



STAFF REPORT

MEETING DATE:	April 27, 2023
SUBJECT:	Adopt Fiscal Year 2023/24 Overall Work Program
AGENDA ITEM:	8
STAFF CONTACT:	Michael Kuker, Associate Transportation Planner

SUMMARY:

The agency's Overall Work Program (OWP) and planning budget for Fiscal Year (FY) 2023/24 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 2023/24 budget of \$5,504,961 is fully funded by anticipated revenue.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve the FY 2023/24 Overall Work Program, pursuant to Resolution 23-04 (Attachment A);
2. Authorize the executive director to sign the FY 2023/24 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 Overall Work Program in order to correct errors and address further comments from state and federal partners as part of the approval process; and
4. Authorize the executive director to sign the FY 2023/24 Indirect Cost Allocation Plan (ICAP) submission certification.

DISCUSSION:

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

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

SRTA Board of Directors and Member Agency Review – Regional planning priorities for FY 2023/24 were approved by the board of directors in December 2022, and draft work element worksheets were presented to the board of directors in February 2023. 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 2023.

Interagency Review – Each year SRTA's state and federal funding partners review and provide comments on the draft OWP. This year comments from federal and state partners were primarily technical and minor in nature with the only major request being greater clarity on annual program deliverables where projects take place over multiple years and improved clarity on how SRTA prioritizes and selects projects that meet the federal transportation measures (PM).

Fiscal and Work Program Highlights – For FY 2023/24, the OWP budget is \$5,504,961. 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 2022/23 OWP budget, the FY 2023/24 OWP planning budget is higher by \$813,341 primarily due to two new competitive planning grant applications SRTA submitted (totaling \$1.19 million). 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 made.

For FY 2023/24, SRTA has added two new work elements in anticipation of possible competitive grant awards to be announced this summer: Low-Stress Shasta (Work Element 703.07) and Shasta Planning Data Dashboard (Work Element 705.06). SRTA will continue to manage a \$500,000 grant received by Caltrans District 2 for the State Route 273 Southern Section Multimodal Corridor Plan (Work Element 707.09B) and a \$129,327 grant received by the Pit River Tribe to complete a long-range transportation plan (Work Element 707.11). In addition, all or part of previously received grant funds are programmed in the FY 2023/24 OWP, including \$248,729 for the State Route 273 Northern Section Multimodal Corridor Plan (Work Element 707.09A), and \$248,416 for the North State Intercity Bus-to-Rail Plan (Work Element 707.10).

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 135.07 percent. Staff estimates the ICAP rate for FY 2023/24 will be 183.38 percent. SRTA's FY 2023/24 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 amendment.

ALTERNATIVES:

The board of directors may modify the FY 2023/24 OWP work plan and budget, provided that such changes are consistent with project funding eligibility requirements and agreements with Caltrans, the Federal Highway Administration, and the Federal Transit Administration.

OTHER AGENCY INVOLVEMENT:

The OWP is approved by state and federal funding partners, including Caltrans, the Federal Highway Administration, and the Federal Transit Administration. SRTA Technical Advisory Committee (TAC) members reviewed and provided comments on the draft and proposed final OWP. The TAC concurs with the staff recommendation.

FISCAL IMPACT:

The proposed FY 2023/24 OWP budget of \$5,504,961 is consistent with anticipated revenues. Should anticipated grant funds not be available or revenues decrease for any reason, the board of directors may eliminate work tasks and/or reallocate funds as desired at a future meeting.



Sean Tiedgen, AICP, Executive Director

Attachments:

A: Resolution 23-04, Adopt Fiscal Year 2023/24 Overall Work Program and Budget

B: FY 2023/24 Overall Work Program is available online at: <https://www.srta.ca.gov/148/Overall-Work-Program>

RESOLUTION 23-04

A RESOLUTION OF THE SHASTA REGIONAL TRANSPORTATION AGENCY ADOPTING THE FISCAL YEAR 2023/24 OVERALL WORK PROGRAM AND BUDGET



WHEREAS, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), 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) 2023/24 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 that the Board of the Directors of the Shasta Regional Transportation Agency:

1. Approves and adopts the FY 2023/24 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 27th day of April 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