

# STAFF REPORT



<b>MEETING DATE:</b>	<b>10/25/11</b>
<b>SUBJECT:</b>	<b>2011/12 Overall Work Program (OWP) - Amendment #1 Redding Area Bus Authority (RABA) Transit Plan Update</b>
<b>AGENDA ITEM:</b>	<b>4-5</b>
<b>STAFF CONTACT:</b>	<b>Sue Crowe</b>

**STAFF RECOMMENDATION:**

It is recommended that the board adopt Resolution No. 11-12 approving Amendment #1 to the 2011/12 OWP which adds \$80,200 for RABA's short-range transit plan update.

**DISCUSSION:**

RABA received grant funds to update the 2007 short-range transit plan. The OWP must be amended to include \$71,001 in Federal Transit Administration (FTA) 5304 funds and \$9,199 in-kind match for project tasks and activities.

**ALTERNATIVES:**

The board could choose not to amend the OWP. Loss of grant funds would require RABA to use FTA planning funds for the transit plan update.

**OTHER AGENCY INVOLVEMENT:**

Caltrans has awarded the funds. The Technical Advisory Committee (TAC) concurs with the staff recommendation.

**FINANCING:**

The 2011/12 OWP requires additional revenue of \$71,001 in FTA 5304 funds and \$9,199 in-kind match.

  
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Daniel S. Little, AICP, Executive Director

**Attachments:** Resolution 11-12  
Funding Worksheets

# RESOLUTION



<b>RESOLUTION NUMBER:</b>	<b>11-12</b>
<b>SUBJECT:</b>	<b>Amendment #1 to the 2011/12 Overall Work Program (OWP) RABA Transit Plan Update</b>

**WHEREAS**, the Shasta County Regional Transportation Planning Agency (SCRTPA) requests an amendment to the 2011/12 OWP to add grant funds for the Redding Area Bus Authority's (RABA) short-range transit plan update; and

**WHEREAS**, work elements cannot be added/deleted/changed and funds cannot be added/deleted/redirected to/from the OWP unless the SCRTPA and Caltrans approve the OWP amendment; and

**NOW, THEREFORE, BE IT RESOLVED** that the Shasta County Regional Transportation Planning Agency hereby approves Amendment #1 to the 2011/12 OWP, adding \$71,001 in Federal Transit Administration (FTA) 5304 funds, and \$9,199 in-kind local match for the plan update.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that Amendment #1 shall be considered final and in full force and effect upon Caltrans acceptance and approval thereof.

**PASSED AND ADOPTED** this 25th day of October, 2011, by the Shasta County Regional Transportation Planning Agency.

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**Leonard Moty, Chair**  
Shasta County Regional Transportation Planning Agency

**Section II. Financial and Staff Requirements Summaries**

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY 2011/12 OVERALL WORK PROGRAM Available Revenue by Source (Amendment #1)					
Revenue Source	Allocation/Grant	Toll Credits	Carryover	Total Required	% of Budget by Fund Source
Federal Highway Administration PL (FHWA)	\$ 606,958	78,637	\$ 67,960	\$ 674,918	36.70%
Federal Transit Administration (FTA)					
FTA 5303	\$ 66,320	5,772	\$ 26,642	\$ 92,962	5.06%
FTA 5304 (Amendment #1)	\$ 71,001			\$ 71,001	3.86%
FTA 5311 Planning			\$ 10,258	\$ 10,258	0.56%
Prop 84	\$ 359,889			\$ 359,889	19.57%
Grant 1 - Sustainable Communities	\$ 191,863				
Grant 2 - Model Improvement Plan	\$ 168,026				
State Planning & Research - Economic Study	\$ 225,000			\$ 225,000	12.23%
Transportation Development Act Funds (TDA)	\$ 4,114			\$ 4,114	0.22%
Programming, Planning and Monitoring (PPM) *	\$ 365,000		\$ 337,847	\$ 337,847	18.37%
*2009/10 & 2010/11 PPM Allocation					
InKind					
InKind - Amendment #1				\$ 2,820	0.15%
Other Grants	\$ -		\$ 51,000	\$ 51,000	2.77%
<b>Total Resources:</b>	\$ 1,698,282	84,409	\$ 493,707	\$ 1,839,008	100.00%
<b>Less Total Expenses Budgeted in FY 2011/12</b>				\$ (1,839,008)	
Difference between Revenues and Expenses				\$ (0)	

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY

FINANCIAL SUMMARY BY LOCAL AGENCY

2011 - 2012 OVERALL WORK PROGRAM

AMENDMENT #1

LOCAL AGENCY

Work Element	Description	Funding Sources	RTPA	COUNTY	REDDING	S. LAKE	ANDERSON	RABA	TOTAL	% of Budget
701	System Planning	FHWA PL	\$ 83,864	\$ 67,765	\$ 108,950	\$ 30,000	\$ 47,568		\$ 338,147	
		Prop 84	\$ 359,889						\$ 359,889	
		SPR	\$ 225,000						\$ 225,000	
		PPM		\$ 11,000	\$ 65,000	\$ 17,000	\$ 17,000		\$ 110,000	
		<b>Total 701</b>	<b>\$ 668,753</b>	<b>\$ 78,765</b>	<b>\$ 173,950</b>	<b>\$ 47,000</b>	<b>\$ 64,568</b>	<b>\$ -</b>	<b>\$ 1,033,037</b>	<b>56.17%</b>
702	Financial Planning and	FHWA PL	\$ 105,036						\$ 105,036	
		<b>Total 702</b>	<b>\$ 105,036</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105,036</b>	<b>5.71%</b>
703	Non Motorized Network	FHWA PL	\$ 14,048		\$ 51,525				\$ 65,573	
		<b>Total 703</b>	<b>\$ 14,048</b>	<b>\$ -</b>	<b>\$ 51,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,573</b>	<b>3.57%</b>
704	Public Participation &	FHWA PL	\$ 137,881						\$ 137,881	
		<b>Total 704</b>	<b>\$ 146,687</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 146,687</b>	<b>7.98%</b>
705	Technology Applications	FHWA PL	\$ 28,281						\$ 28,281	
		<b>Total 705</b>	<b>\$ 28,281</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,281</b>	<b>1.54%</b>
706	Transit Planning	FHWA PL							\$ -	
		FTA 5303	\$ 26,642					\$ 66,320	\$ 92,962	
		FTA 5304						\$ 71,001	\$ 71,001	
		5311	\$ 10,258						\$ 10,258	
		INKIND						\$ 12,019	\$ 12,019	
		PPM	\$ 27,581						\$ 27,581	
		<b>Total 706</b>	<b>\$ 64,481</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 149,340</b>	<b>\$ 213,821</b>	<b>11.63%</b>
707	Special Planning Studies	FHWA PL							\$ -	
		PPM	\$ 17,728						\$ 17,728	
		Other	\$ 11,000						\$ 11,000	
		Prop 84							\$ -	
		<b>Total 707</b>	<b>\$ 28,728</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,728</b>	<b>1.56%</b>
708	Manage TDA	TDA	\$ 4,114						\$ 4,114	
		PPM	\$ 173,732						\$ 173,732	
		Other	\$ 40,000						\$ 40,000	
		<b>Total 708</b>	<b>\$ 217,846</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 217,846</b>	<b>11.85%</b>
<b>Summary</b>		FHWA PL	\$ 369,110	\$ 67,765	\$ 160,475	\$ 30,000	\$ 47,568	\$ -	\$ 674,918	36.70%
		FTA 5303	\$ 26,642					\$ 66,320	\$ 92,962	5.06%
		FTA 5304						\$ 71,001	\$ 71,001	
		TDA	\$ 4,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,114	0.22%
		INKIND						\$ 12,019	\$ 12,019	
		PPM	\$ 227,847	\$ 11,000	\$ 65,000	\$ 17,000	\$ 17,000	\$ -	\$ 337,847	18.37%
		SPR	\$ 225,000						\$ 225,000	
		FTA 5311	\$ 10,258						\$ 10,258	0.56%
		Prop 84	\$ 359,889						\$ 359,889	19.57%
		SRTS/Other	\$ 51,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,000	2.77%
<b>OWP Work Element Totals:</b>			<b>\$ 1,273,860</b>	<b>\$ 78,765</b>	<b>\$ 225,475</b>	<b>\$ 47,000</b>	<b>\$ 64,568</b>	<b>\$ 149,340</b>	<b>\$ 1,839,008</b>	<b>83.25%</b>
<b>Percent of Budget by Agency</b>			<b>69.27%</b>	<b>4.28%</b>	<b>12.26%</b>	<b>2.56%</b>	<b>3.51%</b>	<b>8.12%</b>		<b>100.00%</b>

FTA 5303

\$

SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY  
 FINANCIAL SUMMARY BY FUNDING SOURCE  
 2011 - 2012 OVERALL WORK PROGRAM AMENDMENT I

Work Element and Description	FUNDING SOURCES								
	FHWA PL	FTA 5303	FTA 5304	TDA	PROP 84	PPM	Other	INKIND	ELEMENT SUB-TOTALS
<b>701</b> System Planning	\$ 338,147				\$ 359,889		\$ 225,000		
						\$ 110,000			
<b>Total 701</b>	<b>\$ 338,147</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 359,889</b>	<b>\$ 110,000</b>	<b>\$ 225,000</b>		<b>\$ 1,033,037</b>
<b>702</b> Financial Planning and Programming	\$ 105,036								
<b>Total 702</b>	<b>\$ 105,036</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					<b>\$ 105,036</b>
<b>703</b> Non Motorized Network Planning	\$ 65,573								
<b>Total 703</b>	<b>\$ 65,573</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 65,573</b>
<b>704</b> Public Participation & Partnership Planning	\$ 137,881					\$ 8,806			
<b>Total 704</b>	<b>\$ 137,881</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,806</b>	<b>\$ -</b>		<b>\$ 146,687</b>
<b>705</b> Technology Applications	\$ 28,281								
<b>Total 705</b>	<b>\$ 28,281</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 28,281</b>
<b>706</b> Transit Planning		\$ 92,962	\$ 71,001				\$ 10,258	\$ 12,019	
						\$ 27,581			
<b>Total 706</b>	<b>\$ -</b>	<b>\$ 92,962</b>	<b>\$ 71,001</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,581</b>	<b>\$ 10,258</b>	<b>\$ 12,019</b>	<b>\$ 213,821</b>
<b>707</b> Special Planning Studies						\$ 17,728			
<b>Total 707</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,728</b>	<b>\$ -</b>		<b>\$ 17,728</b>
<b>708</b> Management of the Transportation Development Act				\$ 4,114					
						\$ 173,732			
<b>Total 708</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,114</b>	<b>\$ -</b>	<b>\$ 173,732</b>	<b>\$ -</b>		<b>\$ 177,846</b>
	\$ 674,918								\$ 674,918
		\$ 92,962							\$ 92,962
			\$ 71,001					\$ -	\$ 71,001
				\$ 4,114					\$ 4,114
							\$ 12,019		\$ 12,019
						\$ 337,847			\$ 337,847
							\$ 225,000		\$ 225,000
							\$ 10,258		\$ 10,258
					\$ 359,889				\$ 359,889
							\$ 51,000		\$ 51,000
<b>TOTAL FUNDING REQUIREMENTS</b>	<b>\$ 674,918</b>	<b>\$ 92,962</b>	<b>\$ 71,001</b>	<b>\$ 4,114</b>	<b>\$ 359,889</b>	<b>\$ 337,847</b>	<b>\$ 286,258</b>	<b>\$ 12,019</b>	<b>\$ 1,839,008</b>

Agency RTPA Total Budget: \$ 80,200 % Federal 0.00%

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2011/12

EXPENDITURES			REVENUE		
Staff Allocations and Funding Requirements			Revenue by Fund Source (\$)		
	Amount (\$)	% of WE			
<b>Shasta RTPA</b>				100.00%	
Personnel	\$ 23,722.00	29.58%		FTA 5304	IN KIND
Services & Supplies (Conferences, travel)	\$ -	0.00%		\$ 21,001.00	\$ 2,721.00
Consultant Fees	\$ 56,478.00	70.42%		\$ 50,000.00	\$ 6,478.00
<b>TOTAL</b>	<b>\$ 80,200.00</b>	<b>70.42%</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>
					<b>Federal</b>

Previous Accomplishments

Objective

Update RABA's 2007-short range transit plan.

Discussion

Coordination of public transit services (PUC Section 15975).

Product 1: RABA Short Range Transit Plan Update

Task/Activity

- a. Manage consultant contract.
- b. Consultant fees to perform tasks and activities as identified in the grant application.

Non-PL Funds

Schedule

June 2014

June 2014

DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRANSPORTATION PLANNING, MS-32  
1120 N STREET  
P.O. BOX 942874  
SACRAMENTO, CA 94274-0001  
PHONE (916) 654-8175  
FAX (916) 653-1447



*Flex your power!  
Be energy efficient!*

July 27, 2011

Mr. Dan Little  
Executive Director  
Shasta County Regional Transportation Planning Agency  
1855 Placer Street  
Redding, CA 96001

Dear Mr. Little:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations to the Shasta County Regional Transportation Planning Agency for the recent award of the following federal transportation planning grant for fiscal year (FY) 2011-12:

**5304 Statewide or Urban Transit Planning Studies**

<b>Grant Title:</b>	Redding Area Bus Authority Short Range Transit Plan Update
<b>Sub-recipient:</b>	Redding Area Bus Authority
<b>Grant Award:</b>	\$71,001

Please see the list below which identifies specific conditions for a grantee to accept grant funding, to program funds, and to begin work. All conditions must be fulfilled no later than May 1, 2012. Failure to fulfill conditions of grant acceptance by the afore-mentioned date will result in forfeiture of grant funds. Also, please note that final products must be completed no later than June 30, 2014. Final requests for reimbursements must be submitted to Caltrans no later than 30 days after the close of FY 2013-14.

**Conditions of Grant Acceptance**

These federal grant funds cannot be expended or reimbursed until the following conditions of approval are fulfilled:

1. The Revised final Scope of Work, Project Timeline, and Grant Application Cover Sheet are submitted to Caltrans, as needed.
2. A description of the in-kind local match is provided. The description shall name the in-kind local match provider, the fund source the provider will use (non-federal source), and how the in-kind local match will be documented for accounting purposes. The description shall also include an itemized breakdown of the total in-kind local match amount; for example, if staff

time is used, provide a breakdown of the number of staff, their job titles and their hourly rate. The in-kind local match amount shall be further itemized to align with the appropriate tasks on the Project Timeline. The estimated salary/in-kind total in the description provided and the Project Timeline shall equal the total in-kind local match shown on the Grant Application Cover Sheet.

3. The FY 2011-12 Overall Work Program (OWP) and OWP Agreement (OWPA) are amended to incorporate the grant project. The OWP/OWPA amendment includes the OWPA, OWP Budget Summary, and a standalone Work Element. These three items must show consistent funding information for the grant project.
  - o The OWP/OWPA amendment process is the last condition to be completed after the other conditions are approved by district staff.
  - o Caltrans will send an electronic notice to proceed when the OWP/OWPA amendment is processed.

Once the project is underway, Caltrans district staff will request a Quarterly Progress Report (a brief narrative of completed project activities), which is designed to track project status and to ensure successful project completion.

Please contact Priscilla Martinez-Velez, Headquarters Liaison, at (916) 651-8196 if you have any questions concerning these grant funds or program requirements.

Sincerely,



Garth Hopkins, Chief  
Office of Regional and Interagency Planning

- c: Zach Bonnin, Transportation Planner, Redding Area Bus Authority  
Rob Burnett, Deputy District Director, Planning and Local Assistance, Caltrans District 2  
Michelle Millette, Senior Transportation Planner, Caltrans District 2 Office of Community and Regional Planning  
Fred Lenhart, Associate Transportation Planner, Caltrans District 2 Office of Community and Regional Planning  
Priscilla Martinez-Velez, Associate Transportation Planner, Caltrans Office of Regional and Interagency Planning

Priscilla Martinez-Velez/PMV