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| <b>SHASTA COUNTY RTPA<br/>POLICY AND PROCEDURE MANUAL</b> |   | Number    |
|   |   | 5-1 Rev.1 |
| SECTION: Rules of the Shasta County RTPA                  | Policy to Prioritize the Distribution of Federal Planning Funds |           |
| APPROVAL DATE: Rev No1. 2/26/08                           |   |           |
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**POLICY TO PRIORITIZE THE DISTRIBUTION OF  
FEDERAL PLANNING FUNDS**

**INTRODUCTION**

Annually, the Shasta County Regional Transportation Planning Agency (RTPA) is allocated Metropolitan Planning Funds (PL) to perform mandated transportation planning for Shasta County in accordance with the Memorandum of Understanding between the Shasta County RTPA and Caltrans. These responsibilities are performed by RTPA staff under the direction of the SCRTPA Executive Director.

Funds are budgeted through the Overall Work Program (OWP). There is an 11.47% agency match. The PL match requirements for these tasks shall be provided from Transportation Development Act (TDA) funds, or other available revenue sources that are authorized for administrative uses. These funds are subject to annual audits. The RTPA shall maintain \$450,000 in reserve to cover contingencies and delays in the federal budget process.

**FUNDING PRIORITIES**

- Priority 1. RTPA core planning functions. Processes and reports required to be completed with PL funds are:
- Regional Transportation Plan (RTP) – Every five years (due to attainment). Inclusive of agency staff.
  - Traffic model runs and updates
  - Traffic Volume Inventories
  - Highway Pavement Management System
  - Public transit participation in the RTPA planning process
  - Non-motorized planning
  - Review of Transportation Enhancement projects
  - Regional Aviation system planning
  - Federal Transportation Improvement Program (FTIP/FSTIP) – Biennial update of a four-year program
  - Regional Transportation Improvement Program (RTIP) – Biennial update of a five-year program.
  - Review of State Highway Operations and Protection Program (SHOPP)
  - Review of development projects in accordance with the Office of Planning Research procedures.
  - Planning policy meetings, RTPA meetings, and training. Inclusive of agency staff.
  - Transportation Development Act administration
  - Inclusion of public transportation providers in the planning process.
  - Review of public transit performance
  - Overall Work Program (OWP) – January of each year

- Adoption and maintenance of a public participation plan.
- Public outreach
- Coordinated Human Transportation Plan updates (follows RTP cycle)
- Coordination with Caltrans to satisfy federal planning and programming processes.
- Consultation with tribal governments in the planning process.
- Ensure that plans, programs and projects conform to applicable air quality standards.
- Collect and analyze data reflecting existing and historical information that is the basis for local project cost estimates and revenue projections.
- Environmental stewardship in planning and programming transportation projects
- Intelligent Transportation Systems implementation and updates
- Area transportation plans and revenue programs
- RTPA Administration – meetings, fiscal audits, accounting, administer grants, correspondence, and legal counsel.

Priority 2. RTPA planning functions performed by outside consultants under contract to the RTPA and planning functions performed by member agency staff in support of RTPA core planning functions.

- Agency bike plan updates
- Short and Long-Range Transit Plan updates including review and implementation
- Public transit administration – analysis of ridership, internal circulation planning, conferences, RTPA meetings, and preparation of grant applications

Priority 3. RTPA planning functions performed by member agency staff in support of ongoing data collection that relates to Federal Planning Emphasis Areas (PEAs).

- Accident surveillance
- Traffic device control and inventories
- Studies related to traffic circulation
- Transportation safety management and monitoring
- Deficiency and needs studies

Priority 4. Projects in support of regional plans and programs that include the state highway system.

Priority 5. Projects in support of regional plans and programs that do not include the state highway system.