

STAFF REPORT



MEETING DATE:	April 30, 2025
SUBJECT:	Adopt Fiscal Year 2025/26 Overall Work Program
AGENDA ITEM:	16
STAFF CONTACT:	Michael Kuker, CNU-A, Senior Transportation Planner

SUMMARY:

The agency's Overall Work Program (OWP) and planning budget for Fiscal Year (FY) 2025/26 has been prepared in consultation with federal, state, and local agency partners. It includes budgets for SRTA staff time, consultant services, support services, direct expenses, administrative overhead, and pass-through to eligible subrecipients of regional funds. The FY 2025/26 budget of \$4,503,682 is fully funded by anticipated revenue.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve the FY 2025/26 Overall Work Program, pursuant to Resolution 25-04 (Attachment A);
2. Authorize the executive director to sign the FY 2025/26 Overall Work Program Agreement and certifications and assurances that all requirements have been met, including future amendments to these documents as needed;
3. Authorize the executive director to make administrative edits to the OWP to correct errors and address further comments from state and federal partners as part of the approval process; and
4. Authorize the executive director to sign the FY 2025/26 Indirect Cost Allocation Plan (ICAP) submission certification.

DISCUSSION:

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

- Ensures consistency with available revenues and eligible activities which are reviewed by SRTA's funding partners including Caltrans, the Federal Highway Administration, and the Federal Transit Agency;
- Provides opportunities for public participation in SRTA's planning and budgeting processes; and
- Establishes levels of direct funding support that SRTA may provide to local agency partners and other eligible subrecipients.

SRTA Board of Directors and Member Agency Review – Regional planning priorities for FY 2025/26 were presented to the board of directors in December 2024 for feedback, and the draft OWP in

February 2025. Draft and final versions of the OWP were provided to SRTA's Technical Advisory Committee (TAC) and presented at TAC meetings in February and April 2025.

Interagency Review – Each year SRTA's state and federal funding partners review and provide comments on the draft OWP. Comments from federal and state agencies were provided on March 21, 2025. This year, comments from federal and state partners were primarily technical and minor in nature, with an emphasis on building partnerships, working towards continued improvements on freight-related activities, and addressing recent federal review of MPO and state Transportation Improvement Programs.

Fiscal and Work Program Highlights – For FY 2025/26, the OWP budget is \$4,503,682. A complete budget breakdown, including revenues and expenditures by fund source and work element, is provided in Attachment B. Compared to the originally adopted FY 2024/25 OWP budget, the FY 2025/26 OWP planning budget is \$###,### lower, primarily due to the completion of two multi-year planning activities funded by discretionary grants. Year-to-year variations such as this are common, due to changes in grant-funded activities and grant requirements to initially program the full grant amount in the year a grant award is anticipated to be made.

For FY 2025/26, SRTA added one new work element: In anticipation of possible competitive grant awards to be announced this summer, GoShasta Update (Work Element 703.08), was added to update the regional active transportation plan, which was supported by partner agency staff. SRTA will continue to manage a \$129,327 grant received by the Pit River Tribe to complete a long-range transportation plan (Work Element 707.11), which was recently approved by Caltrans to be extended for one more year. In addition, all or part of previously received grant funds are programmed in the FY 2025/26 OWP.

Indirect Cost Allocation Plan (ICAP) – The ICAP sets the rate whereby SRTA may be reimbursed for salaries and associated employer payroll costs (fringe benefits) that cannot be assigned to a specific work element or project. Anticipated indirect expenses for building improvements and repairs; retirement expenses; cost-of-living adjustments; and staff hours billed to indirect reflect a greater share of the overall budget than what may be reimbursed under SRTA's current ICAP rate of 223.71 percent. Staff estimates the ICAP rate for FY 2025/26 will be 261.77 percent. SRTA's FY 2025/26 ICAP Rate Calculation submission will be sent to the Caltrans Independent Office of Audits and Investigations after the board meeting for review and approval. Any changes to the agreed ICAP rate between SRTA and Caltrans would be reflected in a future OWP amendment.

ALTERNATIVES:

The board of directors may modify the FY 2025/26 OWP work plan and budget, provided that such changes are consistent with project funding eligibility requirements and agreements with Caltrans, the Federal Highway Administration, and the Federal Transit Administration.

OTHER AGENCY INVOLVEMENT:

The OWP is approved by state and federal funding partners, including Caltrans, the Federal Highway Administration, and the Federal Transit Administration. /// *The Technical Advisory Committee (TAC)*

met on April 9, 2025, to review and discuss the information presented (e.g., recommendation) and to vote on the matter. ///

FISCAL & POLICY COMMITTEE REVIEW:

/// The Fiscal & Policy Committee met on April 14, 2025, to review and discuss the OWP and to vote on the matter. ///

FISCAL IMPACT:

The proposed FY 2025/26 OWP budget of \$4,503,682 is consistent with anticipated revenues. Should anticipated grant funds not be awarded or revenues decrease for any reason, staff will return to the board of directors at a future meeting recommending changes, including potentially eliminating work tasks and/or reallocating funds, provided such changes are consistent with available funding and eligible activities.

Sean Tiedgen, AICP, Executive Director

Attachments:

A: Resolution 25-04, Adopt Fiscal Year 2025/26 Overall Work Program and Budget – *Not Available*

B: FY 2025/26 Overall Work Program is available online at: <https://www.srta.ca.gov/148/Overall-Work-Program> - Available at TAC or as soon as possible prior

RESOLUTION 25-04

A RESOLUTION OF THE SHASTA REGIONAL TRANSPORTATION AGENCY ADOPTING THE FISCAL YEAR 2025/26 OVERALL WORK PROGRAM AND BUDGET



WHEREAS, the Federal Highway Administration and Federal Transit Administration, as a condition to the allocation of federal transportation planning funds, require each Metropolitan Planning Organization (MPO) to annually develop a comprehensive Overall Work Program (OWP) as a planning, programming, and budgeting tool for the coming fiscal year; and

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

WHEREAS, SRTA developed the Fiscal Year (FY) 2025/26 OWP with work elements that have been reviewed by both state and federal funding agencies; and

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

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

1. Approves and adopts the FY 2025/26 Overall Work Program and budget;
2. Authorizes the executive director to make minor administrative changes and corrections as needed in response to further comments provided by approving agencies; and
3. Authorizes the executive director to sign annual certifications and assurances that all funding program requirements have been met.

PASSED AND ADOPTED this 30th day of April 2025, by the Board of Directors of the Shasta Regional Transportation Agency.

Greg Watkins, Chair
Shasta Regional Transportation Agency

ATTEST:

Sean Tiedgen, AICP, Executive Director
Shasta Regional Transportation Agency