

STAFF REPORT



MEETING DATE:	October 27, 2022
SUBJECT:	Approve Formal Amendment #1 to the Fiscal Year (FY) 2022/23 Overall Work Program (OWP)
AGENDA ITEM:	5-5
STAFF CONTACT:	Sean Tiedgen, AICP, Executive Director

SUMMARY:

The Overall Work Program (OWP) needs to be amended to align the budget to match reconciled carryover funding from the prior fiscal year; update Fiscal Year (FY) 2022/23 state and federal planning grant estimates and match funds; add a new work element for Regional Early Action Planning (REAP) program activities; and to update agency personnel costs due to changes in staffing.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve Formal Amendment #1 to the FY 2022/23 Overall Work Program (OWP) by authorizing the chair to sign Resolution 22-12 (Attachment A), thereby decreasing SRTA's estimated planning revenues and expenditures by \$200,164.
2. Authorize the executive director to make minor administrative corrections as needed in response to the Caltrans review and approval process.

DISCUSSION:

The OWP describes the agency's planning activities for the fiscal year (July 1 through June 30). Amendments are periodically needed to reflect differences in estimated versus actual revenue and expenditures, as well as any substantive changes in work scope, timelines, and deliverables. The Fiscal Year (FY) 2022/23 OWP must be amended to:

- Update Federal Highway Administration Planning (FHWA PL) and Federal Transit Administration (FTA) 5303 planning funds, and Senate Bill 1 (SB1) formula planning funds based on updated estimates from Caltrans for FY 2022/23;
- Add a new Regional Early Action Planning (REAP) 2.0 work element for the purposes of tracking SRTA staff administrative time and should any planning projects be recommended for funding. As SRTA's OWP is focused on planning activities, any capital projects that receive REAP 2.0 funding are anticipated to be included in SRTA's comprehensive budget, unless SRTA receives further direction from the California Department of Housing and Community Development;
- Update staffing hours based on changes in agency staffing and reorganization of project responsibility; and
- Align the budget to match reconciled carryover funding from the prior fiscal year. This included updates to consultant budgets where consultant work and invoices in the fourth

quarter of FY 2021/22 were greater than anticipated, thereby requiring adjustments to estimated remaining funds in FY 2022/23.

The net impact of Formal Amendment #1 to the FY 2022/23 OWP is a decrease in SRTA's planning budget of \$200,164, mostly due to updates to grant carryover funds, revised estimates for consultant expenditures, and revised estimates for agency personnel costs due to changes in staffing and challenges in recruiting new staff to fill vacant positions. Changes are highlighted in the OWP worksheets (Attachment B).

ALTERNATIVES:

The board of directors may clarify any item and request specific changes. Formal Amendment #1 is necessary to ensure eligibility for reimbursement of federal and state expenses associated with the OWP.

OTHER AGENCY INVOLVEMENT:

Caltrans reviews and approves all formal amendments to the OWP. The Technical Advisory Committee (TAC) received a verbal update on anticipated amended OWP activities and had no comments.

FISCAL IMPACT:

Formal Amendment #1 to the FY 2022/23 OWP budget will decrease SRTA's planning budget by \$200,164 (from \$4,691,620 to \$4,491,456), mostly due to pass-through grant funds from Caltrans District 2, a new REAP 2.0 grant program, reconciled carryover from the prior fiscal year, and updates to agency staffing and consultant budgets.



Sean Tiedgen, AICP, Executive Director

Attachments:

A: Resolution 22-12: Formal Amendment #1 to SRTA's Fiscal Year 2022/23 Overall Work Program

B: FY 2022/23 OWP Worksheets (proposed amendments highlighted)

RESOLUTION



RESOLUTION NUMBER:	22-12
SUBJECT:	Approve Formal Amendment #1 to SRTA's Fiscal Year 2022/23 Overall Work Program

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

WHEREAS, SRTA maintains an annual budget, a subset of which constitutes the OWP pursuant to state and federal requirements; and

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

NOW, THEREFORE, BE IT RESOLVED that SRTA hereby approves Formal Amendment #1 to the FY 2022/23 OWP, thereby:

- Updating federal and state planning estimates based on final allocations provided by Caltrans;
- Adding a new Regional Early Action Planning (REAP) 2.0 work element to reflect added SRTA activities;
- Aligning budgets by fund source with reconciled carryover funding from the prior fiscal year; and
- Updating agency personnel and consultant budgets.

BE IT FURTHER RESOLVED that the Formal Amendment #1 has the following net fiscal affect by fund source:

• Local Transportation Fund (LTF)	(\$241,674)
• FHWA Planning (PL)	(\$ 9,145)
• FHWA PL Carryover	+\$ 142,876
• FTA 5303	(\$ 19,651)
• FTA 5303 Carryover	(\$ 50,837)
• Planning Programming & Monitoring (PPM)	(\$ 53,713)
• North State Super Region (NSSR)	+\$ 12,598
• Senate Bill (SB) 1 Formula Planning	+\$ 1,803

- | | |
|---|--------------|
| • Sustainable Communities Grant (SHA) | (\$ 348,461) |
| • FTA 5304 Strategic Partnership | (\$ 35,370) |
| • Non-Motorized | +\$200,000 |
| • Regional Early Action Planning (REAP) 2.0 | +\$ 52,783 |

BE IT FURTHER RESOLVED that the above changes result in a new FY 2022/23 OWP planning budget of \$4,491,456 (a decrease of \$200,164), which shall be considered final and in full force and effective upon acceptance and approval thereof by Caltrans District 2.

PASSED AND ADOPTED this 27th day of October 2022, by the Shasta Regional Transportation Agency.

Baron Browning, Chair
Shasta Regional Transportation Agency

SHASTA REGIONAL TRANSPORTATION AGENCY
Summary of Overall Work Program Funding Requirements

= change in revenue/consultant/grant expenditures
 = redistribution of staff hours/rates

FY 2022/23 OVERALL WORK PROGRAM
Formal Amendment #1 (DRAFT) - October 27, 2022

Work Element	Description	FHWA PL	State Toll Credits*	State Toll Credits* (amendments)	FHWA PL Carryover	FTA 5303	FTA 5303 Carryover	LTF	PPM	North State Super Region	SB1 Formula Funds	SHA Sustainable Comm	Pit River Tribe* (info only)	SPR Grants	5304 Strategic Partnerships	Non Motorized Program	REAP 2.0	Total
		100.00%	11.47%	11.47%	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	\$ 210,506	\$ 34,293		\$ 88,476			\$ 62,713										\$ 361,695
701.03	Performance Measures	\$ 31,964	\$ 3,666					\$ 2,500										\$ 34,464
701.09	Air Quality	\$ 12,566	\$ 1,441															\$ 12,566
701.11	Regional Data	\$ 25,740	\$ 2,952					\$ -										\$ 25,740
701.14	SCS Dev & Sup (FY20/21 SB1) (H2&CTSA Zero Em)							\$ 98,392	\$ -		\$ 164,909							\$ 263,301
701.15	SCS Dev & Sup (FY21/22 SB1) (Coord Transit Pln)							\$ 65,197			\$ 162,995							\$ 228,192
701.16	SCS Dev & Sup (FY22/23 SB1) (DAC Inv Strategy)							\$ 70,019			\$ 164,975							\$ 234,994
	Subtotal Work Element 701	\$ 280,776	\$ 42,353	\$ -	\$ 88,476	\$ -	\$ -	\$ 298,821	\$ -	\$ -	\$ 492,879	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,160,953
702	WORK PROGRAM AND ADMINISTRATION																	
702.01	Transportation Improvement Programs (TIPS)	\$ 132,742	\$ 15,225															\$ 132,742
702.02	Overall Work Program	\$ 125,916	\$ 27,564		\$ 114,400			\$ -										\$ 240,316
702.03	Grant Writing and Technical Assistance							\$ 5,925										\$ 5,925
	Subtotal Work Element 702	\$ 258,658	\$ 42,790	\$ -	\$ 114,400	\$ -	\$ -	\$ 5,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 378,983
703	NON-MOTORIZED PLANNING																	
703.01	Active Transportation Planning	\$ 21,732	\$ 12,386			\$ 57,593	\$ 28,663	\$ 10,441										\$ 118,429
703.06	Shasta Trunk Lines								\$ 179,316			\$ 76,358				\$ 200,000		\$ 455,674
	Subtotal Work Element 703	\$ 21,732	\$ 12,386	\$ -	\$ -	\$ 57,593	\$ 28,663	\$ 10,441	\$ 179,316	\$ -	\$ -	\$ 76,358	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 574,103
704	PUBLIC AND INTER-AGENCY PARTICIPATION																	
704.01	Public Information & Participation	\$ 73,949	\$ 8,482					\$ -										\$ 73,949
	Subtotal Work Element 704	\$ 73,949	\$ 8,482	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,949
705	PLANNING TOOLS																	
705.02	GIS Applications							\$ 43,458		\$ -								\$ 43,458
705.05	Travel Demand Model	\$ 153,705	\$ 17,630															\$ 153,705
	Subtotal Work Element 705	\$ 153,705	\$ 17,630	\$ -	\$ -	\$ -	\$ -	\$ 43,458	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 197,163
706	PUBLIC TRANSPORTATION PLANNING																	
706.02	Public Transportation Planning & Coordination	\$ -	\$ 6,882		\$ 60,000			\$ 106,438		\$ -								\$ 166,438
706.06	GHG Reduction Fund Programs (LCTOP)							\$ 29,481										\$ 29,481
	Subtotal Work Element 706	\$ -	\$ 6,882	\$ -	\$ 60,000	\$ -	\$ -	\$ 135,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,918
707	SPECIAL PROJECTS																	
707.01	Corridor Studies & Project Review	\$ -						\$ 79,330										\$ 79,330
707.03	Alternative Fuels Vehicle Planning		\$ 2,925		\$ 25,000		\$ 500	\$ 8,736										\$ 34,236
707.04	Goods & Freight Coordination and Planning		\$ -				\$ -	\$ 10,555										\$ 10,555
707.09A	273 Northern Section Multimodal Corridor Plan								\$ 75,780					\$ 500,000				\$ 575,781
707.09B	273 Southern Section Multimodal Corridor Plan													\$ 500,000				\$ 500,000
707.10	North State Intercity Bus to Rail Plan							\$ 37,349							\$ 288,277			\$ 325,626
707.11	Pit River Tribe Long-Range Transportation Plan										\$ 129,327	\$ 19,299						\$ 148,626
707.12	Regional Early Action Planning (REAP) 2.0							\$ 7,847									\$ 52,783	\$ 60,630
	Total Work Element 707	\$ -	\$ 2,925	\$ -	\$ 25,000	\$ -	\$ 500	\$ 143,817	\$ 75,780	\$ -	\$ -	\$ 129,327	\$ 19,299	\$ 1,000,000	\$ 288,277	\$ -	\$ 52,783	\$ 1,734,783
708	TRANSPORTATION DEVELOPMENT ACT																	
708.03	Transportation Development Act Management							\$ 101,139										\$ 101,139
708.04	Transit and CTSA Agency Administration							\$ 57,424										\$ 57,424
	Subtotal Work Element 708	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,563
800	OTHER																	
801.01	North State Super Region							\$ -		\$ 17,040								\$ 17,040
	Subtotal Work Element 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,040
	Total of Budget by Fund Source	\$ 788,820	\$ 133,448	\$ -	\$ 287,876	\$ 57,593	\$ 29,163	\$ 796,944	\$ 255,096	\$ 17,040	\$ 492,879	\$ 205,685	\$ 19,299	\$ 1,000,000	\$ 288,277	\$ 200,000	\$ 52,783	\$ 4,491,456

* 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.

Agency: SRTA

Total Budget (FY 2022/23): \$113,110

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations	FY 2022/23			
	Expenditures		Amount	
SRTA				
Personnel - Direct PTO Salaries	\$	113,110		
TOTAL:	\$	113,110		

Previous Accomplishments

Kept records of paid time off.

Objective

To record paid time off in a separate work element.

Discussion

Caltrans requires that paid time off be separately recorded and reported.

Product 1: Indirect Cost PTO

Task/Activity		Resp. Agency	Schedule
1.1	Record paid time off	SRTA	Jul 2022-Jun 2023

WORK ELEMENT 700.99
Indirect Cost Allocation Plan

Agency: SRTA Total Budget (FY 2022/23): \$1,175,491

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Services & Supplies	FY 2022/23	
	Amount (\$)	Total Expenditures INDIRECT
SRTA		
Building Occupancy:		
Depreciation (Suite 202)	93,866	93,866
Interest	9,978	9,978
Insurance	15,351	15,351
Repairs	3,249	3,249
Janitorial	5,714	5,714
Elevator	721	721
Landscape	1,753	1,753
Taxes	265	265
Security	7,678	7,678
Utilities	11,030	11,030
Advertising	4,532	4,532
Bank Charges	309	309
Copier	1,264	1,264
Communication	20,188	20,188
Depreciation	52,989	52,989
Books and Educational Materials	206	206
Office Supplies	5,323	5,323
Taxes - Filing Services	36	36
Computer Support	33,033	33,033
Dues/Subscriptions	7,125	7,125
Postage	82	82
Educational Training	1,030	1,030
Repairs and Maintenance	0	0
Software	10,671	10,671
Public Notice	124	124
Travel	4,323	4,323
Licenses	618	618
Management Expense Reimbursement (NEW)	1,339	1,339
Meetings	62	62
Insurance	7,901	7,901
Audit/Actuarial Services	38,725	38,725
Legal Services	9,284	9,284
Personnel Services	13,596	13,596
Small Office Equipment	902	902
Conference/training	5,150	5,150
Sub Total	368,420	368,420
INDIRECT SALARIES & BENEFITS	693,961	693,961
NOTE - General Administration, office functions and allocable staff costs not directly attributable to specific work elements (Per ICAP filing).		
PTO (WE 700.98)	113,110	113,110
TOTAL:	1,175,491	1,175,491

Previous Accomplishments

Annual indirect cost allocation plan and indirect cost rate proposal was generated and approved.

Objective

To document and justify indirect cost activities related to the organization's functions operating as an independent MPO.

Discussion

In order for indirect cost to be eligible for reimbursement, an indirect cost allocation plan is required. Expenses are allocated proportionally against all funding sources that allow for indirect costs based on salaries and wages budgeted under each work element.

Product 1: Indirect Cost Allocation Plan Administration

Task/Activity		Resp. Agency	Schedule
1.1	Payment to vendors for non-consultant services, including office services, rent and utilities. Also includes membership dues for professional planning accreditation (American Planning Association) and other associations as warranted.	SRTA	Jul 2022- Jun 2023
1.2	Prepare and file reports with funding agencies		
1.3	Implement SRTA Personnel Policies including preparation of employee evaluations		
1.4	Maintain and administrate SRTA benefit programs		
1.5	Prepare reports for management		
1.6	Prepare annual fiscal reports		

WORK ELEMENT 701.01					Regional Transportation Plan (RTP)					
Agency: SRTA		Total Budget (FY 2022/23):		\$361,695						
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE										
Staff Allocations and Funding Requirements		FY 2022/23								
		Expenditures		Revenue by Fund Source (\$)						
SRTA	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	FHWA PL Carryover	Toll Credits*	Total FHWA PL Carryover	LTF	
Personnel	\$ 128,216	\$ 173,182	\$ 132,980	\$ 17,229	\$ 150,209	\$ 78,328	\$ 10,148	\$ 88,476	\$ 62,713	
Services & Supplies	\$ 500		\$ 443	\$ 57	\$ 500					
Human Resources	\$ 3,077		\$ 2,724	\$ 353	\$ 3,077					
			\$ -	\$ -	\$ -					
Consultant Environmental Impact Report	\$ 48,019		\$ 42,512	\$ 5,508	\$ 48,019					
Consultant Graphic Design	\$ 8,701		\$ 7,703	\$ 998	\$ 8,701					
for Task 3.3 (RTP Report) and 3.4 (Ways & Means)										
TOTAL:	\$ 188,514	\$ 173,182	\$ 186,361	\$ 24,145	\$ 210,506	\$ 78,328	\$ 10,148	\$ 88,476	\$ 62,713	
*Toll Credits are shown for matching purposes only and are not considered revenue										
Prior Fiscal Year Work										
Environmental Impact Report (EIR) consultant procured and EIR process partially completed, including the development of off-model GHG reduction strategies and methodology for interagency consultation with ARB. As a precursor to the 2022 RTP/SCS, the Winter 2021 Edition of Ways & Means mid-RTP cycle performance report was produced and distributed.										
Objective										
To plan for the safe and efficient management, operation, and development of a regional inter-modal transportation system that, when linked with appropriate land use planning, serves the mobility needs of goods and people as well as reduced per capita vehicle miles traveled and associated greenhouse gas emissions necessary to meet CARB-assigned regional targets.										
Discussion										
As a prerequisite to receiving state and federal funding, an RTP must be prepared in compliance with state (California Government Code Section 65080 et seq.) and federal (U.S. Code Title 23, Section 134 et seq.) regulations. The RTP represents a 20 year planning horizon and includes a Sustainable Communities Strategy pursuant to California Senate Bill 375, which identifies a set of strategies that, if implemented, would help the region meet its CARB-assigned greenhouse gas emissions reduction targets. Federal transportation bill provisions must also be included in the RTP, including performance-based planning and programming requirements. SRTA updates the RTP every four years and incorporates the Regional Housing Needs Assessment (RHNA) every other cycle.										
Note: Consultant support for the 2018 RTP in the areas of travel demand modeling and Geographic Information Systems (GIS) analyses are budgeted under WE 705.05 and WE 705.02 respectively.										
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives										
The RTP is one of five core MPO activities and is developed in compliance with state and federal RTP guidance. It serves as the overarching framework for guiding secondary planning efforts (e.g. modal plans, project studies, etc). It includes a list of projects for inclusion in RTIP and capital grant applications. The RTP will include integration of Performance Based Planning and Programming (see 701.03, Draft Performance Plan). It includes the California required Sustainable Communities Strategy that addresses CARB-assigned greenhouse gas emission reduction targets.										
Deliverables (anticipated delivery date)										
2022 RTP, including EIR and SCS (Oct 2022).										
Task 1:	2018 RTP and SCS implementation									
Task/Activity								Resp. Agency	Schedule	
1.1	Advise and support local agencies and community partners in the development of projects and programs that align with the RTP/SCS. Examples include participation in area and corridor plans led by local agencies; providing technical support and direction to private sector partners in the development of land use projects; and so forth. This task includes extensive communication and coordination activities with local agencies, developers, and other community stakeholders. Note: for non-PL eligible, SCS-related activities, LTF is included in the budget.							SRTA	Jul 2022-Jun 2023	
1.2	Participate in interagency meetings that support the policy- and program-level implementation of the RTP, including: California Freight Advisory Committee, California Transportation Plan Policy Advisory Committee, Strategic Highway Safety Plan, local jurisdiction council/board meetings, and/or similar such meetings. Note: for non-PL eligible, SCS-related activities, LTF is included in the budget.									
Task 2:	2018 RTP and SCS maintenance and interagency coordination									
Task/Activity								Resp. Agency	Schedule	
2.1	Perform RTP amendments, if needed.							SRTA	Jul 2022-Jun 2023	
2.2	Consultation and coordination with state and federal partners to ensure planning alignment and eligible use of funds.									
Task 3:	2022 Regional Transportation Plan Development									
Task/Activity								Resp. Agency	Schedule	
3.1	Monitor and track federal or state policies that may impact the content of the 2022 RTP.							SRTA, Consultant	Jul 2022-Jun 2023	
3.2	Complete RTP/SCS Environmental Impact Report (EIR). Note: new travel demand model is included in 705.05.									
3.3	Adopt 2022 RTP/SCS (October or December 2022), including all items on RTP Checklist and SCS requirements.									
Task 4:	Native American and Federal Land Management Agency Consultation									
Task/Activity								Resp. Agency	Schedule	
4.1	Invite consultation with tribal representatives and Federal Land Management Agencies (FLMAs) on the development of the RTP, the Transportation Improvement Programs (Regional and Federal), and other significant planning studies developed under SRTA. Update FLMA contacts, as needed.							SRTA	Jul 2022-Jun 2023	
Task 5:	SCS Technical Methodology and Prepare SB150 Data Table for CARB									
Task/Activity								Resp. Agency	Schedule	
5.1	Early and ongoing consultation with CARB regarding SCS strategies and technical methodology Complete SB150 Data Table. Note: for non-PL eligible, SCS-related activities, LTF is included in the budget.							SRTA, Consultant	Jul 2022-Jun 2023	

WORK ELEMENT 701.03				Performance Measures		
Agency:	SRTA	Total Budget (FY 2022/23):	\$34,464			
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE						
Staff Allocations and Funding Requirements		FY 2022/23				
		Expenditures		Revenue by Fund Source (\$)		
SRTA	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	LTF
Personnel	\$ 14,513	\$ 19,602	\$ 27,989	\$ 3,626	\$ 31,615	\$ 2,500
Services & Supplies					\$ -	
Human Resources	\$ 348		\$ 308	\$ 40	\$ 348	
TOTAL:	\$ 14,861	\$ 19,602	\$ 28,297	\$ 3,666	\$ 31,964	\$ 2,500
*Toll Credits are shown for matching purposes only and are not considered revenue						
Prior Fiscal Year Work						
Participated in the development of MAP-21 performance-based planning, including federal rulemakings on performance measures. Incorporated performance based planning and programming into the 2020 Regional Transportation Improvement Program (RTIP) (adopted 12/13/21). Adopted regional Safety performance measure targets (February 2022), consistent with state adopted safety targets. Prepared transportation performance measure performance status as appendix to 2021 FTIP.						
Objective						
Utilize data develop under 701.11 (Regional Data Collection) and obtained from other sources (e.g. project- and plan-specific data collection) to set and track performance measures aligned with federal goals (safety, bridge and pavement condition, and system performance) and state goals (regional greenhouse gas emissions reduction, individual grant program objectives, etc.) in order to guide performance based planning and programming.						
Discussion						
Objectives that are not measured cannot be effectively managed and improved upon. The 2021 federal transportation bill (Infrastructure Investment and Jobs Act (IIJA) continues performance-based planning and programming requirements for the RTP and transportation improvement programs. At the state level, CARB requires extensive regional and sub-regional data to assess progress toward SB375-related greenhouse gas emission reductions. A variety of performance measures are also needed by SRTA when applying for planning and capital grant funds. Performance measures allow the region to track trends in key policy areas; measure progress toward mandates and regional goals; make a case for discretionary transportation funding; and evaluate the effectiveness of regional mobility strategies. Performance measure targets must be incorporated into SRTA's Regional Transportation Plan and Transportation Improvement Programs each time they are updated.						
Note: Consultant support using travel demand modeling and Geographic Information Systems (GIS) analyses are budgeted under WE 705.05 and WE 705.02 respectively.						
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives						
The Infrastructure Investment and Jobs Act (IIJA) requires the integration of Performance Based Planning and Programming (PBPP) into the entire planning process, including the RTP, OWP, and TIPs. Performance measures also support multiple core MPO functions, including the evaluation of alternatives, public involvement by summarizing the benefits and costs of transportation projects and programs, and the prioritization of projects for the RTP and TIPs. Tasks and deliverables in this work element are needed to comply with these requirements.						
Deliverables (anticipated delivery date)						
1) Letters of concurrence with statewide PM1, PM2, and PM3 federal performance measures (typically in Dec); 2) Draft Performance Plan (Mar 2023).						
Task 1:	PM 1 - Safety Performance Measure Targets					
Task/Activity					Resp. Agency	Schedule
1.1	Participate in statewide meetings and discussions regarding annual targets. Review draft data. Provide input as needed on methodologies and targets.				SRTA	As needed
1.2	Review final state performance targets and determine approach for regional targets.					July - Oct (annual)
1.3	Draft and present recommendations to SRTA Board of Directors to adopt regional targets (if needed).					Nov - Jan (annual)
1.4	Submit regional targets to Caltrans.					
Task 2:	PM 2 - Bridge, Pavement & Transportation Asset Management Performance Measure Targets					
Task/Activity					Resp. Agency	Schedule
2.1	Participate in statewide meetings and discussions regarding annual targets. Review draft data. Provide input as needed on methodologies and targets.				SRTA	As needed
2.2	Review final state performance targets and determine approach for regional targets.					July - Oct (annual)
2.3	Draft and present recommendations to SRTA Board of Directors to adopt regional targets (if needed).					Nov - Jan (annual)
2.4	Submit regional targets to Caltrans.					
Task 3:	PM 3 - System Performance/Freight/CMAQ Performance Measure Targets					
Task/Activity					Resp. Agency	Schedule
3.1	Participate in statewide meetings and discussions regarding annual targets. Review draft data. Provide input as needed on methodologies and targets.				SRTA	As needed
3.2	Review final state performance targets and determine approach for regional targets.					July - Oct (annual)
3.3	Draft and present recommendations to SRTA Board of Directors to adopt regional targets (if needed).					Nov - Jan (annual)
3.4	Submit regional targets to Caltrans.					
Task 4:	Transit Asset Management Performance Measure Targets					
Task/Activity					Resp. Agency	Schedule
4.1	Work with RABA and Shasta County on transit asset performance measures, advise on targets, coordinate meetings with federal and state partners, and advise on any federal/state changes.				SRTA	July - Oct (annual)
4.2	Establish regional transit asset management performance targets and priortize investments.				SRTA	180 days after RABA sets targets.
Task 5:	Draft Performance Plan					
Task/Activity					Resp. Agency	Schedule
5.1	Prepare a Draft Performance Plan addressing the following topics: 1) list of pertinent federal and state performance outcomes and reporting requirements; 2) list of specific performance metrics to be measured; 3) list of data inputs necessary for calculating performance metrics (including already acquired and to be obtained data); 4) data acquisition strategy; 5) timeline for future data updates; 6) data budget; and 7) approach for integrating the plan into the regional planning process, including the RTP, OWP, and TIPs, including an analysis of expected effectiveness of selected projects in meeting adopted performance targets.				SRTA	July 2022-Mar 2023

WORK ELEMENT 701.09						Air Quality
Agency:	SRTA	Total Budget (FY 2022/23):		\$12,566		
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE						
Staff Allocations and Funding Requirements		FY 2022/23				
		Expenditures		Revenue by Fund Source (\$)		
SRTA		Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA
Personnel	\$	5,292	\$ 7,147	\$ 11,012	\$ 1,427	\$ 12,439
Services & Supplies				\$ -	\$ -	\$ -
Human Resources	\$	127		\$ 112	15	\$ 127
TOTAL:		\$ 5,419	\$ 7,147	\$ 11,124	\$ 1,441	\$ 12,566
*Toll Credits are shown for matching purposes only and are not considered revenue						
Prior Fiscal Year Work						
Reviewed regional air quality reports. Tracked EMFAC model changes.						
Objective						
To monitor harmful air emissions in Shasta County and initiate strategies needed to comply with state and federal air quality standards, as needed.						
Discussion						
Transportation is the single largest source of atmospheric pollutant emissions in California, barring natural disasters such as wildfires. As a predominantly rural county, Shasta is currently classified as "attainment" for federal air quality standards, but this may change as population and travel demand grows. In 2015, the US Environmental Protection Agency (EPA) lowered the Ozone 8-hour standard to 0.070 parts per million (ppm). In the most recent 2015 Annual Monitoring Report, the Anderson & Lassen Volcanic sites showed a 3-year average of 0.068 ppm. SRTA will continue to monitor and review air quality reports and work with regional and state partners should any Shasta Region sites reach or exceed the federal standards.						
SRTA must monitor trends, measure impacts, and coordinate planning with the Shasta County Air Quality Management District (AQMD), Caltrans, the California Air Resources Board (CARB), and the US EPA, as needed. In addition to public health impacts, air quality is directly tied to transportation funding decision-making. CARB maintains the statewide mobile source emissions inventory software tool (Emissions FACTors or 'EMFAC') for estimating emissions from on-road vehicles from travel demand models. Periodic updates are provided and ongoing training is necessary. If the Shasta Region becomes "nonattainment" for an air quality standard, SRTA may need to develop a robust air quality analysis review of regional projects and conduct an air quality conformity analysis as part of a subsequent Regional Transportation Plan updates, and development and/or amendments to the Federal Transportation Improvement Program.						
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives						
Protecting air quality is a core MPO activity for regions in air quality non-attainment. The Shasta Region is in attainment for air quality standards; however the region is inching closer to non-attainment thresholds. Whereas SRTA's plans, program, and investments impact National Ambient Air Quality Standards, this work element is needed to track changes in Criteria Air Pollutants, including Ozone, CO, PM 2.5, and PM 10, and to prepare appropriate responses. Through of EMFAC, SRTA can evaluate the impact of individual projects and programs of projects such as the RTP and FTIP. This is required for the RTP EIR and supports other activities, such as grant seeking at times.						
Deliverables (anticipated delivery date)						
This work element includes a small number of staff hours needed for monitoring potential air quality impacts to the region, interagency communications, and staying abreast of technical/modeling methods and tools. Emissions modeling outputs and technical analysis are developed. Deliverables: as needed.						
Task 1: Regional air quality planning						
Task/Activity					Resp. Agency	Schedule
1.1	Interagency coordination, including monitoring and communications with Shasta County Air Quality Management District (AQMD) and the California Air Resources Board.				SRTA	Jul 2022- Jun 2023
1.2	Monitor federal air quality reports, California air quality reports, and related state/federal legislation. Take action as appropriate.					
1.3	Initiate strategies needed to comply with state and federal air quality standards.					
Task 2: Regional air quality modeling capacity						
Task/Activity					Resp. Agency	Schedule
2.1	Participate in web-based training for SRTA staff operation of the EMFAC model.				SRTA	Jul 2022- Jun 2023
2.2	Participate in statewide EMFAC model update workgroups and provide input as needed.					
2.3	Integrate updated releases of EMFAC model with SRTA's activity-based travel demand model.					
Task 3: SRTA Staff-performed EMFAC Post-Processing						
Task/Activity					Resp. Agency	Schedule
3.1	Potential EMFAC post processing performed by SRTA staff in support of planning and decision-making processes. Note: consultant-performed post-processing is performed under WE 705.05.				SRTA	Jul 2022- Jun 2023

WORK ELEMENT 701.11
Regional Data

Agency: **SRTA** **Total Budget (FY 2022/23): \$25,822**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23					
	Expenditures		Revenue by Fund Source (\$)			
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	LTF
SRTA						
Personnel	\$ 10,874	\$ 14,687	\$ 22,630	\$ 2,932	\$ 25,561	
Services & Supplies			\$ -	\$ -		
Human Resources	\$ 261		\$ 158	\$ 21	\$ 179	
						\$ -
TOTAL:	\$ 11,135	\$ 14,687	\$ 22,788	\$ 2,952	\$ 25,740	\$ -

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

Prior Fiscal Year Work

Traffic data was collected for all 218 HPMS count locations and a number of additional regionally significant locations. Thirty bike and pedestrian counts were also performed.

Objective

To collect data needed for 701.03 (Performance Measures), Federal Performance-Based Planning and Programming, and Federal Highway Performance Monitoring System (HPMS) data reporting. Data generated is also analyzed in other work elements to support grant seeking and regional decision making processes.

Discussion

There is a backlog of transportation infrastructure and mobility needs at all levels. These needs must be identified and communicated, and the performance of subsequent investments must be measured. This requires system and travel data, including traffic counts, pavement condition assessments, safety statistics, and other transportation statistics and analyses. Results are utilized to validate travel demand modeling data and to develop transportation improvement plans. The Highway Performance Monitoring System (HPMS) is a federally-mandated, nationwide program that provides information on the extent, condition, performance, usage, and operating characteristics of the nation's highways. Data collected for any road open to public travel are reported in HPMS. Caltrans annually requests data from all MPOs and local agencies. Additional information is provided via the Caltrans HPMS website (<http://www.dot.ca.gov/hq/tsip/hpms/>) and outlined in the 'Instructions for Updates, Including the HPMS Data Items dated March 2011. Local agencies are highly encouraged to submit data for the California Local Streets and Roads Statewide Needs Assessment in order to quantify transportation system deficiencies and provide documentation to support appropriate funding levels. HPMS and Local Streets and Roads data are utilized by SRTA for tracking progress and developing targets for federal, state and regional MAP-21/FAST Act performance measures, updating travel model data, and for use in SRTA's planning and programming activities. Transportation data will be incorporated into the region's activity-based travel demand model for the 2022 RTP. In addition, various transportation, land use, and emissions data is needed by CARB to complete the SB150-required annual progress report on California's Sustainable Communities and Climate Protection Act. SRTA was greatly challenged in providing this data because much of it had to be developed after the fact. Moving forward, SRTA aims to establish a data program that generates needed data concurrent and integrated with the planning process.

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

Data forms the foundation of Performance Based Planning and Programming (i.e. PM1, PM2, and PM3) and in addressing state policy implementation (e.g. greenhouse gas emission reduction targets and grant program specific objectives). Regional data also supports multiple core MPO functions, including the evaluation of alternatives and public involvement by summarizing the benefits and costs of transportation projects and programs. Data also supports the prioritization of projects for the RTP and TIPs.

Deliverables (anticipated delivery date)

Publish traffic counts and bike and pedestrian counts (as performed by consultant in FY 21/22) on SRTA's website or other means (December 2023).

Task 1: Regional Travel Data Collection

Task/Activity	Resp. Agency	Schedule
2.1 Procure new travel data vendor and administer technical services agreement, including invoicing, amendments, and other activities as needed. Review and process data.	SRTA	Apr 2023
2.2 Acquire data as identified by Draft Performance Plan (701.03) as needed to fill data gaps, including obtaining existing data from public sources, generated via project studies, or potentially purchasing or generating data if no open source data is available. May include the pursuit of grant funds for data acquisition.		Jul 2022- Jun 2023

Task 2: Technical Support for Local Agency Data Collection

Task/Activity	Resp. Agency	Schedule
2.1 Provide technical support to local agencies in generating data needed for federal and state performance measures. Specific examples include encouragement and support in applying for Local Roadways Safety Plans, participating within and responding to the California Statewide Local Streets and Roads Needs Assessment, and similar pursuits.	SRTA	Jul 2022- Jun 2023

Task 3: Data Sharing

Task/Activity	Resp. Agency	Schedule
3.1 Generate and/or maintain web-friendly data and map-based geo-spatial presentations.	SRTA	As needed
3.2 Post data on SRTA website and update become available and is needed by partner agencies.		

WORK ELEMENT 701.14**SCS Development & Support (FY 2020/21 Funds)**

Agency: SRTA Total Budget (FY 2022/23): \$263,301

Hydrogen Study & CTSA Zero Emission Fleet Rollout Plan

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23							
	Expenditures		Revenue by Fund Source (\$)					
	Direct	Indirect	FHWA PL C/O	Toll Credits*	Total FHWA C/O	PPM	SB1 20/21 Formula	LTF
SRTA								
Personnel	\$ 41,433	\$ 55,964					\$ -	\$ 97,397
Services & Supplies	\$ -		\$ -			\$ -	\$ -	
Human Resources	\$ 994						\$ -	\$ 994
						\$ -		
Consultant (Frontier Energy)	\$ 50,000						\$ 50,000	\$ -
Consultant (TBD)	\$ 114,909						\$ 114,909	\$ -
TOTAL:	\$ 207,337	\$ 55,964	\$ -	\$ -	\$ -	\$ -	\$ 164,909	\$ 98,392

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

Prior Fiscal Year Work

RFP and consultant contact for Hydrogen Study.

Objective

General Use of SB1 Formula Funds: To lend technical and financial assistance to local agency and private sector partners in identifying projects, performing conceptual design, and carrying out analyses needed to advance projects that support implementation of the Regional Transportation Plan/Sustainable Communities Strategy (SCS) and meeting greenhouse gas emission reduction targets through coordinated transportation investment and land use strategies. As these partnerships and investments begin to yield tangible outcomes, SRTA will continue to align planning and infrastructure investments to achieve the critical mass and intensity of factors known to influence travel behavior - also known as the 5 'D Factors' described in the region's RTP/SCS. **Use of FY 2020/21 SB1 Formula Funds:** One of the most cost-effective means of reducing transportation sector greenhouse gas emissions is through the use of zero emission vehicles. Although this does not reduce vehicle miles traveled as SB375 is intended to influence, increasing the number of zero emission vehicles in the regional fleet mix is needed to meet the very ambitious CARB-assigned performance target for the region. Accelerating the development of hydrogen fueling infrastructure will increase consumer and fleet adoption of hydrogen vehicles and allow the Salmon Runner intercity bus service to operate as zero emission. Since the initial attention will be on non-SB375 class vehicles (i.e., freight vehicles) and the region can only count the portion of reduced VMT/GHG for SalmonRunner inside the regional boundaries, the direct and immediate impact on meeting the region's target will be small; however, this foot-in-the-door will lead to increased access for all users in the future. Initial efforts will focus on identifying and bringing together a consortium of government, utility, non-profit, and private stakeholders to discuss challenges, identify opportunities, and seek grant funding for regionally identified projects (TBD).

Discussion/Project Justification

Based on technical modeling performed for the Sustainable Communities Strategy, the single most effective strategy for reducing SB375-qualifying greenhouse gas emissions would be a transition to zero emission vehicles. Downsides are that switching to zero-emission vehicles does not reduce vehicle miles traveled with associated impacts to community livability, safety, and infrastructure demands. The general consensus is that zero-emission charging/fueling infrastructure will lead to public adoption of zero emission vehicles; however, SRTA does not own or control land, facilities, and/or right-of-way needed to build zero-emission infrastructure or network of charging/fueling stations. The SRTA Board of Directors determined that SRTA's current role should be to provide technical assistance, coordination amongst interested parties, and assist in securing funding support to implementing agencies (see December 2021 Agenda). The Shasta Regional Hydrogen Hub Study will provide the foundation of information needed to guide SRTA's efforts in these areas moving forward, as well as support grant seeking efforts.

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

This work element is funded with SB 1 Formula Funds, administered through the Caltrans Sustainable Communities Grant Program. Through this work element, projects are fostered with local jurisdictions and community partners that implement the region's adopted SCS. To aid in the development of projects, SRTA will be identifying a range of potential strategies to prioritize for funding. As projects and deliverables are identified for SB1 Formula funds, the OWP is amended.

Deliverables (anticipated delivery date)

Hydrogen Study: Technical memo summarizing outreach performed and stakeholder input received (Oct 2022). CTSA Zero Emission Plan: Draft Plan (Dec 2022) and Final Plan Feb (2023).

Task 1: Shasta Regional Hydrogen Hub Study

Task/Activity	Resp. Agency	Schedule
1.1 Issue requests for proposals and procure consultant.	SRTA	Dec 2021 - Feb 2022
1.2 Conduct outreach and develop consortium of interested parties. Conduct meetings, prepare presentations, and take meetings notes.	SRTA, consultant	Feb 2022 - June 2023
1.3 Conduct visioning exercises; identify regional strengths and barriers; identify development and funding opportunities.	SRTA, consultant	Feb 2022 - June 2023 (as needed)
1.4 Conduct planning strategies for identified projects and develop funding scenarios. Consider development of incentives for adoption of hydrogen infrastructure.	SRTA, consultant	Feb 2022 - June 2023 (as needed)

Task 2: CTSA Zero Emission Fleet Rollout Plan

Task/Activity	Resp. Agency	Schedule
2.1 Develop CTSA Zero Emission Fleet Rollout Plan	SRTA, consultant	Jul 2022- June 2023

WORK ELEMENT 701.15			SCS Development & Support (FY 2021/22 Funds)					
Agency: SRTA			Total Budget (FY 2022/23): \$228,192					
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE								
Staff Allocations and Funding Requirements		FY 2022/23						
		Expenditures		Revenue by Fund Source (\$)				
SRTA		Direct	Indirect	FHWA PL C/O	Toll Credits*	Total FHWA C/O	LTF	SB1 21/22 Formula
Personnel		\$ 27,455	\$ 37,083				\$ 64,538	\$ -
Services & Supplies		\$ -		\$ -			\$ -	\$ -
Human Resources		\$ 659					\$ 659	\$ -
Sub-Recipient (consultant tbd)		\$ 162,995						\$ 162,995
TOTAL:		\$ 191,109	\$ 37,083	\$ -	\$ -	\$ -	\$ 65,197	\$ 162,995
*Toll Credits are shown for matching purposes only and are not considered revenue								
Prior Fiscal Year Work								
n/a								
Objective								
General Use of SB1 Formula Funds: To lend technical and financial assistance to local agency and private sector partners in identifying projects, performing conceptual design, and carrying out analyses needed to advance projects that support implementation of the Regional Transportation Plan/Sustainable Communities Strategy (SCS) and meeting greenhouse gas emission reduction targets through coordinated transportation investment and land use strategies. As these partnerships and investments begin to yield tangible outcomes, SRTA will continue to align planning and infrastructure investments to achieve the critical mass and intensity of factors known to influence travel behavior - also known as the 5 'D Factors' described in the region's RTP/SCS. FY 2020/21 SB1 Formula Funds will focus on 'Distance to Transit', and more specifically the coordination of transit services in the region consistent with the adopted Long-Range Transit Plan.								
Discussion/Project Justification								
In order to maintain livable and economically active communities, investments in transportation infrastructure and services must be balanced with transportation-efficient land use – meaning a mix of development types, closer together, with access to multiple travel options. The Regional Transportation Plan (RTP) includes ambitious assumptions for new housing, jobs, and commercial development in Strategic Growth Areas served by the next generation of multimodal transportation infrastructure and services. The coordinated development of future transit services is needed to align with other SCS strategies as a whole.								
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives								
This work element is funded with SB 1 Formula Funds, administered through the Caltrans Sustainable Communities Grant Program. Through this work element, projects are fostered with local jurisdictions and community partners that implement the region's adopted SCS. To aid in the development of projects, SRTA will be identifying a range of potential strategies to prioritize for funding. As projects and deliverables are identified for SB1 Formula funds, the OWP is amended.								
Deliverables (anticipated delivery date)								
RFP (Dec 2022). Technical Services Agreement (Mar 2023).								
Task 1:		Coordinated Transit Plan						
Task/Activity							Resp. Agency	Schedule
1.1	Procure consultant services, including RFP and technical services agreement.						SRTA and Consultant	Nov 2023
1.2	Perform public outreach and organize/maintain technical advisory committee.							Jan 2023
1.3	Draft plan							Mar 2023
1.4	Final plan							Jun 2023

WORK ELEMENT 701.16

SCS Development & Support (FY 2022/23 Funds)

DAC Investment Strategy

Agency: SRTA

Total Budget (FY 2022/23): \$233,894

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23			
	Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	LTF	SB1 22/23 Formula
SRTA				
Personnel	\$ 29,486	\$ 39,826	\$ 69,312	\$ -
Services & Supplies	\$ -		\$ -	\$ -
Human Resources	\$ 708		\$ 708	\$ -
Consultant (TBD)	\$ 163,875			\$ 163,875
Consultant (CalCOG Equity Training)	\$ 1,100			\$ 1,100
TOTAL:	\$ 194,068	\$ 39,826	\$ 70,019	\$ 164,975

Prior Fiscal Year Work

n/a

Objective

General Use of SB1 Formula Funds: To lend technical and financial assistance to local agency and private sector partners in identifying projects, performing conceptual design, carrying out public outreach, and other tasks needed to advance projects consistent with the RTP/SCS. All projects should help the region meet greenhouse gas emission reductions targets. As these partnerships and investments begin to yield tangible outcomes, SRTA will continue to align planning and infrastructure investments to achieve the critical mass and intensity of factors known to influence travel behavior - also known as the 5 'D Factors' described in the region's RTP/SCS.

Discussion/Project Justification

To maintain livable and fiscally sustainable communities, investments in transportation infrastructure and services must be balanced with transportation-efficient land use – meaning a mix of development types, closer together, with access to multiple travel options. The RTP/SCS includes ambitious assumptions for new housing, jobs, and commercial development in Strategic Growth Areas (see attached map) served by the next generation of multimodal transportation infrastructure and services. SRTA may utilize regional funds and programs to influence and facilitate these goals, but the region's RTP/SCS cannot be realized without local agency and private sector participation. SB1 Formula Planning Funds provide resources for these efforts. Decades of disinvestment and inequitable policies have helped create and/or perpetuate disadvantaged communities. Regional investment strategies tied to the specific localized needs of disadvantaged communities is needed to rectify these institutionalized inequities. Result will be used to inform regional plans, programming of regional funds, and grant applications.

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

This work element is funded with SB 1 Formula Funds, administered through the Caltrans Sustainable Communities Grant Program. Through this work element, projects are fostered with local jurisdictions and community partners that implement the region's adopted SCS. To aid in the development of projects, SRTA will be identifying a range of potential strategies to prioritize for funding. As projects and deliverables are identified for SB1 Formula funds, the OWP is amended.

Deliverables (anticipated delivery date)

SOW, RFP, consultant contract (Dec 2023). Final Report (Jun 2023).

Task 1:	Disadvantaged Communities Investment Strategy		
Task/Activity		Resp. Agency	Schedule
1.1	Procure consultant services.	SRTA	Jul 2022-Jun 2023
1.2	Perform outreach, develop DAC strategy, including policies that may be amended into regional planning and programming processes.		

WORK ELEMENT 702.01			Transportation Improvement Programs (TIPS)		
Agency:	SRTA	Total Budget (FY 2022/23):	\$132,742		
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE					
Staff Allocations and Funding Requirements	FY 2022/23				
	Expenditures		Revenue by Fund Source (\$)		
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL
SRTA					
Personnel	\$ 55,814	\$ 75,388	\$ 116,153	\$ 15,049	\$ 131,202
Services & Supplies	\$ 200		\$ 177	\$ 23	\$ 200
Human Resources	\$ 1,340		\$ 1,186	\$ 154	\$ 1,340
TOTAL:	\$ 57,354	\$ 75,388	\$ 117,516	\$ 15,225	\$ 132,742
*Toll Credits are shown for matching purposes only and are not considered revenue					
Prior Fiscal Year Work					
The SRTA executive director was granted authority to locally approve both administrative modifications, and formal amendments, to the FTIP. The 2021 FTIP was federally approved April 2021, amended in June and February, and modified in June and November. SRTA prepared and published an annual list of federally obligated transportation projects for public information, per federal regulations. The 2022 RTIP was prepared and adopted in December 2021.					
Objective					
To develop candidate projects for transportation programming needs under federal, state, and local transportation improvement programs consistent with the Regional Transportation Plan (RTP), fiscal constraints, and Federal transportation performance measures, as required.					
Discussion					
The FTIP is a four-year program of capital, maintenance, and operational transportation improvements based on long-range transportation plans (23 USC Section 134 (c)(j)) and (23 CFR 450.324) and is typically updated by September of even-numbered years. Transportation improvement programs (TIPs) are designed to achieve RTP goals and objectives via transportation spending, operations, and management, and are expected to support Federal transportation performance measures. The FTIP ensures that these activities are carried out in cooperation with federal, state, local and tribal governments, federal land management agency partners, transit agencies, community stakeholders, and the general public. Development of these programs adhere to the adopted SRTA Public Participation Plan. Amendments are routinely needed to reflect changes to federal programs, transportation funding levels, and local agency priorities. Formal amendments and administrative modifications are reviewed for consistency with the RTP and fiscal constraints and submitted to the funding agencies for approval. The Regional Transportation Improvement Program (RTIP) is a five-year program of projects using State Transportation Improvement Program (STIP) funds and updated by December of odd-numbered years. RTIP projects are approved as part of the STIP by the CTC. Federally funded and/or regionally significant RTIP and State Highway Operation and Protection Program (SHOPP) projects are uploaded to the FTIP, once the documents are approved.					
*NOTE: Data and PMs for the RTIP and FTIP are included in PMs and Regional Data, WEs 701.03 and 701.11, respectively.					
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives					
Development of a Federal Transportation Improvement Program is one of five core MPO functions and is prepared in compliance with state and federal guidance. Projects receiving federal and state funds, or locally funded projects of regional significance, are advanced for funding through the FTIP and are an integral part of the Performance Based Planning and Programming process.□					
Deliverables (anticipated delivery date)					
2021 Shasta FTIP amendments (at beginning of year); Annual List of Federally Obligated Projects (Dec 2022); FY 2022/23 RSTP Exchange Projects and SCAs (Jun 2023); 2023 Shasta FTIP submission to Caltrans for federal approval by December 2022; and 2023 FTIP amendments.					
Task 1:	2021 Shasta FTIP Amendments				
Task/Activity				Resp. Agency	Schedule
1.1	Receive, process, submit, and post FTIP formal amendment requests, including descriptive letter, CTIPS pages, grouped projects summary tables, financial summary tables, and summary of changes table. Formal amendments undergo a minimum 14-day public review. Subsequently, SRTA staff notifies cognizant agencies, and interested individuals, when formal amendments locally approved.			SRTA	Jul 2022- Dec 2022
1.2	Administrative modifications amendments required, or requested, including all of the materials listed in task 1.1, less the financial summary tables. Administrative modifications do not undergo public review and are accepted as state and federally approved upon local approval.				
Task 2:	Monitor Implementation 2022 Shasta RTIP				
Task/Activity				Resp. Agency	Schedule
2.1	Attend CTC meetings, as necessary.			SRTA	Bi-monthly
2.2	Meet with local agencies to determine upcoming projects and funding strategies. Seek additional/matching funding for STIP projects.				On-going
2.3	Manage allocations and timely use of funds.				
2.4	Monitor opportunities to include intelligent transportation systems (ITS) strategies and develop candidate projects.				
2.5	Develop, review, and update RTIP performance measures, as needed.				
2.6	2022 Shasta RTIP amendments, as needed.				
Task 3:	California Federal Programming Group Meetings				
Task/Activity				Resp. Agency	Schedule
3.1	Attend CFPG meetings. Participate on CFPG Task Forces, as desirable.			SRTA	Bi-monthly
Task 4	2023 Shasta FTIP and FTIP Formal Amendments and Administrative Modifications				
Task/Activity				Resp. Agency	Schedule
4.1	Finalize and complete 2023 FTIP, including consistency with federal Transportation Performance Measures. Submit to Caltrans, HQ Programming for draft review of CA Federal State Transportation Improvement Program (FSTIP), and subsequent federal approval.			SRTA	Jul - Dec 2022
4.2	Upon federal approval of 2023 Shasta FTIP, notify interested parties/public and post to web.				Dec-22
4.3	Prepare, process, submit, and post 2023 Shasta FTIP formal amendments and administrative modifications, similar to activities 1.1 and 1.2 above.				Jul 2022 - Jun 2024
Task 5	Prepare and Publish Annual List of Federal FY Federally-Obligated Projects				
Task/Activity				Resp. Agency	Schedule
5.1	Receive Caltrans list of federally-obligated streets, roads, and bicycle projects for prior federal fiscal year (FFY).			SRTA	Oct - Dec annually
5.2	Modify list for public use, add FTIP CTIPS numbers to projects, and solicit and add federally-funded transit projects.				
5.3	Publish list of prior FFY federally-obligated projects within 90 days following the end of the prior FFY. Post to SRTA website.				
Task 6	Annual List of Locally-Approved Regional Surface Transportation Program (RSTP) Projects				
Task/Activity				Resp. Agency	Schedule
6.1	With RSTP prior year estimates, solicit local project submissions per SRTA RSTP exchange policies.			SRTA	Apr - May annually
6.2	Evaluate submitted projects for eligibility and prepare staff recommendation for RSTP-funded projects.				May - Jun annually
6.3	Present funding recommendations to SRTA Board of Directors for approval.				Jun annually
6.4	Under WE 702.02, prepare RSTP sub-recipient cooperative agreements with local jurisdictions and disseminate for approval.				Jun annually

WORK ELEMENT 702.02										Overall Work Program (OWP)
Agency:		SRTA		Total Budget (FY 2022/23):		\$240,316				
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE										
Staff Allocations and Funding Requirements		FY 2022/23								
		Expenditures		Revenue by Fund Source (\$)						
SRTA		Direct	Indirect	FHWA PL	Toll Credits Match	Total FHWA PL**	FHWA PL Carryover	Toll Credits Match	Total FHWA PL Carryover	LTF
Personnel		\$ 101,114	\$ 136,575	\$ 109,148	\$ 14,141	\$ 123,289	\$ 101,278	\$ 13,122	\$ 114,400	
Services & Supplies		\$ 200		\$ 177	\$ 23	\$ 200				
Human Resources		\$ 2,427		\$ 2,148	\$ 278	\$ 2,427				
TOTAL:		\$ 103,741	\$ 136,575	\$ 111,474	\$ 14,443	\$ 125,916	\$ 101,278	\$ 13,122	\$ 114,400	\$ -
*Toll Credits are shown for matching purposes only and are not considered revenue										
Prior Fiscal Year Work										
Prior year budget and work plan prepared and adopted; quarterly reports completed, including descriptive summaries of work performed and corresponding budget expenditures; consultation and coordination with state and federal partners regarding the content and ongoing improvement of the OWP document; maintained and used a full-cost accounting system for fiscal management of US DOT funds; developed and executed sub-recipient cooperative agreements; developed and adopted policy for the distribution of planning funds to local partner agencies. Adopted new Overall Work Program policies and procedures for the agency (Section 2.24.10). Prepared new FY regional planning priorities, draft OWP, and final OWP. Participated in annual OWP coordination meeting with state and federal oversight partners. In FY 20/21, the OWP format was updated to eliminate the second year informational budget and non-planning comprehensive budget. These are now included in a separate comprehensive budget presented to the SRTA Board of Directors each June. Annual sub-recipient cooperative agreements for the pass-through of planning, non-motorized, and RSTP funds annually developed and executed.										
Objective										
To develop and administer a comprehensive, coordinated work plan of projects and programs that support implementation of the RTP, short-term transportation improvement programs, California Planning Emphasis Areas, and Federal Planning Factors. To prepare and adopt an agency budget, and annual ICAP rate for the operation of SRTA.										
Discussion										
The OWP is a detailed description of agency work to be accomplished during the fiscal year (July 1 through June 30) and the fund sources to be used to support RTP implementation and the development of short-term transportation improvement programs. The OWP is prepared pursuant to 23 CFR 450.308 and the Regional Planning Handbook prepared by the California Department of Transportation. At a minimum, the OWP includes: a description of the planning activities and products; who will perform the work; anticipated time frame for completing the work; and the budget and source of funds. SRTA receives, oversees, and monitors the use of state and federal funding for implementation of the OWP and is therefore required to establish policies and procedures to meet DOT regulations. Cooperative agreements are also executed with partner agencies that jointly undertake work within the OWP.										
NOTE: Consolidated Planning Grant (CPG) funds are not used to implement non-CPG funded work elements. However, within Work Element 702.02, CPG funding is used to coordinate non-CPG funded work with CPG-funded work, thereby ensuring a program of projects and activities that work together to achieve federal, state, and regional objectives.										
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives										
The OWP serves as SRTA's work program, planning budget, and comprehensive budget. It articulates how SRTA's activities align with federal and state funding eligibility and policy priorities. Performance Based Planning and Programming are integrated across the planning process, meaning that the RTP, OWP, TIPs, and other state- and federally-funded activities are working together to plan, fund, and implement projects and programs that provide quantifiable progress toward desired outcomes and performance targets.										
Deliverables (anticipated delivery date)										
1) Annual OWP Coordination meeting (November); 2) Regional planning priorities for the upcoming fiscal year (December); 3) Draft work element worksheets (February); 4) Draft OWP for interagency review (March); 5) Final draft OWP (April); 6) OWP Agreement (May plus amendments as required); 7) OWP Amendments as needed; and 8) Sub-recipient Cooperative Agreements (SCAs - June).										
Task 1:		Closeout of Prior FY OWP and Budget								
Task/Activity									Resp. Agency	Schedule
1.1		Prepare prior year certification of expenditures and close out reports for submittal to Caltrans.							SRTA	Jul - Sept annually
Task 2:		Management of Current FY OWP and Budget								
Task/Activity									Resp. Agency	Schedule
2.1		Develop/administer/amend and oversee subrecipient cooperative agreements (general and RSTP) with local agency subrecipients.							SRTA	On-going
2.2		Track staff hours on work tasks and review budget expenditures.								Quarterly
2.3		Prepare and submit invoices and quarterly progress reports to Caltrans, including SRTA and sub-recipient activity, as well as Disadvantaged Business Enterprise (DBE) reporting forms.								Apr and Oct annually
2.4		Prepare bi-yearly DBE reporting to submit to Caltrans, Headquarters.								Due Aug 31 annually
2.5		Prepare and submit Year End Package and OWP Final Products to Caltrans District.								
Task 3:		OWP Amendments								
Task/Activity									Resp. Agency	Schedule
3.1		Prepare staff report and budget documents for SRTA Board of Directors approval (typically 2-3 amendments per year).							SRTA	As needed
3.2		Coordinate with Caltrans District 2 and submit required documentation to Caltrans for federal and state approval.								
Task 4:		Prepare Next FY OWP								
Task/Activity									Resp. Agency	Schedule
4.1		Annual OWP coordination meeting with Caltrans, FHWA, and FTA.							SRTA	Nov-Dec annually
4.2		Prepare and present regional planning priorities for board of directors' approval.								Oct - Dec annually
4.3		Prepare and distribute local agency call for planning projects based on regional planning priorities, Federal Planning Factors, and California Planning Emphasis Areas, and evaluate proposals. May depend on available funding.								Aug-Jan annually
4.4		Update prospectus and prepare draft FY 2023/24 work elements.								Nov-Feb annually
4.5		Analyze SRTA staff and labor needs, allocate staff hours across work elements, and prepare draft budget, including: personnel, services and supplies, consultant work, local agency sub-allocations, and indirect costs.								
4.6		Prepare and present draft OWP to board of directors for review and comment.								
4.7		Submit draft OWP to state and federal agencies for review and comment.								Feb annually
4.8		Revise draft OWP to include federal and state comments and recommendations.								Mar annually
4.9		Prepare and present final OWP to board of directors for adoption.								Mar-Apr annually
4.10		Prepare and submit annual sub-recipient cooperative agreements to sub-recipients. File SCAs and issue Notices to Proceed upon full execution.								Apr annually
4.11		Submit final OWP to Caltrans for state and federal approval.								May-Jun annually

WORK ELEMENT 702.03**Grant Writing and Technical Assistance**

Agency: SRTA Total Budget (FY 2022/23): \$5,925

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23			
	Expenditures		Revenue by Fund Source (\$)	
SRTA	Direct	Indirect	LTF	
Personnel	\$ 2,411	\$ 3,256	\$ 5,667	
Services & Supplies	\$ 200		\$ 200	
Human Resources	\$ 58		\$ 58	
Consultant	\$ -		\$ -	
TOTAL:	\$ 2,669	\$ 3,256	\$ 5,925	\$ -

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

Prior Fiscal Year Work

Grant applications were developed for the Fix 5 Cascade Gateway Project and submitted.

Objective

This work element consolidates efforts previously dispersed throughout prior year OWPs to develop new projects, partnerships, and grant applications. Establishing a dedicated grant writing and technical assistance work element and funding it entirely with LTF ensures that federal planning funds are not used to for ineligible activities such as develop capital grant applications. Also, because these are new projects in development, there is typically no dedicated work element in place to charge this work, which typically requires >40 hours to develop and submit each application. This new work element remedies this issue. Upon award of grants for specific projects, they are amended into the OWP under their own unique work elements.

Discussion

Transportation funding has transitioned in recent years from predominately formula-based allocations to a highly competitive discretionary funding environment. In addition to newer federal programs, the State of California has introduced a number of Greenhouse Gas Reduction Fund (GGRF) funded programs that fund capital roadway projects, transit capital and operating projects, and non-motorized planning and capital projects. Furthermore, a number of past funding avenues have been consolidated into ultra-competitive programs such as the Active Transportation Program (ATP). SRTA plays a key role in tracking current and new grant program opportunities, competing directly for grants, and assisting local partner agencies in seeking grants for projects that help to implement SRTA's adopted Regional Transportation Plan (RTP). The funding assumptions and performance goals found in the adopted RTP are premised on the successful pursuit of these discretionary funding sources. Due to tight grant program timelines and large variations in work effort required, SRTA maintains a technical services contracts with consultant to augment SRTA staff time.

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

Regional funds are used exclusively for this work element because grant writing is not an eligible of federal planning funds. The RTP cannot be fully implemented and regional, state, and federal outcomes and performance targets cannot be met without cost sharing. Grants fill funding gaps that could not otherwise be accomplished with regional funds - nor should they since many of the region's interstate and interregional corridors are heavily used by non-local traffic traveling through the region and support state and federal goals for the mobility for freight and people. Successful grant writing efforts help ensure a state of good repair on regional roadways by replacing pavement and bridges, enhance safety by bringing facilities up to modern design standards, and help ensure long-term system performance for these critically-important facilities by increasing capacity, enhancing traffic operations, and reducing congestion.

Deliverables (anticipated delivery date)

SRTA typically prepares 1 to 3 grant applications per year. The timing and specific grant program vary from year to year. Examples of prior recent efforts are listed above under Previous Accomplishments. As needed, consultant services area also procured to assist with grant applications.

Task 1: Develop projects to compete effectively for discretionary funding

Task/Activity	Resp. Agency	Schedule
1.1 Track existing and emerging state and federal grant opportunities. Perform research into applicable programs and participate in grant workshops as needed.	SRTA	Jul 2022- Jun 2023
1.2 Communicate with and provide technical assistance to local agencies, human service transportation providers, and private industry partners to identify project needs and align these needs with applicable grant program funding opportunities.		
1.3 Develop project work scopes and organize interagency and community partnerships and resources.		

Task 2: Grant development consultant contract

Task/Activity	Resp. Agency	Schedule
2.1 Administer procurement process for consultant services.	SRTA	Jul 2022- Jun 2023
2.2 Manage consultant contracts, including review of invoices and progress made on deliverables.		
2.3 Consultant work as required to develop grant applications. <i>Deliverable(s): grant application package(s).</i>	Consultant	

WORK ELEMENT 703.01						Active Transportation Planning (CS)							
Agency: SRTA		Total Budget (FY 2022/23):		\$118,429									
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE													
Staff Allocations and Funding Requirements		Expenditures		FY 2022/23									
				Revenue by Fund Source (\$)									
SRTA		Direct	Indirect	5303 Carryover	Toll Credits	Total 5303 Carryover	5303	Toll Credits	Total 5303	FHWA PL (CS)	Toll Credits	Total FHWA PL (CS)	LTF
Personnel		\$ 47,766	\$ 64,517	\$ 25,375	\$ 3,288	\$ 28,663	\$45,546	\$ 5,901	\$ 51,447	\$ 19,239	\$ 2,493	\$ 21,732	\$10,441
Services & Supplies		\$ 1,500			\$ -		\$ 1,328	\$ 172	\$ 1,500		\$ -		
Human Resources		\$ 1,146			\$ -		\$ 1,015	\$ 131	\$ 1,146		\$ -		
Bike Month Promotional		\$ 3,500					\$ 3,099	\$ 401	\$ 3,500		\$ -		
TOTAL:		\$ 53,912	\$ 64,517	\$ 25,375	\$ 3,288	\$ 28,663	\$50,987	\$ 6,606	\$ 57,593	\$ 19,239	\$ 2,493	\$ 21,732	\$10,441
*Toll Credits are shown for matching purposes only and are not considered revenue													
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).													
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 segregation 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'. Coordination with WE 701.13 (SCS Incentives) is used to encourage transportation-efficient land use patterns within strategic growth areas and corridors. This work element supports projects that are not included within the scope of 703.05 (Sustainable Shasta) or 703.06 (GoShasta Trunk Lines).													
Discussion													
Public interest and usage of 'active' (i.e. bicycle and pedestrian) travel options continues 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 implented, these facilities result in increased mode split, 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.													
Deliverables (anticipated delivery date)													
Active transportation workgroup and technical advisory committee meeting (Sept 2022, April 2023). Active transportation trainings (quarterly).													
Task 1: Active Transportation planning, policy development and education													
Task/Activity										Resp. Agency		Schedule	
1.1 Host and participate in bicycle and pedestrian planning and policy workgroups and advisory committees.										SRTA		Jul 2022-Jun 2023	
1.2 Host active transportation educational opportunities (E.g. seminars, webinars, trainings, etc.) for local and regional transportation partners.													
1.3 Participate in interagency consultation and provide general technical support toward the developmetn of active transportation projects, programs, promotion, and grant applications.													
Task 2: Provide Active Transportation Technical Assistance to Local Agencies and Organizations													
Task/Activity										Resp. Agency		Schedule	
2.1 Monitor funding opportunities for bicycle and pedestrian planning and construction.										SRTA		Jul 2022-Jun 2023	
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 outreach support, SRTA may include project concepts and preliminary designs to support grant seeking (for those efforts not otherwise falling under Shasta Trunk Lines (WE 703.05)).										SRTA			
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.										SRTA			
Task 3: Manage SRTA's non-motorized programs													
Task/Activity										Resp. Agency		Schedule	
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		Jul 2022-Jun 2023	

WORK ELEMENT 703.06
Shasta Trunk Lines

Agency: SRTA Total Budget (FY 2022/23): \$455,674

Staff Allocations and Funding Requirements	FY 2022/23				
	Expenditures		Revenue by Fund Source (\$)		
SRTA	Direct	Indirect	PPM	SHA	SRTA Non-Motorized
Personnel	\$ 64,634	\$ 87,301	\$ 144,935	\$ 7,000	
Services & Supplies	\$ 2,188		\$ 788	\$ 1,400	
Human Resources	\$ 1,551		\$ 558	\$ 993	
Consultant (Kittelson)	\$ 300,000		\$ 33,035	\$ 66,965	\$ 200,000
TOTAL (FY 18/19):	\$ 368,373	\$ 87,301	\$ 179,316	\$ 76,358	\$ 200,000

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

Prior Fiscal Year Work

Kick off meeting. Consultant procurement. Partial development of prospective ATP projects.

Objective

To plan a series of capital grant-ready active transportation projects that: 1) implement the GoShasta Active Transportation Plan and help achieve RTP/SCS goals performance outcomes; and 2) help the region meet performance targets for active transportation mode share and safety. Deliverables are coordinated with the Regional Non-Motorized Program matching funds when seeking discretionary grant funds.

Discussion

This project will be used to turn the region's conceptual network of active transportation 'trunk lines' into a pipeline of locally vetted, grant-ready projects. Trunk lines, as defined by the GoShasta Regional Active Transportation Plan, are high-quality active transportation facilities designed for all ages and abilities. The trunk line network will feature physical separation from motor vehicles, protected intersections, grade separations, and other strategies designed to increase user safety and reduce stress. Trunk lines will serve strategic growth areas (i.e. areas designated in the Sustainable Communities Strategy for improved jobs-housing balance, mixed-use infill and redevelopment, and multimodal infrastructure and services) and connect these areas to other activity centers and major trip origins/destinations. The proposed project is the culmination of years of planning groundwork, partnership building, and alignment of local and regional programs. The project fills the final gap in competing for ATP and other capital grant funding opportunities.

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

Through the creation of a network of high-quality facilities connecting trip origins and destinations across the region, this work element supports the goals and objectives of the Active Transportation Program. Active transportation trunk lines, if implemented consistent with design standards located in the GoShasta ATP, will result in an increased proportion of trips accomplished by biking and walking by providing a compelling alternative to vehicle travel; increased safety and mobility for non-motorized users by reducing collisions and connecting trip origins and destinations; enhance public health by increasing physical activity; and help disadvantaged communities fully share in the benefits of the program by prioritizing improvements in disadvantaged areas and that connect these areas to services, education, shopping, and employment. In addition, trunk lines are an important component of the region's SCS for achieving Greenhouse Gas (GHG) reduction goals, pursuant to SB 375 (of 2008).

Deliverables (anticipated delivery date)

1) Progress reports and invoices (quarterly); 2) project management plan and schedule (updated quarterly); 3) Procurement package(s)(Completed); 4) Shasta Trunk Line Workshop (Completed); 5) Record of project communications (updated quarterly); 6) Outreach meetings (incl. temporary built environments) materials and records (2/2022-2/2023); 7) Technical memo on outreach (2/2023). In the following FY: 1) Conceptual corridor layouts and recommendations (2/2022-2/2023); 2) Planned way-finding system renderings (4/2022-2/2023); 3) Technical memo on wayfinding, corridor layouts and recommendations (2/2023); 4) Final report (2/2023).

Task 2: Grant Administration and Project Management

Task/Activity	Resp. Agency	Schedule
2.1 Execute state grant contract and provide project management, including communications, reviewing deliverables, and budgeting.	SRTA, Consultant	Jul 2022- Jun 2023
2.2 Review and process consultant invoices and requests for reimbursement.		
2.3 Grant reporting to Caltrans.		

Task 3: Public Outreach and Partner/Stakeholder Communication

Task/Activity	Resp. Agency	Schedule
3.1 Project Workgroup (Completed)- Organize a workgroup meeting between SRTA, consultant, project partners, and established advisory committees to describe the proposed project's nexus with adopted plans, programs, and the Shasta Trunk Line Network.	SRTA, consultant, Caltrans, other project partners	Jul 2022- Jun 2023
3.2 Project Administration - Conduct project team meetings and communication to review ongoing work; discuss upcoming tasks; schedule 2-4 different types of engagement opportunities per project; and ensure adequate interagency communication and coordination.		
3.3 Outreach Meetings - Develop and administer public outreach, including relevant community-based organizations and disadvantaged communities.		
3.4 Temporary Built Environment Demonstrations - SRTA will work with a community-based organization and willing local agencies to set up a temporary cycle track, bulb-out, parklet, etc., as needed (up to four), during the outreach period.		
3.5 Technical Memo on Outreach and Stakeholder Communication - Summary of outreach and stakeholder communication.	Consultant, SRTA	Feb 2023

Task 4: Shasta Active Transportation Trunk Line Network Expansion

Task/Activity		Resp. Agency	Schedule
4.1	Conceptual Corridor Alignments and Layouts - Analyze and present context-appropriate alignments and layouts up to 20 trunk line network corridors connecting major destinations in and between the region's strategic growth areas (SGAs).	Consultant	Jul 2022- Feb 2023
4.2	Alignment and Layout Recommendations (Including Preliminary Cost Estimates) - Recommend active transportation alignments and layouts for up to 20 corridors in and between SGAs informed by input received from community outreach. Prepare preliminary cost estimates at a level appropriate for an ATP or other similar grant application (roughly 10% level of design).	SRTA, Consultant, and Project Partners	
4.3	Wayfinding Signage and Trail Maps - In coordination with SRTA and local jurisdictions, design wayfinding and other signage, including trail maps – both physical on-site resources and a web-accessible map.		Aug 2022
4.4	Technical Memo for Alignments, Layouts, and Wayfinding System - Summary of non-motorized network corridor alignments and layouts.	Consultant	Feb 2023

Task 5: Final Report

Task/Activity	Resp. Agency	Schedule
5.1 Draft Final Report - Prepare draft final report with implementation and next steps, circulate for review and make revisions as appropriate.	SRTA, Consultant	Jul 2022- Feb 2023
5.2 Final Report - Final report printing and circulation.		
5.3 Presentation of Final Report - Present final report (totaling 6-8 final presentations) to project team boards and councils, Caltrans executive management, SRTA board, and the Shasta Trunk Lines Committee (If used). Power point presentations from this activity may be used to deliver these presentations later once local agency funded tasks have been completed. □	Consultant	

WORK ELEMENT 704.01**Public Information and Participation**

Agency: SRTA

Total Budget (FY 2022/23): \$73,949

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23					
	Expenditures		Revenue by Fund Source (\$)			
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	LTF
SRTA						
Personnel	\$ 27,561	\$ 37,226	\$ 57,356	\$ 7,431	\$ 64,787	
Services & Supplies	\$ 1,000		\$ 885	\$ 115	\$ 1,000	\$ -
Human Resources	\$ 661		\$ 586	\$ 76	\$ 661	\$ -
						\$ -
Consultant (web hosting)	\$ 7,000		\$ 6,197	\$ 803	\$ 7,000	\$ -
SSL Certificate/Misc.	\$ 500		\$ 443	\$ 57	\$ 500	\$ -
						\$ -
TOTAL:	\$ 36,722	\$ 37,226	\$ 65,467	\$ 8,482	\$ 73,949	\$ -

Civic Plus TSA: 22/23 Web Hosting and Technical Support: \$5,355.85

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

Prior Fiscal Year Work

Provided public notices for SRTA Board of Directors and Technical Advisory Committee (TAC) agendas and meetings. Updated agency website as information became available and managed social media announcements on Facebook and Twitter accounts.

Objective

To be transparent in all agency activities and decision-making processes. To provide information and resources that are accessible, approachable, and meaningful to SRTA's broad range of customers, including the general public, public agency partners, and other stakeholders affected by or interested in the agency's plans, programs, and decisions. Increase public awareness about SRTA, its projects and how they are impacted by, or impact, the public.

Discussion

As the state-designated Regional Transportation Planning Agency (RTPA) and federally-designated Metropolitan Planning Organization (MPO) for Shasta County, SRTA plays a central role in creating, strengthening, and leveraging partnerships to meet regional challenges and opportunities. SRTA's primary public communication tool is the board of directors meetings held five times per year and augmented as needed with special meetings. In addition, SRTA maintains a Shasta Public Participation and Partnership Plan (Title VI) outlining SRTA's process for providing all affected or otherwise interested stakeholders with reasonable opportunities to be involved in the metropolitan transportation planning and programming process. As described in this plan, SRTA considers each activity individually and utilizes strategies designed to facilitate public access, awareness, and/or action. SRTA's most popular and effective tool for day-to-day outreach activities is the agency's website, which now features community engagement tools. Social media applications, including Facebook and Twitter, are also utilized. Appendix A of the plan documents SRTA's procedures directing the roles, responsibilities, and key decision points for consultation with Tribal Governments and Federal Land Management Agencies (FLMAs) pursuant to 23 CFR 450.316 (e) (see www.srta.ca.gov/166/Public-Participation). Consultation with Tribal Governments and FLMAs carried out under WE 701.01.

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

Involving the public is one of five core MPO planning functions, and is carried out in accordance with federal and state requirements. SRTA maintains a Public Participation and Partnership Plan (Title VI), prepared in accordance with state and federal guidance, to guide SRTA's activities. Public participation is an integral part of the transportation process which helps to ensure that decisions are made in consideration of and to benefit public needs and preferences. Early and continuous public involvement brings diverse viewpoints and values into the decision-making process. This process enables agencies to make better informed decisions through collaborative efforts and builds mutual understanding and trust between the agencies and the public they serve. Successful public participation is a continuous process, consisting of a series of activities and actions to both inform the public and stakeholders and to obtain input from them which influence decisions that affect their lives.

Deliverables (anticipated delivery date)

1) Agency website maintenance and updates (ongoing); and 2) 2022 Shasta Public Participation and Partnership Plan (Title VI) (December 2022).

Task 1: Agency website (www.srta.ca.gov)

Task/Activity	Resp. Agency	Schedule
1.1 Ongoing updates and periodic refreshing of agency website.	SRTA	Ongoing
1.2 Website services, including web-domain hosting, security certificate, and social media.	Services & Supplies	Annual
1.3 Manage online community engagement tools, including Facebook, Twitter, and community voice modules on agency website.	SRTA	Jul 2022-Jun 2023

Task 2: Public Information and Notifications

Task/Activity	Resp. Agency	Schedule
2.1 Provide information to the public regarding regional transportation infrastructure and services, including but not limited press releases, social media, and presentations to community groups.	SRTA	Jul 2022-Jun 2023
2.2 Provide ready-to-publish information to member agencies on transportation projects with a regional funding component, for use in local public outreach efforts.	SRTA, Consultant	
2.3 Legal notices and advertisements regarding SRTA planning and programming activities.	Services & Supplies	

Task 3: Shasta Public Participation and Partnership Plan (Title VI)

Task/Activity	Resp. Agency	Schedule
3.1 Update the Shasta Public Participation and Partnership Plan (Title VI).	SRTA	Dec 2022

WORK ELEMENT 705.02
GIS Applications

Agency: SRTA Total Budget (FY 2022/23): \$43,458

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23		
	Expenditures		Revenue
	Direct	Indirect	LTF
SRTA			
Personnel	\$ 11,142	\$ 15,049	\$ 26,191
Services & Supplies			\$ -
Human Resources	\$ 267		\$ 267
Consultant:			\$ -
ArcGIS Licenses	\$ 5,000	\$ -	\$ 5,000
Consultant Services (Synergy)	\$ 12,000	\$ -	\$ 12,000
<i>*Note: Synergy TSA expires 11/15/23 (Contract #2018-19, Amendment #2)</i>			
TOTAL:	\$ 28,409	\$ 15,049	\$ 43,458

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

Prior Fiscal Year Work

Performed GIS analysis as needed for SRTA projects.

Objective

To eliminate technical barriers to planning and policy analysis; better engage the public and community stakeholders via maps and visualizations; promote consistent and compatible data and technology standards; improve data quality, accuracy, and completeness; enhance access to GIS data resources; and facilitate the exchange of data between data producers and data consumers.

Discussion

SRTA continues to expand its technical and regional data sharing role, with a focus on developing and maintaining countywide land use and transportation-related GIS data. Additional data layers, including US Census and economic data, are likewise being added to enhance spatial analysis capabilities. GIS data is integrated into the ShastaSIM Travel Demand Model and is used to assist with development of the Sustainable Community Strategy (SCS) and tracking performance toward RTP objectives and federal performance-based planning and programming.

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

Core MPO planning functions include establishing a setting and evaluating alternatives. Geospatial technical tools are needed to accomplish these functions. GIS serves as the technical foundation for planning, policy analysis, and performance measuring by allowing data to be correlated to geographic locations efficiently and accurately. As such, GIS is integral to all core activities and supports all federal and state goals, including federal Performance Based Planning and Programming and state grant program goals. GIS is used to generating a portion of the data needed to develop performance targets and track progress.

Deliverables (anticipated delivery date)

Task orders for on-call GIS services (as needed).

Task 1: Regional GIS Program

Task/Activity	Resp. Agency	Schedule
1.1 Maintain requisite GIS licensing needed for SRTA operations.	SRTA	Annual
1.2 Maintain and enhance agency GIS capabilities by participating in GIS training.		As needed (typically 1x/yr)
1.3 Participate in interagency GIS user groups.		Quarterly

Task 2: On-call GIS Support Services

Task/Activity	Resp. Agency	Schedule
2.1 Manage existing on-call GIS consultant services contract, including invoices and budget tracking (<i>Note: Synergy TSA expires 11/15/22</i>).	SRTA	As needed
2.2 Administer new on-call GIS services consultant procurement process and contracting.		
2.3 Miscellaneous on-call GIS support for other work elements and SRTA's member agencies (major work tasks involving GIS are included in appropriate work elements)	Consultant	

WORK ELEMENT 705.05				Travel Demand Model		
Agency:	SRTA	Total Budget (FY 2022/23):	\$153,705			
ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE						
Staff Allocations and Funding Requirements	FY 2022/23					
	Expenditures		Revenue by Fund Source (\$)			
SRTA	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	
Personnel	\$ 26,153	\$ 35,325	\$ 54,426	\$ 7,051	\$ 61,477	
Services & Supplies	\$ 100		\$ 89	\$ 11	\$ 100	
Human Resources	\$ 628		\$ 556	\$ 72	\$ 628	
Consultant Services (DKS)	\$ 75,000		\$ 66,398	\$ 8,603	\$ 75,000	
Cube Software License	\$ 7,500		\$ 6,640	\$ 860	\$ 7,500	
Participation in Medium MPO Land Use Model	\$ 9,000		\$ 7,968	\$ 1,032	\$ 9,000	
TOTAL:	\$ 118,381	\$ 35,325	\$ 136,075	\$ 17,630	\$ 153,705	
*Toll Credits are shown for matching purposes only and are not considered revenue						
Prior Fiscal Year Work						
Updates to the model were started in preparation for the 2022 RTP, including updates to the model's DaySIM and transit components, as well as data updates based on regional and local data. Model outputs were reviewed and validation/calibration activities were conducted based on pre-COVID traffic counts and available Big Data. A task order to model the impact of the Fix 5 Cascade Gateway Project was completed. SRTA, along with four other small MPOs, were awarded grant funds for an Integrated Land Use Model and Development Monitoring Framework Tool. MPO members signed MOUs, initiated and RFP, selected a consultant, and started initial work on the project.						
Objective						
Manage and maintain the region's activity-based travel demand model (ShastaSIM) consistent with state and federal law and in support of Performance-Based Planning and Programming, RTP, TIPs, modal studies, and other regional activities.						
Discussion						
MPOs are required to develop and maintain a travel demand forecast model that meets FHWA and FTA requirements per Title 23 U.S.C. Section 134, and California requirements as specified under Chapter 3 of the 2017 Regional Transportation Plan (RTP) Guidelines for Metropolitan Planning Organizations (MPO). The RTP Guidelines also specify certain capabilities for medium-sized MPOs (Sections 3.4 and 3.5). The ShastaSIM travel demand model fulfills these requirements. ShastaSIM measures the impact of population growth and planned or anticipated land development and calculates various transportation and mobility-related performance metrics for any given planning year. ShastaSIM informs decision makers as to the location and timing of improvements needed to maintain adequate level of service. Outputs from ShastaSIM and travel model post-processing are utilized in various planning documents including, but not limited to: the RTP, RTIP, FTIP (23 USC 134), corridor studies, special projects, and air quality conformity. ShastaSIM requires specialized software and extensive input data, including household travel surveys, socio-economic demographics, and parcel-level land use characteristics. Post-processing routines are required for procedures not found in ShastaSIM, such as calculations of mobile source emissions. SRTA may contact TMIP staff to determine an appropriate time to conduct a peer review given SRTA's RTP schedule. SRTA received funding, in partnership with California's "Small 6" MPOs, to develop a land use model to integrate with ShastaSIM. SRTA will develop a new regional land use model over the next two years, which will be used for the 2026 RTP/SCS.						
Alignment with Core MPO Requirements, Performance Measures, and Applicable State Grant Program Objectives						
As an MPO SRTA is required to maintain a travel demand model for assessing transportation system needs and evaluating the impact of projects on the performance of the network. The travel demand model is used in Performance Based Planning and Programming to prioritize investments based on system performance measures, including vehicle hours of delay and other key metrics.						
Deliverables (anticipated delivery date)						
The ShastaSIM travel demand model is being updated for the 2022 RTP. Final deliverable will be concurrent with adoption of RTP update in October/December 2022. Interim deliverables in the form of technical memos will be available as model is developed (September 2022).						
Task 1:	SRTA-led operation and maintenance of ShastaSIM activity-based travel demand model					
Task/Activity					Resp. Agency	Schedule
1.1	Manage technical advisory committee, known as the Shasta Model Users Group (SMUG). Deliverables include meeting agendas and minutes.				SRTA, Consultant	Jul 2022- Jun 2023 (As needed)
1.2	Perform routine updates and refinements of ShastaSIM, including actual and scheduled network changes, traffic count data, land use assumptions, speed limit information, population growth forecast update, and other inputs as needed.					
1.3	SRTA-led operation of TDM in support of other work elements. Deliverables typically include scenario model files, Excel workbook outputs, and documentation via memo, narratives in appropriate report or email.					
Task 2:	Consultant-led operation and maintenance of ShastaSIM activity-based travel demand model					
Task/Activity					Resp. Agency	Schedule
2.1	Perform routine updates and refinements to TDM as directed, including actual and scheduled network changes, traffic count data, land use assumptions, speed limit information, population growth forecast update, and other inputs as needed. Deliverables typically include a memo and updated modeling files.				Consultant	Jul 2022- Jun 2023 (As needed)
2.2	Consultant support to SRTA for travel model data requests or assistance in responding to modeling questions or issues. Deliverables typically include phone calls/emails with SRTA and/or consultant requesting assistance. May include updated model files. Typically there is one request every quarter.					
2.3	Consultant-led operation of TDM in support of other work elements. Deliverables include model outputs, post-processing (e.g. emissions) outputs, model files, and memos on work conducted.					
Task 3:	Education and training for operation of travel demand modeling					
Task/Activity					Resp. Agency	Schedule
3.1	SRTA staff participation in national or statewide travel demand modeling technical training and practitioner workgroups.				SRTA	Jul 2022-
3.2	Consultant-administered training for SRTA staff on TDM operation, maintenance, and emissions post-processing. Consultant led training of regional partners on use of the model, including materials.				SRTA, Consultant	Jun 2023 (As needed)
Task 4:	Model Updates for 2022 RTP/SCS					
Task/Activity					Resp. Agency	Schedule
4.1	Update DaySim components of the model. Deliverables - updated model files and technical memo.				Consultant	Completed
4.2	Review and update land use development and jobs information. Review data on future growth forecasts and update model forecasts as appropriate. Deliverables - updated model files and technical memos.				Consultant	
4.3	Review and update transportation and transit network link data. Review Regional traffic count data and update links as necessary. Deliverable - updated transportation and transit network files, including memo of changes.				SRTA, Consultant	
4.4	Review 2020 US Census data and update model files as necessary. Deliverable: updated boundary files; population files; technical memo (as needed).				Consultant	
4.5	Review SB 375 data reporting requirements and integrate workflow to produce results to directly incorporate into necessary reports. Deliverable - updated model post-processing files; technical memo; updated sections to model user guide.					
4.6	Run draft 2022 RTP/SCS model scenarios; provide data to environmental consultant for air quality and off-model analysis needs; conduct model runs for final 2022 RTP/SCS chosen scenario.				Consultant	Jul 2022- Oct 2022
4.7	Update ShastaSIM model users guide. Present final ShastaSIM regional travel demand model with 2022 RTP/SCS for Board of Directors approval.				SRTA	Oct-Dec 2022
4.8	Upload new ShastaSIM regional travel demand model files and user guides online; Distribute new model to local agencies and interested consultants; Share model results and data with CARB for review as part of 2022 RTP/SCS evaluation.				SRTA, Consultant	Oct 2022- Jun 2023
Task 5:	Integrated Land Use Model and Development Monitoring Framework Tool					
Task/Activity					Resp. Agency	Schedule
5.1	Work with MPO project team to procure consultant, develop inter-MPO MOU, review and approve invoices, provide quarterly updates, and conduct MPO-only kickoff project meeting				SRTA	Oct 2021- June 2024
5.2	Conduct research on land use model types, discuss land use model needs, identify land use output needs, develop recommended land use model framework.				SRTA, Consultant	Oct 2021- Dec 2022
5.3	Identify existing land uses and compile updated parcel level land use datasets				SRTA, Consultant	Dec 2021- Dec 2022
5.4	Develop the Land Use Model framework, develop the GIS platform, develop land use modules				SRTA, Consultant	Dec 2022- Dec 2023
5.5	Develop land use model interface between land use model and travel models, validate and test interoperability, develop a land use model user guide and update ShastaSIM user guide as necessary				SRTA, Consultant	June 2023- Dec 2023
5.6	Conduct stakeholder and public outreach as needed for land use model, prepare final report and presentaiton materials, conduct user workshop/training session				SRTA, Consultant	Dec 2021- May 2024
5.7	Finish staff training, finalize land use model development and user guides, and adopt final land use model for Shasta Region.				SRTA	Jan 2024- June 2024

WORK ELEMENT 706.02
Public Transportation Planning

Agency: SRTA Total Budget (FY 2022/23): \$165,132

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations & Funding Requirements	FY 2022/23								
	Expenditures		Revenue by Fund Source (\$)						
	Direct	Indirect	FHWA PL Carryover	Toll Credits*	FHWA PL Carryover Total	FHWA PL	Toll Credits*	FHWA PL Total	LTF
SRTA									
Personnel	\$ 65,748	\$ 88,806	\$ 48,794	\$ 6,322	\$ 55,116	\$ -	\$ -		\$ 99,438
Services & Supplies	\$ 2,000		\$ 1,771	\$ 229	\$ 2,000				
Human Resources	\$ 1,578		\$ 2,553	\$ 331	\$ 2,884				
Consultant (GTFS management)	\$ 7,000		\$ -	\$ -					\$ 7,000
TOTAL:	\$ 76,326	\$ 88,806	\$ 53,118	\$ 6,882	\$ 60,000	\$ -	\$ -	\$ -	\$ 106,438

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

Prior Fiscal Year Work

Provided technical assistance to Federal Transit Administration (FTA) grant applicants. Tracked Greenhouse Gas Reduction Fund transit programs. Analyzed and reviewed public transportation performance and impact of COVID on ridership.

Objective

Meet transit planning mandates required by law; ensure public transportation is community-responsive in a dynamic and changing service environment; and make progress toward RTP goals by continually improving public transportation service, efficiency, and performance.

Discussion

SRTA supports the coordination of services among the region's various public transportation providers. SRTA also promotes the effective communication of these services to the public. The Coordinated Human Services Transportation Plan is a federally mandated plan that prioritizes transportation services for funding and implementation, with an emphasis on transportation needs of persons with disabilities, older-adults and individuals of limited means. This plan is updated every five years. These efforts are closely related to WE 708.03 (Transportation Development Act Administration), which includes the annual unmet transit needs assessment and leading the Social Services Transportation Advisory Committee (SSTAC).

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

Properly designed and implemented public transportation services result in increased mode split, thereby reducing VMT and increasing system performance measures for the vehicle network. Increased public transportation usage also reduce criteria pollutants in support of National Ambient Air Quality Standards and reduces transportation sector greenhouse gas emissions in support of CARB-assigned regional greenhouse gas emission reduction targets. □

Deliverables (anticipated delivery date)

2022 Shasta Coordinated Transportation Plan (June 2023). Public transportation data summary and analysis (June 2023).

Task 1: Transit Coordination

Task/Activity	Resp. Agency	Schedule
1.1 Communication and coordination with intercity public transportation providers and public transportation providers operating in surrounding regions needed, including participation in discussions related to 'Shasta 211' services, as needed.	SRTA	Jul 2022- June 2023
1.2 Participate in interagency meetings and workshops that support public transit planning, including: CalACT, transit board meetings, and/or similar such meetings.		
1.3 Evaluate discretionary funding programs needed to fill transit funding gaps in the region, including FTA, including Section 5311(c), 5311(f), and 5339(c), California State of Good Repair, and other prospective state and federal funding sources.		

Task 2: Public transportation data and analysis

Task/Activity	Resp. Agency	Schedule
2.1 Collect and review transit performance data.	SRTA	Jul 2022- June 2023
2.2 Formulate and provide recommendations toward enhancing near-term transit performance and/or efficiencies.		
2.3 Collect, audit, and report progress toward recommendations and performance targets for public transportation at year's end.		
2.4 Update General Transit File Specification (GTFS) files.		

Task 3: FTA grants technical assistance and management

Task/Activity	Resp. Agency	Schedule
2.1 Work with local agencies and organizations on developing projects and applying for FTA grants, both regionally apportioned and competitive.	SRTA	Jul 2022- June 2023
3.1 Administer FTA grants.		

Task 4: 2022 Shasta Coordinated Transportation Plan

Task/Activity	Resp. Agency	Schedule
4.1 Prepare a 2022 Shasta Coordinated Transportation Plan in consultation with the Social Services Transportation Advisory Council (SSTAC), transit operators and providers (both public and private), health and human services agencies, tribal partners, and local agencies.	SRTA	April - June 2023

WORK ELEMENT 706.06**Greenhouse Gas Reduction Fund Programs**

Agency: SRTA Total Budget (FY 2022/23): \$29,481

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23			
	Expenditures		Revenue by Fund Source (\$)	
SRTA	Direct	Indirect	LTF	
Personnel	\$ 12,372	\$ 16,711	\$ 29,084	
Services & Supplies	\$ 100		\$ 100	
Human Resources	\$ 297		\$ 297	
TOTAL:	\$ 12,769	\$ 16,711	\$ 29,481	\$ -

Prior Fiscal Year Work

Reviewed annual Low Carbon Transit Operations Programs (LCTOP) allocation; reported on progress of previous fiscal year (FY) allocations; tracked legislative actions related to LCTOP. Prepared applications for and received FY 2020/21 funds toward expanded Sunday On-Demand Transit and Expanded CTSA Rider Eligibility (Year 2) projects.

Objective

To administer the allocation of regionally apportioned funds from the LCTOP and to develop public transportation projects that meet Greenhouse Gas Reduction Fund (GGRF) programs.

Discussion

LCTOP is funded by auction proceeds from the California Air Resource Board's Cap-and-Trade Program. LCTOP provides operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility through expansion or enhancement of their systems. SRTA or RABA can serve as the project lead for projects funded with LCTOP. Under this work element, SRTA will pursue other public GGRF transportation funds as well, such as the Transit Intercity Rail Capital Program (TIRCP).

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

LCTOP is a state program to support public transportation services that reduce carbon emissions. Annually, SRTA evaluates projects together with partners based on the this objective, and submits projects for funding.

Deliverables (anticipated delivery date)

Prepare and submit annual LCTOP project application(s) for regional public transportation projects. (Jan - April 2023)

Task 1: Administer LCTOP Funds

Task/Activity	Resp. Agency	Schedule
1.1 Review State Controller's Office LCTOP Eligible Allocation Summary	SRTA	Jan - Feb 2023
1.2 Review statutes, rules, and regulations, and pending legislation pertinent to LCTOP funding		Jul 2022 - June 2023
1.3 Review and process invoices for project work completion.		
1.4 Prepare annual progress and final project closeout reports (as needed)		
1.5 Participate in financial and performance auditing.		

Task 2: Prepare FY 2022/23 LCTOP Application

Task/Activity	Resp. Agency	Schedule
2.1 Prepare and submit application in consultation with regional partners.	SRTA	Jan - June 2023

WORK ELEMENT 707.01**Corridor Studies & Project Review**

Agency: SRTA Total Budget (FY 2022/23): \$79,330

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23			
	Expenditures		Revenue by Fund Source (\$)	
SRTA	Direct	Indirect	LTF	
Personnel	\$ 33,322	\$ 45,008	\$ 78,330	
Services & Supplies	\$ 200		\$ 200	
Human Resources	\$ 800		\$ 800	
TOTAL:	\$ 34,322	\$ 45,008	\$ 79,330	\$ -

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

Prior Fiscal Year Work

Coordinated with regional partners in the development of the Fix 5 Cascade Gateway Project and the SR 273 Comprehensive Multimodal Corridor Plan.

Objective

To advance priority projects in coordination with Caltrans and ensure the safety, preservation, and performance of the regional network for people and goods.

Discussion

SRTA works with Caltrans staff in project development and construction, particularly where SRTA is a funding partner. SRTA also reviews and comments on land use and transportation projects with regard to impacts to the performance of the regional transportation network and consistency with the regional transportation plan. This element provides funds for the RTPA to conduct special studies for selected corridors, road segments, and key locations to evaluate safety concerns, prepare project alternatives, and then to prepare cost estimates and devise appropriate actions to resolve issues (23 CFR 450.318). In a typical year, SRTA reviews approximately three environmental impact reports (EIRs), two project study reports (PSRs) and one to two Caltrans transportation concept reports (TCRs). SRTA also coordinates with Caltrans on operational issues and closures related to weather, natural disaster, and collisions. During major road closures, SRTA works with Caltrans to examine alternatives and provide information to member agencies.

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

By advancing priority projects in coordination with Caltrans, the region helps to ensure the safety, maintenance, and system performance of the regional network for people and goods.

Deliverables (anticipated delivery date)

1) Project Study Reports (as needed); and 2) SRTA input, review and comment on 1-2 project per year (as requested)

Product 1: Analysis of Product Study Reports

Task/Activity		Resp. Agency	Schedule
1.1	Communicate and coordinate with Caltrans and affected jurisdictions in the early consultation and review of project study reports and other scoping documents as they relate to funding, programming, and the RTP/SCS.	SRTA	As needed
1.2	In coordination with Caltrans, develop responses to road closures and extreme climate related events, and to provide information during events.	SRTA	As needed

Product 2: Review and Analysis of Local Agency Projects of Regional Significance

Task/Activity		Resp. Agency	Schedule
2.1	Review local projects, determine impacts, and assess consistency with the Regional Transportation Plan and Sustainable Communities Strategy.	SRTA	As needed
2.2	Review development projects and make determination as to whether project is consistent with the adopted Sustainable Communities Strategy (SCS) for CEQA streamlining purposes.		

Product 3: Support Implementation of Park Marina Corridor Study and Turtle Bay visioning effort, where consistent with adopted RTP/SCS

Task/Activity		Resp. Agency	Schedule
3.1	Provide technical support for the development of sustainable transportation infrastructure/services and land use development for the Park Marina-Turtle Bay Corridor, where consistent with the adopted RTP/SCS.	SRTA	Jul 2022- June 2023

WORK ELEMENT 707.03

Alternative Fuels Vehicle Planning

Agency: SRTA

Total Budget (FY 2022/23): \$ 34,236

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23								
	Expenditures		Revenue by Fund Source (\$)						
	Direct	Indirect	FTA 5303 Carryover	Toll Credits	Total FTA 5303 Carryover	LTF	FHWA PL Carryover	Toll Credits	Total FHWA PL Carryover
SRTA									
Personnel	\$ 14,101	\$ 19,046	\$ 443	\$ 57	\$ 500	\$7,647	\$ 22,133	\$ 2,868	\$ 25,000
Services & Supplies	\$ 750					\$ 750			
Human Resources	\$ 338					\$ 338			
	\$ -								
TOTAL:	\$ 15,190	\$ 19,046	\$ 443	\$ 57	\$ 500	\$8,736	\$ 22,133	\$ 2,868	\$ 25,000

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

Prior Fiscal Year Work

Communication and coordination with North State Super Region and various public and private sector stakeholders regarding the planning and funding for alternative fuels vehicle planning.

Objective

FHWA is establishing a national network of alternative fueling and charging infrastructure along national highway system corridors. Interstate 5 and SR 299 through the Shasta Region are important north-south and east-west corridors on this network. This work element supports the development of this network through planning of alternative fuels infrastructure in the region to reduce criteria air pollutants (ozone, CO, PM 2.5 and PM10). A collateral benefit is the reduction of greenhouse gas (GHG) emissions, which is a state objective.

Discussion

Metropolitan planning for the region should minimize transportation-related fuel consumption and air pollution (23 CFR 450.300). The latest generation of plug-in electric vehicles (PEVs) are rapidly entering into the regional vehicle fleet market and help reduce air pollutants and GHG emissions. It is estimated that PEVs could make up 2% of the regional vehicle market by 2022 (or sooner). However, this is only likely to happen if the charging station infrastructure is in place to support this growth and thereby reduce "range anxiety" for PEV owners. Based on the Upstate Region PEV Readiness Plan, a total of 104 electric vehicle charging stations are needed to support a 2% PEV share of the region's vehicle fleet. Regional corridors designated as part of the national "Alternative Fuel Corridors" network, include: Interstate 5 (I-5) and State Route 299 (SR 299). Regional efforts supported or implemented will be included in the 2022 Regional Transportation Plan update.

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

Alternative fuel vehicles are an effective strategy for protection air quality - a core MPO function for non-attainment regions, but still relevant for the Shasta Region. Replacing conventional automobiles with electric and hydrogen vehicles will reduce federal Criteria Air Polutants, including ozone, PM 2.5 and 10, and CO. Although not a federal requirement, a collateral benefit is the reduction of greenhouse gas emissions.

Deliverables (anticipated delivery date)

A modest number of staff hours has been allocated to this work element to allow for coordination with partners on regional and state efforts to expand fueling infrastructure and to evaluate grant funding opportunities as they arise (ongoing). SRTA will also participate in FHWA-sponsored events for corridor nominations, as well as in the North State EV Infrastructure Workgroup (estimated 4 meeting per year).

Task 1:	Participation and Support Leading to Accelerated Deployment of Low-Carbon Fueling Infrastructure		
Task/Activity		Resp. Agency	Schedule
1.1	Evaluate opportunities to accelerate the deployment of electric and hydrogen fueling infrastructure within the Shasta Region and along interregional corridors, focusing on benefits to public transportation, freight operations, and the traveling public.	SRTA	Jul 2022- June 2023
1.2	Paricipate in monthly North State ZEV Workgroup meetings to discuss coordinated planning and provide project letters of support.	SRTA	Jul 2022- June 2023

WORK ELEMENT 707.04

Goods & Freight Coordination and Planning

Agency: SRTA

Total Budget (FY 2022/23): \$10,555

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23					
	Expenditures		Revenue by Fund Source (\$)			
	Direct	Indirect	FTA 5303 Carryover	Toll Credits*	Total FTA 5303 Carryover	LTF
SRTA						
Personnel	\$ 4,361	\$ 5,890	\$ -	\$ -		\$ 10,250
Services & Supplies	\$ 200		\$ -	\$ -		\$ 200
Human Resources	\$ 105		\$ -	\$ -		\$ 105
TOTAL:	\$ 4,665	\$ 5,890	\$ -	\$ -	\$ -	\$ 10,555

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

Prior Fiscal Year Work

Staff participated in both the Caltrans Freight Planning Academy and the the California Freight Advisory Committee (CFAC). Performed consultation with California Trucking Association to identify needs and potential solutions on I-5.

Objective

To develop freight projects in consultation with stakeholders that serve to remove transportation-related barriers to new and expanded industry. To utilize regional transportation planning, policy and investments to support the economic vitality of the region through enhanced market competitiveness, productivity, efficiency, and goods and freight movement. This is to be accomplished through: 1) more efficient transportation of goods in/out of the region; 2) supporting the development of low trip generating industries; and 3) increased local production and consumption of goods, including the utilization and processing of industrial inputs from within the North State.

Discussion

Goods and freight movement supports economic activity and prosperity at the local, regional, state, and national level. The movement of freight also carries with it adverse impacts to air quality, the environment, and social equity. Consultation and planning with private sector industry stakeholders have highlighted some transportation-related inefficiencies (e.g. partial loads, deadheading, lack of coordination, etc.) that may be suppressing increased economic activity, however, no near-term gaps or deficiencies in the freight network have been identified for regional consideration. Longer term, SRTA will continue to evaluate the appropriateness of a North State Freight Hub to support consolidation of truck freight and an intermodal linkage with freight rail. SRTA will also continue to reach out to freight stakeholders as part of the RTP process and evaluate emerging needs.

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

In consultation with private sector industry, economic development organizations, and other freight stakeholders, this work element identifies goods and freight related projects for technical evaluation and inclusion the RTP as appropriate.

Deliverables (anticipated delivery date)

Freight project nominations for RTP (as identified).

Task 1:	Freight Coordination and Planning		
Task/Activity		Resp. Agency	Schedule
1.1	Participate in interagency meetings and workshops that support freight and goods movement planning, including: California Freight Advisory Committee, Sustainable Freight Action Plan, and/or similar meetings.	SRTA	As needed
1.2	Review, participate and comment on federal or state policies, laws, programs, funding and priorities related to freight and goods movement, including the national primary freight network, and state and regional freight corridors.		

WORK ELEMENT 707.09(A)
SR 273 Northern Section Multimodal Corridor Plan

Agency: SRTA Total Budget (FY 2022/23): \$575,781

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23						
	Expenditures		Revenue by Fund Source (\$)				
	Direct	Indirect	FHWA PL	Toll Credits*	Total FHWA PL	PPM	Strategic Partnership Grant (SPR)
SRTA							
Personnel	\$ 69,136	\$ 93,382				\$ 26,815	\$ 135,702
Services & Supplies	\$ 107					\$ 107	
Human Resources	\$ 1,659					\$ 1,659	
Consultant (tbd)	\$ 411,497					\$ 47,199	\$ 364,298
TOTAL:	\$ 482,399	\$ 93,382	\$ -	\$ -	\$ -	\$ 75,780	\$ 500,000

 Grant funds expiration date: _____
 Note: to be invoiced 1:1 with grant funds in WE 707.09B

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

Prior Fiscal Year Work

This is a new work element

Objective

Two planning grants were awarded for the SR273 corridor. A \$500K SPR Special Projects grant was awarded to Caltrans District 2 for the southern portion. A \$500K State Planning and Research Strategic Partnerships grant was awarded to SRTA for the northern portion of the corridor. SRTA serves as the project manager for both grants so that the entire corridor can be planned together; however, separate work elements have been created in the OWP for each respective grant. WE707.10(A) is for SRTA's grant, while WE707.10(B) is for Caltrans D2's grant. A single procurement and consultant contract will be administered for the entire corridor. Request for reimbursement from the two grant programs shall be split equally. Both work elements share the same objectives - i.e., to a) improve travel safety; b) improve system efficiency; c) improve system reliability; d) reduce GHG and pollutant emissions in support of State goals and standards; e) improve multimodal access; f) support economic opportunity and the movement of goods and freight; and g) address the needs and transportation-related impacts of disadvantaged communities that reside along this corridor. Ultimately, the plan will result in a prioritized list of projects for implementation, collectively designed to achieve regional and state performance targets. □

Discussion

The SR273 corridor serves various functions (e.g., I-5 detour, local arterial, etc.) and customers (e.g. commuters, freight operators, etc.). The SR 273 corridor is also home to many of the region's most disadvantaged communities. Collisions resulting in injury and/or fatality are disproportionately high in number and severity along the corridor. Due to the many trip destinations and number of higher density residential units, the northern portion of the corridor is highly suitable for a transit-oriented development and active transportation facilities that improves access to transit. SR273 passed through the Downtown Redding and Downtown Anderson 'Strategic Growth Areas' as described in the region's Sustainable Communities Strategy (SCS). The SR273 corridor is called out in Regional Transportation Plan as a near-term priority for planning and improvements that address safety, mobility, equity, sustainability, traffic operations, and economic development.

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

This plan will result in a Comprehensive Multimodal Corridor Plan (CMCP) and directly inform the RTP, RTP project list, and Regional Transportation Improvement Program (RTIP). Projects therein will support achievement of federal performance measures, including PM1 (Safety), PM2 (Pavement and Bridge Condition), and PM3 (System Performance), as well as priorities documented in state plans.

Deliverables (anticipated delivery date)

Draft existing conditions report (Oct 2022). Public outreach phase 1 summary (Feb 2023).

Task 1:	Grant administration		
Task/Activity		Resp. Agency	Schedule
1.1	Contract management, fiscal accounting and reporting.	SRTA	Jul 2022-June 2023
Task 2:	Project initiation		
Task/Activity		Resp. Agency	Schedule
2.1	RFP and consultant contracting	SRTA	Completed
2.2	Project kick-off meeting		
2.3	Project management		SRTA & Consultant
2.4	Establish & Maintain Project TAC		
Task 3:	Identification and Assessment of Existing Conditions		
Task/Activity		Resp. Agency	Schedule
3.1	Identify existing conditions of transportation infrastructure	SRTA & Consultant	Jul 2022-Oct 2023
3.2	Assess existing conditions		
Task 4:	Stakeholder Outreach		
Task/Activity		Resp. Agency	Schedule
4.1	Plan and conduct public workshops	SRTA & Consultant	Jul 2022-June 2023
4.2	Plan and conduct online engagement		
4.3	Plan and conduct stakeholder meetings		
Task 5:	Plan Development		
Task/Activity		Resp. Agency	Schedule
5.1	Draft plan	SRTA & Consultant	June 2023, continuing into next FY
5.2	Identify potential funding sources		
5.3	Final plan		
5.4	Present final plan to SRTA board and others as requested		

WORK ELEMENT 707.09(B)

SR 273 Southern Section Multimodal Corridor Plan

Agency: SRTATotal Budget (FY 2022/23): \$500,000

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23		
	Expenditures		Revenue
	Direct	Indirect	Special Studies Grant (SPR)
SRTA			
Consultant (tbd)	\$ 500,000		\$ 500,000
TOTAL:	\$ 500,000	\$ -	\$ 500,000

Note: to be invoiced 50/50 with grant funds in WE 707.09A

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

Prior Fiscal Year Work

This is a new work element.

Objective

Two planning grants were awarded for the State Route 273 (SR 273) corridor. A \$500K State Planning and Research (SPR) Special Projects grant was awarded to Caltrans District 2 for the southern portion. A \$500K SPR Strategic Partnerships grant was awarded to SRTA for the northern portion of the corridor. SRTA serves as the project manager for both grants so that the entire corridor can be planned together; however, separate work elements have been created in the OWP for each respective grant. WE707.09A is for SRTA's grant, while WE 707.09B is for Caltrans D2's grant. A single procurement and consultant contract will be administered for the entire corridor. Request for reimbursement from the two grant programs shall be split equally. Both work elements share the same objectives - i.e., to a) improve travel safety; b) improve system efficiency; c) improve system reliability; d) reduce GHG and pollutant emissions in support of State goals and standards; e) improve multimodal access; f) support economic opportunity and the movement of goods and freight; and g) address the needs and transportation-related impacts of disadvantaged communities that reside along this corridor. Ultimately, the plan will result in a prioritized list of projects for implementation, collectively designed to achieve regional and state performance targets.

Discussion

The SR273 corridor serves various functions (e.g., Interstate 5 detour, local arterial, etc.) and customers (e.g. commuters, freight operators, etc.). The SR 273 corridor is also home to many of the region's most disadvantaged communities. Collisions resulting in injury and/or fatality are disproportionately high in number and severity along the corridor. Due to the many trip destinations and number of higher density residential units, the northern portion of the corridor is highly suitable for a transit-oriented development and active transportation facilities that improves access to transit. SR273 passed through the Downtown Redding and Downtown Anderson 'Strategic Growth Areas' as described in the region's Sustainable Communities Strategy (SCS). The SR 273 corridor is called out in the Regional Transportation Plan as a near-term priority for planning and improvements that address safety, mobility, equity, sustainability, traffic operations, and economic development.

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

This plan will directly inform RTP planning and project list and result in a Comprehensive Multimodal Corridor Plan (CMCP). Projects will support achievement of federal performance measures, including PM1 (Safety), PM2 (Pavement and Bridge Condition), and PM3 (System Performance), as well as state priorities documented in state plans.

Deliverables (anticipated delivery date)

Draft existing conditions report (Oct 2022). Public outreach phase 1 summary (Feb 2023).

Task 1:	Grant Administration		
Task/Activity		Resp. Agency	Schedule
1.1	Contract management, fiscal accounting and reporting.	SRTA	Jul 2022-Jun 2023
Task 2:	Project Initiation		
Task/Activity		Resp. Agency	Schedule
2.3	Project management	SRTA	Jul 2022-Jun 2023
2.4	Establish & Maintain Project TAC	SRTA & Consultant	
Task 3:	Identification and Assessment of Existing Conditions		
Task/Activity		Resp. Agency	Schedule
3.1	Identify existing conditions of transportation infrastructure	SRTA & Consultant	Jul 2022-Dec 2022
3.2	Assess existing conditions		
Task 4:	Stakeholder Outreach		
Task/Activity		Resp. Agency	Schedule
4.1	Plan and conduct public workshops	SRTA & Consultant	Jul 2022-Jun 2023
4.2	Plan and conduct online engagement		
4.3	Plan and conduct stakeholder meetings		
Task 5:	Plan Development		
Task/Activity		Resp. Agency	Schedule
5.1	Draft plan	SRTA & Consultant	Feb 2023-Jun 2023
5.2	Identify potential funding sources		
5.3	Final plan		
5.4	Present final plan to SRTA board and others as requested		

WORK ELEMENT 707.10	North State Intercity Bus to Rail Plan
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Agency: SRTA Total Budget (FY 2022/23): \$325,626

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23						
	Expenditures		Revenue by Fund Source (\$)				
	Direct	Indirect	FHWA PL	FHWA PL Toll Credits*	Total FHWA PL	LTF	Strategic Partnership Grant (FTA 5304)
SRTA							
Personnel	\$ 56,939	\$ 76,907				\$ 15,352	\$ 118,494
Services & Supplies	\$ 400					\$ 46	\$ 354
Human Resources	\$ 1,367					\$ 157	\$ 1,210
						\$ -	\$ -
Consultant (TBD)	\$ 190,013					\$ 21,794	\$ 168,219
						\$ -	\$ -
TOTAL:	\$ 248,719	\$ 76,907	\$ -	\$ -	\$ -	\$ 37,349	\$ 288,277

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

Prior Fiscal Year Work

Participation in statewide intercity intercity bus and rail meetings, coordination and meetings with North State partner agencies

Objective

To coordinate and plan for better intercity bus and rail transportation options between the Shasta County and the large metropolitan areas of Greater Sacramento, the Bay Area, and north into Oregon as well as improve connections across the North State region. This includes an assessment of the rail hubs that are currently located nearby communities as well as future service areas (e.g., those under consideration by BCAG for train service to Chico/Oroville) in order to identify the best way to improve intermodal connections for travelers in the North State.

Discussion

The many communities of the North State region are almost entirely disconnected from the major economic, educational, and healthcare centers of the rest of the state, like Greater Sacramento and the Bay Area. There are minimal options for travel from Redding and Chico to major urban areas unless you have access to a personal automobile. Public transportation riders must rely on limited intercity connections and the existing options have a number of constraints: unreliability, limited destinations, inconvenient schedules, poor on-time performance, confusing ticket purchasing, lack of station services, frequent stops, indirect routes, need for transfers, and prohibitive costs. Having reliable, convenient, and affordable intercity transportation is essential to the economic health and development of the region and state. Intercity passenger bus service has been a large focus of SRTA and has been partially grant funded.

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

Result of this planning effort will directly inform the RTP, accomplish the goals of the state rail plan, the state intercity bus study, and may lead to projects that support achievement of federal performance measures (PM1, PM2, and PM3).

Deliverables (anticipated delivery date)

RFP and TSA (July). Plan for 2-hour headway integrated bus service along I-5 corridor (December 2022). Public outreach and community engagement summary (June 2023). Technical memo re: passenger rail opportunities (June 2023). Technical memo re: potential governance structures (June 2023),

Task 1: Project Administration

Task/Activity	Resp. Agency	Schedule
1.1 Contract management, fiscal accounting and reporting.	SRTA	Jul 2021 - Feb 2024

Task 2: Consultant Procurement

Task/Activity	Resp. Agency	Schedule
2.1 RFP and consultant contracting.	SRTA	Jul 2021 - Dec 2023

Task 3: Governance Structure

Task/Activity	Resp. Agency	Schedule
3.1 Evaluation of transportation governance structure between partner agencies in the North State and Caltrans.	SRTA & Consultant	Aug 2021 - June 2023

Task 4: Bus Enhancements

Task/Activity	Resp. Agency	Schedule
4.1 Plan for the implementation of improved bus connections.	SRTA & Caltrans	Nov 2021 - June 2022

Task 5: Passenger Rail Opportunities

Task/Activity	Resp. Agency	Schedule
5.1 Feasibility assessment of daytime passenger rail.	SRTA	March 2022 - Dec 2023

Task 6: Public Outreach & Community Engagement

Task/Activity	Resp. Agency	Schedule
6.1 Plan and conduct public workshops and other outreach strategies to gather public input about proposed service and changes.	SRTA	Oct 2021 - Dec 2023

Task 7: Partner Coordination

Task/Activity	Resp. Agency	Schedule
7.1 Meetings with regional stakeholders to move the planned improvements into realistic outcomes.	SRTA & Caltrans	Oct 2021 - Dec 2023

Task 8: Draft and Final Plan

Task/Activity	Resp. Agency	Schedule
8.1 Draft plan based on community and partner comments and Caltrans review.	SRTA	Nov 2023 - March 2024

Task 9: Board Review/Approval

Task/Activity	Resp. Agency	Schedule
9.1 Approval of final North State Intercity Bus to Rail Plan.	SRTA & Consultant	Dec 2023 - May 2024

WORK ELEMENT 701.11	Pit River Tribe Long-Range Transportation Plan Update
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Agency:	SRTA	Total Budget (FY 2022/23):	\$148,626
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ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2021/22			
	Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	Caltrans Sustainable Transportation Planning Grant	Pit River Tribe Local Cash Match
SRTA				
Personnel				
Services & Supplies				
Human Resources				
Pit River Tribe Local Cash Match	\$ 19,299	No indirect per grant agreement		\$ 19,299
Consultant (tbd)	\$ 129,327		\$ 129,327	
TOTAL:	\$ 148,626	\$ -	\$ 129,327	\$ 19,299

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

Previous Accomplishments

This is a new work element.

Objective

- 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.

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 the 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.

Deliverables (anticipated delivery date)

Consultant procurement (Nov 2022). Advisory group roster and public outreach plan (Dec 2022)

Task 01:	Project Administration			
Task/Activity		Resp. Agency	Schedule	
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	May 2022- Feb 2025	
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		
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		
Task 02:	Consultant Procurement			
Task/Activity		Resp. Agency	Schedule	
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	Jun 2022- Nov 2022	
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		
0.3	The Tribe will conduct an initiation meeting with the selected consultant to discuss project expectations, including invoicing, expected deliverables, and other releval project information. Caltrans district staff will be invited to participate.	Pit River Tribe		
Task 1:	Advisory Group			
Task/Activity		Resp. Agency	Schedule	
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	Jul 2022- Jan 2025	
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		
Task 2:	Existing Conditions			
Task/Activity		Resp. Agency	Schedule	
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	Aug 2022-Nov 2024	

Continued next page

Task 3: Public Outreach			
Task/Activity		Resp. Agency	Schedule
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	Nov 2022- Nov 2024
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	
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	
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	
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	
Task 4: Draft and Final Plan			
Task/Activity		Resp. Agency	Schedule
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	Mar 2023- Feb 2025
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	
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	
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.	Consultant	
Task 5: Tribal Council Review/Approval			
Task/Activity		Resp. Agency	Schedule
5.1	The project team, in coordination with the consultant, will present the final Tribal LRTP at a Pit River Tribal Council meeting.	Pit River Tribe & Consultant	Oct 2023- Feb 2025
5.2	The Tribal Council will prepare and approve a Tribal Council resolution to formally adopt the final Tribal LRTP.	Pit River Tribe	

WORK ELEMENT 707.12
Regional Early Action Planning (REAP) 2.0

Agency: SRTA Total Budget (FY 2022/23): \$60,630

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23						
	Expenditures		Revenue by Fund Source (\$)				
SRTA	Direct	Indirect	FHWA PL	FHWA PL Toll Credits*	Total FHWA PL	LTF	REAP 2.0 Funds
Personnel	\$ 25,363	\$ 34,258				\$ 6,839	\$ 52,783
Services & Supplies	\$ 400					\$ 400	\$ -
Human Resources	\$ 609					\$ 609	\$ -
						\$ -	\$ -
Applicant Projects (TBD)	\$ -					\$ -	\$ -
						\$ -	\$ -
TOTAL:	\$ 26,372	\$ 34,258	\$ -	\$ -	\$ -	\$ 7,847	\$ 52,783

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

Prior Fiscal Year Work

This is a new program for FY 2022/23.

Objective

Fund transformative planning and implementation activities that meet California and regional housing goals, state equity goals, reduce vehicle miles traveled (VMT) per capita, and advance implementation of SRTA's Sustainable Communities Strategy (SCS) component of the Regional Transportation Plan (RTP).

Discussion

This work element is funded by the California Department of Housing and Community Development (HCD). The funds are being directly allocated to the state's metropolitan planning organizations (MPOs). SRTA will request funds by submitting an application of eligible projects. SRTA can apply for up to \$2,243,909. SRTA may submit projects to manage or suballocate funds to projects that will be managed by eligible entities. Entities eligible for the purpose of suballocation include counties, cities, cities and counties, transit agencies or districts, county transportation agencies, Tribal Entities, community-based organizations, Public Housing Authorities, academic institutions, developers of affordable housing, or a regional Housing Trust Fund. This effort will be helpful to have more Housing options and affordability in mixed-use neighborhoods with different transportation options like walking, cycling, and transit.

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

Result of this effort will implement the Sustainable Communities Strategy of the RTP, accomplish the goals of the state rail plan, the state intercity bus study, state housing goals, and may lead to projects that support achievement of federal performance measures (PM1, PM2, and PM3).

Deliverables (anticipated delivery date)

Call for projects (October/November 2022). Applications submitted to State for project funds (December 31, 2022). Completion of planning and/or implementation projects (June 2026).

Task 1: Project Administration

Task/Activity		Resp. Agency	Schedule
1.1	Contract management, fiscal accounting and reporting.	SRTA	Aug 2022 - June 2026
1.2	Project development, outreach, development of call for projects, and submittal of applications to HCD		Aug 2022 - Feb 2023
Task 2:	Applicant Project(s) (TBD)		
Task/Activity		Resp. Agency	Schedule
2.1	Projects not submitted and awarded yet. Will be identified by end of December 2022 for HCD consideration. Expect final approval by February 2023. Will update projects once funding is approved.	Local Agency or Private firm	Feb 2023 - Mar 2026

WORK ELEMENT 708.03
Transportation Development Act Management

Agency: SRTA Total Budget (FY 2022/23): \$101,139

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23		
	Expenditures		Revenue by Fund Source (\$)
	Direct	Indirect	LTF
SRTA			
Personnel	\$ 38,247	\$ 51,660	\$ 89,906
Services & Supplies	\$ 500		\$ 500
Human Resources	\$ 918		\$ 918
Consultant Services (Financial Audit)	\$ 4,815		\$ 4,815
Consultant Services (Triennial Audit) (none this FY)	\$ -		\$ -
Consultant Services (Technical/outreach toward TNA (Task #2))	\$ 5,000		\$ 5,000
TOTAL:	\$ 49,480	\$ 51,660	\$ 101,139

Prior Fiscal Year Work

Preparation, adoption, and administration of Transportation Development Act (TDA) budget and associated fiscal auditing of expenditures. Produced and distributed 2022/23 Transit Needs Assessment and Unmet Transit Needs processes. Organized, held and supported Social Services Transportation Advisory Council (SSTAC) regular, as well as special, meetings.

Objective

To administer the allocation of funds from the Local Transportation Fund (LTF) and State Transit Assistance (STA) to member entities. To provide a forum for input on public transit service and its connections. To administer the annual Unmet Transit Needs Process required under TDA in order to be able to use LTF for local streets and roads.

Discussion

SRTA is the designated recipient and responsible administrator of TDA funds. LTF and STA help fund transit, bicycle and pedestrian, and road projects. SRTA distributes funds to local claimants and ensures that fiscal audits and other requirements are performed in accordance to TDA law.

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

TDA funds are generated locally and administered by the state of California. As a recipient of TDA funds, the following tasks are required to ensure the appropriate, effective, and efficient use of TDA funds.

Deliverables (anticipated delivery date)

1) Transit Needs Assessment (Nov 2022 - Feb 2023); 2) Unmet Transit Needs findings (April 2023); 3) TDA budget (April 2023); and 4) SSTAC regularly-scheduled meetings (September 2022 and March 2023).

Task 1: TDA Administration

Task/Activity	Resp. Agency	Schedule
1.1 Prepare LTF and STA Findings of Apportionment.	SRTA	Feb 2022
1.2 Review LTF and STA claims submitted by claimants including associated technical assistance needed for adequate and proper reporting.		May-June 2023
1.3 Review statutes, rules, and regulations, and pending legislation pertinent to transit and transit funding.		Ongoing
1.4 Organize and support Social Services Transportation Advisory Council (SSTAC).		Jul 2022 - Jun 2023
1.5 Prepare audits as required under the TDA.		Sept-Oct 2022
1.6 Engage independent auditor.		Jun 2023
1.7 Prepare claims for Board of Directors approval.		Jun 2023
1.8 Claim scheduling and payment.		Monthly
1.9 Perform TDA fund accounting.		

Task 2: Annual Transit Needs Assessment

Task/Activity	Resp. Agency	Schedule
2.1 Review prior year Transit Needs Assessment; solicit public input (comments, surveys, interviews, etc.); collect transit data and reports, perform farebox analysis, and conduct CTSA performance analysis; prepare data for inclusion in draft document, update tables, and information.	SRTA	Oct 2022 - Jan 2023
2.2 Receive, review, and summarize data from transit providers for the Transit Needs Assessment, including but not limited to: ridership information; service hours and route information; productivity improvements; and public/rider feedback received. Conduct transit scenario planning utilizing data collected and public input. Evaluate potential performance of scenarios. Identify any scenarios that may be reasonable.		
2.3 Provide draft document to transit operators, CTSA, and SSTAC for review; revise and prepare final draft for public comment and adoption.		Jan 2023
2.4 Prepare staff report and presentation for SRTA Board of Directors/public hearing.		Feb 2023
2.5 SSTAC to consider at their regularly-scheduled March meeting to provide SSTAC recommendation on unmet transit needs.		Mar 2023
2.6 Present staff and SSTAC unmet transit needs recommendations, including resolution, to SRTA Board of Directors for approval.		Apr 2023
2.7 Submit final document to Caltrans for acceptance.		Jun 2023

WORK ELEMENT 708.04**Transit and CTSA Agency Administration**

Agency: SRTA Total Budget (FY 2022/23): \$57,424

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23			
	Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	LTF	TDA
SRTA				
Personnel	\$ 24,139	\$ 32,605	\$ 56,745	\$ -
Services & Supplies	\$ 100		\$ 100	\$ -
Human Resources	\$ 579		\$ 579	\$ -
TOTAL:	\$ 24,819	\$ 32,605	\$ 57,424	\$ -

Prior Fiscal Year Work

Provided funds to RABA for their administration of services. Provided oversight of funds provided to Dignity Health Connected Living (DHCL) for operation of the CTSA services, including review of monthly invoices. Worked with DHCL to develop budget for FY 2022/23. Prepared and executed CTSA ridership agreement between DHCL, RABA and SRTA in 2021. Extended SRTA/DHCL agreement for specialized transportation services.

Objective

To support the cost-effective delivery of high quality public transportation services.

Discussion

SRTA is the designated recipient and responsible administrator of Transportation Development Act (TDA) funds. SRTA provides general oversight to ensure the most effective, efficient, and transparent use of TDA funds. The city of Redding performs Redding Area Bus Authority (RABA) administration. The county of Shasta contracts with RABA to provide Burney Express service. SRTA administers Consolidated Transportation Services Agency (CTSA) transportation, while Dignity Health Connected Living (DHCL - formerly Shasta Senior Nutrition Program) provides CTSA transportation services under agreement with SRTA. SRTA issued a new CTSA service agreement July 2017 to DHCL for up to five years, with an option to extend up to five years. SRTA is responsible for updating CTSA policies and procedures.

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

TDA funds are generated locally and administered by the state of California. As a recipient of TDA funds, the following tasks are required to ensure the appropriate, effective, and efficient use of TDA funds.

Deliverables (anticipated delivery date)

Approved invoices. Budget for subsequent year and performance standards (Jun 2023).

Task 1: RABA Administration

Task/Activity	Resp. Agency	Schedule
1.1 RABA administration, management and operations.	Redding/ Shasta County	Jul 2022- Jun 2023

Task 2: CTSA Administration

Task/Activity	Resp. Agency	Schedule
2.1 SRTA administration and oversight of specialized transit services, including monthly invoicing review and approval.	SRTA	Jul 2022- Jun 2023
2.2 Periodic coordination meetings with DHCL, RABA and SRTA, as needed.		
2.3 Review and approve final FY 2023/24 CTSA budget provided by DHCL.		Feb - June 2023

WORK ELEMENT 801.01

North State Super Region (NSSR)

Agency: SRTA

Total Budget (FY 2022/23): \$17,040

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE

Staff Allocations and Funding Requirements	FY 2022/23			
	Expenditures		Revenue by Fund Source (\$)	
	Direct	Indirect	NSSR	LTF
SRTA				
Personnel	\$ 6,860	\$ 9,266	\$ 16,126	\$ -
Services & Supplies	\$ 750		\$ 750	\$ -
Human Resources	\$ 165		\$ 165	\$ -
TOTAL:	\$ 7,775	\$ 9,266	\$ 17,040	\$ -

Prior Fiscal Year Work

NSSR meetings held; NSSR intranet website maintained; commented on legislative and other issues of potential impact to the North State; and provided letters of support for regional projects. Invoiced contributing agencies of the NSSR.

Objective

To bolster the agency's influence on state and federal legislation, policy, and programs and other general activities potentially affecting the North State.

Discussion

The NSSR is a voluntary coalition of regional transportation planning agencies (RTPAs) and metropolitan planning organizations (MPOs) representing the sixteen-county North State region. The NSSR was organized to advocate for policies and funding that would benefit the North State; encourage interagency coordination; and spread best practices through communication and information exchange.

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

This work element is funded entirely through member dues from NSSR partners.

Deliverables (anticipated delivery date)

NSSR meeting agendas and minutes (as scheduled).

Task 1:	North State Super Region		
Task/Activity		Resp. Agency	Schedule
1.1	Attend and help facilitate NSSR meetings.	SRTA	2 per year
1.2	Maintain and update NSSR website as needed.		Jul 2022- Jun 2023