



**FY 2025-26**

# **Metropolitan Planning Organization Overall Work Program Guidance**

October 2024

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# Introduction – The Overall Work Program Guidance

The Overall Work Program (OWP) Guidance is an annual supplement to the Regional Planning Handbook. It provides essential federal and state updates, priorities, and procedural recommendations to support Metropolitan Planning Organizations (MPOs) in developing their OWPs.

The document outlines key regulatory frameworks, funding opportunities, and planning priorities that shape the region's transportation planning process. It is designed to facilitate coordination between MPOs and Caltrans, to ensure each OWP reflects the latest policies, funding allocations, and programmatic updates.

## Key Highlights for FY 2025-26

- MPOs in Transportation Management Areas (TMAs) must address the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Certification Review findings, recommendations, and/or corrective actions in the MPO's introduction section of the OWP and it must include specific actions or work that is being undertaken by the MPO to make appropriate progress. Caltrans, FHWA, and FTA will review the FY 25-26 OWPs to ensure the certification review findings and recommendations are addressed within the MPO's OWP.
- Beginning in FY 25-26, the Complete Streets local match waiver is now applicable for FHWA Planning (PL) and FTA 5303 funds, as well as the Sustainable Transportation Planning Grant Strategic Partnerships (funded with FHWA State Planning and Research and FTA 5304 funds) for eligible Complete Streets activities.
- FHWA and FTA request that MPOs include regionally significant non-Consolidated Planning Grant (CPG) federal planning funds in the OWPs that have been awarded to local agencies (MPO, local agencies, other regional agencies, etc.) within the MPO region.
- The MPO/RTPA OWP and Grant Amendment Guidelines have been updated to streamline the grant amendment process by consolidating changes within an OWP amendment, eliminating the use of the Change in Grant Agreement Terms (CAT) form.

## Consolidated Planning Grant (FHWA Metropolitan Planning (PL) and FTA 5303) Estimates for FY 2025-26

These are estimated allocations only. Final allocation amounts will be provided once final official notices are released by FHWA and FTA. In the Federal Registrar.

### FHWA Metropolitan Planning (PL) Funds

Funds Final PL numbers will be based on the final apportionment and Obligation Authority (OA) rate provided to California.

### FTA 5303 Funds

Final FTA 5303 funds will be based on final apportionment provided to California and these funds are not subject to an OA rate.

For more information on the CPG Formula funds, please see the 2017 Regional Planning Handbook.

**ESTIMATED Fiscal Year (FY) 2025-26 Formula Allocations  
 Metropolitan Planning Fund Allocations to California MPOs**  
 Prepared by the Caltrans Division of Transportation Planning

Metropolitan Planning Organization (MPO)	FHWA PL			FTA 5303	SB1 Formula
	Cumulative Total (PL&CS)	PL Only	Complete Streets		
Southern California Association of Governments	\$24,532,555	\$23,919,241	\$613,314	\$12,017,464	\$5,109,819
Metropolitan Transportation Commission	\$9,979,554	\$9,730,065	\$249,489	\$4,957,029	\$2,078,614
San Diego Association of Governments	\$5,001,164	\$4,876,135	\$125,029	\$2,052,578	\$1,041,679
Sacramento Area Council of Governments	\$3,820,322	\$3,724,814	\$95,508	\$1,481,973	\$795,725
Fresno Council of Governments	\$1,975,796	\$1,926,401	\$49,395	\$491,222	\$411,533
Kern Council of Governments	\$1,843,737	\$1,797,643	\$46,093	\$393,432	\$384,027
San Joaquin Council of Governments	\$1,697,180	\$1,654,750	\$42,429	\$476,578	\$353,501
Association of Monterey Bay Area Governments	\$1,539,372	\$1,500,887	\$38,484	\$372,525	\$320,632
Stanislaus Council of Governments	\$1,398,050	\$1,363,099	\$34,951	\$304,682	\$291,196
Tulare County Association of Governments	\$1,210,017	\$1,179,766	\$30,250	\$214,801	\$252,031
Santa Barbara County Association of Governments	\$1,093,230	\$1,065,900	\$27,331	\$280,518	\$227,706
Merced County Association of Governments	\$973,815	\$949,469	\$24,345	\$114,581	\$202,833
San Luis Obispo Council of Governments	\$949,783	\$926,038	\$23,745	\$131,531	\$197,828
Butte County Association of Governments	\$846,105	\$824,952	\$21,153	\$88,937	\$176,233
Madera County Transportation Commission	\$798,380	\$778,420	\$19,959	\$69,176	\$166,292
Shasta Regional Transportation Agency	\$793,270	\$773,438	\$19,832	\$95,036	\$165,228
Kings County Association of Governments	\$790,120	\$770,367	\$19,753	\$59,224	\$164,572
Tahoe Regional Planning Agency	\$770,814	\$751,544	\$19,270	\$154,365	\$160,551
<b>Total</b>	<b>\$60,013,262</b>	<b>\$58,512,931</b>	<b>\$1,500,332</b>	<b>\$23,755,652</b>	<b>\$12,500,000</b>

## Federal Planning Priorities

For FY 2025-26, FHWA and FTA have identified key planning priorities that they encourage MPOs to integrate and consider in developing their OWPs. These focus areas reflect national objectives aimed at fostering sustainable, equitable, and resilient transportation systems. Incorporating these priorities will ensure that regional planning priorities align with federal goals.

## FEDERAL PLANNING EMPHASIS AREAS

The Federal Planning Emphasis Area (PEAs) were released in December 2021. FHWA and FTA have stated that the Federal PEAs will remain the same for FY 2025-26. The Federal PEAs<sup>1</sup> are as follows:

- Tackling the Climate Crisis – Transition to a Clean Resilient Future
- Equity and Justice 40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense Coordination
- Federal Land Management Agency Coordination
- Planning and Environmental Linkages
- Data in Transportation Planning

Guidance on how to incorporate the PEAs into the OWP can be found in Section 2.07 of the 2017 Regional Planning Handbook.

## AIR QUALITY

MPOs in nonattainment and maintenance areas for one or more of the National Ambient Air Quality Standards (NAAQS) should include in their OWP development activities that will support transportation conformity requirements outlined in the Federal Clean Air Act. This includes activities that support regional and project-level conformity processes and interagency consultation. Interagency consultation must include presentations that are accessible to the public and include partners from the Environmental Protection Agency (EPA), FHWA, California Air Resources Board (CARB) and local agencies. MPOs should include any activities that are planned for the implementation of EPA's revised Particulate Matter 2.5 standard.

## COMPLETE STREETS REQUIREMENT

The Bipartisan Infrastructure Law (BIL) requires each MPO to use at least 2.5% of its FHWA PL funds (and each state to use 2.5% of its State Planning and Research funding under 23 U.S.C. 5305) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

A state or MPO may opt out of the requirement, with the approval of the Secretary, if the state or MPO has Complete Street standards and policies in place and has developed an up-to-date Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street.

For the purposes of this requirement, the term "Complete Streets standards or policies" means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

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<sup>1</sup> [2021 Planning Emphasis Areas \(dot.gov\)](https://www.dot.gov/2021-planning-emphasis-areas)

In April 2023, FHWA released a [memorandum](#)<sup>2</sup> providing guidance to clarify eligibility requirements for the use of SPR and PL funds on Complete Streets activities under BIL. MPOs are encouraged to reference this guidance for eligibility questions.

### Updates for FY 2025-26

Most recently in August 2024, FHWA issued a memo clarifying that the waiver of the non-federal match on SPR and PL funds also applies to Complete Streets planning activities funded above-and-beyond the minimum 2.5% expenditure threshold defined under BIL Section 11206 (b). More information can be found in the [Bipartisan Infrastructure Law Metropolitan Planning Program \(MPP\) fact sheet](#)<sup>3</sup>. Additionally, FTA issued a [Dear Colleague Letter on the Non-Federal Share Waiver](#)<sup>4</sup> for the FTA SPR and MPP funds (authorized at 49 U.S.C. 5305) for all Complete Streets planning activities.

As a result, beginning in FY 25-26, MPOs can now seek a local match waiver on FHWA PL and FTA 5303 funds for eligible Complete Streets activities, beyond the 2.5% minimum requirement. To be eligible for the local match waiver, MPOs must request review and approval from Caltrans for the specific work elements where they wish to apply it.

For tracking purposes, MPOs must:

- Clearly identify the applicable work elements by using “CS” in the work element title.
- Clearly identify the funding sources for which the CS-waiver is being applied to by adding “CS” to the funding source (e.g., FTA 5303 – CS). This must be consistent in the work element funding table, the overall budget revenue summary, and the Overall Work Program Agreement (OWPA).
- Utilize the new FY 25-26 OWPA form to clearly delineate funds utilizing the CS waiver.

The Complete Streets local match-waiver will also be applicable for Complete Streets activities for the FHWA SPR and FTA 5304 grant categories administered by the Sustainable Transportation Planning Grants. For more information, see the [FY 25-26 Sustainable Transportation Planning Grant Guide](#)<sup>5</sup>.

## FEDERAL CERTIFICATION REVIEWS IN THE OWP

Every four years, FHWA and FTA conduct a review of the metropolitan transportation planning process within each TMA. A TMA is an MPO with an urbanized population of 200,000 persons or more. TMAs may also be designated at the request of the Governor and the MPO for the designated area.

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<sup>2</sup> [Increasing Safe and Accessible Transportation Options Implementation Guidance](#)

<sup>3</sup> [Bipartisan Infrastructure Law - Metropolitan Planning Program \(MPP\) Fact Sheet | Federal Highway Administration \(dot.gov\)](#)

<sup>4</sup> [Dear Colleague Letter on the Non-Federal Share Waiver for Complete Streets](#)

<sup>5</sup> [FY 25-26 Sustainable Transportation Planning Grant Guide](#)

This FY, FHWA and FTA are requiring MPOs to address the Certification Review findings, recommendations, and/or corrective actions in the MPO's OWP. This should be included in the introductory section of the MPO's OWP and it must include specific actions or work that is being undertaken by the MPO to make appropriate progress. Caltrans, FHWA, and FTA will review the FY 25-26 OWPs to ensure the certification review findings and recommendations are addressed within the MPO's OWP.

## **FEDERAL LAND MANAGEMENT AGENCY (FLMA) COORDINATION**

The FHWA California Division has been working with Federal Lands Highway to encourage increased coordination. FHWA has discussed FLMA coordination in MPO certification reviews and with Caltrans. FHWA encourages Caltrans and the MPOs to comply with these requirements. Caltrans is also working with FHWA to develop a list of Federal Lands contacts within each MPO that the MPOs and Caltrans can use to coordinate with FLMA's.

## **FEDERAL PLANNING FUNDS IN THE OWP**

Additional funding opportunities under BIL have been made available to MPOs and other local and regional agencies. FHWA and FTA request that MPOs include non-CPG federal planning funds in the OWPs that have been awarded to local agencies (MPO, local agencies, other regional agencies, etc.) within the MPO region. Some FTA planning grants have a requirement that the awarded agency work with the regional MPO to include the newly awarded FTA grant in the MPO's OWP. The grant may be included either as an informational work element or in an appendix. It is the responsibility of the FHWA or FTA grantee to coordinate with their regional MPO to develop and update the work element as needed. FHWA Title 23 planning grants are also recommended to be included in the MPO's OWP.

See Appendix C for examples on how to include the federal planning grants in the OWP.

## **BIPARTISAN INFRASTRUCTURE LAW/ INFRASTRUCTURE INVESTMENT AND JOBS ACT (IIJA) IMPLEMENTATION AND PROGRAMS**

### **National Electric Vehicle Infrastructure (NEVI) Program**

Caltrans is working with the California Energy Commission (CEC) to implement the federal NEVI program. OWPs should consider the State's 2024 NEVI Deployment Plan when planning for charging infrastructure along [Alternative Fuel Corridors](#)<sup>6</sup>. Caltrans and the CEC recently awarded \$37.7 million to 11 projects from the State's first NEVI solicitation. The eleven projects will result in deployment of over 500 new charging ports across 70 sites. The State's second NEVI solicitation, with \$107 million to support 680 charging ports at 152 sites, is expected for release by the end of this year. Corridor segments included in the second solicitation can be found in the Revised Concepts and Schedule for the [California NEVI Formula Program – Solicitation #2](#)<sup>7</sup>.

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<sup>6</sup> [Alternative Fuel Corridors](#)

<sup>7</sup> [California NEVI Formula Program – Solicitation #2](#)



The 2024 NEVI Deployment Plan is expected to be approved by the end of this month. A link will be posted to the website once it is approved. See the [2024 NEVI fact sheet](#)<sup>8</sup> for additional information.

### **BIL/IIJA Grant Funding Opportunities**

FHWA has shared a [list of grant funding opportunities](#)<sup>9</sup> for MPOs that may aid in funding various types of transportation planning projects and activities. Potential applicants should review program specific guidance to make informed decisions about each program.

### **Planning Regulations**

USDOT is developing new and clarifying planning regulations for consistency with BIL/IIJA. Two upcoming planning regulations that are relevant for MPOs are related to transit planning activities that assist areas with a lower population density or lower incomes than the surrounding area and clarifying housing regulation guidance related to 23 CFR 450.206(b) and 23 CFR 450.306(c). More information and resources will be released by FHWA/FTA soon.

## **FISCAL CONSTRAINT**

Fiscal constraint is required in the Federal Transportation Improvement Programs (FTIP) and the Federal Statewide Transportation Improvement Program (FSTIP). FHWA encourages MPOs and Caltrans to evaluate the assumption of new funding sources included in Regional Transportation Plan (RTP) planning periods. New funding sources can be included if they can reasonably be assumed to be available consistent with [federal guidance](#)<sup>10</sup>. MPOs are to document this in their RTPs.

## **OWP Focus Areas**

In 2022, FHWA conducted an Overall Work Program, program review to evaluate Caltrans' procedures and processes related to the administration of the OWPs, as Caltrans is responsible for monitoring the overall process for compliance with federal and state requirements. In this report, FHWA made several observations that have changed Caltrans' internal review process. The following items are Caltrans' focus areas when reviewing the MPO's draft and final OWPs:

### **Tasks and Products**

OWP work elements must identify the link between each task and the associated product. These products must be submitted to Caltrans during the year-end closeout process.

### **Planning Priorities**

Per 23 CFR 420.308(c), OWPs must include the MPO's specific planning priorities. The MPO should put the OWP into the larger context of what should be accomplished to address the surface transportation issues within the region.

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<sup>8</sup> [2024 NEVI Fact Sheet](#)

<sup>9</sup> [BIL/IIJA Grant Programs](#)

<sup>10</sup> [Clarifying Fiscal Constraint Guidance](#)

## Responsible Party

MPOs must identify in sufficient detail an indication of who (e.g., State, MPO, public transit operator, local government, or consultant) will complete the activities and products in the OWP work elements, including all work that is to be completed through a third-party contract. OWPs must identify the responsible party in a consistent manner.

## Eligibility

Work element descriptions must clearly demonstrate a nexus to the regional transportation planning process and must contain information about the work element's association to the Federal-aid transportation planning program and products.

## Quarterly Progress and Expenditure Reports

All OWP Quarterly Progress and Expenditure Reports must include:

- A brief narrative describing work progress, progress in adhering to schedules, and schedule changes;
- A list of tasks and products completed during the quarter;
- A percent comparison of actual performance with the established goals of the work elements and progress in meeting schedules;
- A status of expenditures by work element, funding source, and type, including a comparison of budgeted amounts and actual costs incurred.
- Other pertinent supporting information, such as major products, challenges, etc.

## Amendments

If an MPO is making changes to work elements within the OWP, an amendment must be submitted and approved prior to seeking reimbursement. This applies only to reimbursement for work that is directly being changed in the amendment.

## Final Products

All OWP final deliverables identified by the MPO in the OWP must be submitted at the end of the fiscal year.

## CALTRANS AND FEDERAL COMMENTS ON THE DRAFT OWPS

MPOs are expected to thoroughly address all comments and recommendations provided by Caltrans, FHWA, and FTA on their draft OWPs. It is essential that MPOs address all comments and recommendations provided during the review process to avoid delays in OWP approval. Repeated or unresolved comments may result in Conditional Approval of the Final OWPs.

Caltrans, FHWA, and FTA are requiring the MPOs utilize the Caltrans Draft OWP comment letter to respond to each of the comments and recommendations and demonstrate that the MPO acknowledges the feedback and is incorporating them into the Final OWP.

## PERFORMANCE BASED PLANNING AND PROGRAMMING

OWPs need to include the MPOs activities related to Performance Management (PM). MPOs must explain in the OWP introduction or work elements what the MPO is doing to address Performance Based Planning and Programming.

Examples include:

- Establish/adopt targets for PM 1 – Safety Performance
- Establish/adopt targets for PM 2 – Pavement, Bridge, and Asset Management
- Establish/adopt targets for PM 3 - NHS Performance, Interstate System Freight Movement, and Congestion Mitigation Air Quality (CMAQ) Program Performance
- Coordinate with local agencies and project sponsors to collect information/data about which projects help achieve the performance targets and how progress in achieving the targets will be measured.
- Evaluate ways in which MPOs can estimate/measure how their FTIP investments are making progress towards the performance measures.
- Coordinate with Caltrans for the submittal of the Transportation Performance Management (TPM) State Biennial Performance Report. This may include providing data and documentation for how the MPO is helping the State achieve the performance targets.
- Participate in Caltrans-led efforts such as target-setting workshops, Caltrans/MPO Memorandum of Understanding (MOU) update, etc.
- Participate in the RTP Guidelines Workshop discussions to help guide the performance measures section.
- Coordinate with transit agencies on Transit Asset Management (TAM) targets and Public Transportation Agency Safety Plan (PTASP) targets.
  - Sharing data and targets
  - Updating agreements between MPO and transit agencies
- Evaluate planning efforts that can directly incorporate the federal performance measures, such as corridor plans, freight/goods movement plans, active transportation plans, safety plans, etc.
- Include the performance measures discussion in the FTIP and ensure FTIP references the RTP performance measures description (System Performance Report).
- Maintain and submit the FTIP PM reporting workbook to Caltrans every FTIP/FSTIP update cycle.
- MPOs should evaluate their project selection process/procedures to integrate federal performance measures into their scoring criteria.
- If an MPO is soliciting projects for prioritization in FY 2024-25, consider identifying an OWP task to capture how the call for projects will support progress towards the federal performance measures.

## OWP AMENDMENTS

The OWP Amendment Transmittal Memo has been updated to reflect new policies related to the STPG. See the STPG Grant Amendment section (page 14) for more information. As a result, the Change in Grant Agreement Terms (CAT) form will no longer be utilized for grant

amendments. All grant amendments, moving forward, will be reviewed and processed as OWP amendments using the OWP Amendment Transmittal Memo.

Information about administrative and formal amendments to the OWP can be found in the Regional Planning Handbook.

## OWP Fiscal Guidance

### CARRYOVER POLICY

Effective July 1, 2022, MPOs/RTPAs may seek reimbursement for non-expired carryover funds (FY 2023-24 and FY 2024-25). The carryover policy applies to FHWA PL, FTA 5303, RPA, FTA 5304, FHWA SPR, SB1 Formula, SB1 Competitive, and SHA funds.

To participate, agencies must agree to:

- Fully program all reconciled carryover funds via an OWP/OWPA amendment within 90 days of receiving their fully signed reconciliation letter
- Have identified in the OWP for FY 2025-26 anticipated carryover amounts by fund source.
- Clearly identify carryover funds in the Budget Revenue Summary (BRS)
- Consistent with the BRS, clearly identify on the Request for Reimbursements (RFR) support document form work elements budgeted with carryover funds and the fiscal year the funds are tied to.
- By August 31, of each year, submit to the Caltrans District Liaison a reconciliation/close out package.

### CONSOLIDATED PLANNING GRANT (CPG) INVOICING GUIDANCE

Per the MFTA, MPOs are required to submit Invoices/ RFRs consistent with the funding information identified in the OWP, including the work element funding table and BRS.

As of FY 2020-21 MPOs are required to identify the FY for CPG funded work elements:

- FHWA PL, FTA 5303, and SB1 Formula funds must clearly distinguish *current* versus *carryover* funds.

As of FY 2022-23, tracking for Complete Streets (CS) allocation and expenditures is required. For ease of tracking these funds:

- MPOs are highly encouraged to allocate CS funding to only one work element.
- MPOs should add the letters "CS" following the CS work element title.
- MPOs must clearly distinguish *current* versus *carryover* funds.

Please reach out to your respective Caltrans District Liaison for the most current RFR form and support documentation spreadsheets.

## Toll Credits

Effective July 1, 2022, MPOs may seek approval to increase toll credits to match the final CPG allocations. MPOs will need to program the additional amount via a formal amendment (refer to the reconciliation letter for timeframes and federal regulation requirements). Toll credits can *only* be used as match for PL and FTA 5303 funds. To participate, the agency must submit to the Caltrans District Liaison a complete OWP/A amendment package for approval.

## Reminders

- FHWA funds are tracked in FHWA's financial system starting with FY 2020-21.
- MPOs are encouraged to spend down carryover funds first to reduce expenditure tracking.
- MPOs with inactive projects longer than 9 months will need to provide a justification as required by the Office of Federal Resources.

# Sustainable Transportation Planning Grants

## FY 2025-26 SB 1 FORMULA GRANT FUNDS

- The SB 1 Sustainable Communities Formula grant application and approval process will be the same as the last cycle.
- Caltrans will conduct the annual SB 1 Formula Workshop for MPOs in February 2025 to discuss the application and approval process and highlight any updates.
- During the FY 2025-26 individual OWP Development and Coordination Meetings, MPOs should discuss any planned activities to utilize FY 2025-26 SB 1 Formula Grant funds.
- As a reminder, MPOs must include draft work elements for the activities funded with FY 2025-26 SB 1 Formula Grant funds in the draft OWP. Failure to do so, may result in delayed approval for these funds.
  - Refer to FY 2024-25 Grant Application Guide, Chapter 3, for guidance, approval process, and Formula Grant Allocations
  - A completed SB 1 Formula Grant Project List must also be submitted to Caltrans with the Draft OWP. The Excel spreadsheet template will be provided to each MPO during the OWP meeting.
- MPOs can contact their Caltrans District Liaison if they would like to have a teleconference with HQ to discuss any questions about using SB 1 Formula Grant funds for specific activities.

## FY 2025-26 SUSTAINABLE TRANSPORTATION PLANNING GRANTS SCHEDULE

- **October 24, 2024** – Release FY 2025-26 Grant Application Guide and Call for Applications
- **October-November 2024** – Conduct District and Statewide application workshops
- **January 8, 2025** – Grant application deadline

- **Spring 2025\*** – Application evaluation and management approval of grant recommendations
- **Summer 2025\*** – Grant Award announcements
- **Fall 2025\*** – Grant recipients begin project activities (Notice to Proceed letters will be sent out)
- **Summer 2028\*** – Grant projects are completed, and grant funds expire (expiration dates depend on grant recipient and fund-type) All grants will now expire on June 30, 2028.

\*Specific dates will be updated on the [Sustainable Transportation Planning Grants](#)<sup>11</sup> website.

## GRANT AMENDMENTS

The MPO/RTPA OWP and Grant Amendment Guidelines have been updated to include recent changes to Caltrans' administration of grant OWP amendments. The updated OWP and Grant Amendment Guidelines introduces several changes aimed at simplifying processes and reducing administrative burdens for MPOs and RTPAs. These updates focus on streamlining amendments, aligning work elements with grant objectives, and improving flexibility in managing schedules, tasks, and budgets.

One key change is that once a grant is programmed into the OWP (i.e., the MPO/RTPA has received the Notice to Proceed), further updates to its Scope of Work (SOW) and Cost and Schedule no longer require a separate grant amendment, rather they will be handled directly through OWP amendments. To facilitate this change, the grant work elements in the OWP, must align with the SOW and Cost and Schedule from the original grant application, ensuring consistency in objectives, tasks, deliverables, and budgeting.

The CAT form has been phased out and the MPO/RTPA will instead utilize the [OWP Amendment Transmittal Memo](#)<sup>12</sup> to consolidate grant amendment documentation.

Minor changes, such as delays under five months, can be incorporated into future OWP amendments or reported in the Quarterly Progress and Expenditure Reports (QPR), while major delays or changes to tasks may require immediate amendments (please work with your respective Caltrans District Liaison for determination). Additionally, while grants are budgeted by task in the Cost and Schedule grant application form, in practice, the grants in the OWP are managed at the work element level. Therefore, any minor task budget changes will not require an administrative amendment as in previous years. Only significant budget shifts (over 20%) will require formal approval by Caltrans (submitted via the OWP Amendment Transmittal Memo) to ensure alignment with the original project intent.

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<sup>11</sup> [Sustainable Transportation Planning Grants](#)

<sup>12</sup> [MPO/RTPA OWP Amendment Transmittal Memo](#)

# Indirect Cost Allocation Plans (ICAP), Disadvantaged Business Enterprise (DBE), Audits, Contracting & Procurement

## COGNIZANT AGENCY INFORMATION

As of July 1, 2022, Caltrans Internal Audits Office (CIAO) is responsible for reviewing all Indirect Cost Allocation Plans (ICAPs) for pass-through funds that do not have a federal agency designated as their approving agency. CIAO will be able to approve ICAPs if Caltrans is the cognizant agency.

The cognizant agency is the agency which provided the most direct federal funding. If there is no direct federal funding, then the cognizant agency shall be the entity which had provided the most federal pass-through funds to your agency. Per the Stewardship Agreement, Caltrans acts on behalf of Federal Highway Administration (FHWA). Since the funds from FHWA to DOTP are passthrough funds and not direct funds (from FHWA), FHWA may not be your cognizant agency.

Federal agencies, such as FHWA and Federal Transit Administration (FTA), are working on a Memorandum of Understanding (MOU) to formally state that Caltrans will be able to approve the ICAPs on behalf of FHWA.

CIAO has developed a new, streamlined process to determine ICAP eligibility. MPOs must submit a *Submission Intake form* to CIAO, who will review and confirm the MPOs cognizant agency. Within 5 business days, CIAO will instruct the MPO where to go for their ICAP approval.

Visit the [CIAO website](#)<sup>13</sup> for resources such as a video on the ICAP application process application submittal status reports, and prior year rates. For any further questions or concerns, please contact [Audits@dot.ca.gov](mailto:Audits@dot.ca.gov).

## CONTRACTS, AUDITS AND PROCUREMENT

- The top Audit Finding is disallowed Travel. As a recipient of federal and/or state planning funds, MPOs must adhere to the state travel per diem policies.
- Effective October 1, 2024, the State is adopting the federal meal and incidental expense rate. For information on the updated increases to the short-term meal and lodging expense reimbursement rates, as well as information on allowances and travel reimbursements that will help guide your agency visit the [Cal HR Human Resources Manual](#)<sup>14</sup>.

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<sup>13</sup> [CIAO Website](#)

<sup>14</sup> [Human Resource Manual – Cal HR](#)

- Consultant procurement must be done in an open and competitive manner, unless it meets specific requirements for a non-competitive, or sole source bid. MPOs must adhere to the open and competitive process.
- A non-A&E PIF/Sole Source checklist was developed and sent to the Districts and Planning agencies to help guide agencies through an eligible sole source procurement. It will also be added to the next update to the Local Assistance Procedures Manual (LAPM).

## DISADVANTAGED BUSINESS ENTERPRISE

- MPOs must submit a DBE Contract Goal for **all** contracts that are federally funded.
- An updated Quick Reference Guide on how to complete an Exhibit 9-D has been developed and will be added to the Caltrans website next month.
- Goal calculations are completed on the Exhibit 9-D form/spreadsheet. To complete an Exhibit 9-D, MPOs must review their Scope of Work and finalize their cost estimate for the project.
- The work items that will be done by the prime contractor and work items that can be subcontracted out will also be determined on the Exhibit 9-D.
- Submit Scope of Work and completed Exhibit 9-D to [DOTP.dbe@dot.ca.gov](mailto:DOTP.dbe@dot.ca.gov).

## General Updates

### MASTER FUND TRANSFER AGREEMENT UPDATE

Caltrans has finalized the 2025 MFTA update in coordination with the 18 MPOs and 26 RTPAs. All MFTAs will be executed by the MPOs/RTPAs and the Division of Procurement and Contracts (DPAC) no later than December 31, 2024.

Some of the key changes to the MFTA are as follows:

- The 2025 MFTA now includes all State-funded sources administered by the Office of Regional and Community Planning (ORCP), such as the SHA, RPA, and RMRA funds.
- Added language in the MFTA, to state that the MPO is encouraged to program their full annual CPG allocation no later than May 1 of each FY to avoid forfeiture.
- Added clarifying language to clearly communicate the requirements of 23 CFR 420.117, which requires MPOs to identify the responsible parties for each work element/activity.
- Added clarifying language to the Quarterly Progress and Expenditure Report requirements per 23 CFR 420.117.
- Quarterly Progress and Expenditure Reports for quarters 1-3 are due to Caltrans 30 days after the close of the quarter. The fourth quarter progress report is due to Caltrans no later than 60 days after the close of the quarter.
- Each Request for Reimbursement (RFR) must meet the minimum required or contracted local match by work element, as applicable.



- Per the State Administrative Manual and the California Code of Regulations, the records retention requirement has changed from three (3) to five (5) years.

## **FEDERAL STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (FSTIP) FEDERAL PLANNING FINDING**

### **2025 FSTIP Submittal**

Caltrans will be submitting the 2025 FSTIP for FHWA and FTA joint approval in fall of 2024. The FSTIP is being developed in accordance with Section 450.218 of Title 23 Code of Federal Regulations (CFR) and covers four years, federal fiscal years 2023 through 2026. The 2023 FSTIP incorporates by reference projects listed in the MPOs 2023 FTIPs and includes projects in the rural non-MPO areas of the state.

### **2023 FSTIP Federal Planning Finding – Performance-Based Planning and Programming Project Selection**

FHWA and FTA recommended Caltrans work closely with all MPOs to ensure their project selection process is comprehensive, competitive, regionwide, and performance-based. MPOs should evaluate the process by which they select projects utilizing funding at their discretion and determine whether the process is performed in alignment with the 3-C's and performance measures. MPOs must document their process and Caltrans will coordinate with the MPOs to ensure it meets the intent of the federal recommendation.

### **2021 FSTIP Federal Planning Finding – Update on the Corrective Action for STBG and CMAQ Administration and Oversight**

In June 2023, Caltrans, in partnership with the MPOs, closed out the corrective action regarding the State's oversight and administration of the STBG and CMAQ programs. Several MPOs updated their project selection procedures to ensure compliance with the federal requirements regarding suballocation. Caltrans will continue to ensure that MPOs processes are federally compliant by reviewing project selection procedures during the FTIP update every two years. MPOs should continue to ensure their process is documented and transparent.

## **TRANSIT PLANNING**

### **Directors Policy on Public Transit**

Public transit provides vital accessibility to millions of Californians each day, central to powering our state's society and economy. Transit is particularly important to populations of underserved communities due to the access to economic opportunity it provides, its importance to people with disabilities, and its affordability compared to car ownership. This policy is being developed to facilitate faster, more coordinated, and more efficient transit services. Caltrans expects the policy to include projects that provide transit priority facilities and improved transit stops on the State Highway System, state transit planning, management of transit data and adoption of new transit technologies. The Directors Policy will align with other state policies and initiatives including the Caltrans Strategic Plan, Caltrans Director's

Policy on Complete Streets, California Air Resources Board Scoping Plan and Climate Action Plan for Transportation Infrastructure. Caltrans will work closely with local partners, such as transit agencies and regional transportation planning agencies, to develop and implement the policy. Caltrans looks forward to working with transit leaders, transit riders, policymakers, and advocates for a more holistic transportation system to develop this policy.

### **District Transit Plans**

Statewide, there is a greater emphasis to improve the quality of transit service to meet state climate, health, equity, and environmental goals. This includes the California Climate Action Plan for Transportation Infrastructure (CAPTI), Executive Order N-19-9, and Director's Policy (DP) 37 (Complete Streets). To realize these state and regional transit priorities, Caltrans must work to develop infrastructure improvements on the STN, facilitate improvements to encourage more transit use, and develop district-level strategies to leverage existing programs to support transit. The District Transit Plans (Plans) will identify areas of need, prioritize improvements, and identify strategies to implement needed programmatic and capital improvements on the STN to improve transit service and improve access to and integration between transit modes. This effort will identify potential project opportunities for the highest priority needs statewide. The effort will provide a transit modal plan for 11 Districts as a reference for treatments in prioritizing and nominating improvements to include in the District System Management Plan, Comprehensive Multimodal Corridor Plans, the State Highway System Management Plan, the State Highway Operation and Protection Program (SHOPP), and regionally specific (per District) Regional Transportation Plans (RTP's).

### **Statewide Transit Plan**

The Statewide Transit Plan is a strategic plan for delivering a coordinated, statewide seamless public transportation system. The Transit Plan provides a strategic framework for the state's vision for public transportation as a critical element of the state's multimodal transportation network. Development of the Statewide Transit Plan will advance the goals and policies articulated in the California Transportation Plan. The plan will provide a unified vision for improving public transportation infrastructure and promoting a safe, equitable and integrated transit system for California. The Statewide Transit Plan will help invigorate our urban, regional, and rural communities, provide more equitable multimodal access for all California public transportation system users, and support statewide goals to reduce greenhouse gas emissions. Regional plans will be developed in line with the Transit Plan as they realize improved transit-oriented developments, regional transit service, develop transit networks, and set land use recommendations that leverage enhanced connectivity.

## **FREIGHT PLANNING**

- MPOs are encouraged to include in their OWP development activities that will support freight. MPOs should include in their OWPs freight planning activities that are a part of RTP development. Caltrans has developed the California Freight Mobility Plan (CFMP) to help MPOs with freight planning. MPOs should ensure that findings and recommendations in their RTPs are consistent with the CFMP. For more information please visit: [California Freight Mobility Plan 2023 | Caltrans](#).
- RTP Freight Planning activities that should be included in the OWP:

- A discussion of the role of goods movement within the region (the types and the magnitudes of goods moved through the region and their economic importance)
- An inventory of all major highway and roadway routes consistent with the National Highway Freight Network, including critical urban and rural freight corridors
- An inventory of seaport facilities, air cargo facilities, freight rail lines, and major warehouses and freight transfer facilities within the region
- An analysis of the efficiency of the overall freight transportation system capacity, including existing land side freight transportation infrastructure (e.g., bottlenecks, gaps, etc.) and identification of expansion or improvement needs at seaport and airport facilities that handle cargo and issues regarding land side access to these facilities.
- Specific projections, by mode, of future freight demand
- Identification of freight-related highway and roadway improvement needs, for example operational improvements, truck parking, zero emission/near zero emission vehicle infrastructure, and others.
- Identification of expansion or improvement needs for freight rail lines within the region.
- Identification of intermodal connection issues between different modes (e.g., freight, rail, and seaport facilities), as applicable
- Identification of any existing and planned inland trade ports and any connectivity network issues for those ports, if applicable
- Identification of U.S.A./Mexico border crossing issues, if applicable
- Discussion of ITS and advanced technology opportunities for goods movement, with the aim of maximizing operational efficiencies and minimizing emissions
- Identification of opportunities or innovations that improve freight efficiency and support the State's freight system efficiency target as established in the California Sustainable Freight Action Plan
- Identification of opportunities or innovations that reduce GHG emissions and criteria air pollutant emissions associated with freight.

## INVESTMENT PLANNING

The Caltrans Office of Strategic Investment Planning (OSIP) recommends approved state nominations and partnerships for state and federal discretionary grant programs, including SB1 (Solutions for Congested Corridor, Trade Corridor Enhancement Program) and [Infrastructure Investment and Jobs Act \(IIJA\)](#)<sup>15</sup> programs. OSIP encourages MPOs to:

- Clearly identify in the OWP all partnership efforts with Caltrans, whether for corridor plan development and/or when seeking discretionary grant program applications.
- Please include coordination activities with Caltrans District Investment Planners to discuss project funding portfolios and schedules.

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<sup>15</sup> [Infrastructure Investment and Jobs Act \(IIJA\) Programs](#)

## CTP IMPLEMENTATION

Caltrans works with stakeholder to report on CTP implementation progress. Implementation of the CTP remains an ongoing fluid process. Caltrans has worked with stakeholders to develop both an annual progress report and a real-time dashboard that both monitor and identify statewide progress towards the implementation of the CTP. The dashboard can be found on the [CTP Implementation Portal](#)<sup>16</sup>.

## CTP 2055

Caltrans' Office of Statewide Planning (OSP) in the Division of Transportation Planning are currently developing the next California Transportation Plan (CTP), which is expected to produce a draft for public review by March/April 2025.

The California Transportation Plan (CTP) provides a common framework for guiding transportation decisions and investments by all levels of government and the private sector. The current CTP was published in 2021 and federal and State laws and statutes require to prepare a new plan every five years. It is Caltrans role to facilitate, develop, and prepare the CTP by working with stakeholders and the public.

OSP does not expect significant changes to the vision and goals used in the last approved CTP but will revisit the recommendations since most of them from the last CTP have been satisfied. OSP is working closely with a multi-agency, multi-discipline Policy Advisory Committee to get input from a cross section of groups and people as we develop the CTP. We will hold public workshops across the state once the draft plan is released for public review.

Feel free to reach out to Mike Jones or the OSP team if you have any questions or comments. The CTP group in Caltrans is happy to meet with any agency or group to provide updates and receive feedback.

## CALTRANS SYSTEM INVESTMENT STRATEGY (CSIS)

Caltrans is committed to leading climate action and advancing social equity in the transportation sector set forth by the California State Transportation Agency (CalSTA) Climate Action Plan for Transportation Infrastructure (CAPTI, 2021). The CAPTI supports the California Transportation Plan (CTP) 2050 (2021) goals.

The [California System Investment Strategy](#)<sup>17</sup> (CSIS) implements one of CAPTI's key actions. It is envisioned to be an investment framework through a data and performance-drive approach that guides transportation investments and decisions. This framework includes methodologies and processes for how Caltrans should invest billions of dollars of highly competitive fund programs that will address transportation deficiencies while also achieving the CAPTI Guiding Principles.

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<sup>16</sup> [CTP Implementation Portal](#)

<sup>17</sup> [California System Investment Strategy](#)

MPOs should plan for engagement with the CSIS team, review documents when posted and provide feedback when requested. MPOs may be requested by their respective Caltrans Districts to be a part of project-specific Workshops. This request would not be from HQ, but from the Caltrans Districts directly. For additional information email [csis@dot.ca.gov](mailto:csis@dot.ca.gov).

## Next Steps

- Individual OWP Meetings with FHWA/FTA/Caltrans & MPO
  - November to late January
- Draft OWPs due to Caltrans March 1, 2025
- Final OWPs due to Caltrans May 9, 2025

## Appendix A – Contacts for Statewide Efforts

The next section has a list of Caltrans point of contacts for statewide efforts that should be considered in the development of the MPO's FY 2025-26 OWP. Consider the activities below in which the MPO would coordinate with Caltrans (District or HQ) such as: Statewide plans, workgroups, projects, etc., and ensure the OWP adequately captures those activities. MPOs and Districts should work together to identify what those efforts may be.

### HQ Office of Regional and Community Planning (ORCP) Contacts

ORCP Office Chief: Erin Thompson, [Erin.Thompson@dot.ca.gov](mailto:Erin.Thompson@dot.ca.gov)

Regional Coordination Branch Chief: Brenda Caruso, [Brenda.H.Caruso@dot.ca.gov](mailto:Brenda.H.Caruso@dot.ca.gov)

Federal & Fiscal Mgmt. Oversight Branch Chief: Araceli Zuniga, [Araceli.Zuniga@dot.ca.gov](mailto:Araceli.Zuniga@dot.ca.gov)

Grant Management Branch Chief: Kevin Mariant, [Kevin.Mariant@dot.ca.gov](mailto:Kevin.Mariant@dot.ca.gov)

For additional questions, please reach out to your respective Caltrans District Regional Planning Liaison and Senior.

### Air Quality

Contacts: [Erika.Espinosa.Araiza@dot.ca.gov](mailto:Erika.Espinosa.Araiza@dot.ca.gov), [Erika.Vaca@dot.ca.gov](mailto:Erika.Vaca@dot.ca.gov), and [Karishma.Becha@dot.ca.gov](mailto:Karishma.Becha@dot.ca.gov)

### Broadband

Caltrans has developed a dedicated website to host information on the Caltrans Broadband program.

Website link: <https://dot.ca.gov/programs/design/wired-broadband>

For questions, please see list of contacts by district: <https://dot.ca.gov/programs/design/wired-broadband/poc>

### California Transportation Plan (CTP) 2050

Caltrans HQ contacts:

Scott Sauer - [scott.sauer@dot.ca.gov](mailto:scott.sauer@dot.ca.gov)

Mike Jones – [Mike.Jones@dot.ca.gov](mailto:Mike.Jones@dot.ca.gov)

### Carbon Reduction Program

Website: [Carbon Reduction Program | Caltrans](#)

### Climate Change

Caltrans HQ point of contact: Julia Biggar – [Julia.Biggar@dot.ca.gov](mailto:Julia.Biggar@dot.ca.gov)

### Caltrans System Investment Strategy

CSIS Contact: Meenaxi Raval, CSIS Program

Email: [csis@dot.ca.gov](mailto:csis@dot.ca.gov)

### **Data Analytics and Decision Support System**

Caltrans HQ point of contact: Samer Batarseh – [Samar.Batarseh@dot.ca.gov](mailto:Samar.Batarseh@dot.ca.gov)

### **Interregional Transportation Strategic Plan (ITSP)**

Caltrans HQ point of contact: Ruchita Acharya – [Ruchita.Acharya@dot.ca.gov](mailto:Ruchita.Acharya@dot.ca.gov)

### **National Electric Vehicle Infrastructure (NEVI) Program**

Caltrans HQ point of contact: Jimmy O'Dea – [Jimmy.Odea@dot.ca.gov](mailto:Jimmy.Odea@dot.ca.gov)

### **SB 743**

Submit questions to: [sb743.implementation@dot.ca.gov](mailto:sb743.implementation@dot.ca.gov)

Website: [Rethinking How We Build So Californians Can Drive Less | Caltrans](#)

### **Zero Emission Vehicle (ZEV) Resources**

Submit questions to: [zev@dot.ca.gov](mailto:zev@dot.ca.gov)

# Appendix B – OWP Review Checklist



# Review Checklist

## FY 2025-26 Draft Overall Work Program (OWP)

OWP Fiscal Year (FY)			
Agency Name			
District/HQ Reviewer Name		Date Reviewed	

### Instructions

#### District Liaison Draft OWP Review/Circulation Process

**District Liaisons are the initial and primary OWP reviewers.** This review is completed using both a conceptual and technical approach. The conceptual review focuses on the OWP in its entirety to determine whether the activities accomplish the transportation planning goals for the region. The technical evaluation focuses on the feasibility of planning activities identified in the Work Elements. District Liaisons need to ensure the OWP:

1. Addresses district concerns and system planning documents
2. Considers regional mobility issues and requirements
3. Identifies appropriate stakeholders
4. Shows progress made from the previous year's OWP
5. Includes all regional transportation planning contracts and grants listed

#### District Liaisons Circulate the Draft OWP for Review

Once the district receives the draft OWP, prepare a transmittal memo and route the draft OWP to HQ, FHWA/FTA, and any other units within the district/HQ as appropriate. The memo must include the date comments are due to the district, taking into consideration the time the district needs to compile comments and meet the MPO/RTPA deadline to respond.

#### Headquarters Liaison Draft OWP Review

**Headquarters Liaisons utilize the same approach as the District Liaisons, but from a statewide perspective.** The conceptual evaluation focuses on the OWP in its entirety to determine whether the activities accomplish the transportation planning goals outlined in State and federal legislation. The technical evaluation focuses on eligibility and funding compliance. HQ Liaisons ensure the OWP:

1. Includes the required products and activities (Regional Transportation Plans, Transportation Improvement Programs, performance-based planning and programming, air quality conformity, etc.)
2. Activities are eligible for the appropriate transportation planning funding sources
4. Complies with applicable State and federal requirements

1. The Introduction/Prospectus	
X	The Introduction/Prospectus must include or identify the following:
	Table of Contents
	Purpose of the OWP (FTA Circular 8100.1D - Appendix A)
	MPO/RTPA's Planning Priorities, Goals, and Issues Facing the Region (23 CFR 420.308(c)). The OWP needs to reflect the larger context of what should be accomplished to address the surface transportation issues within the MPO/RTPA boundaries.
	MPO/RTPA organizational structure and interagency agreements (23 CFR 450.310)
	MPO/RTPA decision-making steps
	A discussion of government-to-government consultation with Native American Tribal Governments. Identify the Tribal Governments in the Region.
	A discussion of consultation and coordination with Federal Land Management Agencies
	MPO/RTPA boundaries (23 CFR 450.312), significant regional characteristics, geography, and demographics.
	An overview of public participation and involvement.
	A discussion of the Certification Review findings, recommendations, and/or corrective actions (MPO/TMA only)
	<p><b>Table, matrix, or other diagram showing which Work Elements accomplish the Planning Factors, Planning Emphasis Areas (PEAs), and the California Transportation Plan 14 recommendations:</b></p> <p><b>10 Planning Factors</b></p> <ol style="list-style-type: none"> <li>1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency</li> <li>2. Increase the safety of the transportation system for motorized and non-motorized users</li> <li>3. Increase the security of the transportation system for motorized and non-motorized users</li> <li>4. Increase accessibility and mobility of people and freight</li> <li>5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns</li> <li>6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight</li> <li>7. Promote efficient system management and operation</li> <li>8. Emphasize the preservation of the existing transportation system</li> <li>9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation</li> <li>10. Enhance travel and tourism</li> </ol>

	<p><b>The Federal and California Planning Emphasis Areas (PEAs) (optional for RTPAs)</b></p> <ol style="list-style-type: none"> <li>1. Tackling the Climate Crisis – Transitioning to a Clean Energy, Resilient Future</li> <li>2. Equity and Justice 40 in Transportation Planning</li> <li>3. Complete Streets</li> <li>4. Public Involvement</li> <li>5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination</li> <li>6. Federal Land Management Agency (FLMA) Coordination</li> <li>7. Planning and Environmental Linkages (PEL)</li> <li>8. Data in Transportation Planning</li> </ol>
<p><b>2. Work Elements</b> (each section identifies if it is a requirement for MPOs, RTPAs, or both)</p>	
<p>Core Planning Requirements/ Essential OWP Activities - Does the OWP contain the following:</p>	
	<p>Overall Work Program Development Work Element (MPO/RTPA)</p> <ol style="list-style-type: none"> <li>1. Only the development of the OWP document, as it pertains to planning and the Consolidated Planning Grants (CPG) Work Elements should be included. The administrative and financial activities should be in the indirect cost pool including invoice development and submittal. MPOs cannot only use Federal funds for this task.</li> <li>2. Is the amount of funding going to this Work Element realistic?</li> </ol>
	<p>Regional Transportation Plan Work Element (MPO/RTPA) (23 CFR 450.324)</p>
	<p>Transportation Improvement Program (MPO/RTPA) (23 CFR 450.326)</p>
	<p>All Major Transportation Planning Efforts (MPO/RTPA) (23 CFR 450.318)</p> <ol style="list-style-type: none"> <li>1. MPOs must identify all multimodal, systems-level corridor or subarea planning studies, regardless of source of funding or entity undertaking the work.</li> </ol>
	<p>Congestion Management Process (MPO only) (23 CFR 450.322). Required for Transportation Management Areas (TMA).</p>
	<p>Performance Based Planning and Programming Work Element (MPO only)</p>
	<p>Consultation with Indian Tribal Governments and Federal Land Management Agencies (MPO/RTPA)</p> <ol style="list-style-type: none"> <li>1. MPOs are required to develop a documented procedure that outlines the roles and responsibilities, and key decision points for consulting with Indian Tribal Governments and Federal Land Management Agencies (23 CFR 450.316(e)).</li> </ol>
	<p>Public and Stakeholder Participation (MPO/RTPA) (23 CFR 450.316)</p>
	<p>Air Quality Planning Activities (MPO only) (23 CFR 420.111(e)) Required for TMAs.</p>
	<p>Verify if the MPO/RTPA addressed all comments from the prior FY OWPs</p>
	<p>A discussion on all multimodal comprehensive planning activities that considers regional mobility issues and requirements, as well as planning studies related to: highways, transit, bicycle/pedestrian, railway, port and harbor (MPO/RTPA, if applicable) (FTA Circular 8100.1D, II-4)</p>
	<p>A Work Element that identifies district activities and responds to district concerns and system planning documents (MPO/RTPA)</p>

	A placeholder Work Element in the Draft OWP for each discretionary planning grant application that is pending notification of award/non-award (MPO/RTPA)
	An information Work Element which lists the transportation planning activities being done by other transportation planning entities in the region (MPO only)
	<b>General - Each Work Element must include (all the following apply to both MPOs &amp; RTPAs):</b>
	Work Element Title and Number
	Description and Objectives (FTA Circular 8100.1D - Appendix A). Each Work Element must demonstrate a nexus to the regional transportation planning process and must contain information about the Work Element's association to the Federal-aid or State transportation planning program (must have a transportation planning connection).
	Previous Work (FTA Circular 8100.1D - Appendix A). This section must: <ol style="list-style-type: none"> <li>1. Identify the progress made and list activities completed by the MPO/RTPA in carrying out the prior year's OWP</li> <li>2. Clearly identify any incomplete activities from previous FYs as carryover activities</li> </ol>
	Major Activities and Tasks in sufficient detail to determine eligibility (23 CFR 450.308(c)). Refer to Appendix A of the 2017 Regional Planning Handbook for a list of eligible and ineligible activities. Ineligible activities need to be in a separate non-CPG Work Element.
	Schedule for Completion (23 CFR 450.308(c)). Work Elements/work tasks which will be completed over multiple years should have a schedule that details and identifies significant milestones to be accomplished throughout the term of the OWP.
	Tangible/Resulting Products (23 CFR 450.308(c)). These are products that are expected to be delivered within the OWP FY. Resulting products must be clearly linked with the tasks/activities identified in the Work Element.
	Responsible Parties for completing each task/activity (23 CFR 450.308(c)). Examples: Agency staff, State, Public Transportation Operator, Local Government, or Consultant.
	Estimated Costs and Funding Sources Table (23 CFR 420.111, 23 CFR 450.308(c)). The estimated costs should consider the proposed funding by activity/task. <ol style="list-style-type: none"> <li>1. The funding sources table should be a summary of: <ul style="list-style-type: none"> <li>• Federal/State share by type of fund</li> <li>• Matching rate by type of fund (Local Cash Match, Toll Credits)</li> <li>• State and/or local matching share; and</li> <li>• other State or local funds</li> </ul> </li> <li>2. The funding sources table must identify the amount of funding going towards agency staff and their consultant(s).</li> <li>3. The MPO/RTPA must also identify their estimated carryover by fund source and fiscal year.</li> </ol>
	Verify funding amounts in the Work Element table to ensure they are calculated correctly, meet the match requirements, and are consistent with the Budget Revenue Summary. (See Section 4. Budget Revenue Summary of this document)

**3. Caltrans Transportation Planning Grants** (Refer to the MPO/RTPA Guidance for grants to ensure OWPs are complete and satisfy all requirements)

	Transportation Planning Grants must: (Sustainable Transportation Planning Grants - Sustainable Communities Competitive, Strategic Partnerships, Strategic Partnerships Transit; Adaptation Planning Grants; FHWA SPR Special Studies; State Highway Account/RPA Discretionary)
	Include a Work Element title that is consistent with the project title identified in the Grant Application cover sheet
	Include a task narrative description, tangible deliverables, and schedule consistent with the scope of work and timeline that was submitted with the Grant Application
	Separate Tasks and Products/Deliverables that will be accomplished in the current FY OWP from the Tasks and Products/Deliverables that will be accomplished in future OWP(s). This can be accomplished by inserting sub-headings for "current" and "future/ongoing" work in the narrative
	Clearly state in the Work Element that the activity is being funded with a Caltrans Transportation Planning Grant and specify the appropriate grant type (i.e., Sustainable Communities Competitive, Strategic Partnerships, RPA Discretionary, etc.)
	Include a Work Element funding table that identifies the appropriate funding source (e.g., "SB 1 Sustainable Communities" or "RMRA")
	<b>Sustainable Communities Formula Work Elements (MPO Only) should:</b>
	Identify separate Work Elements from the previous FY of SB 1 Sustainable Communities Formula grant funds
	Include a description of SB 1 Sustainable Communities Formula, including how the activities align with the Sustainable Communities Grant Objectives
	Include a task narrative description, deliverables, and schedule with the same level of detail as required for the Sustainable Communities Competitive Grants Scope of Work and Cost and Schedule
	The Work Element must clearly state the activity is being funded with SB 1 Sustainable Communities Formula and identify the FY of funding
	Include a Work Element funding table that identifies the funds as either "SB 1 Sustainable Communities" or "RMRA"

## 4. Budget Revenue Summary

	The District Liaison/HQ Liaison should ensure the following:
	Verify the MPO programmed FHWA PL and FTA 5303 estimates within the agency's high and low range allocations.
	Verify the MPO/RTPA programmed current FY Caltrans Transportation Planning Grant awards and amount is consistent with grant award letter(s).
	Verify the MPO identified Toll Credits correctly (when applicable)
	Verify the RTPA has programmed the full RPA estimate amount (RPA funds do not require a local match)
	The District Liaison/HQ Liaison should ensure the following:
	Ensure each Work Element with CPG funds has identified the correct local/in-kind match amount including toll credits (23 CFR 450.308(c)). Use the <a href="#">CPG Local Match Calculator</a> to verify contractually agreed upon local match amounts for Work Elements and new FY awarded Caltrans Transportation Planning Grant.
	Ensure each Work Element number, title, and funding table amounts are consistent with the Budget Revenue Summary.
	Ensure there are separate and distinct columns for the following fund sources: FHWA PL, FTA 5303, FTA 5304, FHWA SPR, RPA, SHA, SB 1, Local Match, and Toll Credit Match (23 CFR 420.111)
	For MPOs: Ensure the Budget Revenue Summary identifies carryover for FHWA PL and FTA 5303 by FY. To avoid losing funds, it is important for agencies to program, monitor, and spend the oldest carryover funds first.
	For RTPAs: Ensure the Budget Revenue Summary identifies carryover for RPA. To avoid losing funds, it is important for agencies to program, monitor, and spend the oldest carryover funds first.
	Review the prior year's OWP Budget Revenue Summary to see if funding amounts have changed for each Work Element containing CPG or RPA and determine if these changes are reasonable. Analyze Work Element deliverables to ensure increase/decrease is justified.

## 5. Additional Comments

[include any additional comments in this section]

# Appendix C – Example of Federal Grants in the OWP



## APPENDIX A - FEDERALLY FUNDED COMPETITIVE GRANT PROJECTS

### AGENCY NAME – PARATRANSIT, INC

#### AREAS OF PERSISTENT POVERTY GRANT

Paratransit services are a critical part of a transportation network. However, they are expensive to operate and only allow for the resident in need of services to utilize the system. Paratransit, Inc. has been providing transportation services to seniors and people with disabilities for over 40 years in the Sacramento, California region and understands the needs of the most vulnerable communities. They are looking to do a study to understand the feasibility to operate semi-fixed route, routine service from Areas of Persistent Poverty in the four-county region to non-emergency medical facilities. This would allow for consistency in receiving care and also allow for the patient's advocate to also use the service. This improves the ride for the patient and reduces Green House Gases by alleviating single-occupancy vehicles on the road.

This planning study will create a free standardized route and schedule to shuttle residents in disadvantaged communities and their advocates to access non-emergency medical care.

The project was awarded to Paratransit, Inc. Paratransit has procured Drago Vantage and Clutch as project consultants under a federally compliant professional services selection process.

#### Tasks:

1. Project Management. (Tie to grant schedule, July - March 2025)
2. Identify communities to serve. (July 2024)
3. Develop Enhanced Shuttle Schedules and Identify staff and fleet needs. (January, February, March 2025)
4. Modify Existing Software and Interface for new service. (July - August 2024)
5. Develop Marketing and Branding Campaign. (July - September 2024)

#### Final Products:

1. Completed Planning Study with enhanced and targeted routing and locations for future services.

#### Previous Work Completed:

1. This is a new element this fiscal year.

	Prior Years	FY 2024-25	FY 2025-26	Multi-Year Total
<b>Total Expenses</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$350,000</b>
Salaries, Benefits, Indirect	\$0	\$120,000	\$120,000	\$240,000
Consultants	\$0	\$45,000	\$45,000	\$90,000
Other Direct Costs	\$0	\$10,000	\$10,000	\$20,000

	Prior Years	FY 2024-25	FY 2025-26	Multi-Year Total
<b>Total Revenues</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$350,000</b>
FTA - Raise Grant	\$0	\$87,500	\$87,500	\$175,000
Non-Federal Funds (Match)	\$0	\$87,500	\$87,500	\$175,000

**AGENCY NAME - YOLO TRANSPORTATION DISTRICT (YoloTD)**

**RAISE GRANT**

Yolo County Bike and Pedestrian Trail Network Planning Project - This planning project will engage the community in developing a plan for new multi-use trails to low-income, disadvantaged areas to jobs, healthcare, education, and services. Project activities will include conducting community outreach; mapping and prioritizing low-income, disadvantaged areas; completing conceptual design plans and cost estimates; and engineering priority trail segments.

The Yolo County Bike and Pedestrian Network Planning project is consistent with regional and local plans to maintain transportation facilities in a state of good repair and address current and projected vulnerabilities. The project is in direct alignment with the SACOG 2020 Metropolitan Transportation Plan/Sustainable Communities Strategy, which calls for establishing a transportation system with less reliance on SOVs and more opportunities to walk and bike.

The project was awarded to Yolo Transportation District (*formerly Yolo County Transportation District*). YoloTD has procured Fehr & Peers as project consultants under a federally compliant professional services selection process.

**Tasks:**

- 2. Project Management. (Tie to grant schedule, August 2024)
- 3. Existing Conditions Assessment. (Tie to grant schedule, January 2025)
- 4. Public Outreach & Engagement. (Tie to grant schedule, August 2024)
- 5. Plan Development. (July - August 2024)
- 6. Environmental. (July - August 2024)
- 7. Right of Way. (July – August 2024)
- 8. Plans, Specifications & Estimates. (October 2023 – June 2024)

**Final Products:**

- 9. Tasks 1-7: Technical memorandum describing the community and agency values assessment and the recommended performance measures for the Yolo Active Transportation Corridors Plan. (August 2024)
- 10. Tasks 1-7: Final Plan. (August 2024)

**Previous Work Completed:**

- 1. This is a new element this fiscal year.

	Prior Years	FY 2023-24	FY 2024-25	Multi-Year Total
<b>Total Expenses</b>	<b>\$0</b>	<b>\$825,000</b>	<b>\$875,000</b>	<b>\$1,700,000</b>
Salaries, Benefits, Indirect	\$0	\$250,000	\$300,000	\$550,000
Consultants	\$0	\$500,000	\$500,000	\$1,000,000
Other Direct Costs	\$0	\$75,000	\$75,000	\$150,000

	Prior Years	FY 2023-24	FY 2024-25	Multi-Year Total
<b>Total Revenues</b>	<b>\$0</b>	<b>\$825,000</b>	<b>\$875,000</b>	<b>\$1,700,000</b>
FTA - Raise Grant	\$0	\$582,353	\$617,647	\$550,000
Non-Federal Funds (Match)	\$0	\$242,647	\$257,353	\$1,000,000

**AGENCY NAME – UNITRANS, CITY OF DAVIS/UC DAVIS**

**CITY OF DAVIS SHORT RANGE TRANSIT PLAN**

The City of Davis Short Range Transit Plan will review current fixed route and paratransit services in the City of Davis including operating and capital budgets. A short-range transit plan (SRTP) is a planning document that provides policy and financial direction to guide future transit planning, service operation, capital investment, and policy decisions.

The last City of Davis Short Range Transit Plan was a 10-year plan and was completed more than 10 years ago. A new plan is required by federal and state regulations to review and plan capital and operating budgets and services over the next 10-year horizon. The SRTP will support efforts with the SACOG Metropolitan Transportation Plan/Sustainable Communities Strategy, which calls for establishing a transportation system with less reliance on single occupancy vehicles and shifting more people to transit.

The project will be led by the City of Davis with close coordination and cooperation from Unitrans staff. The City of Davis will be hiring a third-party planning consultant to perform the SRTP.

**Tasks:**

1. SRTP Completion. (August 2024)
2. City Council Review and Approval. (October 2024)
3. Contract Close Out. (December 2024)

**Final Products:**

1. 10-Year City of Davis Short Range Transit Plan (end date: December 2024)

**Previous Work Completed:**

1. 10-Year City of Davis Short Range Transit Plan (Completed in 2014; Final Year of Plan FY2020-21)

	Prior Years	FY 2023-24	FY 2024-25	Multi-Year Total
<b>Total Expenses</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$200,000</b>
Salaries, Benefits, Indirect	\$0	\$0	\$0	\$0
Consultants	\$0	\$100,000	\$100,000	\$200,000
Other Direct Costs	\$0	\$0	\$0	\$0

	Prior Years	FY 2023-24	FY 2024-25	Multi-Year Total
<b>Total Revenues</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$200,000</b>
FTA – 5307 Formula Funds (City of Davis)	\$0	\$80,000	\$80,000	\$160,000
Matching Funds – UC Davis Student Fees	\$0	\$20,000	\$20,000	\$40,000

**AGENCY NAME – YUBA COUNTY**

**SAFE STREETS AND ROADS FOR ALL**

Yuba-Sutter Regional Safety Action Plan - This planning project will engage the Yuba - Sutter region in developing a safety action plan. Based on 2020 data, Yuba County ranked eleventh and Sutter County ranked thirteenth out of 58 counties for fatal and injury collisions statewide. This safety action plan will create a clear, targeted, and data-driven plan that institutionalizes safety as the highest priority for our roads and reduces fatalities and severe injuries.

The Yuba Sutter Regional Safety Action Plan project is consistent with regional and local plans to maintain transportation facilities in a state of good repair and eliminate or reduce the number of injury collisions.

The County of Yuba is taking the lead in administering this project. Project partners include Yuba County, Sutter County, City of Yuba City, City of Marysville, City of Wheatland, and City of Live Oak. Yuba County has procured Fehr & Peers as project consultants under a federally compliant professional services selection process.

**Tasks:**

1. Project Management. (July 2024 – June 2025)
2. Develop Vision Zero Policies. (July 2024 – September 2024)
3. Data Collection, Existing Conditions & Analysis. (July 2024 – September 2024)
4. Community Engagement, Workshops, Vision, Mission Statement & Goals. (August 2024 – May 2025)
5. Identify Priority Safety Corridors & Focus Areas. (September 2024 – October 2024)
6. Identify Safety Countermeasures. (October 2024 – December 2024)
7. Capital Improvements Project List for the Regional Safety Action Plan. (December 2024 – February 2025)
8. Action Plan Strategies. (February 2025)
9. Action Plan Education Program. (February 2025)
10. Traffic Enforcement Program. (February 2025)
11. Continuous Data Collection & Analysis. (February 2025 – March 2025)
12. Proposed Text for General Plan Update Adherence to Vision Zero Policy. (February 2024 – March 2025)
13. Draft & Final Regional Safety Action Plan. (March 2025 – April 2025)
14. Project Update Web Page. (July 2024 – June 2025)

**Final Products:**

1. Tasks 1 – 14: Final Regional Safety Action Plan. (June 2025)
2. Tasks 1 – 14: Final Vision Zero policies and General Plan content (for both counties and all four cities). (March 2025)

**Previous Work Completed:**

1. This is a new element for this fiscal year. Prior safety plans include the Yuba County LRSP, Sutter County LRSP, and Yuba City LRSP.

Multi-year budgeting information

FY 24/25: Federal \$240,000, Non-Federal \$80,000 (total FY2024/25: \$320,000)

FY 25/26: Federal \$560,000, Non-Federal \$120,000 (total FY 25/26: \$680,000)

	Prior Years	FY 2024-25	FY 2025-26	Multi-Year Total
<b>Total Expenses</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$680,000</b>	<b>\$1,000,000</b>
Salaries, Benefits, Indirect	\$0	\$16,000	\$34,000	\$50,000
Consultants	\$0	\$304,000	\$646,000	\$950,000
Other Direct Costs	\$0	\$0	\$0	\$0

	Prior Years	FY 2024-25	FY 2025-26	Multi-Year Total
<b>Total Revenues</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$680,000</b>	<b>\$1,000,000</b>
Federal Funds	\$0	\$240,000	\$560,000	\$800,000
Non-Federal Funda (Match)	\$0	\$80,000	\$120,000	\$200,000