

# STAFF REPORT



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|-----------------------|-----------------------------------------------------------------------------------------------|
| <b>MEETING DATE:</b>  | <b>April 28, 2022</b>                                                                         |
| <b>SUBJECT:</b>       | <b>Approve Formal Amendment #2 to the Fiscal Year (FY) 2021/22 Overall Work Program (OWP)</b> |
| <b>AGENDA ITEM:</b>   | <b>5-6</b>                                                                                    |
| <b>STAFF CONTACT:</b> | <b>Daniel Wayne, Senior Transportation Planner</b>                                            |

## **SUMMARY:**

The Overall Work Program (OWP) must be amended to redistribute staff hours among work elements; increase consultant budgets for travel data collection and travel demand modeling; add a new work element and grant funds on behalf of the Pit River Tribe; and update revenues to reflect final estimates provided by Caltrans.

## **STAFF RECOMMENDATION:**

It is recommended that the board of directors:

1. Approve Formal Amendment #2 to the FY 2021/22 Overall Work Program (OWP) by authorizing the chair to sign Resolution 22-05 (Attachment A), thereby increasing SRTA's planning revenues and expenditures by \$266,050; and
2. Authorize the executive director to make administrative corrections as needed in response to the Caltrans review and approval process.

## **DISCUSSION:**

The OWP describes the agency's planning activities for the 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 FY 2021/22 OWP must be amended to:

- Redistribute staff hours between work elements based on estimated to actual hours billed and anticipated work to be completed during the fourth quarter of the fiscal year (various work elements).
- Program an additional \$15,040 in Federal Highway Administration Planning funds for travel data collection needed for federal reporting and to support regional planning activities (Work Element 701.11).
- Program an additional \$20,000 in Federal Highway Administration Planning funds for travel demand modeling (Work Element 705.05) needed for the Fix 5 Cascade Gateway Project and the 2022 Regional Transportation Plan.
- Add \$129,327 in Caltrans Sustainable Communities grant funds awarded to the Pit River Tribe for a long-range transportation plan (Work Element 707.11). SRTA will serve as the direct recipient and pass the funds through via a sub-recipient agreement. This will eliminate the need to convert state funds into federal funds, which can take 15-18 months.
- Update revenues to reflect latest estimates provided by Caltrans.

The net impact of Formal Amendment #2 to the FY 2021/22 OWP is an increase in SRTA's planning budget of \$266,050. Changes are highlighted in the OWP worksheets (Attachment B).

**ALTERNATIVES:**

April is the final opportunity to amend the OWP before fiscal year end. Proposed amendments are necessary to insure that SRTA has adequate funds within individual work elements for staff and consultant expenditures. The board of directors may decline to accept grant funds on behalf of the Pit River Tribe. The Pit River Tribe would need to find another eligible and willing partner or go through a lengthy process of converting state funds to federal funds.

**OTHER AGENCY INVOLVEMENT:**

Caltrans reviews and approves all formal amendments to the OWP. *///The Technical Advisory Committee (TAC) concurs with the staff recommendation///.*

**FISCAL IMPACT:**

Formal Amendment #2 to the FY 2021/22 OWP budget will increase SRTA's planning budget by \$266,050. Minimal staff time required to process invoices and payments for the Pit River Tribe will be charged to indirect costs.

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**Daniel S. Little, AICP, Executive Director**

**Attachments:**

- A:** Resolution 22-05: Formal Amendment #2 to SRTA's Fiscal Year 2021/22 Overall Work Program
- B:** FY 2021/22 OWP Worksheets (proposed amendments highlighted)  
<https://www.srta.ca.gov/DocumentCenter/View/5872>

# RESOLUTION



|                           |                                                                               |
|---------------------------|-------------------------------------------------------------------------------|
| <b>RESOLUTION NUMBER:</b> | <b>22-05</b>                                                                  |
| <b>SUBJECT:</b>           | <b>Formal Amendment #2 to SRTA's Fiscal Year 2021/22 Overall Work Program</b> |

**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 SRTA hereby approves Formal Amendment #2 to the FY 2021/22 OWP, thereby redistributing staff hours between work elements; programming additional funds for consultant services for travel data collection and travel demand modeling; adding \$129,327 in Caltrans Sustainable Communities grant funds awarded to the Pit River Tribe for a long-range transportation plan; and updating revenues to reflect latest estimates provided by Caltrans.

**BE IT FURTHER RESOLVED** that the Formal Amendment #2 has the following net fiscal affect by fund source (subject to interagency review and administrative edits):

|                                                |             |
|------------------------------------------------|-------------|
| • FHWA Planning (PL)                           | +\$104,369  |
| • FTA 5303                                     | (\$ 10,539) |
| • Local Transportation Fund (LTF)              | +\$147,160  |
| • Planning Programming & Monitoring (PPM)      | (\$109,738) |
| • Caltrans Adaptation Grant (PTA)              | +\$ 22,118  |
| • SB1 Formula Planning                         | +\$ 533     |
| • Sustainable Communities Grant (SHA)          | +\$128,942  |
| • State Planning and Research Grants (SPR)     | +\$ 25,000  |
| • FTA 5304 Strategic Partnerships Grant (5304) | (\$ 41,794) |

**BE IT FURTHER RESOLVED** that the above changes result in a new FY 2021/22 OWP planning budget of \$4,630,366 (an increase of \$266,050), which shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

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

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Baron Browning, Chair Shasta Regional Transportation Agency