



**Government Relations & Public Affairs Committee      Action**

April 29, 2016

**Fiscal Year 2015-16 Overall Work Program Amendment #4**

**Issue:** Should Amendment #4 be made to the Overall Work Program (OWP) for Fiscal Year 2015-16?

**Recommendation:** That the Government Relations & Public Affairs Committee recommend that the Board approve Amendment #4 to the Overall Work Program (OWP) for Fiscal Year 2015-16, and provide authorization for SACOG's Finance Manager to be able to sign Overall Work Program Agreements for Caltrans reflecting amendments to the OWP.

**Discussion:** SACOG's Overall Work Program (OWP) describes the continuing, comprehensive, and coordinated metropolitan planning process for the six-county Sacramento Region. The Board of Directors adopted the Fiscal Year 2015-16 OWP in May 2015. Administrative amendments to the OWP are typical throughout every year to modify OWP projects, add new projects or revenue to the OWP, change project descriptions, or adjust revenue amounts, staff, and expenditures between OWP activities. Amendment #3 was made in March 2015.

Amendment #4 is SACOG's final amendment to the OWP for fiscal year 2015-16 and adjusts the overall programming of Metropolitan Planning Program (PL) and Section 5303 funds to reflect the final apportionments released by Caltrans on March 1, 2016. The amendment reduces PL funding by \$66,261 and Section 5303 funding by \$13,510. This reduction represents less than a 2% overall reduction in programmed Consolidated Planning Grant (CPG) funds in the OWP. The reduction in funding is offset by a reduction in anticipated costs for projects supported by CPG funds.

Amendment #4 also includes adjustments to staff hour allocations within work elements to account for anticipated shifts in workload in the final months of the fiscal year. The movement of funds will not affect projects' overall scopes of work or deliverables. Table 1 shows changes in overall expenditures by major work element. The primary expenditure changes include:

- Reallocation of staff hours to the Service Authority for Freeways and Expressways (SAFE) project in Element 500 to address the recent retirement of the program manager and added responsibilities.
- Higher than anticipated expenditures for Indirect Services and Support, which are primarily offset by a reduction in anticipated expenditures for Element 100 projects.
- Reductions in anticipated expenditures on grant funded projects in Elements 200 and 220 related to costs that will be carried over into fiscal year 2016-17.

As shown in Table 2, the net effect of all revisions is a reduction of \$58,766 in revenues and expenditures needed to support the FY15-16 OWP.

**Table 2: Comparison of Fiscal Year 15-16 OWP Amendment #3 and Amendment #4**

Element	Amendment 3 Expenditures	Amendment 4 Expenditures	Difference
<b>100</b> Core and Long-Range Member, Agency, and Transportation Services and Planning Activities	\$9,702,377	\$9,462,137	(-\$240,240)
<b>200</b> Discretionary Transportation Planning Grant Activities	\$923,415	\$887,749	(-\$35,666)
<b>220</b> Other Planning Grant and Partnership Projects	\$14,119,882	\$14,080,362	(-\$39,520)
<b>400</b> Pass-Through to Other Agencies	\$15,594,886	\$15,594,886	\$0
<b>500</b> Services to Other Agencies	\$6,765,932	\$6,851,822	\$85,890
<b>999</b> Indirect Services and Support	\$2,523,335	\$2,694,105	\$170,770
<b>Total (All Elements)</b>	<b>\$49,629,827</b>	<b>\$49,571,061</b>	<b>(\$58,766)</b>

In addition to a recommendation that the Board approve Amendment #4 to the OWP, staff is recommending that the Board provide SACOG’s Finance Manager with authority to sign the Overall Work Program Agreement (OWPA) for an OWP Amendment. The OWPA is the standard form provided to Caltrans with any SACOG OWP amendment that reflects approved revisions to total allocations of PL, 5303, FTA 5304 and FHWA SP&R funds. Currently, SACOG’s CEO is the only person with signature authority. Caltrans has indicated that the Finance Manager may also be authorized by the Board to sign an OWPA, which would help expedite Caltrans approval of an OWP amendment if the CEO is out of town for a period of time. Attachment B includes the draft OWPA for Amendment #4.

Approved by:

Mike McKeever  
Chief Executive Officer

MM:MC:CH:ts  
Attachments

Key Staff: Erik Johnson, Manager of Policy and Administration, (916) 340-6247  
Matt Carpenter, Director of Transportation Services, (916) 340-6276  
Stacy Niccum, Finance Manager, (916) 340-6243  
Clint Holtzen, Associate Analyst, (916) 340-6246

Sacramento Area Council of Governments  
Fiscal Year 2015-16  
Chart of Accounts

Attachment A

Element	Project #	Project
<b>100 Core and Long-Range Member, Agency, and Transportation Services and Planning Activities</b>	100-001-01	Interagency Relations
	100-001-02	Program Management
	100-001-03	Member Services
	100-001-04	Legislative Analysis
	100-001-05	Education, Outreach and Marketing
	100-002-01G	Regional Transportation Modeling and Analysis-General
	100-002-01E	Regional Transportation Modeling and Analysis-EDCTC
	100-002-01P	Regional Transportation Modeling and Analysis-PCTPA
	100-002-02	Pedestrian and Bicycle Planning
	100-002-03	Regional Forecasting
	100-002-04	Major Investment Studies
	100-002-05	Coordinated Human Services Transportation Plan & Paratransit Monitoring
	100-002-06	Goods Movement/Freight Planning
	100-002-12	Planning Support Tools
	100-003-02	Complete Streets
	100-003-03	Sacramento Regional Transit District Planning Support
	100-004-01	Regional Air Quality Planning
	100-004-02	Federal and State Programming
	100-004-04	Metropolitan Transportation Improvement Program
	100-004-05	Passenger Rail Improvements
	100-004-07	Transit Technical Assistance and Programming
	100-005-01	Sacramento Region Blueprint Implementation
	100-005-02G	Regional Land Use Monitoring and Analysis-General
	100-005-02E	Regional Land Use Monitoring and Analysis-EDCTC
	100-005-02P	Regional Land Use Monitoring and Analysis-PCTPA
	100-005-03	Regional Housing Needs Planning (RHNA)
	100-005-04	Community Design Program
	100-005-05	Rural-Urban Connections Strategy
	100-005-06	Airport Land Use Commission - General
	100-005-11	ALUCP/Sacramento County/MCC
	100-006-03G	MTP/SCS 2016 Regional EIR-General
	100-006-03E	MTP/SCS 2016 Regional EIR-EDCTC
	100-006-03P	MTP/SCS 2016 Regional EIR-PCTPA
	100-006-04G	MTP/SCS Planning and Implementation-General
	100-006-04E	MTP/SCS Planning and Implementation-EDCTC
	100-006-04P	MTP/SCS Planning and Implementation-PCTPA
	100-007-01	Project Delivery
	100-007-02	SCS Regional Information Center
	100-007-03	Transportation Development Act Administration
	100-007-07	Transportation Demand Management
	100-007-13	Sustainability & Climate Action Planning Assistance
100-007-21	Shared Services	
<b>200 Discretionary Transportation Planning Grant Activities</b>	200-002-13	Interagency Household Travel Survey Program
	200-003-19	SACOG Transit Intern
	200-003-22	Proposition 1B Transit Program Administration
	200-003-23	Connectivity Study to Improve Healthcare Access across the SACOG Region
	200-003-24	Feasibility Study of Connect Card Interoperability
	200-003-28	Rural Ridesharing Alternatives
	200-003-29	Rural/Small Urban Transit Planning Intern
	200-008-14	Paratransit, Inc. Transit Planning Student Internship
	200-008-15	Elk Grove COA
	200-008-18	YCTD Transportation Planning Internship Program
	200-008-19	Elk Grove Multimodal Station Feasibility Study
	200-009-08	Interjurisdictional Traffic Impact Mitigation Management

## Fiscal Year 2015-16

## Chart of Accounts

Element	Project #	Project
<b>220 Other Planning Grant and Partnership Projects</b>	220-002-11	Urban Footprint Statewide Collaboration and Maintenance
	220-003-04	Downtown Sacramento Transit Circulation and Facilities Plan Phase I
	220-003-06	Safe Routes to School
	220-003-15	Paratransit, Inc. Short Range Transit Plan
	220-003-26	Sacramento County Short Range Transit Plan
	220-003-27	Regional Bike/Ped Data Collection
	220-003-30	Regional Bikeshare Pilot Project
	220-004-06	Connect Card Implementation
	220-004-09	Connect Card On-Board Transit Survey
	220-004-10	Code for America
	220-005-13	Specialty Crop Block Grant #2
	220-005-14	Specialty Crop Block Grant #3
	220-005-15	Connector Regional Open Space Inventory Plan
	220-005-20	Delta Protection Commission Case Study
	220-006-06	Integrating Health into the MTP/SCS
	220-006-07	SGC #3 - Task 1A/B Infill/Revitalization Technical Assistance
	220-006-08	SGC #3 - Task 1C Active Design/Transportation Technical Assistance
	220-006-09	SGC #3 - Task 2 Community Revitalization & Capacity-Building in Disadvantaged Communities
	220-007-22	PEV Infrastructure Implementation
	220-007-23	Civic Spark
	220-007-24	Sacramento County Partnership Grant
	220-009-05	Downtown/Riverfront Transit Project
	220-009-09	Regional High Resolution Imagery
	220-009-10	I-5 Subregional Impact Fee Program EIR
	220-013-01	Task A - RUCS
	220-013-02	Task B - Infill and Health
	220-013-03	Task C - Regional Climate Action Plan
220-013-04	Task D - PECAS	
220-013-05	Task E - SCS Information Center	
220-013-06	Task F - Complete Streets and Parking Standards	
<b>400 Pass-Through to Other Agencies</b>	400-007-10	SECAT Program
	400-008-11	SACOG Managed Fund Projects
	400-008-17	Woodland Area Transit Planning and SRTP Update
	400-009-06	Green Line Planning
	400-012-05	County of Sacramento Department of Health JARC
	400-012-06	Yolo County Transportation District JARC
	400-012-07	Roseville New Freedom Mobility Management
	400-012-08	Paratransit, Inc. New Freedom Mobility Management
	400-012-09	SRTD New Freedom Capital Improvements
	400-012-10	Western Placer CTSA New Freedom Operating Assistance
	400-012-11	County of Sacramento Department of Health New Freedom
	400-012-12	Yolo County Transportation District New Freedom
	400-012-13	Paratransit Wheels to Work JARC
	400-012-14	e-tran JARC
<b>500 Services to Other Agencies</b>	500-007-06	511/STARNET Capital Improvements
	500-007-08	511/STARNET Operations
	500-007-25	Regional ITS Master Plan and Architecture Update
	500-015-01	Capitol Valley SAFE
	500-015-02	Glenn County SAFE
<b>990 Board of Directors &amp; Advocacy</b>	990-023-01	Board of Directors & Advocacy

**OVERALL WORK PROGRAM AGREEMENT FOR  
 SACRAMENTO AREA COUNCIL OF GOVERNMENTS**

1. The undersigned signatory **Metropolitan Planning Organization (MPO)** hereby commits to complete, this fiscal year (FY) (beginning July 1, 2015 and ending June 30, 2016), the annual Overall Work Program (OWP), a copy of which was approved on **May 21, 2015** and is attached as part of this OWPA.
2. All of the obligations, duties, terms and conditions set forth in the Master Fund Transfer Agreements (MFTA), numbered 74A0816 and executed with effective dates of **January 1, 2015 to December 31, 2024** between **Sacramento Area Council of Governments (MPO)** and the Department of Transportation (STATE), are incorporated herein by this reference as part of this OWPA for this FY.
3. The federal letters of approval from the Federal Transit Administration (FTA) and from the Federal Highway Administration (FHWA), dated June 24, 2011 and attachments, if applicable, which approved the attached OWP, are by this reference made an express part of this OWPA.
4. MPO agrees to comply with STATE, FTA and FHWA matching requirements for "Consolidated Planning Grant" funds obligated and encumbered against this OWPA. This OWPA obligates and encumbers only these following state and federal funds: State Highway Account planning funds (SHA); FHWA – Metropolitan Planning (PL), federal/local – 88.53/11.47; FHWA State Planning and Research (SP&R) – Partnership Planning/Strategic Partnerships\*, federal/local – 80/20; FTA Section 5303, federal/local – 88.53/11.47; FTA Section 5304 - Transit Planning/Sustainable Communities\*, federal/local – 88.53/11.47. All local match funds are to be provided from non-federal sources.
5. Subject to the availability of funds this FY OWPA funds encumbered by STATE include, but may not exceed, the following:

Funding Source	Match %	Funding	Toll Credit (In lieu of local match)	Local Match	Total Expenditures
FHWA PL (Toll Credit Match)	11.47%	\$2,828,283	\$426,843		\$2,828,283
FHWA PL Carryover (Toll Credit Match)	11.47%	\$2	\$0.23		\$2
FTA Sect. 5303 (Toll Credit Match)	11.47%	\$948,037	\$137,459		\$948,037
FTA Sect. 5303 Carryover (Toll Credit Match)	11.47%	\$658	\$75		\$658
FTA Sect. 5304*	11.47%	\$419,299		\$59,449	\$478,748
FHWA SP&R*	20%	\$423,209		\$455,695	\$878,904
<b>Total Programmed Amount</b>		<b>\$4,619,488</b>	<b>\$564,302</b>	<b>\$515,144</b>	<b>\$5,134,632</b>

6. Should MPO expend funds in excess of those available and programmed in this FY OWPA, those costs shall be borne solely by MPO.

Department of Transportation (STATE)	Sacramento Area Council of Governments Name of Agency (MPO)
Authorized Signature	Authorized Signature
Printed Name of Person Signing	Printed Name of Person Signing
District 3 Deputy Director, Planning and Local Assistance Title	Title
Date	Date

**(For Use by Caltrans Accounting Only)**

The total amount of all Federal funds encumbered by this document is \$ _____	The total amount of all State funds encumbered by this document is \$ _____
Fund Title: _____	Fund Title: _____
Item _____ Chapter Statute Fiscal Year _____	Item _____ Chapter Statute Fiscal Year _____
Project ID# _____ Encumbrance Document Number _____	Project ID# _____ Encumbrance Document Number _____

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and expenditure purpose stated above.

Signature of Department of Transportation Accounting Officer	Date
--	------