

STAFF REPORT



MEETING DATE:	April 28, 2022
SUBJECT:	Adopt Fiscal Year (FY) 2022/23 Overall Work Program (OWP)
AGENDA ITEM:	11
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

SUMMARY:

The agency's Overall Work Program (OWP) and planning budget for Fiscal Year (FY) 2022/23 has been prepared in consultation with federal, state and local agency partners. It includes budgets for SRTA staff time, consultant services, support services, direct expenses, administrative overhead, and pass through to eligible sub-recipients of regional funds. The FY 2022/23 budget of \$4,691,620 is fully funded by anticipated revenue.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve the FY 2022/23 Overall Work Program, pursuant to Resolution 22-06 (Attachment A);
2. Authorize the executive director to sign the FY 2022/23 Overall Work Program Agreement and certifications and assurances that all requirements have been met, including future amendments to these documents as needed;
3. Authorize the executive director to make administrative edits to the Overall Work Program in order to correct errors and address further comments from state and federal partners as part of the approval process; and
4. Authorize the executive director to sign the FY 2022/23 Indirect Cost Allocation Plan (ICAP) submission certification.

DISCUSSION:

Background – The OWP covers all planning and programming related activities for the agency. The scope of work addresses the agency's core planning functions and puts the Regional Transportation Plan and regional planning priorities for the fiscal year into action. In addition to serving as the agency's detailed work plan and budget, the OWP serves the following key functions.

- It is reviewed by SRTA's funding partners (i.e., Caltrans, Federal Highway Administration, and Federal Transit Agency) to ensure consistency with available revenues and eligible activities.
- It provides opportunities for public participation in SRTA's planning and budgeting processes.
- It establishes levels of direct funding support that SRTA may provide to local agency partners and other eligible subrecipients.

SRTA Board of Directors and Member Agency Review – Regional planning priorities for FY 2022/23 were approved by the board of directors in December 2021, and draft work element worksheets were presented to the board of directors in February 2022. Draft and final versions of the OWP were provided to SRTA’s Technical Advisory Committee (TAC) and presented at TAC meetings in February and April 2022.

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, the following substantive changes have been made in response to their comments:

- New and markedly different Federal Planning Emphasis Areas (PEAs) have been added to the narrative portion of the OWP. A detailed explanation for the following PEAs is provided on pages 22-27 of the OWP.
 - Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future;
 - Equity and “Justice40” in Transportation Planning;
 - Complete Streets;
 - Public Involvement;
 - Strategic Highway Network/U.S. Department of Defense Coordination;
 - Federal Land Management Agency Coordination;
 - Planning and Environmental Linkages; and
 - Data in Transportation Planning.
- To assist state and federal partners in assessing SRTA’s planned versus completed work tasks and deliverables, the ‘Previous Accomplishments’ section was renamed ‘Prior Fiscal Year Work’ and updated accordingly.

Fiscal and Work Program Highlights – For FY 2022/23, the OWP budget is \$4,691,620. 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 2021/22 OWP budget, the FY 2022/23 OWP planning budget is higher by \$966,960. Year-to-year variations such as this are commonly due to changes in grant-funded activities. For FY 2022/23, SRTA will be managing a \$500,000 grant received by Caltrans District 2 for the State Route 273 Southern Section Multimodal Corridor Plan (Work Element 707.09B) and a \$129,327 grant received by the Pit River Tribe to complete a long-range transportation plan (Work Element 707.11). In addition, all or part of previously received grant funds are programmed in the FY 2022/23 OWP, including \$424,819 for Shasta Trunk Lines (Work Element 703.06), \$500,000 for the State Route 273 Northern Section Multimodal Corridor Plan (Work Element 707.09A), and \$324,208 for the North State Intercity Bus-to-Rail Plan (Work Element 707.10).

Indirect Cost Allocation Plan (ICAP) – The ICAP sets the rate whereby SRTA may be reimbursed for salaries and fringe benefits that cannot be assigned to a specific work element or project. Recent indirect expenses for building improvements and repairs; technical support and supplies for remote working during the pandemic; insurance premiums; and staff hours billed to indirect reflect a greater share of the overall budget than what may be reimbursed under SRTA’s current ICAP rate of 101.39%. Caltrans has reviewed and indicated their intent to approve a new ICAP rate of 135.07% to help SRTA recoup these additional expenditures.

ALTERNATIVES:

The board of directors may modify the FY 2022/23 OWP work plan and budget, 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 approved by state and federal funding partners, including Caltrans, the Federal Highway Administration, and the Federal Transit Administration. SRTA TAC members reviewed and provided comments on the draft and proposed final OWP. The TAC concurs with the staff recommendation.

FISCAL IMPACT:

The proposed FY 2022/23 OWP budget of \$4,691,620 is consistent with anticipated revenues. Should anticipated grant funds not be available or revenues decrease for any reason, the board of directors may eliminate work tasks and/or reallocate funds as desired.



Sean Tiedgen, AICP, Executive Director

Attachments:

A: Resolution 22-06, Adopt Fiscal Year 2022/23 Overall Work Program and Budget

B: FY 2022/23 Overall Work Program is available online at:

<https://www.srta.ca.gov/DocumentCenter/View/5874>

RESOLUTION



RESOLUTION NUMBER:	22-06
SUBJECT:	Adopt Fiscal Year 2022/23 Overall Work Program and Budget

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) 2022/23 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.

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

1. Approves and adopts the FY 2022/23 Overall Work Program and budget;
2. Authorizes the executive director to make minor administrative changes and corrections as needed in response to further comments provided by approving agencies; and
3. Authorizes the executive director to sign annual certifications and assurances that all funding program requirements have been met.

PASSED AND ADOPTED this 28th day of April 2022, by the Shasta Regional Transportation Agency.

Baron Browning, Chair
Shasta Regional Transportation Agency