



STAFF REPORT

MEETING DATE:	April 25, 2017
SUBJECT:	Approve SRTA's Comprehensive Budget, including the Fiscal Year (FY) 2017-2019 Overall Work Program
AGENDA ITEM:	11
STAFF CONTACT:	Sean Tiedgen, AICP, Senior Transportation Planner

SUMMARY:

The agency's comprehensive budget and Overall Work Program (OWP) for fiscal years (FY) 2017-2019 has been prepared in consultation with federal, state and local agency partners. The comprehensive budget for FY 2017/18 totals \$13,181,577, and includes a separation of OWP planning activities, which for FY 2017/18 totals \$3,043,944. Projections for FY 2018/19 are also provided for planning purposes.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve the FY 2017-2019 comprehensive agency budget, FY 2017-2019 OWP, and FY 2017/18 OWP budget per Resolution 17-07 (Attachment A);
2. Authorize the chair and executive director to sign the Indirect Cost Allocation Plan Submission Certificate; and
3. Authorize the executive director to sign the FY 2017/18 Overall Work Program Agreement and certifications and assurances that all OWP requirements have been met.

DISCUSSION:

Background – SRTA maintains a comprehensive budget encompassing all planning and non-planning activities. The OWP is a subset of the comprehensive budget that covers federal and state requirements for all planning activities including: 1) core metropolitan planning organization requirements; 2) regional planning priorities approved by the board of directors each December; and 3) Federal Planning Factors and California Planning Emphasis Areas provided by the Federal Highway Administration. Non-planning activities include SRTA property; capital funds for local agency streets and roads projects; active transportation projects; and transit operations.

Adoption of the OWP by the board of directors and certification of compliance with applicable laws and regulations are prerequisite to receiving federal and state transportation planning funds. Adoption of a comprehensive agency budget approves funding for activities that are not part of the OWP.

FY 2017-2019 OWP and FY 2017/18 OWP Budget – The draft FY 2017-2019 OWP work elements were presented for discussion in February. Staff proposed turning the OWP into a two-year work plan, which the board of directors supported. The first year budget of the OWP will be updated annually to meet all federal requirements, while the second year budget serves as the foundation for following fiscal year's work program, and is included for advanced planning purposes.

Changes and additions since the February draft review by the board of directors include: updated revenue projections and project timelines; narrative discussion connecting the work program to federal, state, regional priorities; and an expanded narrative description of Caltrans District 2 activities in the Shasta County region provided by Caltrans D2 Regional Planning.

The FY 2017/18 OWP budget is \$3,043,944, which is approximately \$66,501 less than the FY 2016/17 OWP budget approved in April 2016. Table 1 shows the budget broken down by the highest level categories. A more detailed breakdown, including revenues and expenditures by fund source and work element is provided in Attachments B and D.

Table 1: SRTA's FY 2017/18 OWP Budget

Category	Budget
SRTA personnel and support services (Human resources, supplies, building space, insurance, etc.)	\$1,458,384
Consulting	\$724,057
Transit Administration (RABA & Shasta County)	\$564,000
Safe Routes to Schools Grant	\$170,000
Local agency planning project grants	\$127,500
Total:	\$3,043,944

The FY 2017/18 budget assumes \$283,007 in grant-funded work that has yet to be awarded. Should the agency's grant applications not be selected for funding, the board of directors may choose to modify or delete the projects from the OWP and redirect associated staff time to other activities.

In response to Caltrans comments and concerns, the agency's FHWA PL reserve funds are estimated to be reduced to \$176,028 by the end of FY 2018/19. SRTA policy is to maintain a one-year operating reserve for core functions. The FHWA PL reserve will be supplanted by a like amount of Transportation Development Act funds.

FY 2017-2019 Comprehensive Budget – SRTA's comprehensive budget covers fiscal years 2017-2019 (Attachment C). The agency budget for FY 2017/18 is \$13,181,577, and the budget for FY 2018/19 is \$12,016,065. Adoption of a comprehensive two-year budget approves funding for SRTA's non-planning activities, which are not part of the OWP.

ALTERNATIVES:

The board of directors may modify the FY 2017-2019 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 2017-2019 OWP was reviewed by Caltrans, the Federal Highway Administration, and the Federal Transit Administration. Comments received on April 5, 2017, from Caltrans and April 10, 2017, from FHWA (Attachment E) have been addressed in the final draft. The Technical Advisory Committee (TAC)

has reviewed items in the OWP that affect their respective agencies and concur with the staff recommendation.

FINANCING:

SRTA's comprehensive agency budget for FY 2017/18 is \$13,181,577, which reflects the most current estimates for various operational and capital programs. This is \$1,226,442 less than the FY 2016/17 comprehensive budget of \$14,408,019, approved in April 2016.

SRTA's transportation planning and administration budget for FY 2017/18 is \$3,043,944. This is \$66,501 less than the FY 2016/17 OWP budget (\$3,110,445) approved in April 2016. The proposed OWP budget includes using \$613,662 in FHWA PL carryover funds, resulting from consultant work and carry over of local agency projects approved in February 2016. A balance of \$215,444 in FHWA PL carryover funds remain.



Daniel S. Little, AICP, Executive Director

- Attachments:**
- A: Resolution 17-07: Adoption of the Fiscal Year 2017-2019 Overall Work Program
 - B: FY 2017-2019 Overall Work Program
 - C: FY 2017-2019 Comprehensive Budget
 - D: FY 2017/18 Revenues and Expenditures Summary Charts
 - E: Caltrans and FHWA Comments on draft FY 2017-2019 OWP
 - F: FY 2017/18 ICAP/ICRP Submission Certification



RESOLUTION

RESOLUTION NUMBER:	17-07
SUBJECT:	Adoption of the Fiscal Year 2017-2019 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 2017-2019 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; and

WHEREAS, SRTA has prepared the 2017-2019 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 2017-2019 SRTA comprehensive budget of \$13,181,577 for FY 2017/18 and \$12,016,065 for FY 2018/19.
2. Approves and adopts the 2017-2019 Overall Work Program, including the FY 2017/18 OWP budget of \$3,043,944;
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 2017 Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) Submission Certification.

PASSED AND ADOPTED this 25th day of April, 2017, by the Shasta Regional Transportation Agency.

Greg Watkins, Chair
Shasta Regional Transportation Agency



Final Draft for SRTA Board of Directors Approval
April 25, 2017

SRTA
2017-2019

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.

CONTENTS

PROSPECTUS	1
ABOUT SRTA	1
THE REGION.....	1
ORGANIZATIONAL STRUCTURE	2
PURPOSE OF THE OVERALL WORK PROGRAM	2
MANAGEMENT OF THE OVERALL WORK PROGRAM	3
ORGANIZATIONAL CHART.....	4
SRTA TASK DISBURSEMENT & CONTACT INFORMATION	5
SECTION 1 – REGIONAL TRANSPORTATION PLANNING PROCESS	8
STATE AND FEDERAL PLANNING RESPONSIBILITIES	8
REGIONAL VISIONS AND GOALS	10
PLANNING TOOLS	12
TRANSPORTATION PROGRAMMING	13
PUBLIC PARTICIPATION AND INTERAGENCY COMMUNICATION	14
SYSTEM MANAGEMENT AND OPERATIONS	16
SECTION 2 – CONSISTENCY WITH FEDERAL & STATE TRANSPORTATION PLANNING	19
CALIFORNIA PLANNING EMPHASIS AREAS.....	19
FEDERAL PLANNING PRIORITIES	21
FEDERAL PLANNING FACTORS	22
INFORMATION ELEMENT – CALTRANS DISTRICT 2	29
SECTION 3 – FY 2017/18 REGIONAL PRIORITIES	34
SECTION 4 – BUDGET AND WORK PROGRAM	36
FY 2017/18 BUDGET.....	36
FY 2017-2019 WORK PROGRAM	39
APPENDIX A – PLANNING PROCESS CERTIFICATION	
FY 2017/18 FHWA & FTA METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION	
FY 2017/18 FHWA & FTA STATE AND METROPOLITAN TRANSPORTATION PLANNING PROCESS	
CERTIFICATION	
APPENDIX B – FTA CERTIFICATION AND ASSURANCES	
APPENDIX C – DEBARMENT	
CALIFORNIA DEPARTMENT OF TRANSPORTATION DEBARMENT AND SUSPENSION CERTIFICATION FOR FISCAL	
YEAR 2017/2018	
APPENDIX D – LIST OF FREQUENTLY USED ACRONYMS	

THIS PAGE INTENTIONALLY BLANK

RESOLUTION



RESOLUTION NUMBER:	17-07
SUBJECT:	Adoption of the Fiscal Year 2017-2019 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 2017-2019 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 2017-2019 Overall Work Program;
2. Approves the FY 2017/18 OWP budget of \$3,047,835;
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 2017 Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) Submission Certification.

PASSED AND ADOPTED this 25th day of April, 2017, by the Shasta Regional Transportation Agency.

Greg Watkins, Chair
Shasta Regional Transportation Agency

THIS PAGE INTENTIONALLY BLANK

PROSPECTUS

ABOUT SRTA

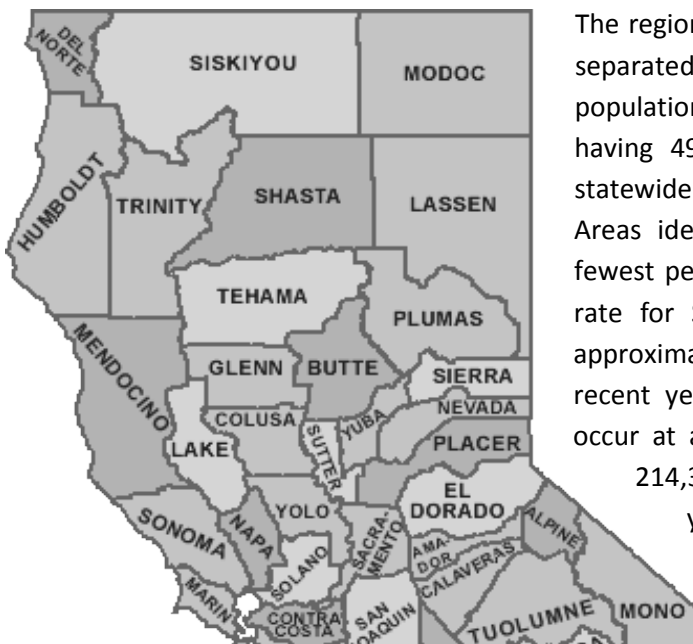
As the federally-designated Metropolitan Planning Organization (MPO) for Shasta County, the Shasta Regional Transportation Agency (SRTA) is responsible for coordinated transportation planning, programming of transportation funding, and the development and implementation of transportation policy for the Shasta 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 less than 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 214,364 persons for the Shasta County region by year 2035 (2015 Regional Transportation Plan for Shasta County, June 2015).

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 Overall Work Program (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 SRTA's objectives and how these are being met through a continuing, cooperative, and comprehensive planning process (3 C's) ; 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 2017/18 Regional Priorities** – Outlines current year challenges and opportunities that the work program aims to address.
4. **Section 4: FY 2017-2019 Budget and Work Program** – Describes the agencies revenues, expenditures, and work program divided into work elements.

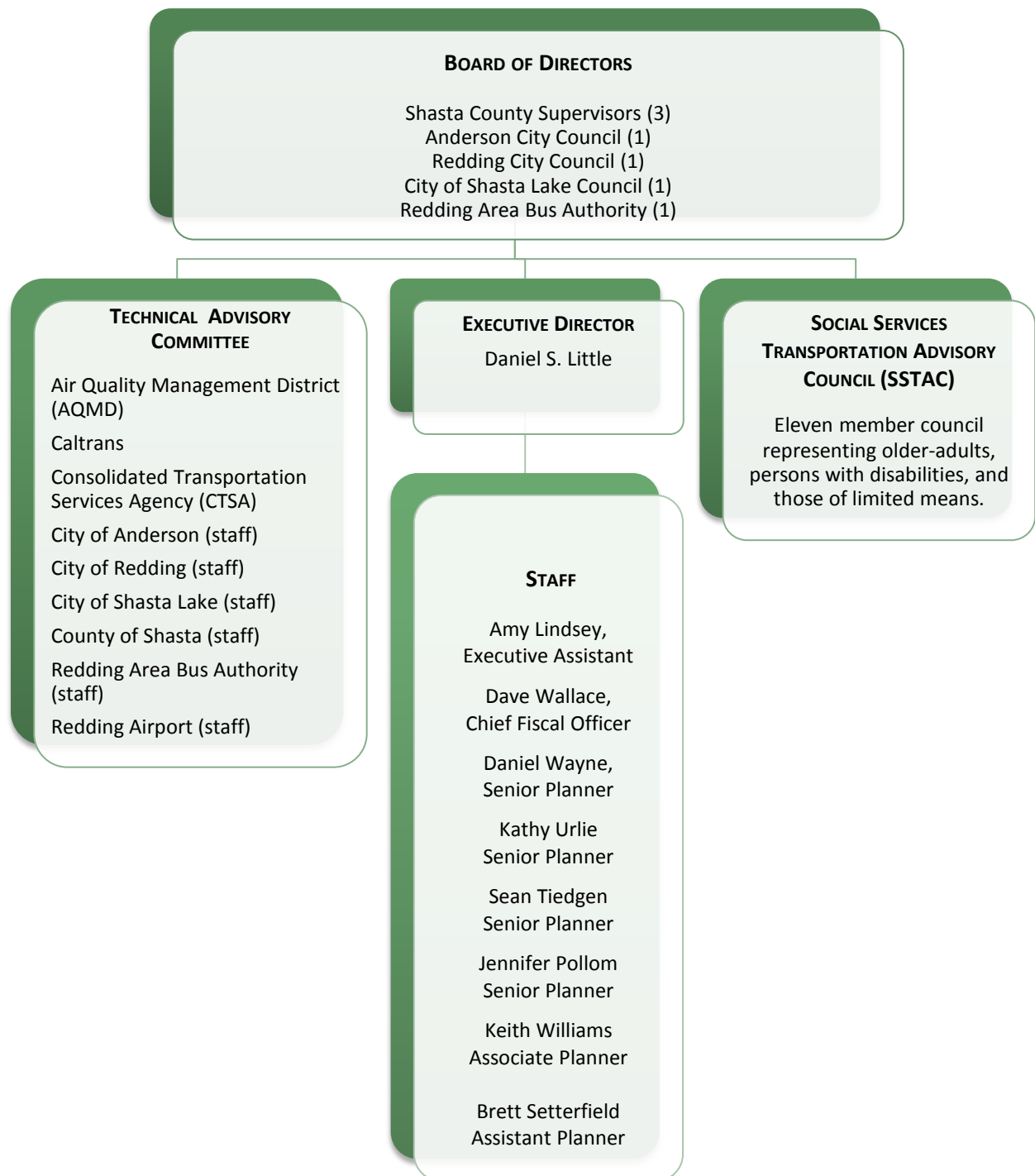
The planning budget in this OWP represents staff hours, consultant services, fixed-assets, and supplies necessary to accomplish work tasks and products. Indirect costs, including some administrative expenses, are accounted for in the agency's Indirect Cost Allocation Plan (ICAP). To ensure planning activities 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 if the agency determines that planning funds are available. 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

SHASTA REGIONAL TRANSPORTATION AGENCY STAFF ASSIGNMENTS	
LEAD STAFF	AREA OF RESPONSIBILITY (Backup Staff)
Dan Little Executive Director 262-6191 dlittle@srta.ca.gov	Overall Management of All Work Products
	Human Resources and Staff Development
	Policy and Administration
	Local, State and Federal Agency Liason
	Manage Board of Directors and Technical Advisory Committee Meetings
	Capital, Operating and Planning Investment Strategies
	Regional and State Transportation Improvement Program (Kathy Urlie)
Amy Lindsey Executive Assistant 262-6196 alindsey@srta.ca.gov	Administration
	Board Meetings, Staff Reports (Dan Little)
	SRTA Website Updates (Keith Williams)
	Facility Liaison (Sean Tiedgen)
	Benefits Administrator (Dave Wallace)
Dave Wallace Chief Fiscal Officer 262-6187 dwallace@srta.ca.gov	Fiscal/Accounting (Dan Little)
	Finance Committee (Dan Little)
	Payroll (Amy Lindsey)
	Fiscal Policies (Kathy Urlie)
	Indirect Cost Allocation Plan (Sean Tiedgen)
	Transportation Development Act and Public Transit Compliance (Dan Little)
	Staff Training QuickBooks
	Bill Pay (Dan Little)
	SRTA Grant Administration (Kathy Urlie)
	Risk Management/Insurance (Dan Little)
Jenn Pollom Senior Planner 262-6195 jpollom@srta.ca.gov	Intercity Bus Grants (Dan Little)
	Census Tracking, Reporting, Dissemination (Sean Tiedgen)
	Geographic Information Systems Applications (Sean Tiedgen)
	Federal Transit Administration Grants (FTA, LCTOP, TIRCP, Etc) (Brett Setterfield)
	Far Northern California GIS Group (Sean Tiedgen)
	Passenger Rail Planning (Dan Little)
	Next Generation Non-Motorized Study (Dan Wayne)
Sean Tiedgen Senior Planner 262-6185 stiedgen@srta.ca.gov	Regional Modeling Tools (Jenn Pollom and Keith Williams)
	Regional Transportation Plan (All)
	Overall Work Program (Dave Wallace/Kathy Urlie)
	Highway Performance Monitoring System Reporting (Kathy Urlie)
	Information Technology Liaison (Jenn Pollom)
	SRTA Building Remodel (Dan Little)
	"Micro" Transit Studies SSNP and Shasta Lake (Jenn Pollom)
	California Environmental Quality Act/Development Review (Dan Little, Brett Setterfield)
	Performance Measure Reporting and Monitoring (Dan Wayne)
	Intelligent Transportation Systems Project Studies and Plans (Brett Setterfield)

See next page for page 2 of staff responsibilities.

SHASTA REGIONAL TRANSPORTATION AGENCY STAFF ASSIGNMENTS (PAGE 2)	
LEAD STAFF	AREA OF RESPONSIBILITY (Backup Staff)
Kathy Urlie Senior Planner 262-6194 kurlie@srta.ca.gov	Federal Transportation Improvement Program (Jenn Pollom)
	Subrecipient Cooperative Agreements (Dave Wallace/Sean Tiedgen)
	Tribal Governments Liaison (Dan Little)
	Shasta Coordinated Transportation Plan (Keith Williams)
	TIGER Grants (Dan Little)
	CTSA Administration (Dave Wallace)
	Procurement Administration and Policy (Dave Wallace)
Dan Wayne Senior Planner dwayne@srta.ca.gov	AHSC Grants (Dan Little)
	Food Hub Project (Dave Wallace)
	Draft Board of Directors and Technical Advisory Committee Materials
	SRTA Non-Motorized Program (Jenn Pollom)
	SRTA Overview Update (Brett Setterfield)
	Redding and Shasta Lake Corridor Studies (Jenn Pollom)
Keith Williams Associate Planner 262-6192 kwilliams@srta.ca.gov	GoShasta Plan (Dan Wayne)
	SRTA Website Maintenance (Brett Setterfield)
	Social Services Transportation Advisory Council (Kathy Urlie)
	Administration of Safe Routes to Schools (Dave Wallace)
Brett Setterfield Assistant Planner 262-6188 bsetterfield@srta.ca.gov	North State Super Region (Jenn Pollom and Dan Little)
	Highway Performance Monitoring System Reporting (Sean Tiedgen)
	Alternative Fuel Vehicles and Other GHG Technology (Sean Tiedgen)
	Need A Ride Brochure Update (Kathy Urlie)
	Disadvantaged Business Enterprise Program (Kathy Urlie)
	Freight Planning (Dan Wayne/Sean Tiedgen)
	Air Quality Monitoring (Sean Tiedgen and Dan Little)
	Transit Needs Assessment and Transit Planning Not Otherwise Specified (Keith Williams)
	Organize Staff Meetings
	Public Participation and Title VI Plan (Dan Wayne and Keith Williams)
	Maintain Social Media (Keith Williams and Dan Little)

THIS PAGE INTENTIONALLY BLANK

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, 'Fixing America's Surface Transportation' (FAST) Act, enacted December 2015. Core functions of SRTA include:

- Establish a fair and impartial setting for effective decision-making;
- Identify and evaluate transportation improvement options;
- Prepare and maintain a 20-year regional transportation plan (RTP);
- Develop a transportation improvement program;
- Identify performance measure targets and monitor progress towards achieving targets;
- Involve the public; 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 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;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.

FHWA prescribes the policies and procedures for the administration of activities, including content provisions for development of the regional transportation plan (23 CFR Part 450):

- Current and projected transportation demand of persons and goods;
- 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 disability, 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 businesses, 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.

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 (July 1 through June 30). Regional funding priorities are outlined in SRTA's Financial and Accounting Policies and Procedures Manual: Section 1210. Available on SRTA's website here: <http://www.srta.ca.gov/167/Policies-Procedures>.

Selected projects are brought into the OWP and prepared for evaluation by the California Department of Transportation (Caltrans) 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 to the SRTA Board of Directors for approval in April of each year.

REGIONAL VISIONS AND GOALS

Regional Vision¹

"SRTA will meet the region's evolving mobility needs and generally avoid traffic congestion and other growth-related pitfalls commonly observed in larger metropolitan regions. This will be accomplished through strategic and timely transportation system improvements, the integration of travel options into a seamless network, and collaborative effort toward transportation-efficient land use patterns where it is most beneficial.

SRTA acknowledges that its efforts are intertwined with regional prosperity, environmental quality, community health and well-being, and various other elements that collectively define quality of life. Such considerations are integral to regional transportation planning, policy-making, and project programming and SRTA will be actively engaged with its partners in developing and carrying out joint strategies and initiatives that yield multiple community benefits. Planning and decision-making processes shall engage the public and be transparent and responsive to documented community values and priorities."

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

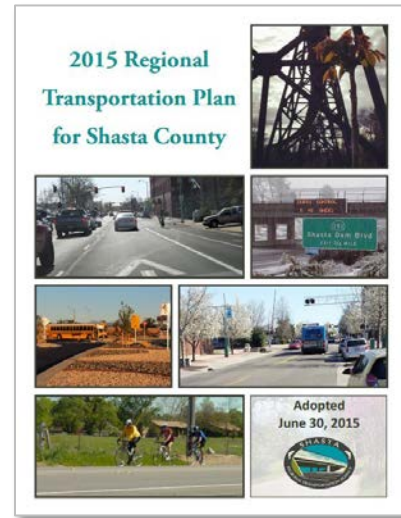
Regional Transportation Plan (RTP)

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

¹ 2015 Regional Transportation Plan for Shasta County, <http://www.srta.ca.gov/DocumentCenter/View/1891>

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”². The 2015 RTP was adopted on June 30, 2015. 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 OWP helps to guide annual activities in support of implementing the RTP. The following series of focused plans are dutifully considered and brought together during preparation of the regional transportation plan.



Sustainable Communities Strategy (SCS)

The Sustainable Communities and Climate Protection Act of 2008 (Sustainable Communities Act, Senate Bill 375 (SB 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 emissions via improved coordination between land use and transportation. The SCS is an integral part of the RTP.

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.

² California Transportation Commission: [2017 Regional Transportation Plan Guidelines for Metropolitan Planning Organizations](#) (page 9)

Shasta Coordinated Transportation Plan

The FTA requires that projects funded with Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities) funds “must be included in a locally developed, coordinated public transit-human services transportation plan.” In 2007, SRTA adopted the Shasta County Coordinated Human Transportation Plan, which focused on improving specialized transit service delivery for the elderly, persons with disabilities, and people of low income. The CHTP provided strategies for meeting local needs for public transit, non-profit and private transportation systems. The CHTP also prioritized transportation services for funding and implementation with an emphasis on transportation needs of persons with disabilities, older-adults and individuals of limited means. In FY 2016/17, SRTA updated the plan, and is now called the Shasta Coordinated Transportation Plan.

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 travel behavior and can be used to demonstrate the impact of physical or policy changes in an area on transportation system performance. SRTA coordinates transportation system performance monitoring and maintains the Shasta County activity-based travel demand model, 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 and other planning documents, as appropriate.

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) technology 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 in attainment for federal air quality standards. 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 the California mobile source emissions post-processing (EMFAC) model to evaluate the impact of transportation projects on air quality. On December 14, 2015, the US Environmental Protection Agency (USEPA) approved the latest California model, known as EMFAC 2014. The EMFAC2014 model will be utilized, as needed, for all on-road emissions analysis.

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 federal 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 typically 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). SRTA is moving to a two-year OWP starting with the fiscal years 2017-2019 OWP. The first year will be approved annually in April by the SRTA Board of Directors, with the second year being illustrative and only for advance planning purposes.

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 (PPP) was last updated in December 2016. 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;
- Conduct surveys and other sampling techniques; and
- Utilize social media (Facebook, Twitter) to distribute information.

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 assist SRTA in maintaining 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 (FLMA)

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. A formal FLMA consultation process was adopted in December 2016 and is included in Appendix F of SRTA's 2016 Shasta Participation and Partnership Plan (<http://www.srta.ca.gov/166/Public-Participation>).

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 conducted 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 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.

Starting in FY 2016/17 SRTA is moving in a new direction for data collection by focusing on more regional coordination of various activities. This effort will help to ensure consistency among data products and timely response to federal/state data inquiries including HPMS and performance measures reporting.

THIS PAGE INTENTIONALLY BLANK

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 how SRTA addresses them 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 2017-2019 OWP work elements addressing these planning areas, are as follows:

1. **Core Planning Functions** – MPOs are reminded that their Overall Work Programs (OWP) must identify the Core Planning Functions and what work will be done during the program year to advance those functions. The FHWA and FTA request that all MPOs review the OWP development process to ensure all activities and products mandated by the metropolitan planning regulations are a priority for FHWA and FTA combined planning grant funding available to the region. The Core Functions are found in 23 CFR 450, Subpart C, and typically include:
 - Overall Work Program
 - Public Participation and Education
 - Regional Transportation Plan
 - Federal Transportation Improvement Program
 - Congestion Management Process (required for TMAs)
 - Annual Listing of Projects

SRTA has developed the FY 2017-2019 OWP to address the core planning functions. Each work element describes previous accomplishments, indicates product(s) to be delivered, provides a timeline, and indicates the responsible agency that would complete the work and how the work is to be financed. A table on page 27 indicates the nexus of each work element to the California PEAs, Federal Planning Priorities, and Federal Planning Factors.

2. **Performance Management** – When the federal transportation bill MAP-21 was passed in 2012 a new era focused on performance- and outcome-based planning and programming was established. This performance-based emphasis continued with the passage of the “Fixing America’s Surface Transportation” (FAST) Act in December 2015. Since 2012, a majority of MPOs in California have developed performance measures that inform their RTPs and federal transportation improvement programs (TIPs). MAP-21 and the FAST Act requires that the US Department of Transportation (DOT), in consultation with States, MPOs, and other stakeholders, establish performance measures in the areas of: safety; infrastructure condition; congestion reduction; system reliability; freight movement and economic vitality; environmental

sustainability; and reduced project delivery delays. MPOs are asked to identify their process for determining performance measures and targets in the OWP, even though final rulemakings are not complete.

Pending final adoption of national performance measures, Caltrans must develop and adopt performance targets within 18 months for the following measures described below. MPOs must adopt the statewide targets or develop regional targets within 6 months after the adoption of statewide targets. The performance measures include:

- Pavement condition for the Interstate System and remainder of the National Highway System;
- Performance of the Interstate System and remainder of the National Highway System;
- Condition of bridges on the National Highway System;
- Fatalities and serious injuries on all public roads:
 - Total number per category
 - Rate per vehicle miles traveled
- Traffic congestion;
- On-road mobile source emissions; and
- Assess freight movement on the Interstate System

Once performance measures are adopted by DOT, Caltrans should coordinate and consult with MPOs to develop statewide and regional targets for each measure listed above to incorporate into state and regional planning and programming activities. SRTA developed draft regional performance measures as part of the 2015 RTP. Starting in FY 2015/16 SRTA created a new work element (WE 701.03) dedicated to the development of regional performance measures and coordination of federal/state performance measures and targets. SRTA notes that development of targets and incorporation of them into planning and programming activities is dependent on the timing of federal and state processes first. It's anticipated that the first set of performance measures that will be adopted are related to safety. In 2016, SRTA participated in statewide discussions on how to develop State and regional targets for the national safety performance measures and continues to be involved in this process in 2017.

3. **State of Good Repair** – The federal transportation bills MAP-21 and the FAST Act place a new emphasis on restoring and replacing aging transportation infrastructure with the goal of bringing all systems into a state of good repair. MPOs have several new requirements, including:
 - Evaluate their transportation system to assess the capital investment needed to maintain a state of good repair;
 - Coordinate with transit providers in their region to incorporate Transit Asset Management (TAM) Plans prepared by the transit providers into the RTP; and
 - Include analysis of state of good repair needs and investments as part of the RTP update.

SRTA collects data and allocates funding as appropriate to ensure the longevity of existing transportation systems (WE 701.11, Transportation Data Collection and Reporting) and encourages local agencies to participate in the biennial California Statewide Local Streets and

Roads Needs Assessment. SRTA's 2015 RTP included a review of the state of good repair for the region's transportation system and ITS infrastructure. Starting in FY 2016/17 SRTA is preparing to update the RTP and will incorporate Transit Asset Management plans prepared by transit providers (once adopted) and transit-related state of good repair needs and investments. In 2017 it is expected that RABA will develop and adopt transit state-of-good-repair targets by the January 1, 2018, reporting deadline. It's anticipated that a final TAM Plan may be adopted in 2018.

FEDERAL PLANNING PRIORITIES

The FHWA and Federal Transit Administration (FTA) identified three priority areas for state departments of transportation (State DOT) and Metropolitan Planning Organizations (MPO) in 2014 and encouraged that these priorities be continued in Fiscal Year 2016 and 2017. The priorities address key national planning issues and topics. An overview of the national priorities and references to pertinent FY 2017-2019 OWP work elements addressing these priorities, 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 and FAST Act 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 701.09 (Air Quality), 703.01 (Active Transportation Planning), 703.04 (GoShasta Active Transportation Plan), 704.01 (Public Information & Participation), 705.02 (GIS Applications), 705.05 (Regional Travel Demand Model), 706.02 (Public Transportation Planning and Coordination), 707.03 (Alternative Fuels Vehicle Planning), and 707.04 (Goods & Freight Coordination and Planning) include the generation of data and analyses needed for a robust program of performance measures and performance tracking.

2. **Regional Models of 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 2017/18 OWP includes subtasks under Work Element 701.01 (Regional Transportation Plan), 701.03 (Performance Measures), 701.11 (Transportation Data Collection & Reporting), 705.01 (Intelligent Transportation Systems Planning & Development), 705.02 (GIS Applications), 706.02 (Public Transportation Planning & Coordination) and 801.01 (North State Super Region) that support coordination and cooperation

activities. 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. In FY 2016/17, SRTA participated in a statewide effort to develop a tool that could be used by all MPOs and RTPAs in California for environmental justice analysis. The FY 2017-2019 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 2017-2019 work elements, most notably in the areas of modal planning (e.g. Work Element 703.01, Active Transportation Planning, 706.02, Public Transportation Planning & Coordination, and 706.08, Sunday Transit Service Demonstration Project) and in targeted economic development activities (e.g. Work Element 707.04, Goods & Freight Coordination and Planning).

FEDERAL PLANNING FACTORS

The ten 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.

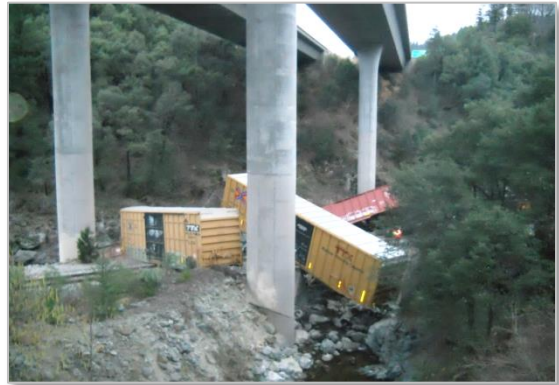
The FY 2017-2019 OWP includes the



development of strategic freight areas and corridors in Work Element 707.04 (Goods & Freight Movement Planning), and continues to support the development of vibrant communities consistent with the Shasta*FORWARD*>> Regional Blueprint as part of the Regional Transportation Plan (Work Element 701.01). 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 (Work Element 702.04) 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 Strategic 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), 702.01 (Transportation Improvement Programs), 703.01 (Active Transportation Planning), 703.04 (GoShasta Active Transportation Plan), 703.05 (Sustainable Shasta) and 707.02 (Safe Routes to School).

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), an update to the Shasta County Intelligent Transportation Systems Architecture (Work Element 705.02, ITS Planning & Development) 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 2017-2019 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 and describes the strengths, weaknesses, opportunities and threats for all modes.

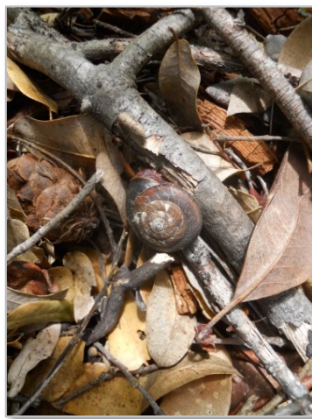
Work Element 707.04 (Goods & Freight Coordination and Planning) will bring about an enhanced understanding of freight movement and seeks to remedy inefficiencies inherent in transportation-intensive industries (e.g. agriculture and natural resources). Other efforts include support for emerging industries 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 through encouraged implementation of the strategies identified in the 2015 RTP/SCS (WE 701.01, RTP). 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 help inform and validate these efforts.



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 Elements 701.01 (RTP), 705.02 (GIS Applications), 705.05 (Regional Modeling and Forecasting Tools), 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. Coordination efforts are dispersed throughout several OWP work elements, including Regional Transportation Plan (WE 701.01), Performance Measures (WE 701.03), Air Quality (701.09), Active Transportation Planning (WE 703.01), Public Transportation Planning & Coordination (706.02), Alternative Fuels Vehicle Planning (WE 707.03), and Goods & Freight Coordination and Planning (WE 707.04).

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 & WE 706.07), active transportation planning (WE 703.01) and planning for alternative fuels vehicles and infrastructure (WE 707.03). 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



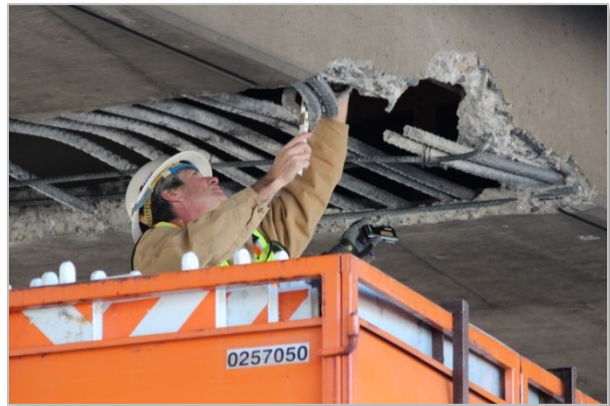
service. Supply side enhancements, such as roadway expansions and interchange improvements, can be found in Work Element 701.01 (Regional Transportation Plan) and 702.01 (Transportation Improvement Programs). 'Demand side' strategies include the promotion of alternative travel mode share through Work Element 703.01 (Active Transportation Planning) and 706.02

(Public Transportation Planning & Coordination).

Demand side efforts have historically played a minor role in Shasta County. Such strategies will, however, become increasingly instrumental as areas of the county become more urbanized and as state and federal funding priorities evolve. The region's modeling tools (Work Element 705.05) are 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 ensure system reliability. Maintenance projects are catalogued in the RTP project list (WE 701.01) and implemented through transportation improvement programs (WE 702.01)



9. Improve the **resiliency and reliability of the transportation system** and reduce or mitigate **stormwater impacts of surface transportation.**

Users of the transportation system rely on the region's network of highways, roads, bridges and supporting infrastructure to get them to and from their destinations safely and efficiently. A resilient and reliable transportation network is one in which users can depend on even when varied or unexpected events occur, such as accidents, construction projects, or special events. SRTA's planning processes include working with regional partners to identify projects that help maintain a resilient and reliable transportation system and improve it to better handle or respond to future events. Activities involve planning for projects in the RTP (WE 701.01), implementing projects through our transportation improvement programs (WE 702.01), collecting data and reviewing results of improvements (WE 701.11), tracking progress towards performance targets (WE 701.03), conducting multi-modal planning (WE 703.01), planning for future technology infrastructure (WE 705.01), performing transit planning (WE 706.02), and planning for alternative fuel vehicles (WE 707.03).

The RTP program environmental impact report³ (WE 701.01) identifies a variety of mitigation measures that can be implemented by State and local agencies in the designs of their projects to minimize stormwater impacts of surface transportation projects.

10. Enhance **travel and tourism**.

SRTA's planning processes help to enhance travel for all users by conducting planning for active transportation (WE 703.01, WE 703.04), determining the needs of users of alternative fuels (electricity, hydrogen, or other fuels) (WE 707.03, WE 707.07), and helping identify additional ways to improve transit services with the region's transit partners (WE 706.02, WE 706.08, WE 708.03). Tourism is enhanced by having a well-connected transportation network that provides a variety of transportation options to the region's national and state parks, as well as connecting people tourist destinations such as Old Shasta, Shasta Lake, Whiskeytown Lake, Turtle Bay, and community centers. Recent efforts include a summer 'Beach Bus' service for residents and visitors to ride RABA buses from downtown Redding to Brandy Creek at Whiskeytown Lake.

³2015 Regional Transportation Plan Final Program EIR (Chapter 4.0): <http://www.srta.ca.gov/DocumentCenter/View/1851>

Fiscal Years 2017-2019 Overall Work Program
Nexus to Federal Planning Factors & California Planning Emphasis Areas

		701.01	701.03	701.09	701.11	702.01	702.02	702.03	702.04	703.01	703.04	703.05	704.01	705.01	705.02	705.05	706.02	706.06	706.07	706.08	707.01	707.02	707.03	707.04	707.07	708.03	708.04	801.01	901.01	901.02	902.01	902.02	
	CALIFORNIA PLANNING EMPHASIS AREAS																																
1	Core Planning Functions	√	√	√		√	√		√				√				√							√			√	√		√	√	√	√
2	Performance Management	√	√	√	√	√	√			√	√			√	√	√	√		√			√	√	√	√		√						√
3	State of Good Repair	√	√	√	√	√	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
	FEDERAL PLANNING PRIORITIES																																
1	MAP-21 Implementation	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√			√	√	√	√	√	√			√				
2	Models of Regional Planning Cooperation	√	√	√	√	√			√	√	√	√	√	√	√	√	√	√	√	√			√		√		√		√	√	√	√	√
3	Ladders of Opportunity	√			√	√	√		√	√	√	√	√		√	√	√	√	√	√		√		√	√		√	√	√	√	√	√	√
	FEDERAL PLANNING FACTORS																																
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	√	√	√	√		√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		√	√	√	√	√	√	√	√	√	√
9	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	√	√		√	√			√	√				√			√	√		√				√	√				√	√	√	√	√
10	Enhance travel and tourism	√							√	√	√						√			√			√		√	√							

INFORMATION ELEMENT – CALTRANS DISTRICT 2

SRTA and Caltrans District 2 share information and partner on a variety of transportation planning activities in the Shasta region. Below are descriptions of the activities anticipated by Caltrans District 2 in Shasta County for FY 2017/18.

OVERALL WORK PROGRAM MANAGEMENT

OBJECTIVE

To fulfill the State's responsibility in carrying out the review, monitoring and approval responsibility of Shasta Regional Transportation Agency (SRTA) Overall Work Program (OWP), in concert with Caltrans Headquarters Office of Regional Planning (ORP).

DESCRIPTION

Regulations and Statutes authorizing regional transportation planning are found primarily in Titles 23 and 49 of the United States Code (USC) and in section 65080 et seq., and 29532 et seq., of the California Government Code. Governing regulations are found in the Code of Federal Regulations (CFR) and the California Code Regulations.

Federal accounting and auditing requirements as per Titles 48 and 49 USC and CFR, and the Office of Management and Budget (OMB) and the Federal Transit Administration (FTA) Circulars and guidance. State accounting and auditing requirements per Government Code, the Public Utilities Code, the Public Contracts Code and the Health and Safety Code.

PREVIOUS AND ONGOING RELATED WORK

Monitor development and progress of the OWP Planning activities

- Administer FHWA PL and FTA section 5303 formula funds.
- Coordinate with HQ and SRTA staff the needed changes to improve process and content in the Request for Reimbursement and Quarterly Progress Reporting submittals.
- Continue to consult and coordinate with HQ and FHWA/FTA the implementation of early consultation process with regards to SRTA's preparation for the next FY's OWP.
- Continue to communicate and coordinate with SRTA and HQ ORP the resolutions to unresolved/reoccurring issues in previous OWPs.
- Assist Planning Managers in the administration of FHWA Strategic Partnership Grants under Caltrans Sustainable Transportation Planning Grant Program.

TASKS

- Transmit to SRTA the Federal and State guidance for the development of annual OWP.
- Review all drafts of OWPs to ensure that they meet the needs of statewide programs and/or policies.
- Circulate Draft OWP with a comment transmittal memo to HQ ORP District Liaison and other reviewers.
- Collect all draft OWP comments to include in a comprehensive letter to SRTA.
- Ensure all comments are included in the final OWP.

- Develop Caltrans District Work Elements for the regions planning activities.
- Review SRTA's quarterly reports for consistency and progress towards completion of their deliverables as noted in the OWP, and submit to HQ ORP District Liaison.
- Participate in OWP coordination and development meeting with FHWA, FTA and Caltrans HQ at SRTA's office building.
- Provide recommended approval letter, Draft and Final OWPs to HQ ORP and FHWA/FTA by their respective dtaes.
- Approve and send all additional OWP documentation, i.e., Amendments, Certifications and Assurances to ORP District Liaison.
- Review all RFRs to ensure expenditures are accurate, for eligible activities, for delivered products, and completed in accordance with work elements in the OWP and Federal and State requirements. Review, approve and submit to HQ ORP SRTA Year End Packages.

Products	Estimated Completion
Caltrans Work Elements for OWP Annual Update	March/April 2018
Progress reports on Caltrans OWP Activities	Quarterly
Reimbursement of CPG funds	Quartlery
Participation at policy level meetings	As needed
Amendment approval	As needed
Closeout Package for Discretionary funds	As needed

Estimated Cost By Funding Source	Estimated Person-Months and Costs
Not funded though the OWP process.	N/A

PLANNING LIAISON

OBJECTIVE

To strengthen the connections between the Department's long-range planning efforts, regional planning and project selection process, and the districts Advance Planning corridor studies/project study reports/project initiation documents and programming function. To support a comprehensive project identification, selection and programming process.

DESCRIPTION

Provide a liaison role between Caltrans Planning, Programming, Operations and Design as well as coordination of local, State and federal programming [i.e. TIP/STIP – Interregional Transportation Improvement Program (ITIP) & State Highway Operations and Protection Program (SHOPP)], and planning documents [California Transportation Plan, Interregional Transportation Strategic Plan (ITSP). Regional Transportation Plan/Sustainable Communities Strategy, and Countywide Transportation Plans].

PREVIOUS AND ONGOING RELATED WORK

- Monitor and coordinate with Statewide Planning and Programming Initiatives (California Transportation Plan (CTP); CTC STIP guidelines and exercises.
- Monitor and coordinate with RTP and Sustainable Communities Strategies (SCS)
- Monitor 10-Year SHOPP Plan development and biennial STIP and SHOPP Cycles
- Manage and assist with Sustainable Communities/Strategic Partnership Planning Grants
- Review and approve amendments and scope changes to grant programs

TASKS

- Coordination between Office of System and Regional Planning and Headquarters Division of Transportation Planning (DOTP) on new initiatives and draft legislation emanating from the federal, State and regional levels.
- Monitor new Federal Reauthorization – Fixing America’s Surface Transportation (FAST) Act
- Implementation and any new Federal Initiatives (ARA, TIGER, etc.)
- Assist in implementation of Sustainable Communities/Strategic Partnership Grant programs
- Provide technical assistance to regional and local partners regarding Sustainable Communities/Strategic Partnership Grant programs

Estimated Cost By Funding Source	Estimated Person-Months and Costs
Not funded through the OWP process.	N/A

LOCAL DEVELOPMENT/INTERGOVERNMENTAL REVIEW (LD/IGR)

OBJECTIVE

Ensure development-related safety impacts to users of state transportation facilities are identified and mitigated to the maximum extent feasible; achieve Caltrans Strategic Management Plan targets of increasing non-auto mode transportation shares by tripling bicycle, and doubling pedestrian and transit by 2020. To implement SB 743 requirements to reduce vehicle miles traveled to reduce greenhouse gas emissions. The LD/IGR programs achieves these goals by reviewing and commenting on federal, state and local environmental documents prepared pursuant to the National Environmental Policy Act and the California Environmental Quality Act (CEQA).

DESCRIPTION

Local Development-Intergovernmental Review is a mandated ongoing collaboration between public and private stakeholders focused primarily on reducing vehicle trips associated with local development. Accordingly LD/IGR ensures that the local land use planning process results in a variety of transportation choices, especially transit, walking and bicycling. LD/IGR professionals collaborate with stakeholders to achieve a shared vision in promoting sustainable land use development patterns that accommodate a sufficient housing supply near population and job centers. LD/IGR professionals consult with local jurisdictions early and often to provide timely and technically accurate information and share analytical methodologies with stakeholders including local government decision makers.

PREVIOUS AND ONGOING RELATED WORK

LD/IGR professionals coordinate review of environmental and technical documents for local development projects with a diverse array of experts from a variety of disciplines; comments are collected and analyzed and transmitted to Lead Agencies (LA's) as "CEQA Letters" that identify potential impacts to state facilities. LD/IGR professionals advocate for mitigation in the form of traffic impact fees, Transportation Demand Management Programs, enhancing options for using transit and for bicycling and walking. LD/IGR professionals liaise with LA's, developers and consultants whenever possible, and review encroachment permits for compliance with CEQA and to ensure that agreed upon mitigation measures are implemented.

TASKS

- LD/IGR professionals engage with stakeholders including Caltrans functional units, discipline experts, project proponents, LA's through strategic partnerships to implement the SB 743 focus on Vehicle Miles Travelled, address potential safety impacts from local development and actively pursue fair share mitigation fees with local partners (Meeting New Challenges through Teamwork)
- Through strategic partnerships with stakeholders including LA's, consultants and project proponents, LD/IGR professionals collaborate on traffic analysis through early consultation, including support for establishing multimodal and regional impact fees.
- Leverage LD/IGR professional training to maximize opportunities to enhance bike, ped, ADA, transit and Transportation Demand Management improvements through CEQA review of environmental documents; this supports Caltrans Strategic Management Plan targets of increasing active transportation (Sustainability, Livability & Economy).
- Utilize leadership by representing Caltrans on Technical Advisory Committees, develop strategic partnerships with LA's to collaborate on land use and transportation projects affecting Caltrans.
- Collaborate with Environmental Analysis, System Planning, Permits, Project Management, Right of Way and other functional units by providing project history and previous responses to LA's
- Utilize Leadership in collaboration with our local partners to incorporate LA Conditions of Approval and Mitigation Monitoring Reports in CEQA records
- Engage with Headquarters and the Office of Planning and Research for training, interpreting and implementing SB 743-mandated changes to CEQA analysis and
- Pro-actively works with tribal governments to mitigate traffic impacts from proposed tribal projects (System Performance)

Products	Estimated Completion
Written comments to LA's on Their proposed projects and environmental Documents.	Ongoing
Documents on Tribal government-to-government Relations.	Ongoing

Estimated Cost By Funding Source	Estimated Person- Months and Costs
Not funded though the OWP process.	N/A

DISTRICT TRANSIT REPRESENTATIVE

OBJECTIVE

- To encourage alternative modes of transportation on the State Highway System
- To leverage the existing State Highway System to promote and enhance alternative transportation mode opportunities

DESCRIPTION

The District Transit Representative seeks opportunities to increase mobility options within the State Highway System (SHS). This function assists the department in meeting goals with AB32, SB 375 and SB 391 by promoting alternative transportation modes to decrease vehicle miles traveled and associated greenhouse gas emissions and increasing the efficiency of the SHS. Specifically, emphasis is placed on three areas: 1) leveraging the existing SHS to promote faster transit service, 2) promoting connectivity and integration of all rail systems, and 3) enhancing the existing District Park and Ride program. Internally work with other functional units to ensure transit/rail/Park and Ride accommodations are included in Caltrans plans and projects. The District Transit Representative also collaborates with the Division of Rail and Mass Transportation (DRMT) and the Division on Research Innovation and System Information (DRISI) on statewide modal issues. Externally the DTR develops partnerships with other agencies to promote and enhance strategies that encourage alternative modes of transportation.

TASKS

- Coordinate with local agencies to improve the State Highway System to optimize alternative modes of transportation.
- Review Caltrans project development documents and ensure that alternative modes of transportation are considered and accommodated wherever feasible.
- Participate on DRMT working groups
- Provide project management support for transit projects on State Highway System
- Participate in Project Development Teams (PDTs) for projects with transit components
- Comment on Caltrans projects for transit accommodations
- Manage 5311 and 5311(f) Grants for transit capital and operating assistance
- Work with DRMT staff collecting Standard Agreements, Amendment requests Forms, transit procurement forms, Disadvantaged Business Enterprise semi-annual reports, etc.
- Conduct compliance monitoring, including third party operating agreement and procurement reviews
- Distribute DRMT policy and program announcements to local agencies
- Provide technical assistance to local agencies

Estimated Cost By Funding Source	Estimated Person- Months and Costs
Not funded though the OWP process.	N/A

SECTION 3 – FY 2017/18 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. A primary focus is implementation of the 2015 RTP. The following regional priorities have been identified for FY 2017/18:

- **Sustainable Development Program** – Continue to cultivate public-private partnerships to compete for capital funding opportunities, focusing on: 1) formal establishment of a regional program providing planning funds for projects that add housing and jobs within Strategic Growth Areas and 2) joint economic development initiatives that enhance the utilization of existing transportation systems and avoid or minimize adverse environmental impacts.
- **Performance Measures** – Maintain and strategically develop transportation data, modeling tools, and spatial analysis capabilities needed for developing targets and tracking progress towards federal and state performance measures. Focus areas will include: 1) tracking progress of regional and local projects, programs and policies helping to meet 2015 RTP objectives and greenhouse gas emissions targets; 2) demonstrating compliance with state and federal regulations, and substantiating state and federal transportation investment within the region; and 3) prepare and develop final performance measures for 2018 update to the RTP.
- **Active Transportation** – Focus areas include: 1) completing the regional active transportation plan – GoShasta – to guide implementation of the 2015 RTP and integrate into the 2018 RTP; 2) pursue funding to develop design guidelines for active transportation network corridors; and 3) prepare a list of construction grant-ready active transportation projects located within or directly serving Strategic Growth Areas.
- **Goods and Freight Movement** – Develop a goods and freight movement program, in consultation with Caltrans and regional public and private partners, that targets current and anticipated funding opportunities. Focus areas include: 1) supporting the development of consolidated transport of regional commodities within the North State and to external markets; and 2) pursuit of public-private economic development initiatives that would benefit from enhanced transportation infrastructure, services, technologies, and policies.
- **Alternative Fuels Vehicle Infrastructure Planning** – Build upon the findings of the Upstate Region Plug-in Electric Vehicle (PEV) Readiness Plan by creating a local program of projects for charging stations and capital grant funding. Focus areas include: 1) encouraging the integration of PEV infrastructure into new development projects; and 2) encourage electrification of commercial and public fleets where feasible.
- **Interregional and Intermodal Connections** – Develop a network of multi-modal infrastructure and services in coordination with regional and local agency partners. Focus areas include: 1) linking active transportation facilities to transit centers; 2) expanding interregional travel options to large urban services, amenities, and airports; and 3) coordinating with the North State Super Region on feeder public transportation services.
- **Enhanced Delivery of Public Transportation** – Support communication and coordination between the region's public transportation service providers in order to increase efficiency and better respond to rider's needs. Focus areas include: 1) supporting development of transit asset

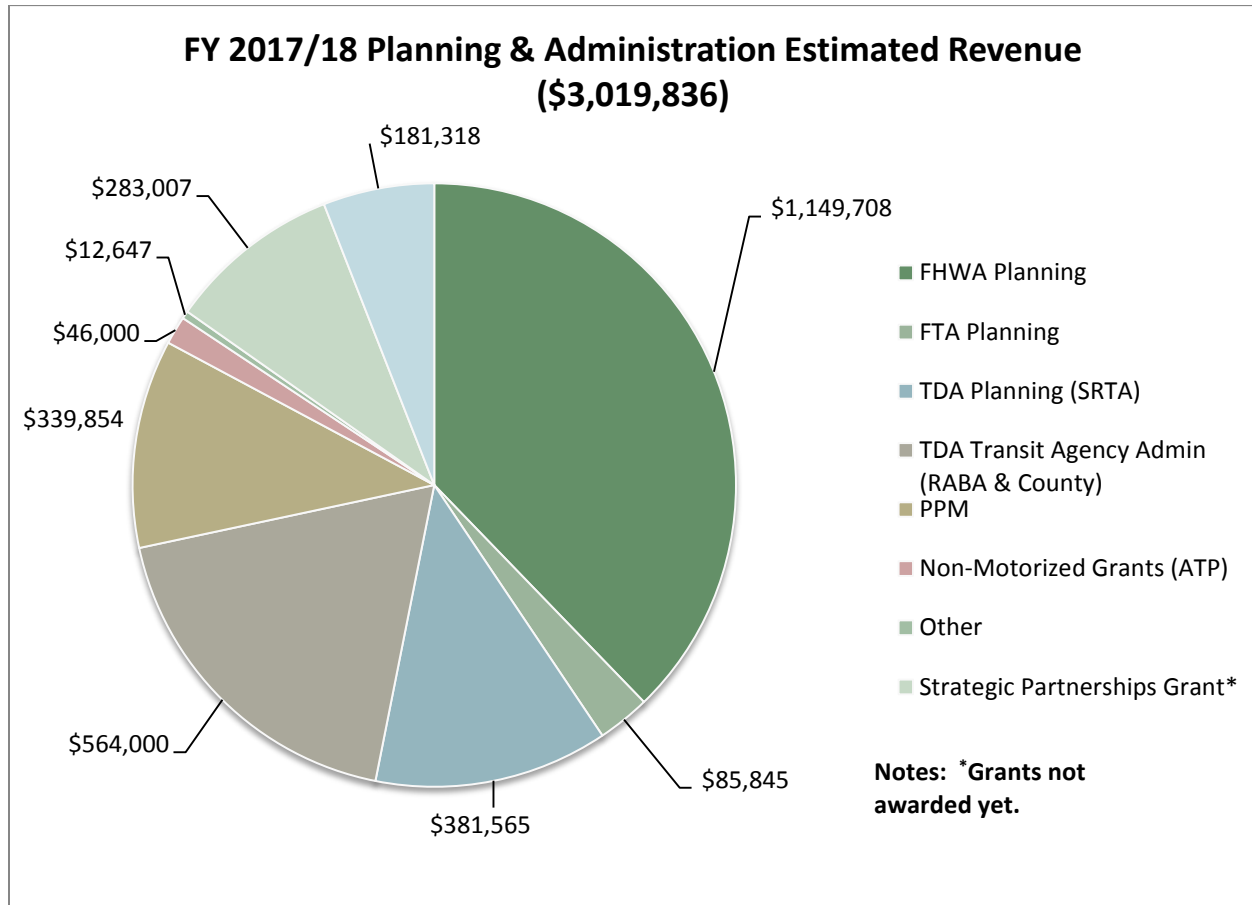
management plans; 2) planning and implementing an on-demand Sunday transit service demonstration project; 3) collecting public transportation data for performance measures; and 4) developing a comprehensive public transportation funding strategy.

- **System Efficiency (NEW)** – Support planning and implementation of projects that enhance and improve the operational efficiency and throughput of the transportation system while considering current and future transportation trends, including new technologies and user behavior. Focus areas may include: 1) planning and implementation of Intelligent Transportation Systems (ITS) technologies; 2) signal timing projects; and 3) projects focused on determining the ability of a jurisdiction to prepare for primarily all electric vehicles or autonomous vehicles.
- **System Preservation (NEW)** – Assist in the development of and support policies, programs and projects that help to preserve and improve the region’s transportation infrastructure including highways, roads, bridges, transit, bike and pedestrian facilities. Focus areas include; 1) collect and monitor data on the overall health of the region’s facilities; 2) identify measures that help to preserve the transportation system and share information with regional partners; 3) corridor studies focused on implementing complete streets; and 4) advocate and identify funding strategies that help resources to the region.

SECTION 4 – BUDGET AND WORK PROGRAM

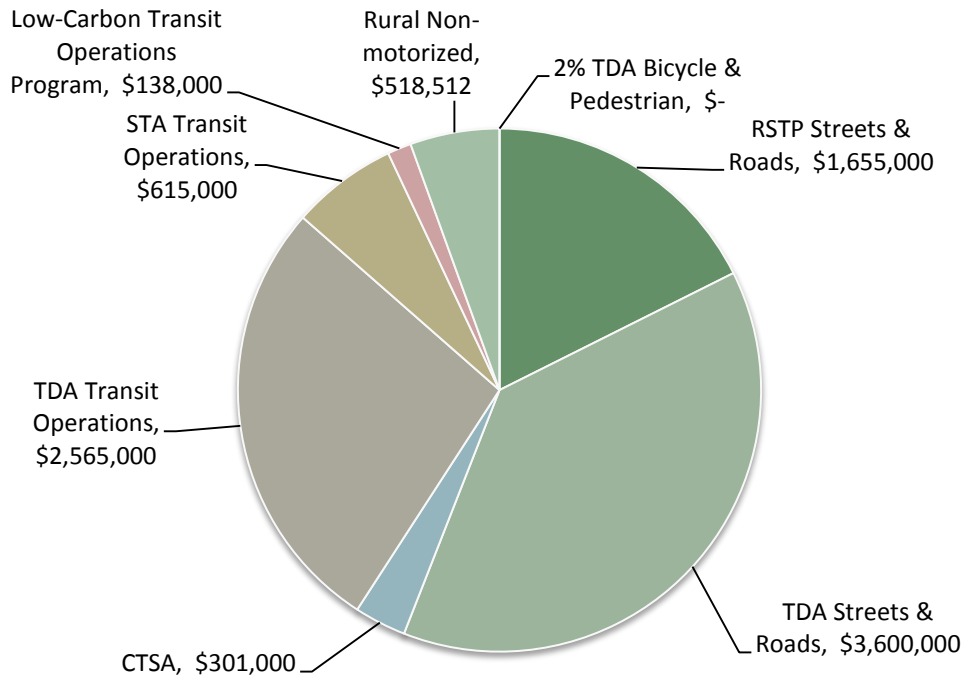
FY 2017/18 BUDGET

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.

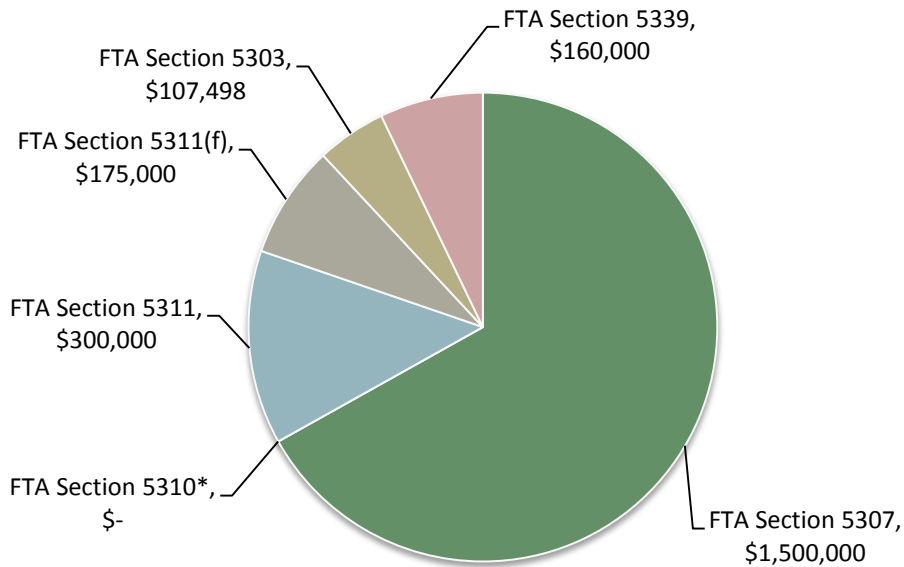


TDA	Transportation Development Act	SR2S	Safe Routes to School
FHWA	Federal Highway Administration	RSTP	Regional Surface Transportation Program
FTA	Federal Transit Administration	Prop 84	The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006
PPM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

FY 2017/18 Capital and Transit Operations Estimated Revenue (\$9,392,512)



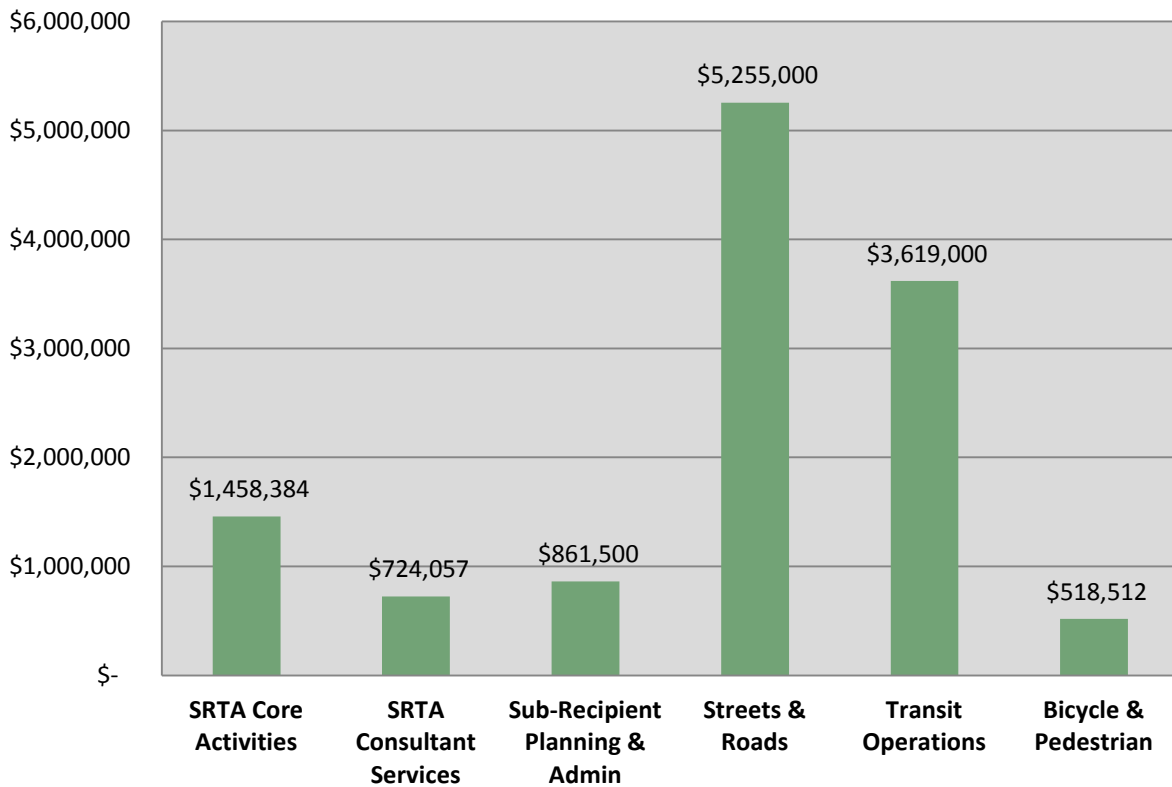
Available Federal Transit Administration (FTA) Estimated Revenue (\$2,242,498)



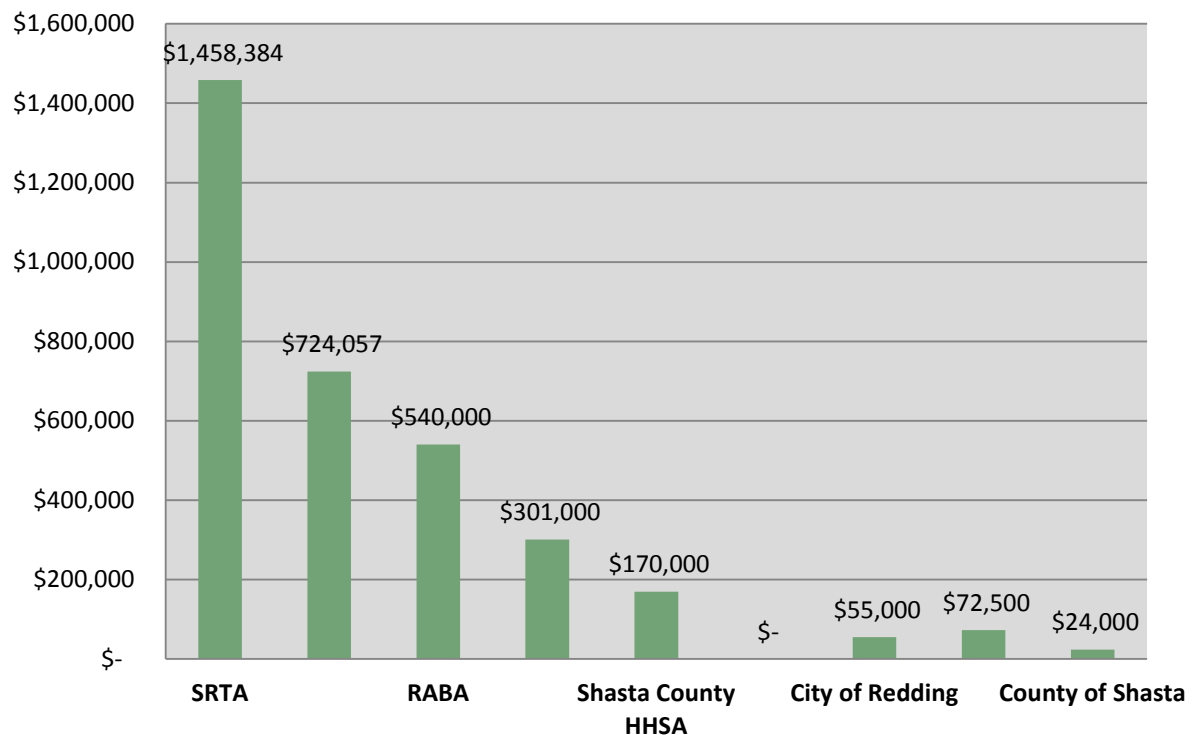
***Note - Funds for FTA 5310 have not been awarded. A total of \$1,008,260 in grant applications was submitted by regional transit partners.**

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

FY 2017/18 Total Estimated Expenditures (\$12,436,453)



FY 2017/18 Planning & Administration Budgeted Expenditures (\$3,344,941)



FY 2017-2019 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.

Work Element	Description	FHWA PL	State Toll Credits	FHWA PL C/O	FTA 5303	FTA 5303 Carryover	LTF	TDA	PPM	Non-Motorized Grants	Other (NSSR, Shasta Coll)	Reimb. & Planning Grants	SRTS	Total By Fund Source Proof
		100%	11.47%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
701	System Planning		Excluded from Totals											
701.01	Regional Transportation Plan	166,372	19,083											166,372
701.03	Performance Measures	51,694	5,929											51,694
701.09	Air Quality	17,179	1,970											17,179
701.11	Transportation Data Collection & Reporting	69,955	8,024											69,955
	Total Work Element 701	305,199	35,006	0	0	0	0	0	0	0	0	0	0	305,199
702	Work Program and Administration													
702.01	Transportation Improvement Programs (TIPS)	72,622	8,330											72,622
702.02	Overall Work Program	98,822	11,335											98,822
702.03	Grant Writing and Technical Assistance						38,711							38,711
702.04	Sustainable Development Incentive Program		6,428	56,044			40,000		90,000					186,044
	Total Work Element 702	171,444	26,093	56,044	0	0	78,711	0	90,000	0	0	0	0	396,199
703	Non-Motorized													
703.01	Active Transportation Planning								82,037					82,037
703.04	GoShasta Active Transportation Plan		12,947	112,877						46,000				158,877
703.05	Sustainable Shasta		6,692	58,344					17,073			116,642		192,059
	Total Work Element 703	0	19,639	171,221	0	0	0	0	99,110	46,000	0	116,642	0	432,973
704	Public and Agency Participation													
704.01	Public Information & Participation		6,452	56,249			14,062							70,312
	Total Work Element 704	0	6,452	56,249	0	0	14,062	0	0	0	0	0	0	70,312
705	Technology Applications													
705.01	ITS Planning & Development								19,189					19,189
705.02	GIS Applications	59,403	6,814								2,000			61,403
705.05	Regional Modeling & Forecasting Tools		9,058	78,972										78,972
	Total Work Element 705	59,403	15,872	78,972	0	0	0	0	19,189	0	2,000	0	0	159,564
706	Public Transportation Planning													
706.02	Public Transportation Planning & Coordination		5,727		49,930	35,915	36,000							121,845
706.06	Greenhouse Gas Reduction Fund Programs						25,859							25,859
706.07	North State Express Connect Business Plan		5,703	49,718					52,241			166,365		268,324
706.08	Sunday Transit Service Demo Project		0				82,299							82,299
	Total Work Element 706	0	11,430	49,718	49,930	35,915	144,158	0	52,241	0	0	166,365	0	498,327
707	Special Projects													
707.01	Corridor Studies & Project Review		3,831	33,400										33,400
707.02	Safe Routes to School Non-Infrastructure Grant												181,318	181,318
707.03	Alternative Fuels Vehicle Planning		3,851	33,577										33,577
707.04	Goods & Freight Coordination and Planning								79,314					79,314
707.07	RCEA Hydrogen Fuel-Cell Readiness Project		801	6,981						2,000				8,981
	Total Work Element 707	0	8,483	73,959	0	0	0	0	79,314	0	2,000	0	181,318	336,590
708	Manage Transportation Development Act													
708.03	Transportation Development Act						114,406							114,406
708.04	Transit and CTSA Agency Administration						30,227	564,000						594,227
	Total Work Element 708	0	0	0	0	0	144,633	564,000	0	0	0	0	0	708,633
800	Other													
801.01	North State Super Region										8,647			8,647
	Total Work Element 800	0	0	0	0	0	0	0	0	0	8,647	0	0	8,647
900	Local Agency Projects													
901.01	Hilltop Drive Corridor Signal Optimization Study		1,721	15,000										15,000
901.02	Victor Avenue Corridor Phasing Plan		4,588	40,000										40,000
902.01	Cascade Blvd Sustainable Development Assessment		5,162	45,000										45,000
902.02	Micro-Transit Analysis & Recommendations		3,154	27,500										27,500
	Total Work Element 900	0	14,624	127,500	0	0	0	0	0	0	0	0	0	127,500
Total of Budget by Fund Source		536,046	137,598	613,662	49,930	35,915	381,565	564,000	339,854	46,000	12,647	283,007	181,318	3,043,944

Planning/Administration Funds by Jurisdiction														
	SRTA	536,046	0	486,162	49,930	35,915	381,565	0	339,854	46,000	12,647	283,007	0	2,171,126
	RABA Administration							540,000		0				540,000
	City of Redding	0		55,000						0				55,000
	Shasta Lake City	0		72,500						0				72,500
	Cty of Shasta- Health & Human Services									0			181,318	181,318
	County of Shasta- TDA Administration							24,000		0				24,000
	Total Plng/Admin Funds by Juris.	536,046	0	613,662	49,930	35,915	381,565	564,000	339,854	46,000	12,647	283,007	181,318	3,043,944

Capital Infrastructure & Transit Agency Operations														
	Description	RSTP	LTF	STA	LCTOP	Caryover								Total By Fund Source Proof
	STBGP - Streets & Roads	1,655,000												1,655,000
	LTF Streets & Roads		3,600,000											3,600,000
	LTF Transit Operation		2,565,000											2,565,000
	STA Transit Operation			615,000										615,000
	Low-Carbon Transit Oper Program				138,000									138,000
	CTSA		301,000											301,000
	Rural Non-motorized		518,512											518,512
	2% TDA Bike & Pedestrian Program		0											0
	Total Operational and Capital	1,655,000	6,984,512	615,000	138,000	0	0	0	0	0	0	0	0	9,392,512

Reconciliation of OWP Expenditures to Overall Budget OWP Expenditures	
Expenditures per OWP	3,043,944
Add:Suite 101/102 Rental Expenses not in OWP	42,200
Less: TDA Administration not in Overall Budget	(564,000)
2015-16 IDC Carryover	(148,734)
Expenditures per Overall Budget OWP Expenditures	2,373,410

WORK ELEMENT 700.98	Indirect Cost PTO
----------------------------	--------------------------

Agency: SRTA	Total Budget (FY 2017/18): \$60,886	Estimated Budget (FY 2018/19): \$ 61,698
--------------	-------------------------------------	--

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations	FY 2017/18				FY 2018/19			
	Expenditures		Amount		Expenditures		Amount	
SRTA								
Personnel - Direct PTO Salaries	\$ 60,886				\$ 61,698			
TOTAL:	\$ 60,886				\$ 61,698	\$ -	\$ -	\$ -

Previous Accomplishments
Kept records of paid time off.

Objective
To record paid time off in a separate work element.

Discussion
Caltrans requires that paid time off be separately recorded and reported.

Product 1: Indirect Cost PTO

Task/Activity		Resp. Agency	Schedule
1.1	Record paid time off	SRTA	Jul 2017 - Jun 2019

Indirect Cost Allocation Plan

Estimated Budget (FY 2018/19):	\$ 574,749
--------------------------------	------------

Services & Supplies	FY 2017/18				FY 2018/19	
	Amount (\$)	Total Expenditures INDIRECT			Amount (\$)	Total Expenditures INDIRECT
SRTA						
Building Occupancy:						
Depreciation (Suite 202)	48,000	48,000			48,000	48,000
Interest	22,000	22,000			22,000	22,000
Insurance	3,200	3,200			3,200	3,200
Repairs	2,000	2,000			2,000	2,000
Janitorial	4,000	4,000			4,000	4,000
Elevator	600	600			600	600
Landscape	1,800	1,800			1,800	1,800
Taxes	100	100			100	100
Security	2,500	2,500			2,500	2,500
Utilities	14,000	14,000			14,000	14,000
Advertising	1,000	1,000			1,000	1,000
Copier	6,000	6,000			6,000	6,000
Communication	8,500	8,500			8,500	8,500
Depreciation	1,300	1,300			1,300	1,300
Books and Educational Materials	1,000	1,000			1,000	1,000
Office Supplies	7,000	7,000			7,000	7,000
Computer Support	22,200	22,200			22,200	22,200
Dues/Subscriptions	8,500	8,500			8,500	8,500
Postage	2,000	2,000			2,000	2,000
Educational Training	1,000	1,000			1,000	1,000
Repairs and Maintenance	1,000	1,000			1,000	1,000
Software	8,000	8,000			8,000	8,000
Public Notice	500	500			500	
Travel	4,000	4,000			4,000	4,000
Licenses	500	500			500	500
Meetings	1,000	1,000			1,000	1,000
Insurance	7,000	7,000			7,000	7,000
Audit/Acturial Services	20,400	20,400			20,600	20,600
Legal Services	3,000	3,000			3,000	3,000
Personnel Services	12,500	12,500			12,500	12,500
Small Office Equipment	10,000	10,000			10,000	10,000
Conference/training	4,000	4,000			4,000	4,000
Sub Total	228,600	228,600			228,800	228,300
INDIRECT SALARIES & BENEFITS	295,115	295,115			284,750	284,750
NOTE - General Administration, office functions and allocable staff costs not directly attributable to specific work elements (Per ICAP filing).						
PTO (WE 700.98)	60,886	60,886			61,698	61,698
TOTAL:	584,601	584,601			575,249	574,749

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

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

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.

Task/Activity		Resp. Agency	Schedule
1.1	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 2017 - Jun 2019
1.2	Prepare and file reports with funding agencies		
1.3	Implement SRTA Personnel Policies including preparation of employee evaluations		
1.4	Maintain and administrate SRTA benefit programs		
1.5	Prepare reports for management		
1.6	Prepare annual fiscal reports		

WORK ELEMENT 701.01					Regional Transportation Plan (RTP)			
Agency: SRTA		Total Budget (FY 2017/18): \$ 166,372			Estimated Budget (FY 2018/19): \$ 108,183			
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19								
Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
SRTA	Direct	Indirect	FHWA	Toll Credits	Direct	Indirect	FHWA	Toll Credits
Personnel	\$ 60,513	\$ 66,406	\$ 126,920	\$ 14,558	\$ 54,454	\$49,422	\$ 103,876	\$ 11,915
Services & Supplies	\$ 3,000		\$ 3,000	\$ 344	\$ 3,000		\$ 3,000	\$ 344
Human Resources	\$ 1,452		\$ 1,452	\$ 167	\$ 1,307		\$ 1,307	\$ 150
EIR Consultant (TBD)	\$ 35,000		\$ 35,000	\$ 4,015	\$ -		\$ -	\$ -
TOTAL:	\$ 99,966	\$ 66,406	\$ 166,372	\$ 19,083	\$ 58,761	\$49,422	\$ 108,183	\$ 12,409
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 (October 2015) pursuant to SB 375. SRTA worked with the California Air Resources Board to develop revised SB 375 targets for year 2035. These targets will be included in the 2018 RTP/SCS. SRTA started initial updates to the 2018 RTP/SCS.								
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 was updated in 2015 and included a new component called a Sustainable Communities Strategy pursuant to Senate Bill 375, which identified a set of strategies that, if implemented, would help the region meet its SB 375 greenhouse gas emissions reduction target. The RTP will be updated in 2018 and every fourth year thereafter. New MAP-21 and FAST Act provisions (expected to be in effect by adoption of 2018 RTP) must be included in the RTP, including state and/or regional performance targets and new items related to transit services. Pursuant to the California Environmental Quality Act (CEQA), the agency is required to prepare an Environmental Impact Report (EIR) for the RTP. It's anticipated that the 2018 RTP/SCS update may only require a Supplemental EIR.								
Note: Consultant support for the 2015 and 2018 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 2017 - Jun 2018	
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	Participate in ARB SB 375 Target Update process and develop updated regional GHG target for year 2035.						Jul 2017 - Dec 2017	
Product 2:	2015 RTP implementation, including SCS							
Task/Activity						Resp. Agency	Schedule	
2.1	Cultivate RTP priority projects for capital funding. Cultivate projects that implement the Sustainable Communities Strategy, including infill and redevelopment projects to compete for capital funding opportunities. Includes interagency and private sector communication and coordination.					SRTA	Jul 2017 - Apr 2018	
2.2	Participate in interagency meetings that support the implementation of the RTP/SCS, including: California Transportation Plan Policy Advisory Committee, Strategic Highway Safety Plan, local jurisdiction council/board meetings, and/or similar such meetings.							
Product 3:	2018 Regional Transportation Plan and Sustainable Community Strategy (RTP/SCS)							
Task/Activity						Resp. Agency	Schedule	
3.1	Collect and incorporate updated travel, land use, and other relevant data. Update maps, exhibits, and forecasts for land use and sociodemographic information.					SRTA	Jan 2017 - Apr 2018	
3.2	Review and update RTP as appropriate for consistency with federal, state and local plans, programs or policies.							
3.3	Update RTP performance measures to be consistent with MAP-21, FAST Act, state and regional targets, developed under WE 701.03.							
3.4	Update transportation project lists							
3.5	Incorporate Transit Asset Management targets prepared by transit agencies and evaluate State of Good Repair needs and investments (as required and pending adoption by RABA and Shasta County)							
3.6	Conduct scenario testing using ShastaSIM model							
3.7	Prepare Draft 2018 RTP/SCS							
3.9	Conduct outreach, solicit for comments and prepare responses.							
3.1	Prepare and present final 2018 RTP/SCS and EIR to SRTA Board of Directors for adoption.					Apr 2018 - Jun 2018		
Product 4:	2018 RTP/SCS Environmental Impact Report							
Task/Activity						Resp. Agency	Schedule	
4.1	Administer procurement process for EIR consultant(s).					SRTA	Feb 2017 - Jun 2017	
4.2	Manage EIR consultant contract.						Jul 2017 - Apr 2018	
4.3	Prepare and distribute Draft RTP Supplemental EIR consistent with applicable laws. Conduct public outreach, as necessary, including any public hearings. Review and respond to public comments.					SRTA/ Consultant		

Product 5: 2018 RTP implementation, including SCS			
Task/Activity		Resp. Agency	Schedule
5.1	Cultivate RTP priority projects for capital funding. Cultivate projects that implement the Sustainable Communities Strategy, including infill and redevelopment projects to compete for capital funding opportunities. Includes interagency and private sector communication and coordination.	SRTA	Apr 2018 - Ongoing
5.2	Participate in interagency meetings that support the implementation of the RTP/SCS, including: California Transportation Plan Policy Advisory Committee, Strategic Highway Safety Plan, local jurisdiction council/board meetings, and/or similar such meetings.		
5.3	Update RTP as needed for consistency with national, state or local agency plans, programs or laws.		

WORK ELEMENT 701.03					Performance Measures				
Agency: SRTA		Total Budget (FY 2017/18): \$ 51,694			Estimated Budget (FY 2018/19): \$ 46,603				
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19									
Staff Allocations and Funding Requirements		FY 2017/18				FY 2018/19			
		Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
SRTA		Direct	Indirect	FHWA	Toll Credits	Direct	Indirect	FHWA	Toll Credits
Personnel		\$ 23,425	\$ 25,706	\$ 49,131	\$ 5,635	\$ 23,091	\$ 20,958	\$ 44,049	\$ 5,052
Services & Supplies		\$ 2,000		\$ 2,000	\$ 229	\$ 2,000		\$ 2,000	\$ 229
Human Resources		\$ 562		\$ 562	\$ 64	\$ 554		\$ 554	\$ 64
TOTAL:		\$ 25,987	\$ 25,706	\$ 51,694	\$ 5,929	\$ 25,645	\$ 20,958	\$ 46,603	\$ 5,345
Previous Accomplishments									
Monitored the development of MAP-21 performance-based planning, including federal rulemakings on performance measures. Monitored and participated in the development of 2016 Regional Transportation Improvement Program (RTIP) 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). Initiated a regional technical advisory committee to advise on development of performance measures and targets.									
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. New measures were introduced by the passage of the federal transportation bill (MAP-21) in 2012 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 (anticipated in 2016). 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: Transportation Performance Measures for the Shasta County Region									
Task/Activity						Resp. Agency		Schedule	
1.1	Review final federal performance measure rulemakings including established targets, required data sources and methodologies for developing, quantifying and reporting on regional targets.					SRTA		Jul 2017 - Jun 2018	
1.2	Participate in technical work groups and training related to the development of performance measures, goals, and targets for California.							As needed	
1.3	Organize and conduct meetings of a new technical advisory committee comprised of SRTA, Caltrans, and local agency participants to assist SRTA in developing regional goals and targets. Prepare agendas, host regular meetings, and document input.							Jul 2017 - Jun 2019	
1.4	Update and refine initial regional performance measures developed as part of the 2015 RTP/SCS and technical methodologies associated with each target/measure.							As needed	
1.5	Conduct public outreach and present draft measures to SRTA Board of Directors.							Jan 2017 - Jun 2018	
1.6	Develop a web-based performance measure reporting tool. Maintain and update annually, as needed.							As needed	
1.7	Adopt final regional MAP-21/FAST Act performance measure targets for the Shasta County region (adoption of final targets dependent on timing of Caltrans adoption of statewide targets) .							As required	
Product 2: Performance Measures Technical Advisory Committee									
Task/Activity						Resp. Agency		Schedule	
2.1	Review performance measure targets, assist in identifying data collection gaps/challenges and developing collaborative solutions, and provide input on reporting tools. Meetings to review performance measures and associated targets is dependent on timelines established by US DOT and Caltrans.					Caltrans D2, Redding, Anderson, Shasta Lake, Shasta County, SCAQMD		Jul 2017 - Jun 2019	

WORK ELEMENT 701.09**Air Quality**

Agency: SRTA

Total Budget (FY 2017/18): \$ 17,179

Estimated Budget (FY 2018/19): \$ 15,734

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source	
	Direct	Indirect	FHWA	Toll Credits	Direct	Indirect	FHWA	Toll Credits
SRTA								
Personnel	\$ 7,909	\$ 8,680	\$ 16,589	\$ 1,903	\$ 8,145	\$ 7,393	\$ 15,538	\$ 1,782
Services & Supplies	\$ 400		\$ 400	\$ 46	\$ -		\$ -	\$ -
Human Resources	\$ 190		\$ 190	\$ 22	\$ 195		\$ 195	\$ 22
TOTAL:	\$ 8,499	\$ 8,680	\$ 17,179	\$ 1,970	\$ 8,341	\$ 7,393	\$ 15,734	\$ 1,805

Previous Accomplishments

Reviewed 2015 regional air quality reports and draft 2016 reports. Tracked EMFAC model changes. Reviewed potential implications of US EPA changes to Ozone standards.

Objective

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

Discussion

Transportation is the single largest source of atmospheric emissions in California. Shasta County is currently classified as having "attainment" status for federal air quality standards, but this may change as population and travel demand grows. In 2015, the US Environmental Protection Agency (EPA) lowered the Ozone 8-hour standard to 0.070 parts per million (ppm). In the most recent 2015 Annual Monitoring Report the Anderson & Lassen Volcanic sites showed a 3-year average of 0.068 ppm. SRTA will continue to monitor and review air quality reports and work with regional and state partners should any sites reach or exceed the federal standards.

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. If the Shasta region loses its "attainment" status for any air quality standard, then SRTA may need to develop a more robust air quality analysis review of regional projects and conduct an air quality conformity analysis report as part of a subsequent Regional Transportation Plan update.

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 2017 - Jun 2019
1.2 Monitor federal air quality reports, California air quality reports, and related state/federal legislation. 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	As needed
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 705.05.</i>	SRTA	As needed

WORK ELEMENT 701.11					Transportation Data Collection and Reporting			
Agency: SRTA		Total Budget (FY 2017/18): \$ 69,955			Estimated Budget (FY 2018/19): \$ 56,667			
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19								
Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
SRTA	Direct	Indirect	FHWA	Toll Credits	Direct	Indirect	FHWA	Toll Credits
Personnel	\$ 18,481	\$ 20,280	\$ 38,761	\$ 4,446	\$ 21,183	\$ 19,226	\$ 40,408	\$ 4,635
Services & Supplies	\$ 750		\$ 750	\$ 86	\$ 750		\$ 750	\$ 86
Human Resources	\$ 444		\$ 444	\$ 51	\$ 508		\$ 508	\$ 58
Travel Data Purchase	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
Consultant (Product 1)	\$ 30,000		\$ 30,000	\$ 3,441	\$ 15,000		\$ 15,000	\$ 1,721
TOTAL:	\$ 49,674	\$ 20,280	\$ 69,955	\$ 8,024	\$ 37,441	\$ 19,226	\$ 56,667	\$ 6,500
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. SRTA prepared a RFP for hiring a consultant for the regional travel data collection program. The most recent transportation data will be incorporated into the region's activity-based travel demand model for the 2018 RTP.								
Objective								
To coordinate transportation data collection in support of transportation planning and programming activities, and performance measure tracking.								
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 data collection and monitoring may be conducted by local agencies. Local agencies are highly encouraged to submit data 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 tracking progress and developing targets for federal, state and regional MAP-21/FAST Act performance measures, updating travel model data and for use in SRTA's planning and programming activities.								
Product 1: Regional Traffic Data Collection Program								
Task/Activity							Resp. Agency	Schedule
1.1	Develop new regional traffic count program for the collection of necessary data for: HPMS reporting; performance measure development and tracking; travel demand modeling; and other planning and programming activities.						SRTA	Dec 2016 - Mar 2017
1.2	Prepare scope of work and issue RFP for acquiring consultants for multi-year contract.							Mar 2017 - Jun 2017
1.3	Execute and manage consultant contract.							Jun 2017 - Jul 2017
1.4	Develop data collection schedule, collect traffic counts, summarize results in a report and provide data in a database format consistent with HPMS reporting format requirements.						Consultant	Jul 2017 - Jun 2019
1.5	Review traffic count data and perform analysis; distribute counts to regional partners; prepare data for use in regional travel model (ShastaSIM), and provide data as a simple web-based mapping tool.						SRTA	
Product 2: HPMS reports to Caltrans								
Task/Activity							Resp. Agency	Schedule
2.1	Compile traffic count data collected from consultant, local agencies and Caltrans.						SRTA	Annually Nov - Jan
2.2	Update regional HPMS database and submit to Caltrans Headquarters.							Annually Jan-Feb
Product 3: Interagency Participation								
Task/Activity							Resp. Agency	Schedule
3.1	Participate in interagency meetings related to US Census data collection, the Census Transportation Planning Products (CTPP), HPMS reporting, and other transportation data efforts that support planning and programming activities.						SRTA	As needed

WORK ELEMENT 702.01				Transportation Improvement Programs (TIPS)					
Agency: SRTA		Total Budget (FY 2017/18): \$ 72,622			Estimated Budget (FY 2018/19): \$ 71,251				
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19									
Staff Allocations and Funding Requirements		FY 2017/18				FY 2018/19			
		Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
SRTA		Direct	Indirect	FHWA	Toll Credits	Direct	Indirect	FHWA	Toll Credits
Personnel		\$ 32,348	\$ 35,498	\$ 67,845	\$ 7,782	\$ 34,816	\$ 31,599	\$ 66,416	\$ 7,618
Services & Supplies		\$ 4,000		\$ 4,000	\$ 459	\$ 4,000		\$ 4,000	\$ 459
Human Resources		\$ 776		\$ 776	\$ 89	\$ 836		\$ 836	\$ 96
TOTAL:		\$ 37,124	\$ 35,498	\$ 72,622	\$ 8,330	\$ 39,652	\$ 31,599	\$ 71,251	\$ 8,173
Previous Accomplishments									
Amended the 2015 Federal Transportation Improvement Plan (FTIP), prepared 2017 FTIP using California Transportation Improvement Program System (CTIPS), and made initial amendments to the 2017 FTIP. Executive director has been granted authority to approve both administrative modifications, and formal amendments, to the FTIP. Prepared 2016 Regional Transportation Improvement Program (RTIP). Developed and adopted a formal policy for consultation with Federal Land Management Agencies.									
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: 2017 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. Notification to cognizant agencies, and interested individuals, when formal amendments approved.						SRTA	Jul 2017 - Jun 2019	
1.2	Administrative modifications amendments required, or requested, including all of the materials listed in task 1.1, less the financial summary tables. Administrative modifications do not undergo public review.								
Product 2: Monitor Implementation of 2016 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 2017 - Mar 2018	
2.3	Meet with local agencies to determine upcoming projects and funding strategies. Seek additional/matching funding for STIP projects.								
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: California Federal Programming Group meetings									
Task/Activity							Resp. Agency	Schedule	
3.1	Attend CFPG meetings						SRTA	Bi-monthly	
Product 4: Prepare 2018 RTIP									
Task/Activity							Resp. Agency	Schedule	
4.1	Review 2018 Fund Estimate and Final STIP Guidelines; attend CTC workshops on 2018 STIP.						SRTA	Jul 2017 - Aug 2017	
4.2	Discuss projects for 2018 RTIP.							Jul 2017 - Dec 2017	
4.3	Review RTP, performance measures, FAST Act targets, and agency priorities in developing draft 2018 RTIP.								
4.4	Circulate for public review and comment.								
4.5	Approve 2018 RTIP and submit to CTC.								
Product 5: Prepare 2019 FTIP									
Task/Activity							Resp. Agency	Schedule	
5.1	Attend FTIP development workshop in Sacramento.						SRTA	Jan 2018 - Feb 2018	
5.2	Solicit and gather programming information for 2019 FTIP.							Feb 2018 - Apr 2018	
5.3	Transfer 2018 STIP and SHOPP projects into draft 2019 FTIP.							May 2018	
5.4	Prepare draft 2019 FTIP and circulate for public/interagency review.								
5.5	Revise document and present to SRTA Board of Directors for approval.							June 2018	

Overall Work Program (OWP)

Estimated Budget (FY 2018/19): \$ 98,624

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
SRTA	Direct	Indirect	FHWA	Toll Credits	Direct	Indirect	FHWA	Toll Credits
Personnel	\$ 46,113	\$ 50,603	\$ 96,716	\$ 11,093	\$ 50,540	\$ 45,870	\$ 96,411	\$ 11,058
Services & Supplies	\$ 1,000		\$ 1,000	\$ 115	\$ 1,000		\$ 1,000	\$ 115
Human Resources	\$ 1,107		\$ 1,107	\$ 127	\$ 1,213		\$ 1,213	\$ 139
TOTAL:	\$ 48,219	\$ 50,603	\$ 98,822	\$ 11,335	\$ 52,753	\$ 45,870	\$ 98,624	\$ 11,312

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; updated agency policies as appropriate and necessary; 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. Adopted new Overall Work Program policies and procedures for the agency (Section 2.24.10). Received input from Federal Planning Factors/Planning Emphasis Areas, SRTA Technical Advisory Committee and from the general public to prepare prospective FY 2017/18 planning priorities approved by the board of directors in December 2016. Developed the FY 2017/18 OWP, which included a new 2-year format.

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.

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.

Task/Activity	Resp. Agency	Schedule
1.1	Prepare prior year certification of expenditures and close out reports for submittal to Caltrans.	SRTA Jul 2017 - Sept 2017

Task/Activity		Resp. Agency	Schedule
2.1	Administer/amend and oversee subrecipient cooperative agreements with local agency subrecipients.	SRTA	On-going
2.2	Track staff hours on work tasks and review budget expenditures.		
2.3	Prepare and submit invoices and quarterly progress reports to Caltrans, including SRTA and sub-recipient activity.		Quarterly

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

Task/Activity	Resp. Agency	Schedule
4.1	SRTA	Nov/Dec 2017
4.2		Oct 2017 - Dec 2017
4.3		Aug 2017 - Jan 2018
4.4		Nov 2017 - Feb 2018
4.5		
4.6		Feb 2018
4.7		Mar 2018
4.8		Mar 2018 - Apr 2018
4.9		Apr 2018
4.10		May 2018 - Jun 2018
4.11		

WORK ELEMENT 702.03**Grant Writing and Technical Assistance**

Agency: SRTA

Total Budget (FY 2017/18): \$ 38,711

Estimated Budget (FY 2018/19): \$ 39,059

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	LTF		Direct	Indirect	LTF	
SRTA								
Personnel	\$ 18,013	\$ 19,766	\$ 37,779	\$ -	\$ 19,962	\$ 18,118	\$ 38,080	\$ -
Services & Supplies	\$ 500		\$ 500	\$ -	\$ 500		\$ 500	\$ -
Human Resources	\$ 432		\$ 432	\$ -	\$ 479		\$ 479	\$ -
TOTAL:	\$ 18,945	\$ 19,766	\$ 38,711	\$ -	\$ 20,941	\$ 18,118	\$ 39,059	\$ -

Previous Accomplishments

This was introduced as a new work element in FY 2015/16. Previous efforts, including but not limited to the development and support of grant applications through the Affordable Housing & Sustainable Communities (AHSC) program; Transit and Intercity Rail Capital Program (TIRCP); Fostering Advancements in Shipping and Transportation for the Long-term Achievement of National Efficiencies (FASTLANE) program; Transportation Investment Generating Economic Recovery (TIGER) program; and Active Transportation Program (ATP).

Objective

This work element consolidates efforts previously dispersed throughout prior year OWPs to develop new projects, partnerships, and grant applications. Establishing a dedicated grant writing and technical assistance work element and funding it entirely with LTF ensures that federal planning funds are not used to for ineligible activities such as develop capital grant applications. Also, because these are new projects in development, there is typically no dedicated work element yet in place to charge this work. This new work element remedies this issue. Upon award of grants for specific projects, these will be amended into the OWP under their own unique work elements.

Discussion

Transportation funding has transitioned in recent years from predominately formula-based allocations to a highly competitive discretionary funding environment. In addition to newer federal programs such as FASTLANE and TIGER, the State of California has introduced a number of Greenhouse Gas Reduction Fund (GGRF) funded programs that fund capital roadway projects, transit capital and operating projects, and non-motorized planning and capital projects. Furthermore, a number of past funding avenues have been consolidated into ultra-competitive programs such as the Active Transportation Program (ATP). SRTA plays a key role in not only competing directly for such grants, but in assisting local partner agencies in seeking grants for projects that help to implement SRTA's adopted Regional Transportation Plan (RTP). The funding assumptions and performance goals found in the adopted RTP are premised on the successful pursuit of discretionary funding. Due to tight grant program timelines and large variations in work effort required, SRTA maintains a technical services contract with a consultant to augment SRTA staff time.

Product 1: Develop projects to compete effectively for discretionary funding

Task/Activity		Resp. Agency	Schedule
1.1	Track existing and emerging state and federal grant opportunities. Perform research into applicable programs and participate in grant workshops as needed.	SRTA	Jul 2017 - Jun 2019
1.2	Communicate with and provide technical assistance to local agencies, human service transportation providers, and private industry partners to identify project needs and align these needs with applicable grant program funding opportunities.		
1.3	Develop project work scopes and organize interagency and community partnerships and resources.		

WORK ELEMENT 702.04
Sustainable Development Incentive Program

Agency: SRTA

Total Budget (FY 2017/18): \$ 186,044

Estimated Budget (FY 2018/19): \$ 66,263

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18						FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)				Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	FHWA C/O	Toll Credits	LTF	PPM	Direct	Indirect	FHWA C/O	Toll Credits
SRTA										
Personnel	\$ 16,991	\$ 18,645	\$ 35,636	\$ 4,087			\$ 8,160	\$ 7,406	\$ 15,567	\$ 1,786
Services & Supplies	\$ -		\$ -		\$ -		\$ 500		\$ 500	\$ -
Human Resources	\$ 408		\$ 408	\$ 47			\$ 196		\$ 196	\$ 22
Consultant (Task 2.3)	\$ 150,000		\$ 20,000	\$ 2,294	\$ 40,000	\$ 90,000	\$ 50,000		\$ 50,000	\$ 5,735
TOTAL:	\$ 167,399	\$ 18,645	\$ 56,044	\$ 6,428	\$ 40,000	\$ 90,000	\$ 58,856	\$ 7,406	\$ 66,263	\$ 7,543

Previous Accomplishments

This is a new standalone work element previously included in 701.01 (RTP). SRTA procured consultant services to support the City of Redding and K2 Development in the generation of an Affordable Housing and Sustainable Communities (AHSC) Program grant application to redevelop the vacant Dicker's Department Store, construct new complete streets surrounding the project, and create active transportation connection to the Downtown Transit Center and the Sacramento River Trail.

Objective

To implement the Regional Transportation Plan and achieve greenhouse gas emission reduction targets through coordinated transportation investment and land use development.

Discussion

In order to maintain livable and economically active communities, transportation infrastructure expansion must be balanced with transportation-efficient land use – meaning a mix of development types, closer together, with access to multiple travel options. The 2015 Regional Transportation Plan (RTP) includes ambitious assumptions for new housing, jobs, and commercial development in Strategic Growth Areas (see attached map) served by the next generation of active transportation infrastructure and public transportation services. SRTA may utilize regional funds and programs to influence and facilitate these goals, but the 2015 RTP cannot be realized without local agency and private sector participation. The Infill & Redevelopment Incentive Pilot Program was developed to cultivate projects and partnerships needed to compete for grants.

Product 1: Call for Infill & Redevelopment Projects and Partners

Task/Activity	Resp. Agency	Schedule
1.1 Develop and circulate a call for projects and partners. Includes consultation with partner agencies and community stakeholders, a preliminary expression of interest process, and/or similar related communication and information gathering efforts.	SRTA	Jul 2017 - Jun 2019

Product 2: Grant development consultant contract

Task/Activity	Resp. Agency	Schedule
2.1 Administer procurement process for consultant services, including but not limited to technical services needed to ready a project concept, grant writing, and related support necessary to compete for grant funds.	SRTA	Jul 2017 - Jun 2019
2.2 Manage consultant(s) contract, including review of invoices and progress made on deliverables. Provide technical assistance to local agencies on grant applications.		
2.3 Consultant work as identified.	Consultant	

Active Transportation Planning

Estimated Budget (FY 2018/19): \$ 78,945

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	PPM		Direct	Indirect	PPM	
SRTA								
Personnel	\$ 37,540	\$ 41,196	\$ 78,736	\$ -	\$ 39,628	\$ 35,966	\$ 75,594	\$ -
Services & Supplies	\$ 2,400		\$ 2,400	\$ -	\$ 2,400		\$ 2,400	\$ -
Human Resources	\$ 901		\$ 901	\$ -	\$ 951		\$ 951	\$ -
TOTAL:	\$ 40,841	\$ 41,196	\$ 82,037	\$ -	\$ 42,979	\$ 35,966	\$ 78,945	\$ -

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 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. SRTA hosted nine Association of Pedestrian and Bicycle Professionals (APBP) webinars.

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.

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.

Bicycle and Pedestrian Planning, Policy Development and Education		Resp. Agency	Schedule
1.1	Participate in bicycle and pedestrian planning and policy workgroups and advisory committees.	SRTA	Jul 2017 - Jun 2019
1.2	Host bicycle and pedestrian seminars for local and regional transportation partners.		

Task/Activity	Resp. Agency	Schedule
2.1	Research and pursue funding for bicycle and pedestrian planning needs.	SRTA Jul 2017 - Jun 2019

Task/Activity		Resp. Agency	Schedule
3.1	Advise and support local agencies in preparing bicycle and pedestrian project nominations.	SRTA	Jul 2017 - Jun 2019
3.2	Administer and manage Rural BLAST Program and 2% TDA bicycle and pedestrian set-aside, including accounting and project monitoring.		

Task/Activity		Resp. Agency	Schedule
4.1	Work with key stakeholders to promote awareness and use of regional/statewide bicycle and walking trails.	SRTA	Jul 2017 - Jun 2019
4.2	Conduct activities with key stakeholders necessary to prepare projects for capital funding.		
4.3	Participate in and conduct outreach activities that promote interregional trail concept(s).		
4.4	Identify appropriate key stakeholders, their level of interest, and at which stages in the development of projects their participation is needed most.		

WORK ELEMENT 703.04	GoShasta Active Transportation Plan
----------------------------	--

Agency: SRTA	Total Budget (FY 2017/18): \$ 158,877	Estimated Budget (FY 2018/19): \$ 76,360
--------------	---------------------------------------	--

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18						FY 2018/19					
	Expenditures		Revenue by Fund Source (\$)				Expenditures		Revenue by Fund Source (\$)			
	Direct	Indirect	ATP	FHWA C/O	Toll Credits		Direct	Indirect		FHWA C/O	Toll Credits	
SRTA												
Personnel	\$ 41,425	\$ 45,458	\$ -	\$ 86,883	\$ 9,965		\$39,014	\$ 35,409	\$ -	\$ 74,423	\$ 8,536	\$ -
Services & Supplies	\$ 5,000		\$ -	\$ 5,000	\$ 574		\$ 1,000		\$ -	\$ 1,000	\$ 115	
Human Resources	\$ 994		\$ -	\$ 994	\$ 114		\$ 936		\$ -	\$ 936	\$ 107	\$ -
Consultant-Toole Design	\$ 66,000		\$ 46,000	\$ 20,000	\$ 2,294				\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 113,419	\$ 45,458	\$ 46,000	\$ 112,877	\$ 12,947		\$40,950	\$ 35,409	\$ -	\$ 76,360	\$ 8,758	\$ -

Previous Accomplishments

Project started in FY 2016/17. Procured consultant Tool Design Group for development of the GoShasta Regional Active Transportation Plan. The GoShasta kickoff meeting was prepared and executed. The GoShasta Citizens Advisory Committee and Steering Committee were formed and meetings were held to inform the public outreach process and the development of the plan. Data on existing conditions was collected and analyzed, including a Level of Traffic Stress Analysis for cycling. User needs and preferences were solicited with surveys and the use of an online interactive map on a website was created for the project.

Objective

Develop a regional active transportation plan with regional policies and a program of prioritized active transportation projects from each jurisdiction.

Discussion

In response to increased demand for improved facilities for walking and cycling, the state has pooled its resources with federal funding into one major funding program: The Active Transportation Program. Bicycle and pedestrian projects proposed for this funding must eventually be part of an Active Transportation Plan.

Product 1: Plan Development

Task/Activity		Resp. Agency	Schedule
1.1	Project prioritization and development of jurisdictional and regional non-motorized policies	Local Jurisdictions	Jul 2017 - Dec 2017
1.2	Develop regional project list, non-motorized policies, and programs	SRTA/ Consultant	
1.3	Prepare GoShasta Plan		
1.4	Present GoShasta Plan to SRTA board and councils of local jurisdictions.		

Product 2: Project Management

Task/Activity	Resp. Agency	Schedule
2.1 Project management, invoicing, quarterly reports to Caltrans	SRTA	Jul 2017 - Dec 2017
2.2 Interagency coordination		

WORK ELEMENT 703.05											Sustainable Shasta		
Agency: SRTA		Total Budget (FY 2017/18): \$192,059					Estimated Budget (FY 2018/19): \$318,494						
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19													
Staff Allocations and Funding Requirements	FY 2017/18						FY 2018/19						
	Expenditures		Revenue by Fund Source (\$)				Expenditures		Revenue by Fund Source (\$)				
	Direct	Indirect	PPM	STPG	FHWA C/O	Toll Credits	Direct	Indirect	PPM	STPG	FHWA C/O	Toll Credits	
SRTA													
Personnel	\$ 35,079	\$ 38,495	\$17,073	\$ -	\$ 56,502	\$ 6,481	\$ 35,249	\$ 31,992	\$ 35,713	\$ -	\$ 29,808	\$ 3,419	
Services & Supplies	\$ 1,000		\$ -	\$ -	\$ 1,000	\$ 115	\$ 50		\$ -	\$ -	\$ 50	\$ 6	
Human Resources	\$ 842		\$ -	\$ -	\$ 842	\$ 97	\$ 846		\$ -	\$ -	\$ 846	\$ 97	
Consultant	\$ 116,642		\$ -	\$116,642	\$ -	\$ -	\$ 250,358		\$ -	\$250,358	\$ -	\$ -	
TOTAL:	\$ 153,563	\$ 38,495	\$17,073	\$116,642	\$ 58,344	\$ 6,692	\$ 286,503	\$ 31,992	\$ 35,713	\$250,358	\$ 30,704	\$ 3,522	
Previous Accomplishments													
New Work Element													
Objective													
The project promotes advanced non-motorized corridors that support sustainable growth in Strategic Growth Areas (SGAs), equipping community partners with details for the next generation of SGA non-motorized implementation. Project deliverables bridge a gap by taking high level project concepts and adding the necessary level of detail for project programming and delivery. Deliverables are:													
1) Neighborhood level public outreach;													
2) Complete street corridor layouts within and into SGAs;													
3) Regional funding policy guidance, e.g. NACTO Urban Bikeway Design Guide; and													
4) Procurement program for amenities.													
Efforts will be coordinated with land use and multi-modal programs to maximize performance outcomes.													
Discussion													
The Shasta Region requires a new generation of non-motorized infrastructure and amenities to meet the region's greenhouse gas (GHG) emission reduction target pursuant to Senate Bill 375, the Sustainable Communities Act. The '2015 Regional Transportation Plan/Sustainable Communities Strategy for Shasta County' (RTP/SCS) is premised on a leap forward in multi-modal infrastructure, not incremental change. Furthermore, the RTP/SCS identifies non-motorized project delivery in Strategic Growth Areas (SGAs) as a top priority. If built, advanced non-motorized infrastructure (e.g. Class IV separated bikeways/cycle tracks, protected intersections, rectangular rapidly flashing beacon, etc.) and amenities (e.g. wayfinding signage, racks, lockers, stair ramps, fix-it stations, air stations, hydration stations, benches, shelters, etc.) in SGAs would facilitate the mode shift needed to meet the region's GHG target and goals for mobility, health, safety, and sustainability.													
Unfortunately, the region lacks a shelf of non-motorized project plans. The deficiency is two-fold:													
1) Absence of 'pipeline' Complete Street corridor projects - There are no SGA non-motorized Complete Street corridor projects ready for pursuit of programming and funding. In many cases local funding that should be used for construction is being spent on planning alignment and layout. Three times in as many years, Shasta Regional Transportation Agency's (SRTA) Non-motorized Program has been tapped to develop project study reports and the details needed to pursue funding.													
2) Non-motorized details - Advanced safety features (e.g. Class IV separated bikeways/cycle tracks, protected intersections) and non-motorized amenities (e.g. wayfinding signage, racks, lockers, stair ramps, fix-it stations, air stations, hydration stations, benches, shelters) are too often left out of or not considered for construction by developers, businesses, and community partners. No local agency in the region has an adopted Complete Streets Design Manual.													
Product 1: Procurement and Reporting													
Task/Activity											Resp. Agency		Schedule
1.1 Prepare request for proposals, procure consultant. Deliverables are procurement package(s) including request for proposals, proposals; selection documents, and consultant contract.											SRTA		Jul 2017 - Oct 2017
1.2 Kick-off meeting between SRTA, consultant and Caltrans. Deliverables are kick-off meeting agenda and minutes; project management plan with defined roles; updated project schedule.											SRTA, consultant, Caltrans		10/1/2017
1.3 Administer grant, including quarterly reports to Caltrans and invoicing. Deliverables are quarterly reports, invoices, and final report.											SRTA		Jul 2017 - Jun 2020
Product 2: Outreach and Stakeholder Communication													
Task/Activity											Resp. Agency		Schedule
2.1 Workshop between SRTA, consultant and project partners. Deliverables are stimulating workshop posters, speaker list, attendee list, presentations, refreshments.											SRTA, consultant, project partners		Nov 2017 - Dec 2017
2.2 Coordinate project team communication. Deliverables are project team list, sign-in sheets, agendas, minutes, project updates, presentation material.											SRTA, consultant, project partners		Jan 2018 - Jun 2020
2.3 Coordinate 15-20 outreach meetings, including neighborhood focus groups – piggybacking with on-going neighborhood association and other organization coordination (e.g. Healthy Shasta), – stakeholder interviews, and site visits. Participants will be directly invited to final presentations in Task 5.3. Deliverables are schedules, notes, invitations, participation counts from 15-20 outreach meetings.											SRTA, consultant		Jan 2018 - Mar 2019
2.4 Summary of outreach and stakeholder communication. Deliverable is a technical memorandum summarizing outreach and stakeholder communication and results.											consultant		Oct 2019 - Dec 2019
Product 3: Corridor Alignment and Layout													
Task/Activity											Resp. Agency		Schedule
3.1 Analyze and present alternative context-appropriate non-motorized alignments and layouts for 15 to 20 corridors with limited automobile conflicts into seven regional SGAs. A new generation of Class I and Class IV non-motorized projects that enhance connectivity to surrounding neighborhoods facilities are needed to expand mobility options within and to SGAs. Deliverables are alignment and layout alternatives for 15 to 20 corridors into SGAs.											consultant		Feb 2018 - Mar 2019
3.2 Recommend non-motorized alignments and layouts for 15-20 corridors into SGAs. Deliverables are recommended alignments and layouts for 15-20 corridors into SGAs.											SRTA, consultant, project partners		Apr 2019 - Jun 2019
3.3 Analyze and present alternative alignments and layouts of destination streets or blocks in SGAs. Deliverables are alignment and layout alternatives for destination streets/blocks in SGAs.											consultant		Feb 2018 - Mar 2019
3.4 Recommend alignments and layouts for destination streets/blocks in SGAs. Deliverables are recommended alignments and layouts for destination streets/blocks in SGAs.											SRTA, consultant, project partners		Apr 2019 - Jun 2019
3.5 Summary of corridor alignments and layouts. Deliverable is a technical memorandum summarizing corridor alignment and layout results.											consultant		Jul 2019 - Oct 2019

Product 4: Regional Policies and Procurement Program			
Task/Activity		Resp. Agency	Schedule
4.1	Establishment of regional non-motorized funding policies that point partner agencies to the most up-to-date guidance on advanced bicycle and pedestrian infrastructure (e.g. NACTO Urban Bikeway Design Guide) and promote projects that include non-motorized amenities. Deliverables are regional non-motorized funding policies for advanced non-motorized infrastructure and amenities.	SRTA, consultant, project partners	Mar 2019 - Oct 2019
4.2	Development of a procurement program for non-motorized transportation amenities (e.g. wayfinding signage, racks, lockers, stair ramps, fix-it stations, air stations, hydration stations, benches, shelters, etc.). Deliverable is a procurement program for amenities.	SRTA, consultant, project partners	Jan 2019 - Oct 2019
4.3	Summary of regional funding policies and amenities procurement program. Deliverable is a technical memorandum summarizing regional non-motorized funding policies and amenities procurement program.	consultant	Nov 2019 - Jan 2020
Product 5: Final Report			
Task/Activity		Resp. Agency	Schedule
5.1	Prepare draft final report with implementation and next steps, circulate for review and make revisions as appropriate. Deliverable is a draft final report with implementation and next steps.	SRTA, consultant	Dec 2019 - March 2020
5.2	Final report printing and circulation. Deliverable is final report in printed and digital formats.	consultant	Feb 2020 - Apr 2020
5.3	Present final report (totaling 6-8 final presentations) to project team boards and councils, Caltrans executive management and SRTA board. Deliverables are presentations (6-8) to project team boards and councils, Caltrans executive management and SRTA board.	consultant	Feb 2020 - Jun 2020

WORK ELEMENT 704.01	Public Information and Participation
----------------------------	---

Agency: SRTA	Total Budget (FY 2017/18): \$ 70,312	Estimated Budget (FY 2018/19): \$ 59,503
--------------	--------------------------------------	--

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18					FY 2018/19				
	Expenditures		Revenue by Fund Source (\$)			Expenditures		Revenue by Fund Source (\$)		
	Direct	Indirect	LTF	FHWA C/O	Toll Credits	Direct	Indirect	LTF	FHWA C/O	Toll Credits
SRTA										
Personnel	\$ 28,925	\$ 31,742	\$ 12,133	\$ 48,534	\$ 5,567	\$ 28,101	\$ 25,505	\$ 10,721	\$ 42,885	\$ 4,919
Services & Supplies	\$ 4,000		\$ 800	\$ 3,200	\$ 367	\$ 50		\$ 10	\$ 40	\$ 5
Human Resources	\$ 694		\$ 139	\$ 555	\$ 64	\$ 674		\$ 135	\$ 540	\$ 62
Consultant (CivicPlus)	\$ 4,450		\$ 890	\$ 3,560	\$ 408	\$ 4,673		\$ 935	\$ 3,738	\$ 429
Web Hosting	\$ 500		\$ 100	\$ 400	\$ 46	\$ 500		\$ 100	\$ 400	\$ 46
Community Polling/Survey	\$ -		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
TOTAL:	\$ 38,570	\$ 31,742	\$ 14,062	\$ 56,249	\$ 6,452	\$ 33,998	\$ 25,505	\$ 11,901	\$ 47,603	\$ 5,460

Previous Accomplishments
 Performed SRTA Board of Directors and TAC meetings; adopted 2016 Public Participation Plan; updated Title VI plan and Limited English Proficiency Plan; managed social media announcements on Facebook and Twitter accounts. Developed and produced agency report to convey recent, current, and planned projects and programs and to invite and encourage broad-based community participation.

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. Increase public awareness about SRTA, its projects and how they are impacted by, or impact, the public.

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 and programming 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: Agency overview and fact sheets			
Task/Activity		Resp. Agency	Schedule
1.1	Maintain up-to-date 'Overview of SRTA' document.	SRTA	Jul 2017 - Jun 2019
1.2	Prepare or maintain transportation program and funding fact sheets.		
1.3	Distribute as needed, including online posting.		
Product 2: Agency website (www.srta.ca.gov)			
Task/Activity		Resp. Agency	Schedule
2.1	Maintain up-to-date agency website.	SRTA	Ongoing
2.2	Website services, including web-domain hosting, and social media promotions.	Services & Supplies	Annual
2.3	Manage online community engagement tools, including Facebook, Twitter, and community voice modules on agency website.	SRTA	Jul 2017 - Jun 2019
Product 3: Track Public Participation Plan Performance Measures			
Task/Activity		Resp. Agency	Schedule
3.1	Track efforts described in the 2016 Public Participation Plan in the 3 A's: Access, Awareness, and Action.	SRTA	Jul 2017 - Jun 2019
3.2	Design and administer random telephone community survey to establish baseline data for 2016 Public Participation Plan performance measures.	SRTA, Consultant	
Product 4: Public Notifications			
Task/Activity		Resp. Agency	Schedule
4.1	Advertise and post various public notifications regarding SRTA planning and programming projects.	Services & Supplies	Jul 2017 - Jun 2019

Intelligent Transportation Systems (ITS) Planning & Development

Estimated Budget (FY 2018/19): \$ 18,093

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source		Expenditures		Revenue by Fund Source	
	Direct	Indirect	PPM		Direct	Indirect	PPM	
SRTA								
Personnel	\$ 7,914	\$ 8,685	\$ 16,599	\$ -	\$ 8,125	\$ 7,374	\$ 15,498	\$ -
Services & Supplies	\$ 2,400		\$ 2,400	\$ -	\$ 2,400		\$ 2,400	\$ -
Human Resources	\$ 190		\$ 190	\$ -	\$ 195		\$ 195	\$ -
TOTAL:	\$ 10,504	\$ 8,685	\$ 19,189	\$ -	\$ 10,720	\$ 7,374	\$ 18,093	\$ -

Task/Activity		Resp. Agency	Schedule
2.1	Review and comment on federal or state policies on laws, programs, funding and priorities related to intelligent transportation systems (ITS).	SRTA	Jul 2017 - Jun 2019
2.2	Participate in interagency meetings related to intelligent transportation systems (ITS) activities that support transportation planning and programming.		

WORK ELEMENT 705.02
GIS Applications

Agency: SRTA Total Budget (FY 2017/18): \$ 61,403

Estimated Budget (FY 2018/19): \$28,910

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18					FY 2018/19				
	Expenditures		Revenue by Fund Source (\$)			Expenditures		Revenue by Fund Source (\$)		
	Direct	Indirect	FHWA	Toll Credits	Shasta College	Direct	Indirect	FHWA	Toll Credits	Shasta College
SRTA										
Personnel	\$ 12,965	\$ 14,227	\$27,192	\$ 3,119	\$ -	\$ 7,771	\$ 7,053	\$14,823	\$ 1,700	\$ -
Services & Supplies	\$ 2,000		\$ 2,000	\$ 229	\$ -	\$ 2,000		\$ 2,000	\$ 229	\$ -
Human Resources	\$ 311		\$ 311	\$ 36	\$ -	\$ 186		\$ 186	\$ 21	\$ -
ArcGIS Licenses	\$ 9,900	\$ -	\$ 9,900	\$ 1,136	\$ -	\$ 9,900	\$ -	\$ 9,900	\$ 1,136	\$ -
Consultant Services (GIS on-call)	\$ 20,000	\$ -	\$20,000	\$ 2,294	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FarNorCalGIS License	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
TOTAL:	\$ 47,176	\$ 14,227	\$59,403	\$ 6,814	\$ 2,000	\$ 21,857	\$ 7,053	\$26,910	\$ 3,087	\$ 2,000

Previous Accomplishments

Participated in Far North Regional GIS Council (FNRGC); 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. Developed and prepared a long-term management plan and disaster recovery plan for the FarNorCalGIS platform. Aerial orthoimagery services were contracted and flown.

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 2017 - June 2019
1.2 Maintain and enhance agency GIS capabilities, including participation in GIS training.		
1.3 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 2017 - June 2019
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 Sharing Supporting Regional Planning Activities

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 2017 - June 2019

Product 4: On-call GIS Support Services

Task/Activity	Resp. Agency	Schedule
4.1 Maintain on-call GIS consultant services contract.	SRTA	Jul 2017 - July 2018
4.2 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 2017 - June 2019

WORK ELEMENT 705.05					Regional Modeling and Forecasting Tools			
Agency: SRTA		Total Budget (FY 2017/18): \$78,972			Estimated Budget (FY 2018/19): \$		27,698	
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19								
Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
SRTA								
Personnel	\$ 9,603	\$10,538	\$ 20,142	\$ 2,310	\$ 9,887	\$ 8,973	\$ 18,860	\$ 2,163
Services & Supplies	\$ 2,000		\$ 2,000	\$ 229	\$ 2,000		\$ 2,000	\$ 229
Human Resources	\$ 230		\$ 230	\$ 26	\$ 237		\$ 237	\$ 27
Consultant Services	\$ 50,000		\$ 50,000	\$ 5,735	\$ -		\$ -	\$ -
Cube Software License	\$ 6,600		\$ 6,600	\$ 757	\$ 6,600		\$ 6,600	\$ 757
TOTAL:	\$ 68,434	\$10,538	\$ 78,972	\$ 9,058	\$ 18,724	\$ 8,973	\$ 27,698	\$ 3,177
Previous Accomplishments								
A new activity-based travel demand model (TDM) was adopted in June 2014 and an updated version was adopted in June 2015 to reflect new policies and strategies in SRTA's 2015 Regional Transportation Plan. 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. SRTA explored the option of applying for assistance through the Travel Model Improvement Program (TMIP) to conduct a peer review of SRTA's travel demand model and to assist in developing a new model improvement plan. A new transit scenario planning tool, called Transit Boardings Estimation and Simulation Tool (TBEST), was developed with Prop 84 funds in FY 2015/16.								
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 of the 2017 Regional Transportation Plan (RTP) Guidelines for Metropolitan Planning Organizations (MPO). The 2017 Regional Transportation Plan (RTP) Guidelines also specify certain capabilities for medium-sized MPOs (Sections 3.4 and 3.5). 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. SRTA may contact TMIP staff to determine an appropriate time to conduct a peer review given SRTA's RTP schedule.								
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	Jul 2017 - Jun 2019
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.							
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	Jul 2017 - Jun 2019
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	

WORK ELEMENT 706.02

Public Transportation Planning & Coordination

Agency: SRTATotal Budget (FY 2017/18): \$121,845Estimated Budget (FY 2018/19): \$140,622

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18							FY 2018/19						
	Expenditures		Revenue by Fund Source (\$)					Expenditures		Revenue by Fund Source (\$)				
SRTA	Direct	Indirect	FTA 5303	FTA 5303 C/O		LTF	Toll Credits	Direct	Indirect	FTA 5303	LTF			Toll Credits
Personnel	\$55,787	\$61,219	\$ 46,756	\$ 34,250	\$-	\$ 36,000	\$ 5,363	\$70,989	\$64,430	\$ 56,660	\$ 78,758	\$-		
Services & Supplies	\$ 3,500		\$ 2,296	\$ 1,204			\$ 263	\$ 3,500		\$ 1,981	\$ 1,519			
Human Resources	\$ 1,339		\$ 878	\$ 461			\$ 101	\$ 1,704		\$ 964	\$ 739			
TOTAL:	\$60,626	\$61,219	\$ 49,930	\$ 35,915	\$-	\$ 36,000	\$ 5,727	\$76,193	\$64,430	\$ 59,606	\$ 81,016	\$-	\$ -	\$ -

Previous Accomplishments

Performed annual Transit Needs Assessment; managed Social Services Transportation Advisory Council (SSTAC); 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. Tracked Greenhouse Gas Reduction Fund transit programs.

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:	Transit Coordination	
Task/Activity	Resp. Agency	Schedule
1.1	SRTA	Jul 2017 - Jun 2019
1.2		Jul 2017 - Jun 2018
1.3		Jul 2017 - Jun 2019
1.4		
Product 2:	Public transportation data and analysis	
Task/Activity	Resp. Agency	Schedule
2.1	SRTA	Jul 2017 - Oct 201, Jul 2018 - Oct 2018
2.2		Dec 2017 - Feb 2018, Dec 2018 - Feb 2019
2.3		May 2018 - Jun 2018, May 2019 - Jun 2019
Product 3:	FTA grants technical assistance and management	
Task/Activity	Resp. Agency	Schedule
3.1	SRTA	Jul 2017 - Jun 2019
3.2	SRTA	Jul 2017 - Jun 2019
Product 4:	2017 Shasta Coordinated Transportation Plan	
Task/Activity	Resp. Agency	Schedule
4.1	SRTA	Jul 2017 - Jun 2019
Product 5:	Intercity Public Transportation Services	
Task/Activity	Resp. Agency	Schedule
5.1	SRTA	Jul 2017 - Jun 2019

WORK ELEMENT 706.06**Greenhouse Gas Reduction Fund Programs**Agency: SRTA **Total Budget (FY 2017/18): \$ 25,859****Estimated Budget (FY 2018/19): \$ 24,149****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19**

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
SRTA	Direct	Indirect	LTF		Direct	Indirect	LTF	
Personnel	\$ 12,095	\$ 13,273	\$ 25,368		\$12,476	\$11,323	\$ 23,800	
Services & Supplies	\$ 200		\$ 200		\$ 50		\$ 50	
Human Resources	\$ 290		\$ 290		\$ 299		\$ 299	
TOTAL:	\$ 12,586	\$ 13,273	\$ 25,859	\$ -	\$12,826	\$11,323	\$ 24,149	\$ -

Previous Accomplishments

Reviewed annual Low Carbon Transit Operations Programs (LCTOP) allocation; reported on previous allocation; developed 15/16 expenditure proposal; tracked legislative actions related to LCTOP.

Objective

To administer the allocation of regionally apportioned funds from the LCTOP and to develop public transportation projects that meet Greenhouse Gas Reduction Fund (GGRF) programs.

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).

Product 1: Administer LCTOP Funds

Task/Activity	Resp. Agency	Schedule
1.1 Review State Controller's Office LCTOP Eligible Allocation Summary	SRTA	Jul 2017 -June 2019
1.2 Review statutes, rules, and regulations, and pending legislation pertinent to LCTOP funding		Jul 2017 -June 2019
1.3 Review and process invoices for project work completion.		Jul 2017 -June 2019
1.4 Prepare semi-annual progress and final project report		
1.5 Participate in financial and performance auditing.		

WORK ELEMENT 706.07	North State Express Connect Business Plan
----------------------------	--

Agency: SRTA	Total Budget (FY 2017/18): \$ 268,324	Estimated Budget (FY 2018/19): \$ 126,076
--------------	--	--

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18						FY 2018/19					
	Expenditures		Revenue by Fund Source (\$)				Expenditures		Revenue by Fund Source (\$)			
	Direct	Indirect	PPM	STPG	FHWA C/O	Toll Credits	Direct	Indirect	LTF	STPG	FHWA C/O	Toll Credits
SRTA												
Personnel	\$ 32,507	\$ 35,672	\$52,241	\$ -	\$ 15,937	\$ 1,828	\$ 35,819	\$ 32,509	\$ 15,436	\$ -	\$ 52,892	\$ 6,067
Services & Supplies	\$ 1,000		\$ -	\$ -	\$ 1,000	\$ 115	\$ 50		\$ -	\$ -	\$ 50	\$ 6
Human Resources	\$ 780		\$ -	\$ -	\$ 780	\$ 89	\$ 860		\$ -	\$ -	\$ 860	\$ 99
Data Purchase	\$ 32,000				\$ 32,000	\$ 3,670						
Consultant	\$ 166,365		\$ -	\$166,365	\$ -	\$ -	\$ 56,838	\$ -	\$ -	\$ 56,838	\$ -	\$ -
TOTAL:	\$ 232,652	\$ 35,672	\$52,241	\$166,365	\$ 49,718	\$ 5,703	\$ 93,566	\$ 32,509	\$ 15,436	\$ 56,838	\$ 53,802	\$ 6,171

Previous Accomplishments

New Work Element

Objective

The project details an intercity bus network with a backbone I-5 service between Redding and Sacramento and feeder services linking Shasta, Modoc, Siskiyou, Humboldt, Lassen, Butte, Trinity, Tehama, Glenn, Lake and Colusa counties. It develops agreements with state, rail and regional partners and reaches out to rural, disadvantaged communities. It describes an environmentally friendly, secure, technology enabled service and develops cost analysis for operating and capital needs. The plan describes an accessible service to Sacramento International Airport, downtown Sacramento, and the Sacramento Amtrak Station for connections to the Capital Corridor, Coast Starlight, San Joaquin and eventual California High Speed Rail.

Discussion

The problem is that the North State needs a plan to improve intercity access to large urban markets in Sacramento and beyond. The northern third of California is essentially cut off from the rest of the state in regards to public transportation connections. The proposed North State (NS) Express Connect Business Plan will describe the details of enhanced bus transit as a mode choice for rural north state citizens to access Sacramento, the Amtrak Sacramento Valley Station, and the Sacramento International Airport.

The existing options for travel have significant limitations to effective transportation, including accessibility, cost and convenience. The current services include one passenger rail route daily between Sacramento and Redding, daily Amtrak Thruway bus deviating from a proposed NS Express Connect route, limited Greyhound bus service and a costly private shuttle service between Redding and the Sacramento International Airport. The challenges facing these existing interregional connections include limited destinations, inconvenient schedules, poor on -time service, lack of station services, frequent stops, indirect routes, need for transfers, and prohibitive cost.

Existing service is inadequate for the following reasons.

- Passenger rail service occurs once daily northbound (3:14 A.M.) and once daily southbound (2:21 A.M). Inconvenient hours, poor on -time service, and lack of station services discourage ridership.
- Amtrak Thruway Bus service to Sacramento and Stockton routinely transports passengers, but tickets are only available as part of a rail trip.
- Greyhound bus service occurs four times daily, northbound and southbound. Frequent stops, indirect routes, inconvenient schedules and bus transfers limit ridership.
- First Class Shuttle service occurs three to four times on weekdays and twice on weekends for Sacramento International Airport passengers. The round trip cost of \$140 per passenger can be prohibitive; particularly for seniors, disadvantaged communities and low income populations.

Rural northern California has historically had transportation challenges that position the automobile as the primary mode choice for interregional travel. This is due to a lack of funding and to some extent, interregional perspective. There are continuous requests for a public transportation option between California's northern counties and the urbanized areas of Sacramento and the San Francisco Bay Area for employment, medical, and recreational trips. The 2015 Regional Transportation Plan for Shasta County explained the need for opportunities to expand interregional public transportation options, with a focus on replacing long-distance interregional vehicle trips to airports and other large -urban destinations (RTP/SCS page 13). However, constrained federal and state funding resources as well as State, local and regional priorities have absorbed available funding resources and left a true interregional service unobtainable.

Product 1: Procurement and Reporting

Task/Activity			Resp. Agency	Schedule
1.1	Invoicing and reporting. Deliverables are quarterly reports, invoices, and final report		SRTA	Jun 2017 - Feb 2019
1.2	Conduct consultant solicitation. Deliverables are procurement package(s) including request for proposals, proposals and selection documents		SRTA	Jun 2017 - Oct 2017
1.3	Kick-off meeting between SRTA, consultant and Caltrans. Deliverables are kick-off meeting agenda and minutes; project management plan with defined roles; updated project schedule		SRTA, consultant	Oct 2017

Product 2: State, Rail, and Super Region Coordination

Task/Activity			Resp. Agency	Schedule
2.1	State Partnership Coordination. Deliverables are meeting notes from initial meeting, six-eight follow up meetings or conference calls.		SRTA, consultant	Jun 2017 - Dec 2018
2.2	Rail and Private Partnership Coordination. Deliverables are meeting notes from initial meetings, six-eight follow up meetings or conference calls.		SRTA, consultant	Jun 2017 - Dec 2018
2.3	Super Region Transit Partnership Coordination. Deliverables are meeting notes from scheduled Super Region meeting(s) and individual agency conference calls.		SRTA, consultant	Jun 2017 - Dec 2018

Product 3: Site and energy analysis for E-bus charging stations and downtime parking

Task/Activity			Resp. Agency	Schedule
3.1	Site analysis and recommendation. Deliverables are E-bus charging and parking site suitability analysis .		SRTA, consultant	Oct 2017 - Dec 2017
3.2	Cost analysis of utility requirements for proposed E-bus charging locations. Deliverables are E-bus charging locations capacity and cost analysis.		SRTA, consultant	Jan 2018 - Jun 2018
3.3	Cost analysis of infrastructure needs for proposed E-bus downtime parking locations. Deliverables are E-bus parking infrastructure cost analysis.		SRTA, consultant	Jan 2018 - Jun 2018

Product 4: Facilities access process and cost analysis

Task/Activity			Resp. Agency	Schedule
4.1	Documenting facility access process. Deliverable is facilities access process documentation.		SRTA, consultant	Oct 2017 - Jun 2018
4.2	Cost analysis for facility access. Deliverable is facilities access initial and on-going cost analysis.		SRTA, consultant	Jan 2018 - Jun 2018

Product 5: Ticketing structures audit and integration recommendation

Task/Activity			Resp. Agency	Schedule
5.1	Ticketing structures audit and integration recommendation. Deliverable is ticketing structure audit.		SRTA, consultant	Oct 2017 - Jan 2018
5.2	On-demand and smart mobile ticketing. Deliverables are smart ticketing report and integration path forward.		SRTA, consultant	Jan 2018 - Jun 2018
5.3	Cost analysis for ticketing integration. Deliverable is smart ticketing and integration cost analysis.		SRTA, consultant	Jan 2018 - Jun 2018

Product 6: Ridership demand analysis (includes data)

Task/Activity			Resp. Agency	Schedule
6.1	Big data to pinpoint current rider habits. Deliverable is big data purchase.		SRTA, consultant	Oct 2017 - Jan 2018
6.2	Ridership demand analysis. Deliverables are ridership demand analysis and stakeholder buy-in.		SRTA, consultant	Dec 2017 - Jun 2018
6.3	Public outreach. Deliverable is outreach report.		SRTA, consultant	Feb 2018 - Dec 2018

Product 7: Scheduling coordination				
Task/Activity			Resp. Agency	Schedule
7.1	Analyze existing schedules and identify potential for scheduling coordination. Deliverables are coordinated schedule and two alternatives		SRTA, consultant	Oct 2017 - Jun 2018
Product 8: Secure passenger parking				
Task/Activity			Resp. Agency	Schedule
8.1	Passenger parking infrastructure improvements. Deliverables are mockups and descriptions of parking infrastructure improvements.		SRTA, consultant	Oct 2017 - Feb 2018
8.2	Cost analysis for secure parking infrastructure improvements. Deliverables are secure passenger parking facilities cost analysis.		SRTA, consultant	Feb 2018 - Jun 2018
Product 9: Maintenance facility contract or site improvements analysis				
Task/Activity			Resp. Agency	Schedule
9.1	Redding maintenance facility for buses, including overnight bus storage. Deliverables are RABA maintenance yard infrastructure, administrative and contractor needs report, as well as an optional maintenance and bus storage location needs report.		SRTA, consultant	Oct 2017 - Feb 2018
9.2	Cost analysis for RABA improvements and optional independent contractor. Deliverables are Maintenance yard and bus storage cost analysis for RABA maintenance yard and for independent contractor.		SRTA, consultant	Feb 2018 - Jun 2018
Product 10: Fare structure and operating budget				
Task/Activity			Resp. Agency	Schedule
10.1	Fare structure. Deliverables are Fare structure that encourages longer trips and includes demand pricing.		SRTA, consultant	May 2018 - Nov 2018
10.2	Operating budget. Deliverables are operating budget for NS Express Connect.		SRTA, consultant	May 2018 - Nov 2018
Product 11: E-bus needs and costs analysis				
Task/Activity			Resp. Agency	Schedule
11.1	E-bus needs. Deliverables are E-bus capital needs inventory.		SRTA, consultant	Oct 2017 - Feb 2018
11.2	Capital cost analyses. Deliverables are E-bus purchase and optional lease cost analysis .		SRTA, consultant	Dec 2017 - Apr 2018
Product 12: Final Business Plan				
Task/Activity			Resp. Agency	Schedule
12.1	Compilation of prior tasks into a final business plan. Deliverable is North State Express Connect Business Plan.		SRTA, consultant	Nov 2018 - Dec 2018

WORK ELEMENT 706.08**Sunday Transit Service Demonstration Project**

Agency: SRTA Total Budget (FY 2017/18): \$ 82,299

Estimated Budget (FY 2018/19): \$ 44,451

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
SRTA	Direct	Indirect	LTF		Direct	Indirect	LTF	
Personnel	\$ 24,182	\$ 26,537	\$ 50,719		\$22,495	\$20,417	\$ 42,912	
Services & Supplies	\$ 1,000		\$ 1,000		\$ 1,000		\$ 1,000	
Human Resources	\$ 580		\$ 580		\$ 540		\$ 540	
Consultant	\$ 30,000		\$ 30,000					
TOTAL:	\$ 55,762	\$ 26,537	\$ 82,299	\$ -	\$24,035	\$20,417	\$ 44,451	\$ -

Previous Accomplishments

This is a new work element in FY 2017/18.

Objective

To explore the potential for using on-demand transit services to meet community transportation needs.

Discussion

Sunday transit service has been a long-standing public request and is an identified need in the Redding Area Bus Authority's (RABA) short-range transit plan and SRTA's fiscal year 2016/17 Unmet Transit Needs findings. In response to this need, the SRTA Board of Directors approved an application for a FTA competitive grant program to provide "on-demand" Sunday transit service in June 2016. SRTA was not awarded grant funding, however SRTA supports exploring this concept further by developing an implementation plan for a potential Sunday transit service demonstration project. "On-demand" transit services utilize smart phone applications, GPS vehicle tracking, and advanced dispatch software to provide rider-responsive mobility when and where it's needed.

Product 1: Sunday Transit Service Demonstration Project Implementation Plan

Task/Activity	Resp. Agency	Schedule
1.1 Issue RFP for consultant services and acquire consultant.	SRTA	Jan 2017 - Feb 2017
1.2 Project administration/management - manage project, review invoices, draft and final documents.		Mar 2017 - Jun 2018
1.3 Project initiation to establish and agree upon communication protocols, roles & responsibilities, expectations, and to review background information on the region and project.	SRTA/ Consultant	Mar - 2017
1.4 Service area planning - evaluate existing conditions, determine available assets, develop project service area, develop a demonstration project budget, and determine potential transit service providers for the demonstration project.	Consultant	Mar 2017 - Apr 2018
1.5 Identify necessary hardware and software capabilities for providing on-demand transit services; determine hardware and software implementation/maintenance costs for the demonstration project.		
1.6 Branding/Marketing - Develop a "brand" for the demonstration project and a marketing plan if implementation is approved.		
1.7 Prepare a final recommendations report and present to SRTA Board of Directors for consideration.	SRTA/ Consultant	Dec 2017 - Jun 2018

Corridor Studies & Project Review

Estimated Budget (FY 2018/19):	\$ 32,932
---------------------------------------	------------------

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
SRTA								
Personnel	\$ 15,556	\$ 17,071	\$ 32,627	\$ 3,742	\$ 17,023	\$ 15,450	\$ 32,473	\$ 3,725
Services & Supplies	\$ 400		\$ 400	\$ 46	\$ 50		\$ 50	\$ 6
Human Resources	\$ 373		\$ 373	\$ 43	\$ 409		\$ 409	\$ 47
TOTAL:	\$ 16,329	\$ 17,071	\$ 33,400	\$ 3,831	\$ 17,482	\$ 15,450	\$ 32,932	\$ 3,777

Reviewed documents related to the Shasta Plaza Shopping Center in Shasta Lake, potential Costco sites, and Shasta Community Health Clinic in Anderson. Provided information to Caltrans related to traffic forecasts for their Riverside/I-5 interchange PSR with the city of Anderson.

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.

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 reviews approximately 3 environmental impact reports (EIRs), 2 project study reports (PSRs) and 1 or 2 Caltrans transportation concept reports (TCRs). SRTA adopted the 2015 Regional Transportation Plan and Sustainable Communities Strategy (SCS) on June 30, 2015. Pursuant to Senate Bill 375, projects seeking CEQA streamlining benefits through consistency with the SCS will require review by SRTA.

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 as they relate to the 2015 RTP/SCS.	SRTA	As needed
Product 2: Review and Analysis of Local Agency Projects of Regional Significance			
Task/Activity		Resp. Agency	Schedule
2.1	Review local projects, determine impacts, and assess consistency with the regional transportation plan.	SRTA	As needed
2.2	Review, comment and make determination on projects that request input on whether project is consistent with SRTA's Sustainable Communities Strategy, for CEQA streamlining		

WORK ELEMENT 707.02
Safe Routes to Schools Non Infrastructure Grant

Agency: SRTA/Healthy Shasta

Total Budget (FY 2017/18): \$ 181,318

Estimated Budget (FY 2018/19): \$ 174,920

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
SRTA	Direct	Indirect	SRTS		Direct	Indirect	SRTS	
Personnel	\$ 5,288	\$ 5,803	\$ 11,091	\$ -	\$ 2,495	\$ 2,265	\$ 4,760	\$ -
Services & Supplies	\$ 100		\$ 100	\$ -	\$ 100		\$ 100	\$ -
Human Resources	\$ 127		\$ 127	\$ -	\$ 60		\$ 60	\$ -
Shasta County HHSA (ATP Cycle 1)	\$ 170,000		\$ 170,000		\$ 170,000		\$ 170,000	
TOTAL:	\$ 175,515	\$ 5,803	\$ 181,318	\$ -	\$ 172,655	\$ 2,265	\$ 174,920	\$ -

Previous Accomplishments

Coordination of Shasta County Safe Routes to School Non-infrastructure grant. Provided Bike & Walk to School Day training and resources for school personnel and parent volunteers to implement Bike and Walk to School day events. Provided support for planning and implementation of three walking school buses. Provided a bicycle safety activity at one high school and a walk audit at another high school. Contracted with Shasta Living Streets to coordinate a "Family Bicycling Day" on Sequoia Street to celebrate the Safe Routes to School project that was completed on Sequoia Street. Provided helmet fitting, bicycle and pedestrian safety courses and activities at the open streets event.

Objective

To increase safety for non-motorized users. Complete year two of ATP Cycle 1 grant scope of work.

Discussion

SRTA administers the Safe Routes to School grant. Shasta County Health and Human Services Agency (HHSA) 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 2017 - Jun 2019

Product 2: ATP SR2S Cycle 1 Grant Work Program

Task/Activity	Resp. Agency	Schedule
2.1 Conduct and/or participate in pedestrian and bicycle programs, activities and initiatives that support pedestrian and bicycle travel and safety.	Shasta County HHSA	Jul 2017 - Jun 2018
2.2 Expand pedestrian and bicycle safety curriculum within Redding and Cascade School District to at least nine (9) classes. Provide helmet fitting and bike education to community groups as requested. Provide Walk to School (WTS) & Bike to School (BTS) Day trainings to parents and schools. Provide one (1) W2S day and one (1) BTS day per year to Shasta County Schools.		Sept 2017 - May 2018
2.3 Train and work with a 10-12 person California Conservation Corps (CCC) crew to provide at least 5-10 ped/bike safety activities at 5-10 schools. Continue to provide bike safety education with at least one high school in the Shasta Union High School District. Encourage and support at least four (4) walking school busses/bike trains within the County.		April-May 2017; Sept - April 2018
2.4 Work with law enforcement to conduct and promote SR2S Technical Assistance Resource Center (TARC) crossing guard training and to provide education to children on bike/pedestrian safety. Purchase incentives for law enforcement to give to children who are riding/walking safely.		Sept 2017, March - May 2018
2.5 Encourage and support daily walking school buses/bike trains opportunities as they arise.		July 2017 - June 2018
2.6 Work with City of Redding, schools, and community partners to identify and design bicycle course where bicycle safety education events will take place.		Feb-June 2017; July 2017 - June 2018
2.7 Support annual Shasta Bike Challenge by encouraging schools to participate.		Jan - May 2017, Jan - May 2018
2.8 Expand and coordinate annual bicycle/pedestrian counts in Shasta County.		Aug - Nov 2017

WORK ELEMENT 707.03					Alternative Fuels Vehicle Planning				
Agency: SRTA		Total Budget (FY 2017/18): \$ 33,577			Estimated Budget (FY 2018/19): \$ 30,263				
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19									
Staff Allocations and Funding Requirements		FY 2017/18				FY 2018/19			
		Expenditures		Revenue by Fund Source		Expenditures		Revenue by Fund Source	
SRTA		Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
Personnel		\$ 15,121	\$ 16,593	\$ 31,714	\$ 3,638	\$ 15,641	\$ 14,196	\$ 29,837	\$ 3,422
Services & Supplies		\$ 1,500		\$ 1,500	\$ 172	\$ 50		\$ 50	\$ 6
Human Resources		\$ 363		\$ 363	\$ 42	\$ 375		\$ 375	\$ 43
Consultant Services		\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
TOTAL:		\$ 16,984	\$ 16,593	\$ 33,577	\$ 3,851	\$ 16,067	\$ 14,196	\$ 30,263	\$ 3,471
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 letters of support for grant applications. Helped coordinate the hosting of a Clean Cities Coalition symposium. Participated in statewide webinars/teleconferences related to alt fuels planning. Developed scope of work for a DC charging station project.									
Objective									
To encourage the planning of alternative fuels vehicles and development of supporting infrastructure in the region to reduce greenhouse gas (GHG) emissions, reduce alternative fuels vehicle users "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 entering 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: Policy Monitoring, Interagency Participation and Grants									
Task/Activity							Resp. Agency	Schedule	
1.1	Review and comment on federal or state policies, laws, programs, funding and priorities related to zero-emission and hybrid vehicles and infrastructure.						SRTA	Jul 2017 - Jun 2019	
1.2	Participate in interagency meetings related to zero-emission and hybrid vehicles and infrastructure that support transportation planning and programming.								
Product 2: Upstate Region PEV Planning									
Task/Activity							Resp. Agency	Schedule	
2.1	Participate in Upstate Region PEV Coordinating Council meetings for the planning of PEV infrastructure.						SRTA	Quarterly	
2.2	Distribute hardcopy and electronic educational materials on PEVs prepared by the Upstate Region PEV Coordinating Council.						SRTA	as needed	

WORK ELEMENT 707.04					Goods & Freight Coordination and Planning					
Agency: SRTA		Total Budget (FY 2017/18): \$ 79,314			Estimated Budget (FY 2018/19):			\$ 87,435		
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19										
Staff Allocations and Funding Requirements		FY 2017/18					FY 2018/19			
		Expenditures		Revenue by Fund			Expenditures		Revenue by Fund Source (\$)	
SRTA		Direct	Indirect	PPM			Direct	Indirect	PPM	
Personnel		\$ 36,681	\$40,253	\$ 76,933			\$45,240	\$41,060	\$ 86,299	
Services & Supplies		\$ 1,500		\$ 1,500			\$ 50		\$ 50	
Human Resources		\$ 880		\$ 880			\$ 1,086		\$ 1,086	
TOTAL:		\$ 39,061	\$40,253	\$79,314	\$-	\$-	\$46,375	\$41,060	\$ 87,435	\$ -
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, was awarded funds for the 'Far Northern California Consolidated Goods & Freight Hub Study and Demonstration Project'. This project is scheduled for completion in June 2017, with a focus on connecting two regional agriculture clusters to a high volume buyer in the Sacramento Area via consolidated transport.										
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. This is to be accomplished through: 1) more efficient transportation of goods in/out of the region; 2) supporting the development of low trip generating industries; and 3) increased local production and consumption of goods, including the utilization and processing of s industrial inputs from within the North State.										
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. In addition, a Caltrans Strategic Partnerships grant was awarded to carryout a Far-Northern California Consolidated Goods & Freight Hub Study. The grant requires a 20% local match, which is being satisfied by in-kind contributions from Growing Local and Superior California Economic Development (SCED) plus SRTA cash match. The scope of work was amended October 2016 in consultation with project partners to focus the balance of grant funds on connecting two Northern Sacramento Valley agriculture industry clusters to the Sacramento area food network as a prerequisite step to the ultimate vision of a North State Food Hub located in the Shasta Region.										
Moving forward, SRTA will identify and develop a plan for strategic freight areas and freight corridors in Shasta County. Key freight projects will be identified for future freight funding. The plan will be incorporated into SRTA's Regional Transportation Plan.										
Product 1:		Freight Coordination and Planning								
Task/Activity								Resp. Agency		Schedule
1.1		Participate in interagency meetings and workshops that support freight and goods movement planning, including: California Freight Advisory Committee, Sustainable Freight action Plan, and/or similar such meetings.						SRTA		as needed
1.2		Review, participate and comment on federal or state policies, laws, programs, funding and priorities related to freight and goods movement, including the national primary freight network, and state and regional freight								
Product 2:		Strategic Freight Areas and Corridors Plan								
Task/Activity								Resp. Agency		Schedule
2.1		Identify potential freight and goods movements corridors and areas for freight planning activities.						SRTA		Jul 2017 - Jun 2018
2.2		Conduct public outreach with key stakeholders including Caltrans D2, local cities and county and private								
2.3		Develop draft plan and circulate for public comment, including relevant maps and information on SRTA's website.								
2.4		Implement plan								Jul 2018 - Jun 2019

WORK ELEMENT 707.07**RCEA Hydrogen Fuel-Cell Readiness Project**

Agency: SRTA

Total Budget (FY 2017/18): \$ 8,981

Estimated Budget (FY 2018/19): \$ 8,406

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18					FY 2018/19				
	Expenditures		Revenue by Fund Source (\$)			Expenditures		Revenue by Fund Source (\$)		
	Direct	Indirect	RCEA	FHWA C/O	Toll Credits	Direct	Indirect	RCEA	FHWA C/O	Toll Credits
SRTA										
Personnel	\$ 4,187	\$4,594	\$2,000	\$ 6,781	\$ 778	\$4,326	\$3,926	\$ -	\$ 8,252	\$ 947
Services & Supplies	\$ 100			\$ 100	\$ 11	\$ 50			\$ 50	\$ 6
Human Resources	\$ 100			\$ 100	\$ 12	\$ 104			\$ 104	\$ 12
	\$ -			\$ -	\$ -	\$ -			\$ -	\$ -
TOTAL:	\$ 4,387	\$4,594	\$2,000	\$ 6,981	\$ 801	\$4,480	\$3,926		\$ 8,406	\$ 964

Previous Accomplishments

This is a new work element

Objective

To encourage the planning of alternative fuels vehicles and infrastructure, with an emphasis on Hydrogen fuel cell technology.

Discussion

Metropolitan planning for the region should minimize transportation-related fuel consumption and air pollution (23 CFR 450.300). The latest generation of alternative fuel vehicles include plug-in electric vehicles (PEVs) and hydrogen fuel cell vehicles. The State is emphasizing research, innovation and technologies for both electric and fuel cell vehicles and infrastructure. The Redwood Coast Energy Authority (RCEA) applied for and received funding to develop a hydrogen fuel-cell readiness plan for the North Coast and Upstate PEV planning regions. The project will explore the potential for hydrogen fuel-cell fueling infrastructure including a potential station in Shasta County. SRTA staff will participate as a technical advisor on activities in Shasta County, data related to fuel-cell technologies and coordinate discussions with regional partners during the project. A small amount of funding was acquired as part of the grant to offset a portion of SRTA's involvement in the

Product 1: North Coast and Upstate Fuel Cell Vehicle Readiness Project

Task/Activity		Resp. Agency	Schedule
1.1	Participate in North Coast and Upstate Fuel Cell Vehicle Readiness Project meetings.	SRTA	Quarterly
1.2	Assist in coordination with local agencies and interested parties on implementing the North Coast and Upstate Fuel Cell Vehicle Readiness Project for Shasta County. (RCEA funds)	SRTA	Jul 2017 - Jun 2019
1.3	Assist in regional outreach efforts and promote Fuel Cell Electric Vehicle (FCEV) use.	SRTA	

WORK ELEMENT 708.03**Transportation Development Act (TDA)**

Agency: SRTA

Total Budget (FY 2017/18): \$ 114,406

Estimated Budget (FY 2018/19): \$ 111,749

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund		Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	LTF		Direct	Indirect	LTF	
SRTA								
Personnel	\$ 51,573	\$ 56,595	\$ 108,168		\$55,394	\$50,276	\$ 105,669	
Services & Supplies	\$ 400		\$ 400		\$ 50		\$ 50	
Human Resources	\$ 1,238		\$ 1,238		\$ 1,329		\$ 1,329	
Consultant Services (Financial Audit)	\$ 4,600		\$ 4,600		\$ 4,700		\$ 4,700	
TOTAL:	\$ 57,811	\$ 56,595	\$114,406	\$ -	\$61,473	\$50,276	\$ 111,749	\$ -

Previous Accomplishments

Administration of Transportation Development Act (TDA) and fiscal auditing of expenditures. Updated policies and procedures regarding the Consolidated Transportation Service Agency (CTSA). Completed triennial audit for FY 2012/13, 2013/14, and 2014/15. Completed annual audit for FY 2014/15. Produced and distributed 2017/18 Transit Needs Assessment.

Objective

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

Discussion

SRTA is the designated recipient and responsible administrator of TDA funds. 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 2017, Feb 2018
1.2 Review LTF and STA claims submitted by claimants including associated technical assistance needed for adequate and proper reporting		May-June 2017, May-June 2018
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 2017, Sept-Oct 2018
1.5 Engage independent auditor		Jun 2017, Jun 2018
1.6 Prepare claims for Board approval		Jun 2017, Jun 2018
1.7 Claim scheduling and payment		Monthly
1.8 TDA fund accounting		

Product 2: Annual Transit Needs Assessment

Task/Activity	Resp. Agency	Schedule
2.1 Review prior year Transit Needs Assessment; solicit public input (comments, surveys, interviews, etc.), 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 2017 - Dec 2017 / Oct 2018 - Dec 2018
2.2 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. Conduct transit scenario planning via TBEST model utilizing data collected and public input; evaluate potential performance of scenarios; identify any scenarios that may be reasonable.		
2.3 Provide draft document to transit operators, CTSA, and SSTAC for review; revise and prepare final draft for public comment and adoption.		Dec 2017 - Jan 2018 / Dec 2018 - Jan 2019
2.4 Organize and support Social Services Transportation Advisory Council (SSTAC).		Dec 2017 - Mar 2018 / Dec 2018 - Mar 2019
2.5 Prepare staff report, resolution and presentation for board of directors/public hearing.		Feb 2018 / Feb 2019
2.6 Submit final document to Caltrans for acceptance.		Mar 2018 / Mar 2019

WORK ELEMENT 708.04**Transit and CTSA Agency Administration**

Agency: SRTA/RABA Total Budget (FY 2017/18): \$594,227

Estimated Budget (FY 2018/19): \$ 603,617

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source		Expenditures		Revenue by Fund Source	
SRTA	Direct	Indirect	LTF	TDA	Direct	Indirect	LTF	TDA
Personnel	\$ 14,202	\$ 15,584	\$ 29,786	\$ -	\$ 14,789	\$ 13,423	\$ 28,212	\$ -
Services & Supplies	\$ 100		\$ 100	\$ -	\$ 50		\$ 50	\$ -
Human Resources	\$ 341		\$ 341	\$ -	\$ 355		\$ 355	\$ -
Shasta County TDA Adm.	\$ 24,000			\$ 24,000	\$ 25,000			\$ 25,000
City of Redding RABA Administration	\$ 540,000			\$ 540,000	\$550,000			\$ 550,000
TOTAL:	\$ 578,642	\$ 15,584	\$ 30,227	\$ 564,000	\$590,194	\$ 13,423	\$ 28,617	\$ 575,000

Previous Accomplishments

This was a new work element introduced in FY 2015/16.

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 provides general oversight to ensure the most effective, efficient, and transparent use of TDA funds. SRTA presently enlists the City of Redding and the County of Shasta to perform administration for RABA. SRTA administers CTSA transportation, while the Shasta Senior Nutrition Program provides CTSA transportation services.

Product 1: RABA Administration

Task/Activity	Resp. Agency	Schedule
1.1 RABA administration and management.	Redding/ Shasta County	Jul 2017 - Jun 2019

Product 2: CTSA Administration

Task/Activity	Resp. Agency	Schedule
2.1 SRTA administration of transit services.	SRTA	Jul 2017 - Jun 2019

WORK ELEMENT 801.01**North State Super Region (NSSR)**

Agency: SRTA

Total Budget (FY 2017/18): \$ 8,647

Estimated Budget (FY 2018/19): \$ 7,947

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	NSSR		Direct	Indirect	NSSR	
SRTA								
Personnel	\$ 3,841	\$ 4,215	\$ 8,055		\$ 4,088	\$ 3,711	\$ 7,799	
Services & Supplies	\$ 500		\$ 500		\$ 50		\$ 50	
Human Resources	\$ 92		\$ 92		\$ 98		\$ 98	
TOTAL:	\$ 4,433	\$ 4,215	\$ 8,647	\$ -	\$ 4,236	\$ 3,711	\$ 7,947	\$ -

Previous Accomplishments

NSSR meetings held; NSSR intranet website maintained; Commented on legislative and other issues of potential impact to the North State. Provided letters of support for regional projects. Invoiced contributing agencies of the NSSR.

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	2 per year
1.2	Maintain and update NSSR website as needed. Invoiced contributing agencies of the NSSR.		Jul 2017 - Jun 2019

WORK ELEMENT 901.01	Hilltop Drive Corridor Signal Optimization Study
----------------------------	---

Agency: Redding	Total Budget (FY 2017/18): \$ 15,000	Estimated Budget (FY 2018/19): \$ -
-----------------	--------------------------------------	-------------------------------------

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
City of Redding	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
	\$ 15,000		\$ 15,000	\$ 1,721	\$ -		\$ -	\$ -
TOTAL:	\$ 15,000	\$ -	\$ 15,000	\$ 1,721	\$ -	\$ -	\$ -	\$ -

In-kind match to be provided by City of Redding in the amount of \$10,000 (Cash: \$5,000; In-kind:\$5,000). Total project cost: \$50,000.

Previous Accomplishments

Project was started in FY 2016/17.

Objective

Reduce overall travel time, vehicles emissions, and fuel use on the highway system (I-5 and State Route 44) via enhanced operations on the adjacent parallel Hilltop Drive corridor (from Mistletoe Ln through Palisades Ave) by determining the optimal timing of intersection signals and I-5/44 on/off ramps.

Discussion

I-5 and SR 44 through central Redding serve a high percentage of local trips, creating congestion on the state highway system for through trips, freight movement, and other interregional needs. Enhancements to the adjacent parallel Hilltop Drive corridor is needed to reduce delay for local trips and free up capacity on the highest volume portion of I-5 and SR 44. The project is needed to establish a safe and efficient traffic operation system with a series of unconnected signalized intersections. This project will reduce travel times, reduce the need to stop, reduce wait times at intersections, establish effective coordination and grouping of both City and Caltrans signals and ultimately reduce vehicle emissions and fuel use. This project will connect to the previously completed Cypress corridor project that studied and recommended intersection timing improvements along the corridor, including on/off-ramp intersections at Interstate-5. The study will include before and after comparisons including GHG emission reductions. The study aligns with SRTA's 2015 RTP Goal 1 Objective 1.2 to increase throughput, Goal 2 Objective 2.2 to maintain traffic capacity and Goal 3 Objective 3.1 to provide context appropriate local transportation choices. The study helps meet metropolitan planning needs of assessing the operational continuity of the regional transportation system, determine ways to reduce vehicle travel and provide enhanced travel services for all users. This project also aligns with the region's SCS to use technology based solutions to enhance traffic operations.

Note: SRTA staff support, technical assistance and coordination is budgeted under WE 707.01.

Product 1: Project Management and Procurement			
Task/Activity		Resp. Agency	Schedule
1.1	Prepare scope of work and procure consultant(s). Coordinate procurement with SRTA as applicable.	City of Redding/ SRTA	Jul 2016- Mar 2017
1.2	Execute and manage consultant contracts	City of Redding	Apr 2017
1.3	Provide quarterly updates to SRTA, including requests for reimbursement.		
1.4	Project Kickoff and Meeting		
1.5	Project communication and progress reporting		on-going
Product 2: Data Collection and Modeling			
Task/Activity		Resp. Agency	Schedule
2.1	Existing traffic data collection (travel time, GHG, volumes, wait times, speed, etc.). Consultant will also determine correct walk interval and minimum green times for bicycles and pedestrians. No overall safety evaluation will be made.	Consultant	Apr 2017- May 2017
2.2	Existing traffic baseline modeling and calibration. This task will summarize existing conditions in terms of LOS, GHG production, delay, and pedestrian/bike intervals.		Apr 2017- Jun 2017
Product 3: Project Report and Signal Timing Plan			
Task/Activity		Resp. Agency	Schedule
3.1	Signal timing plan optimization. The consultant will develop signal timing plans and phasing diagrams that will maximize throughput along the corridor while minimizing delay time and GHG emissions.	Consultant	Jun 2017- Sept 2017
3.2	Final report including before and after measures of effectiveness		Oct 2017

WORK ELEMENT 901.02
Victor Avenue Corridor Phasing Plan

Agency: Redding

Total Budget (FY 2017/18): \$40,000

Estimated Budget (FY 2018/19): \$ -

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
Redding	\$ 40,000		\$ 40,000	\$ 4,588	\$ -		\$ -	\$ -
TOTAL:	\$ 40,000	\$ -	\$ 40,000	\$ 4,588	\$ -	\$ -	\$ -	\$ -

In-kind match to be provided by City of Redding in the amount of \$15,000 (Cash: \$10,000; In-kind:\$5,000). Total project cost: \$85,000.

Previous Accomplishments

Project was started in FY 2016/17.

Objective

The purpose of this project is to determine the necessary right-of-way and improvements needed to create a Complete Streets transportation corridor that connects travelers to key regional highways (I-5 and SR 44). This project will help the city of Redding determine the improvements needed, timing of improvements and lead to projects that can implement the regional transportation plan.

Discussion

Victor Avenue, between Hartnell Avenue and Old Alturas Road, is a 1.5 mile partially developed corridor with sidewalk and bike lane gaps and varied right of way widths. Victor Avenue is a key north-south corridor that connects residents and travelers to Interstate-5 to the south and State Route 44 to the north. The west side is largely developed with older homes fronting the roadway with multiple access points and no pedestrian/bike facilities. The east side is partially developed/widened with incongruent right of way drainage problems. The roadway crown is off-center and the pavement is failing in most cases.

The corridor needs to be studied to develop a proposed phasing plan for improvements that meets the needs of all transportation modes in the short and long term. In addition to addressing localized needs, planning for this corridor is an ideal opportunity for a demonstration/reference project for inclusion in the GoShasta Regional Active Transportation Plan. Design standards for this project may then be used as the template for the development of select future intra-regional active transportation emphasis corridors. Project needs include determining right of way and roadway sections, and defining the location of bike, pedestrian and transit facilities. It will provide a phased approach for conditioning development and preparing capital projects for grant submission and construction, including programming of projects in the region's transportation improvement programs. The project meets the Regions RTP Goal #1 to plan and utilize a significant arterial in the City, Goals #2 and #3 to increase capacity for all modes and transportation options both in the short and long terms, Goal #4 Objective 4.2 to enhance safety and well-being and Goal #6 to provide public access to planning. It also aligns well with the SCS to expand our bike/pedestrian infrastructure in order to encourage less vehicular travel.

Note: SRTA staff support, technical assistance and coordination is budgeted under WE 707.01.

Product 1: Project Management

Task/Activity	Resp. Agency	Schedule
1.1 Prepare scope of work and procure consultant(s). Coordinate procurement with SRTA as applicable.	City of Redding/ SRTA	Jul 2016 - Apr 2017
1.2 Execute and manage consultant contracts	City of Redding	Apr 2017
1.3 Provide quarterly updates to SRTA, including requests for reimbursement.		
1.4 Project Kickoff		
1.5 Project communication and progress reporting		on-going

Product 2: Data Collection and Modeling

Task/Activity	Resp. Agency	Schedule
2.1 Existing traffic data collection and right of way identification. This task will analyze collision rates, LOS, typical sections, gaps and other modal data.	Consultant	Apr 2017- Jun 2017
2.2 Future conditions forecasting and project alternatives. This task will look at estimates of future use of all modes and develop designs for ultimate use of the roadway.		Jun 2017- Aug 2017
2.3 Evaluate adjacent destinations and consider near- and long-term connections, including but not limited to Alta Mesa Elementary School, Enterprise High School Clover Creek Preserve. Also consider city plans and opportunities as it relates to trails in the Churn Creek natural corridor.	City of Redding/ Consultant	Jun 2017- Aug 2017

Product 3: Project Report

Task/Activity	Resp. Agency	Schedule
3.1 Prepare draft Roadway and Phasing Plan. Provide draft plan to SRTA for review and comment. Will likely hold one or two public meetings to gain stakeholder input as well as receive input from the City's Active Transportation Committee.	Consultant	Sep 2017
3.2 Final Roadway and Phasing Plan. Staff may present the results to the City Council or the SRTA Board of Directors.		Oct 2017

WORK ELEMENT 902.01					Cascade Blvd. Sustainable Development Assessment					
Agency: Shasta Lake		Total Budget (FY 2017/18): \$ 45,000			Estimated Budget (FY 2018/19): \$ -					
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2017/18 & 2018/19										
Staff Allocations and Funding Requirements	FY 2017/18					FY 2018/19				
	Expenditures		Revenue by Fund Source (\$)			Expenditures		Revenue by Fund Source (\$)		
Shasta Lake	Direct	Indirect	FHWA	C/O	Toll Credits	Direct	Indirect	FHWA	C/O	Toll Credits
	\$ 45,000		\$ 45,000		\$ 5,162	\$ -	\$ -	\$ -		\$ -
TOTAL:	\$ 45,000	\$ -	\$ 45,000	\$ 5,162		\$ -	\$ -	\$ -		\$ -
					In-kind match to be provided by City of Shasta Lake in the amount of \$15,000 (Cash: \$5,000; In-kind:\$10,000) Total project cost: \$100,000.00.					
Previous Accomplishments										
Project was started in FY 2016/17.										
Objective										
Provide an assessment of Cascade Boulevard between its intersection with Shasta Dam Boulevard and the City limits on the south for upgrade to Complete Street standards. The intent will be to ready the corridor for a grant application to implement Complete Streets standards.										
Discussion										
Cascade Boulevard is a major circulation corridor. Only a small portion of the corridor has complete street characteristics - at its intersection with Shasta Dam Boulevard and Pine Grove Boulevard. An assessment is needed to determine how to upgrade the entire corridor to a Complete Street, potential impacts on property owners and businesses, and a strategy for funding and completing the improvements. The assessment will also look at needs for right of way purchase or reductions of right of way for vehicle traffic and other Complete Streets needs, and ingress/egress impacts to property and business owners in order to accommodate a Complete Street System in the most cost-effective and efficient way.										
This corridor encompasses both commercial, light industrial and residential uses that need to be considered. The adjoining General Plan land use designations, zoning and on-site land use/structures will be reviewed and mapped according to both the existing and proposed rights of way. Working with property and business owners is a significant component in order to address non-conforming uses in a way that vehicle access and parking can be accommodated. Opportunities and potential placement for active transportation amenities, including shade structures, bike racks, transit cover, and benches for pedestrians and transit users to go with a Complete Street system will be identified. Sources of funding for all components will be identified, and a draft timeline for construction will be prepared. Project outcomes include an assessment report providing information to the City Council on options for alternative transit (see other project (WE 902.02) funded by SRTA), identification of resources and timing of construction. The intent will be to ready the corridor for funding via grant programs and city funds.										
The project is located within or connects to the Strategic Growth Area for the City. The area includes primarily commercial, light industrial and some residential land uses. The commercial and light industrial users use Cascade primarily for access to I-5 and business and freight deliveries, as well as access for customers. Other uses include high density multi-family units which use Cascade Boulevard as access to other parts of the community. Cascade Boulevard includes transit and school bus stops for residences. The project would help meet several of the region's goals as outline in the 2015 Regional Transportation Plan (RTP), including: Goal #2: Strategically increase capacity on interregional and regionally significant roadways to keep people and freight moving effectively and efficiently; Goal 3 - RTP Provide an integrated, context-appropriate range of practical transportation choices; and Goal #6: Promote public access, awareness, and action in planning and decision-making processes. SCS goals to be met by the project include: Expanded bicycle and pedestrian infrastructure, including the completion of network gaps, enhanced integration with public transportation, and connections between regional trail corridors and the roadway network; and Incentives for location-efficient infill and redevelopment projects, needed to spur location efficient development patterns.										
Note: SRTA staff support, technical assistance and coordination is budgeted under WE 707.01.										
Product 1: RFP /PSA										
Task/Activity : Procurement							Resp. Agency		Schedule	
1.1	Develop and distribute RFP for professional services to prepare assessment. Coordinate procurement with SRTA as applicable.						COSL/SRTA		Jan - Apr 2017	
1.2	Consultant consideration and selection; Signed PSA by Consultant and City Manager						COSL/SRTA			
Product 2: Surveying/ Data Collection/GIS Map										
Task/Activity : Data Collection							Resp. Agency		Schedule	
2.1	Survey to validate existing right of way in the project area. Locate positions of all access and structures in relation to the existing right of way.						COSL/ Consultant		Mar 2017 - June 2018	
2.2	Provide survey and GIS maps highlighting transportation infrastructure (right of way, structures, vehicle access, etc.) to include General Plan and Zoning designations, and current land uses. Identify non-conforming issues for access and setbacks.									
2.3	Identify right of way needs and develop GIS map to provide maximum provision of Complete Street standards. Identify potential areas for abandonment of right of way where excess may occur. Identify any environmental or permit issues that impact access or Complete Streets components. Develop preliminary plans for right of way in order to estimate improvement costs.									
2.4	Identify private and public sources for funding as well as process and timeline needed to install Complete Street features, construction needs and a timeline for constructing Complete Street standard improvement. Identify non-conforming access and/or improvements.									
Product 3: Public Engagement										
Task/Activity							Resp. Agency		Schedule	
3.1	Workshop in the project area for property and business owners to discuss existing and proposed right of way and right of way improvements to provide Complete Street standard improvements.						COSL/ Consultant		Mar 2017 - June 2018	
Product 4: Assessment Report										
Task/Activity							Resp. Agency		Schedule	
4.1	Report prepared with analysis (including costs) , conclusions and recommendations concerning provision of Complete Street Standards to the project area to be presented to City Council. Provide draft report to SRTA for review and comment.						COSL		Mar 2017 - June 2018	
4.2	Presentation to the Shasta Lake City Council.						COSL			
4.3	Presentation to the SRTA Board of Directors						COSL			

Micro-transit Analysis & Recommendations

Estimated Budget (FY 2018/19): \$ -

Staff Allocations and Funding Requirements	FY 2017/18				FY 2018/19			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source	
Shasta Lake	Direct	Indirect	FHWA C/O	Toll Credits	Direct	Indirect	FHWA C/O	Toll Credits
	\$ 27,500	\$ -	\$ 27,500	\$ 3,154	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 27,500	\$ -	\$ 27,500	\$ 3,154	\$ -	\$ -	\$ -	\$ -

Task/Activity		Resp. Agency	Schedule
4.1	Report prepared with analysis (including costs), conclusions and recommendations regarding micro transit service options. Provide draft report to SRTA for review and comment.	COSL/ Consultant	Mar 2017 - Feb 2018
4.2	Presentation to the Shasta Lake City Council.	COSL	
4.3	Presentation to the SRTA Board of Directors		

APPENDIX A – PLANNING PROCESS CERTIFICATION

FY 2017/18 FHWA & FTA METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

FY 2017/2018 FHWA and FTA Metropolitan Transportation Planning Process Self-Certification

In accordance with 23 CFR part 450, the California Department of Transportation and the Shasta Regional Transportation Agency (SRTA), the designated Metropolitan Planning Organization for the Shasta County urbanized area(s), hereby certify that the transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
- (2) 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;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) 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;
- (8) 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;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) 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

Executive Director

Title

Date

Caltrans District Approval Signature

Title

Date

February 2017

FY 2017/18 FHWA & FTA STATE AND METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

FY 2017/2018 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification

In accordance with 23 CFR part 450, the California Department of Transportation and the Shasta Regional Transportation Agency (SRTA), Regional Transportation Planning Agency, hereby certify that the transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
- (2) 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;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) 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;
- (8) 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;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

RTPA Authorizing Signature

Executive Director

Title

Date

Caltrans District Approval Signature

Title

Date

February 2017

APPENDIX B – FTA CERTIFICATION AND ASSURANCES

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signatures pages alternative to providing Certifications and Assurances in TRANS)

Name of Applicant: Shasta Regional Transportation Agency

The Applicant agrees to comply with applicable provisions of (Categories 01 – 23, ☒ X

OR

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

Category	Description	
01.	Required Certifications and Assurances for each Applicant.	
02.	Lobbying.	
03.	Procurement and Procurement Systems.	
04.	Private Security Protections.	
05.	Rolling Back Reviews and Bus Testing.	
06.	Demand Responsive Service.	
07.	Intelligent Transportation Systems.	
08.	Leases and Financing Costs and Acquisition of Capital Assets by Lease.	
09.	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements.	
10.	Alcohol and Controlled Substances Testing.	
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	
12.	State of Good Repair Program.	
13.	Grants for Bus Rapid Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	
15.	Discrete Mobility of Seniors and Individuals with Disabilities Programs.	
16.	Rural Areas and Appalachian Development Programs.	
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	
18.	State Safety Oversight Grant Program.	
19.	Public Transportation Emergency Relief Program.	
20.	Expedited Project Delivery Pilot Program.	
21.	Infrastructure Finance Programs.	
22.	Paid or Services Transit in Parks Program.	
23.	Construction Billing Procedures.	

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2017 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

AFFIRMATION OF APPLICANT

Name of the Applicant Shasta Regional Transportation Agency

Name and Relationship of the Authorized Representative: Daniel S. Little, Executive Director

BY SIGNING BELOW, on behalf of the Applicant, I declare that I have duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each applicant or its Authorized Representative names to the Federal Transit Administration (FTA) in federal fiscal year 2017, 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 shall apply to each Award for which I now seek, or may later seek federal assistance to be awarded during federal fiscal year 2017.

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 3 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 Daniel S. Little

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

I re (Name of Applicant): Shasta Regional Transportation Agency

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 assisted Award.

Signature _____

Date: _____

Name John S. Kenny

Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Affirmation may either be electronic signature in lieu of the Attorney's signature, within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard copy 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 2017/2018

Fiscal Year 2017/2018 California Department of Transportation Debarment and Suspension Certification

*As required by U.S. DOT regulations on governmentwide 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.

February 2017

**DEPARTMENT OF TRANSPORTATION
DEBARMENT AND SUSPENSION CERTIFICATION
FISCAL YEAR 2017/2018
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: Daniel S. Little

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: Shasta Regional Transportation Agency (Name of Applicant)

Signature _____ Date _____

Printed Name of Applicant's Attorney: John S. Kenny

February 2017

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 Public Transit - Human Services 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.

SGA – Strategic Growth Area(s). SGAs are small geographic areas, identified by each local jurisdiction, wherein coordinated local and regional plans, programs, and investments are layered to promote job growth, increase number of households, enhance mobility options, and develop vacant and underutilized land.

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.



Attachment C
Shasta Regional Transportation Agency
Profit & Loss Budget Overview
 July 2017 through June 2018

2:54 PM
 04/17/2017
 Accrual Basis

	Jul '16 - Jun 17
Ordinary Income/Expense	
Income	
41100 · Federal Highway Administration	1,149,708.00
41300 · Planning, Program. and Monit	339,854.00
41500 · Federal Transit Administration	85,845.00
42100 · Local Transportation Fund	7,411,565.00
42200 · State Transit Assistance Fund	615,000.00
42650 · Exchange Funds	1,655,000.00
42710 · TDA Administration	381,565.00
42725 · Non-Motorized	518,512.00
42770 · LCTOP	138,000.00
42800 · Safe Routes to Schools	181,318.00
42840 · GoShasta-ATP Cycle 2	46,000.00
42840 · STPG	283,007.00
42860 · RCEA	2,000.00
42910 · Shasta College	2,000.00
42920 · Super Region Fees	8,647.00
42980 · CTSA Revenue	301,000.00
43100 · Interest Income	0.00
43300 · Rental Income	
43310 · Rental Income- Suite 101	51,276.00
43320 · Rental Income- Suite 201	11,280.00
43350 · Vacancy Loss	0.00
Total 43300 · Rental Income	62,556.00
43400 · LTF Rent Subsidy	0.00
Total Income	13,181,577.00
Gross Profit	13,181,577.00
Expense	
51000 · Personnel - Other	1,024,264.00
Total 51000 · Personnel	1,024,264.00
55000 · Consultants	
55010 · City of Redding on OWP	55,000.00
55015 · City of Shasta Lake on OWP	72,500.00
55058 · Shasta County Mental Health-ATP	170,000.00
55070 · Shasta College	2,000.00
55100 · Civic Plus	4,450.00
55120 · Interwest	20,000.00
55122 · Toole Design	66,000.00
55160 · Consultant- Non Motor	518,512.00
55205 · Consultant LCTOP	138,000.00
55000 · Consultants - Other	610,007.00
Total 55000 · Consultants	1,656,469.00

	Jul '16 - Jun 17
60100 · Advertising	1,000.00
60250 · Books and Educational materials	1,000.00
Total 60300 · Communication	9,200.00
Total 60350 · Computer Support	22,200.00
60400 · Conferences	4,000.00
60500 · Depreciation-Building	71,000.00
60510 · Depreciation-Equipment	1,300.00
60600 · Dues and Subscriptions	8,500.00
60700 · Education and Training	1,000.00
Total 61000 · Insurance	11,500.00
Total 61670 · Interest	26,000.00
61690 · Licenses	17,500.00
61700 · Meetings	1,000.00
62000 · Postage	2,000.00
Total 63000 · Professional Services	57,438.00
63900 · Public Notice	500.00
Total 65000 · Repairs and Maintenance	23,300.00
65400 · Security	5,000.00
65450 · Software	8,000.00
Total 65500 · Supplies	56,851.00
65600 · Taxes-Property	900.00
66900 · Reconciliation Discrepancies	0.00
Total 67000 · Travel	4,000.00
Total 68000 · Utilities	16,000.00
69000 · Payments to Cities and Counties	
69100 · City of Redding	
69110 · RABA-STA	540,000.00
69120 · Local Transportation Fund	1,000,000.00
69130 · Exchange Funds	1,185,000.00
69470 · LTF for RABA	3,089,000.00
Total 69100 · City of Redding	5,814,000.00
69200 · City of Anderson	
69220 · Local Transportation Fund	225,000.00
69230 · Exchange Funds	135,000.00
69250 · STA Payments	40,000.00
69270 · LTF for RABA	20,000.00
Total 69200 · City of Anderson	420,000.00
69300 · City of Shasta Lake	
69320 · Local Transportation Fund	225,000.00
69330 · Exchange Funds	135,000.00
69340 · STA Payments	35,000.00
69370 · LTF for RABA	20,000.00
Total 69300 · City of Shasta Lake	415,000.00

	Jul '16 - Jun 17
69400 · County of Shasta	
69420 · Local Transportation Funds	2,150,000.00
69430 · Exchange Funds	200,000.00
Total 69400 · County of Shasta	2,350,000.00
Total 69000 · Payments to Cities and Counties	8,999,000.00
69600 · Shasta Snr Nutr. - LTF/TDA	301,000.00
69910 · Payments to SRTA for 2% Bike &	143,000.00
69920 · Payments to SRTA Under TDA	381,565.00
69940 · Non-motorized Payments to SRTA	200,000.00
69950 · Payments to SRTA for CTSA	301,000.00
70000 · Indirect Cost Allocation	
70100 · Indirect Cost Allocation	0.00
Total 70000 · Indirect Cost Allocation	0.00
Total Expense	13,355,487.00
Net Ordinary Income	(173,910.00)
Other Income/Expense	
Other Income	
80100 · Transfers In	0.00
80200 · Transfers Out	0.00
90003 · Use of Money and Property	184,283.00
Total Other Income	184,283.00
Other Expense	
91009 · IT Support	22,000.00
91011 · Equipment	26,200.00
91013 · Furniture	30,000.00
92001 · Principal Payments	106,083.00
Total Other Expense	184,283.00
Net Other Income	0.00
Net Income	(173,910.00)

Jul '16 - Jun 17

Shasta Regional Transportation Agency
Profit & Loss Budget Overview
July 2018 through June 2019

2:54 PM

04/17/2017

Accrual Basis

Ordinary Income/Expense**Income**

41100 · Federal Highway Administration	822,150.00
41300 · Planning, Program. and Monit	220,186.00
41500 · Federal Transit Administration	59,606.00
42100 · Local Transportation Fund	7,044,256.00
42200 · State Transit Assistance Fund	800,000.00
42650 · Exchange Funds	1,654,019.00
42710 · TDA Administration	332,229.00
42725 · Non-Motorized	0.00
42770 · LCTOP	228,000.00
42800 · Safe Routes to Schools	174,920.00
42840 · GoShasta-ATP Cycle 2	250,358.00
42840 · STPG	56,838.00
42860 · RCEA	0.00
42910 · Shasta College	2,000.00
42920 · Super Region Fees	7,947.00
42980 · CTSA Revenue	301,000.00
43100 · Interest Income	0.00
43300 · Rental Income	
43310 · Rental Income- Suite 101	51,276.00
43320 · Rental Income- Suite 201	11,280.00
43350 · Vacancy Loss	0.00
Total 43300 · Rental Income	62,556.00
43400 · LTF Rent Subsidy	0.00

Total Income

12,016,065.00

Gross Profit**12,016,065.00****Expense**

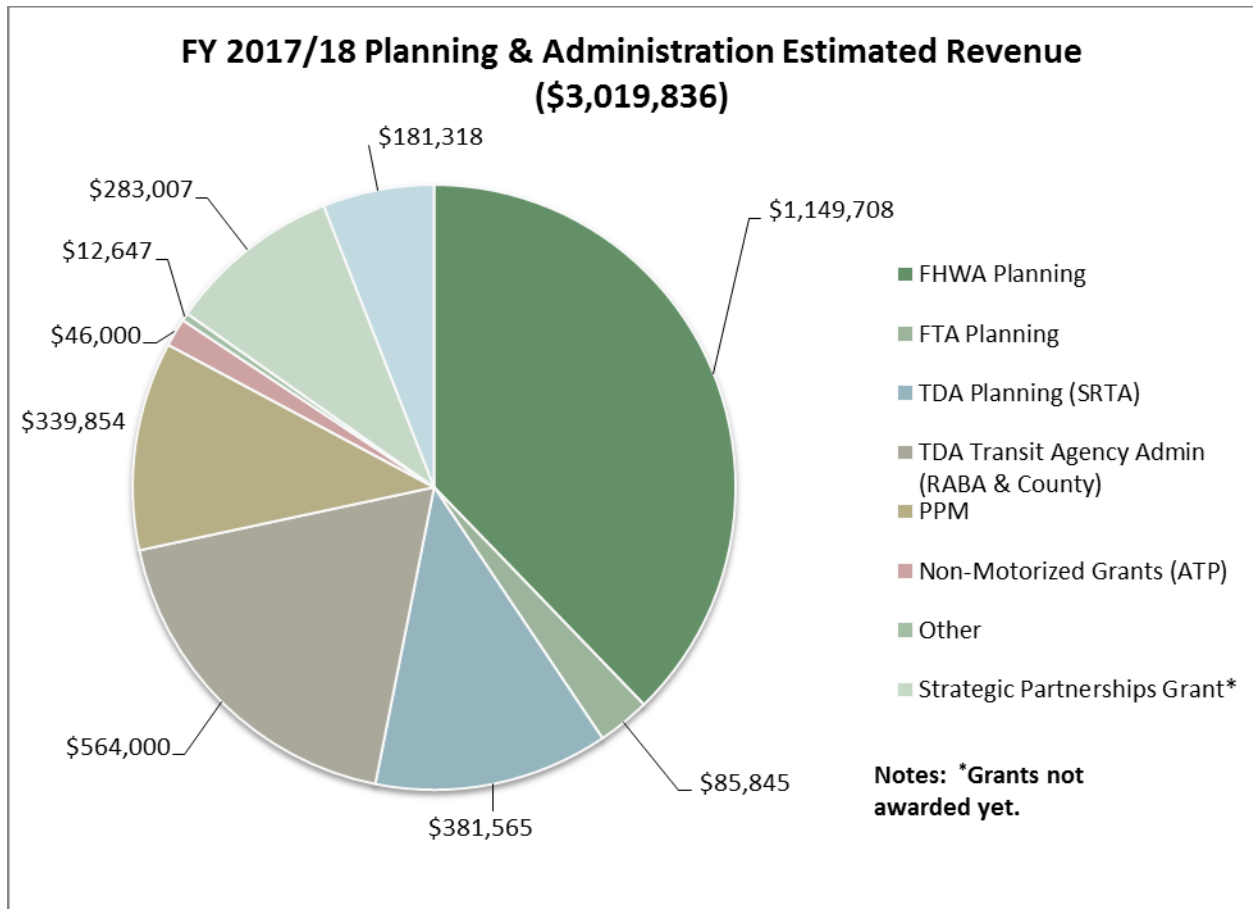
51000 · Personnel - Other	1,035,351.00
Total 51000 · Personnel	1,035,351.00
55000 · Consultants	
55058 · Shasta County Mental Health-ATP	170,000.00
55070 · Shasta College	2,000.00
55100 · Civic Plus	4,673.00
55160 · Consultant- Non Motor	0.00
55205 · Consultant LCTOP	228,000.00
55000 · Consultants - Other	368,789.00
Total 55000 · Consultants	773,462.00
60100 · Advertising	1,000.00
60250 · Books and Educational materials	1,000.00
Total 60300 · Communication	9,200.00
Total 60350 · Computer Support	22,200.00
60400 · Conferences	4,000.00

	Jul '16 - Jun 17
60500 · Depreciation-Building	71,000.00
60510 · Depreciation-Equipment	1,300.00
60600 · Dues and Subscriptions	8,500.00
60700 · Education and Training	1,000.00
Total 61000 · Insurance	11,500.00
Total 61670 · Interest	26,000.00
61690 · Licenses	17,500.00
61700 · Meetings	1,000.00
62000 · Postage	2,000.00
Total 63000 · Professional Services	59,021.00
63900 · Public Notice	500.00
Total 65000 · Repairs and Maintenance	23,300.00
65400 · Security	5,000.00
65450 · Software	8,000.00
Total 65500 · Supplies	43,700.00
65600 · Taxes-Property	900.00
66900 · Reconciliation Discrepancies	0.00
Total 67000 · Travel	4,000.00
Total 68000 · Utilities	16,000.00
69000 · Payments to Cities and Counties	
69100 · City of Redding	
69110 · RABA-STA	670,000.00
69120 · Local Transportation Fund	1,390,027.00
69130 · Exchange Funds	1,184,019.00
69470 · LTF for RABA	1,831,000.00
Total 69100 · City of Redding	5,075,046.00
69200 · City of Anderson	
69220 · Local Transportation Fund	300,000.00
69230 · Exchange Funds	135,000.00
69250 · STA Payments	65,000.00
69270 · LTF for RABA	20,000.00
Total 69200 · City of Anderson	520,000.00
69300 · City of Shasta Lake	
69320 · Local Transportation Fund	300,000.00
69330 · Exchange Funds	135,000.00
69340 · STA Payments	65,000.00
69370 · LTF for RABA	20,000.00
Total 69300 · City of Shasta Lake	520,000.00
69400 · County of Shasta	
69420 · Local Transportation Funds	2,550,000.00
69430 · Exchange Funds	200,000.00
Total 69400 · County of Shasta	2,750,000.00
Total 69000 · Payments to Cities and Counties	8,865,046.00

	Jul '16 - Jun 17
69600 · Shasta Snr Nutr. - LTF/TDA	301,000.00
69910 · Payments to SRTA for 2% Bike &	143,000.00
69920 · Payments to SRTA Under TDA	332,229.00
69940 · Non-motorized Payments to SRTA	200,000.00
69950 · Payments to SRTA for CTSA	301,000.00
70000 · Indirect Cost Allocation	
70100 · Indirect Cost Allocation	0.00
Total 70000 · Indirect Cost Allocation	0.00
Total Expense	12,288,709.00
Net Ordinary Income	(272,644.00)
Other Income/Expense	
Other Income	
80100 · Transfers In	0.00
80200 · Transfers Out	0.00
90003 · Use of Money and Property	121,083.00
Total Other Income	121,083.00
Other Expense	
91009 · IT Support	5,000.00
91011 · Equipment	5,000.00
91013 · Furniture	5,000.00
92001 · Principal Payments	106,083.00
Total Other Expense	121,083.00
Net Other Income	0.00
Net Income	(272,644.00)

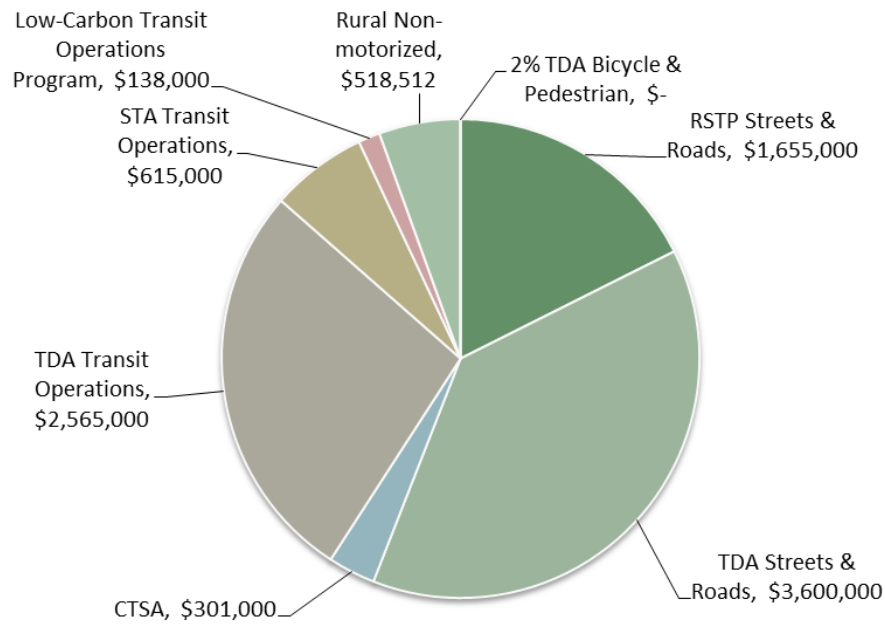
ATTACHMENT D

FY 2017/18 REVENUES AND EXPENDITURES SUMMARY CHARTS

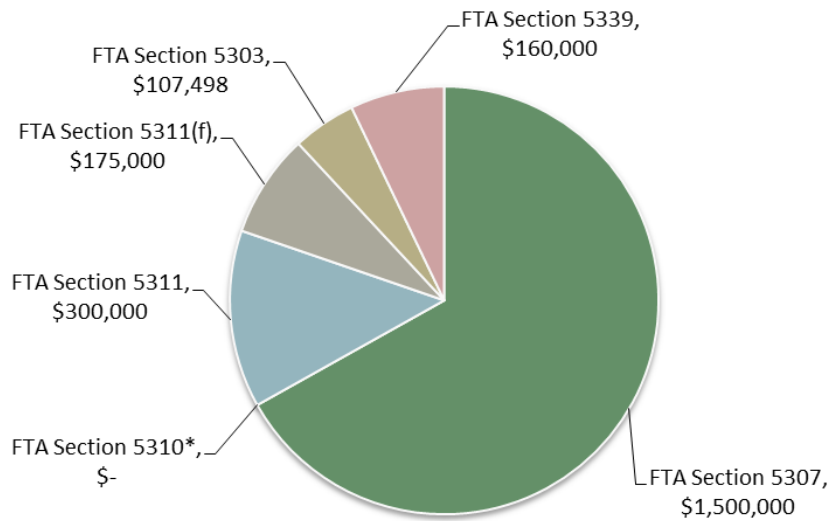


TDA	Transportation Development Act	SR2S	Safe Routes to School
FHWA	Federal Highway Administration	RSTP	Regional Surface Transportation Program
FTA	Federal Transit Administration	Prop 84	The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006
PPM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

**FY 2017/18 Capital and Transit Operations Estimated
Revenue (\$9,392,512)**



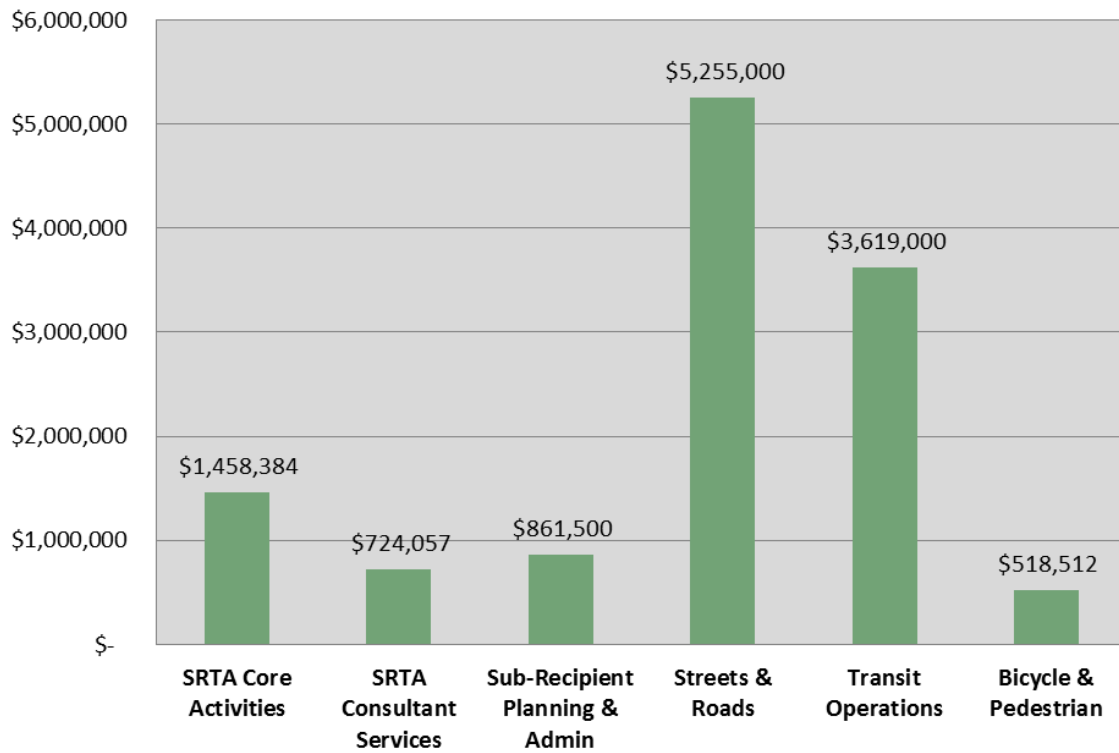
**Available Federal Transit Administration (FTA) Estimated
Revenue (\$2,242,498)**



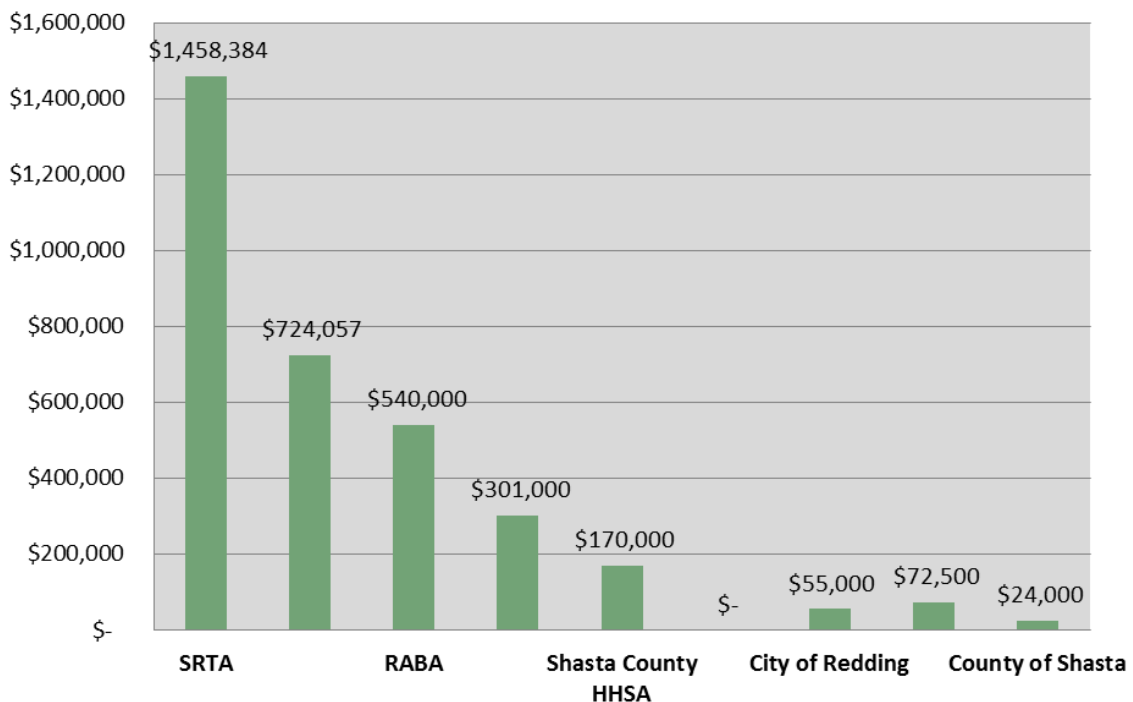
***Note - Funds for FTA 5310 have not been awarded. A total of \$1,008,260 in grant applications was submitted by regional transit partners.**

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

FY 2017/18 Total Estimated Expenditures (\$12,436,453)



FY 2017/18 Planning & Administration Budgeted Expenditures (\$3,344,941)



Attachment E

STATE OF CALIFORNIA - CALIFORNIA STATE TRANSPORTATION AGENCY

Edmund G. Brown Jr, Governor

DEPARTMENT OF TRANSPORTATION
OFFICE OF COMMUNITY PLANNING
1657 RIVERSIDE DRIVE
P. O. BOX 496073
REDDING, CA 96049-6073
PHONE (530) 229-0517
FAX (530) 225-3020



*Flex your power!
Be energy efficient!*

April 5, 2017

Dan Little, Executive Director
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

Dear Mr. Little:

Thank you for the opportunity to review the Shasta Regional Transportation Agency's (SRTA's) Draft Overall Work Program (OWP). Based on our review, Caltrans offers the following comments, suggestions, and questions for your consideration in the attachment.

If you have any questions or comments regarding this matter, please contact your Regional Planning Liaison, Aaron Casas at (530) 225-4732.

Sincerely,

A handwritten signature in blue ink that reads "Kathy Grah".

KATHY GRAH, Chief
Community and Regional Planning, District 2

Enclosure

Cc: Tom Balkow, Caltrans District 2
Aaron Casas, Caltrans District 2
Wade Hobbs, Federal Highway Administration

General Comments:

We commend SRTA's efforts to provide transparency through schedule and detailed task information, as well as clearly defined products associated with each task. The efforts to approach the OWP with a two-year budget demonstrates SRTA's commitment to displaying and accomplishing a spend down of carryover funds from previous years. We would also like to applaud SRTA for working with Caltrans District 2 to improve the Information Work Element in the OWP. This partnership shows the joint effort between agencies to meet local, regional and state transportation planning priorities and goals.

With the FAST Act, two new planning factors were added to the scope of the metropolitan transportation planning process: (Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and enhance travel and tourism). Please ensure that these are included in the OWP narrative.

Specific Work Element Comments:

Work Element 701.01 – Regional Transportation Plan – Please ensure that this work element is adjusted as necessary if an EIR is required.

Work Element 702.04 - Sustainable Development Incentive Program – The expected activities of the consultant must appear in the OWP prior to issuance of the RFP. Please amend the OWP work element as necessary

Work Element 705.05 – Regional Modeling – Please update reference to the RTP guidelines (2017 RTP Guidelines).

Work Element 706.06 – Greenhouse Gas Reduction Fund Programs – This work is associated with administering a capital program. As written, it does not appear to be eligible for reimbursement using PL funds, as eligible work must be tied to the regional planning process.

Work Element 707.04 – Freight and Goods Movement Planning –

SRTA is allowed to estimate remaining grant funds, if any, in order to maintain continuity in billing prior to closeout and reconciliation of the previous year's work program.

The narrative mentions a demonstration project. Is this still a planned activity for the Far North Consolidated Freight Hub Study? If so, listing some of the results of the study would strengthen this section.

Work Element 901.01 – Hilltop Drive Corridor Signal Optimization Study – Assessment of traffic signals on a local road is not eligible for reimbursement using CPG funds, as it is not

regional in nature, and the product informs operations in the corridor, not region-wide planning efforts. This work would need to be tied to the Regional Planning process in order to be eligible.

Work Element 901.02 – Victor Avenue Corridor Phasing Plan – The Phasing plan described in this work element appears to be project-specific and is not eligible for reimbursement using CPG funds. This work would need to be tied to the Regional Planning process in order to be eligible.

From: Hobbs, Wade (FHWA)
To: [Dan Little](#); [Sean Tiedgen](#)
Cc: [Casas, Aaron D@DOT](#); ["Tyler.Monson@dot.ca.gov" \(Tyler.Monson@dot.ca.gov\)](#); [Kahrs, Jacqueline J@DOT](#) ([jacqueline.kahrs@dot.ca.gov](#)); [Grah, Kathy M@DOT](#) ([kathy.grah@dot.ca.gov](#)); [Wiggins, Jerome \(FTA\)](#); [Clemons, Tashia \(FHWA\)](#)
Subject: FHWA Comments on SRTA Draft 2017/18 OWP
Date: Monday, April 10, 2017 2:39:52 PM

Thank you for the opportunity to review and provide comments on SRTA's Draft 2017/18 Overall Work Program (OWP).

Adjusted Urban Area Maps:

For your use and information, FHWA has recently posted the [Adjusted Urban Area maps](#) in HEPGIS. The HEPGIS is an interactive, web-based GIS that enables users to access transportation-related geo-spatial data using their web browser. This may be a useful tool for the State and MPO's use when designating the Critical Urban and Critical Rural Freight corridors within the region pursuant to 23 U.S.C. §167. There are 2,300 Census Urban Areas with population 5,000 or more identified on the [map](#). While Adjusted Urban Areas have always been important to the FHWA program and process, this is first time FHWA has made the information available on a national scale.

[http://hepgis.fhwa.dot.gov/fhwagis/ViewMap.aspx?
map=MPO+Boundaries|FHWA+Adjusted+Urban+Area#](http://hepgis.fhwa.dot.gov/fhwagis/ViewMap.aspx?map=MPO+Boundaries|FHWA+Adjusted+Urban+Area#)

Documented Consultation Procedures with FLMAs:

We would like to take this opportunity to commend SRTA for being one of the first MPOs in the State to satisfactorily address the Federal requirement that the MPO prepare a documented process (23 CFR 450.316(e)) for consultation with Indian Tribal Governments (ITGs) and Federal Land Management Agencies (FLMAs) having jurisdiction over Indian lands or Federal lands in the MPO planning region. We appreciate SRTA's efforts to address these long-standing planning program requirements.

Transportation Performance Management (TPM):

We note the inclusion of several activities tied to the Federal Transportation Performance Management (TPM) requirements within the Draft OWP. We encourage SRTA to review the following TPM related provisions, added by the most recent update of the federal metropolitan planning regulations, and ensure that the draft OWP addresses all applicable TPM provisions in a timely manner:

- 23 CFR 450.306 concerning TPM and the scope of the metropolitan transportation planning process,
- 23 CFR 450.314 concerning TPM and the metropolitan planning agreements,
- 23 CFR 450.324 concerning TPM the development and content of the metropolitan transportation plan,
- 23 CFR 450.326 concerning TPM the development and content of the metropolitan transportation improvement program, and
- 23 CFR 450.340 concerning TPM the phase-in of new federal requirements.

[https://www.ecfr.gov/cgi-bin/text-idx?
SID=12aa6390c8d229b94e16ce657e68e715&mc=true&node=sp23.1.450.c&rgn=div6#se23.1.450_1304](https://www.ecfr.gov/cgi-bin/text-idx?SID=12aa6390c8d229b94e16ce657e68e715&mc=true&node=sp23.1.450.c&rgn=div6#se23.1.450_1304)

Greenhouse Gas Reduction Fund Program (WE 706.06):

Our review of the description of the activities proposed for the Greenhouse Gas Reduction Fund Program (WE 706.06) noted that the work, as described, does not appear to be an eligible activity for Federal planning program funds. Federal funds may not be used to administer or implement state or local programs, pursue transportation funding, or implement other non-federal mandates unless the work is determined to be reasonable and necessary to accomplish the metropolitan planning requirements of 23 CFR 450. We encourage SRTA to revise the description of the proposed work to make the activities eligible for federal planning program funding, or provide an alternative source of funds to accomplish those activities (administration of the LCTOP Program) that are not eligible for federal assistance.

Please feel free to contact me if you have questions or need additional information.

Wade Hobbs, Planner
FHWA CADO Program Development
916-498-5027
wade.hobbs@dot.gov

Attachment F

ICAP/ICRP SUBMISSION CERTIFICATION

**Shasta Regional Transportation Agency
Indirect Cost Rate
FY 17-18**

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 Shasta Regional Transportation Agency 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/ carryforward	7/1/17 to 6/30/18	109.74%	SRTA

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 SRTA were included in its indirect cost pool as finally accepted; such costs are legal obligations of SRTA 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 SRTA 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(s) 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 is contained in SRTA's Single Audit which was prepared in accordance with 2 CFR 200. 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) The rate is based either on an estimate of the costs to be incurred or actual costs incurred during the period.

B. Accounting Changes:

This Agreement is based on the accounting system purported by SRTA 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.

Attachment F

When the actual costs for the period is determined by SRTA'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 SRTA. For rates covering a future fiscal year, unallowable costs will be removed from the indirect cost pool and the rate appropriately adjusted.

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 SRTA to bill indirect costs to Title 23 funded projects administered by the Federal Department of Transportation (DOT).

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(s) in this Agreement, SRTA should (1) credit such costs to the affected programs, and (2) apply the accepted rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

H. Rate Calculation for Fixed Rate with Carryforward:

FY 2017-18 Budgeted/Estimated Indirect Costs	\$584,601
Carry Forward from FY 2015-16	<u>\$148,734</u>
Budgeted FY 2017-18 Indirect Costs	\$733,335
FY 2017-18 Budgeted/Estimated Direct Salaries & Wages plus Fringe Benefits	\$668,263
FY 2015 Indirect Cost Rate	109.74%

Attachment F

CERTIFICATION OF INDIRECT COSTS

This is to certify that I, Dan 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 of an indirect cost rate for fiscal year 2018 (July 1, 2017 to June 30, 2018) 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 200, "Cost Principles", Subpart E, and Appendices V & VII 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 fixed, final, or predetermined rate.
- (3) I understand that during the predetermined (or extension) period, there will be no changes to the ICAP/ICRP calculation methodology used, no changes to our financial management system (i.e. change in processes, or in accounting software), and no substantial changes to our organizational structure and program(s).
- (4) I understand that if a rate extension is granted, I may not request a rate review until the extension period ends and that at the end of the extension period, I must re-apply to develop and negotiate a rate.
- (5) I understand that the ICAP/ICRP package along with all supporting documentation from which the proposed rates are developed 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(s) is calculated, whichever is longer.
- (6) Additionally, I understand that in accordance with 2 CFR, Part 200, Appendix VII, 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 Subsection 200.420 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). For rates covering a future fiscal year (i.e. extended rates), the unallowable costs will be removed from the indirect cost pool and the rate appropriately adjusted for all fiscal years covered by the extension.

Attachment F

I acknowledge as a representative of 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

Signature: _____

Signature: _____

Reviewed, Approved and Submitted by:

Prepared by:

Name of Official: Greg Watkins

Name of Official: Dan Little

Title: Board Chair

Title: Executive Director

Date of Execution: April 25, 2017

Telephone No.:530-262-6190

INDIRECT COST RATE(S) SUBMISSION ACCEPTANCE

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

Accepted by:

MARSUE MORRILL, CPA
Chief, External Audits – Local Governments
California Department of Transportation, Audits and Investigations
(916) 323-7105

Signature

Date: _____