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 for assistance with submitting your request.

OWP Amendment Information

OWP Amendment Information			
MPO/RTPA Name	Shasta Regional Transportation Agency (SRTA)	Fiscal Year (FY)	2024/25
Amendment Type	Administrative Amendment	Amendment #	2 (Administrative)

OWP Amendment Checklist

Reason for an Administrative Amendment (select all that apply)

- ☐ Clarify an already approved task in the executed OWP (Examples: clarifying responsible parties or correction of errata)
- ☐ Enhance already approved activities or tasks in the executed OWP (Examples: adding outreach sessions or meetings to a Work Element activities)
- ☐ Shift funds between Work Elements as long as there is no change to scope of work or total programmed amount of CPG/RPA/SPR/SB 1 funds
- ☐ Combine already approved activities
- ☐ Changes to non-CPG/RPA/SPR/SB 1 funds (adding/deleting a Work Element) that don't affect transportation planning funds, activities or products and don't result in redirection of staff time or aren't a detriment to previously approved transportation planning activities and products
- ☑ Grant amendment that includes revisions to approved tasks, Project Cost and Schedule, or project title change to use an AKA (no changes to project deliverables or total project cost)
- ☐ Other: ______________________________

Administrative Amendment Package Required Documents

Please submit in one email

- ☑ MPO/RTPA OWP Amendment Transmittal Memo (this form) that clearly outlines the revisions to the OWP and/or OWP budget
- ☐ All revised Work Elements and any other affected pages within the OWP
- ☑ Revised OWP Budget Revenue Summary
- ☐ **Grant Amendment:** Completed Change in Grant Agreement Terms (CAT) form, revised Scope of Work/Project Cost and Schedule, and revised SB 1 Sustainable Communities Formula List of Projects, as applicable (associated Work Element task schedule/budget table should mirror the revised grant Scope of Work/Project Cost and Schedule)

Reason for a Formal Amendment (select all that apply)
☐ Increase/decrease in total CPG/RPA/SPR/SB 1 funds
☐ Program carry-over CPG/RPA/SPR/SB 1 funds from previous fiscal years
☐ Program new FHWA Strategic Partnerships, FTA § 5304/SHA Sustainable Communities Grants, SB 1 Competitive Grants and SB 1 Formula Grant Funds
☐ Add/delete a Work Element (Federal approval required if CPG - see below) and/or Work Element tasks/activities (CPG/RPA/SPR/SB 1 funds)
☐ Grant Amendment that increases/decreases total project cost
☐ Other: ______________________________
<u>Requiring Federal Approval (MPO Only)</u>
☐ Significant changes to the Scope of Work of a Work Element
☐ 20% increase or decrease in CPG funds (cumulative or in a single change)
☐ Add/delete a CPG-funded Work Element

Formal Amendment Package Required Documents	
Please submit in one email	☐ MPO/RTPA OWP Amendment Transmittal Memo (this form) that clearly outlines the revisions to the OWP and/or OWP budget ☐ All revised Work Elements and any other affected pages within the OWP ☐ Revised OWP Budget Revenue Summary ☐ If there is an increase or decrease in the total amount of CPG/RPA/SPR/SB 1 funds, include amended and fully executed OWPA ☐ Board Resolution or minutes from the board meeting approving the amendment ☐ **Grant Amendment**: Completed CAT form, revised Scope of Work/Project Cost and Schedule, and SB 1 Sustainable Communities Formula List of Projects included as applicable (associated Work Element task schedule/budget table should mirror the revised grant Scope of Work/Project Cost and Schedule)

Amendment Details (insert additional sheets as needed)

Include affected Work Element number(s) and name(s), specific fund source(s), the amount of funding increase/decrease for each Work Element, and justification for the change(s)

Work Element #	707.11	Work Element Name	Pit River Tribe Long-Range Transportation Plan
Fund Source	Caltrans Sustainable Transportation F	Amount of Funding Increase/Decrease	n/a
Justification	Schedule updated to reflect grant fund extension date of February 28, 2026 and final invoice date of April 29, 2026, as well as the name of new consultant.		

Work Element #	703.01	Work Element Name	Active Transportation Planning
Fund Source	PPM	Amount of Funding Increase/Decrease	$7,175
Justification	Increasing PPM funds for increased Bike Month support of the Love to Ride platform. Clarified roles on Task 2.2.		

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			

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 is required for all OWP amendments and must be signed by the MPO/RTPA Executive Director or designated staff.

MPO/RTPA Executive Director (or Designated Staff)			
Full Name	Sean Tiedgen		
Signature		Date	1/28/2025

SHASTA REGIONAL TRANSPORTATION AGENCY | **FY 2024/25 OVERALL WORK PROGRAM**

Summary of Overall Work Program Funding Requirements | Admin Amendment #2, January 27, 2025

Work Element	Description	FHWA PL	FHWA PL (CS)	State Toll Credits*	FHWA PL FY 2023/24 Carryover	FHWA PL FY 2022/23 Carryover	FTA 5303	LTF	PPM	North State Super Region	SB1 Formula / Competitive Funds	SHA Sustainable Communities Competitive FY 2021/22	Pit River Tribe* (info only)	SPR Grants FY 2021/22	5304 Sustainable Communities Competitive FY 2023/24	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**	*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.*																			
701.01	Regional Transportation Plan	$ 175,514		$ 31,535	$ 36,168	$ 63,249		$ 284,761													$ 559,692
701.03	Performance Measures	$ 8,666		$ 1,024	$ 261			$ 1,157													$ 10,083
701.09	Air Quality	$ 3,346		$ 384				$ 433													$ 3,779
701.11	Regional Data	$ 45,563		$ 5,226				$ 92,722													$ 138,285
701.17	SCS Dev & Sup (FY23/24 SB1) (Reg. Transit Planning)							$ 17,773			$ 154,963										$ 172,737
701.18	SCS Dev & Sup (FY24/25 SB1) (Regional Freight Plan)							$ 22,388			$ 172,800										$ 195,188
	Subtotal Work Element 701	**$ 233,089**	**$ -**	**$ 38,168**	**$ 36,429**	**$ 63,249**	**$ -**	**$ 419,234**	**$ -**	**$ -**	**$ 327,763**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,079,764**
702	**WORK PROGRAM AND ADMINISTRATION**																				
702.01	Transportation Improvement Programs (TIPS)	$ 141,149		$ 16,190				$ 352,602													$ 493,751
702.02	Overall Work Program	$ 74,996		$ 8,602				$ 83,775													$ 158,771
702.03	Grant Writing and Technical Assistance							$ 3,777													$ 3,777
	Subtotal Work Element 702	**$ 216,145**	**$ -**	**$ 24,792**	**$ -**	**$ -**	**$ -**	**$ 440,153**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 656,298**
703	**NON-MOTORIZED PLANNING**																				
703.01	Active Transportation Planning	$ 36,998		$ 4,244				$ 39,208	$ 80,287								$ 100,000				$ 256,493
703.01(CS)	Complete Streets - 2.5 %		$ 20,075																		$ 20,075
	Subtotal Work Element 703	**$ 36,998**	**$ 20,075**	**$ 4,244**	**$ -**	**$ -**	**$ -**	**$ 39,208**	**$ 80,287**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ 276,568**
704	**PUBLIC AND INTER-AGENCY PARTICIPATION**																				
704.01	Public Information & Participation	$ 91,299		$ 11,356	$ 7,708			$ 128,177													$ 227,184
	Subtotal Work Element 704	**$ 91,299**	**$ -**	**$ 11,356**	**$ 7,708**	**$ -**	**$ -**	**$ 128,177**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 227,184**
705	**PLANNING TOOLS**																				
705.02	GIS Applications							$ 75,273		$ -											$ 75,273
705.05	Travel Demand Model	$ 69,997		$ 8,554	$ 4,584			$ 22,296													$ 96,877
705.06	Shasta Regional Planning Dashboard								$ 43,950						$ 339,216						$ 383,166
	Subtotal Work Element 705	**$ 69,997**	**$ -**	**$ 8,554**	**$ 4,584**	**$ -**	**$ -**	**$ 97,569**	**$ 43,950**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 339,216**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 555,316**
706	**PUBLIC TRANSPORTATION PLANNING**																				
706.02	Public Transportation Planning and Coordination	$ 84,996		$ 20,471	$ -		$ 93,479	$ 79,114		$ -											$ 257,589
	Subtotal Work Element 706	**$ 84,996**	**$ -**	**$ 20,471**	**$ -**	**$ -**	**$ 93,479**	**$ 79,114**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 257,589**
707	**SPECIAL PROJECTS**																				
707.01	Corridor Studies & Project Review							$ 12,550													$ 12,550
707.03	Alternative Fuels Vehicle Planning	$ 25,749		$ 2,953				$ 32,489													$ 58,238
707.04	Goods & Freight Coordination and Planning							$ 42,667													$ 42,667
707.09A	273 Northern Section Multimodal Corridor Plan								$ 299,088					$ 295,021							$ 594,109
707.10	North State Intercity Bus to Rail Plan							$ 28,743								$ 221,856					$ 250,599
707.11	Pit River Tribe Long-Range Transportation Plan							$ -				$ 129,327	$ 19,299								$ 148,626
707.12	Regional Early Action Planning (REAP) 2.0																	$ 35,544	$ -	$ -	$ 35,544
	Total Work Element 707	**$ 25,749**	**$ -**	**$ 2,953**	**$ -**	**$ -**	**$ -**	**$ 116,448**	**$ 299,088**	**$ -**	**$ -**	**$ 129,327**	**$ 19,299**	**$ 295,021**	**$ -**	**$ 221,856**	**$ -**	**$ 35,544**	**$ -**	**$ -**	**$ 1,142,332**
708	**TRANSPORTATION DEVELOPMENT ACT**																				
708.03	Transportation Development Act Management							$ 114,193													$ 114,193
708.04	Transit and CTSA Administration							$ 20,028													$ 20,028
	Subtotal Work Element 708	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 134,221**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 134,221**
800	**OTHER**																				
801.01	North State Super Region							$ -		$ 2,985											$ 2,985
801.02	SB 125 TIRCP/ZETCP Administration																		$ 108,959	$ 200,858	$ 309,817
	Subtotal Work Element 800	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,985**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 108,959**	**$ 200,858**	**$ 312,803**
	Total of Budget by Fund Source	**$ 758,273**	**$ 20,075**	**$ 110,539**	**$ 48,720**	**$ 63,249**	**$ 93,479**	**$ 1,454,126**	**$ 423,325**	**$ 2,985**	**$ 327,763**	**$ 129,327**	**$ 19,299**	**$ 295,021**	**$ 339,216**	**$ 221,856**	**$ 100,000**	**$ 35,544**	**$ 108,959**	**$ 200,858**	**$ 4,642,075**

** 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.*

703.01 – Active Transportation Planning

Objective

To implement the GoShasta Regional Active Transportation Plan (adopted February 2018) and increase the share of trips made via bicycle and walking. Ambitious targets for the reduction of vehicle miles traveled and associated greenhouse gas emissions documented in the RTP/SCS cannot be achieved using incremental implementation of outdated strategies serving geographically dispersed development patterns and segregated land uses. A new generation of infrastructure, policies, and programs, combined with supportive land use, is required. The regional vision and strategies presented in the adopted GoShasta Regional Active Transportation Plan describes the next generation of facilities, programs, and policies required to achieve the RTP/SCS. This work element helps to focus regional resources and effort to expedite the planning and funding of GoShasta priorities, including the creation of active transportation "trunk lines."

WORK ELEMENT 703.01 – Active Transportation Planning

Total Budget: $276,568

Estimated Expenditures and Anticipated Revenues

Staff Allocations and Funding Requirements	FY 2024/25 Expenditures		Revenue by Fund Source ($)						
SRTA	**Direct**	**Indirect**	**FHWA PL**	**Toll Credits***	**FHWA PL**	**Total FHWA PL (CS)**	**PPM**	**Non-Moto**	**LTF**
Personnel	$ 43,907	$ 98,225	$ 32,513	$ 4,212	$ 36,726	$ 19,299	$ 57,731		$ 28,377
Services & Supplies	$ 11,257		$ -	$ -	$ -	$ 1	$ 3		$ 11,253
Human Resources	$ 1,054		$ 241	$ 31	$ 272	$ 143	$ 428		$ 210
Consultant (Kittelson)	$ 100,000							$ 100,000	
Bike Month Promotional	$ 22,125						$ 22,125		$ -
TOTAL:	**$ 178,343**	**$ 98,225**	**$ 32,754**	**$ 4,244**	**$ 36,998**	**$ 19,443**	**$ 80,287**	**$ 100,000**	**$ 39,840**

**Toll Credits are shown for matching purposes only and are not considered revenue*

Discussion

Public interest and usage of active (i.e., bicycle and pedestrian) travel options continue to grow in the Shasta Region. SRTA's plans and investments support the development of safe and convenient infrastructure; connectivity between the region's trails and the urban network; maintenance of existing bicycle and pedestrian facilities; integration with public transportation; and complete streets. These strategies play a key role in SRTA's Sustainable Communities Strategy (SCS) for reducing vehicle miles traveled and associated greenhouse gas emissions. Federal funding programs for bicycle and pedestrian improvements have been consolidated and are now awarded competitively. Projects proposed for funding must eventually be part of an adopted Active Transportation Plan. GoShasta services this purpose and guides regional investments. As part of the regional planning process and local implementation thereof, SRTA coordinated with Caltrans District 2 and local jurisdictions on their respective planning processes and provided technical support where appropriate.

Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives

This work element supports system performance through the development of a complete and connected network of non-motorized facilities. Properly designed and implemented, these facilities result in increased active transportation mode share, thereby reducing VMT and increasing performance on the vehicle network. Safety is also increased by filling network gaps and enhancing facilities where a history of collisions have occurred, thereby helping to meet adopted goals for fewer transportation related injuries and deaths. Increased active transportation usage also reduces 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.

Prior Fiscal Year Work

SRTA performed oversight for previously awarded projects through the Regional Non-Motorized Program. SRTA staff provided technical consultation, coordination, and project development assistance to member agencies and Caltrans District 2 for anything not covered by the scope of Shasta Trunk Lines (703.06). Funded Healthy Shasta's use of an application to promote Bike Month and gather active transportation data. Assisted with public engagement for ATP Cycle 7 with local partners.

FY 2024/25 Work

		Responsible Entities	Schedule	Deliverable or Outcome
Task 1	**Active Transportation Planning, Policy Development, and Training**			
1.1	Host and participate in bicycle/pedestrian planning and policy workgroups and advisory committees.	SRTA	July – June	Sustainable regional partnerships
1.2	Host active transportation educational opportunities (e.g., seminars, webinars, trainings, etc.) for local and regional partners.	SRTA	July – June	Education and increased awareness
1.3	Participate in interagency consultation and provide general technical support towards the development	SRTA	July – June	Technical

	of active transportation projects, programs, promotion, and grant applications.			assistance
Task 2	**Provide Active Transportation Technical Assistance to Local Agencies and Organizations**			
2.1	Monitor funding opportunities for bicycle and pedestrian planning and construction.	SRTA	July – June	Awareness of funding opportunities
2.2	Provide technical assistance, as needed, for local agencies to prepare bicycle and pedestrian projects consistent with the GoShasta ATP. In addition to planning consultation and public engagement support, SRTA may include other types of assistance including, but not limited to, project concepts, preliminary designs or other drawings, and grant-writing assistance to support grant seeking.	SRTA	July – June	Technical assistance and application support
2.3	Provide technical support, as needed, for community-based organizations seeking to improve the active transportation user experience, including amenities and programmatic support tasks documented in GoShasta (e.g., Bike Month activities).	SRTA	July – June	Technical support for partners
Task 3	**Manage SRTA Non-Motorized Program(s)**			
3.1	Administer and manage Rural BLAST Program and 2% TDA bicycle and pedestrian set-aside, including accounting and project monitoring, for projects that are consistent with the GoShasta Regional Active Transportation Plan.	SRTA	July – June	Leverage for capital active transportation projects

Future / Ongoing Work

All of the above tasks are regular ongoing work.

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: $ 148,626

Estimated Expenditures and Anticipated Revenues

Staff Allocations and Funding Requirements	FY 2023/24				
	Expenditures		Revenue by Fund Source ($)		
SRTA	**Direct**	**Indirect**	**Caltrans Sutainable Transportation Planning Grant**	**Pit River Tribe Local Cash Match**	**LTF (SRTA is not charging the grant for admin staff time)**
Personnel	$ -	$ -			$ -
Services & Supplies					
Human Resources					
Pit River Tribe Local Cash Match	$ 19,299	No indirect per grant agreement		$ 19,299	
Consultant - Carlson & Associates	$ 129,327		$ 129,327		
TOTAL:	**$ 148,626**	**$ -**	**$ 129,327**	**$ 19,299**	**$ -**

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

RFP issued, responses reviewed.

FY 2024/25 Work

		Responsible Entities	Schedule	Deliverable or Outcome
Task 01	**Project Administration**			
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	Dec – Jun	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	Dec – Jun	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	Dec – Jun	Invoice packages
Task 02	**Consultant Procurement**			
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	Nov – Dec	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	Jan – Jun	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	Pit River Tribe	Jan – Jun	Meeting agenda,

	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.			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	Jan – Mar	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	Apr – Jun	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	Apr – Jun	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	Apr – Jun	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	Apr – Jun	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	Apr – Jun	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	Apr – Jun	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	Apr – Jun	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	Apr – Jun	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	Apr – Jun	Final LRTP

Future / Ongoing Work

Work on Tasks 01, 1, 3, 4, and 5 will continue into FY 2025/26.