



STAFF REPORT

MEETING DATE:	February 23, 2021
SUBJECT:	Approve Formal Amendment #2 to Fiscal Year (FY) 2020/21 Overall Work Program (OWP)
AGENDA ITEM:	8-9
STAFF CONTACT:	Daniel Wayne, Senior Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Formal Amendment #2 to the Fiscal Year (FY) 2020/21 Overall Work Program (OWP) pursuant to Resolution 21-02 (Attachment A) redistributing Federal Highway Administration (FHWA) Planning Carryover funds to align with work activities.

DISCUSSION:

The OWP describes the agency's planning activities and serves as the comprehensive budget for the fiscal year (July 1 through June 30). The OWP must be amended periodically to reflect changes in estimated versus actual revenues and expenditures, changes to work tasks and products, and timelines.

Formal Amendment #2 to the FY 2020/21 OWP is needed to redistribute Federal Highway Administration (FHWA) Planning Carryover funds to align with work activities. Changes have been highlighted in the amended OWP worksheets (Attachment B).

OTHER AGENCY INVOLVEMENT:

Caltrans reviews and approves all formal amendments to the OWP.

FISCAL IMPACT:

FHWA Planning Carryover funds in the amount of \$177,960 are currently located in a placeholder budget line item not associated with specific work tasks. Under Amendment #2, these funds will be used in place of Local Transportation Funds (LTF) for existing work tasks.

A handwritten signature in blue ink that reads "Dan Little". The signature is written in a cursive, flowing style.

Daniel S. Little, AICP, Executive Director

Attachments:

A: Resolution 21-02: Formal Amendment #2 to the FY 2020/21 Overall Work Program

B: Work Elements Worksheets (changes highlighted)

RESOLUTION



RESOLUTION NUMBER:	21-02
SUBJECT:	Formal Amendment #2 to SRTA's Fiscal Year 2020/21 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 SRTA hereby approves Formal Amendment #2 to the FY 2020/21 OWP to redistribute \$177,960 in Federal Highway Administration Planning funds to align with SRTA's work activities.

PASSED AND ADOPTED this 23rd day of February 2021, by the Shasta Regional Transportation Agency.

Greg Watkins, Chair
Shasta Regional Transportation Agency

SHASTA REGIONAL TRANSPORTATION AGENCY

Adopted April 28, 2020

Summary of 2020/21 Overall Work Program Funding Requirements

Board-Approved Formal Amendment #1, vDec15, 2020, with Jan 6 administrative corrections

Work Element	Description	FHWA PL	State Toll Credits*	State Toll Credits* (amendments)	FHWA PL Carryover	FTA 5303	FTA 5303 Carryover	FTA 5304	LTF	PPM	North State Super Region	Caltrans Adaptation Grant	SB1 Formula Funds	SHA	Total
		100.00%	11.47%	11.47%	100%	100%	100%		100%	100%	100%	100%			
701	SYSTEM PLANNING	<i>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.</i>													
701.01	Regional Transportation Plan	\$ 121,906	13,983												\$ 121,906
701.03	Performance Measures	\$ 9,833	1,128												\$ 9,833
701.09	Air Quality	\$ 5,080	583												\$ 5,080
701.11	Regional Data	\$ -	0							\$ 48,354					\$ 48,354
701.12	Long Range Transit Plan (FY 18/19 SB1)	\$ 95,501	10,954						\$ 16,579				\$ 144,544		\$ 256,624
701.13	SCS Development & Support (FY 19/20 SB1)	\$ -								\$ 26,002			\$ 30,588		\$ 56,589
701.14	SCS Development & Support (FY20/21 SB1)								\$ 11,655	\$ 7,588			\$ 167,765		\$ 187,008
	Subtotal Work Element 701	\$ 232,320	\$ 26,647	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,234	\$ 81,944	\$ -	\$ -	\$ 342,897	\$ -	\$ 685,395
702	WORK PROGRAM AND ADMINISTRATION														
702.01	Transportation Improvement Programs (TIPS)	\$ 89,934	10,315												\$ 89,934
702.02	Overall Work Program	\$ 67,411	14,728			\$ 60,994			\$ 39,221						\$ 167,626
702.03	Grant Writing and Technical Assistance								\$ 46,165						\$ 46,165
	Subtotal Work Element 702	\$ 157,345	25,043	0	\$ -	\$ 60,994	\$ -	\$ -	\$ 85,386	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 303,726
703	NON-MOTORIZED PLANNING														
703.01	Active Transportation Planning	\$ 39,630	4,546		\$ -				\$ 2,000	\$ 7,273					\$ 48,903
703.05	Sustainable Shasta (carryover)							\$ 75,401		\$ 13,642					\$ 89,043
703.06	Shasta Trunk Lines		0		\$ -					\$ 78,517				\$ 584,545	\$ 663,062
	Subtotal Work Element 703	\$ 39,630	4,546	0	\$ -	\$ -	\$ -	\$ 75,401	\$ 2,000	\$ 99,432	\$ -	\$ -	\$ -	\$ 584,545	\$ 801,008
704	PUBLIC AND INTER-AGENCY PARTICIPATION														
704.01	Public Information & Participation	\$ 96,473	11,065		\$ -										\$ 96,473
	Subtotal Work Element 704	\$ 96,473	11,065	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,473
705	PLANNING TOOLS														
705.02	GIS Applications		0							\$ 41,890	\$ -				\$ 41,890
705.05	Travel Demand Model	\$ 79,020	9,064												\$ 79,020
	Subtotal Work Element 705	\$ 79,020	9,064	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,890	\$ -	\$ -	\$ -	\$ -	\$ 120,910
706	PUBLIC TRANSPORTATION PLANNING														
706.02	Public Transportation Planning & Coordination		22,564		\$ 177,961	\$ 18,760			\$ 36,181		\$ -				\$ 232,902
706.03	RABA Short Range Transit Plan (uses RABA's LTF allocation)		0												\$ -
706.06	Greenhouse Gas Reduction Fund Programs (LCTOP)		0						\$ 27,998						\$ 27,998
	Subtotal Work Element 706	\$ -	22,564	0	\$ 177,961	\$ 18,760	\$ -	\$ -	\$ 64,179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260,900
707	SPECIAL PROJECTS														
707.01	Corridor Studies & Project Review	\$ 21,211	2,433												\$ 21,211
707.03	Alternative Fuels Vehicle Planning	\$ 35,779	4,104												\$ 35,779
707.04	Goods & Freight Coordination and Planning	\$ 2,128	244							\$ 10,357					\$ 12,485
707.08	ShastaReady Adaptation Planning	\$ 50,917	0		\$ 50,917					\$ -		\$ 233,735			\$ 335,569
	Total Work Element 707	\$ 110,035	6,781	\$ -	\$ 50,917	\$ -	\$ -	\$ -	\$ -	\$ 10,357	\$ -	\$ 233,735	\$ -	\$ -	\$ 405,044
708	TRANSPORTATION DEVELOPMENT ACT														
708.03	Transportation Development Act Management		0	0					\$ 126,546						\$ 126,546
708.04	Transit and CTSA Agency Administration		0	0					\$ 32,453						\$ 32,453
	Subtotal Work Element 708	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ 158,999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,999
800	OTHER														
801.01	North State Super Region		0	0							\$ 2,921				\$ 2,921
	Subtotal Work Element 800	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,921	\$ -	\$ -	\$ -	\$ 2,921
	Total of Budget by Fund Source	\$ 714,823	\$ 105,710	\$ -	\$ 228,878	\$ 79,754	\$ -	\$ 75,401	\$ 338,798	\$ 233,623	\$ 2,921	\$ 233,735	\$ 342,897	\$ 584,545	\$ 2,835,375

Non-OWP SRTA Projects

Description	RSTP	TIRCP	LCTOP												
Sunday On-Demand Transit Service Pilot Project			\$ 78,829												\$ 78,829
Local Streets and Roads Needs Assessment	\$ 1,063														\$ 1,063
North State Intercity Bus System Administration		\$ 274,830													\$ 274,830
Total of Budget by Fund Source	1,063	274,830	78,829	0	0	0	0	0	0	0	0	0	0	0	354,722

Capital Infrastructure, Transit Agency Operations, and Overhead Costs

Description	RSTP**	LTF	STA	LCTOP	Indirect Non-Labor Costs	Rental Fund	SGR	TIRCP							Total By Fund Source Proof
RSTP Streets & Roads Formula Allocations	\$ 2,460,637														\$ 2,460,637
LTF Streets & Roads (Article 8)		\$ 5,143,806													\$ 5,143,806
LTF Transit Operation (Article 4)		\$ 1,173,597													\$ 1,173,597
STA Transit Operation			\$ 2,437,696												\$ 2,437,696
Sunday On-Demand Transit Pilot Project				\$ 221,171											\$ 221,171
Indirect, Non-Labor Costs					\$ 290,050	\$ (47,016)									\$ 243,034
CTSA (Dignity Health Connected Living)		\$ 370,054													\$ 370,054
State of Good Repair (Transit Vehicles and Assets)							\$ 240,977								\$ 240,977
Regional Non-Motorized Program		\$ 870,373													\$ 870,373
North State Intercity Bus Purchase								\$ 8,200,000							\$ 8,200,000
Total Operational and Capital	\$ 2,460,637	\$ 7,557,830	\$ 2,437,696	\$ 221,171	\$ 290,050	\$ (47,016)	\$ 240,977	\$ 8,200,000	\$ -						\$ 21,361,345

* 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.

** RSTP amount includes direct to recipient county of Shasta shares.

Comprehensive FY 2019/20 Budget:	\$ 24,551,442
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WORK ELEMENT 704.01										Public Information and Participation					
Agency:		SRTA		Total Budget (FY 2019/20): \$ 96,473					Estimated Budget (FY 2020/21): \$ 96,768						
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2020/21 & 2021/22															
Staff Allocations and Funding Requirements		FY 2020/21								FY 2021/22					
		Expenditures		Revenue by Fund Source (\$)						Expenditures		Revenue by Fund Source (\$)			
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	FHWA PL Carryover	Toll Credits*	Total FHWA PL C/O	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA	LTF	
SRTA															
Personnel	\$ 47,509	\$ 40,434	\$ 77,856	\$ 10,087	\$ 87,943				\$ 47,509	\$ 40,434	\$ 77,856	\$ 10,087	\$ 87,943	\$ -	
Services & Supplies	\$ 1,000		\$ 885	\$ 115	\$ 1,000	\$ -			\$ 1,000	\$ -	\$ 885	\$ 115	\$ 1,000	\$ -	
Human Resources	\$ 1,140		\$ 1,009	\$ 131	\$ 1,140	\$ -			\$ 1,140	\$ -	\$ 1,009	\$ 131	\$ 1,140	\$ -	
						\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Consultant (CivicPlus hosting)	\$ 5,890		\$ 5,214	\$ 676	\$ 5,890	\$ -			\$ 6,185	\$ -	\$ -	\$ -	\$ -	\$ 6,185	
SSL Certificate/Misc.	\$ 500		\$ 443	\$ 57	\$ 500	\$ -			\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500	
Consultant						\$ -	\$ -	\$ -							
TOTAL:	\$ 56,039	\$ 40,434	\$ 85,408	\$ 11,065	\$ 96,473	\$ -	\$ -	\$ -	\$ 56,334	\$ 40,434	\$ 79,751	\$ 10,333	\$ 90,083	\$ 6,685	
*Toll Credits are shown for matching purposes only and are not considered revenue															
Previous Accomplishments															
Performed SRTA Board of Directors and TAC meetings; adopted 2019 Public Participation Plan; updated Title VI plan and Limited English Proficiency Plan; managed social media announcements on Facebook and Twitter accounts. Developed and produced agency report to convey recent, current, and planned projects and programs and to invite and encourage broad-based community participation. Carried out procurement process and contracted for 5-year web hosting. Drafted new agency website design.															
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 pursuant to 23 CFR 450.316 (e) (see www.srta.ca.gov/166/Public-Participation).															
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.															
FY 2020/21 Deliverables (anticipated delivery date)															
1) Agency website (ongoing); and 2) fiscal year end review of goals in the current Shasta Public Participation and Partnership Plan (Title VI).															
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.								Services & Supplies		Annual			
1.3		Manage online community engagement tools, including Facebook, Twitter, and community voice modules on agency website.								SRTA		Jul 2020 - Jun 2022			
Task 2:		Public Information and Notifications													
Task/Activity										Resp. Agency		Schedule			
2.1		Provide information to the public regarding regional transportation infrastructure and services, including but not limited press releases, social media, and presentations to community groups.								SRTA		Jul 2020 - Jun 2022			
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 advertisements regarding SRTA planning and programming activities.								Services & Supplies					
Task 3:		Shasta Public Participation and Partnership Plan (Title VI)													
Task/Activity										Resp. Agency		Schedule			
3.1		Track efforts described in the Shasta Public Participation and Partnership Plan (Title VI) (i.e. the 3 A's: Access, Awareness, and Action). Note: the PPP was last updated in 2019 and must be updated every three years.								SRTA		Jul 2020 - Jun 2022			

WORK ELEMENT 706.02										Public Transportation Planning & Coordination									
Agency: SRTA		Total Budget (FY 2018/19): \$ 232,902								Estimated Budget (FY 2020/21): \$ 228,034									
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE FOR FY 2020/21 & 2021/22																			
Staff Allocations & Funding Requirements	FY 2020/21										FY 2021/22								
	Expenditures		Revenue by Fund Source (\$)								Expenditures		Revenue by Fund Source (\$)						
	Direct	Indirect	FTA 5303	Toll Credits*	FTA 5303 Total	FHWA PL C/O	Toll Credits *	FHWA PL C/O Total	LTF	Direct	Indirect	FTA 5303	Toll Credits*	FTA 5303 Total	FTA 5303 C/O	Toll Credits*	FTA 5303 C/O Total	LTF	
SRTA	\$120,645	\$102,679	\$ 9,236	\$ 1,197	\$ 10,433	\$157,548	\$ 20,412	\$ 177,960	\$ 34,931	\$ 120,645	\$ 102,679	\$57,315	\$7,426	\$64,741	\$33,000	\$4,275	\$ 37,275	\$ 121,308	
Personnel																			
Services & Supplies	\$ 1,815		\$ 500	\$ 65	\$ 565				\$ 1,250	\$ 1,815	\$ -	\$ 1,607	\$ 208	\$ 1,815				\$ -	
Human Resources	\$ 2,895		\$ 2,563	\$ 332	\$ 2,895					\$ 2,895	\$ -	\$ 2,563	\$ 332	\$ 2,895				\$ -	
Consultant (TBD)	\$ 4,867		\$ 4,309	\$ 558	\$ 4,867														
Consultant (reconcilled c/o)	\$ 1					\$ 1	\$ 0	\$ 1											
TOTAL:	\$130,224	\$102,679	\$16,609	\$2,152	\$ 18,760	\$157,549	\$ 20,412	\$ 177,961	\$ 36,181	\$ 125,356	\$ 102,679	\$61,485	\$7,966	\$69,451	\$33,000	\$4,275	\$ 37,275	\$ 121,308	
*Toll Credits are shown for matching purposes only and are not considered revenue																			
Previous Accomplishments																			
Performed annual Transit Needs Assessment; managed Social Services Transportation Advisory Council (SSTAC); Provided technical assistance to Federal Transit Administration (FTA) grant applicants. Reviewed FTA grant proposals and presented to the board of directors for approval. Restructured and enhanced the Unmet Transit Needs process. Tracked Greenhouse Gas Reduction Fund transit programs. A Memorandum of Understanding was developed and executed (July 2018) between SRTA, Redding Areas Bus Authority, and Shasta County Department of Public Works for the purpose of coordination of ongoing transit planning and programming of state/federal funds that support the ongoing and future development of transit services in the Redding urbanized area and the Shasta Region.																			
Objective																			
Meet transit planning mandates required by law; ensure public transportation is community-responsive in a dynamic and changing service environment; and make progress toward RTP goals by continually improving public transportation service, efficiency, and performance.																			
Discussion																			
Under California's Transportation Development Act (TDA), SRTA is required to perform the annual unmet transit needs assessment and organize the Social Services Transportation Advisory Committee (SSTAC). The Coordinated Human Services Transportation Plan is a federally mandated plan that prioritizes transportation services for funding and implementation, with an emphasis on transportation needs of persons with disabilities, older-adults and individuals of limited means. This plan is updated every five years.																			
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives																			
Properly designed and implemented 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 and reduces transportation sector greenhouse gas emissions in support of CARB-assigned regional greenhouse gas emission reduction targets.																			
FY 2020/21 Deliverables (anticipated delivery date)																			
Fiscal year end review of implementation of the 2017 Shasta Coordinated Transportation Plan and the effectiveness of these efforts (Jun 2021).																			
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, including participation in discussions related to 'Shasta 211' services, as needed.															SRTA		Jul 2020 - June 2022		
1.2 Participate in interagency meetings and workshops that support public transit planning, including: CalACT, transit board meetings, and/or similar such meetings.																			
1.3 Discuss and develop scopes of work for projects that are eligible for FTA 5307, 5311, and 5339 funding. Discuss options for obtaining more funds for the region, including discretionary FTA grants such as 5311(c), 5311(f), and 5339(c).																			
1.4 Discuss and develop scopes of work for projects that are eligible for California State of Good Repair and other state funding. Discuss options for obtaining more funds for the region.																			
Task 2: Public transportation data and analysis																			
Task/Activity															Resp. Agency		Schedule		
2.1 Collect and review transit performance data.															SRTA		Jul 2020 - June 2022		
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.																			
Task 3: FTA grants technical assistance and management																			
Task/Activity															Resp. Agency		Schedule		
3.1 Administer FTA grants and work with local agencies and organizations on developing projects and applying for FTA grants, both regionally apportioned and competitive.															SRTA		Jul 2020 - June 2022		
Task 4: 2017 Shasta Coordinated Transportation Plan																			
Task/Activity															Resp. Agency		Schedule		
4.1 Follow-up, and implement, the strategies from the 2017 Shasta Coordinated Transportation Plan.															SRTA		Jul 2020 - June 2022		