

STAFF REPORT



MEETING DATE:	April 28, 2020
SUBJECT:	Approve SRTA's Fiscal Year (FY) 2020/2022 Comprehensive Budget, including the FY 2020/2021 Overall Work Program
AGENDA ITEM:	11
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

SUMMARY:

The agency's comprehensive budget and Overall Work Program (OWP) for fiscal years (FY) 2020/21 through FY 2021/22 has been prepared in consultation with federal, state and local agency partners. The comprehensive budget for FY 2020/21 is \$24,498,002 of which \$2,781,935 is budgeted for OWP planning and programming activities. Amounts budgeted for the second year (FY 2021/22) are estimates provided for advanced planning purposes.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve the FY 2020/2022 comprehensive budget, including the FY 2020/21 Overall Work Program, pursuant to Resolution 20-06 (Attachment A);
2. Authorize the chair and executive director to sign the Indirect Cost Allocation Plan Submission Certificate;
3. Authorize the executive director to sign the FY 2020/21 Overall Work Program Agreement and certifications and assurances that all OWP requirements have been met, including future amendments to these documents as needed; and
4. Authorize the executive director to make administrative edits to the OWP in order to correct minor errors and address further comments from state and federal partners as part of the approval process.

DISCUSSION:

Background – SRTA's comprehensive budget encompasses all planning and non-planning activities, including: SRTA property, transit operations, and capital funds for transportation infrastructure and transit vehicles. Full details are provided by Attachment C. The OWP is a subset of the comprehensive budget that covers all planning-related activities. The OWP serves the following key functions:

- It is reviewed by SRTA's funding partners to ensure that all funding sources are expended properly;
- It provides a detailed work plan and budget for the SRTA Board of Directors to adopt; and
- It supports public awareness and participation in SRTA's planning and budgeting processes.

SRTA Board of Directors and Member Agency Review – Regional planning priorities for FY 2020/21 were approved by the board of directors in December. Draft work element worksheets – based on regional priorities and the fulfillment of core agency functions – were sent to SRTA Technical Advisory Committee members for review and presented to the board of directors in February.

Interagency Review – Each year SRTA’s state and federal funding partners review and provide comments on the draft OWP. In addition to various minor edits, state and federal partner comments focused on the following improvements for FY 2020/21:

1. Making deliverables more pronounced – The OWP serves as a grant agreement between SRTA and its funding partners. In recent years, state and federal partners have increased their oversight of the OWP and are looking for better-defined products that can be submitted at the end of each fiscal year for review.
2. Performance-based planning and programming – State and federal funding partners requested stronger connections between SRTA’s elective planning activities, required core functions, and state and federal performance outcomes. SRTA was asked to better articulate: a) how the region’s planning activities, deliverables, and implementation efforts are working together to address state and federal priorities; and b) what level of impact the agency’s work program is having toward state and federal performance targets.

In response, the FY 2020/21 OWP work element worksheets have been reformatted to better highlight deliverables and some new work products have been added. A new field in each work element discusses how SRTA’s efforts supports state and federal priorities and performance targets.

Fiscal and Work Program Highlights – For FY 2020/21, the comprehensive budget is \$24,498,002, with an OWP budget of \$2,781,935. A complete budget breakdown, including revenues and expenditures by fund source and work element, is provided in Attachment B. Compared to the originally adopted FY 2019/20 OWP, the comprehensive budget is lower by \$97,546 and the OWP planning budget is \$86,832 more. Year-to-year variations such as this are typically attributable to changes in grant-funded activities. For FY 2020/21, some prior grant-funded projects have been completed or are nearing completion, while a new Caltrans Sustainable Transportation Planning Program grant (\$584,545) has been added to the budget to support local agencies in preparing grant applications for projects that implement the GoShasta Active Transportation Plan.

ALTERNATIVES:

The board of directors may modify the FY 2020/22 comprehensive budget and OWP, provided that such changes are consistent with project funding eligibility requirements and agreements with Caltrans, the Federal Highway Administration, and the Federal Transit Administration.

OTHER AGENCY INVOLVEMENT:

The OWP is reviewed by Caltrans, the Federal Highway Administration, and the Federal Transit Administration.

FISCAL IMPACT:

SRTA's FY 2020/21 comprehensive budget of \$24,498,002 and OWP budget of \$2,781,935 are within anticipated revenues once carryover funds have been reconciled at the end of the fiscal year and amended into the OWP. Should anticipated grant funds not be awarded or revenues decrease for any reason, the board of directors may reallocate funds and modify work tasks as needed.



Daniel S. Little, AICP, Executive Director

Attachments:

A: Resolution 20-06, Adoption of the Fiscal Year 2020/2022 Comprehensive Budget and Overall Work Program

B: FY 2020/2022 Overall Work Program is available online at:

<http://www.srta.ca.gov/DocumentCenter/View/5034/FY-202021-Overall-Work-Program-for-April-28-Adoption>

RESOLUTION



RESOLUTION NUMBER:	20-06
SUBJECT:	Adoption of the Fiscal Year 2020 through 2022 Comprehensive Budget and 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 the Fiscal Year (FY) 2020 through 2022 OWP with 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; and

WHEREAS, SRTA has prepared the FY 2020 through 2022 comprehensive agency budget, which is inclusive of planning (OWP) and non-planning activities, such as SRTA property; capital funds for local agency streets and roads projects; active transportation projects; and transit operations.

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

1. Approves and adopts the FY 2020 through 2021 SRTA comprehensive budget of \$24,498,002;
2. Approves and adopts the FY 2020 through 2021 Overall Work Program budget of \$2,781,935;
3. Authorizes the executive director to make minor administrative changes and corrections as needed in response to further comments provided by approving agencies.
4. Authorizes the executive director to sign annual certifications and assurances that all funding program requirements have been met; and
5. Authorizes the chair to sign the 2020 Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) Submission Certification.

PASSED AND ADOPTED this 28th day of April 2020, by the Shasta Regional Transportation Agency.

Leonard Moty, Chair

Shasta Regional Transportation Agency