

STAFF REPORT



MEETING DATE:	June 25, 2019
SUBJECT:	Accept a Caltrans Adaptation Planning Grant Award of \$289,850
AGENDA ITEM:	8
STAFF CONTACT:	Michael Kuker, Assistant Transportation Planner

SUMMARY:

SRTA has been awarded a Caltrans Adaptation Planning Grant of \$289,850 to help fund the ShastaReady Extreme Climate Event Mobility and Adaptation Plan. The plan will identify strategies and actions that will help reduce the impact of extreme weather events on our regional transportation system. A resolution accepting the award is necessary to receive the funds and a Notice to Proceed from Caltrans.

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Resolution 19-12 (Attachment A) to accept the Fiscal Year (FY) 2019/20 Caltrans Adaptation Planning Grant Program award of \$289,850 for the ShastaReady Plan and direct staff to begin procurement of consultant services.

DISCUSSION:

In October 2018, SRTA applied for a Caltrans Adaptation Planning Grant to fund the ShastaReady Plan, which aims to assist the region by developing strategies to mitigate the direct and indirect impacts of extreme weather events on our regional transportation system. The proposed scope of work emphasizes collaboration, developing "lessons learned" from recent climate events such as the flooding in 2017 and the wildfires in 2018, addressing vulnerable populations such as the elderly and disabled, and increasing the effectiveness of evacuation and detour routes.

On May 17, 2019, SRTA was notified of an award of \$289,850 by Caltrans. Although Caltrans previously accepted an amended application in partnership with the Butte County Association of Governments to fund a parallel effort in Butte County, that portion of the grant proposal was not funded.

SRTA staff has already fulfilled the conditions of grant acceptance detailed in the award letter (Attachment B). A board resolution accepting the grant is necessary before the award may be finalized. Once a Notice to Proceed is received from Caltrans, SRTA staff will, if the board approves, begin the process to procure a consultant to assist with the project. A recommendation to award a consultant contract is expected at the October board meeting. Work on the project is expected to be completed by December 2021.

ALTERNATIVES:

The board of directors may suggest items to include in the Request for Proposal scope of work, request additional information, or decline the award.

OTHER AGENCY INVOLVEMENT:

An email was sent on January 3, 2019, to various local, state, and federal agencies that may be involved in the ShastaReady planning process to advise them of the application and encourage their participation if awarded. A Technical Advisory Committee (TAC) of regional stakeholders will be established as part of the project. *//The Technical Advisory Committee (TAC) concurs with the staff recommendation.//*

FISCAL IMPACT:

The ShastaReady project award budget is \$341,000, which includes grant funds totaling \$289,850 and a 15% local match of \$51,150. Local match funds come from SRTA's federal planning funds (FHWA PL). In anticipation of a possible grant award, Work Element 707.08 was created in the FY 2019/21 Overall Work Plan.

Daniel S. Little, AICP, Executive Director

Attachments:

- A. Resolution 19-12: Accept a Caltrans Adaptation Planning Grant Award of \$289,850
- B. Award notification letter from Caltrans
- C. The ShastaReady Extreme Climate Event Mobility and Adaptation Plan grant application is available at:

<https://www.srta.ca.gov/DocumentCenter/View/4366/ShastaReady-Extreme-Climate-Event-Mobility-and-Adaptation-Plan-2018pdf>

RESOLUTION



RESOLUTION NUMBER:	19-12
SUBJECT:	Accept a Fiscal Year (FY) 2019/20 Caltrans Adaptation Planning Grant Award of \$289,850 for the ShastaReady Extreme Climate Mobility and Adaptation Plan

WHEREAS, Senate Bill (SB) 1, the Road Repair and Accountability Act of 2017, provides \$20 million in climate change adaptation planning grants to local and regional agencies for the purpose of anticipating and preparing for climate change impacts to reduce the damage to transportation infrastructure from extreme weather events; and

WHEREAS, six million dollars of these funds were available for the Fiscal Year (FY) 2019-20 grant cycle; and

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is the designated Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) for the Shasta Region and is responsible to carry out the transportation planning and programming process; and

WHEREAS, SRTA applied for, and has been awarded, a grant of \$289,850 under the Adaptation Planning Grant Program to help fund the ShastaReady Extreme Climate Event Mobility and Adaptation Plan.

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency:

1. Accepts the Caltrans Adaptation Planning Grant award of \$289,850 to help fund the ShastaReady Extreme Climate Event Mobility and Adaptation Plan; and
2. Authorizes the executive director to provide any other information, and certifications and assurances as needed to Caltrans for the project to proceed.

PASSED AND ADOPTED this 25th day of June 2019, by the Shasta Regional Transportation Agency.

Kristen Schreder, Chair
Shasta Regional Transportation Agency

DEPARTMENT OF TRANSPORTATION**DIVISION OF TRANSPORTATION PLANNING**

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*Making Conservation
a California Way of Life.*

May 17, 2019

Mr. Daniel S. 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 to the Shasta Regional Transportation Agency for the recent award of the following transportation planning grant:

Public Transportation Account - Adaptation Planning	
Grant Fiscal Year (FY)	2019-20
Grant Title	ShastaReady Extreme Climate Event Mobility and Adaptation Plan
Grantee	Shasta Regional Transportation Agency
Sub-Recipient	
Grant Award	\$289,850
Local Match	\$48,700
Total Project Amount	\$338,550
Grant Expiration	February 28, 2022 - time extensions are not allowed
Final Invoice Due	April 28, 2022

Conditions of Grant Acceptance

Grant work cannot begin until all Conditions of Grant Acceptance have been satisfied. To assist with this process, Caltrans District staff will schedule a teleconference with your agency to discuss the conditions below, as well as other project revisions that may be necessary to accept grant funding. Please submit the following items to Caltrans District 2 no later than November 1, 2019. Failure to satisfy these conditions will result in the forfeiture of grant funds.

1. Coordinate with Caltrans District Planning staff to make necessary revisions to the Grant Application Cover Sheet, Scope of Work, and Project Timeline. An initial review of these documents will require the following revisions:

"Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability"

- Revise the Grant Application Cover Sheet and Project Timeline so the Total Project Cost equals the Grant Funds Requested plus Local Match.
- 2. If requesting reimbursement for indirect costs, these costs must be included in the grant Scope of Work and Project Timeline. An Indirect Cost Allocation Plan (ICAP) must be submitted to Caltrans Audits and Investigations. Instructions for submitting an ICAP are available at the following webpage: <http://dot.ca.gov/audits/>
- 3. If utilizing third-party in-kind contributions to satisfy the minimum local match requirement, a Third-Party In-kind Valuation Plan must be completed. These contributions consist of goods and services donated from outside the grantee's agency (examples: donated printing, facilities, interpreters, equipment, advertising, staff time, and other goods or services). A Third-Party In-kind Valuation Plan Checklist and sample can be found at the following webpage: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>
- 4. Submit a formal Amendment for the current Fiscal Year (FY) Overall Work Program (OWP) and OWP Agreement (OWPA). The OWP/OWPA formal amendment must include the OWPA, OWP Budget Summary and a standalone Work Element. These three items must show consistent funding information for the grant project and include the full grant and local match amounts. The Work Element name and number must remain the same until the project is completed.

Next Steps

Once the District has approved all items required to fulfill the Conditions of Grant Acceptance, the following steps will need to occur:

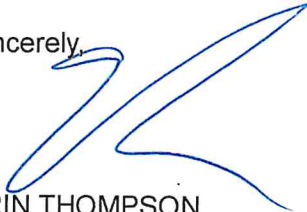
- Once the OWP/OWPA formal amendment is processed, Caltrans District staff will send a Notice to Proceed letter. Grant work cannot begin until this letter is received by the grantee.
- Caltrans District staff will schedule a grant kick-off meeting with Caltrans staff and the grantee.
- Grant administrative requirements:
 - Quarterly Progress Reports (a brief narrative of completed project activities)
 - Request for Reimbursements/invoices (RFRs) submitted at least quarterly, but no more than monthly.
 - Local match commitments in the amount shown above, including any local match amount above the minimum amount that is required with every RFR/invoice.
 - All work must be completed by February 28, 2022.
 - Final RFR/invoice and final product due no later than April 28, 2022. The final RFR/invoice will not be processed by Caltrans until the final product is submitted.

Mr. Daniel S. Little
May 17, 2019
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- o For your convenience, a toolbox to aid you during this process is located at the following webpage: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

If you have questions concerning the Grant Program requirements or these funds, please contact, Aaron Casas, Caltrans District 2 Liaison at 530-225-4732 or Gilbert Valencia, Caltrans Headquarters Liaison at (916) 653-3076.

Sincerely,



ERIN THOMPSON
Chief, Office of Regional Planning

c: Michael Kuker, Assistant Transportation Planner, Shasta Regional Transportation Agency

Kathy Grah, Senior Transportation Planner, Caltrans District 2
Aaron Casas, Associate Transportation Planner, Caltrans District 2
Gilbert Valencia, Transportation Planner, Caltrans Headquarters