

STAFF REPORT



MEETING DATE:	October 26, 2023
SUBJECT:	Adopt Resolution 23-10 Delegating Authority to the Executive Director to Accept and Execute Agreements Related to Caltrans Sustainable Transportation Planning Grants and Adopt Resolution 23-14 to Approve Formal Amendment 1 of Fiscal Year (FY) 2023/24 Overall Work Program
AGENDA ITEM:	18
STAFF CONTACT:	Michael Kuker, Associate Transportation Planner

SUMMARY:

The Overall Work Program (OWP) needs to be amended to remove, add, and update various work elements; align the budget to match reconciled carryover funding from the prior fiscal year; include regional grant technical assistance work approved by the board of directors at the August meeting; and to update the agency's indirect cost allocation rate. Additionally, SRTA was awarded a Caltrans Sustainable Communities Competitive Technical Grant for the development of the Shasta Regional Planning Dashboard (Work Element 705.06) and a resolution from the board of directors is required to receive the funds. A resolution delegating authority to the executive director to accept and execute grant agreements for all future competitive Sustainable Transportation Planning Grant program awards is recommended.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Adopt Resolution 23-10, delegating authority to the executive director to accept and execute agreements related to competitive Caltrans Sustainable Transportation Planning Grants (Attachment A);
2. Adopt Resolution 23-14, approving Formal Amendment #1 of FY 2023/24 Overall Work Program (OWP), thereby decreasing SRTA's planning revenues and expenditures by \$108,394 (Attachment B); and
3. Authorize the executive director to make minor administrative corrections as needed in response to the Caltrans review and approval process.

DISCUSSION:

Shasta Regional Planning Dashboard – In March 2023, staff applied for a Caltrans Sustainable Communities Competitive Technical Grant for the development of the Shasta Regional Planning Dashboard. As required by Caltrans, staff created a Work Element (705.06) in anticipation of a possible award, which was included in the OWP adopted at the April 27, 2023, SRTA Board of Directors meeting. In August 2023, SRTA was notified of an award of \$500,000 by Caltrans. Staff will work with Caltrans to fulfil the grant conditions mentioned in the award letter (Attachment C). Once Caltrans issues a Notice to Proceed, staff will begin the process of procuring a consultant to assist with the project. A recommendation to award a consultant contract is anticipated by the February 2024 board meeting. Work on the project is expected to be completed by May 2026. A board resolution to accept the grant is necessary before the award may be finalized.

Delegating Authority to Executive Director to Accept Future Awards – Caltrans provides competitive transportation planning grants annually for the implementation of Regional Transportation Plans and for improving regional technical tools such as travel and land use models. Since 2019, SRTA has successfully applied for and been awarded over \$2.2 million in competitive planning grant funds. Resolutions accepting these funds and authorizing the executive director to execute various agreements are necessary before SRTA can receive funding from Caltrans.

SRTA staff works with regional partners to identify projects and present them for board consideration prior to submitting a competitive application. Staff programs projects submitted in the OWP for the next fiscal year in advance, assuming the agency's project(s) receive funding, and these amendments are accepted by the board. When project awards are announced, SRTA is given a short period of time to review and provide the necessary certifications, assurances, and resolutions to be able to receive the award. The timing of when this happens has not been consistent each year. In order to expedite the agreement process with Caltrans, it's recommended that the board of directors adopt Resolution 23-10 (Attachment A) delegating authority to the executive director to accept and execute the necessary agreements and documents now, and for future awarded competitive grants. This approach would also benefit regional partners where SRTA may assist with or apply for a grant on behalf of a partner and allow the executive director to sign documents the partner agency needs from SRTA. Caltrans has confirmed this approach is acceptable and it would expedite the approval process to start projects, as it has very defined timelines for conducting and completing projects.

Overall Work Program (OWP) – The OWP describes the agency's planning activities for a fiscal year (July 1 through June 30). Amendments are periodically needed to reflect differences in estimated-versus-actual revenue and expenditures as well as any substantive changes in work scope, timelines, and deliverables. The Fiscal Year (FY) 2023/24 OWP must be amended to:

- Remove Work Element 703.07 (Low Stress Shasta) and revise Work Elements 701.16 and 703.01 for regional technical assistance for Active Transportation Program tasks at a reduced scale, as approved at the August 31, 2023, SRTA Board of Directors meeting.
- Update Shasta Regional Planning Dashboard tasks (Work Element 705.06) to reflect grant conditions.
- Update the timeline, deliverables, and tasks for the North State Intercity Bus to Rail Plan (Work Element 707.10).
- Add Work Element 801.02 for administrative activities for new SB 125 Transit and Intercity Rail Capital Program (TIRCP) and Zero-Emission Transit Capital Program (ZETCP) funding.
- Correct formula error and incorporate Caltrans feedback after last board approval in April.
- Align the budget to match reconciled federal and state carryover funding from the prior fiscal year.
- Update the Indirect Cost Allocation Plan (ICAP) rate from 183.38% to 201.99%, reflecting the Caltrans approved rate for FY 2023/24.
- Redistribute staff hours for various work elements and incorporate anticipated work to be completed during the remainder of the fiscal year.

The net impact of Formal Amendment 1 to the FY 2023/24 OWP is a decrease in SRTA's planning budget of \$108,394, mostly due to the changes in grant funding not awarded, redistribution of staff hours, and updating the ICAP rate. Changes are highlighted in the OWP worksheets (Attachment D).

ALTERNATIVES:

The board of directors may clarify any item or request specific changes to the OWP. Formal Amendment 1 to the OWP is necessary to ensure eligibility for reimbursement of federal and state expenses.

The board of directors could choose to not approve Resolution 23-10. Staff would be required to ask the board to authorize the executive director to sign a specific resolution each time a competitive award is made. This could delay Caltrans' approval and the start of a project.

OTHER AGENCY INVOLVEMENT:

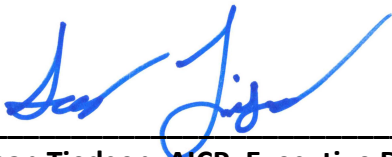
Caltrans reviews and approves all formal amendments to the OWP. Caltrans also administers the formula and competitive Caltrans Sustainable Transportation Planning Grants statewide. The city of Shasta Lake is partnering with SRTA on development of the Shasta Regional Planning Dashboard. The Technical Advisory Committee (TAC) met on October 11, 2023, to review and discuss the OWP, where concurrence was given.

FISCAL AND POLICY COMMITTEE:

The Fiscal and Policy Committee met on October 16, 2023, to review and discuss the delegation of authority described in Resolution 23-10. The Committee unanimously concurred with the staff recommendation to have a blanket resolution for this, and all future awarded competitive Caltrans Sustainable Transportation Planning Grants. The Committee did not review the OWP amendment.

FISCAL IMPACT:

Formal Amendment 1 to the FY 2023/24 OWP decreases SRTA's planning budget by \$108,394 (from \$5,806,642 to \$5,698,248), due to changes in grant awards, the redistribution of staff hours, and updating the ICAP rate. SRTA staff found a clerical error where WE 701.17 activities (\$163,172) were not included in the total formula approved in April, which was corrected on this amendment. Approving Resolution 23-10 delegating authority to the executive director as recommended has no net fiscal impact to SRTA.



Sean Tiedgen, AICP, Executive Director

Attachments:

- A:** Resolution 23-10: Delegate Authority to the Executive Director to Accept and Execute Agreements Related to Caltrans Sustainable Transportation Planning Grants
- B:** Resolution 23-14: Formal Amendment 1 to SRTA's Fiscal Year 2023/24 Overall Work Program
- C:** Shasta Regional Planning Dashboard grant award notification letter from Caltrans
- D:** FY 2023/24 OWP Worksheets (proposed amendments highlighted)

RESOLUTION 23-10

A RESOLUTION OF THE SHASTA REGIONAL TRANSPORTATION AGENCY DELEGATING AUTHORITY TO THE EXECUTIVE DIRECTOR TO ACCEPT AND EXECUTE AGREEMENTS RELATED TO CALTRANS SUSTAINABLE TRANSPORTATION PLANNING GRANTS



WHEREAS, the Shasta Regional Transportation Agency (SRTA) is the designated Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) for the Shasta Region and is responsible to carry out the transportation planning and programming process; and

WHEREAS, SRTA is an eligible project recipient and may receive Sustainable Transportation Planning Grant Program funding now or sometime in the future for eligible projects; and

WHEREAS, Senate Bill 1 (2017) named the California Department of Transportation (Caltrans) as the administrative agency for the Sustainable Transportation Planning Grant Program; and

WHEREAS, Caltrans has developed guidelines for the purpose for administering and distributing Sustainable Transportation Planning Grants to eligible project recipients; and

WHEREAS, the SRTA Board of Directors wishes to delegate authority to execute necessary agreements and any amendments thereto to the executive director;

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

1. Agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations, and guidelines for all Sustainable Transportation Planning Grants; and
2. Authorizes the Executive Director to execute all required documents of the Sustainable Transportation Planning Grant program and any amendments thereto with Caltrans now and in future Sustainable Transportation Planning Grant cycles.

PASSED AND ADOPTED this 26th day of October 2023, 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

RESOLUTION 23-14

A RESOLUTION OF THE SHASTA REGIONAL TRANSPORTATION AGENCY APPROVING FORMAL AMENDMENT 1 TO SRTA'S FISCAL YEAR 2023/24 OVERALL WORK PROGRAM



WHEREAS, Metropolitan Planning Organizations (MPO) are required by state and federal funding partners to maintain an Overall Work Program (OWP) as a planning, programming, and budgeting tool for the fiscal year (FY); and

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

WHEREAS, SRTA maintains an annual budget, a subset of which constitutes the OWP pursuant to state and federal requirements; and

WHEREAS, the OWP must be amended to reflect changes in funding, schedules, and work products;

NOW, THEREFORE, BE IT RESOLVED that the Board of the Directors of the Shasta Regional Transportation Agency hereby approves Formal Amendment 1 to the FY 2023/24 OWP, thereby:

- Remove Work Element 703.07 (Low Stress Shasta) and revise Work Elements 701.16 and 703.01 to incorporate regional technical assistance for Active Transportation Program tasks at a reduced scale, as approved at the August 31, 2023, SRTA Board of Directors meeting.
- Update Shasta Regional Planning Dashboard tasks (Work Element 705.06) to reflect grant conditions.
- Update the timeline, deliverables, and tasks for the North State Intercity Bus to Rail Plan (Work Element 707.10).
- Add Work Element 801.02 for activities related to new SB 125 Transit and Intercity Rail Capital Program (TIRCP) and Zero-Emission Transit Capital Program (ZETCP) administration.
- Correct formula error and incorporate Caltrans feedback after last board approval in April.
- Align the budget to match reconciled federal and state carryover funding from the prior fiscal year.
- Update the Indirect Cost Allocation Plan (ICAP) rate from 101.39% to 201.99%, reflecting the Caltrans approved rate for FY 2023/24.
- Redistribute staff hours for various work elements and incorporate anticipated work to be completed during the remainder of the fiscal year.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Shasta Regional Transportation Agency that Formal Amendment 1 has the following net fiscal effect by fund source:

Fund Source		Amount (\$)
Increasing		
Local Transportation Fund (LTF)		548,191
Strategic Partnerships (SPR)		128,598
Strategic Communities Transportation (FTA 5304)		4,837
Non-Motorized		9,168
SB 125 TIRCP/ZETCP Administration		46,820
Total Increasing		737,614
Decreasing		
FHWA Planning (PL)		(155,536)
Planning, Programming, & Monitoring		(124,940)
North State Super Region		(5,899)
SB1 Formula/Competitive (includes formula correction)		(531,850)
Regional Early Action Plan (REAP 2.0)		(27,783)
Total Decreasing		(846,008)
Net Fiscal Impact		\$ (108,394)

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the Shasta Regional Transportation Agency that the above changes result in a new FY 2023/24 OWP planning budget of \$5,698,248 (a decrease of \$108,394), which shall be considered final and in full force and effective upon acceptance and approval thereof by Caltrans District 2.

PASSED AND ADOPTED this 26th day of October 2023, by the Board of Directors of the Shasta Regional Transportation Agency.

Mark Mezzano, Chair
Shasta Regional Transportation Agency

ATTEST:

Sean Tiedgen, Executive Director
Shasta Regional Transportation Agency

California Department of Transportation

DIVISION OF TRANSPORTATION PLANNING
P.O. BOX 942873, MS-32 SACRAMENTO, CA 94273-0001
(916) 261-3326 | TTY 711
www.dot.ca.gov



August 31, 2023

SENT VIA E-MAIL

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, we are pleased to congratulate you on your Sustainable Transportation Planning Grant award.

Sustainable Transportation Planning Grant Program						
Grant Award Fiscal Year	2023-24	Grant Category	Sustainable Communities Competitive		Grant Fund Source	FTA 5304
Project Title	Shasta Regional Planning Dashboard					
Grantee/Agency	Shasta Regional Transportation Agency (SRTA)					
Executive Director	Sean Tiedgen					
Grantee/Agency Contact	Mehdi Moeinaddini					
Sub-Recipient(s)	City of Shasta Lake					
Caltrans District Contact(s)	Kathy Grah, Brenda Caruso					
Caltrans District Contact(s) E-mail	kathy.grah@dot.ca.gov, brenda.caruso@ot.ca.gov					
Grant Award	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	Total Project Cost	
\$500,000	\$73,831	NA	\$73,831	12.87%	\$573,831	
Conditions of Award Due to Caltrans		Grant Expiration Date		Final Invoice Due		
9/28/23		6/30/26		8/31/26		
* The final contractually agreed upon Local Match and Fund Source are located on the Grant Application Cover Sheet and Project Cost and Schedule. Any change in Local Match that increases/decreases the Total Project Cost must be approved by Caltrans and may require a Formal Amendment. Each invoice must include the contractual/agreed upon local match % - any deviation to this amount requires an approved Tapered Local Match Amendment prior to invoice submittal. Any change to the Local Match Fund Source requires prior Caltrans approval and an Administrative Amendment.						

Next Steps

1. The Caltrans District Grant Manager will schedule a Conditional Award Meeting with your agency soon.
 - The attached specific and general conditions and project revisions necessary to accept grant funding will be discussed at this meeting.
2. The required conditions must be submitted to the Caltrans District Grant Manager no later than the date listed in the table above.
 - Failure to satisfy these conditions will result in the forfeiture of grant funds.
3. The Caltrans District Grant Manager will review and approve all items required to fulfill the attached specific and general conditions.
4. Once the required conditions are met and the agreement is executed, the Caltrans District Grant Manager will:
 - Send a Notice to Proceed letter (for MPO/RTPAs, this will happen after the OWP/OWPA formal amendment is processed). *Grant work cannot begin until the Notice to Proceed letter is received by your agency.*
 - Coordinate and schedule a grant kick-off meeting with your agency.

If you have questions concerning your Conditional Grant Award, please reach out to your Caltrans District contact listed in the table above.

Sincerely,



ERIN THOMPSON
Chief, Office of Regional and Community Planning

Attachments:
Specific and General Conditions

Sustainable Transportation Planning Grant Program

Grant Award Specific and General Conditions

Specific Conditions

If Specific Conditions have been identified for this grant, they will be listed below. Please make all necessary revisions to the Grant Application Cover Sheet, Scope of Work (SOW), and/or the Cost and Schedule, and complete the right column to indicate where the specific conditions were addressed.

Specific Conditions	Conditions Addressed List Document, Section & Page(s)
1. The public engagement plan could be better developed and add more details.	
2. Recommend adding a training component for several staff members to reduce reliance on consultants for facilitation and updates.	
3. Revise Cost and Schedule to start in November 2023 instead of July.	
4. Ensure the final product is reviewed and submitted to Caltrans.	
5. Ensure Scope of Work and Cost and Schedule Tasks/deliverables are matching	

Specific Conditions	Conditions Addressed List Document, Section & Page(s)

General Conditions

Please review the General Conditions below and complete them, as necessary. Most of these items are outlined in the Grant Application Guide, Ch. 6 and Appendix B.

- **Scope of Work (SOW) and Project Cost and Schedule** (Refer to Grant Application Guide, Appendix B Checklists) These are frequently missed requirements:
 - Project Management stand-alone tasks, staff and/or consultant coordination are not allowed. Project Management activities must be charged to the tasks in which they accrued.
 - Include tasks for a kick-off meeting with Caltrans, invoicing, quarterly reporting, and Board adoption or acceptance.
 - Ensure the consultant procurement task includes the following deliverables: Request for Proposal (RFP), executed consultant contract, and a copy of your agency's procurement procedures.
 - Unless prior arrangements are made, the earliest project start date is November 1, 2024, with an end date of June 30, 2026. The Project Cost and Schedule will need be updated to reflect your proposed start date. At least one Task must extend to the grant expiration date on June 30, 2026.
 - Indirect Costs - For Local Government Agencies requesting to bill for indirect costs: Indirect costs must be identified in the SOW and Project Cost and Schedule, and the indirect cost rate included at the bottom of the Project Cost and Schedule.
- **Grant Application Cover Sheet and Project Cost and Schedule**
 - Ensure the grant award, local match, and total project costs are consistent with the award letter amounts.
- **Grant Application Cover Sheet** - Must identify the specific source of cash and in-kind local match funds; and must identify the agency providing the local match.
 - If your agency is using staff time as a cash match, the application cover sheet must identify the source of local match funds for staff time (e.g., General Fund).
 - Direct grantee staff time is not an allowable in-kind match and must be identified as cash match.
- **Third Party In-Kind Valuation Plan, if applicable** - Third-party in-kind contributions consist of goods and services donated from outside the grantee's agency (e.g., printing, facilities, interpreters, equipment, advertising, staff time, and other goods or services). If utilizing third-party in-kind contributions to satisfy the local match requirement:
 - Ensure in-kind contribution information is identified on the Grant Application Cover Sheet and Project Cost and Schedule.
 - To clarify, sub-recipient staff time, if reimbursed, is considered cash match. If donating their time, it is considered in-kind.
 - Submit a Third-Party In-kind Valuation Plan. The District can provide a copy of the valuation plan checklist and template.
- **Overall Work Program (OWP)** – In accordance with the *OWP and Grant Amendment Guidelines*, submit a current Draft Fiscal Year OWP and OWP Agreement (OWPA) Amendment, which includes the following:
 - The Draft OWP/OWPA Amendment must include the Amendment Transmittal Memo, OWPA, OWP Budget Summary, and a standalone Work Element. These items must show

consistent funding information for the grant project and include the full grant and local match amounts.

- The Work Element title must be consistent with the project title identified on the Grant Application Cover Sheet. The Work Element name and number must remain the same until the project is completed.
 - In the Work Element, separate Tasks and Product Deliverables that will be accomplished in the current FY OWP from Tasks and Products that will be accomplished in future FYs. This can be accomplished by inserting a sub-heading for "current" and "future" work in the narrative.
 - A Draft Board Resolution to amend the OWP/OWPA and program the entire grant amount and local match funds.
- **Ensure Consistency** - All changes made to the Grant Application Cover Sheet, SOW, and Project Cost and Schedule are made consistently in all documents.

Grant Administrative Requirements

Refer to the Grant Application Guide, Ch. 6, and the MPO/RTPA Master Fund Transfer Agreement for an overview of the Grant Administrative Requirements that must be adhered to over the life of the project. In summary:

- **Federal Requirements** –
 - Submit Disadvantaged Business Enterprise (DBE) forms with every invoice as well as biannual reports Caltrans. If contracting with consultants, prior to solicitation, it is your agency's responsibility to work with your District Regional Planning Liaison to determine DBE participation. Additional Information on DBE requirements can be found at the following webpage:
<https://dot.ca.gov/programs/transportation-planning/regional-planning/dbe>
 - Complete and implement a Title VI Plan consistent with Federal Transit Administration Circular 4702.1B. If your Title VI Plan is expiring or has expired, this grant award will be contingent upon submitting to Caltrans a current, Board adopted, Title VI Plan.
- **Third Party Contracts** – Competitive consultant procurement, i.e., Request for Proposals (RFP) is required for all grant projects
 - If there is a consultant on-board, ensure the process to procure the consultant was a competitive process (documentation must be provided to Caltrans); the grant work must have been part of the original RFP
 - If using an on-call consultant list, the process for establishing the list must be competitive and less than five years old (documentation must be provided to Caltrans)
 - If the consultant helped to prepare the Project Scope of Work or grant application, they shall not be considered in the consultant procurement
- **Quarterly Reporting** – Quarterly Progress Reports (a narrative of completed project activities) are submitted on a quarterly basis
- **Invoicing and Financial Requirements** –
 - Maintain a proper accounting system (MS Excel is unacceptable)
 - Request for Reimbursements/invoices (RFRs) at least quarterly, but no more than monthly
 - One-time, lump sum invoices are not allowed

- If requesting reimbursement of indirect costs, a copy of the ICAP/ICRP acceptance letter must be submitted with the first invoice
- Local match commitments must be satisfied with every RFR/invoice, including any local match amount above the minimum amount. If you are unable to meet this commitment, coordinate with your district Contract Manager.
- All work must be completed by June 30, 2026.
- Final RFR/invoice and the final product are due no later than August 31, 2026.
- The final RFR/invoice will not be processed without the final product
- An Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) must be submitted each year to the Inspector General Independent Office of Audits and Investigations for approval. Instructions for submitting an ICAP/ICRP are available at the following webpage: <https://ig.dot.ca.gov/resources>
- **Grant Amendments** - Proposed changes to the Grant Application Cover Sheet, SOW, and Project Cost and Schedule (e.g., local match amount, fund source, movement of funds) will require an Amendment and Caltrans approval. Please contact Caltrans for guidance on this process.

SHASTA REGIONAL TRANSPORTATION AGENCY
Summary of Overall Work Program Funding Requirements

FY 2023/24 OVERALL WORK PROGRAM

Amendment #1 (Formal), October 26, 2023

Work Element	Description	FHWA PL	State Toll Credits*	State Toll Credits* (amendments)	FHWA PL FY2022/23 Carryover	FHWA PL FY2021/22 Carryover	FTA 5303	FTA 5303 FY 2022/23 Carryover	LTF	PPM	North State Super Region	SB1 Formula / Competitive Funds	SHA Sustainable Comm	Pit River Tribe* (info only)	SPR	Grants	5304 Strategic Partnerships	Non Motorized Program	REAP 2.0	SB 125 TIRCP/ZETCP	Total
		100.00%	11.47%	11.47%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
701	SYSTEM PLANNING	Note: Federal funding shown below includes toll credits. The 'State Toll Credits' column is shown for information purposes only and is not double counted in the 'Total by Fund Source' column to the far right.																			
701.01	Regional Transportation Plan	\$ 227,944	\$ 35,237		\$ 79,273				\$ 115,774												\$ 422,992
701.03	Performance Measures	\$ 18,604	\$ 3,999		\$ 16,263				\$ 8,813												\$ 43,681
701.09	Air Quality	\$ 13,146	\$ 2,627		\$ 9,758				\$ 8,465												\$ 31,368
701.11	Regional Data	\$ 40,779	\$ 5,423		\$ 6,505				\$ 14,211												\$ 61,495
701.15	SCS Dev & Sup (FY21/22 SB1) (Coord Transit Plan)								\$ 171,381			\$ 143,904									\$ 315,285
701.16	SCS Dev & Sup (FY22/23 SB1) (Low-Stress Shasta)								\$ 222,677	\$ 232,186		\$ 158,646					\$ 9,168				\$ 622,677
701.17	SCS Dev & Sup (FY23/24 SB1) (Reg. Transit Planning)								\$ 36,758			\$ 163,172									\$ 199,930
	Subtotal Work Element 701	\$ 300,473	\$ 47,286	\$ -	\$ 111,800	\$ -	\$ -	\$ -	\$ 578,080	\$ 232,186	\$ -	\$ 465,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,168	\$ -	\$ -	\$ 1,697,429
702	WORK PROGRAM AND ADMINISTRATION																				
702.01	Transportation Improvement Programs (TIPS)	\$ 148,162	\$ 16,994																		\$ 148,162
702.02	Overall Work Program	\$ 27,967	\$ 18,817		\$ 94,327	\$ 41,761			\$ 121,771												\$ 285,826
702.03	Grant Writing and Technical Assistance								\$ 33,744												\$ 33,744
	Subtotal Work Element 702	\$ 176,129	\$ 35,811	\$ -	\$ 94,327	\$ 41,761	\$ -	\$ -	\$ 155,515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 467,732
703	NON-MOTORIZED PLANNING																				
703.01	Active Transportation Planning	\$ 4,086	\$ 11,470				\$ 95,911		\$ 57,106									\$ 150,000			\$ 307,103
703.01(CS)	Complete Streets - 2.5 %	\$ 22,167	\$ -																		\$ 22,167
	Subtotal Work Element 703	\$ 26,253	\$ 11,470	\$ -	\$ -	\$ -	\$ 95,911	\$ -	\$ 57,106	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 329,270
704	PUBLIC AND INTER-AGENCY PARTICIPATION																				
704.01	Public Information & Participation	\$ 58,044	\$ 7,404		\$ 6,505				\$ 70,594												\$ 135,143
	Subtotal Work Element 704	\$ 58,044	\$ 7,404	\$ -	\$ 6,505	\$ -	\$ -	\$ -	\$ 70,594	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,143
705	PLANNING TOOLS																				
705.02	GIS Applications								\$ 81,937		\$ -										\$ 81,937
705.05	Travel Demand Model	\$ -	\$ 11,483		\$ 100,112				\$ -												\$ 100,112
705.06	Shasta Planning Data Dashboard								\$ 124,141			\$ 500,000									\$ 624,141
	Subtotal Work Element 705	\$ -	\$ 11,483	\$ -	\$ 100,112	\$ -	\$ -	\$ -	\$ 206,078	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 806,191
706	PUBLIC TRANSPORTATION PLANNING																				
706.02	Public Transportation Planning & Coordination	\$ 171,688	\$ 23,145				\$ -	\$ 30,095	\$ 31,737		\$ -										\$ 233,520
706.06	GHG Reduction Fund Programs (LCTOP)								\$ 36,793												\$ 36,793
	Subtotal Work Element 706	\$ 171,688	\$ 23,145	\$ -	\$ -	\$ -	\$ -	\$ 30,095	\$ 68,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,313
707	SPECIAL PROJECTS																				
707.01	Corridor Studies & Project Review	\$ -							\$ 30,108												\$ 30,108
707.03	Alternative Fuels Vehicle Planning	\$ 72,010	\$ 9,379		\$ 9,758			\$ -	\$ 54,334												\$ 136,101
707.04	Goods & Freight Coordination and Planning		\$ -					\$ -	\$ 25,512												\$ 25,512
707.09A	273 Northern Section Multimodal Corridor Plan									\$ 108,799						\$ 435,195					\$ 543,993
707.09B	273 Southern Section Multimodal Corridor Plan															\$ 342,227					\$ 342,227
707.10	North State Intercity Bus to Rail Plan								\$ 232,366								\$ 253,211				\$ 485,578
707.11	Pit River Tribe Long-Range Transportation Plan								\$ 2,119				\$ 129,327	\$ 19,299							\$ 150,745
707.12	Regional Early Action Planning (REAP) 2.0								\$ -										\$ 41,662	\$ -	\$ 41,662
	Total Work Element 707	\$ 72,010	\$ 9,379	\$ -	\$ 9,758	\$ -	\$ -	\$ -	\$ 344,440	\$ 108,799	\$ -	\$ -	\$ 129,327	\$ 19,299	\$ 777,422	\$ 253,211	\$ -	\$ 41,662	\$ -	\$ -	\$ 1,755,927
708	TRANSPORTATION DEVELOPMENT ACT																				
708.03	Transportation Development Act Management								\$ 101,429												\$ 101,429
708.04	Transit and CTSa Agency Administration								\$ 78,982												\$ 78,982
	Subtotal Work Element 708	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,410
800	OTHER																				
801.01	North State Super Region								\$ -		\$ 9,014										\$ 9,014
801.02	SB 125 TIRCP/ZETCP Administration								\$ -											\$ 46,820	\$ 46,820
	Subtotal Work Element 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,834
	Total of Budget by Fund Source	\$ 804,596	\$ 145,977	\$ -	\$ 322,502	\$ 41,761	\$ 95,911	\$ 30,095	\$ 1,660,753	\$ 340,985	\$ 9,014	\$ 965,722	\$ 129,327	\$ 19,299	\$ 777,422	\$ 253,211	\$ 159,168	\$ 41,662	\$ 46,820	\$ 5,698,248	

* Toll credits provided by the State of California are being utilized as a match for federal FHWA PL and FTA 5303 funds. The FHWA PL and FTA 5303 amounts shown in the Budget Revenue Summary Sheet represent 100% of the total federal participation cost, therefore toll credits are not included in the total revenue amount.

Agency: SRTA

Total Budget (FY 2023/24): \$132,923

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations	FY 2023/24			
	Expenditures		Amount	
SRTA				
Personnel - Direct PTO Salaries	\$	132,923		
TOTAL:	\$	132,923		

Previous Accomplishments

Kept records of paid time off.

Objective

To record paid time off in a separate work element.

Discussion

Caltrans requiries 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 – Jun (annually)

Agency: SRTA

Total Budget (FY 2023/24): \$1,028,867

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Services & Supplies	FY 2023/24	
	Amount (\$)	Total Expenditures INDIRECT
SRTA		
Building Occupancy:		
Depreciation (Suite 202)	113,279	113,279
Interest	9,013	9,013
Insurance	15,351	15,351
Repairs	5,827	5,827
Janitorial	7,873	7,873
Elevator	765	765
Landscape	3,547	3,547
Taxes	134	134
Security	18,902	18,902
Utilities	13,475	13,475
Advertising	3,619	3,619
Bank Charges	1,203	1,203
Communication: Not Elevator	20,243	20,243
Computer Support	37,392	37,392
Copier Usage	1,612	1,612
Conferences	3,193	3,193
Depreciation: Equipment	48,720	48,720
Drug Testing	52	52
Dues and Subscriptions	7,559	7,559
Education and Training	219	219
Insurance: Liability and Admin Fees	10,899	10,899
Licenses	656	656
Management Miscellaneous Expenses	1,339	1,339
Meetings	52	52
Memberships	5,000	5,000
Postage	72	72
Printing	1,030	1,030
Professional Services: Auditing	19,055	19,055
Professional Services: Legal	9,993	9,993
Professional Services: Human Resources - Not Payroll	0	0
Professional Services: FSA Administration	2,977	2,977
Professional Services: Actuary	1,545	1,545
Professional Services: Human Resources-Payroll	27,100	27,100
Professional Services: Public Notice	7,211	7,211
Recruiting	515	515
Repairs and Maintenance: Not Building	0	0
Software	10,881	10,881
Supplies: Not Small Equipment	5,319	5,319
Supplies: Small Equipment	5,160	5,160
Taxes: Filing Services	38	38
Travel	10,944	10,944
Sub Total	431,764	431,764
INDIRECT SALARIES & BENEFITS	464,180	464,180
NOTE - General Administration, office functions and allocable staff costs not directly attributable to specific work elements (Per ICAP filing).		
PTO (WE 700.98)	132,923	132,923
TOTAL:	1,028,867	1,028,867

Previous Accomplishments			
Annual indirect cost allocation plan and indirect cost rate proposal was generated and approved.			
Objective			
To document and justify indirect cost activities related to the organization's functions operating as an independent MPO.			
Discussion			
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.			
Product 1: Indirect Cost Allocation Plan Administration			
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 – Jun (annually)
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 2023/24):

\$ 422,992

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24								
	Expenditures		Revenue by Fund Source (\$)						
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	FHWA PL Carryover FY 22/23	Toll Credits*	FHWA PL Carryover FY 22/23	LTF
SRTA									
Personnel	\$ 127,300	\$ 257,133	\$ 169,028	\$ 21,899	\$ 190,927	\$ 69,625	\$ 9,021	\$ 78,645	\$ 114,861
Services & Supplies	\$ 503		\$ 443	\$ 56	\$ 500			\$ 3	
Human Resources	\$ 3,055		\$ 2,705	\$ 174	\$ 1,517	\$ 553	\$ 72	\$ 625	\$ 913
			\$ -	\$ -	\$ -				
Consultant Environmental Impact Report	\$ 35,000		\$ 30,986	\$ 4,015	\$ 35,000				
TOTAL:	\$ 165,858	\$ 257,133	\$ 203,161	\$ 26,144	\$ 227,944	\$ 70,178	\$ 9,092	\$ 79,273	\$ 115,774

*Toll Credits are shown for matching purposes only and are not considered revenue

Prior Fiscal Year Work

Update and performed analysis for 2022 RTP/Sustainable Communities Strategy (SCS) and Supplement Environmental Impact Report (SEIR). Completed development of off-model GHG reduction strategies and methodology for interagency consultation with CARB. The 2022 RTP/SCS and SEIR were adopted and certified respectively.

Objective

To 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 as well as reduced per capita vehicle miles traveled and associated greenhouse gas emissions necessary to meet CARB-assigned regional targets.

Discussion

As a prerequisite to receiving state and federal funding, an RTP must be prepared in compliance with state (California Government Code Section 65080 et seq.) and federal (U.S. Code Title 23, Section 134 et seq.) regulations. The RTP represents a 20-year planning horizon and includes a Sustainable Communities Strategy pursuant to California Senate Bill 375, which identifies a set of strategies that, if implemented, would help the region meet its CARB-assigned greenhouse gas emissions reduction targets. Federal transportation bill provisions must also be included in the RTP, including performance-based planning and programming requirements. SRTA updates the RTP every four years and incorporates the Regional Housing Needs Assessment (RHNA) every other cycle.

Note: Consultant support for the 2026 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.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

The RTP is one of five core MPO activities and is developed in compliance with state and federal RTP guidance. It serves as the overarching framework for guiding secondary planning efforts (e.g. modal plans, project studies, etc). It includes a list of projects for inclusion in RTIP and capital grant applications. The RTP will include integration of Performance Based Planning and Programming (see 701.03, Draft Performance Plan). It includes the California required Sustainable Communities Strategy that addresses CARB-assigned greenhouse gas emission reduction targets.

Deliverables (anticipated delivery date)

2022 RTP, including EIR and SCS (July 2023). CARB report confirming RTP/SCS meets state targets.

Task 1: 2022 RTP/SCS implementation, Maintenance, and Interagency Coordination

Task/Activity	Resp. Agency	Schedule
1.1 Advise and support local agencies and community partners in the development of projects and programs that align with the RTP/SCS. Examples include participation in area and corridor plans led by local agencies; providing technical support and direction to private sector partners in the development of land use projects; and so forth. This task includes extensive communication and coordination activities with local agencies, developers, and other community stakeholders.	SRTA	Jul 2023 – Jun 2024
1.2 Participate in interagency meetings that support the policy- and program-level implementation of the RTP, including: California Freight Advisory Committee, California Transportation Plan Policy Advisory Committee, Strategic Highway Safety Plan, local jurisdiction council/board meetings, and/or similar such meetings.		
1.3 Perform RTP amendments, if needed.		
1.4 Consultation and coordination with state and federal partners to ensure planning alignment and eligible use of funds.		
1.5 Provide data to CARB on 2022 RTP/SCS methodology for CARB review report		

Task 2: 2026 Regional Transportation Plan Development

Task/Activity	Resp. Agency	Schedule
2.1 Monitor and track federal or state policies that may impact the content of the 2026 RTP.	SRTA, Consultant	Jul 2023 – Jun 2024
2.2 Create high level work plan for 2026 RTP update process, include review of any federal and state updates for outreach, such as Environmental Justice 40 or other requirements.		
2.3 Gather and track local and regional transportation, land use, transit, socio-demographic, air quality, and disadvantaged community data for 2026 RTP/SCS, including progress on regional projects.		
2.4 Compile information and develop draft Ways and Means report		Jan 2024 – June 2024

Task 4: Native American and Federal Land Management Agency Consultation

Task/Activity	Resp. Agency	Schedule
Invite consultation with tribal representatives and Federal Land Management Agencies (FLMAs) on the development of the RTP, the Transportation Improvement Programs (Regional and Federal), and other significant planning studies developed under SRTA. Update FLMA contacts, as needed.	SRTA	Jul 2023 – Jun 2024

Task 5: SCS Technical Methodology and SB150 Data Table for CARB

Task/Activity	Resp. Agency	Schedule
5.1 Early and ongoing consultation with CARB regarding SCS strategies and technical methodology Complete SB150 Data Table and related items as requested by CARB.	SRTA, Consultant	Jul 2023 – Jun 2024

Future / Ongoing Activities (FY 2024/25)

Task/Activity	Resp. Agency	Schedule
FO1 Compile information and develop draft Ways and Means report	SRTA	July 2024 – June 2025

WORK ELEMENT 701.03										Performance Measures
Agency: SRTA		Total Budget (FY 2023/24):		\$ 43,681						
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE										
Staff Allocations and Funding Requirements		FY 2023/24								
		Expenditures		Revenue by Fund Source (\$)						
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	FHWA PL Carryover FY 22/23	Toll Credits*	FHWA PL Carryover FY 22/23	LTF	
SRTA										
Personnel	\$ 14,350	\$ 28,986	\$ 16,340	\$ 2,117	\$ 18,458	\$ 14,284	\$ 1,851	\$ 16,135	\$ 8,744	Note: Local funding for state-required PMs
Services & Supplies					\$ -			\$ -		
Human Resources	\$ 344		\$ 130	\$ 17	\$ 147	\$ 114	\$ 15	\$ 128	\$ 69	
TOTAL:	\$ 14,695	\$ 28,986	\$ 16,470	\$ 2,134	\$ 18,604	\$ 14,398	\$ 1,865	\$ 16,263	\$ 8,813	
*Toll Credits are shown for matching purposes only and are not considered revenue										
Prior Fiscal Year Work										
Participated in the development of MAP-21 performance-based planning, including federal rulemakings on performance measures. Incorporated performance based planning and programming into the 2023 Federal Transportation Improvement Program (FTIP). Adopted regional Safety performance measure targets (February 2023), consistent with state adopted safety targets.										
Objective										
Utilize data develop under 701.11 (Regional Data Collection) and obtained from other sources (e.g. project- and plan-specific data collection) to set and track performance measures aligned with federal goals (safety, bridge and pavement condition, and system performance) and state goals (regional greenhouse gas emissions reduction, individual grant program objectives, etc.) in order to guide performance based planning and programming.										
Discussion										
Objectives that are not measured cannot be effectively managed and improved upon. The 2021 federal transportation bill (Infrastructure Investment and Jobs Act (IIJA) continues performance-based planning and programming requirements for the RTP and transportation improvement programs. At the state level, CARB requires extensive regional and sub-regional data to assess progress toward SB375-related greenhouse gas emission reductions. A variety of performance measures are also needed by SRTA when applying for planning and capital grant funds. Performance measures allow the region to track trends in key policy areas; measure progress toward mandates and regional goals; make a case for discretionary transportation funding; and evaluate the effectiveness of regional mobility strategies. Performance measure targets must be incorporated into SRTA's Regional Transportation Plan and Transportation Improvement Programs each time they are updated.										
Note: Consultant support using travel demand modeling and Geographic Information Systems (GIS) analyses are budgeted under WE 705.05 and WE 705.02 respectively.										
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives										
The Infrastructure Investment and Jobs Act (IIJA) requires the integration of Performance Based Planning and Programming (PBPP) into the entire planning process, including the RTP, OWP, and TIPs. Performance measures also support multiple core MPO functions, including the evaluation of alternatives, public involvement by summarizing the benefits and costs of transportation projects and programs, and the prioritization of projects for the RTP and TIPs. Tasks and deliverables in this work element are needed to comply with these requirements.										
Deliverables (anticipated delivery date)										
1) Letters of concurrence with statewide PM1, PM2, and PM3 federal performance measures (typically in Dec and Feb), tracking of regional data and update programs as needed.										
Task 1: PM 1 - Safety Performance Measure Targets										
Task/Activity									Resp. Agency	Schedule
1.1	Participate in statewide meetings and discussions regarding annual targets. Review draft data. Provide input as needed on methodologies and targets.								SRTA	As needed
1.2	Review final state performance targets and determine approach for regional targets.									July - Oct (annual)
1.3	Draft and present recommendations to SRTA Board of Directors to adopt regional targets (if needed).									Nov - Jan (annual)
1.4	Submit regional targets to Caltrans.									
Task 2: PM 2 - Bridge, Pavement & Transportation Asset Management Performance Measure Targets										
Task/Activity									Resp. Agency	Schedule
2.1	Participate in statewide meetings and discussions regarding annual targets. Review draft data. Provide input as needed on methodologies and targets.								SRTA	As needed
2.2	Review final state performance targets and determine approach for regional targets.									July - Oct (annual)
2.3	Draft and present recommendations to SRTA Board of Directors to adopt regional targets (if needed).									Nov - Jan (annual)
2.4	Submit regional targets to Caltrans.									
Task 3: PM 3 - System Performance/Freight/CMAQ Performance Measure Targets										
Task/Activity									Resp. Agency	Schedule
3.1	Participate in statewide meetings and discussions regarding annual targets. Review draft data. Provide input as needed on methodologies and targets.								SRTA	As needed
3.2	Review final state performance targets and determine approach for regional targets.									July - Oct (annual)
3.3	Draft and present recommendations to SRTA Board of Directors to adopt regional targets (if needed).									Nov - Jan (annual)
3.4	Submit regional targets to Caltrans.									
Task 4: Transit Asset Management Performance Measure Targets										
Task/Activity									Resp. Agency	Schedule
4.1	Work with RABA and Shasta County on transit asset performance measures, advise on targets, coordinate meetings with federal and state partners, and advise on any federal/state changes.								SRTA	July - Oct (annual)

Air Quality

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

*Toll Credits are shown for matching purposes only and are not considered revenue

Reviewed regional air quality reports. Tracked EMFAC model changes. Held meetings with CARB staff on state attainment status for ozone.
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Objective	To monitor harmful air emissions in Shasta County and initiate strategies needed to comply with state and federal air quality standards, as needed.
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Transportation is the single largest source of atmospheric pollutant emissions in California, barring natural disasters such as wildfires. As a predominantly rural county, Shasta is currently classified as "attainment" 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). At its January 2023 meeting, the California Air Resources Board approved a resolution (23-2) finding Shasta County in non-attainment for the State ozone standards. CARB staff identified Lassen Volcanic National Park monitoring site as the high ozone site, data for 2019-2021 has a State 1-hour ozone designation value of 0.08 ppm and a State 8-hour ozone designation value of 0.079 ppm.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

Protecting air quality is a core MPO activity for regions in air quality non-attainment. The Shasta Region is in attainment for Federal air quality standards; however the region is inching closer to non-attainment thresholds. Whereas SRTA's plans, program, and investments impact National Ambient Air Quality Standards, this work element is needed to track changes in Criteria Air Pollutants, including Ozone, CO, PM 2.5, and PM 10, and to prepare appropriate responses. Through of EMFAC, SRTA can evaluate the impact of individual projects and programs of projects such as the RTP and FTIP. This is required for the RTP EIR and supports other activities, such as grant seeking at times.

This work element includes a small number of staff hours needed for monitoring potential air quality impacts to the region, interagency communications, and staying abreast of technical/modeling methods and tools. Emissions modeling outputs and technical analysis are developed. Deliverables: as needed.

Task 1: Regional air quality planning		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 2023 – Jun 2024
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.		

Task/Activity		Resp. Agency	Schedule
2.1	Participate in web-based training for SRTA staff operation of the EMFAC model.	SRTA	Jul 2023 –
2.2	Participate in statewide EMFAC model update workgroups and provide input as needed.		Jun 2024

Task 3: SRTA Staff-performed EMFAC Post-Processing		Resp. Agency	Schedule
3.1	Potential EMFAC post processing performed by SRTA staff in support of planning and decision-making processes. Note: consultant-performed post-processing is performed under WE 705.05.	SRTA	Jul 2023 – Jun 2024

Regional Data

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

**Toll Credits are shown for matching purposes only and are not considered revenue*

Prepared and posted regional traffic count maps. Started development of historical traffic count data maps and low-resource community maps based on 2020 US Census data.

To collect data needed for 701.03 (Performance Measures), Federal Performance-Based Planning and Programming, and Federal Highway Performance Monitoring System (HPMS) data reporting. Data generated is also analyzed in other work elements to support grant seeking and regional decision making processes.

There is a backlog of transportation infrastructure and mobility needs at all levels. These needs must be identified and communicated, and the performance of subsequent investments must be measured. This requires system and travel data, including traffic counts, pavement condition assessments, safety statistics, and other transportation statistics 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/tisp/hpms/>) and outlined in the "Instructions for Updates, Including the HPMS Data Items dated March 2011. 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 provide documentation to support appropriate funding levels. HPMS and Local Streets and Roads data are 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. Transportation data will be incorporated into the region's activity-based travel demand model for the 2022 RTP. In addition, various transportation, land use, and emissions data is needed by CARB to complete the SB150-required annual progress report on California's Sustainable Communities and Climate Protection Act. SRTA was greatly challenged in providing this data because much of it had to be developed after the fact. Moving forward, SRTA aims to establish a data program that generates needed data concurrent and integrated with the planning process.

Data forms the foundation of Performance Based Planning and Programming (i.e., PM1, PM2, and PM3) and in addressing state policy implementation (e.g. greenhouse gas emission reduction targets and grant program specific objectives). Regional data also supports multiple core MPO functions, including the evaluation of alternatives and public involvement by summarizing the benefits and costs of transportation projects and programs. Data also supports the prioritization of projects for the RTP and TIPS.

Publish traffic counts and bike and pedestrian counts (as performed by consultant in FY 21/22) on SRTA's website or other means (December 2023).
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Task 1:	Regional Travel Data Collection		
Task/Activity		Resp. Agency	Schedule
1.1	Procure new travel data vendor and administer technical services agreement, including invoicing, amendments, and other activities as needed. Review and process data.	SRTA	July 2023 – June 2024
1.2	Acquire data as identified by Draft Performance Plan (701.03) as needed to fill data gaps, including obtaining existing data from public sources, generated via project studies, or potentially purchasing or generating data if no open source data is available. May include the pursuit of grant funds for data aquisition.		
Task 2:	Technical Support for Local Agency Data Collection		
Task/Activity		Resp. Agency	Schedule
2.1	Provide technical support to local agencies in generating data needed for federal and state performance measures. Specific examples include encouragement and support in applying for Local Roadways Safety Plans, participating within and responding to the California Statewide Local Streets and Roads Needs Assessment, and similar pursuits.	SRTA	July 2023 – June 2024
Task 3:	Data Sharing		
Task/Activity		Resp. Agency	Schedule
3.1	Generate and/or maintain web-friendly data and map-based geospatial presentations.	SRTA	As needed
3.2	Post data on SRTA website and update become available and is needed by partner agencies.		

WORK ELEMENT 701.15			SCS Development & Support (FY 2021/22 Funds)				
Agency: SRTA		Total Budget (FY 2023/24):		\$315,285			
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE							
Staff Allocations and Funding Requirements	FY 2023/24						
	Expenditures		Revenue by Fund Source (\$)				
	Direct	Indirect	FHWA PL C/O	Toll Credits*	Total FHWA C/O	LTF	SB1 21/22 Formula
SRTA							
Personnel	\$ 56,303	\$ 113,727				\$ 170,030	\$ -
Services & Supplies	\$ -		\$ -			\$ -	\$ -
Human Resources	\$ 1,351					\$ 1,351	\$ -
Consultant (LSC Transportation Consultants)	\$ 143,904						\$ 143,904
TOTAL:	\$ 201,558	\$ 113,727	\$ -	\$ -	\$ -	\$ 171,381	\$ 143,904
Total local match to the SB1 grant is 11.47%							
Prior Fiscal Year Work							
Developed and released a request for proposals for consultant services to support coordinated transit plan (CTP) development. Evaluation, selection, and contracting with consultant for CTP							
Objective							
General Use of SB1 Formula Funds: To lend technical and financial assistance to local agency and private sector partners in identifying projects, performing conceptual design, and carrying out analyses needed to advance projects that support implementation of the Regional Transportation Plan/Sustainable Communities Strategy (SCS) and meeting greenhouse gas emission reduction targets through coordinated transportation investment and land use strategies. As these partnerships and investments begin to yield tangible outcomes, SRTA will continue to align planning and infrastructure investments to achieve the critical mass and intensity of factors known to influence travel behavior - also known as the 5 'D Factors' described in the region's RTP/SCS. FY 2021/22 SB1 Formula Funds will focus on 'Distance to Transit', and more specifically the coordination of transit services in the region consistent with the adopted Long-Range Transit Plan.							
Discussion/Project Justification							
In order to maintain livable and economically active communities, investments in transportation infrastructure and services must be balanced with transportation-efficient land use – meaning a mix of development types, closer together, with access to multiple travel options. The Regional Transportation Plan (RTP) includes ambitious assumptions for new housing, jobs, and commercial development in Strategic Growth Areas served by the next generation of multimodal transportation infrastructure and services. The coordinated development of future transit services is needed to align with other SCS strategies as a whole.							
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives							
This work element is funded with SB 1 Formula Funds, administered through the Caltrans Sustainable Communities Grant Program. Through this work element, projects are fostered with local jurisdictions and community partners that implement the region's adopted SCS. To aid in the development of projects, SRTA will be identifying a range of potential strategies to prioritize for funding. As projects and deliverables are identified for SB1 Formula funds, the OWP is amended.							
Deliverables (anticipated delivery date).							
Completed draft and final Shasta Coordinated Transportation Plan, meetings agendas and minutes, board presentation slide decks (February 2024).							
Task 1: Develop Coordinated Transit Plan							
Task/Activity						Resp. Agency	Schedule
1.1	Existing Conditions					SRTA and Consultant	Aug 2023
1.2	Evaluation of Prior Plan's Recommendations						Aug 2023 – Sept 2023
1.3	Public Outreach						July 2023 – Jan 2024
1.4	Identify Transportation Needs, Strategies, and Project List						Sept 2023 – Jan 2024
1.5	Develop Plan						Jan 2024 – Feb 2024

WORK ELEMENT 701.16			SCS Development & Support (FY 2022/23 Funds)			
Agency: SRTA		Total Budget (FY 2023/24):		\$622,677		
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE						
Staff Allocations and Funding Requirements	FY 2023/24					
	Expenditures		Revenue by Fund Source (\$)			
	Direct	Indirect	LTF	SB1 22/23 Formula	PPM	Non-Motorized
SRTA						
Personnel	\$ 73,155	\$ 147,766	\$ 220,922	\$ -		
Services & Supplies	\$ -		\$ -	\$ -		
Human Resources	\$ 1,756		\$ 1,756	\$ -		
Consultant (TBD)	\$ 400,000			\$ 158,646	\$ 232,186	\$ 9,168
TOTAL:	\$ 474,911	\$ 147,766	\$ 222,677	\$ 158,646	\$ 232,186	\$ 9,168
Total local match to the SB1 grant is 11.47%						
Prior Fiscal Year Work						
Updated agency Disadvantaged Communities (DACs) maps. Participated in equity training by CalCOG.						
Objective						
General Use of SB1 Formula Funds To lend technical and financial assistance to local agency and private sector partners in identifying projects, performing conceptual design, carrying out public outreach, and other tasks needed to advance projects consistent with the RTP/SCS. All projects should help the region meet greenhouse gas emission reductions targets. As these partnerships and investments begin to yield tangible outcomes, SRTA will continue to align planning and infrastructure investments to achieve the critical mass and intensity of factors known to influence travel behavior - also known as the 5 'D Factors' described in the region's RTP/SCS.						
Discussion/Project Justification						
This project will be used to turn the region's conceptual network of active transportation 'trunk lines' into a pipeline of locally vetted, grant-ready projects. Trunk lines, as defined by the GoShasta Regional Active Transportation Plan, are high-quality active transportation facilities designed for all ages and abilities. The trunk line network will feature physical separation from motor vehicles, protected intersections, grade separations, and other strategies designed to increase user safety and reduce stress. Trunk lines will serve strategic growth areas (i.e. areas designated in the Sustainable Communities Strategy for improved jobs-housing balance, mixed-use infill and redevelopment, and multimodal infrastructure and services) and connect these areas to other activity centers and major trip origins/destinations. Feeder routes will also be needed to connect trunk lines to access some residential areas and a broader spectrum of destinations. The proposed project is the culmination of years of planning groundwork, partnership building, and alignment of local and regional programs. The project fills the final gap in competing for ATP and other capital grant funding opportunities.						
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives						
This work element is funded with SB 1 Formula Funds, administered through the Caltrans Sustainable Communities Grant Program. Through this work element, projects are fostered with local jurisdictions and community partners that implement the region's adopted SCS. To aid in the development of projects, SRTA will be indentifying a range of potential strategies to prioritize for funding. As projects and deliverables are identified for SB1 Formula funds, the OWP is amended.						
Deliverables (anticipated delivery date)						
1) Progress reports and invoices (quarterly); 2) Procurement package(s) (Jan 2024); 3) Public engagement meetings (inc. any temporary built environments); materials and records (Jun 2024) 4)Technical memo on engagement (Jun 2024). In the following FY: 1) Conceptual corridor layouts and recommendations (Feb 2025); 2) Technical memo on corridor layouts and recommendations (Feb 2025);						
Fund Deadlines						
SB1 formula – Work must be completed by Feb. 2025; invoices submitted by April 2025						
Task 1:	Project Management					
Task/Activity					Resp. Agency	Schedule
1.1	Prepare and issue a request for proposals for consultant assistance.				SRTA	Oct 2023 - Dec 2023
1.2	Project administration - Conduct project team meetings and communication to review ongoing work; discuss upcoming tasks; schedule 2–4 different types of engagement opportunities per project; and ensure adequate interagency communication and coordination.				SRTA	Dec 2023 – Jun 2024
Task 2:	Public Engagement and Partner/Stakeholder Communication					
Task/Activity					Resp. Agency	Schedule
2.1	Engagement meetings - Develop and administer public engagement, including relevant disadvantaged communities.				SRTA, Consultant	Jan 2023 – Jun 2024
2.2	Temporary built environment demonstrations, if requested by local agencies and partners.				SRTA, Consultant	Jan 2023 – Jun 2024
2.3	Technical memo on engagement and stakeholder communication - summary of engagement and stakeholder communication.				Consultant	Jan 2023 – Jun 2024
Task 3:	Shasta Active Transportation Trunk Line Network Expansion					
Task/Activity					Resp. Agency	Schedule
3.1	Conceptual Corridor Alignments and Layouts - Analyze existing conditions in project areas and present context-appropriate alignments and layouts up to 5-10 trunk line network corridors connecting major destinations in and between the region's strategic growth areas (SGAs), or feeder routes connecting to trunk lines.				SRTA, Consultant	Jan 2023 – Jun 2024
3.2	Alignment and Layout Recommendations (Including Preliminary Cost Estimates) - Recommend active transportation alignments and layouts for up to 5-10 corridors in and between SGAs informed by input received from partners, stakeholders, and community engagement. Prepare preliminary cost estimates at a level appropriate for an ATP or other similar grant application (roughly 10–30% level of design).				SRTA, Consultant	Jan 2023 – Jun 2024
3.3	Technical Memo for Alignments and Layouts- Summary of non-motorized network corridor alignments and layouts.				Consultant	Jan 2023 – Jun 2024
Task 4	Grant Application Assistance and Technical Support					
Task/Activity					Resp. Agency	Schedule
4.1	Assistance with preparing grant application, developing supporting documents for applications, and having applications reviewed by independent review panel.				SRTA, Consultant	Jan 2023 – Jun 2024
Future / Ongoing Activities (FY 2024/25)						
Task/Activity					Resp. Agency	Schedule
FO1	See Tasks 1–4 above				SRTA & Consultant	July 2024 – Feb 2025

WORK ELEMENT 701.17**SCS Development & Support (FY 2023/24 Funds)**

Agency: SRTA Total Budget (FY 2023/24): \$199,930

Regional Transit Service Planning and Implementation

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24			
	Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	LTF	SB1 23/24 Formula
SRTA				
Personnel	\$ 21,932	\$ 44,300	\$ 36,232	\$ 30,000
Services & Supplies	\$ -		\$ -	\$ -
Human Resources	\$ 526		\$ 526	\$ -
Consultant(s) (TBD)	\$ 133,172			\$ 133,172
TOTAL:	\$ 155,630	\$ 44,300	\$ 36,758	\$ 163,172

Total local match for SB1 grant is 11.47% of SB1 programmed amount

Prior Fiscal Year Work

N/A – New Work Element

Objective

General Use of SB1 Formula Funds To lend technical and financial assistance to local agency and private sector partners in identifying projects, performing conceptual design, carrying out public outreach, and other tasks needed to advance projects consistent with the RTP/SCS. All projects should help the region meet greenhouse gas emission reductions targets. As these partnerships and investments begin to yield tangible outcomes, SRTA will continue to align planning and infrastructure investments to achieve the critical mass and intensity of factors known to influence travel behavior - also known as the 5 'D Factors' described in the region's RTP/SCS.

Discussion/Project Justification

To maintain livable and fiscally sustainable communities, investments in transportation infrastructure and services must be balanced with transportation-efficient land use – meaning a mix of development types, closer together, with access to multiple travel options. The RTP/SCS includes ambitious assumptions for new housing, jobs, and commercial development in Strategic Growth Areas (see attached map) served by the next generation of multimodal transportation infrastructure and services. SRTA may utilize regional funds and programs to influence and facilitate these goals, but the region's RTP/SCS cannot be realized without local agency and private sector participation. SB1 Formula Planning Funds provide resources for these efforts. This effort will assist SRTA and regional public transit partners (e.g. Redding Area Bus Authority (RABA) and Dignity Health Connected Living (DHCL)) in evaluating options to address public transit service needs for the region through through efficient and cost-effective operations. Continued community needs must be balanced with federal/state regulations and new mandates, limited regional funds, cost increases, and other factors. Plans, technical studies, or programs that help implement the SRTA's long-range transit plan, RABA's Short Range Transit Plan, and zero-emission fleet transition plans may be produced.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

This work element is funded with SB 1 Formula Funds, administered through the Caltrans Sustainable Communities Grant Program. Through this work element, projects are fostered with local jurisdictions and community partners that implement the region's adopted SCS. To aid in the development of projects, SRTA will be indentifying a range of potential strategies to prioritize for funding. As projects and deliverables are identified for SB1 Formula funds, the OWP is amended.

Deliverables (anticipated delivery date)

SOW, RFP, consultant contract (Dec 2023). Final Reports, studies, plans, or programs (Feb. 2025)

Fund Deadlines

SB1 Formula – Work must be completed by Feb. 2026; invoices submitted by April 2026

Task 1:	Project Management		
Task/Activity		Resp. Agency	Schedule
1.1	Prepare and issue a request for proposals for consultant assistance.	SRTA	Jul. 2023 - Jun 2024
1.2	Invoicing, meetings, quarterly reports		
Task 2:	Plans and Technical Studies		
Task/Activity		Resp. Agency	Schedule
2.1	Review SRTA, RABA, and DHCL plans and programs. Evaluate agency needs, community requests, funding opportunities and constraints. Develop recommendations for service efficiencies and pilot projects; conduct fare studies; evaluate opportunities for different service models; make recommendations on reducing service overlaps; etc.	SRTA, RABA, DHCL, Consultant	Dec 2023 – Jun 2024
Future / Ongoing Activities			
Task/Activity		Resp. Agency	Schedule
FO1	Review SRTA, RABA, and DHCL plans and programs. Evaluate agency needs, community requests, funding opportunities and constraints. Develop recommendations for service efficiencies and pilot projects; conduct fare studies; evaluate opportunities for different service models; make recommendations on reducing service overlaps; etc.	SRTA, RABA, DHCL, Consultant	Jul 2024 – April 2025
FO2	Draft and Final Plans, Reports, and/or Technical Studies	Consultant	

WORK ELEMENT 702.01

Transportation Improvement Programs (TIPS)

Agency: SRTA

Total Budget (FY 2023/24): \$148,162

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24				
	Expenditures		Revenue by Fund Source (\$)		
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL
SRTA					
Personnel	\$ 48,609	\$ 98,186	\$ 129,958	\$ 16,837	\$ 146,796
Services & Supplies	\$ 200		\$ 177	\$ 23	\$ 200
Human Resources	\$ 1,167		\$ 1,033	\$ 134	\$ 1,167
TOTAL:	\$ 49,976	\$ 98,186	\$ 131,168	\$ 16,994	\$ 148,162

*Toll Credits are shown for matching purposes only and are not considered revenue

Prior Fiscal Year Work

The SRTA executive director was granted authority to locally approve both administrative modifications, and formal amendments, to the FTIP. The 2023 FTIP was adoped Sept 2022. SRTA prepared and published an annual list of federally obligated transportation projects for public information, per federal regulations. The 2023 FTIP has been amended several times. Staff participated in state discussions in preparation for 2024 RTIP.

Objective

To develop candidate projects for transportation programming needs under federal, state, and local transportation improvement programs consistent with the Regional Transportation Plan (RTP), fiscal constraints, and Federal transportation performance measures, as required.

Discussion

The FTIP is a four-year program of capital, maintenance, and operational transportation improvements based on long-range transportation plans (23 USC Section 134 (c)(j)) and (23 CFR 450.324) and is typically updated by September of even-numbered years. Transportation improvement programs (TIPs) are designed to achieve RTP goals and objectives via transportation spending, operations, and management, and are expected to support Federal transportation performance measures. The FTIP ensures that these activities are carried out in cooperation with federal, state, local and tribal governments, federal land management agency partners, transit agencies, community stakeholders, and the general public. Development of these programs adhere to the adopted SRTA Public Participation Plan. Amendments are routinely needed to reflect changes to federal programs, transportation funding levels, and local agency priorities. Formal amendments and administrative modifications are reviewed for consistency with the RTP and fiscal constraints and submitted to the funding agencies for approval. The Regional Transportation Improvement Program (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 CTC. Federally funded and/or regionally significant RTIP and State Highway Operation and Protection Program (SHOPP) projects are uploaded to the FTIP, once the documents are approved.

*NOTE: Data and PMs for the RTIP and FTIP are included in PMs and Regional Data, WEs 701.03 and 701.11, respectively.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

Development of a Federal Transportation Improvement Program is one of five core MPO functions and is prepared in compliance with state and federal guidance. Projects receiving federal and state funds, or locally funded projects of regional significance, are advanced for funding through the FTIP and are an integral part of the Performance Based Planning and Programming process.

Deliverables (anticipated delivery date)

2023 Shasta FTIP amendments (at beginning of year); Annual List of Federally Obligated Projects (Dec 2023); FY 2023/24 RSTP Exchange Projects and SCAs (Jun 2024); 2024 Shasta FTIP submission to Caltrans for federal approval by December 2023; and 2025 FTIP amendments.

Task 1: 2023 Shasta FTIP Amendments

Task/Activity	Resp. Agency	Schedule
1.1 Receive, process, submit, and post FTIP formal amendment requests, including descriptive letter, CTIPS pages, grouped projects summary tables, financial summary tables, and summary of changes table. Formal amendments undergo a minimum 14-day public review. Subsequently, SRTA staff notifies cognizant agencies, and interested individuals, when formal amendments locally approved.	SRTA	Jul 2023- Dec 2023
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 and are accepted as state and federally approved upon local approval.		

Task 2: Monitor Implementation 2022 Shasta RTIP

Task/Activity	Resp. Agency	Schedule
2.1 Attend CTC meetings, as necessary.	SRTA	Bi-monthly
2.2 Meet with local agencies to determine upcoming projects and funding strategies. Seek additional/matching funding for STIP projects.		On-going
2.3 Manage allocations and timely use of funds.		
2.4 Monitor opportunities to include intelligent transportation systems (ITS) strategies and develop candidate projects.		
2.5 Develop, review, and update RTIP performance measures, as needed.		
2.6 2022 Shasta RTIP amendments, as needed.		

Task 3: California Federal Programming Group Meetings

Task/Activity	Resp. Agency	Schedule
3.1 Attend CFPG meetings. Participate on CFPG Task Forces, as desirable.	SRTA	Bi-monthly

Task 4 Develop and Prepare 2024 RTIP

Task/Activity	Resp. Agency	Schedule
4.1 Review 2024 Fund Estimate and Final STIP Guidelines; attend CTC workshops on 2024 STIP.	SRTA	Jun – Aug 2023
4.2 Review regional shares available and discuss projects for 2024 RTIP, including analysis of meeting adopted performance targets. Include assessment of how projects implement the RTP/SCS.		Jul 2023 – Dec 2023
4.3 Review RTP, performance measures, transportation authorization targets, and agency priorities in developing draft 2024 RTIP		
4.4 Circulate for public review and comment.		
4.5 Approve 2024 RTIP and submit to CTC.		

Task 5 Prepare and Publish Annual List of Federal FY Federally-Obligated Projects

Task/Activity	Resp. Agency	Schedule
5.1 Receive Caltrans list of federally-obligated streets, roads, and bicycle projects for prior federal fiscal year (FFY).	SRTA	Oct - Dec annually
5.2 Modify list for public use, add FTIP CTIPS numbers to projects, and solicit and add federally-funded transit projects.		
5.3 Publish list of prior FFY federally-obligated projects within 90 days following the end of the prior FFY. Post to SRTA website.		

Task 6 Annual List of Locally-Approved Regional Surface Transportation Program (RSTP) Projects

Task/Activity	Resp. Agency	Schedule
6.1 With RSTP prior year estimates, solicit local project submissions per SRTA RSTP exchange policies.	SRTA	Apr - May annually
6.2 Evaluate submitted projects for eligibility and prepare staff recommendation for RSTP-funded projects.		May - Jun annually
6.3 Present funding recommendations to SRTA Board of Directors for approval.		Jun annually
6.4 Under WE 702.02, prepare RSTP sub-recipient cooperative agreements with local jurisdictions and disseminate for approval.		Jun annually

WORK ELEMENT 702.02

Overall Work Program (OWP)

Agency: SRTA Total Budget (FY 2023/24): \$ 285,826

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24											
	Expenditures		Revenue by Fund Source (\$)									
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	FHWA PL Carryover FY 2021/22	Toll Credits*	FHWA PL Carryover FY 2021/22	FHWA PL Carryover FY 2022/23	Toll Credits*	FHWA PL Carryover FY 2022/23	LTF
SRTA												
Personnel	\$ 93,835	\$ 189,538	\$ 24,388	\$ 3,160	\$ 27,548	\$ 36,679	\$ 4,752	\$ 41,431	\$ 82,849	\$ 10,734	\$ 93,583	\$ 120,811
Services & Supplies	\$ 201		\$ 177	\$ 23	\$ 200			\$ 1				
Human Resources	\$ 2,252		\$ 194	\$ 25	\$ 219	\$ 291	\$ 38	\$ 329	\$ 658	\$ 85	\$ 744	\$ 960
TOTAL:	\$ 96,288	\$ 189,538	\$ 24,759	\$ 3,208	\$ 27,967	\$ 36,970	\$ 4,790	\$ 41,761	\$ 83,508	\$ 10,819	\$ 94,327	\$ 121,771

*Toll Credits are shown for matching purposes only and are not considered revenue

Prior Fiscal Year Work

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; 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). Prepared new FY regional planning priorities, draft OWP, and final OWP. Participated in annual OWP coordination meeting with state and federal oversight partners. In FY 2021, the OWP format was updated to eliminate the second year informational budget and non-planning comprehensive budget. These are now included in a separate comprehensive budget presented to the SRTA Board of Directors each June. Annual sub-recipient cooperative agreements for the pass-through of planning, non-motorized, and RSTP funds annually developed and executed.

Objective

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.

Discussion

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.

NOTE: Consolidated Planning Grant (CPG) funds are not used to implement non-CPG funded work elements. However, within Work Element 702.02, CPG funding is used to coordinate non-CPG funded work with CPG-funded work, thereby ensuring a program of projects and activities that work together to achieve federal, state, and regional objectives.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

The OWP serves as SRTA's work program, planning budget, and comprehensive budget. It articulates how SRTA's activities align with federal and state funding eligibility and policy priorities. Performance Based Planning and Programming are integrated across the planning process, meaning that the RTP, OWP, TIPs, and other state- and federally-funded activities are working together to plan, fund, and implement projects and programs that provide quantifiable progress toward desired outcomes and performance targets.

Deliverables (anticipated delivery date)

1) Annual OWP Coordination meeting (November); 2) Regional planning priorities for the upcoming fiscal year (December); 3) Draft work element worksheets (February); 4) Draft OWP for interagency review (March); 5) Final draft OWP (April); 6) OWP Agreement (May plus amendments as required); 7) OWP Amendments as needed; and 8) Sub-recipient Cooperative Agreements (SCAs - June).

Task 1: Closeout of Prior FY OWP and Budget

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

Task 2: Management of Current FY OWP and Budget

Task/Activity	Resp. Agency	Schedule
2.1 Develop/administer/amend and oversee subrecipient cooperative agreements (general and RSTP) 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, as well as Disadvantaged Business Enterprise (DBE) reporting forms.		Quarterly
2.4 Prepare bi-yearly DBE reporting to submit to Caltrans, Headquarters.		Apr and Oct annually
2.5 Prepare and submit Year End Package and OWP Final Products to Caltrans District.		Due Aug 31 annually

Task 3: OWP Amendments

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 4: Prepare Next FY OWP

Task/Activity	Resp. Agency	Schedule
4.1 Annual OWP coordination meeting with Caltrans, FHWA, and FTA.	SRTA	Nov-Dec annually
4.2 Prepare and present regional planning priorities for board of directors' approval.		Oct - Dec annually
4.3 Prepare and distribute local agency call for planning projects based on regional planning priorities, Federal Planning Factors, and California Planning Emphasis Areas, and evaluate proposals. May depend on available funding.		Aug-Jan annually
4.4 Update prospectus and prepare draft FY 2023/24 work elements.		
4.5 Analyze SRTA staff and labor needs, allocate staff hours across work elements, and prepare draft budget, including: personnel, services and supplies, consultant work, local agency sub-allocations, and indirect costs.		Nov-Feb annually
4.6 Prepare and present draft OWP to board of directors for review and comment.		Feb annually
4.7 Submit draft OWP to state and federal agencies for review and comment.		Mar annually
4.8 Revise draft OWP to include federal and state comments and recommendations.		Mar-Apr annually
4.9 Prepare and present final OWP to board of directors for adoption.		Apr annually
4.10 Prepare and submit annual sub-recipient cooperative agreements to sub-recipients. File SCAs and issue Notices to Proceed upon full execution.		May-Jun annually
4.11 Submit final OWP to Caltrans for state and federal approval.		

WORK ELEMENT 704.01	Public Information and Participation
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Agency: SRTA **Total Budget (FY 2023/24): \$ 135,143**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24								
	Expenditures		Revenue by Fund Source (\$)						
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	FHWA PL Carryover FY 2022/23	Toll Credits*	FHWA PL Carryover FY 2022/23	LTF
SRTA									
Personnel	\$ 41,605	\$ 84,039	\$ 43,515	\$ 5,638	\$ 49,153	\$ 5,714	\$ 740	\$ 6,454	\$ 70,037
Services & Supplies	\$ 1,000		\$ 885	\$ 115	\$ 1,000	\$ -	\$ -		\$ -
Human Resources	\$ 999		\$ 346	\$ 45	\$ 391	\$ 45	\$ 6	\$ 51	\$ 557
Consultant (web hosting)	\$ 7,000		\$ 6,197	\$ 803	\$ 7,000	\$ -	\$ -		\$ -
SSL Certificate/Misc.	\$ 500		\$ 443	\$ 57	\$ 500	\$ -	\$ -		\$ -
TOTAL:	\$ 51,104	\$ 84,039	\$ 51,386	\$ 6,658	\$ 58,044	\$ 5,759	\$ 746	\$ 6,505	\$ 70,594

**Toll Credits are shown for matching purposes only and are not considered revenue*

Prior Fiscal Year Work

Provided public notices for SRTA Board of Directors and Technical Advisory Committee (TAC) agendas and meetings. Updated agency website as information became available and managed social media announcements on Facebook and Twitter accounts. Developed and adopted 2022 Shasta Public Participation and Partnership Plan (Title VI).

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 Shasta Public Participation and Partnership Plan (Title VI) outlining 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 this plan, 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. Appendix A of the plan documents SRTA's procedures directing the roles, responsibilities, and key decision points for consultation with Tribal Governments and Federal Land Management Agencies (FLMAs) pursuant to 23 CFR 450.316 (e) (see www.srta.ca.gov/166/Public-Participation). Consultation with Tribal Governments and and FLMAs carried out under WE 701.01.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

Involving the public is one of five core MPO planning functions, and is carried out in accordance with federal and state requirements. SRTA maintains a Public Participation and Partnership Plan (Title VI), prepared in accordance with state and federal guidance, to guide SRTA's activities. Public participation is an integral part of the transportation process which helps to ensure that decisions are made in consideration of and to benefit public needs and preferences. Early and continuous public involvement brings diverse viewpoints and values into the decision-making process. This process enables agencies to make better informed decisions through collaborative efforts and builds mutual understanding and trust between the agencies and the public they serve. Successful public participation is a continuous process, consisting of a series of activities and actions to both inform the public and stakeholders and to obtain input from them which influence decisions that affect their lives.

Deliverables (anticipated delivery date)

1) Agency website maintenance and updates (ongoing); and 2) social media posts (ongoing).

Task 1:		Agency website (www.srta.ca.gov)			
Task/Activity		Resp. Agency	Schedule		
1.1	Ongoing updates and periodic refreshing of agency website.	SRTA	Ongoing		
1.2	Website services, including web-domain hosting, security certificate, and social media.	SRTA	Annual		
1.3	Manage online community engagement tools, including Facebook, Twitter, and community voice modules on agency website.	SRTA	Jul 2023 – Jun 2024		
1.5	Evaluate current website service provider and procure new service provider if needed	SRTA	Jul 2023 – Jun 2024		
Task 2:		Public Information and Notifications			
Task/Activity		Resp. Agency	Schedule		
2.1	Provide information to the public regarding regional transportaton infrastructure and services, including but not limited press releases, social media, and presentations to community groups.	SRTA	Jul 2023 – Jun 2024		
2.2	Provide ready-to-publish information to member agencies on transportation projects with a regional funding component, for use in local public outreach efforts.	SRTA, Consultant			
2.3	Legal notices and advertisments regarding SRTA planning and programming activities.	SRTA			
2.4	Review Public Participation Plan periodically for potential updates including consistency with outreach to disadvantaged communities and other groups.	SRTA			

WORK ELEMENT 705.02

GIS Applications

Agency: SRTA Total Budget (FY 2023/24): \$81,937

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24		
	Expenditures		Revenue
	Direct	Indirect	LTF
SRTA			
Personnel	\$ 18,705	\$ 37,783	\$ 56,488
Services & Supplies			\$ -
Human Resources	\$ 449		\$ 449
Consultant:			
ArcGIS Licenses	\$ 5,000		\$ 5,000
Consultant Services (TBD)	\$ 20,000		\$ 20,000
TOTAL:	\$ 44,154	\$ 37,783	\$ 81,937

Prior Fiscal Year Work

Performed GIS analysis as needed for SRTA projects, including completed on-demand rides and mapping traffic count data. Acquired access for new employees to online GIS system. Began transition to ArcGIS Pro. Development and release of request for proposal (RFP) for consultant services to support GIS tasks. Evaluation, selection, and contracting with consultant for limited GIS tasks. Kickoff meeting with consultant.

Objective

To 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 and federal performance-based planning and programming.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

Core MPO planning functions include establishing a setting and evaluating alternatives. Geospatial technical tools are needed to accomplish these functions. GIS serves as the technical foundation for planning, policy analysis, and performance measuring by allowing data to be correlated to geographic locations efficiently and accurately. As such, GIS is integral to all core activities and supports all federal and state goals, including federal Performance Based Planning and Programming and state grant program goals. GIS is used to generating a portion of the data needed to develop performance targets and track progress.

Deliverables (anticipated delivery date)

Task orders for on-call GIS services (as needed). RFP (June 2023). Technical services agreement (Oct 2023).

Task 1: Regional GIS Program

Task/Activity	Resp. Agency	Schedule
1.1 Maintain requisite GIS licensing needed for SRTA operations.	SRTA	Annual
1.2 Maintain and enhance agency GIS capabilities by participating in GIS training.		As needed (typically 1x/yr)
1.3 Participate in interagency GIS user groups.		Quarterly

Task 2: On-call GIS Support Services

Task/Activity	Resp. Agency	Schedule
2.1 Manage existing on-call GIS consultant services contract, including invoices and budget tracking (Note: Synergy TSA expires 11/15/22).	SRTA	As needed
2.2 Administer new on-call GIS services consultant procurement process and contracting.		
2.3 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	

WORK ELEMENT 705.05
Travel Demand Model

Agency: SRTA Total Budget (FY 2023/24): \$164,189

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24								
	Expenditures		Revenue by Fund Source (\$)						
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	FHWA PL Carryover 2022/23	Toll Credits*	FHWA PL Carryover 2022/23	LTF
SRTA									
Personnel	\$ 24,180	\$ 48,842	\$ -	\$ -	\$ -	\$ 8,366	\$ 1,084	\$ 9,450	\$ -
Services & Supplies	\$ 100					\$ 89	\$ 11	\$ 100	
Human Resources	\$ 580		\$ -	\$ -	\$ -	\$ 66	\$ 9	\$ 75	\$ -
Consultant Services (DKS)	\$ 30,000					\$ 26,559	\$ 3,441	\$ 30,000	\$ -
Cube Software License	\$ 8,500					\$ 7,525	\$ 975	\$ 8,500	\$ -
Consultant Services (TBD)	\$ 51,987					\$ 46,024	\$ 5,963	\$ 51,987	\$ -
TOTAL:	\$ 115,348	\$ 48,842	\$ -	\$ -	\$ -	\$ 88,629	\$ 11,483	\$ 100,112	\$ -

*Toll Credits are shown for matching purposes only and are not considered revenue

Prior Fiscal Year Work

Updates to the model were started in preparation for the 2022 RTP, including updates to the model's DaySIM and transit components, as well as data updates based on regional and local data. Model outputs were reviewed and validation/calibration activities were conducted based on pre-COVID traffic counts and available Big Data. A task order to model the impact of the Fix 5 Cascade Gateway Project was completed. SRTA, along with four other small MPOs, were awarded grant funds for an Integrated Land Use Model and Development Monitoring Framework Tool. MPO members signed MOUs, initiated and RFP, selected a consultant, and started initial work on the project. ShastaSIM 3.0 was adopted.

Objective

Manage and maintain the region's activity-based travel demand model (ShastaSIM) consistent with state and federal law and in support of Performance-Based Planning and Programming, RTP, TIPs, modal studies, and other regional activities.

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 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. SRTA received funding, in partnership with California's "Small 6" MPOs, to develop a land use model to integrate with ShastaSIM. SRTA will develop a new regional land use model over the next two years, which will be used for the 2026 RTP/SCS. ShastaSIM 3.0 was adopted.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

As an MPO SRTA is required to maintain a travel demand model for assessing transportation system needs and evaluating the impact of projects on the performance of the network. The travel demand model is used in Performance Based Planning and Programming to prioritize investments based on system performance measures, including vehicle hours of delay and other key metrics.

Deliverables (anticipated delivery date)

Deliverables in the form of technical memos will be available as travel demand model is developed in advance of the 2026 RTP.

Task 1:	SRTA-led operation and maintenance of ShastaSIM activity-based travel demand model		
Task/Activity		Resp. Agency	Schedule
1.1	Manage technical advisory committee, known as the Shasta Model Users Group (SMUG). Deliverables include meeting agendas and minutes.	SRTA, Consultant	Jul 2023 – Jun 2024 (as needed)
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. Deliverables typically include scenario model files, Excel workbook outputs, and documentation via memo, narratives in appropriate report or email.		
Task 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. Deliverables typically include a memo and updated modeling files.	Consultant	Jul 2023 – Jun 2024 (as needed)
2.2	Consultant support to SRTA for travel model data requests or assistance in responding to modeling questions or issues. Deliverables typically include phone calls/emails with SRTA and/or consultant requesting assistance. May include updated model files. Typically there is one request every quarter.		
2.3	Consultant-led operation of TDM in support of other work elements. Deliverables include model outputs, post-processing (e.g. emissions) outputs, model files, and memos on work conducted.		
Task 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	Jul 2023 – Jun 2024 (as needed)
3.2	Consultant-administered training for SRTA staff on TDM operation, maintenance, and emissions post-processing. Consultant led training of regional partners on use of the model, including materials.	SRTA, Consultant	
Task 4:	Model Updates for 2026 RTP/SCS		
Task/Activity		Resp. Agency	Schedule
4.1	Review and update land use development and jobs information. Review data on future growth forecasts and update model forecasts as appropriate. Deliverables - updated model files and technical memos.	Consultant	Jul 2023 – Jun 2024
4.2	Review 2020 US Census data and update model files as necessary. Deliverable: updated boundary files; population files; technical memo (as needed).	SRTA, Consultant	
4.3	Upload new ShastaSIM regional travel demand model files and user guides online; Distribute new model to local agencies and interested consultants; Share model results and data with CARB for review as part of 2022 RTP/SCS evaluation.	SRTA, Consultant	July 2023 – Sept 2023
Task 5:	Integrated Land Use Model and Development Monitoring Framework Tool		
Task/Activity		Resp. Agency	Schedule
5.1	Work with MPO project team to review and approve invoices, provide quarterly updates, and conduct project meetings	SRTA	Jul 2023 – June 2024
5.2	Develop the Land Use Model framework, develop the GIS platform, develop land use modules	SRTA, Consultant	Jul 2023 – Dec 2023
5.5	Develop land use model interface between land use model and travel models, validate and test interoperability, develop a land use model user guide and update ShastaSIM user guide as necessary	SRTA, Consultant	Jul 2023 – Dec 2023
5.6	Conduct stakeholder and public outreach as needed for land use model, prepare final report and presentation materials, conduct user workshop/training session	SRTA, Consultant	Dec 2023 – May 2024
5.7	Finish staff training, finalize land use model development and user guides, and adopt final land use model for Shasta Region.	SRTA	Jan 2024- June 2024

WORK ELEMENT 705.06					Shasta Regional Planning Dashboard (FY 2023/24 SB1 Competitive Funds)				
Agency:		SRTA	Total Budget (FY 2023/24):		\$624,141				
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE									
Staff Allocations and Funding Requirements			FY 2023/24						
			Expenditures		Revenue by Fund Source (\$)				
			Direct	Indirect	LTF	SB1 23/24 Competitive			
SRTA									
Personnel			\$ 37,904	\$ 76,563	\$ 114,468				
Services & Supplies			\$ 8,764		\$ 8,764				
Human Resources			\$ 910		\$ 910				
Consultant:									
TBD			\$ 500,000		\$ -	\$ 500,000			
TOTAL:			\$ 547,578	\$ 76,563	\$ 124,141	\$ 500,000			
Prior Fiscal Year Work									
N/A - New work element.									
Objective									
Address technical and funding constraints for performance-based planning; reduce need for technical staff and funding resources; optimize the exacting repetitive and time-consuming processes; provide clear and comprehensive future predictions; develop a comprehensive, data-driven, and easy to use decisionmaking tool; and increase public engagement.									
Discussion									
There are many challenges and constraints for MPOs to advance the region's RTP/SCS, planning priorities, and climate adaptation goals. Limited available data, technical staff, and funding resources make this issue even more challenging for small and mid-size MPOs. Existing data modeling and visualization technologies are valuable tools to improve reporting processes and stakeholder engagement, but the lack of a comprehensive planning data analysis platform and dashboard can lead to delays, redundancies in the required reporting processes ,as well as significant difficulties in decisionmaking and public engagement processes. There is a need for a modern comprehensive data analytics dashboard that supports interactive analysis, visualization of different planning datasets, and scenario analysis. The proposed multi-data views dashboard could include include, land use, traffic volume, travel time, transit ridership, freight traffic, and greenhouse gas emissions, and health/safety indicators such as reported crashes and fatalities.									
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives									
The proposed platform and dashboard will provide a comprehensive, data-driven, and easy-to-use decision-making tool to have a clear and comprehensive prediction for multimodality, accessibility, safety, equity, VMT, and GHG emissions based on the effects of transportation, housing, and land use on each other and on the past, current, and future trends. All community members including disadvantaged community members and tribal entities can use this proposed comprehensive, data-driven, and easy-to-use decision-making tool to have a clear and comprehensive future prediction based on transparent data. This can help them to have effective engagements that lead to informed decisions.									
Deliverables (anticipated delivery date)									
RFP and TSA (Feb. 2024), Public engagement plan (Mar. 2024) and reports (Mar. 2026), a framework for data collection and uploading (Oct. 2024), updated and integrated models (Mar. 2025), scenario toolkit (Dec. 2025), a toolbox for data query, analysis, and download (Dec. 2025), a data dashboard to present data, maps, figures, and reports (May. 2026).									
Task 1:		Project Administration							
Task/Activity					Resp. Agency		Schedule		
1.1		Manage and administer the project			SRTA		Nov. 2023 – Jun 2024		
1.2		Quarterly invoices and progress reports					Quarterly		
Task 2:		Consultant Procurement							
Task/Activity					Resp. Agency		Schedule		
2.1		Consultant procurement consistent with state and federal requirements			SRTA		Nov. 2023 – Feb. 2024		
Task 3:		Outreach and Public Engagement							
Task/Activity					Resp. Agency		Schedule		
3.1		Public engagement plan			SRTA & Consultant		Nov. 2023 – Jun 2024		
3.2		Evaluating the effects of suggested recommendations					Nov. 2023 – Jun 2024		
3.3		Reporting and documentation					Nov. 2023 – Jun 2024		
3.4		Dissemination of information					Nov. 2023 – Jun 2024		
Task 4:		Data Collection							
Task/Activity					Resp. Agency		Schedule		
4.1		Gather required land use, mobility, health, and accident data			Consultant		Mar. 2024 - Jun 2024		
4.2		Develop a framework for data collection and uploading							
Task 7:		Advisory Committee Meetings							
Task/Activity					Resp. Agency		Resp. Agency		
7.1		Consult the TAC at different stages that include but are not limited to identifying the required data, needs, and priorities,			SRTA & Consultant		Nov. 2023 – Jun. 2024		
Task 8:		Board Review / Approval							
Task/Activity					Resp. Agency		Resp. Agency		
8.1		Involvement of the board members in the development of the dashboard			SRTA		Dec 2023 – Jun 2024		
8.2		Evaluating the final version and suggesting specific improvements			SRTA		Dec 2023 – Jun 2024		
Future / Ongoing Activities									
Task/Activity					Resp. Agency		Resp. Agency		
FO1		Project Administration			SRTA		July 2024 – Aug 2026		
FO2		Outreach and Public Engagement			SRTA & Consultant		July 2024 – Mar 2026		
FO3		Data Collection			Consultant		July 2024 – Oct 2024		
FO4		Data Updating and Integration			Consultant		Sep. 2024 - Mar. 2025		
FO6		Platform Development			Consultant		Feb. 2025 - May 2026		
FO7		Advisory Committee Metings			SRTA & Consultant		Jul 2024 – Dec. 2025		
FO8		Board Review / Approval			SRTA		July 2024 – Jan 2026		

WORK ELEMENT 706.02

Public Transportation Planning

Agency: SRTA

Total Budget (FY 2023/24): \$ 233,520

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations & Funding Requirements	FY 2023/24								
	Expenditures								
	Direct	Indirect	FHWA PL	Toll Credits*	FHWA PL Total	FTA 5303 Carryover 22/23 Total	Toll Credits*	FTA 5303 Carryover 22/23 Total	LTF
SRTA									
Personnel	\$ 73,761	\$ 148,989	\$ 150,797	\$ 19,537	\$ 170,334	\$ 24,677	\$ 3,197	\$ 27,874	\$ 24,542
Services & Supplies	\$ 2,000			\$ -		\$ 1,771	\$ 229	\$ 2,000	
Human Resources	\$ 1,770		\$ 1,198	\$ 155	\$ 1,354	\$ 196	\$ 25	\$ 222	\$ 195
Consultant (GTFS management)	\$ 7,000								\$ 7,000
TOTAL:	\$ 84,531	\$ 148,989	\$ 151,995	\$ 19,693	\$ 171,688	\$ 26,643	\$ 3,452	\$ 30,095	\$ 31,737

*Toll Credits are shown for matching purposes only and are not considered revenue.

Prior Fiscal Year Work			
Provided technical assistance to Federal Transit Administration (FTA) grant applicants. Tracked Greenhouse Gas Reduction Fund transit programs. Analyzed and reviewed public transportation performance. Evaluated discretionary funding programs needed to fill transit funding gaps in the region, including FTA programs, California State of Good Repair, and other prospective state and federal funding sources. Organized and held Social Services Transportation Advisory Council (SSTAC) meetings. Provided oversight and project administration of State of Good Repair (SGR), and other state and federal public transit funding programs. Other transit coordination includes regular participation in North State Super Region (NSSR) Transit Working Group meetings to discuss both regional and intercity transit needs, and continuously soliciting input from the public and other stakeholders. Specialty bus service administration, e.g. Beach Bus and Shasta Connect. Coordination of bus services locally and regionally.			
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			
SRTA supports the coordination of services among the region's various public transportation providers. SRTA also promotes the effective communication of these services to the public. 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. These efforts are closely related is WE 708.03 (Transportation Development Act Administration), which includes the annual unmet transit needs assessment and leading the Social Services Transportation Advisory Committee (SSTAC).			
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives			
Properly designed and implented public transportation services result in increased mode split, thereby reducing VMT and increasing system performance measures for the vehicle network. Increased public transportation usage also reduce criteria pollutants in support of National Ambient Air Quality Standards and reduces transportation sector greenhouse gas emissions in support of CARB-assigned regional greenhouse gas emission reduction targets.			
Deliverables (anticipated delivery date)			
New Shasta Coordinated Transportation Plan (June 2024). Public transportation data summary and analysis (June 2024).			
Task 1:	Transit Coordination		
Task/Activity		Resp. Agency	Schedule
1.1	Communication and coordination with intercity public transportation providers and public transportation providers operating in surrounding regions needed.	SRTA	Jul 2023 – June 2024
1.2	Participate in interagency meetings and workshops that support public transit planning, including: CalACT, CTA, transit board meetings, and/or similar such meetings.		
1.3	Evaluate discretionary funding programs needed to fill transit funding gaps in the region, including FTA, including Section 5311(c), 5311(f) and 5339(c), California State of Good Repair, and other prospective state and federal funding sources.		
Task 2: Public transportation data and analysis			
Task/Activity		Resp. Agency	Schedule
2.1	Collect and review transit performance data.	SRTA	Jul 2023 – June 2024
2.2	Formulate and provide recommendations toward enhancing near-term transit performance and/or efficiencies.		
2.3	Collect, audit, and report progress toward recommendations and performance targets for public transportation at year's end.		
2.4	Update General Transit File Specification (GTFS) files.		
2.5	Evaluate General Transit File Specification (GTFS) file management software options and provide recommendation.		Oct – Dec 2023
Task 3: FTA grants technical assistance and management			
Task/Activity		Resp. Agency	Schedule
3.1	Work with local agencies and organizations on developing projects and applying for FTA grants, both regionally apportioned and	SRTA	Jul 2023 – June 2024
3.2	Administer FTA grants.		

WORK ELEMENT 706.06		Greenhouse Gas Reduction Fund Programs	
Agency:	SRTA	Total Budget (FY 2023/24):	\$36,793
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE			
Staff Allocations and Funding Requirements	FY 2023/24		
	Expenditures		Revenue by Fund
SRTA	Direct	Indirect	LTF
Personnel	\$ 12,055	\$ 24,349	\$ 36,404
Services & Supplies	\$ 100		\$ 100
Human Resources	\$ 289		\$ 289
TOTAL:	\$ 12,444	\$ 24,349	\$ 36,793
Prior Fiscal Year Work			
Reviewed annual Low Carbon Transit Operations Programs (LCTOP) allocation; reported on progress of previous fiscal year (FY) allocations; tracked legislative actions related to LCTOP. Prepared applications for and received FY 2020/21 funds toward expanded Sunday On-Demand Transit and Expanded CTSA Rider Eligibility (Year 2) projects.			
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 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 GGRF transportation funds as well, such as the Transit Intercity Rail Capital Program (TIRCP).			
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives			
LCTOP is a state program to support public transportation services that reduce carbon emissions. Annually, SRTA evaluates projects together with partners based on the this objective, and submits projects for funding.			
Deliverables (anticipated delivery date)			
Prepare and submit annual LCTOP project application(s) for regional public transportation projects. (Jan – April 2024)			
Task 1:	Administer LCTOP Funds		
Task/Activity	Resp. Agency		Schedule
1.1	SRTA	Jan - Feb 2024	
1.2		Jul 2023 – June 2024	
1.3			
1.4			
1.5			
Task 2:	Prepare FY 2023/24 LCTOP Application		
Task/Activity	Resp. Agency		Schedule
2.1	SRTA		Jan – June 2024

Agency:

SRTA

Total Budget (FY 2023/24):

\$30,108

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24		
	Expenditures		Revenue by Fund Source (\$)
SRTA	Direct	Indirect	LTF
Personnel	\$ 9,826	\$ 19,847	\$ 29,673
Services & Supplies	\$ 200		\$ 200
Human Resources	\$ 236		\$ 236
TOTAL:	\$ 10,261	\$ 19,847	\$ 30,108

*Toll Credits are shown for matching purposes only and are not considered revenue

Prior Fiscal Year Work

Coordinated with regional partners in the development of the Fix 5 Cascade Gateway Project, the SR 273 Comprehensive Multimodal Corridor Plan, and the Pit River Bridge replacement.

Objective

To advance priority projects in coordination with Caltrans and ensure the safety, preservation, and performance of the regional network for people and goods.

Discussion

SRTA works with Caltrans staff in project development and construction, particularly where SRTA is a funding partner. SRTA also reviews and comments on land use and transportation projects with regard to impacts to the performance of the regional transportation network and consistency with the regional transportation plan. 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 then to prepare cost estimates and devise appropriate actions to resolve issues (23 CFR 450.318). In a typical year, SRTA reviews approximately three environmental impact reports (EIRs), two project study reports (PSRs) and one to two Caltrans transportation concept reports (TCRs). SRTA also coordinates with Caltrans on operational issues and closures related to weather, natural disaster, and collisions. During major road closures, SRTA works with Caltrans to examine alternatives and provide information to member agencies.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

By advancing priority projects in coordination with Caltrans, the region helps to ensure the safety, maintenance, and system performance of the regional network for people and goods.

Deliverables (anticipated delivery date)

1) Project Study Reports (as needed); and 2) SRTA input, review and comment on 1-2 project per year (as requested)

Product 1:	Analysis of Project Study Reports		
Task/Activity		Resp. Agency	Schedule
1.1	Communicate 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 funding, programming, and the RTP/SCS.	SRTA	As needed
1.2	In coordination with Caltrans, develop responses to road closures and extreme climate related events, and to provide information during events.	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 and Sustainable Communities Strategy.	SRTA	As needed
2.2	Review development projects and make determination as to whether project is consistent with the adopted Sustainable Communities Strategy (SCS) for CEQA streamlining purposes.		

WORK ELEMENT 707.03

Alternative Fuels Vehicle Planning

Agency: SRTA

Total Budget (FY 2023/24): \$ 136,215

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24								
	Expenditures		Revenue by Fund Source (\$)						
SRTA	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	FHWA PL Carryover FY 2022/23	Toll Credits*	FHWA PL Carryover FY 2022/23	LTF
Personnel	\$ 31,363	\$ 63,350	\$ 62,589	\$ 8,109	\$ 70,698	\$ 8,571	\$ 1,110	\$ 9,681	\$ 14,334
Services & Supplies	\$ 750		\$ 750	\$ 86	\$ 750				
Human Resources	\$ 753		\$ 753	\$ 64	\$ 562	\$ 64	\$ 9	\$ 77	
Consultant (Frontier Energy)	\$ 40,000								\$ 40,000
TOTAL:	\$ 72,866	\$ 63,350	\$ 64,092	\$ 8,260	\$ 72,010	\$ 8,635	\$ 1,119	\$ 9,758	\$ 54,334

*Toll Credits are shown for matching purposes only and are not considered revenue

Prior Fiscal Year Work

Hydrogen fuel planning with ARCH2ES. Communication and coordination with North State Super Region and various public and private sector stakeholders regarding the planning and funding for alternative fuels vehicle planning.

Objective

FHWA is establishing a national network of alternative fueling and charging infrastructure along national highway system corridors. Interstate 5 and SR 299 through the Shasta Region are important north-south and east-west corridors on this network. This work element supports the development of this network through planning of alternative fuels infrastructure in the region to reduce criteria air pollutants (ozone, CO, PM 2.5 and PM10). A collateral benefit is the reduction of greenhouse gas (GHG) emissions, which is a state objective.

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. Regional corridors designated as part of the national "Alternative Fuel Corridors" network, include: Interstate 5 (I-5) and State Route 299 (SR 299). Regional efforts supported or implemented will be included in the 2026 Regional Transportation Plan update.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

Alternative fuel vehicles are an effective strategy for protection air quality - a core MPO function for non-attainment regions, but still relevant for the Shasta Region. Replacing conventional automobiles with electric and hydrogen vehicles will reduce federal Criteria Air Polutants, including ozone, PM 2.5 and 10, and CO. Although not a federal requirement, a co-benefit is the reduction of greenhouse gas emissions.

Deliverables (anticipated delivery date)

A modest number of staff hours has been allocated to this work element to allow for coordination with partners on regional and state efforts to expand fueling infrastructure and to evaluate grant funding opportunities as they arise (ongoing). SRTA will provide letters of support as appropriate for projects in the region (ongoing). SRTA will also participate in FHWA-sponsored events for corridor nominations, as well as in the North State EV Infrastructure Workgroup (estimated 4 meetings per year). Technical memos related to Shasta Regional Hydrogen Hub Study as requested. Additional tangible deliverables include meeting dates, agendas, and notes (ongoing).

Task 1: Participation and Support Leading to Accelerated Deployment of Low-Carbon Fueling Infrastructure			
Task/Activity		Resp.	Schedule
1.1	Evaluate opportunities to accelerate the deployment of electric and hydrogen fueling infrastructure within the Shasta Region and along interregional corridors, focusing on benefits to public transportation, freight operations, and the traveling public.	SRTA	Jul 2023 – June 2024
1.2	Participate in monthly North State Super Region ZEV Workgroup meetings to discuss coordinated planning and provide project letters of support.	SRTA	Jul 2023 – June 2024
Task 2: Shasta Regional Hydrogen Hub Study			
Task/Activity		Resp.	Schedule
2.1	Conduct outreach and develop consortium of interested parties. Conduct meetings, prepare presentations, and take meetings notes.	SRTA, consultant	Jul 2023 – June 2024
2.2	Conduct visioning exercises; identify regional strengths and barriers; identify development and funding opportunities.	SRTA, consultant	Jul 2023 – June 2024
2.3	Conduct planning strategies for identified projects and develop funding scenarios. Consider development of incentives for adoption of hydrogen infratructure.	SRTA, consultant	Jul 2023 – June 2024

WORK ELEMENT 707.04	Goods & Freight Coordination and Planning
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Agency: SRTA	Total Budget (FY 2023/24):	\$25,512
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ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE
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Staff Allocations and Funding Requirements	FY 2023/24		
	Expenditures		Revenue by Fund Source (\$)
	Direct	Indirect	LTF
SRTA			
Personnel	\$ 8,316	\$ 16,797	\$ 25,113
Services & Supplies	\$ 200		\$ 200
Human Resources	\$ 200		\$ 200
TOTAL:	\$ 8,715	\$ 16,797	\$ 25,512

*Toll Credits are shown for matching purposes only and are not considered revenue

Prior Fiscal Year Work

Staff participated in both the Caltrans Freight Planning Academy and the the California Freight Advisory Committee (CFAC). Performed consultation with California Trucking Association to identify needs and potential solutions on I-5.

Objective

To develop freight projects in consultation with stakeholders that serve to remove transportation-related barriers to new and expanded industry. 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 industrial inputs from within the North State.

Discussion

Goods and freight movement supports economic activity and prosperity at the local, regional, state, and national level. The movement of freight also carries with it adverse impacts to air quality, the environment, and social equity. Consultation and planning with private sector industry stakeholders have highlighted some transportation-related inefficiencies (e.g. partial loads, deadheading, lack of coordination, etc.) that may be suppressing increased economic activity, however, no near-term gaps or deficiencies in the freight network have been identified for regional consideration. Longer term, SRTA will continue to evaluate the appropriateness of a North State Freight Hub to support consolidation of truck freight and an intermodal linkage with freight rail. SRTA will also continue to reach out to freight stakeholders as part of the RTP process and evaluate emerging needs.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives
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In consultation with private sector industry, economic development organizations, and other freight stakeholders, this work element identifies goods and freight related projects for technical evaluation and inclusion the RTP as appropriate.

Deliverables (anticipated delivery date)

Freight project nominations for RTP (as identified). Participating in statewide freight planning meetings.

Task 1:	Freight Coordination and Planning	Resp. Agency	Schedule
Task/Activity			
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 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		

WORK ELEMENT 707.09(A)
SR 273 Northern Section Multimodal Corridor Plan

 Agency: **SRTA** Total Budget (FY 2023/24): **\$ 543,993**
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24				FY 2024/25 (estimated)			
	Expenditures		Strategic Partnership Grant (SPR)		Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	PPM		Direct	Indirect	PPM	Strategic Partnership Grant (SPR)
SRTA								
Personnel	\$ 109,607	\$ 221,395	\$ 66,200	\$ 264,801	\$ 27,402	\$ 55,349	\$ 82,750	\$ -
Services & Supplies	\$ 35,000		\$ 7,000	\$ 28,000				
Human Resources	\$ 2,631		\$ 526	\$ 2,104				
Consultant (GHD)	\$ 145,361		\$ 29,072	\$ 116,289	\$ 159,825		\$ 159,825	\$ -
Consultant (TBD)	\$ 30,000		\$ 6,000	\$ 24,000				
TOTAL:	\$ 322,598	\$ 221,395	\$ 108,799	\$ 435,195	\$ 187,227	\$ 55,349	\$ 242,575	\$ -

Grant funds expiration date: 6/30/2024

Prior Fiscal Year Work

Finalized JPA with Caltrans, executed TSA with consultant, held kick-off meetings, performed initial round of public outreach, prepared existing conditions technical memo.

Objective

Two planning grants were awarded for the SR273 corridor. A \$500K SPR Special Projects grant was awarded to Caltrans District 2 for the southern portion. A \$500K State Planning and Research Strategic Partnerships grant was awarded to SRTA for the northern portion of the corridor. SRTA serves as the project manager for both grants so that the entire corridor can be planned together; however, separate work elements have been created in the OWP for each respective grant. WE707.10(A) is for SRTA's grant, while WE707.10(B) is for Caltrans D2's grant. A single procurement and consultant contract will be administered for the entire corridor. Request for reimbursement from the two grant programs shall be split equally. Both work elements share the same objectives - i.e., to a) improve travel safety; b) improve system efficiency; c) improve system reliability; d) reduce GHG and pollutant emissions in support of State goals and standards; e) improve multimodal access; f) support economic opportunity and the movement of goods and freight; and g) address the needs and transportation-related impacts of disadvantaged communities that reside along this corridor. Ultimately, the plan will result in a prioritized list of projects for implementation, collectively designed to achieve regional and state performance targets.

Discussion

The SR273 corridor serves various functions (e.g., I-5 detour, local arterial, etc.) and customers (e.g. commuters, freight operators, etc.). The SR 273 corridor is also home to many of the region's most disadvantaged communities. Collisions resulting in injury and/or fatality are disproportionately high in number and severity along the corridor. Due to the many trip destinations and number of higher density residential units, the northern portion of the corridor is highly suitable for a transit-oriented development and active transportation facilities that improves access to transit. SR273 passed through the Downtown Redding and Downtown Anderson 'Strategic Growth Areas' as described in the region's Sustainable Communities Strategy (SCS). The SR273 corridor is called out in Regional Transportation Plan as a near-term priority for planning and improvements that address safety, mobility, equity, sustainability, traffic operations, and economic development.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

This plan will result in a Comprehensive Multimodal Corridor Plan (CMCP) and directly inform the RTP, RTP project list, and Regional Transportation Improvement Program (RTIP). Projects therein will support achievement of federal performance measures, including PM1 (Safety), PM2 (Pavement and Bridge Condition), and PM3 (System Performance), as well as priorities documented in state plans.

Deliverables (anticipated delivery date)

Performance assessment technical memo (July 2023), corridor goal and objective document (July 2023), safety campaign materials (October 2023), toolbox of potential projects (October 2023), matrix of improvement scenarios (November 2023), five to seven feasibility studies (December 2023 – April 2024), prioritized project list / implementation plan (June 2024).

Task 1 Stakeholder and Public Outreach

Task/Activity	Resp. Agency	Schedule
1.1 Conduct PAC meetings	SRTA & Consultant	Jul 2023 – Jun 2024
1.2 Perform outreach campaign, including targeting of DACs		
1.3 Plan and administer public visioning event		
1.4 Develop corridor goals, objectives, and performance measures		
1.5 Develop public safety campaign		
1.6 Develop documentary on history of transportation planning, using SR 273 as a case study, to help public engagement and feedback		Oct 2023 – Jun 2024
1.7 Prepare postcard mailing to all addresses within certain distance of the corridor to drive engagement with website and survey		Nov 2023 - Jan 2024

Task 2 Gather Information on Existing Conditions

Task/Activity	Resp. Agency	Schedule
2.1 Collect information on corridor context	SRTA & Consultant	Jul 2023
2.2 Literature review		
2.3 Identify and gather any additional data needs		
2.4 Site visit / in-field corridor assessment		

Task 3 Conduct Baseline Performance Assessment

Task/Activity	Resp. Agency	Schedule
3.1 Collect information on corridor context	SRTA & Consultant	Jul 2023
3.2 Literature review		
3.3 Identify and gather any additional data needs		
3.4 Site visit / in-field corridor assessment		

Task 4 Identify Potential Projects and Strategies

Task/Activity	Resp. Agency	Schedule
4.1 Identify freeway / highway / arterial projects and strategies	SRTA & Consultant	Aug 2023 – Jun 2024
4.2 Identify transit projects and strategies		
4.3 Identify complete streets projects and strategies		
4.4 Identify freight projects and strategies		
4.5 Define improvement projects		
4.6 Consider corridor integration options		

Task 5 Analyze Improvement Strategies

Task/Activity	Resp. Agency	Schedule
5.1 Group strategies into scenarios and evaluate	SRTA & Consultant	Aug 2023 – Jun 2024
5.2 Perform feasibility studies		
5.3 Examine and evaluate gateway approaches		

Task 6 Select and Prioritize Solutions

Task/Activity	Resp. Agency	Schedule
6.1 Select and prioritize solutions	SRTA & Consultant	Jun 2024

Future / Ongoing Activities (FY 2024/25)

Task/Activity	Resp. Agency	Schedule
FO1 Select and Prioritize Solutions	SRTA & Consultant	Jul 2024
FO2 Develop draft reports		Jul 2024 – Oct 2024
FO3 Develop final reports		Oct 2024 – Feb 2025

WORK ELEMENT 707.09(B)			SR 273 Southern Section Multimodal Corridor Plan	
Agency:	SRTA	Total Budget (FY 2023/24): \$342,227		
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE				
Staff Allocations and Funding Requirements	FY 2023/24			
	Expenditures		Revenue	
	Direct	Indirect	Special Studies Grant (SPR)	
SRTA				
Consultant (GHD)	\$ 342,227		\$ 342,227	
TOTAL:	\$ 342,227	\$ -	\$ 342,227	
Prior Fiscal Year Work				
Finalized JPA with Caltrans, executed TSA with consultant, held kick-off meetings, performed initial round of public outreach, held public visioning event, prepared existing conditions technical memo.				
Objective				
Two planning grants were awarded for the State Route 273 (SR 273) corridor. A \$500K State Planning and Research (SPR) Special Projects grant was awarded to Caltrans District 2 for the southern portion. A \$500K SPR Strategic Partnerships grant was awarded to SRTA for the northern portion of the corridor. SRTA serves as the project manager for both grants so that the entire corridor can be planned together; however, separate work elements have been created in the OWP for each respective grant. WE707.09A is for SRTA's grant, while WE 707.09B is for Caltrans D2's grant. A single procurement and consultant contract will be administered for the entire corridor. Both work elements share the same objectives - i.e., to a) improve travel safety; b) improve system efficiency; c) improve system reliability; d) reduce GHG and pollutant emissions in support of State goals and standards; e) improve multimodal access; f) support economic opportunity and the movement of goods and freight; and g) address the needs and transportation-related impacts of disadvantaged communities that reside along this corridor. Ultimately, the plan will result in a prioritized list of projects for implementation, collectively designed to achieve regional and state performance targets.				
Discussion				
The SR273 corridor serves various functions (e.g., Interstate 5 detour, local arterial, etc.) and customers (e.g. commuters, freight operators, etc.). The SR 273 corridor is also home to many of the region's most disadvantaged communities. Collisions resulting in injury and/or fatality are disproportionately high in number and severity along the corridor. Due to the many trip destinations and number of higher density residential units, the northern portion of the corridor is highly suitable for a transit-oriented development and active transportation facilities that improves access to transit. SR273 passed through the Downtown Redding and Downtown Anderson 'Strategic Growth Areas' as described in the region's Sustainable Communities Strategy (SCS). The SR 273 corridor is called out in the Regional Transportation Plan as a near-term priority for planning and improvements that address safety, mobility, equity, sustainability, traffic operations, and economic development.				
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives				
This plan will directly inform RTP planning and project list and result in a Comprehensive Multimodal Corridor Plan (CMCP). Projects will support achievement of federal performance measures, including PM1 (Safety), PM2 (Pavement and Bridge Condition), and PM3 (System Performance), as well as state priorities documented in state plans.				
Deliverables (anticipated delivery date)				
Performance assessment technical memo (July 2023), corridor goal and objective document (July 2023), safety campaign materials (October 2023), toolbox of potential projects (October 2023), matrix of improvement scenarios (November 2023), five to seven feasibility studies (December 2023 – April 2024), prioritized project list / implementation plan (June 2024), and documentary (Oct				
Task 1:	Project Initiation			
Task/Activity			Resp. Agency	Schedule
1.1	Maintain Project TAC		SRTA & Consultant	Jul 2023 – June 2024
Task 2:	Identification and Assessment of Existing Conditions			
Task/Activity			Resp. Agency	Schedule
2.1	Identify existing conditions of transportation infrastructure		SRTA & Consultant	7/1/2023
2.2	Assess existing conditions			
Task 3:	Stakeholder Outreach			
Task/Activity			Resp. Agency	Schedule
3.1	Plan and conduct public workshops		SRTA & Consultant	Jul 2023 – June 2024
3.2	Plan and conduct online engagement			
3.3	Plan and conduct stakeholder meetings			
Task 4:	Identify Potential Projects and Strategies			
Task/Activity			Resp. Agency	Schedule
4.1	Identify freeway / highway / arterial projects and strategies		SRTA & Consultant	Aug 2023 – May 2024
4.2	Identify transit projects and strategies			
4.3	Identify complete projects and strategies			
4.4	Identify freight projects and strategies			
4.5	Identify climate change and resiliency projects and strategies			
4.6	Define improvement strategies			
4.7	Consider corridor integration options			
Task 5:	Analyze Improvement Strategies			
Task/Activity			Resp. Agency	Schedule
5.1	Group strategies into scenarios and evaluate		SRTA & Consultant	Aug 2023 – May 2024
5.2	Perform feasibility studies			
5.3	Examine and evaluate gateway approaches			
Task 6:	Select and Prioritize Solutions			
Task/Activity			Resp. Agency	Schedule
6.1	Select and prioritize corridor solutions		SRTA & Consultant	May 2024 - Jun 2024

WORK ELEMENT 707.10
North State Intercity Bus to Rail Plan

Agency: **SRTA** Total Budget (FY 2023/24): **\$485,578**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24			
	Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	LTF	Strategic Partnership Grant (FTA 5304)
SRTA				
Personnel	\$ 93,655	\$ 189,175	\$ 207,718	\$ 75,112
Services & Supplies	\$ 500		\$ 57	\$ 443
Human Resources	\$ 2,248		\$ 1,651	\$ 597
			\$ -	\$ -
Consultant (TBD)	\$ 200,000		\$ 22,940	\$ 177,060
			\$ -	\$ -
TOTAL:	\$ 296,403	\$ 189,175	\$ 232,366	\$ 253,211

Total local match for SB1 grant is 11.47% of SB1 programmed amount

Prior Fiscal Year Work

Participated in statewide intercity bus and rail meetings including North State partner agencies, coordinated intercity bus and rail transportation options between the Shasta Region and larger metropolitan areas, evaluate and consider transportation governance structure between partner agencies in the North State and Caltrans. Initiated the development of RFP's scope of work for consultant assistance on the North State Intercity Bus to Rail Plan, and evaluated. Coordinated with the NSSR Transit Working Group. Participated in and researched California Intercity Bus Study, CA State Rail Plan, and BCAG/JJPA Valley Rail Extension rail plan.

Objective

To coordinate and plan for better intercity bus and rail transportation options between the Shasta County and the large metropolitan areas of Greater Sacramento, the Bay Area, and north into Oregon as well as improve connections across the North State region. This includes an assessment of the rail hubs that are currently located nearby communities as well as future service areas (e.g., those under consideration by BCAG for train service to Chico/Oroville) in order to identify the best way to improve intermodal connections for travelers in the North State.

Discussion

The many communities of the North State region are almost entirely disconnected from the major economic, educational, and healthcare centers of the rest of the state, like Greater Sacramento and the Bay Area. There are minimal options for travel from Redding and Chico to major urban areas unless you have access to a personal automobile. Public transportation riders must rely on limited intercity connections and the existing options have a number of constraints: unreliability, limited destinations, inconvenient schedules, poor on-time performance, confusing ticket purchasing, lack of station services, frequent stops, indirect routes, need for transfers, and prohibitive costs. Having reliable, convenient, and affordable intercity transportation is essential to the economic health and development of the region and state. Intercity passenger bus service has been a large focus of SRTA and has been partially grant funded.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

Result of this planning effort will directly inform the RTP, accomplish the goals of the state rail plan, the state intercity bus study, and may lead to projects that support achievement of federal performance measures (PM1, PM2, and PM3).

Deliverables (anticipated delivery date)

RFP and TSA (Jan 2024). Plan for 2-hour headway integrated bus service along I-5 corridor (Jun 2024). Public outreach and community engagement summary (Dec 2024). Technical memo re: passenger rail opportunities (Jun 2024). Technical memo re: potential governance structures (Oct 2024).

Task 1: Project Administration

Task/Activity	Resp. Agency	Schedule
1.1 Contract management, fiscal accounting and reporting.	SRTA	Jul 2022 – Jun 2024

Task 2: Consultant Procurement

Task/Activity	Resp. Agency	Schedule
2.1 RFP and consultant contracting.	SRTA	Nov 2023 – Jan 2024

Task 3: Bus Enhancements

Task/Activity	Resp. Agency	Schedule
3.1 Plan for the implementation of improved bus connections, with greater emphasis on coordination between 101 and I-5 corridors, including needs assessments for zero emission vehicles and refueling infrastructure to comply with the Innovative Clean Transit rule requirements.	SRTA & Caltrans	Apr 2024 – Jun 2024

Task 4: Passenger Rail Opportunities

Task/Activity	Resp. Agency	Schedule
4.1 Feasibility assessment of daytime passenger rail.	SRTA	Apr 2024 – Jun 2024

Task 5: Public Outreach & Community Engagement

Task/Activity	Resp. Agency	Schedule
5.1 Plan and conduct public workshops and other outreach strategies to gather public input about proposed	SRTA	Jan 2024 – Jun 2024

Task 6: Partner Coordination

Task/Activity	Resp. Agency	Schedule
6.1 Meetings with regional stakeholders to move the planned improvements into realistic outcomes.	SRTA & Caltrans	Jan 2024 – Jun 2024

Future / Ongoing Activities

Task/Activity	Resp. Agency	Schedule
FO1 Contract management, fiscal accounting and reporting.	SRTA	Jul 2024 – Jun 2025
FO2 Evaluation of transportation governance structure between partner agencies in the North State and	SRTA & Consultant	Aug 2024 – Oct 2024
FO3 Plan and conduct public workshops and other outreach strategies to gather public input about proposed	SRTA	July 2024 – Dec 2024
FO4 Meetings with regional stakeholders to move the planned improvements into realistic outcomes.	SRTA & Caltrans	July 2024 – Dec 2024
FO5 Draft plan based on community and partner comments and Caltrans review.	SRTA	Sep 2024 – Nov 2024
FO6 SRTA Board of Directors' approval of final North State Intercity Bus to Rail Plan.	SRTA & Consultant	Nov 2024 – Dec 2024

WORK ELEMENT 707.11	Pit River Tribe Long-Range Transportation Plan Update
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Agency: SRTA	Total Budget (FY 2023/24):	\$150,745
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ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE
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Staff Allocations and Funding Requirements	FY 2023/24				
	Expenditures		Revenue by Fund Source (\$)		
	Direct	Indirect	Caltrans Sustainable Transportation Planning Grant	Pit River Tribe Local Cash Match	LTF (SRTA is not charging the grant for admin staff time)
SRTA					
Personnel	\$ 702	\$ 1,418			\$ 2,119
Services & Supplies					
Human Resources					
		No indirect per grant agreement			
Pit River Tribe Local Cash Match	\$ 19,299			\$ 19,299	
Consultant (tbd)	\$ 129,327		\$ 129,327		
TOTAL:	\$ 149,328	\$ 1,418	\$ 129,327	\$ 19,299	\$ 2,119

Note: Match requirement noted here for RFR purposes only (not included in budget)

Previous Accomplishments

The Pit River Tribe prepared and issued a request for proposals and held a kickoff meeting with SRTA and Caltrans staff.

Objective

- Review the existing transportation system and identify those elements that are important to the Tribe.
- Identify the public roads within the Road Inventory Field Data System (RIFDS) within Tribal jurisdiction.
- Conduct field studies and collect data to assess Tribal transportation needs.
- Engage Tribal members, Caltrans, and other local, regional, and federal agencies in the planning process for public input.
- Perform transportation engineering and planning evaluations to identify existing and future needs of the roadway network as well as other multimodal transportation.
- Develop a plan for improvements to the overall transportation system that are necessary to meet the existing and future transportation needs within the study area.
- Identify needed transportation system improvement projects, establish Tribal priorities, and determine a reasonable implementation time frame.
- Establish a continuous planning process for transportation systems on Tribal lands.

Discussion

This work element was created to enable the Pit River Tribe to receive state grant funds. SRTA is providing in-kind grant administration, including the review and processing of invoices for reimbursement. Reasonable technical support may also be provided upon request.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives
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The PRT LRTP will support intergovernmental planning and coordination - a core activity required of MPOs.

Deliverables (anticipated delivery date)

Consultant procurement (Jul–Aug 2023). Advisory group roster and public outreach plan (Dec 2023)

Task 01: Project Administration		Resp. Agency	Schedule
Task/Activity			
0.1	The Tribe will conduct an initiation meeting with Caltrans district staff to discuss grant procedures and project expectations, including invoicing, quarterly progress reports, along with relevant project information.	Pit River Tribe w/ SRTA support	May 2022- Feb 2025
0.2	The Tribe will submit quarterly project reports and fiscal reports to Caltrans district staff to provide a summary of project progress and grant/local match expenditures.	Pit River Tribe	
0.3	The Tribe will submit complete invoice packages to Caltrans district staff (at least quarterly, but no more frequently than monthly).	Pit River Tribe	
Task 02: Consultant Procurement		Resp. Agency	Schedule
Task/Activity			
0.1	The Tribe will prepare a Request for Proposals (RFP) to solicit a consultant team to develop the Tribal LRTP. The procurement process will be consistent with the standards and procedures established by Caltrans for these projects. The RFP will be distributed to qualified organizations.	Pit River Tribe	July 2023 – August 2023
0.2	The Tribe will conduct a review of the proposals received. The Tribe will make the final approval of the selected consultant and execute signed contracts.	Pit River Tribe	
0.3	The Tribe will conduct an initiation meeting with the selected consultant to discuss project expectations, including invoicing, expected deliverables, and other releve project information. Caltrans district staff will be invited to participate.	Pit River Tribe	
Task 1: Advisory Group		Resp. Agency	Schedule
Task/Activity			
1.1	The Tribe will designate a staff member for project oversight and operations. Recurrent project team meetings will be held to ensure good communication and orderly progress on all upcoming tasks. Consultants will be included in meetings after they are selected. Caltrans district staff will be invited to participate in project team meetings.	Pit River Tribe	Jul 2022- Jan 2025
1.2	The Tribe will convene an advisory group for project guidance and meet at least three times throughout the course of the project. Participants will include members from the Tribal Council, staff from local and regional agencies, and other stakeholders that reflect community perspectives. Caltrans district staff will be invited to participate. The advisory group will identify key stakeholders to engage, important sensitivities to consider, and pertinent background information regarding the conditions, history, and needs of the community. The Advisory Group will determine strategies for engaging all segments of the community and maximizing participation at public events.	Pit River Tribe	
Task 2: Existing Conditions		Resp. Agency	Schedule
Task/Activity			
2.1	The selected consultant will work with the Tribe, appropriate agencies, and other sources to compile and organize available information on existing conditions for the project area to be used to guide preparation of the Tribal LRTP. This information may include but is not limited to: Tribal background; existing roadway inventory (data provided by Tribe) within the Tribal Transportation Program (TTP); other travel modes such as transit, pedestrian, and bike facilities; traffic data; crash data; existing and planned land uses both on Tribal lands and within surrounding areas. The consultant will then prepare an existing conditions report for use at meetings and public events.	Pit River Tribe	Aug 2023 – Jun 2024
Task 3: Public Outreach		Resp. Agency	Schedule
Task/Activity			
3.1	The Tribe, in coordination with the advisory group and consultant, will prepare an outreach plan to inform the community about the project and upcoming community events. The Tribe will distribute materials publicizing events to maximize participation and positive input. Due to the current COVID-19 environment, these activities are envisioned to be held virtually at accessible times until further notice. Should conditions improve, in-person events may be held with appropriate social distancing measures. The Tribe will arrange facilities and food (in accord with grant guidelines for eligible snack and refreshment expenses) for all in-person events.	Pit River Tribe & Consultant	Aug 2023 – Jun 2024
3.2	The Tribe, in coordination with the advisory group and consultant, will prepare a community survey to assess Tribal members' priorities regarding transportation needs such as maintenance/repair of existing roads, improved traffic safety, upgraded bike facilities, expanded transit services, sidewalk construction/repair, etc. The survey will be distributed online and in appropriate community forums to maximize public involvement.	Pit River Tribe & Consultant	
3.3	The consultant, in coordination with the Tribe and advisory group, will prepare the Community Workshop #1 PowerPoint presentation to introduce concepts and objectives of the Tribal LRTP. It will review the findings of the existing conditions report and community survey results. Based on these findings, this workshop will introduce priority transportation improvement projects. Tribal members, Caltrans district staff, and identified stakeholders will be invited to participate and provide feedback.	Pit River Tribe & Consultant	
3.4	The consultant, in coordination with the Tribe and advisory group, will prepare the Community Workshop #2 PowerPoint presentation to present the draft outline for the Tribal LRTP to be prepared in Task 4.1. Tribal members, Caltrans district staff, and identified stakeholders will be invited to participate and provide feedback. The provided comments will be considered in preparation of the draft Tribal LRTP in Task 4.2.	Pit River Tribe & Consultant	
3.5	The consultant, in coordination with the Tribe and advisory group, will prepare the Community Workshop #3 PowerPoint presentation to present the draft Tribal LRTP to be prepared in Task 4.2. Tribal members, Caltrans district staff, and identified stakeholders will be invited to participate and provide feedback. The provided comments will be considered in preparation of the final draft Tribal LRTP in Task 4.3.	Pit River Tribe & Consultant	

Continued next page

Task 4: Draft and Final Plan			
Task/Activity		Resp. Agency	Schedule
4.1	The consultant will review community input from Community Workshop #1 in Task 3.3. Based on the existing conditions report and the received feedback, the consultant will develop a draft outline for the Tribal LRTP with a list of priority transportation improvement projects for the Tribe. The draft outline for the Tribal LRTP will be submitted for review by the appropriate members of the project team, Caltrans staff, and advisory group before being presented in Community Workshop #2 in Task 3.4.	Consultant	August 2023 – Jun 2024
4.2	The consultant will prepare any analysis necessary to determine the potential impacts of the priority transportation improvement projects identified in the draft outline of the Tribal LRTP. The consultant will prepare a draft Tribal LRTP based on the analysis results and community input from Community Workshop #2 in Task 3.4 detailing their analysis, findings, and conclusions. The consultant will review and identify potential funding sources for future implementation of the priority project list. The draft LRTP will be suitably documented with appropriate text, tabular, graphic, and appendix materials. The draft Tribal LRTP will be submitted for review by the appropriate members of the project team, Caltrans staff, and advisory group before being presented in Community Workshop #3 in Task 3.5.	Consultant	
4.3	The consultant, in coordination with the Tribe and advisory group, will prepare a final draft Tribal LRTP based on the community input from Community Workshop #3 in Task 3.5 and resolve any remaining issues. The final draft LRTP will be suitably documented with appropriate text, tabular, graphic, and appendix materials. The consultant will circulate the final draft LRTP to the project team, Caltrans staff, and the advisory group for feedback.	Pit River Tribe & Consultant	
4.4	The consultant will make final revisions to the document based on project team, Caltrans staff, and advisory group input. Based on the project findings, the final LRTP will provide recommendations for implementation of the Tribal LRTP, including submittal to the Pit River Tribal Council, submittal to the BIA, and developing a Tribal Transportation Improvement Program (TTIP) for the priority transportation improvement projects. The final LRTP will be suitably documented with appropriate text, tabular, graphic, and appendix materials. The project team will submit both hard copies and electronic copies of the final document to Caltrans, and credit Caltrans for its financial contribution on the cover of the report.	Consultant	
Ongoing / Future Tasks			
Task/Activity		Resp. Agency	Schedule
FO1	Develop draft and final plan	Pit River Tribe & Consultant	Jul 2024 – Feb 2025
FO2	Tribal Council Review and Approval	Pit River Tribe	

WORK ELEMENT 707.12**Regional Early Action Planning (REAP 2.0)**Agency: **SRTA** Total Budget (FY 2023/24): **\$41,662****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE**

Staff Allocations and Funding Requirements	FY 2023/24			
	Expenditures			
SRTA	Direct	Indirect	LTF	REAP 2.0 Funds
Personnel	\$ 13,555	\$ 27,381	\$ -	\$ 40,936
Services & Supplies	\$ 400		\$ -	\$ 400
Human Resources	\$ 325		\$ -	\$ 325
			\$ -	\$ -
Applicant Projects (TBD)	\$ -		\$ -	\$ -
			\$ -	\$ -
TOTAL:	\$ 14,281	\$ 27,381	\$ -	\$ 41,662

Toll Credits are shown for matching purposes only and are not considered revenue*Prior Fiscal Year Work**

Performed public outreach and engagement, developed call for projects, issued call for projects, selected potential projects for funding via suballocation (contingent upon award), developed, and submitted grant application to HCD.

Objective

Fund transformative planning and implementation activities that meet California and regional housing goals, state equity goals, reduce vehicle miles traveled (VMT) per capita, and advance implementation of SRTA's Sustainable Communities Strategy (SCS) component of the Regional Transportation Plan (RTP).

Discussion

This work element is funded by the California Department of Housing and Community Development (HCD). The funds are being directly allocated to the state's metropolitan planning organizations (MPOs). SRTA will request funds by submitting an application of eligible projects. SRTA can apply for up to \$2,243,909. SRTA may submit projects to manage or suballocate funds to projects that will be managed by eligible entities. Entities eligible for the purpose of suballocation include counties, cities, cities and counties, transit agencies or districts, county transportation agencies, Tribal Entities, community-based organizations, Public Housing Authorities, academic institutions, developers of affordable housing, or a regional Housing Trust Fund. This effort will be helpful to have more Housing options and affordability in mixed-use neighborhoods with different transportation options like walking, cycling, and transit.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

Result of this effort will implement the Sustainable Communities Strategy of the RTP, accomplish the goals of the state rail plan, the state intercity bus study, state housing goals, and may lead to projects that support achievement of federal performance measures (PM1, PM2, and PM3).

Deliverables (anticipated delivery date)

Completion of planning and/or implementation projects (June 2026).

Task 1: Project Administration

Task/Activity	Resp. Agency	Schedule
1.1 Contract management, fiscal accounting and reporting.	SRTA	Aug 2022 - June 2026
1.2 Project development, outreach, development of call for projects, and submittal of applications to HCD		Aug 2022 - Feb 2023

Task 2: Applicant Project(s) (TBD)

Task/Activity	Resp. Agency	Schedule
2.1 Projects submitted for review by HCD. Expect final approval by April 2023. Will update projects once funding is approved.	Local Agency or Private firm	Feb 2023 - Mar 2026

WORK ELEMENT 708.03	Transportation Development Act Management
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Agency:	SRTA	Total Budget (FY 2023/24):	\$101,429
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ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE
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Staff Allocations and Funding Requirements	FY 2023/24		
	Expenditures		Revenue by Fund Source (\$)
SRTA	Direct	Indirect	LTF
Personnel	\$ 29,933	\$ 60,462	\$ 90,395
Services & Supplies	\$ 500		\$ 500
Human Resources	\$ 718		\$ 718
Consultant Services (Financial Audit)	\$ 4,815		\$ 4,815
Consultant Services (Triennial Audit) (none this FY)	\$ -		\$ -
Consultant Services (Technical/outreach toward TNA (Task #2))	\$ 5,000		\$ 5,000
TOTAL:	\$ 40,967	\$ 60,462	\$ 101,429

Prior Fiscal Year Work

Preparation, adoption, and administration of Transportation Development Act (TDA) budget and associated fiscal auditing of expenditures. Produced and distributed 2022/23 Transit Needs Assessment and Unmet Transit Needs processes. Organized, held and supported Social Services Transportation Advisory Council (SSTAC) regular, as well as special meetings.

Objective

To administer the allocation of funds from the Local Transportation Fund (LTF) and State Transit Assistance (STA) to member entities. To provide a forum for input on public transit service and its connections. To administer the annual Unmet Transit Needs Process required under TDA in order to be able to use LTF for local streets and roads.

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 claimants and ensures that fiscal audits and other requirements are performed in accordance to TDA law.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives
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TDA funds are generated locally and administered by the state of California. As a recipient of TDA funds, the following tasks are required to ensure the appropriate, effective, and efficient use of TDA funds.

Deliverables (anticipated delivery date)

1) Transit Needs Assessment (Nov 2023 - Feb 2024); 2) Unmet Transit Needs findings (April 2024); 3) TDA budget (April 2024); and 4) SSTAC regularly-scheduled meetings (September 2023 and March 2024).

Task 1: TDA Administration		
Task/Activity	Resp. Agency	Schedule
1.1	SRTA	Feb 2023
1.2		May-June 2023
1.3		Ongoing
1.4		Jul 2023 - Jun 2024
1.5		Sept – Oct 2023
1.6		
1.7		Jun 2024
1.8		Jun 2024
1.9		Monthly
Task 2: Annual Transit Needs Assessment		
Task/Activity	Resp. Agency	Schedule
2.1	SRTA	Oct 2023 - Jan 2024
2.2		
2.3		Feb 2024
2.4		Feb 2024
2.5		Mar 2024
2.6		Apr 2024
2.7		Jun 2024

Agency: SRTA

Total Budget (FY 2023/24): \$78,982

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24		
	Expenditures		Revenue by Fund Source (\$)
	Direct	Indirect	LTF
SRTA			
Personnel	\$ 25,915	\$ 52,345	\$ 78,260
Services & Supplies	\$ 100		\$ 100
Human Resources	\$ 622		\$ 622
TOTAL:	\$ 26,637	\$ 52,345	\$ 78,982

Prior Fiscal Year Work

Provided funds to RABA for their administration of services. Provided oversight of funds provided to Dignity Health Connected Living (DHCL) for operation of the CTSA services, including review of monthly invoices. Worked with DHCL to develop budget for FY 2023/24. Prepared and executed CTSA ridership agreement between DHCL, RABA and SRTA in 2021. Extended SRTA/DHCL agreement for specialized transportation services.

Objective

To support the cost-effective delivery of high quality public transportation services.

Discussion

SRTA is the designated recipient and responsible administrator of Transportation Development Act (TDA) funds. SRTA provides general oversight to ensure the most effective, efficient, and transparent use of TDA funds. The city of Redding performs Redding Area Bus Authority (RABA) administration. The county of Shasta contracts with RABA to provide Burney Express service.

SRTA administers Consolidated Transportation Services Agency (CTSA) transportation, while Dignity Health Connected Living (DHCL - formerly Shasta Senior Nutrition Program) provides CTSA transportation services under agreement with SRTA. SRTA issued a new CTSA service agreement July 2017 to DHCL for up to five years, with an option to extend up to five years. SRTA is responsible for updating CTSA policies and procedures

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

TDA funds are generated locally and administered by the state of California. As a recipient of TDA funds, the following tasks are required to ensure the appropriate, effective, and efficient use of TDA funds.

Deliverables (anticipated delivery date)

Approved invoices. Budget for subsequent year and performance standards (Jun 2024).

Task 1:	RABA Administration		
Task/Activity		Resp. Agency	Schedule
1.1	RABA administration, management and operations.	Redding/ Shasta County	Jul 2023 – Jun 2024
Task 2:	CTSA Administration		
Task/Activity		Resp. Agency	Schedule
2.1	SRTA administration and oversight of specialized transit services, including monthly invoicing review and approval.	SRTA	Jul 2023 – Jun 2024
2.2	Periodic coordination meetings with DHCL, RABA and SRTA, as needed.		
2.3	Review and approve final FY 2024/25 CTSA budget provided by DHCL.		Feb - June 2024

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

Agency: SRTA Total Budget (FY 2023/24): \$9,014

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24			
	Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	NSSR	LTF
SRTA				
Personnel	\$ 2,715	\$ 5,484	\$ 8,199	\$ -
Services & Supplies	\$ 750		\$ 750	\$ -
Human Resources	\$ 65		\$ 65	\$ -
TOTAL:	\$ 3,530	\$ 5,484	\$ 9,014	\$ -

Prior Fiscal Year Work

NSSR meetings held; NSSR intranet website maintained; commented on legislative and other issues of potential impact to the North State; and 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.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

This work element is funded entirely through member dues from NSSR partners.

Deliverables (anticipated delivery date)

NSSR meeting agendas and minutes (as scheduled). Website maintenance/updates. Presentations from NSSR Town Hall (April 2023)

Task 1: North State Super Region

Task/Activity	Resp. Agency	Schedule
1.1 Attend and help facilitate NSSR meetings.	SRTA	2 per year
1.2 Maintain and update NSSR website as needed.		Jul – Jun (annually)

WORK ELEMENT 801.02

SB 125 TIRCP/ZETCP Administration

Agency: SRTA Total Budget (FY 2023/24): \$ 46,820

NEW WORK ELEMENT

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2023/24				FY 2024/25 (estimated)			
	Expenditures		Revenue by Fund Source (\$)		Expenditures		Revenue by Fund Source (\$)	
SRTA	Direct	Indirect	SB125	LTF	Direct	Indirect	SB125	LTF
Personnel	\$ 15,382	\$ 31,069	\$ 46,451	\$ -	\$ 23,192	\$ 33,599	\$ 56,790	\$ -
Services & Supplies	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
Human Resources	\$ 369		\$ 369	\$ -	\$ 557		\$ 557	\$ -
TOTAL:	\$ 15,751	\$ 31,069	\$ 46,820	\$ -	\$ 23,748	\$ 33,599	\$ 57,347	\$ -

Prior Fiscal Year Work

n/a

Objective

SRTA is responsible for overseeing the administration of the SB 125 TIRCP/ZETCP funds. These duties include: distributing funds to eligible public agencies (passenger rail, urban rail transit, bus, ferry transit); managing capital and operating projects and partnering with eligible agencies; submitting an Initial Allocation Package by December 31, 2023, addressing deficits and improving ridership through 2025/26, project descriptions, and transit operator data; submitting a long-term financial plan by June 30, 2026, demonstrating ridership retention, recovery strategies, and a five-year operating funding forecast.

Discussion

SB 125 funds are distributed to regional transportation planning agencies (RTPAs), there is no specific deadline for expending the funds. Assembly Bill (AB) 102 and Senate Bill (SB) 125 adjusted the 2023 Budget Act to provide \$4 billion from the General Fund over two years to the TIRCP and \$910 million from Greenhouse Gas Reduction Fund (GGRF) funding along with \$190 million from Public Transportation Account (PTA) funding over four years for the ZETCP. TIRCP was established to fund essential capital improvements for California's intercity, commuter, and urban rail systems, as well as bus and ferry transit systems. ZETCP provides funding for projects related to zero-emission transit equipment, transit facilities, and network improvements. SRTA can also use TIRCP and ZETCP funds for transit operating expenses to prevent service cuts and boost ridership. SRTA is discussing project ideas with regional partners for use of the funds.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

Result of this effort will implement he RTP, accomplish the goals of the TIRCP and ZETCP programs, and may lead to projects/services that support achievement of federal performance measures (PM1, PM2, and PM3).

Deliverables (anticipated delivery date)

Initial Allocation Package by December 31, 2023; a long-term financial plan by June 30, 2026; Annual reports

Task 1:		Administration and Reporting		
Task/Activity			Resp. Agency	Schedule
1.1	Distributing funds to eligible public agencies (passenger rail, urban rail transit, bus, ferry transit)		SRTA	Dec 23 - Dec 27
1.2	Managing capital and operating projects and partnering with eligible agencies			Jan 24 - Dec 27
1.3	Submitting annual reports on project progress, expenses, and remaining funds.			Jan 24 - Dec 27
Task 2:		Short-Range Transit Capital Program		
Task/Activity			Resp. Agency	Schedule
2.1	Submitting an Initial Allocation Package addressing deficits and improving ridership through 2025/26		SRTA	Oct 23-Dec 23
2.2	Submitting a long-term financial plan demonstrating ridership recovery strategies, and a five-year operating funding forecast			Dec 23 - Jun 26
SB125 Projects (Information Only)				
Task/Activity		Cost	Resp. Agency	Schedule
TBD	TBD		TBD	TBD

WORK ELEMENT 802.01

Local Agency Planning Projects – Informational

Agency:

SRTA

Total Budget (FY 2023/24):

\$

360,000

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Funded Agency	FY 2023/24			
	Revenue by Fund Source (\$)			
	Safe Streets For All	FTA 5307	TBD	TBD
City of Anderson		\$ -		\$ -
City of Redding	\$ 300,000	\$ -		\$ -
City of Shasta Lake		\$ -		\$ -
Shasta County				
Redding Area Bus Authority (RABA)		\$ 60,000		
TOTAL:	\$ 300,000	\$ 60,000	\$ -	\$ -

Prior Fiscal Year Work

N/A – New Work Element

Discussion

This is an informational work element only, requested by the FHWA to track non-CPG transportation planning projects in the region.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

Activities support implementation of the regional transportation plan.

Agency	Title of Project	Description	Funds Awarded	Fund Source	Expected Completion
City of Redding	TBD	Safe Streets for All Action Plan	\$ 300,000	Safe Streets for All	TBD
RABA	Short Range Transit Plan	Five year plan for RABA services, including a fare study	\$ 60,000	FTA 5307	Dec-23