



MPO/RTPA OWP Amendment Transmittal Memo

This form is required for all administrative and formal Overall Work Program (OWP) amendments. Refer to the MPO/RTPA OWP and Grant Amendment Guidelines when submitting your request. Caltrans Office of Regional and Community Planning (ORCP) documents referenced in this document are available on the [ORCP Regional Coordination](#) webpage.

OWP Amendment Information

Agency Name and OWP Amendment Information			
MPO/ RTPA Name	Shasta Regional Transportation Agency (SRTA)	Fiscal Year (FY)	2025/26
Amendment Type	Administrative Amendment	Amendment Number	01

OWP Amendment Checklist

Reason For an Administrative Amendment – Select All That Apply				
☐ Correct errata or clarify details within an approved Work Element or Task in the executed OWP.				
☐ Enhance or consolidate approved activities and tasks within the OWP.				
☐ Shift funds between Work Elements. No change to the Scope of Work or total programmed amount of CPG/RPA/SHA/SB1 funds.				
☐ Changes to non-CPG/RPA/SHA/SB1 funds that do not affect ORCP-administered funds, activities, or final products.				
☒ Request revisions to a Sustainable Transportation Planning Grant including: <i>minor revisions to approved tasks, change in source of local match, tapered local match request, project title change to use an AKA, project manager change, or time extension request.</i> No changes to project deliverables or total funding.				
Initial Grant Expiration Date	New Grant Expiration Date	Initial Final Invoice / Final Product Due Date	New Final Invoice / Final Product Due (60 days after new grant end date)	Grant Extension Amount (amount to expend after original grant expiration date):
☐ Other: _____				
Administrative Amendment: Required Documents (Submit as a Single Combined Package)				
☒ MPO/RTPA OWP Amendment Transmittal Memo: Use this form to specify the proposed revisions and associated Work Elements in the OWP and OWP Budget				
☒ Revised Work Elements and updated OWP pages.				
☒ Revised OWP Budget Revenue Summary (BRS).				
<i>Note: Please refer to the most recent version of the Caltrans Regional Planning Handbook and MPO/RTPA OWP Grant Amendment Guidelines for more information.</i>				



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Reason For a Formal Amendment – Select All That Apply

- ☐ Increase / decrease in total CPG/RPA/SHA/SB 1 funds, or other funding administered by Caltrans ORCP.
- ☐ Program carry-over CPG/RPA/SHA/SB 1 funds from previous fiscal years.
- ☐ Program new FHWA Strategic Partnerships, FTA Section 5304, SHA Sustainable Communities Grants, SB 1 Competitive Grants, SB 1 Formula Grant funds, or other funding administered by Caltrans ORCP.
- ☐ Add or remove an approved Work Element or Work Element tasks, activities, or final product deliverables.
- ☐ Request a major scope change or change in final product to an RPA/SHA funded work element.
- ☒ Request Revisions to a Sustainable Transportation Planning Grant including: *changes to project deliverables, major scope of work change or total project cost.* If applicable, identify total project cost changes:

Initial Project Cost	New Project Cost	Initial Local Match	New Local Match

- ☐ Other: _____

Formal Amendment that Requires Federal Approval (MPO only)

- ☐ Significant changes to the Scope of Work in a Work Element
- ☐ 20% or greater increase or decrease in CPG Funds (cumulative or in a single change)
- ☐ Addition or removal of a CPG-funded Work element

Formal Amendment: Required Documents (Submit as a Single Combined Package)

- ☐ **MPO/RTPA OWP Amendment Transmittal Memo:** Use this form to specify the proposed revisions and associated Work Elements in the OWP and OWP Budget.
- ☐ **Overall Work Program Agreement:** The document identifies programmed funding. Signed by agency and executed by Caltrans District.
- ☐ **Board Resolution:** Include a board resolution formally approving the amendment.
- ☐ **Revised Work Elements.** Provide updated Work Elements and corresponding OWP pages.
- ☐ **OWP Budget Revenue Summary:** Include the revised OWP BRS and Funding Tables



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Amendment Details (Attach Additional Sheets as Needed)

Include all updated Work Element information including: name and number, specific fund source, the amount of funding increase or decrease, and justification for proposed amendments.

Work Element #	707.11	Work Element Name	Pit River Tribe Long-Range Transportation Plan
Fund Source	CT Sustainable	Amount of Funding Increase/Decrease	none
Justification	Requesting use of tapered local match for maximum flexibility.		

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			



MPO/RTPA OWP Amendment Transmittal Memo

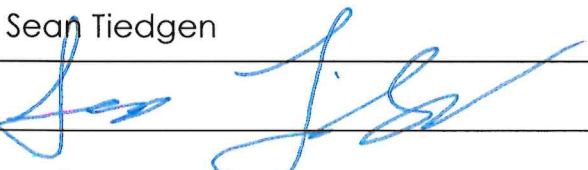
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Include all updated Work Element information including: name and number, specific fund source, the amount of funding increase or decrease, and justification for proposed amendments.

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

MPO / RTPA Signature This form must be signed by the MPO / RTPA Executive Director or authorized staff.

MPO / RTPA Executive Director or Authorized Staff			
Full Name	Sean Tiedgen		
Signature			Date 7/22/2025

Caltrans District Approval This section is to be signed by the Caltrans District Senior upon approval of the amendment and should be emailed to the MPO/RTPA informing them of approval. Additionally, Formal Amendments require the Deputy District Director's signature or authorized signee on the OWPA.

Caltrans District Signature or Authorized Staff			
Full Name			
Signature			Date

707.11 – PIT RIVER TRIBE LONG-RANGE TRANSPORTATION PLAN UPDATE

Objective

Support the Pit River Tribe in their effort to 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.

WORK ELEMENT 707.11 – Pit River Tribe Long-Range Transportation Plan Update

Total Budget: \$ 61,160

Estimated Expenditures and Anticipated Revenues

Staff Allocations and Funding Requirements	FY 2025/26				
	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	\$ -	\$ -			\$ -
Services & Supplies					
Human Resources					
Pit River Tribe Local Cash Match	\$ 7,939	No indirect per grant agreement		\$ 7,939	
Consultant - Carlson & Associates	\$ 53,221		\$ 53,221		
TOTAL:	\$ 61,160	\$ -	\$ 53,221	\$ 7,939	\$ -

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

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 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

The PRT LRTP will support intergovernmental planning and coordination—a core activity required of MPOs.

Prior Fiscal Year Work

Consultant has been selected, grant fund extension granted, and a notice to proceed has been issued to the Tribe. Work began Q1 CY2025.

FY 2025/26 Work

Task	Project Administration	Responsible Entities	Schedule	Deliverable or Outcome
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	July – Feb	Meeting agenda
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	July – Feb	Quarterly project reports
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	July – Feb	Invoice packages
Task 02	Consultant Procurement			
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 – Feb	RFP
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	July – Feb	Contract

0.3	The Tribe will conduct an initiation meeting with the selected consultant to discuss project expectations, including invoicing, expected deliverables, and other relevant project information. Caltrans district staff will be invited to participate.	Pit River Tribe	July – Feb	Meeting agenda
Task 1 Advisory Group				
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	July – Feb	Meeting agenda, notes
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	July – Feb	Meeting agenda, notes
Task 2 Existing Conditions				
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	July – Feb	Technical memo
Task 3 Public Outreach				
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	July – Feb	Outreach plan
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	July – Feb	Survey
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	July – Feb	PowerPoint, potential projects
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	July – Feb	PowerPoint, summary of feedback
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	July – Feb	PowerPoint, summary of feedback
Task 4 Draft and Final Plan				
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	July – Feb	Draft outline
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	July – Feb	Draft Tribal LRTP
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	July – Feb	Additional draft Tribal LRTP

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.	Pit River Tribe, Consultant	July – Feb	Final LRTP
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Future / Ongoing Work

No future or ongoing work expected.

BUDGET REVENUE SUMMARY (BRS)

SHASTA REGIONAL TRANSPORTATION AGENCY

Summary of Overall Work Program Funding Requirements

FY 2025/26 OVERALL WORK PROGRAM

30 Apr 25

Work Element	Description	FHWA PL	FHWA PL (C)	State Toll Credits*	FHWA PL FY 2023/24 Carryover	FTA 5303	LTF	PPM	North State Super Region	SB1 Formula Funds	SHA Sustainable Communities Competitive FY 2021/22	SHA Sustainable Communities Competitive FY 2024/25	PR River Tribe* (info only)	SPR Grants FY 2021/22	FTA 5304 Sustainable Communities Competitive FY 2023/24	FTA 5304 Strategic Partnerships Transit FY 2021/22	Non Motorized Program	REAP 2.0	SB 125 ZETCP PTA	SB 125 TIRCP General	Total
		100.00%	100.00%	11.47%	100%	100%	100%	100%	100%	100%	100%	100%	100%	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	\$ 328,867		\$ 64,192	\$ 220,780		\$ 279,845														\$ 929,492
701.03	Performance Measures	\$ 13,146		\$ 1,508			\$ 7,419														\$ 20,564
701.09	Air Quality	\$ 3,878		\$ 445			\$ 5,033														\$ 8,911
701.11	Regional Data	\$ 40,823		\$ 4,682			\$ 57,699														\$ 98,522
701.17	SCS Dev & Sup (FY23/24 SB1) (Reg. Transit Planning)						\$ 14,969			\$ 115,534											\$ 130,503
701.18	SCS Dev & Sup (FY24/25 SB1) (Regional Freight Plan)						\$ 47,445			\$ 334,472											\$ 381,918
	Subtotal Work Element 701	\$ 396,713	\$ -	\$ 70,826	\$ 220,780	\$ -	\$ 512,410	\$ -	\$ -	\$ 450,006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,579,909
702	WORK PROGRAM AND ADMINISTRATION																				
702.01	Transportation Improvement Programs (TIPs)	\$ 63,554		\$ 7,290			\$ 354,607														\$ 418,161
702.02	Overall Work Program	\$ 71,279		\$ 8,176			\$ 136,826														\$ 208,105
702.03	Grant Writing and Technical Assistance						\$ 19,762														\$ 19,762
	Subtotal Work Element 702	\$ 134,833	\$ -	\$ 15,466	\$ -	\$ -	\$ 156,588	\$ 354,607	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 646,028
703	NON-MOTORIZED PLANNING																				
703.01	Active Transportation Planning	\$ 22,699		\$ 2,604			\$ 69,194	\$ 26,908										\$ 20,000			\$ 138,801
703.03(CS)	Complete Streets - 2.5 %		\$ 19,832																		\$ 19,832
703.08	GoShasta Plan Update - NEW						\$ 41,106				\$ 317,000										\$ 358,106
	Subtotal Work Element 703	\$ 22,699	\$ 19,832	\$ 2,604	\$ -	\$ -	\$ 110,300	\$ 26,908	\$ -	\$ -	\$ 317,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 516,739
704	PUBLIC AND INTER-AGENCY PARTICIPATION																				
704.01	Public Information & Participation	\$ 98,951		\$ 11,350			\$ 145,043														\$ 243,994
	Subtotal Work Element 704	\$ 98,951	\$ -	\$ 11,350	\$ -	\$ -	\$ 145,043	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 243,994
705	PLANNING TOOLS																				
705.02	GIS Applications						\$ 46,431	\$ -													\$ 46,431
705.05	Travel Demand Model	\$ 20,000		\$ 2,294			\$ 84,650														\$ 104,649
705.06	Shasta Regional Planning Dashboard						\$ 134,553	\$ 32,752							\$ 311,430						\$ 478,734
	Subtotal Work Element 705	\$ 20,000	\$ -	\$ 2,294	\$ -	\$ -	\$ 265,632	\$ 32,752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 311,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 629,814
706	PUBLIC TRANSPORTATION PLANNING																				
706.02	Public Transportation Planning and Coordination	\$ 79,493		\$ 20,018		\$ 95,036	\$ 75,283	\$ -													\$ 249,811
	Subtotal Work Element 706	\$ 79,493	\$ -	\$ 20,018	\$ -	\$ 95,036	\$ 75,283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,811
707	SPECIAL PROJECTS																				
707.01	Corridor Studies & Project Review						\$ 27,925														\$ 27,925
707.03	Alternative Fuels Vehicle Planning	\$ 20,749		\$ 2,380			\$ 31,838														\$ 52,587
707.04	Goods & Freight Coordination and Planning						\$ 27,522														\$ 27,522
707.11	PR River Tribe Long-Range Transportation Plan						\$ -			\$ 53,221		\$ 7,939									\$ 61,160
707.12	Regional Early Action Planning (REAP) 2.0																	\$ 22,206	\$ -	\$ -	\$ 22,206
	Total Work Element 707	\$ 20,749	\$ -	\$ 2,380	\$ -	\$ -	\$ 87,284	\$ -	\$ -	\$ 53,221	\$ -	\$ 7,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,206	\$ -	\$ -	\$ 191,399
708	TRANSPORTATION DEVELOPMENT ACT																				
708.03	Transportation Development Act Management						\$ 122,011														\$ 122,011
708.04	Transit and CTS Administration						\$ 32,160														\$ 32,160
	Subtotal Work Element 708	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,174
800	OTHER																				
801.01	North State Super Region						\$ 5,677														\$ 5,677
801.02	SB 125 TIRCP/ZETCP Administration																		\$ 110,773	\$ 175,364	\$ 286,137
	Subtotal Work Element 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,677	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,773	\$ 175,364	\$ 291,814
	Total of Budget by Fund Source	\$ 773,438	\$ 19,832	\$ 124,937	\$ 220,780	\$ 95,036	\$ 1,506,713	\$ 414,267	\$ 5,677	\$ 450,006	\$ 53,221	\$ 317,000	\$ 7,939	\$ -	\$ 311,430	\$ -	\$ 20,000	\$ 22,206	\$ 110,773	\$ 175,364	\$ 4,503,682