

# Tehama County Transportation Commission

Regional Transportation Planning  
Agency for Tehama County and the  
Cities of Corning, Red Bluff and  
Tehama

# Overall Work Program

2021-2022

James N. Simon, Executive Director  
9380 San Benito Avenue,  
Gerber CA 96035  
(530) 385-1462

# Table of Contents

Page

Tehama County Staff	3
Work Element Summary	4
Tehama County at a Glance	5
Demographics	6
Organizational Chart	7
Agency Overview	8
Overall Work Program	9
Planning Factors	11
Work Element 600 CTC/TCTC Packets & Meetings	12
Work Element 601 State and Federal Programming	14
Work Element 602 Overall Work Program	16
Work Element 603 GIS and ITS	18
Work Element 604 Multimodal and Sustainability Planning	20
Work Element 605 Transit Planning and Transit Asset Management	22
Work Element 606 Public Outreach and Education	24
Work Element 607 Air Quality Planning	26
Work Element 608 RTPA Coordination/Handbook	28
Work Element 702 Regional Transportation Plan	30
Work Element 708 Pavement Management	32
Work Element 800 SB1 Formula and Competitive	34
Work Element 611 Caltrans Informational Element	36
Appendix B - <i>Sample Eligible and Ineligible Regional Transportation Planning Activities</i>	37

**Tehama County Transportation  
Commissioners and Transit Agency  
Board of Directors**

**Regional Transportation Planning  
Agency Technical Advisory  
Committee (RTPA TAC) Members**

Daniele Eyestone - City of Red Bluff

Steve Chamblin - Tehama County

Jim Bacquet - City of Tehama

Dennis Garton - Tehama County

Robert Snow – City of Corning

Bob Williams - Tehama County

Carolyn Steffan - City of Tehama

Robin Kampmann - City of Corning

Scott Miller - City of Red Bluff

James N. Simon - Tehama County

Kelly Zolotoff - Caltrans D2 Representative

Tad Williams - Paskenta Band of Nomlaki  
Indians, Tribal Member at Large

**Staff to the Tehama County Transportation Commission  
and Tehama County Transit Agency Board**

James N. Simon

Executive Director

[jsimon@tcpw.ca.gov](mailto:jsimon@tcpw.ca.gov)

Jessica Riske-Gomez

Transportation Manager

[jriskegomez@tehamartpa.org](mailto:jriskegomez@tehamartpa.org)

Maeve Kellogg

Senior Transportation Planner

[mkellogg@tehamartpa.org](mailto:mkellogg@tehamartpa.org)

Brandon Konicke

Associate Transportation Planner

[bkonicke@tehamartpa.org](mailto:bkonicke@tehamartpa.org)

Jennifer Blunkall

Transportation Planning Aide

[jblunkall@tehamartpa.org](mailto:jblunkall@tehamartpa.org)

Tehama County Public Works  
9380 San Benito Avenue  
Gerber, CA. 96035  
Phone: (530) 385-1462

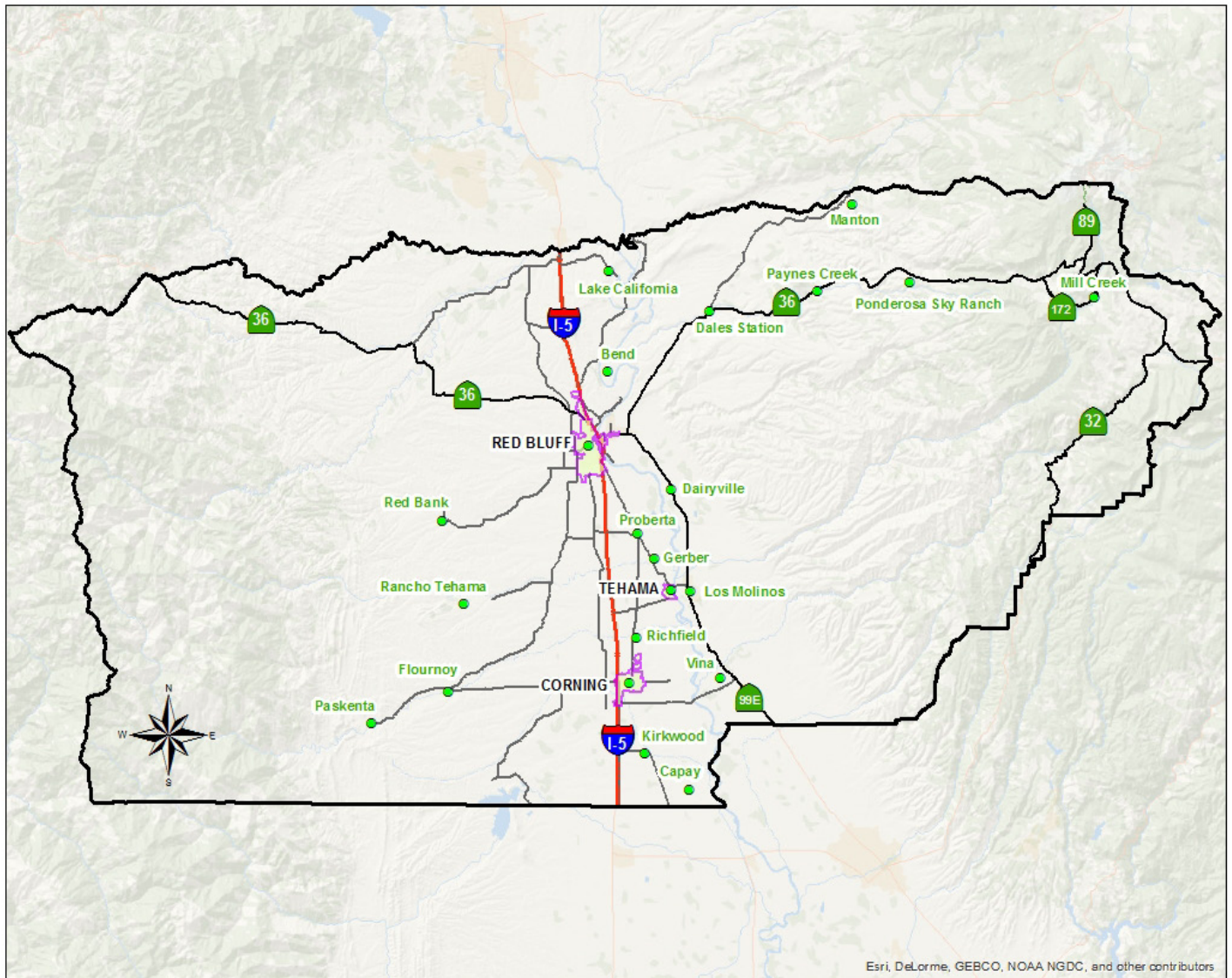
## 2021-2022 Overall Work Program Funding Summary

WORK ELEMENT	RPA FUNDS		LTF	PPM	SB1 Formula & Competitive	TOTAL
	TCTC	CONSULTANT				
600: TCTC/TCAB Packets and Meetings	\$20,000	\$-	\$-	\$-	\$-	\$20,000
601: State and Federal Programming	\$6,500	\$3,500	\$7,500	\$25,000	\$-	\$42,500
602: Overall Work Program	\$8,000	\$-	\$6,500	\$-	\$-	\$14,500
603: GIS and ITS	\$75,000	\$50,000	\$5,500	\$-	\$-	\$130,500
604: Multimodal and Sustainability	\$50,000	\$45,000	\$12,000	\$-	\$-	\$107,000
605: Transit Planning	\$5,000	\$-	\$1,500	\$-	\$-	\$6,500
606: Public Outreach and Education	\$5,000	\$-	\$-	\$-	\$-	\$5,000
607: Air Quality Planning	\$2,000	\$-	\$-	\$-	\$-	\$2,000
608: Regional Transportation Planning Agency Coordination/ Handbook	\$2,500	\$7,500	\$8,000	\$25,000	\$-	\$43,000
702: Regional Transportation Plan	\$12,000	\$-	\$11,500	\$24,000	\$-	\$47,500
708: Pavement Management	\$2,000	\$-	\$3,500	\$-	\$-	\$5,500
Work Element 800 SB 1 Programs	\$-	\$-	\$11,013	\$-	\$85,000	\$96,013
<b>Sub-Total</b>	<b>\$188,000</b>	<b>\$106,000</b>	<b>\$67,013</b>	<b>\$74,000</b>	<b>\$85,000</b>	<b>\$520,013</b>
<b>Total</b>	<b>\$294,000</b>		<b>\$67,013</b>	<b>\$74,000</b>	<b>\$85,000</b>	<b>\$520,013</b>

## Tehama County At A Glance

Tehama County resides within the northern end of the Sacramento Valley, approximately 130 miles north of Sacramento, the State Capitol, and is bisected by Interstate 5 (I-5). The three (3) incorporated cities of the County are Corning, Red Bluff, and Tehama and they are adjacent to or near the Sacramento River. Bordering counties include Butte, Glenn, Mendocino, Plumas, Shasta, and Trinity.

Tehama County contains 1088.8 maintained road miles with a pavement condition index rating of 53. Major highways include Interstate 5 (I-5), State Route (SR) 36 and SR 99. There are 309 bridges, two (2) community class airports, and numerous recreational trails. The public transportation system includes Tehama Rural Area eXpress (TRAX) fixed route, ParaTRAX dial-a-ride for persons with disabilities and seniors, Medical Transportation Services (METS) volunteer driver program, Susanville Indian Rancheria Public Transportation Program, Amtrak Thruway Bus to Amtrak trains, and Greyhound.



## Population

City of Corning	7,620
City of Red Bluff	14,245
City of Tehama	445
Unincorporated Area of County	42,819
<b>Total Population</b>	<b>65,129</b>

*2018 American Community Survey 5 Year Estimates*

## Housing

	Tehama County	State
Housing Units in Tehama County	27,437	14,084,824
Owner-Occupied	64.80%	54.60%
Median Value of Owner-Occupied	\$203,400	\$475,900
Average Household Size Owner-Occupied	2.52	3
Mean Travel Time to Work (minutes)	23.5	28.8

*2018 American Community Survey 5 Year Estimates*

## Economics

	Tehama County	State
Unemployment	9.30%	6.70%
Persons Below Poverty Level	21.50%	14.30%
Median Household Income	\$42,899	\$71,228
% With High School Degree	84.40%	82.90%
% With Bachelor's Degree or Higher	15.50%	33.30%

*2018 American Community Survey 5 Year Estimates*

# Organizational Structure

## Tehama County Transportation Commission (TCTC)

Daniele Eyestone - *Chairman* - City of Red Bluff  
Jim Bacquet - *Vice Chairman* - City of Tehama  
Steve Chamblin - *Commissioner* - Tehama County  
Dennis Garton - *Commissioner* - Tehama County  
Robert Snow - *Commissioner* - City of Corning  
Bob Williams - *Commissioner* - Tehama County

## Social Services Transportation Advisory Council (SSTAC)

Candy Carlson - *Chairman*  
Sharon Young - *Vice Chairman*  
Jennifer Bare - *Councilmember*  
Lisa Matheson - *Councilmember*  
John Leach - *Councilmember*  
Desiree Oglesby - *Councilmember*  
Cara Zweerus - *Councilmember*

James N. Simon - *Executive Director*  
Jessica Riske-Gomez - *Transportation Manager*  
Maeve Kellogg - *Senior Transportation Planner*  
Brandon Konicke - *Associate Transportation Planner*  
Jennifer Blunkall - *Transportation Planning Aide*

## Tehama County Transit Agency Board (TCTAB)

Daniele Eyestone - *Chairman* - City of Red Bluff  
Jim Bacquet - *Vice Chairman* - City of Tehama  
Steve Chamblin - *Director* - Tehama County  
Dennis Garton - *Director* - Tehama County  
Robert Snow - *Director* - City of Corning  
Bob Williams - *Director* - Tehama County

## Tehama County Regional Transportation Planning Agency Technical Advisory Committee (RTPA TAC)

Scott Miller - *Chairman*, City of Red Bluff  
Kelly Zolotoff - *Vice Chairman*, Caltrans D2  
James N. Simon - *Member* - Tehama County  
Robin Kampmann - *Member* - City of Corning  
Carolyn Steffan - *Member* - City of Tehama  
Tad Williams - *Member* - Paskenta  
Band of Nomlaki Indians

## Caltrans Regional Planning Liaison

Kathy Grah - *Chief*, Office of Community & Regional Planning  
John Maxwell - *Regional Planner*: Tehama, Plumas, Grant Manager

# Tehama County Transportation Commission

## Organization

Tehama County Transportation Commission (TCTC) is the Regional Transportation Planning Agency (RTPA) for Tehama County and incorporated cities. The six (6) member Commission consists of three (3) County Supervisors, and one (1) council member from each of the three (3) incorporated cities: Corning; Red Bluff; and Tehama.

TCTC was formed in 1971, and in June 1973, a Memorandum of Understanding (MOU) was enacted between Caltrans and TCTC. Bylaws, mission and vision statements were adopted by TCTC in March 2003, as well as the establishment of the Tehama County Transit Agency Board (TCTAB).

The mission of TCTC and TCTAB is to maintain and improve mobility and access for the people, goods movement, and services in and through Tehama County. The vision of TCTC is to promote a reliable, flexible, efficient and safe transportation system throughout Tehama County.

## Agency Coordination

TCTC promotes the policy that coordination among all government entities responsible for serving the public is essential. Upon implementation of Senate Bill 45 (reform of the State Transportation Improvement Program), TCTC appointed the Regional Transportation Planning Agency Technical Advisory Committee (RTPA TAC). The RTPA TAC provides coordinated technical expertise to TCTC. It functions as a partnership with representation from local tribes, the County, cities of Corning, Red Bluff, Tehama, and Caltrans District 2. Working members include City and County Public Works Directors, City Managers, RTPA staff, and Caltrans District 2 representatives. Meetings are held quarterly, starting on the first month of the year, on the first Wednesday of the month.

A major function of the RTPA TAC is to recommend the programming and delivery of transportation projects for the region. The RTPA TAC also reviews transportation planning studies and provides recommendations to TCTC as needed. This also includes consultation with the Paskenta Band of Nomlaki Indians Tribal Government, as well as outreach efforts to traditionally under-represented and under-served populations such as elderly, low income, persons with disabilities, minority communities, groups and community leaders.

## Public Outreach

TCTC recognizes the vital importance of community engagement through various aspects of the Commission including the development of plans, input during regular Commission meetings, and general involvement opportunities. Outreach for such opportunities includes, but is not limited to, community meetings, social media advertising, radio and newspaper ads, stakeholder emails, and flyering. Various mechanisms are utilized to ensure that a diverse range of community members are reached. Due to the COVID-19 pandemic, all outreach efforts are currently conducted virtually to ensure that the safety and well-being of the public is prioritized, although a wide range of efforts are still utilized to make input opportunities as accessible as possible.



## Overview of the 2021-2022 Overall Work Program

The Overall Work Program (OWP) serves as the key management tool identifying the activities and schedule of work for regional transportation planning in Tehama County. In general, the OWP consists of three types of activities:

- State-mandated regional transportation planning programs undertaken concurrently throughout the state by the designated Regional Transportation Planning Agencies;
- Discretionary transportation planning programs that are specific to the Tehama County region and are oriented to solving problems unique to this planning region;
- Administration to support mandated and discretionary transportation planning programs.

The OWP defines project objectives and tasks and identifies budgetary and staff requirements needed to meet these goals. In addressing current transportation issues and challenges, the OWP responds to local, State and Federal planning requirements and priorities.

The OWP is the core regional transportation planning document and its core product is the Regional Transportation Plan (RTP). These two documents go together as the OWP activities support the RTP and the development of the RTP is an OWP planning activity. The regional transportation projects are included in the RTP and the implementation of the projects occurs through multiple transportation programs such as the Regional Transportation Improvement Program (RTIP), Highway Bridge Program (HBP) and Highway Safety Improvement Program (HSIP).

Transportation projects must be in the RTP to be eligible for State and Federal funds. Regulation and statutes authorizing regional transportation planning are found primarily in Title 23 and Title 49 of United States Code (USC), and in §§65080 et seq., and 29532 et seq., of the California Government Code. Governing regulations are found in the Code of Federal Regulations (CFR) and the California Code of Regulations. Generally stated, the OWP includes a description of what work is to be accomplished, when, by whom, and by which funding sources.

The OWP is administered by the Caltrans Office of Regional Planning with assistance from Caltrans District 2. The 2021-22 annual apportionment of Rural Planning Assistance (RPA) funds on a state-wide basis is \$6.5 million. Tehama County's apportionment of RPA funds for regional transportation planning activities is \$294,000.

The 2021-22 OWP has been prepared in accordance with OWP guidance from the Caltrans Regional Planning Handbook which includes a sample list of eligible and ineligible transportation planning activities and is included herein. Emphasis is placed on planning documents that are created with OWP funds to ensure their compliance with federal and state requirements. Plans and documents include:

- Regional Transportation Plans (RTP)
- Transportation Improvement Programs (TIP)

- RTP and TIP environmental compliance
- Overall Work Program and Amendments
- Master Fund Transfer Agreement
- Multimodal Planning
- Goods Movement Documents Planning

The annual OWP functions like a business plan as it includes tasks and funds for the year. The OWP is adopted by TCTC and approved by Caltrans District 2 in conjunction with Caltrans Headquarters in Sacramento. The OWP is a living document which can be amended to meet needs or respond to changes.

OWP funds are not used for specific development, design, or construction of individual projects, but instead, to gather the data needed to make informed decisions and create planning concepts towards meaningful projects that improve mobility, goods movement, and safety of the transportation network. OWP funds are used for planning efforts that result in positive outcomes.

TCTC functions as the Regional Transportation Planning Agency (RTPA) for the incorporated cities and county. It coordinates with cities, tribal governments, local agencies, the public and Caltrans. As such, TCTC staff participates in the California Transportation Plan, Interregional Transportation Strategic Plan, North State Super Region (NSSR), Rural Counties Task Force (RCTF), California Transportation Commission (CTC), and Regional Transportation Planning Agency Group. Coordination results in better planning, connectivity, access, reduces redundancies, increases use of existing infrastructure, and ultimately leads to cost savings.

## Planning Factor

600 601 602 603 604 605 606 607 608 702 708 710 800

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.

2. Increase the safety of the transportation system for motorized and non-motorized users.

3. Increase the security of the transportation system for motorized and non-motorized users.

4. Increase the accessibility and mobility of people and for freight.

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.

6. Enhance the integration and connectivity of the transportation system across and between modes for people and freight.

7. Promote efficient system management and operation.

8. Emphasize the preservation of the existing transportation system.

9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater and reduce or mitigate stormwater impacts of surface transportation.

10. Enhance travel and tourism.

## Work Element 600 CTC/TCTC Packets & Meetings

Work Element 600						
	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$20,000	\$-	\$-	\$-	\$-	\$-
Total		\$20,000	\$-	\$-	\$-	\$20,000

### Purpose

Reimburses staff for time related to meetings. Staff prepares agendas, corresponding documents and presents items. Meetings provide decision makers with critical information as well as updates on current transportation issues. Preparing agenda items on statewide and local issues, provides presentations on regional planning needs/processes, facilitates elected body decision making and keeps the public informed on transportation matters.

### Previous Accomplishments

Monthly meetings for the TCTC/TCTAB. Update of Title VI Plan. Adoption of final version of RTP. Title VI, OWP, and RTP presentations to decision makers/public.

## Task/Activity

Task		Responsible Party	Schedule
1	Hold trainings and technical workshops for staff members/ stakeholders.	TCTC	Monthly
2	Participate in Caltrans training and coordination meetings.	TCTC	As scheduled
3	TCTC participates in the following technical advisory committees.	TCTC	As scheduled
3.1	Tehama County RTPA Technical Advisory Committee (TAC).	TCTC	Quarterly
3.2	Regional Transportation Planning Agency Forum (RTPA Group) - Monthly.	TCTC	Monthly
3.3	Rural Counties Task Force (RCTF).	TCTC	Bi-Monthly
3.4	North State Super Region (NSSR).	TCTC	Bi-Monthly

## Product

Task		Responsible Party	Schedule
1	Completed Commission/Board packet agendas and items.	TCTC	Monthly
2	Minutes and website postings.	TCTC	Monthly
3	Resolutions authorizing planning tasks.	TCTC	As needed
4	Travel to meetings as necessary to preform planning duties.	TCTC	As scheduled

## Work Element 601 State and Federal Programming

### Work Element 601

	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$6,500	\$3,500	\$-	\$-	\$-	\$-
Total		\$10,000	\$7,500	\$25,000	\$-	\$42,500

### Purpose

Reimburses staff for State and Federal programming activities. TCTC staff is responsible for prioritizing and recommending State and Federal funds for projects. Projects must be included in the RTP to be eligible for State or Federal funds.

### Previous Accomplishments

Meeting with Caltrans regarding collaborative projects to promote sustainable community grants/ projects and facilitate partnership. Discussion/coordination with local partners and Caltrans regarding RTIP programming, activities, requirements, and needs.

## Task/Activity

Task		Responsible Party	Schedule
1	RTPA TAC meetings to discuss the RTP and provide local agencies with information for programming projects.	TCTC	Quarterly
2	Meetings with Caltrans District 2 and stakeholders to discuss state highway needs and opportunities for partnership.	TCTC	Ongoing
3	Attend City Council and Board of Supervisors meetings as needed.	TCTC/Consultant	Ongoing
4	Review and comment on local transportation plans and projects.	TCTC	June 2022
5	Hold trainings and technical workshops for stakeholders during the development of any major plans or grant applications to create opportunities for input and engagement.	TCTC/Consultant	Ongoing
6	Participate in Caltrans training and coordination meetings as scheduled by Local Assistance in District 2 including STIP workshops and SHOPP trainings. Coordinate with the development of the Overall Work Program, Regional Transportation Plan, and Regional Transportation Improvement Program.	TCTC	As Needed
7	Review biennial STIP fund estimate and CTC guidelines.	TCTC	As Needed
8	Meet with local agencies to determine upcoming projects and funding strategies. Seek additional/matching funding for STIP projects.	TCTC	As Needed

## Product

Task		Responsible Party	Schedule
1	Planning/programming documents submitted to CTC.	TCTC	Monthly
2	Transportation planning activities and project monitoring documents.	TCTC	Monthly
3	Meeting, comments, and backup for RTIP process.	TCTC	Monthly

## Work Element 602 Overall Work Program

Work Element 602						
	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$8,000	\$	\$-	\$-	\$-	\$-
Total		\$8,000	\$6,500	\$-	\$-	\$14,500

### Purpose

Reimburse staff for planning and preparing the annual OWP. The OWP is a vital tool that ensures TCTC meets the mandated planning responsibilities required of all RTPAs. Work Element 602 includes coordination and participation with Caltrans regarding the OWP. Local funds will be used to fund audits.

### Previous Accomplishments

Preparation/completion of 2020/21 OWP. Discussion/coordination with local agencies regarding the Overall Work Program Agreement (OWPA). Preparation, monitoring, and submittal of OWP invoices and activities.



## Task/Activity

Task		Responsible Party	Schedule
1	Management of Work Elements, including amendments.	TCTC	Monthly
2	Prepare OWP invoices and quarterly reports.	TCTC	Quarterly
3	Mid-year review in coordination with Caltrans District 2.	TCTC	February 2022
4	Prepare the draft 2022/23 OWP.	TCTC	February – March 2022
5	Submit annual audits and State Controller Reports.	TCTC	May 2022
6	Finalize and submit 2022/23 OWP and OWPA.	TCTC	June 2022

## Product

Task		Responsible Party	Schedule
1	2021/22 OWP quarterly invoices, reports, and related documents.	TCTC	Quarterly
2	Annual audits.	TCTC	Annually
3	Correspondence with Caltrans District 2 staff.	TCTC	Quarterly
4	Policy/project updates to RTPA TAC/Transit Agency Board.	TCTC	Monthly/ Quarterly
5	Final adopted 2022/23 OWP/OWPA.	TCTC	May 2022

## Work Element 603 GIS and ITS

Work Element 603						
	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$75,000	\$50,000	\$-	\$-	\$-	\$-
Total		\$125,000	\$5,500	\$-	\$-	\$130,500

### Purpose

Provides funding to build, maintain, and improve the technology required to support and enhance transportation, land use, and transit planning in Tehama County. The technology includes Geographical Information System (GIS) and Intelligent Transportation Systems (ITS) planning, as well as the associated hardware, software and training needed to perform and communicate planning efforts with other agencies, Tribal Governments, community groups, and the public.

GIS and the related technology play key roles in numerous projects of regional and statewide significance such as Blueprint Planning scenario modeling. TCTC uses technology and software to maximize communication and coordination with limited staff and resources. This element provides essential GIS hardware, software, and related technology for regional planning purposes and ensures existing technology does not become obsolete. Data obtained through Work Element 603 allows for the assessment of regional priorities and system planning for goals outlined in the RTP.

### Previous Accomplishments

TCTC continuously updates and improves the GIS database which includes topographical maps, current and archival imagery, environmental and other thematic data for use by TCTC and other agencies. Transportation layers such as trails, bikeways, roads, and other infrastructure have been created or updated for widespread use by Tehama County agencies, local and regional partners, and the public. TCTC continuously coordinates with and supports other County departments, including but not limited to emergency first responders, Tehama County Planning Department, Administration, County Counsel, Public Works Department, Sheriffs Office, Clerk and Records Office, Assessor and Tax Collector.

## Task/Activity

Task		Responsible Party	Schedule
1	Maintain base maps, including parcels, road centerlines, bikeways, trails, bridges, transit routes, transit stops and other infrastructure within the public right-of-way.	TCTC	June 2021
2	Attend GIS related trainings as needed to keep up with emerging technologies.	TCTC/Consultant	Ongoing
3	Develop or acquire new datasets that enhance transportation and transit planning technology, such as aerial photography, demographic databases and address data.	TCTC/Consultant	Ongoing
4	Review and process annual ESRI (environmental system research institute) software maintenance agreements and adjust to departmental needs.	TCTC	Annually
5	Enhance road and parcel layers to include address ranges.	TCTC	Quarterly
6	Coordinate and consult with Tribal Governments.	TCTC	Bi-monthly
7	Obtain needed hardware and software to perform GIS related planning.	TCTC	Annually
8	Coordinate with Caltrans D2 and regional stakeholders on ITS architecture.	TCTC	Quarterly
9	Explore applications for ITS in rural areas for transportation and transit.	TCTC	Ongoing
10	Attend the Far Northern Regional GIS Council (FNRGC) and annual ESRI conference.	TCTC	Annually

## Product

Task		Responsible Party	Schedule
1	GIS datasets available to agencies and public.	TCTC	Quarterly
2	GIS data and maps to support transportation and transit planning.	TCTC	Annually
3	Interactive online map services.	TCTC	Quarterly
4	Transportation and transit presentations for meetings and online posting.	TCTC	Monthly
5	Color documents, photography and graphics related to transportation planning.	TCTC	Quarterly
6	Digital backups of transportation planning documents.	TCTC	Quarterly
7	Documents and data available to the public.	TCTC	Monthly

## Work Element 604 Multimodal and Sustainability Planning

### Work Element 604

	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$50,000	\$45,000	\$-	\$-	\$-	\$-
Total		\$95,000	\$12,000	\$-	\$-	\$107,000

### Purpose

Provides for alternative transportation planning related to biking and walking to enhance multimodal facilities. These efforts complement statewide goals to reduce greenhouse gas emissions and local goals to preserve and improve the quality of life in Tehama County. Multimodal and sustainability planning practices, including bicycle and pedestrian projects, complete streets projects, and alternative fuel infrastructure planning complement the goals and objectives of the Regional Transportation Plan. Mode options, education, and providing effective infrastructure are critical in the reduction of single occupancy vehicles use, which ultimately reduces GHG emissions. TCTC monitors aviation plans for consistency with the RTP and planning efforts are consistent with complete streets concepts, and “Health in All Policies” and are considered if feasible when planning transportation projects.

### Previous Accomplishments

Maintenance and implementation of the 2019 Tehama County Active Transportation Plan. Assisted local agencies in delivering projects that further the regions sustainability goals identified in the Regional Transportation Plan. Solicited Active Transportation Program (ATP) project opportunities from local agencies. Coordinated with local communities to identify local route improvement needs. Educated the Board/Commission and citizens regarding transportation needs and encouraging feedback. Tracking and planning for alternative fuel infrastructure for personal automobiles and transit fleet vehicles.

## Task/Activity

Task		Responsible Party	Schedule
1	Promote integration of active transportation and complete streets into projects in conjunction with the Tehama County Active Transportation Plan with consideration given to bike lanes, ADA compliance, sidewalk connectivity, and multimodal planning.	TCTC	Monthly
2	Coordinate multimodal planning, with land use planning and developments through interagency collaboration and public outreach.	TCTC/Consultant	Monthly
3	Coordinate with Caltrans District 2 to include complete streets elements and improve multimodal transportation on state highways within Tehama County.	TCTC	Ongoing
4	Utilize local agency Capital Improvement Plans (CIP) to update the RTP.	TCTC/Consultant	Sept. 2021
5	Integrate biking, walking, transit, and carpool needs into proposed developments.	TCTC	Ongoing
6	Educate citizens on transportation issues impacting their community and develop solutions.	TCTC	Monthly

## Product

Task		Responsible Party	Schedule
1	ATP/Complete Streets comments related to projects.	TCTC	Oct-Dec. 2021
2	Documented community vision of needed transportation infrastructure.	TCTC	Annually
3	Increased multimodal transportation options on the state highway system.	TCTC	Quarterly

## Work Element 605 Transit Planning

Work Element 605						
	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$5,000	\$-	\$-	\$-	\$-	\$-
Total		\$5,000	\$1,500	\$-	\$-	\$6,500

### Purpose

Work Element 605 will provide for transit planning to enhance multimodal facilities as well as transit asset management. These efforts complement statewide goals to reduce greenhouse gas emissions and local goals to preserve and improve the quality of life in Tehama County. Transit planning supports the promotion of alternative transportation to single occupancy vehicles. To aide in these various programs the Social Services Transportation Advisory Council (SSTAC) assists in the Unmet Transit Needs process and mobility improvements are discussed in the Tehama County Coordinated Public Transit – Human Services Transportation Plan. Additionally, this Work Element will support the asset management system to maintain inventories and condition reports as part of FTA’s Transit Asset Management (TAM) Final Rule. This formal administrative system will monitor and manage public transportation assets so they can be operated and maintained in a State of Good Repair. The initial TAM Plan will cover a period of at least four (4) years and must be updated in its entirety every four (4) years.

### Previous Accomplishments

Developed transit reports, transportation facilities, and planned service improvements. Updated the Transit Asset Management System. Gathered annual asset inventory model data. Completed Transit Facility Plan.

## Task/Activity

Task		Responsible Party	Schedule
1	Develop transit reports, transportation facilities, and plan service improvements.	TCTC	Monthly
2	Utilize local agency Capital Improvement Plans (CIP) to update the RTP.	TCTC	Sept. 2021
3	Integrate transit needs into proposed developments.	TCTC	Ongoing
4	Finalize and adopt the Coordinated Public Transit – Human Services Plan.	TCTC	May 2022
5	Submit asset inventory data to NTD.	TCTC	Oct. 2021
6	Outline targets for transit asset management.	TCTC	Dec. 2021
7	Report baseline data and asset management practices.	TCTC	Jan. 2022
8	Develop TAM Plan.	TCTC	Oct. 2021
9	Plans for upgrades to Transit Facility.	TCTC	June 2022

## Product

Task		Responsible Party	Schedule
1	Transit reports, statistics and performance monitoring data.	TCTC	Monthly
2	Adopt Coordinated Public Transit – Human Services Plan.	TCTC	May 2022
3	Update the Transit Asset Management System.	TCTC	June 2022
4	Annual asset inventory module data.	TCTC	Annually
5	Targets for Transit Asset Management.	TCTC	Dec. 2021
6	Transit Asset Management Plan.	TCTC	Oct. 2021
7	Completed Transit Facility plan.	TCTC	June 2022

## Work Element 606 Public Outreach and Education

Work Element 606						
	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$5,000	\$-	\$-	\$-	\$-	\$-
Total		\$5,000	\$-	\$-	\$-	\$5,000

### Purpose

Provides resources necessary to inform and educate local agencies, tribal governments, organizations, stakeholders, and the public on important local and regional transportation issues. Educating and informing appropriate agencies, groups, and the public encourages feedback and facilitates consensus among stakeholders. Outreach includes using various forms of media to inform the public and stakeholders about TCTC planning efforts, and ensures that citizens have an opportunity to comment on and evaluate plans and programs, including the RTP. This year's Overall Work Program includes developing progressive approaches to engaging communities virtually in light of the COVID-19 pandemic and the challenges it poses.

### Previous Accomplishments

Conduct annual Unmet Transit Needs hearing process and Public Hearing. Outreach during the development of the Coordinated Public Transit – Human Services Transportation Plan. Congestion Mitigation and Air Quality Improvement (CMAQ) Program expenditure call for projects. Presentation to TCTC regarding the effects of funding changes and program realignment.



## Task/Activity

Task		Responsible Party	Schedule
1	Develop presentations for public meetings.	TCTC	Bi-monthly
2	Conduct outreach to under-represented and underserved populations as outlined in the Transit Title VI Program including the elderly, disabled, low income, minorities, and community groups.	TCTC	Quarterly
3	Develop COVID-19 outreach protocols that will engage the public in various creative ways.	TCTC	June 2022
4	Post planning documents and information to the TCTC website.	TCTC	As Developed
5	Prepare press releases and public notices.	TCTC	As Needed
6	Conduct annual Unmet Transit Needs hearing process, including outreach with under represented and underserved populations.	TCTC	As Needed

## Product

Task		Responsible Party	Schedule
1	Emails and attend community meetings/events.	TCTC	Quarterly
2	Presentations and outreach materials.	TCTC	Quarterly
3	Postings to website.	TCTC	Monthly
4	Materials to enhance public outreach.	TCTC	Quarterly
5	Recommendations from SSTAC and Unmet Needs findings.	TCTC	Quarterly

## Work Element 607 Air Quality Planning

Work Element 607						
	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$2,000	\$-	\$-	\$-	\$-	\$-
Total		\$2,000	\$-	\$-	\$-	\$2,000

### Purpose

Focuses on transportation planning related to air quality improvements. Tehama County is part of the Northern California Air Basin and has been designated non-attainment for Federal Ozone and PM-10 Standards. The Federal Environmental Protection Agency (EPA) sets standards under the Federal Clean Air Act. In 1997 the new standards for ozone, PM10 and PM2.5 were established. The Tuscan Buttes, in Tehama County, is a rural air quality non-attainment area for ozone. Staff is coordinating with Caltrans District 2, the Caltrans office of Federal Transportation Management Program and Rural Counties Task Force (RCTF) members that also receive Congestion Mitigation and Air Quality Improvement (CMAQ) Program funding. The change in Federal air quality attainment required modifications to the RTP.

In order to achieve air quality attainment standards, TCTC staff collaborated with regional agencies to implement the Upstate Plug-In Electrical Vehicle (EV) readiness project. As part of this collaboration, TCTC supports the installation of EV stations along major corridors. Planning work is focused on meeting Environmental Protection Agency (EPA) and California Air Resource Board (CARB) requirements to reduce Nitrogen Oxides (NOx) and Particulate Matter (PM) emissions in the State, as well as coordinating with the Tehama County Air Pollution Control District to review impacts of land development proposals, and public works, and transit operations to comply with fleet replacement targets and deadlines.

TCTC utilizes the CMAQ funding that it receives to support efforts to achieve air quality standards. These efforts include consistent reporting, annual emissions analysis, data collection and continually collaborate with regional partners for projects. TCTC has partnered with Caltrans D2 for the East Red Bluff CAPM and the Mineral ATP Bike and Ped Path projects, Shasta Regional Transportation Agency for the North State Intercity Bus project, Modoc County Exchange, City of Corning for a Complete Streets & Safety project. Additionally, CMAQ funds provided a pilot program for the Rancho Tehama Reserve (RTR) Route, which was later incorporated into transit's fixed route system.

### Previous Accomplishments

Participation in the CTC workshops to update the RTP guidelines, alternate fuel, and air quality options. Participation/coordination with RCTF to review and comment on proposed RTP guidelines. Interaction with adjacent county regarding electric bus options/concerns. Collaboration with local agencies for the collaborative use of CMAQ funds on current projects. Collaborate and educate regional stakeholders on eligible CMAQ projects.

## Task/Activity

Task		Responsible Party	Schedule
1	Participate in federal and state transportation-related air quality planning activities.	TCTC	Monthly
2	Collaborate with local agencies for the collaborative use of CMAQ funds on current projects.	TCTC	Quarterly
3	Collaborate and educate regional stakeholders on eligible CMAQ projects.	TCTC	Quarterly
4	Coordinate with the Tehama County Air Pollution Control District regarding development projects and fleet emissions.	TCTC	Monthly

## Product

Task		Responsible Party	Schedule
1	Emissions analysis, data and reports, and traffic counts.	TCTC	Annually
2	Submit programming documents to Caltrans as required.	TCTC	Annually

# Work Element 608 Regional Transportation Planning Agency Coordination/Handbook

Work Element 608						
	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$2,500	\$7,500	\$-	\$-	\$-	\$-
Total		\$10,000	\$8,000	\$25,000	\$-	\$43,000

## Purpose

Reimburses staff for the coordination of the transportation planning process with a variety of stakeholders such as Caltrans District 2, regional tribes, and Local/State government. This coordination is essential to the regional transportation planning process. Additionally, this work element will fund tasks that will lead into the 2021/22 update of the RTPA handbook.

Currently, the update to the RTPA Handbook has been delayed. Staff will begin the 2021/22 STIP update within the next FY. The tasks in the work element are helping to build the handbook sections. Staff will continue to make updates to the handbook throughout this FY as well.

## Previous Accomplishments

RTPA coordination of activities with cities, county and state, the Paskenta Band of Nomlaki Indians, adjacent counties, and the North State Super Region. Update of RTP, RTIP, ATP, STIP, Title VI plan and Coordinated Plan. Coordination with Caltrans District 2 regarding local State highway projects; SR99, SR36, SHOPP projects. Coordinated with local Air Pollution Control District to provide opportunity for review and comment on regional projects. Engaged with local schools for safe student travel route discussions and project opportunities.

## Task/Activity

Task		Responsible Party	Schedule
1	Coordinate with Local and State agencies, Tribes, Caltrans District 2, community leaders, and the public regarding transportation projects and related land use planning.	TCTC/Consultant	Ongoing
2	RTPA TAC meetings and recommendations to TCTC.	TCTC	Monthly/ Quarterly
3	Coordinate with Caltrans District 2 to conduct long-range planning regarding the effects of local traffic to state highways.	TCTC	Quarterly
4	Develop and/or modify tools for better assessment of transportation impacts on local communities.	TCTC/Consultant	Ongoing
5	Identify transportation facilities, projects and services required to meet regional and interregional mobility and access needs.	TCTC/Consultant	Bi-annually

## Product

Task		Responsible Party	Schedule
1	Comments on projects and or policy of regional and state significance.	TCTC	Quarterly
2	Recommendations from RTPA TAC to TCTC.	TCTC	Quarterly
3	Discussion notes and contemplated actions affecting long range transportation planning.	TCTC/Consultant	Quarterly
4	Providing a regional approach for transportation issues via correspondence and communication to other government agencies, jurisdictions, and tribes.	TCTC/Consultant	As Needed
5	Updates to the RTPA Handbook.	TCTC	Ongoing

## Work Element 702 Regional Transportation Plan

Work Element 702						
	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$12,000	-	\$-	\$-	\$-	\$-
Total		\$12,000	\$11,500	\$24,000	\$-	\$47,500

### Purpose

The Federal Highway Administration (FHWA) prescribes the policies and procedures for the administration of activities, including content provisions for development of the Regional Transportation Plan (RTP) (23 CFR Part 450):

- Current and projected transportation demand of persons and goods
- Identification of transportation facilities
- Performance measures and targets
- System performance report
- Mitigation activities
- Financial plan
- Operational and management strategies
- Capital investment and other strategies
- Transportation and transit enhancement activities

When developing regional transportation plans and transportation improvement plans, the RTPA should consult with agencies and officials responsible for other planning activities within the RTPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities.

This element provides for monitoring of the 2020 RTP update by coordinating with local agencies and to receive input from stakeholders, including tribal governments, and the public regarding transportation issues. Projects must be included in the RTP to be eligible for State and Federal funding. The RTP is a 20-year plan, updated every four (4) years, that covers all transportation modes in Tehama County. This work element includes funding to keep the RTP current and ensure compliance with the Regional Transportation Plan Guidelines adopted by CTC.

## Previous Accomplishments

Coordinated with Caltrans on State Active Transportation Plan. Coordinated with agencies and Tribes within the County. Coordination with stakeholders on the development of the Caltrans Sustainable Communities Planning Grant for Emergency Access.

Task/Activity			
Task		Responsible Party	Schedule
1	Coordinate with local agencies and unincorporated communities.	TCTC/Consultant	Bi-monthly
2	Coordinate with the Paskenta Band of Nomlaki Indians and other regional tribes.	TCTC/Consultant	Bi-monthly
3	Monitor RTP Guidelines for changes related to FAST Act.	TCTC/Consultant	Monthly
4	Monitor RTP projects for delivery.	TCTC	Monthly
5	Post RTP amendments on TCTC website.	TCTC	As Needed
6	Develop vehicle miles traveled compliance measures in order to meet the requirements set forth in SB 743.	TCTC/Consultant	July 2021
Product			
Task		Responsible Party	Schedule
1	Progress reports on planning activities.	TCTC	Bi-monthly
2	Reports on new issues and projects to be included in RTP.	TCTC	Quarterly
3	SB 743 compliance measures.	TCTC/Consultant	Sept. 2021

## Work Element 708 Pavement Management

Work Element 708						
	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$2,000	\$-	\$-	\$-	\$-	\$-
Total		\$2,000	\$3,500	\$-	\$-	\$5,500

### Purpose

Supports planning for the maintenance and repair of transportation facilities. Roadways and other facilities are inventoried and assessed. Tehama County has 826 miles of maintained roads that are paved and the remaining 263 miles are dirt or gravel. The County also has over 300 bridges in the local network. Pavement management encompasses a broad range of tasks to perform status evaluations on pavement, bridge and sign inventories to determine necessary maintenance and improvement projects in the RTP.

Pavement management incorporates life cycle costs into a more systematic approach to facilitate road maintenance and reconstruction projects. The needs of the entire network as well as budget projections are considered before projects are constructed. The pavement management plan encourages local agencies to develop a pavement management system to assist in RTP project selection.

### Previous Accomplishments

Inspected approximately one-third of the County roads. Input field data into Streetsaver Software Pavement Management System (PMS). Develop road maintenance repair scenario lists for evaluation and programming.



## Task/Activity

Task		Responsible Party	Schedule
1	Inventory one-third of road network pavement conditions, identifying good, fair and poor pavements.	TCTC	Annually
2	Assign ratings for road segments, based on traffic volumes, road functional class, and community demand.	TCTC	Annually
3	Develop road maintenance scenarios for evaluation.	TCTC	Annually
4	Identify maintenance/resurfacing/rehabilitation projects within available funding.	TCTC	Annually
5	Identify potential roadway rehabilitation and repaving projects for the County and each local agency to be included in the RTP.	TCTC	Annually

## Product

Task		Responsible Party	Schedule
1	Survey one-third of the paved county roads and update database.	TCTC	July-June
2	Reports prioritizing maintenance needs.	TCTC	Annually
3	Bridge inventories with sufficiency rating.	TCTC	Annually
4	County roadway rehabilitation project identification.	TCTC	Annually

## Work Element 800 Short Range Transit Plan

Work Element 800						
	RPA FUNDS		LTF	PPM	SB1 & Formula	TOTAL
	TCTC	Consultant				
Sub-Total	\$-	\$-	\$11,013	\$-	\$85,000	\$-
Total		\$-	\$11,013	\$-	\$85,000	\$96,013

### Purpose

Work Element 800 will support the SB 1 Sustainable Communities Grant funds to develop a comprehensive Short Range Transit Plan (SRTP) that will identify the existing and future regional transit needs for Tehama County, guide the Tehama Rural Area eXpress's (TRAX) future growth, develop a set of policies to define TRAX growth objectives, develop performance measures to track the success of the system, and develop an implementation plan that will provide a feasible plan for planning and funding operational and capital needs for TRAX. The initial SB 1 Sustainable Communities Grant will cover a period of three (3) years to complete. The final deliverable will be an adopted SRTP. The SRTP will be developed by a consultant team. Details for the consultant contracting process are below:

An RFP for a consultant was advertised May 4, 2021 with a close date of June 8, 2021. The proposed budget is as follows:

Short Range Transit Plan Funding		
Recipient	Total Funds	Percentage
Consultant	\$68,000	80%
Commission	\$17,000	20%
Total	\$85,000	100%

Any additional costs from consultant will be covered by Local Transportation Funds (LTF).

### Previous Accomplishments

Developed RFP. Advertised RFP starting on May 4, 2021.

## Task/Activity

Task	Responsible Party	Schedule
1 Solicit a Request for Proposal for Consultant.	TCTC	May 2021
2 Collect, review and analyze existing plans and data.	TCTC	July 2021
3 Assess existing transit services and needs.	TCTC	July 2021
4 Develop First/Last Mile Strategies.	TCTC	Sept. 2021
5 Coordinate and facilitate community and stakeholder meetings.	TCTC	Sept-Nov 2021
6 Develop draft policies, goals and performance standards.	TCTC	Jan. 2022
7 Evaluate current and future Capital and Operational needs.	TCTC	March 2022
8 Develop Implementation Plan.	TCTC	April 2022
9 Draft Short Range Transit Plan.	TCTC	May 2022

## Product

Task	Responsible Party	Schedule
1 Executed Consultant Contract.	TCTC	July 2021
2 First/Last Mile Strategies.	TCTC	Sept. 2021
3 Marketing Plan and Fare Analysis.	TCTC	Nov. 2021
4 Final adopted SRTP.	TCTC	June 2022

## Work Element 611: Caltrans Informational Element Caltrans' Overall Work Program Element Fiscal Year 2021-2022

Activity Description	Product	Funding Source	Due Date
Coordinate with Tehama County RTPA staff for review of the of Regional Transportation Plan (RTP)	Tehama County RTP	State and Federal Funds	Annually
Assist RTPA staff with programming documents for the RTIP & future amendments	Tehama County RTP	State and Federal Funds	Quarterly
Monitor OWP work progress, process OWP invoices for payment, including grant progress	Payment of Invoices, Various Transit Grants	State and Federal Funds	Monthly
System Management	State Rail and Freight Mobility Plan CTIPS Database ITMS Database	State and Federal Funds	Monthly
Tehama County Intelligent Transportation System (ITS) Architecture	Tehama County ITS Architecture Plan Updates and Amendments	State and Federal Funds	Annually
Assist Tehama County RTPA Staff in outreach and participation by Native American Tribal Governments	Participation by Tribes in the Transportation Planning Process	State and Federal Funds	Bi-monthly
Multi-modal Planning Coordination	Aeronautics, Bicycle Plan, Transit Planning, Pedestrian, ADA Accessibility	State and Federal Funds	Quarterly
Coordination with staff on miscellaneous transportation related issues	Public Participation, Greenhouse Gas/Air Quality Intergovernmental Review	State and Federal Funds	Ongoing

## Appendix B

### Sample Eligible and Ineligible Regional Transportation Planning Activities

As the name indicates, transportation planning funds Rural Planning Assistance (RPA) are to be used for activities associated with the regional transportation planning process. A wide variety of regional transportation planning activities are eligible for transportation planning funds. This list is illustrative, not inclusive.

#### Eligible Activities include, but not limited to:

- Participate in Federal and State Clean Air Act transportation related air quality planning activities.
- Identify and analyze issues relating to integration of regional transportation and community goals and objectives in land use, housing, economic development, social welfare and environmental preservation.
- Develop and/or modify tools that allow for better assessment of regional transportation impacts on community livability.
- Consider alternative growth scenarios that provide information on compact development and related infrastructure needs and costs as it relates to regional transportation planning.
- Involve the public in the regional transportation planning process.
- Establish and maintain formal consultation with Native American Tribal Governments enabling their participation in local and state transportation planning and programming activities.
- Identify and document transportation facilities, projects and services required to meet regional and interregional mobility and access needs.
- Define solutions in terms of the regional multimodal transportation system, land use and economic impacts, financial constraints, air quality and environmental concerns (including wetlands, endangered species and cultural resources).
- Assess the operational and physical continuity of the regional transportation system components within and between metropolitan and rural areas and interconnections to and through regions.
- Identify the right-of-way for future transportation projects, including unused right of way needed for future transportation corridors and facilities.
- Investigate methods to reduce vehicle travel and to expand and enhance travel services.
- Incorporate transit and intermodal facilities, bicycle transportation facilities and pedestrian

walkways in regional transportation plans and programs where appropriate.

- Conduct regional transit needs assessments and prepare transit development plans and transit marketing plans as appropriate.
- Consider airport ground access transportation and transportation to ports, recreational areas and other major trip-generating sites in planning studies as appropriate.
- Develop life cycle cost analyses for all proposed transportation projects and services, and for transportation rehabilitation, operational and maintenance activities.
- Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, programs and actions that maximize and implement the regional transportation infrastructure.
- Conduct collaborative public participation efforts to further extend transportation planning to communities previously not engaged in discussion.
- Create, strengthen, and use partnerships to facilitate and conduct regional transportation planning activities among California Department of Transportation (Department), MPOs, RTPAs, Native American Tribal Governments, transit districts, cities, counties, the private sector and other stakeholders.
- Develop partnerships with local agencies responsible for land use decisions to facilitate coordination of regional transportation planning with land use, open space, job-housing balance, environmental constraints and growth management.
- Utilize techniques that assist in community-based development of innovative regional transportation and land use alternatives to improve community livability, long-term economic stability and sustainable development.
- Use partners to identify policies, strategies, programs and actions that enhance the movement of people, goods, services and information on the regional, inter-regional, and state highway system.
- Ensure that projects developed at the regional level (not project specific) are compatible with statewide and interregional transportation needs.
- Review the regional project ranking process and programming guidelines ensuring comprehensive cost/benefit analysis of all project types are considered.
- Develop joint work programs with transportation and air quality agencies, including transit operators, to enhance coordination efforts, partnerships, and consultation processes, eliminate or reduce redundancies, inefficient or ineffective resource use and overlapping review and approvals.

- Identify and address regional transportation issues relating to international border crossings, and access to seaports, airports, intermodal transportation facilities, major freight distribution routes, national parks, recreation areas, monuments and historic sites, military installations; and military base closures.
- Conduct planning activities (including corridor studies, and other transportation planning studies) to identify and develop candidate projects for the Federal Transportation Improvement Program (FTIP).
- Preserve existing transportation facilities, planning ways to meet transportation needs by using existing transportation facilities more efficiently, with owners and operators of transportation facilities/systems working together to develop operational objectives and plans which maximize utilization of existing facilities.
- Involve federal and state permit and approval agencies early and continuously in the regional transportation planning process to identify and examine issues to develop necessary consensus and agreement; collaborate with Army Corps of Engineers, National Fish and Wildlife Service, Environmental Protection Agency and other federal agencies responsible for permits and National Environmental Protection Act (NEPA) approvals and with state resources agencies for compliance with California Environmental Quality Act (CEQA).
- Document environmental and cultural resources, and develop and improve coordination between agencies using Geographic Information Services (GIS) and other computer-based tools.

#### Regional planning documents, consistent with federal and state requirements:

- Regional Transportation Plans (RTP)
- Transportation Improvement Programs (TIP)
- RTP and TIP environmental compliance
- Overall Work Programs (OWP) and Amendments
- Overall Work Program Agreements (OWPA) and Amendments
- Master Fund Transfer Agreements (MFTA)
- Corridor studies

#### Ineligible Activities include, but not limited to:

- Non-planning related TDA administration such as fulfilling TDA auditing requirements, processing TDA invoices and fund reports, TDA allocation and claims process, etc. (planning related activities such as Unmet Transit Needs assessment are eligible if they support the regional transportation planning process and RTP).

- Non-planning related transit administration for 5310, 5311, JARC, New Freedom, etc. including application development and assistance (review of 5310 applications and programming of funds as it relates to the TIP process are eligible planning activities).
- RHNA Process (portions may be eligible, but not the RHNA process as a stand-alone task).
- Project development documents such as Project Initiation Documents and Project Study Reports.
- Review of project level EIRs is only eligible if it is to ensure consistency and compliance with the MPOs/RTPAs RTPs and other regional transportation planning plans and products.
- Implementation of a study or plan.
- Project Delivery activities.
- City or county level transportation studies unless it is regionally significant or has a direct effect on the highway/transit system.
- Lobbying.
- Project design, engineering, and construction.
- If you are using toll credits as local match, MPOs' OWP administrative work element must be funded with an additional funding source. This is due to the OWP containing ineligible work elements (not funded with CPG), and other funding sources being managed through the OWP.
- Association membership dues and staff time attending CALCOG, NARC, AMPO, NSSR, etc. if planning activities are not segregated.