



# STAFF REPORT

|                       |                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------|
| <b>MEETING DATE:</b>  | <b>February 26, 2019</b>                                                                             |
| <b>SUBJECT:</b>       | <b>Review and Approve Amendment #4 to SRTA's Fiscal Year 2018/19 Budget and Overall Work Program</b> |
| <b>AGENDA ITEM:</b>   | <b>8-11</b>                                                                                          |
| <b>STAFF CONTACT:</b> | <b>Sean Tiedgen, AICP, Senior Transportation Planner</b>                                             |

## **SUMMARY:**

An amendment to SRTA's fiscal year (FY) 2018/19 budget and Overall Work Program (OWP) is needed to reflect increased grant funds and minor updates based on project schedules. The net effect is an increase of \$60,731 in the agency expenditures and revenues for a total of \$12,515,402.

## **STAFF RECOMMENDATION:**

It is recommended that the board of directors approve Amendment #4 to SRTA's FY 2018/19 budget and Overall Work Program pursuant to Resolution 19-02 (Attachment A), thereby increasing SRTA's FY 2018/19 budget by \$60,731 for a total of \$12,515,402.

## **DISCUSSION:**

SRTA's budget and Overall Work Program (OWP) must be amended periodically to reflect changes in grant funding and workload. Approval of the attached amendment is needed to receive additional Senate Bill 1 formula planning funds and make several minor updates, which are summarized below.

**FY 2018/19 Senate Bill 1 (SB1) Formula Funds** – SB 1 provides competitive and formula grant funding for planning projects that support the implementation of a region's Regional Transportation Plan (RTP) and Sustainability Communities Strategy (SCS). Caltrans notified SRTA that the agency's FY 2018/19 allocation increased \$4,593 (Attachment D). SRTA must amend Work Element 701.12 (SCS Implementation Technical Support) to reflect this increased amount.

**Caltrans FY 2017/18 Expenditures Reconciliation Letter** – SRTA receives a letter from Caltrans at the end of each fiscal year confirming unused balances for various federal and state grants. This letter serves as a "true-up" for planning funds that carry over from one fiscal year to another in SRTA's OWP. SRTA received the FY 2017/18 Reconciliation Letter on December 28, 2018 (Attachment E). Adjustments to grant programs were made in the FY 2018/19 OWP to reflect an overall increase of \$142,696 to carry over balances of federal and state grants.

**On-call Transit Marketing and Public Outreach** – SRTA is in the process of acquiring a consultant (see agenda item 17) to assist the agency in enhancing its public outreach for transit planning activities and marketing efforts for various transit service projects (i.e. Sunday Transit, Salmon

Runner). Various grant funds will be used to fund projects under the consultant contract. This amendment will increase OWP revenues and expenditures by \$65,000.

**City of Redding Victor Avenue Corridor Phasing Plan (Work Element 901.02)** – This project was completed in the first quarter of FY 2018/19. The \$5,000 in funds budgeted under Work Element 901.02 were removed as the city of Redding received all eligible reimbursements in FY 2017/18.

**ALTERNATIVES:**

The board of directors may modify Amendment #4 to SRTA's FY 2018/19 budget, provided that such changes are consistent with project funding eligibility requirements.

**OTHER AGENCY INVOLVEMENT:**

OWP amendments require approval by Caltrans District 2, the Federal Highway Administration, and the Federal Transit Administration. Caltrans District 2 staff have reviewed the updated OWP worksheets. *///The Technical Advisory Committee (TAC) concurs with the staff recommendation.///*

**FISCAL IMPACT:**

Amendment #4 reflects an increase of \$60,731 to SRTA's revenues and expenditures for planning activities due to added FY 2018/19 SB 1 formula funds, adjustments to federal and state carryover balances, and minor adjustments to other work activities. Changes are summarized in Resolution 19-02 (Attachment A) and highlighted in yellow in Attachments B and C.

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**Daniel S. Little, AICP, Executive Director**

**Attachments:**

- A: Resolution Number 19-02: Amendment #4 to SRTA's Fiscal Year 2018/19 Budget and OWP
- B: Amended OWP Budget Worksheets (changes in yellow) are available online at: <http://www.srta.ca.gov/148/Overall-Work-Program>
- C: Amended SRTA Comprehensive Fiscal Year 2018/19 Budget – *not available at TAC*
- D: Revised FY 2018/19 SB 1 Planning Grant Award Letter (December 11, 2018)
- E: Caltrans FY 2017/18 Consolidated Planning Grant Reconciliation Letter

# RESOLUTION



|                           |                                                                                   |
|---------------------------|-----------------------------------------------------------------------------------|
| <b>RESOLUTION NUMBER:</b> | <b>19-02</b>                                                                      |
| <b>SUBJECT:</b>           | <b>Amendment #4 to SRTA's Fiscal Year 2018/19 Budget and Overall Work Program</b> |

**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**, SRTA maintains an annual budget, a subset of which constitutes the OWP pursuant to State and Federal requirements; and

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

**WHEREAS**, the OWP must be amended to reflect changes in funding, schedules and work products; and

**WHEREAS**, Caltrans received and approved three previous amendments; and

**WHEREAS**, Amendment #4 reflects updated Senate Bill 1 (SB 1) formula funding and updates to various work elements due to changes in staffing and other minor narrative clarifications have been made to various work elements to ensure consistency with expected project outcomes.

**NOW, THEREFORE, BE IT RESOLVED** that SRTA hereby approves Amendment #4 to the FY 2018/19 OWP, for a net increase of \$60,731, to coincide with the most current projected expenditures and revenues with the following changes by fund source:

| <u>Fund Source:</u>                     | <u>Amount:</u>  |
|-----------------------------------------|-----------------|
| • Federal Planning Carryover            | (\$5,000)       |
| • FHWA Partnership Planning Grant       | (\$3,862)       |
| • Transportation Development Act (TDA)  | +\$15,000       |
| • Other – Various transit grant sources | +\$50,000       |
| • <u>SB 1 Formula Funds</u>             | <u>+\$4,593</u> |
| Total: +\$60,731                        |                 |

**BE IT FURTHER RESOLVED** that Amendment #4 results in a net increase of \$60,731 in both revenue and expenses to SRTA's FY 2018/19 comprehensive budget, resulting in a final budget of \$12,515,402.

**BE IT FURTHER RESOLVED** that Amendment #4 results in a total FY 2018/19 OWP budget of \$3,112,184 and shall be considered final and in full force and effect upon acceptance and approval thereof by Caltrans District 2.

**PASSED AND ADOPTED** this 26th day of February 2019, by the Shasta Regional Transportation Agency.

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\_\_\_\_\_, **Chair**  
Shasta Regional Transportation Agency

DRAFT

**DEPARTMENT OF TRANSPORTATION**

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*Making Conservation  
a California Way of Life.***ATTACHMENT "D"**

December 11, 2018

Mr. Dan Little  
Executive Director  
Shasta Regional Transportation Agency  
1255 East Street, Suite 202  
Redding, CA 96001

Dear Mr. Little:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations for the recent award of the following State transportation planning formula grant for Fiscal Year (FY) 2018–19:

Grant Program: Road Maintenance and Rehabilitation Account (Senate Bill 1) – Sustainable Communities Formula Grants

|                       |           |
|-----------------------|-----------|
| Formula Grant Award:  | \$167,765 |
| Local Match:          | \$21,736  |
| Total Project Amount: | \$189,501 |

This communication follows the letter dated June 22, 2018. The formula grant amount above has increased from \$163,172 to \$167,765 resulting from each Metropolitan Planning Organization's (MPO) ability to meet the carryover threshold of at or below 100 percent of the annual Federal Highway Administration (FHWA) Planning (PL) allocation. This increased grant amount and associated minimum required local match must be programmed by February 1, 2019.

Please see the list below which identifies specific conditions for a grantee to accept grant funding, to program funds, and to begin work. All conditions must be fulfilled no later than February 1, 2019. Failure to fulfill conditions of grant acceptance by the aforementioned date will result in forfeiture of grant funds. Also, please note that final products and final requests for reimbursements must be submitted to Caltrans no later than April 28, 2021.

Conditions of Grant Acceptance

These State formula grant funds cannot be encumbered until the following conditions are fulfilled:

1. The FY 2018–19 Overall Work Program (OWP) and OWP Agreement (OWPA) are amended to incorporate the grant project(s) including the full grant amount and full local match amount. The OWP/OWPA amendment includes the OWPA, OWP Budget

Mr. Little  
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Summary, a standalone Work Element(s), and satisfies Caltrans comments for draft OWP Sustainable Communities Formula-funded activities and any follow-up comments from Caltrans. The Work Element name/number(s) must remain unchanged until the project(s) is/are completed. These items must show consistent funding information for the grant project(s). Caltrans District staff will send a formal notice to proceed after the OWP/OWPA amendment is processed.

2. Submit a list of Sustainable Communities Formula-funded grant projects, project descriptions, and an inventory of intended final outcomes or products to Caltrans.

In March 2018, the Office of Regional Planning released guidance to assist MPOs with how to properly reflect Sustainable Communities Formula-funded activities in OWPs and Requests for Reimbursements, available at:

[http://www.dot.ca.gov/hq/tpp/offices/orip/owp/index\\_files/1819/GuidanceSB-1SCandAdaptFundsInOWPsandRFRs.docx](http://www.dot.ca.gov/hq/tpp/offices/orip/owp/index_files/1819/GuidanceSB-1SCandAdaptFundsInOWPsandRFRs.docx)

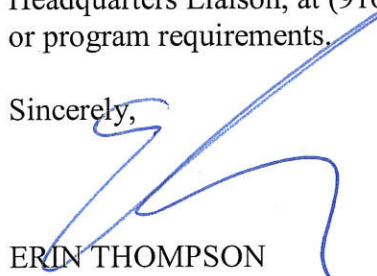
The FY 2018-19 Grant Application Guide also provides guidance for developing activities for the Sustainable Communities Formula Grants, available at:

[http://www.dot.ca.gov/hq/tpp/grant\\_files/FY\\_18-19/01\\_FINAL\\_JAN18\\_STPGrantGuideFY2018-19.pdf](http://www.dot.ca.gov/hq/tpp/grant_files/FY_18-19/01_FINAL_JAN18_STPGrantGuideFY2018-19.pdf)

Once the project(s) is/are underway, quarterly status updates will be required as part of the OWP Quarterly Progress and Expenditure Report, including a transmittal memo noting the percentage of project work completed and a narrative description of the status of the tasks and schedule. If this reporting method is not adequately satisfied, a separate quarterly progress report will be required to monitor project activities. Lastly, request for reimbursements with the required minimum local match can be submitted monthly, but must be submitted quarterly.

Please contact Aaron Casas, District 2 Liaison, at (530) 225-4732 or Gilbert Valencia, Headquarters Liaison, at (916) 653-3076, if you have any questions concerning these grant funds or program requirements.

Sincerely,



ERIN THOMPSON  
Chief, Office of Regional Planning



Mr. Little  
December 11, 2018  
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c: Dan Wayne, Senior Transportation Planner, SRTA  
Kathy Grah, Chief, Regional Planning, Caltrans, District 2  
Aaron Casas, Associate Transportation Planner, Caltrans, District 2  
Gilbert Valencia, Transportation Planner, Caltrans, Headquarters

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*Making Conservation  
a California Way of Life.***Attachment E**

December 28, 2018

Mr. Dan Little  
Executive Director  
Shasta Regional Transportation Agency  
1255 East Street, Suite 202  
Redding, CA 96001

Dear Mr. Little:

This letter confirms the amount of unexpended Consolidated Planning Grant funding provided by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) available to the Shasta Regional Transportation Agency after the end of the **2017-18** fiscal year:

|                                  |                    |
|----------------------------------|--------------------|
| FHWA Metropolitan Planning (PL): | \$534,493.01       |
| FTA Section 5303:                | \$76,831.06        |
| FTA Section 5304 Grants:         |                    |
| WE 703.05                        | \$393,899.36       |
| FHWA Partnership Planning Grant: |                    |
| WE 706.07                        | <u>\$27,489.02</u> |

Total Consolidated Planning Grant Funds Available: **\$1,032,712.45**

If you agree with the balance shown above, please sign at the bottom of this letter and return the **original copy** to:

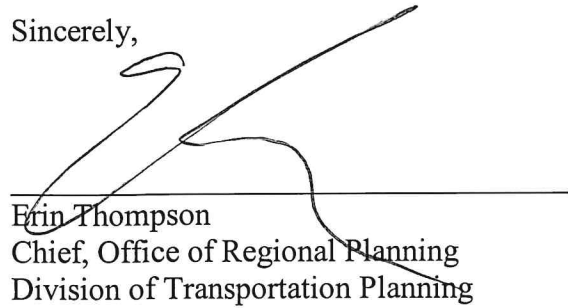
Rosie Flores  
Chief, Fiscal Management Branch  
Office of Regional Planning  
Division of Transportation Planning  
Department of Transportation  
P.O. Box 942874, MS-32  
Sacramento, CA 94274-0001



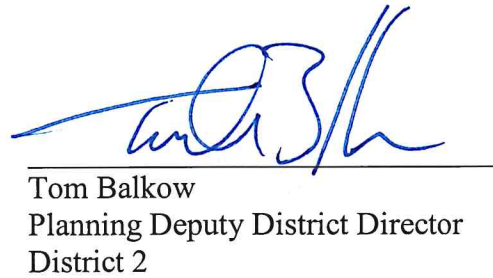
Mr. Dan Little  
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If you have any questions or need additional information, please contact Aaron Casas, District 2—  
Regional Planning Liaison for Shasta Regional Transportation Agency at (530) 225-4732 or  
Gilbert Valencia, HQ Liaison at (916) 653-3076.

Sincerely,



Erin Thompson  
Chief, Office of Regional Planning  
Division of Transportation Planning



Tom Balkow  
Planning Deputy District Director  
District 2

I concur with the above balances:

\_\_\_\_\_  
Dan Little  
Executive Director  
Shasta Regional Transportation Agency

\_\_\_\_\_  
Date