



**Item #17-8-8
Action**

SACOG Board of Directors

August 10, 2017

Amendment #1 to the FY 2017-18 Overall Work Program and Budget

Issue: Should Amendment #1 be made to the Overall Work Program (OWP) and Budget for Fiscal Year 2017-18?

Recommendation: As the Government Relations and Public Affairs Committee did not meet, this item is coming forward as an action item for full Board consideration.

Discussion: SACOG's Overall Work Program (OWP) describes the continuing, comprehensive, and coordinated metropolitan planning process for the six-county Sacramento Region. The OWP includes annual agency revenues and expenditures, and is used by Caltrans, federal agencies, and others to track activities of SACOG, Caltrans, the El Dorado County Transportation Commission (EDCTC), and the Placer County Transportation Planning Agency (PCTPA). SACOG's Operating Budget includes funds programmed for Board & Advocacy, Capital Assets, and locally funded projects and costs ineligible to be charged to grant programs that are not included in the OWP.

The Board of Directors adopted the Fiscal Year 2017-18 OWP and Operating Budget on May 18, 2017. Amendments to the OWP and/or Operating Budget are typical throughout the year to modify projects, add new projects or revenue, change project descriptions, or adjust staff and expenditures between OWP and/or operating activities.

The primary purpose of Amendment #1 is to adjust current year revenues and expenditures for new grants and other funds awarded to SACOG and the related project expenditures which they will fund. New funding and related projects are identified below:

- \$220,000 State Planning & Research (SP&R) grant awarded through Caltrans for the Regional ITS Master Plan and Architecture Update project (500-007-09). Required local match is met through already budgeted SAFE funding for the project.
- \$160,000 SP&R grant awarded through Caltrans for a new project called SB743 Tools for Local Implementation (200-003-33). The local match required for this project will be met by transferring Local Transportation Development Act (TDA) funds previously budgeted in the SB743 Case Studies Project (200-003-31).
- \$61,532 of Low Carbon Transit Operations Program (LCTOP) funds have been awarded for the Connect Card Implementation Project (302-004-06).
- \$225,429 in funds from Connect Card Consortium to fund SACOG incurred costs related to transitioning the Connect Card program from the implementation phase managed by SACOG to the operations phase managed by Sacramento Regional Transit.

In addition to the above new projects and funding, additional proposed changes to the OWP/ Operating Budget include:

- Projects split out to provide more accurate accounting and tracking of project costs:
 - New project created for SACOG Civic Lab (100-001-06). Budget and local funding moved to new project from Program Management (100-001-02).
 - Added budget specifically for May is Bike Month activities (100-007-07 BIKE) within the existing Transportation Demand Management (TDM) project (100-007-07) to allow for better accounting and understanding of program costs; and increased staffing budget to keep temporary, part-time staff assistant through June 2018 to assist with implementation of TDM Strategic Plan. Updated local match for project to Toll Credits to align with Caltrans approved Request for Funding.
- FY 2016/17 projects added to FY 2017/18 OWP/Budget to allow for project close out and invoicing for project costs incurred:
 - Added Connector Regional Open Space Inventory Plan project (220-005-15) that was intended to be complete in FY 2016/17 and thus excluded from the original OWP and budget for FY 2017-18. This project is nearly complete, but must be in the budget in order for SACOG to expend funds for final contract payment and invoice for revenues from the funding agency.
 - Added Rural/Small Urban Transit Planning Intern project (200-003-29). This project was in the FY 2016/17 OWP with a grant expiration date of 6/30/2017. After adoption of the OWP, Caltrans notified staff that the grant was extended through December 2017. Remaining grant funds and the Transit Intern funded by this grant were added to the FY 2017/18 OWP to be funded through December 2017.
- “True-up” revenue and expenditure budgets in FY 2017-18 to more accurately reflect available grant revenues and budgeted expenses for multi-year grants:
 - Unspent Planning, Programming & Monitoring (PPM) funds budgeted but not used in FY 2016/17 have been carried forward to fund costs in FY 2017-18.
 - True-up of carryover revenue amounts and non-staff expenditures, including consultant and pass-through amounts, to more accurately reflect the available funding and remaining budgets for multi-year projects funded by one-time grant revenues.
 - Eliminated pass-through projects that were completed in the prior fiscal year and have no work remaining. All grant funds for these projects have been drawn down.
- Other adjustments:
 - Vacant Manager position previously budgeted in Program Management (100-001-02) has been shifted to Board & Advocacy (990-023-01) to better reflect the work intended for a Policy Manager position. Offset by elimination of consulting budget for lobbying

activities.

- Slight reduction in fringe and indirect cost allocation rates based on transferring of staff hours between time off and direct projects; and transferring of some CEO hours from Indirect Services & Support to Board & Advocacy where the CEO is spending more time.
- \$45,093 in deferred revenues (revenues received in prior fiscal years for costs yet to be incurred) are requested to allow for return of unused grant funds to FTA on Connect Card Transit Survey project.
- Appropriation of available funds requested in Indirect Services & Support (999-020-01 and 999-024-01) for consultant assistance to ensure corrective actions implemented to respond to last year's Caltrans Incurred Cost Audit and related findings; for temporary staffing/interns to assist with year-end close, audit and administrative activities and to help fill staffing gaps left from recent staffing changes; and for additional software costs in Administration and IT to fund additional software needs. These costs are included in the Indirect Cost Rate (ICR) charged to projects and thus recovered by various funding sources.
- Reduced estimated project costs and funding from Sacramento County on Airport Land Use Commission Planning/Mather Airport project (100-005-21) by \$50,000 to reconcile to Sacramento County's adopted budget for the project.
- Adjustments to the Bike Share Pilot Project (300-003-30) and related Bike Share Equity (300-003-32) and Bike Share Operations (300-003-31) projects based on more current information. Grant funds appropriated on pilot project are limited to staffing and \$1.2 million SoBi contract for implementation and pilot. CMAQ funds remain to be programmed for Bike Share Equity and Implementation work and will be included in a future amendment once project negotiations, scope of work and funding needs are better known.

Attachment A provides a summary of the proposed OWP and Operating Budget Amendment #1 changes compared with the original OWP and Operating Budget adopted in May.

As shown in **Attachment A**, the net effect of all revisions is a reduction of \$1.7 million in expenditures and related funding necessary to support the FY 2017/18 OWP and Operating Budget.

Amendment #1 includes two (2) new grant-funded projects, two (2) projects newly carried forward from FY 2016-17 and one (2) new projects resulting from splitting existing projects apart for better tracking as described above. **Attachment B** includes descriptions of the new/changed projects.

In addition to a recommendation that the Board approve Amendment #1 to the OWP and SACOG Operating Budget, staff is recommending that the Board provide SACOG's Finance Director with authority to sign Overall Work Program Agreements (OWPAs) based on Board approval of OWPAs and amendments. The OWPAs are the standard form provided to Caltrans with any SACOG OWP amendment that reflects approved revisions to the total allocations of PL, 5303, FTA 5304 and FHWA SP&R funds. **Attachment C** includes the draft OWPAs for Amendment #1.

With Board authorization, SACOG will submit the revised OWP and OWPA to Caltrans and federal partners for final approval. These modifications will constitute Amendment #1 to the FY 2017-18 OWP and Operating Budget.

Approved by:

James Corless
Chief Executive Officer

JC:RR:rh
Attachments

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FY 2017-18 Overall Work Program (OWP) & Operating Budget Amendment #1
Summary of Changes by Work Element
Comparison to OWP/ Budget Adopted by Board on May 18, 2017

Element	Adopted OWP Expenditures	Proposed Amendment 1 Expenditures	Difference	Explanation for Change
100 Core and Long-Range Member, Agency, and Transportation Services and Planning Activities	\$11,344,983	\$11,174,807	(\$170,176)	Moved new Policy Manager position hours to Board & Advocacy to better reflect work being performed. Reduced budget for ALUC/Mather Airport project due to more recent information from Sac County on budget for the project.
200 Discretionary Transportation Planning Grant Activities	\$2,082,246	\$2,194,774	\$112,528	Updated budget for Davis-Sac Rail Feasibility Study to use entire \$250K grant budget. Added New Project/Grant for SB743 Tools for Local Implementation. Grant budget of \$160K. Moved some local match from previous SB743 project. Eliminated/Reduced two pass-through projects. One was complete in FY 2016/17 and one is coming in significantly under budget.
220 Other Planning Grant and Partnership Projects	\$1,656,838	\$1,764,487	\$107,649	Added Connector Open Space Inventory Plan project back to OWP. It was intended to be complete in FY 2016/17 but likely won't be reimbursed until FY 2017/18 and must be in the budget to be reimbursed. Updated remaining carryover grant amounts for several projects due to better information as we close FY 2016/17.

Element	Adopted OWP Expenditures	Proposed Amendment 1 Expenditures	Difference	Explanation for Change
300 Regional Bike Share Projects	\$3,850,792	\$1,917,476	(\$1,933,316)	Updated Bike Share project budgets for new information since adoption of budget. Reduced Bike Share Pilot project budget to actual amount of SoBi contract authorized by Board. Remaining grant funds will be brought to the Board to program in future once scope of additional work is negotiated.
301 Streetcar Projects	\$6,316,468	\$5,134,242	(\$1,182,226)	Updated Streetcar project budgets to more closely reflect actual grant amounts remaining as we close FY 2016/17.
302 Connect Card Project	\$2,724,724	\$3,562,396	\$837,673	<p>Added new Connect Card Operations project to be funded by Consortium as Connect Card transitions from SACOG to RT for continuing operations.</p> <p>Updated remaining funding for Connect Card project to more closely reflect available funding as we close FY 2016/17 and to include reimbursement agreements with various agencies for equipment costs related to implementation.</p>
400 Pass-Through to Other Agencies	\$12,984,914	\$12,975,612	(\$9,302)	Eliminated one pass-through project that was completed in FY 2016/17.
500 Services to Other Agencies	\$3,577,872	\$3,920,881	\$343,010	Added new grant funding of \$220K for ITS Master Plan Project. Moved intern hours inadvertently budgeted in non-SAFE funded project to ITS Master Plan and 511/STARNET projects to more accurately reflect the work intended to be performed.

Element	Adopted OWP Expenditures	Proposed Amendment 1 Expenditures	Difference	Explanation for Change
960 Local Expenses	\$75,000	\$120,043	\$45,043	Added \$45,043 to budget for return of FTA funds not needed on prior year project.
970 Capital Assets	\$185,000	\$185,000	\$0	No change to expenditure budget, but revenue budget is updated to reflect additional carryover balance for budget not spent in FY 2016/17 and reduce use of fund balance for capital expenditures in FY 2017/18
990 Board & Advocacy	\$447,244	\$558,500	\$111,256	Moved hours for new Policy Manager position to Board & Advocacy from Program Management to more accurately reflect the work to be performed.
999 Indirect Services and Support	\$3,675,597	\$3,712,902	\$37,304	Added funds to conduct an internal Cal-trans like audit to measure improvement in the areas of the Caltrans Incurred Cost Audit Findings Added budget to account for additional needed HR consulting costs and County provided treasury/auditor-controller services.
Total (All Elements)	\$48,921,678	\$47,221,120	(\$1,700,558)	

CIVIC LAB*Project #100-001-06*

(Board Policy – State and Federal Requirements)

The SACOG Civic Lab is a program to help the agency reach regional goals through local action. The academy aims to influence local and regional policies to help SACOG achieve goals in the MTP, influence federal and state policy, promote cross jurisdictional efficiency, position region for funding opportunities, and help achieve regional equity. To do this SACOG will create a program for sustained involvement from its partner agencies and member jurisdiction on a series of topics identified as regional issues that are in need of a solution. A series of workshops will help with the task of creating action plans by workshop participants, assisted by local and national experts.

This work will be performed by SACOG staff and consultants.

Tasks and ***End Products:***

- a. Meetings with regional representatives to identify potential project teams (As needed)
- b. Meetings and communications to solicit sponsorships (As needed)
- c. Communications with topical experts (As needed)
- d. Workshop scheduling, logistics, and coordination (As needed)
- e. Attendance at Academy workshops (As needed)
- f. Compilation of action plans***

Total Expenses	\$	226,533
Salaries and Fringe	\$	117,338
Indirect	\$	44,195
Other	\$	65,000

Total Revenues (includes deferred)	\$	226,533
4-County TDA - Over Match or Other	\$	226,533

* Total Revenues do not include Toll Credit Match

SACOG Connect Card Operations

Project #302-004-07

Connect Card is a regional, contact-less electronic transit fare system managed by a Consortium of 9 regional transit operators. Project participants include SACOG, Yolo County Transportation District, Sacramento Regional Transit, Folsom Stage Lines, Elk Grove Transit, Yuba-Sutter Transit, El Dorado Transit, Roseville Transit, Placer County Transit, and SCT Link. SACOG is the primary project sponsor and is the managing partner during implementation for all funding and contracting. SACOG has had an active role from the inception of the project through its current implementation into full roll out. The goal has always been a transition of SACOG involvement to Sacramento Regional Transit and the consortium partners. To ensure a smooth transition, SACOG will continue to support the consortium and project with technical assistance, meeting facilitation, and other activities associated with operations. SACOG will continue to have the responsibility for Contract Management with the Vendor, INIT and will continue to until final system acceptance and first year warranty. The work outlined below is to ensure full and complete delivery of an operational and performing smart card system.

This work will be performed by SACOG staff and consultants.

Tasks and *End Products*:

- g. Facilitation of weekly 30-minute check ins with consortium members (Weekly)
- h. Monthly Meetings with Consortium partners (Monthly)
 - a. *Agendas, Meeting Minutes*
- i. Meetings and communications to solicit partners for Retail Network (As needed)
 - a. *Retail Agreements*
- j. Consider, prioritize, evaluate, recommend, and develop Change Orders to support ongoing operations. (Ongoing)
 - a. *Change Orders*
- k. Help consortium members submit and resolve warranty claims to vendor (As Needed)
- l. Transitional activities include but not limited to facilitation of meetings, coordinating of implementation activities, staff training and technical assistance. (As Needed)
- m. Recruit and train Corporate Accounts Customers.
 - a. *Training Materials, New Corporate Account Agreements*
- n. Set and monitor Service Level Agreements and assist RSC in a successful implementation.
 - a. *List of SLAs with Measurable Levels*
 - b. *Template for Monthly Reporting*
- o. Update Standard Operating Procedures as needed to adapt to change.
 - a. *Updated SOPs*

Total Expenses	\$	225,429
Salaries and Fringe	\$	69,924
Indirect	\$	26,337
Other	\$	129,168

Total Revenues (includes deferred)	\$	225,429
Other Local Revenues	\$	225,429

CONNECTOR REGIONAL OPEN SPACE INVENTORY PLAN.

Project #220-005-15

SACOG’s role in a range of natural resources work, particularly HCP, water resources, flood issues, and open space planning continues to evolve. SACOG’s efforts in the natural resources topic area are being augmented with funding from a dispute settlement between the Capital South East Connector Joint Powers Authority and the Environmental Council of Sacramento. The settlement generally provides that the Connector Authority will contribute \$136,115 of funding to augment SACOG’s open space inventory and natural resource planning efforts, supporting development of a database of natural resource and open space inventory datasets for the SACOG six-county region. A modeling framework will be established to support future efforts to develop a comprehensive land use planning approach for the full SACOG region. Biological, land use, and other data types will be collected, cross-walked and brought into a GIS database. This general survey of available data needed for systematic land use planning will enable data gaps to be identified as well.

Tasks and ***End Products:***

- a. Engage regional stakeholders; Identify environmental and land conservation programs, projects and regulations that affect agricultural industries in the region (Ongoing)
- b. ***Database of natural resource and open space inventory datasets for the SACOG region, identified data gaps, sample MARXAN analysis datasets; preliminary Open-Standards workflow & conservation indicators database; report detailing methodologies (Summer, 2017)***

Total Expenses	\$ 136,115
Other (Consultant)	\$ 136,115

Total Revenues (includes deferred)	\$ 136,115
Other State or Local	\$ 136,115

* Total Revenues do not include Toll Credit Match

RURAL/SMALL URBAN TRANSIT PLANNING INTERN

Project # 200-003-29

(Caltrans Transit Planning for Rural Communities Grant)

SACOG will hire a college student enrolled in a planning-related degree program to work with our Transit Team for up to one year under the supervision of experienced transportation planners. The intern will assist with diverse transit planning activities to gain professional experience and provide staff support. The intern will work full-time during the summer and up to 30 hours per week during the academic year. The transit intern’s work will be focused on transit planning activities for our region specifically benefitting the rural/small urban service areas (population 100,000 or less) in El Dorado, Placer, Sacramento, Yolo, Yuba, and Sutter counties. The general areas of work and the timeline are outlined below.

This work will be performed by a student intern

Tasks and *End Products*

- A. Intern Hiring Process (March 2016)
- B. Transit study support (As needed)
- C. Transit asset management planning support for small/rural transit operators (As needed)
- D. TCC research and assistance (As needed)
- E. Unmet Transit Needs process support (As needed)
- F. Transit-related support for MTIP (As needed)
- G. *Quarterly Reports/Invoices (Quarterly)*

Total Expenses	\$ 2,721
Salaries and Fringe	\$ 1,578
Indirect	\$ 1,143

Total Revenues (includes deferred)	\$ 2,721
FTA 5304	\$ 2,411
4-County TDA – Required Minimum	\$ 310

SB743 TOOLS FOR LOCAL IMPLEMENTATION
(Caltrans Planning Grant)

Project #200-003-33

This project addresses the costs and difficulty of establishing estimation methods for implementing SB743's requirements to shift from Level of Service (LOS) to Vehicle Miles Traveled (VMT) for project-level environmental analysis under CEQA. The Sacramento Area Council of Governments (SACOG), in partnership with participants in the regional SB743 Local Agency Working Group and Caltrans, will provide a set of tools and documentation for local agencies in the SACOG region to use for the technical side of SB743 implementation: estimation of VMT for threshold averages and for project-level analysis.

These tools will build on ongoing SB743 implementation efforts, such as the joint MPO/Office of Planning & Research (OPR) SB743 Case Studies project to inform the OPR Technical Advisory, and ongoing Caltrans implementation efforts. The tools developed in the SACOG region project will be based on currently available modeling tools and resources identified in OPR's current SB743 Technical Advisory (published 1/20/2016) as the appropriate tools for threshold averages and project-level estimates of VMT. The project will provide documentation to establish the reasonableness of the sources of regional and jurisdiction averages and project-level estimates of VMT, as well as guidance on use of the tools for analysis of a range of project types.

The tools and the associated guidance will address three key concerns local agencies face in implementing SB743:

- 1) The cost and difficulty of individually establishing and documenting appropriate technical tools for making project-level VMT estimates. The project takes a cooperative approach, as opposed to each agency approaching the technical requirements separately.
- 2) The risk of legal challenge to the methods used for VMT estimation, especially in the early stages of transition to VMT as the main measure of CEQA transportation impact, when the tools and methods are new. This project addresses these risks by providing sufficient resources to develop adequate documentation, including guidance on use of the tools.
- 3) The uncertainty of identifying mitigation strategies and the likely effects of mitigations. The project addresses concerns about mitigation measures by synthesizing available research on mitigation strategies for different project types and land use contexts.

As SB743 explicitly leaves to individual agencies defining impacts and determining threshold and standards of significance for evaluation of both impacts and mitigation measures, this project focuses on technical tools and methods for VMT estimation, and identification of candidate VMT mitigation measures.

This work will be performed by consultants, with some in-kind support from SACOG staff.

Tasks and *End Products*:

- a. Report on Selected Sources of VMT Threshold Estimates (July 2018)*

- b. Guidelines for Use of Available Models & Tools for Project Level VMT Estimates (July 2018)*
- c. Compilation of Research on VMT Reduction Strategies (September 2018)*
- d. Final Report (December 2018)*

Total Expenses	\$	160,000
Salaries and Fringe	\$	52,619
Indirect	\$	19,819
Other (Consultant)	\$	87,562

Total Revenues (includes deferred)	\$	160,000
SPR – Caltrans Planning Grant	\$	120,000
4-County TDA (Required Minimum)	\$	30,000
4-County TDA Overmatch or Other	\$	10,000

* Total Revenues do not include Toll Credit Match

TRANSPORTATION DEMAND MANAGEMENT

Project #100-007-07

(Board Policy – Local Agreement)

SACOG's Regional Transportation Demand Management (TDM) program promotes alternative mode use (carpooling, vanpooling, public transit, bicycling, walking, and telecommuting) for all types of trips and supports education, outreach & planning efforts that support those modes. SACOG provides region-wide Internet ridematching and alternative mode information through the 511 telephone number and website. Outreach is done primarily through outreach partners (transportation management agencies/organizations and public agencies). Emphases in the fiscal year include TDM-related implementation of the MTP/SCS and the implementation of the TDM strategic plan.

Staff will also monitor memoranda of understanding with each of the transportation management associations that receive SACOG TDM outreach funds.

This work will be performed by SACOG staff and the local transportation management organizations.

Tasks and *End Products*:

- a. TDM Task Force meetings (Ongoing)
- b. Brochures and incentive items (Ongoing)
- c. Contract for rideshare database services (Ongoing)
- d. Coordinate regional behavior change campaigns such as *May Is Bike Month* (Ongoing)
- e. MTP/SCS and TDM Strategic Plan implementation activities supporting relevant program goals and consistency with the Congestion Management Process (Ongoing)

TRANSPORTATION DEMAND MANAGEMENT (MAY IS BIKE MONTH)

Project #100-007-07 BIKE

(Board Policy – Local Agreement)

SACOG's largest regional travel behavior change campaign is May is Bike Month. SACOG will work with local outreach partners (transportation management agencies/organization and other non-profits) and member jurisdictions to encourage people to replace car trips with bicycle trips.

Staff will also monitor memoranda of understanding with each of the transportation management associations that receive SACOG TDM outreach funds related to promoting this regional campaign.

This work will be performed by SACOG staff and the local transportation management organizations.

Tasks and *End Products*:

- a. Plan and Coordinate regional *May Is Bike Month* campaign (January – May 2018)
- b. Contract for graphic design, brochures, and incentive items (January – May 2018)
- c. Contract for May is Bike Month website database services (January – May 2018)
- d. *Wrap-up report for May Is Bike Month campaign (July 2018)*

MFTA CONTRACT NUMBER 74A0816
AGENCY DUNS NUMBER 555895705
OWPA#1

**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, 2017 and ending June 30, 2018), the annual Overall Work Program (OWP), a copy of which was approved on May 18, 2017 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%	\$2,913,131	\$334,136		\$2,913,131
FHWA PL Carryover (Toll Credit Match)	11.47%				\$0
FTA Sect. 5303 (Toll Credit Match)	11.47%	\$976,478	\$112,002		\$976,478
FTA Sect. 5303 Carryover (Toll Credit Match)	11.47%				\$0
FTA Sect. 5304*	11.47%				\$0
FHWA SP&R*	20%	\$340,000		\$85,000	\$425,000
Total Programmed Amount		\$4,229,609	\$446,138	\$85,000	\$4,314,609

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
Authorized Signature	Name of Agency (MPO)
Printed Name of Person Signing	Authorized Signature
District 3 Deputy Director, Planning and Local Assistance Title	Roberta Raper
Date	Printed Name of Person Signing
	Finance Director
	Title
	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	Item
Chapter Statute Fiscal Year	Chapter Statute Fiscal Year
Project ID#	Project ID#
Encumbrance Document Number	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