

STAFF REPORT



MEETING DATE:	April 25, 2024
SUBJECT:	Adopt Fiscal Year 2024/25 Overall Work Program
AGENDA ITEM:	16
STAFF CONTACT:	Michael Kuker, Senior Transportation Planner

SUMMARY:

The agency's Overall Work Program (OWP) and planning budget for Fiscal Year (FY) 2024/25 has been prepared in consultation with federal, state, and local agency partners. It includes budgets for SRTA staff time, consultant services, support services, direct expenses, administrative overhead, and pass-through to eligible subrecipients of regional funds. The FY 2024/25 budget of \$6,122,710 is fully funded by anticipated revenue.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve the FY 2024/25 Overall Work Program, pursuant to Resolution 24-02 (Attachment A);
2. Authorize the executive director to sign the FY 2024/25 Overall Work Program Agreement and certifications and assurances that all requirements have been met, including future amendments to these documents as needed;
3. Authorize the executive director to make administrative edits to the OWP in order to correct errors and address further comments from state and federal partners as part of the approval process; and
4. Authorize the executive director to sign the FY 2024/25 Indirect Cost Allocation Plan (ICAP) submission certification.

DISCUSSION:

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

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

SRTA Board of Directors and Member Agency Review – Regional planning priorities for FY 2024/25 were approved by the board of directors in December 2023, and draft work element worksheets were presented to the board of directors in February 2024 for feedback. Draft and final versions of

the OWP were provided to SRTA's Technical Advisory Committee (TAC) and presented at TAC meetings in February and April 2024.

Interagency Review – Each year SRTA's state and federal funding partners review and provide comments on the draft OWP. Comments from federal and state agencies were provided on March 22, 2024. This year comments from federal and state partners were primarily technical and minor in nature.

Fiscal and Work Program Highlights – For FY 2024/25, the OWP budget is \$6,122,710. A complete budget breakdown, including revenues and expenditures by fund source and work element, is provided in Attachment B. Compared to the originally adopted FY 2023/24 OWP budget, the FY 2024/25 OWP planning budget is \$316,068 higher primarily due to advanced programming of a \$700,000 competitive planning grant SRTA submitted earlier this year. Year-to-year variations such as this are common, due to changes in grant-funded activities and grant requirements to initially program the full grant amount in the year a grant award is anticipated to be made.

For FY 2024/25, SRTA added two new work elements: 1) Work Element 701.18 – Regional Freight Plan, which will build off prior freight efforts and initiate development of a regional freight plan to maximize opportunities for federal and state funding; and 2) In anticipation of possible competitive grant awards to be announced this summer, Low-Stress Shasta Grant (Work Element 703.07), was added to continue regional technical assistance efforts for active transportation projects. SRTA will continue to administer a \$129,327 grant received by the Pit River Tribe to complete a long-range transportation plan (Work Element 707.11). In addition, all or part of previously received grant funds are programmed in the FY 2024/25 OWP, including \$316,043 for the State Route 273 Northern Section Multimodal Corridor Plan (Work Element 707.09A), and \$461,556 for the Shasta Regional Planning Dashboard (Work Element 705.06).

Indirect Cost Allocation Plan (ICAP) – The ICAP sets the rate whereby SRTA may be reimbursed for expenses that cannot be assigned to a specific work element or project, or “indirect costs.” Included in the ICAP are indirect salaries and associated employer payroll costs (fringe benefits), and other budgets such as building improvements and repairs, retirement expenses, cost-of-living adjustments, office supplies and equipment, and professional services (e.g., audits, legal, human resources). Staff estimates the ICAP rate will increase from 201.99 percent in FY 2023/24 to 297.80 percent in FY 2024/25. SRTA's FY 2024/25 ICAP Rate Calculation submission will be sent to the Caltrans Independent Office of Audits and Investigations after the board meeting for review and approval. Any changes to the approved ICAP rate between SRTA and Caltrans would be reflected in a future amendment.

ALTERNATIVES:

The board of directors may modify the FY 2024/25 OWP work plan and budget, provided that such changes are consistent with project funding eligibility requirements and agreements with Caltrans, the Federal Highway Administration, and the Federal Transit Administration.

OTHER AGENCY INVOLVEMENT:

The OWP is approved by state and federal funding partners, including Caltrans, the Federal Highway Administration, and the Federal Transit Administration. SRTA's Technical Advisory Committee (TAC) members reviewed and provided comments on the draft. The TAC met on April 11, 2024, to review and discuss the FY 2024/25 OWP and concurs with the staff recommendation.

FISCAL IMPACT:

The proposed FY 2024/25 OWP budget of \$6,122,710 is consistent with anticipated revenues. Should anticipated grant funds not be awarded or revenues decrease for any reason, staff will return to the board of directors at a future meeting recommending changes, including potentially eliminating work tasks and/or reallocating funds, provided such changes are consistent with available funding and eligible activities.



Sean Tiedgen, AICP, Executive Director

Attachments:

A: Resolution 24-02, Adopt Fiscal Year 2024/25 Overall Work Program and Budget

B: FY 2024/25 Overall Work Program is available online at: <https://www.srta.ca.gov/148/Overall-Work-Program>

RESOLUTION 24-02

A RESOLUTION OF THE SHASTA REGIONAL TRANSPORTATION AGENCY ADOPTING THE FISCAL YEAR 2024/25 OVERALL WORK PROGRAM AND BUDGET



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

WHEREAS, SRTA developed the Fiscal Year (FY) 2024/25 OWP with work elements that have been reviewed by both state and federal funding agencies; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of the Directors of the Shasta Regional Transportation Agency that SRTA:

1. Approves and adopts the FY 2024/25 Overall Work Program and budget;
2. Authorizes the executive director to make minor administrative changes and corrections as needed in response to further comments provided by approving agencies; and
3. Authorizes the executive director to sign annual certifications and assurances that all funding program requirements have been met.

PASSED AND ADOPTED this 25th day of April 2024, by the Board of Directors of the Shasta Regional Transportation Agency.

Mark Mezzano, Chair
Shasta Regional Transportation Agency

ATTEST:

Sean Tiedgen, AICP, Executive Director
Shasta Regional Transportation Agency