

STAFF REPORT



MEETING DATE:	5/8/13
SUBJECT:	Presentation Regarding SRTA Planning Funds and Eligible Uses
AGENDA ITEM:	10
STAFF CONTACT:	Daniel Wayne

STAFF RECOMMENDATION:

It is recommended that the board of directors receive a presentation from staff regarding SRTA planning revenues and eligible uses.

DISCUSSION:

At each board of director's meeting this year, staff is presenting information regarding various capital, operating and planning programs administered by SRTA. As a precursor to adoption of SRTA's annual budget, this presentation focuses on planning funds that support SRTA and member agency activities. Planning funds come from a variety of state and federal sources, each with unique eligibility and use requirements. Staff will present information on the source of each fund, eligible activities, and discuss how the funds fit into the agency's Overall Work Program budget.

The attached SRTA policy, last updated in February 2008, guides the expenditure of Federal Planning funds and sets prudent reserves. This policy will be updated in the fall and the board of directors is encouraged to provide any comments or guidance at this time.

ALTERNATIVES:

The board of directors may delay this item, request additional information, or suggest to agendaize future related items for agency action.

FINANCING:

This item is for information only and will have no fiscal effect.

A handwritten signature in blue ink, appearing to read "Dan Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director

Attachments:

Planning Fund Fact Sheets:

- SRTA Planning & Administration Funding Overview
- Federal Highway Administration & Federal Transit Administration Section 5303 Funding
- Planning Programming and Monitoring Funding
- Local Transportation Fund Administration Funding
- Federal and State Discretionary Transportation Planning Funds
- Other Transportation Planning Funding
- SRTA Policy to Prioritize the Distribution of Federal Planning Funds 5-1 Rev. 1 (2/26/08)

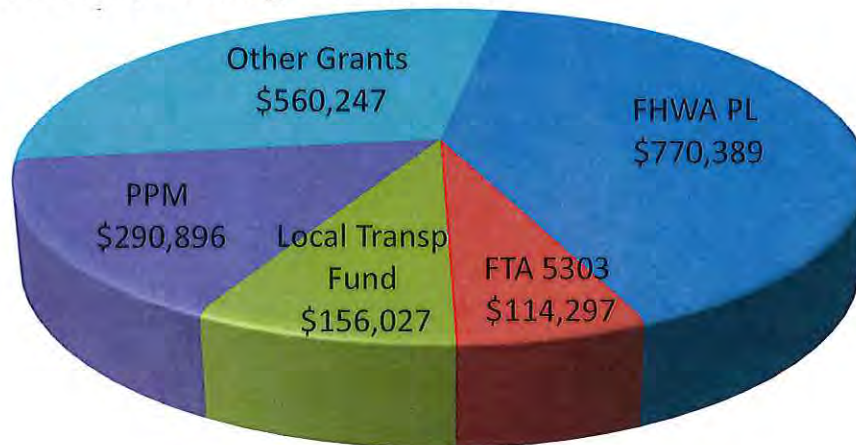


FY 2013-14 SRTA Planning & Administration Funding Overview

This overview is timed to coincide with the scheduled adoption of the FY 2013/14 SRTA Overall Work Program (OWP). The OWP outlines all planning and administrative activities of the agency. The following fact sheets provide background on many of the different sources of planning funds referenced in the OWP, including:

- Federal Highway Administration (FHWA) Metropolitan Planning (PL)
- Federal Transit Administration (FTA) Section 5303
- State Planning, Programming & Monitoring (PPM)
- Local Transportation Fund (LTF) for Transportation Development Act administration
- Federal and State Discretionary Transportation Planning Grants
- North State Super Region Collaborative

FY 2013/14 Budgeted Revenue



FY 2013/14 Budgeted Expenses





Fact Sheet: Federal Highway Administration (FHWA) Metropolitan Planning (PL) & Federal Transit Administration (FTA) Section 5303 Funding

Funding Source:	Approximate Annual Revenue:	Local Match Required
FHWA Metropolitan Planning (PL)	\$500,000 to \$600,000	11.47%
FTA 5303	\$60,000 to \$75,000	20%

Source:

FHWA PL and FTA 5303 funds are authorized each year through the federal transportation bill for use by metropolitan planning organizations (MPOs). Each MPO region is apportioned federal gas taxes based on a minimum share plus factors for population and air quality.

Designated Uses:

FHWA PL and FTA 5303 funds are used to fulfill the core responsibilities of the MPO:

1. Overall Work Program (OWP) development and administration
2. Regional Transportation Plan (RTP) preparation
3. Transportation improvement program (TIP) development and maintenance
4. Travel demand modeling
5. Intelligent Transportation Systems (ITS) planning
6. Transit, bicycle, and pedestrian planning
7. Public Participation Plan and related outreach activities



Other, non-core planning initiatives are eligible provided that they do not supersede core responsibilities and are consistent with overarching Federal Planning Factors and California Planning Emphasis Areas. (See SRTA Policy 5-1 Rev. 1 attached separately)

Shasta County Use:

PL and FTA 5303 funds represent the agency's primary revenue source. Funds are used for core planning responsibilities, administering board of directors meetings, disseminating information to the public, carrying out corridor studies and other special projects. Funds are also provided to local agency subrecipients for eligible planning activities. Currently, SRTA uses state toll credits to meet most of the match requirements.



Fact Sheet: State Planning, Programming & Monitoring (PPM) Funding

Funding Source:	Approximate Annual Revenue:	Local Match Required
Planning, Programming & Monitoring (PPM)	\$140,000 to \$225,000+	None

Source:

PPM is derived from the state gasoline excise tax and therefore varies based on the price and consumption of gasoline. PPM is allocated by the California Transportation Commission (CTC) through the State Transportation Improvement Program (STIP).

Designated uses:

The CTC STIP Guidelines describe the following eligible PPM activities:

- Regional transportation planning – includes development and preparation of the regional transportation plan;
- Project planning – includes the development of project study reports or major investment studies, conducted by regional agencies or by local agencies in cooperation with regional agencies;
- Program development – includes the preparation of regional transportation improvement programs and studies supporting them; and
- Monitoring the implementation of STIP projects – includes project delivery, timely use of funds, and compliance with state law and CTC guidelines.

Shasta County Use:

PPM is SRTA's other staple funding source for planning in addition to PL and FTA 5303 revenue. SRTA utilizes PPM to supplant or provide match to federally funded activities. PPM is also used for activities required by the state that are not eligible for the use of federal funds.





Fact Sheet: Local Transportation Fund (LTF) Administration Funding

Funding Source:	Approximate Annual Revenue:	Local Match Required
Local Transportation Fund (LTF)	As needed for program administration; balance to transit and local agencies, currently \$156,000	None

Source:

Local Transportation Fund (LTF) is derived from 1/4 cent of the general sales tax as provided for under the Transportation Development Act (TDA). All revenues are considered local funds and returned to the originating county for the designated Regional Transportation Planning Agency to administer within the general guidelines and priorities of the program. Because funds are based on sales tax, revenues vary from year-to-year depending on the economy.



Designated Uses:

LTF provides for public transit planning and operations as well as coordination between providers serving the region. In regions with limited public transit needs, LTF may be used to fund local street and road improvements.

Shasta County Use:

- Administration of Transportation Development Act (TDA) funds
- TDA audits
- Transit planning
- Local match for federal funds
- Activities that are ineligible for federal reimbursement, such as indirect (overhead) costs and certain membership dues





Fact Sheet: Federal and State Discretionary Transportation Planning Funds

Shasta County approximate revenue:

Grant funds are awarded competitively in response to SRTA proposals. Revenues vary from year-to-year based on availability and the quality of proposals submitted.

Source:

Both the federal and the state government make transportation planning funds available for specific purposes on a competitive basis. Some programs receive annual ongoing funding. Others are limited to a set number of grant cycles based on funding limitations.

Recent and Active Grant Programs	Schedule and Availability	Match Requirement
Caltrans Transportation Planning Grant Program: - Community-Based Transportation Planning - Environmental Justice - Partnership Planning - Transit Planning	Annual, ongoing (\$50K to \$300K per sub-program)	10% to 20%, dependent upon grant
State Planning & Research (SPR)	Annual, ongoing	20% of total project cost
Strategic Growth Council Proposition 84 Programs: - Sustainable Communities - Modeling Enhancements	Three cycles	None, although match leveraging suggested
Safe Routes to School	Annual, ongoing	10%, or none
Environment Enhancement & Mitigation Program	Annual, ongoing (up to \$350K)	None required

Five-Year SRTA Grant Revenue History:

Program	Amount Awarded	Purpose
California Regional Blueprint Program	\$384K (Round 1) \$197K (Round 2) \$325K (Round 3)	Regional Blueprint development
Proposition 84 Sustainable Communities	\$300K (Round 1) \$528K (Round 2)	Sustainable Communities Strategy & related technical tasks
Proposition 84 Modeling Enhancements	\$400K	Develop new activity-based travel demand model and regional parcel/roadway data
State Planning & Research	\$225K \$90K	North State Transportation for Economic Development Study, Intelligent Transportation Systems (ITS) study
Safe Routes to School	\$405K	Develop and implement programs promoting safe routes to school

SRTA tracks various grant programs and prepares proposals as appropriate. In addition, SRTA supports local partner agencies in identifying, pursuing, and administering complimentary grants.



Fact Sheet: Other Transportation Planning Funding

Funding Source:	Approximate Revenue:	Local Match Required
North State Super Region (NSSR)	\$500 from each contributing partner; totals approx. \$8,500.	None

Background:

The North State Super Region (NSSR) is an alliance of transportation planning agencies representing California's sixteen-county North State. The NSSR identifies and jointly addresses state and federal legislation, policies, and programs affecting North State transportation and related systems. SRTA is the administering agency; partner agencies contribute voluntary annual dues to support the alliance.



SRTA was instrumental in forming the coalition; the NSSR relies upon SRTA to provide continual support and leadership to maintain an effective and influential partnership.

SRTA history of funding:

In 2010 sixteen regional transportation planning agencies from northern California signed a memorandum of agreement forming the North State Super Region (www.superregion.org).



SRTA NSSR activities:

- Organize and lead quarterly NSSR meetings;
- Maintain and update the NSSR website;
- Communicate to state and federal partners the impacts of state/federal policy and funding decisions on the North State, including proposed solutions; and
- Provide support letters for grant projects.

SHASTA COUNTY RTPA POLICY AND PROCEDURE MANUAL		Number
		5-1 Rev.1
SECTION: Rules of the Shasta County RTPA	Policy to Prioritize the Distribution of Federal Planning Funds	
APPROVAL DATE: Rev No1. 2/26/08		
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POLICY TO PRIORITIZE THE DISTRIBUTION OF FEDERAL PLANNING FUNDS

INTRODUCTION

Annually, the Shasta County Regional Transportation Planning Agency (RTPA) is allocated Metropolitan Planning Funds (PL) to perform mandated transportation planning for Shasta County in accordance with the Memorandum of Understanding between the Shasta County RTPA and Caltrans. These responsibilities are performed by RTPA staff under the direction of the SCRTPA Executive Director.

Funds are budgeted through the Overall Work Program (OWP). There is an 11.47% agency match. The PL match requirements for these tasks shall be provided from Transportation Development Act (TDA) funds, or other available revenue sources that are authorized for administrative uses. These funds are subject to annual audits. The RTPA shall maintain \$450,000 in reserve to cover contingencies and delays in the federal budget process.

FUNDING PRIORITIES

- Priority 1. RTPA core planning functions. Processes and reports required to be completed with PL funds are:
- Regional Transportation Plan (RTP) – Every five years (due to attainment). Inclusive of agency staff.
 - Traffic model runs and updates
 - Traffic Volume Inventories
 - Highway Pavement Management System
 - Public transit participation in the RTPA planning process
 - Non-motorized planning
 - Review of Transportation Enhancement projects
 - Regional Aviation system planning
 - Federal Transportation Improvement Program (FTIP/FSTIP) – Biennial update of a four-year program
 - Regional Transportation Improvement Program (RTIP) – Biennial update of a five-year program.
 - Review of State Highway Operations and Protection Program (SHOPP)
 - Review of development projects in accordance with the Office of Planning Research procedures.
 - Planning policy meetings, RTPA meetings, and training. Inclusive of agency staff.
 - Transportation Development Act administration
 - Inclusion of public transportation providers in the planning process.
 - Review of public transit performance
 - Overall Work Program (OWP) – January of each year

- Adoption and maintenance of a public participation plan.
 - Public outreach
 - Coordinated Human Transportation Plan updates (follows RTP cycle)
 - Coordination with Caltrans to satisfy federal planning and programming processes.
 - Consultation with tribal governments in the planning process.
 - Ensure that plans, programs and projects conform to applicable air quality standards.
 - Collect and analyze data reflecting existing and historical information that is the basis for local project cost estimates and revenue projections.
 - Environmental stewardship in planning and programming transportation projects
 - Intelligent Transportation Systems implementation and updates
 - Area transportation plans and revenue programs
 - RTPA Administration – meetings, fiscal audits, accounting, administer grants, correspondence, and legal counsel.
- Priority 2. RTPA planning functions performed by outside consultants under contract to the RTPA and planning functions performed by member agency staff in support of RTPA core planning functions.
- Agency bike plan updates
 - Short and Long-Range Transit Plan updates including review and implementation
 - Public transit administration – analysis of ridership, internal circulation planning, conferences, RTPA meetings, and preparation of grant applications
- Priority 3. RTPA planning functions performed by member agency staff in support of ongoing data collection that relates to Federal Planning Emphasis Areas (PEAs).
- Accident surveillance
 - Traffic device control and inventories
 - Studies related to traffic circulation
 - Transportation safety management and monitoring
 - Deficiency and needs studies
- Priority 4. Projects in support of regional plans and programs that include the state highway system.
- Priority 5. Projects in support of regional plans and programs that do not include the state highway system.