhanced market competitiveness, productivity, efficiency, and goods and freight movement.

Discussion

Goods and freight movement is a federal priority in support of economic development. SRTA near term focus is to address the lack of data and technical modeling capabilities needed for effective planning and project development, multi-regional coordination, and integration with statewide programs and technology.

Product 1: Far Northern California Consolidated Goods & Freight Hub Study (Strategic Partnerships Grant)

Task/Activity		Resp. Agency	Schedule
1.1	Project initiation.	SRTA, Consultant	Jul - Jun
1.2	Data development.		
1.3	Outreach and stakeholder communication.		
1.4	Technical analysis and logistics.		
1.5	Agricultural goods movement demonstration project.		
1.6	Prepare and present final report.		

Agency: SRTA

Total Budget: \$ 128,514

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
			100.00%			
Shasta RTA	Direct	Indirect	LTF			
Personnel	58,634	28,879	87,514			
Supplies	400		400			
Consultant Services (Financial Audit)	18,000		18,000			
Consultant Services (Triennial Audit)	22,600		22,600			
TOTAL	99,634	28,879	128,514	0		

Previous Accomplishments

Administration of Transportation Development Act (TDA) and fiscal auditing of expenditures. Updated policies and procedures regarding the Consolidated Transportation Service Agency (CTSA).

Objective

To administer the allocation of funds from the Local Transportation Fund (LTF) and State Transit Assistance (STA) to member entities.

Discussion

LTF and STA help fund transit, bicycle and pedestrian, and road projects. SRTA distributes funds to local claimant and ensures that fiscal audits and other requirements are performed in accordance to TDA law.

Product 1: TDA administration

Task/Activity	Resp. Agency	Schedule
1.1 Prepare LTF and STA Findings of Apportionment	SRTA	Feb
1.2 Review LTF and STA claims submitted by claimants including associated technical assistance needed for adequate and proper reporting		May, June
1.3 Review statutes, rules, and regulations, and pending legislation pertinent to transit and transit funding		Ongoing
1.4 Prepare audits as required under the TDA		Sept, Oct
1.5 Engage independent auditor		Sept, Oct
1.6 Prepare claims for Board approval		June
1.7 Claim scheduling and payment		June
1.8 TDA fund accounting		Monthly

Product 2: Manage TDA 2% Bike and Pedestrian Program

Task/Activity	Resp. Agency	Schedule
2.1 Management of 2% TDA bicycle and pedestrian set-aside, including accounting and project monitoring.	SRTA	Jul - Jun

Product 3: CTSA Coordination

Task/Activity	Resp. Agency	Schedule
3.1 SRTA coordination of transit services.	SRTA	Jul - Jun

Agency: SRTA

Total Budget: \$ 569,864

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements						
	Direct	Indirect	TDA	LTF		
Shasta RTA						
Personnel	10,629	5,235		15,864		
Sub-Recipients						
Shasta County TDA Adm.	24,000		24,000			
City of Redding	530,000		530,000			
TOTAL	564,629	5,235	554,000	15,864		

Previous Accomplishments			
This is a new work element.			
Objective			
To support the cost-effective delivery of high quality public transportation services.			
Discussion			
SRTA is the designated recipient and responsible administrator of TDA funds. SRTA directs the annual fiscal audits and provides general oversight to ensure the most effective, efficient, and transparent use of TDA funds. SRTA presently enlists the City of Redding, the County of Shasta and the Shasta Senior Nutrition Program to perform administration for RABA and CTSA respectively.			
Product 1: RABA Administration			
Task/Activity		Resp. Agency	Schedule
1.1	RABA administration and management.	Redding	Jul - Jun

Agency: SRTA

Total Budget: \$ 5,755

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015/16

EXPENDITURES			Revenue by Fund Source (\$)			
Staff Allocations and Funding Requirements			100.00%			
Shasta RTA	Direct	Indirect	NSSR			
Personnel	3,588	1,767	5,355			
Supplies	400		400			
TOTAL	3,988	1,767	5,755			

Previous Accomplishments

NSSR meetings held; NSSR intranet website, developed and shared letters commenting on legislative and other issues of potential impact to the North State.

Objective

To bolster the agency's influence on state and federal legislation, policy, and programs and other general activities potentially affecting the North State.

Discussion

The NSSR is a voluntary coalition of regional transportation planning agencies (RTPAs) and metropolitan planning organizations (MPOs) representing the sixteen-county North State region. The NSSR was organized to advocate for policies and funding that would benefit the North State; encourage interagency coordination; and spread best practices through communication and information exchange.

Product 1: North State Super Region

Task/Activity		Resp. Agency	Schedule
1.1	Facilitate NSSR meetings.	SRTA	3 per year
1.2	Maintain and update NSSR website as needed.		Jul - Jun

APPENDIX A – PLANNING PROCESS CERTIFICATION

FHWA METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

FY 2015/2016 FHWA Metropolitan Transportation Planning Process Certification

In accordance with 23 CFR 450, Caltrans and Shasta Regional Transportation Agency, Metropolitan Planning Organization for the Shasta County urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- I. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450 Subparts B and C;
- II. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- 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. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- V. Section 1101(b) of the MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- VI. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- VII. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- VIII. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- IX. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

MPO Authorizing Signature

Caltrans District Approval Signature

Daniel S. Little, Executive Director

Name, Title

Date

Date

STATE TRANSPORTATION PLANNING PROCESS CERTIFICATION

FY 2015/2016 State Transportation Planning Process Certification

In accordance with 23 CFR 450.334 and 450.220, Caltrans and Shasta Regional Transportation Agency, Regional Transportation Planning Agency for the Shasta County urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- I. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450 Subparts B and C;
- II. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- 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. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- V. Section 1101(b) of the MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- VI. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- VII. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- VIII. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- IX. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

MPO Authorizing Signature

Caltrans District Approval Signature

Daniel S. Little, Executive Director

Name, Title

Date

Date

APPENDIX B – FTA CERTIFICATION AND ASSURANCES

FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: _____

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. _____

OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

<u>Group</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21 Became Effective.	_____
12.	State of Good Repair Program.	_____
13.	Fixed Guideway Modernization Grant Program.	_____
14.	Bus and Bus Facilities Formula Grants Program and Bus and Bus-Related Equipment and Facilities Grant Program (Discretionary).	_____
15.	Urbanized Area Formula Grants Programs/ Passenger Ferry Grants Program/Job Access and Reverse Commute (JARC) Formula Grant Program.	_____
16.	Seniors/Elderly/Individuals with Disabilities Programs/New Freedom Program.	_____
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.	_____
18.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
19.	Low or No Emission/Clean Fuels Grant Programs.	_____
20.	Paul S. Sarbanes Transit in Parks Program.	_____
21.	State Safety Oversight Grant Program.	_____
22.	Public Transportation Emergency Relief Program.	_____
23.	Expedited Project Delivery Pilot Program.	_____
24.	Infrastructure Finance Programs.	_____

FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2015 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE (Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

Name and Relationship of the Authorized Representative: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2015, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2015.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA Project or Projects.

Signature _____ Date: _____

Name _____
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

APPENDIX C – DEBARMENT

CALIFORNIA DEPARTMENT OF TRANSPORTATION DEBARMENT AND SUSPENSION CERTIFICATION FOR FISCAL YEAR 2015/2016

Fiscal Year 2015/2016 California Department of Transportation Debarment and Suspension Certification

As required by U.S. DOT regulations on government wide Debarment and Suspension

(Nonprocurement), 49 CFR 29.100:

- 1) The Applicant certifies, to the best of its knowledge and belief, that it and its contractors, subcontractors and subrecipients:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
- 2) The Applicant also certifies that, if Applicant later becomes aware of any information contradicting the statements of paragraph (1) above, it will promptly provide that information to the State.
- 3) If the Applicant is unable to certify to all statements in paragraphs (1) and (2) of this certification, through those means available to Applicant, including the General Services Administration's *Excluded Parties List System (EPLS)*, Applicant shall indicate so in its applications, or in the transmittal letter or message accompanying its annual certifications and assurances, and will provide a written explanation to the State.

**DEPARTMENT OF TRANSPORTATION
DEBARMENT AND SUSPENSION CERTIFICATION
FISCAL YEAR 2015/2016
SIGNATURE PAGE**

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature _____ Date _____

Printed Name _____

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has the authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, these certifications and assurances have been legally made and constitute legal and binding obligations of the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances or of the performance of the described project.

AFFIRMATION OF APPLICANT'S ATTORNEY

For _____ (Name of Applicant)

Signature _____ Date _____

Printed Name _____

of Applicant's Attorney

APPENDIX D – LIST OF FREQUENTLY USED ACRONYMS

CALTRANS – California Department of Transportation is part of the state cabinet-level California Business, Transportation and Housing Agency. Caltrans mission is to improve mobility across the state. Caltrans manages the state highway system and is actively involved with public transportation systems throughout the state.

CHTP – Coordinated Human Transportation Plan is a coordinated public-transit human-service transportation plan providing strategies for local needs. It prioritizes transportation services for funding and implementation, with an emphasis on the transportation needs of individuals with disabilities, older-adults and persons of limited means.

FHWA – Federal Highway Administration. One of the modal administrations of the U.S. Department of Transportation; among other things, responsible for the administration of FHWA planning funds program.

FTA – Federal Transit Administration. One of the modal administrations of the U.S. Department of Transportation. Provides funds for public transportation for the elderly and/or persons with disabilities. Provides financial aid in the development of transit systems in both urbanized and non-urbanized areas.

FTIP – Federal Transportation Improvement Program. A four-year list of all transportation projects proposed for federal funding within the planning area of an MPO. It is developed as a requirement for funding.

GHG – Greenhouse gas. A gas that contributes to climate change by absorbing infrared radiation, e.g., carbon dioxide and chlorofluorocarbons.

GIS – Geographic Information System. A GIS is a computer system capable of capturing, storing, analyzing and displaying geographically referenced information—that is, data identified according to location.

HPMS – Highway Performance Monitoring System. The HPMS is a national level highway information system that includes data on the extent, condition, performance, use and operating characteristics of the nation's highways.

ITS – Intelligent Transportation Systems refers to information and communication technology (applied to transportation infrastructure and vehicles) that improve transportation outcomes such as transportation safety, transportation productivity, travel reliability, informed travel choices, social equity, environmental performance and network operation resilience.

MOU – Memorandum of Understanding. A legal instrument representing an agreement between governmental entities.

MPO – Metropolitan Planning Organization. An organization created by intergovernmental agreement to carry out regional transportation planning responsibilities in urbanized areas (with a population over 50,000) through an Overall Work Program (OWP). These responsibilities are mandated by the U.S. Department of Transportation as a condition to receive federal planning funds.

OWP – Overall Work Program. An annual program of planning projects required to be accomplished by each MPO. The OWP specifies the scope of each planning element, which party to the MOU is responsible, and funding sources and amounts.

RABA – Redding Area Bus Authority. A public transit authority governed by a board of elected officials from the cities of Anderson, Redding and Shasta Lake and the County of Shasta. RABA derives its authority from a joint powers agreement between the cities and county and from a ballot measure passed in the November 1977 general election.

RTIP – Regional Transportation Improvement Program. This is a phased, multi-year program of planned transportation improvement projects arranged by priority, describing each project, funding amounts and sources and time frame. Projects nominated for funding are approved by the California Transportation Commission. The RTIP is used at the state and federal levels to compile the STIP and FTIP and assign relative priorities.

RTP – Regional Transportation Plan. A coordinated planning effort of local agencies that identifies and attempts to resolve regional transportation issues. State law requires each RTPA to prepare, adopt and submit a Regional Transportation Plan every five years.

SCS – Sustainable Communities Strategy. Senate Bill 375 (SB 375) requires all MPOs to develop an SCS. An SCS is a regional land use and transportation plan aimed at reducing GHG emissions from cars and light trucks sufficient to meet regional targets set by the California Air Resources Board.

SSTAC – Social Services Transportation Advisory Council. As outlined in the California Public Utilities Code Section 99238, this group advises the SRTA on transit issues, coordination of specialized transit services, the annual unmet needs recommendation and implementation of the American with Disabilities Act.

STIP – State Transportation Improvement Program. A seven-year program identifying all transportation improvement projects for which the California Transportation Commission has committed funding.

TDA – Transportation Development Act. Enacted by in 1971 by California voters, TDA provides two major funding sources for the development and support of public transportation.

TDM – Travel Demand Model. Travel forecasting models are used to predict changes in travel patterns and the utilization of the transportation system in response to changes in regional development, demographics and transportation supply.

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