

FY 2015-16



Overall Work Program & Budget

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Humboldt County Association of
Governments (HCAOG)
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Humboldt County Association of Governments FY 2015-16 Overall Work Program (OWP) & Budget

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INTRODUCTION

The Humboldt County Association of Governments (HCAOG) as the federally designated Regional Transportation Planning Agency (RTPA) for Humboldt County is responsible for coordinated transportation planning, and programming transportation funding for the County of Humboldt.

The RTPA performs transportation needs and related studies; prioritizes specific infrastructure improvements; and pursues prospective funding sources.

Specific mandated RTPA duties include preparing and adopting the Regional Transportation Plan, the Regional Transportation Improvement Program (RTIP), and the Overall Work Program & Budget to allocate federal and state funds, including Transportation Development Act funds, to local governments and transit operators.

HCAOG HISTORY

HCAOG was established on May 7, 1968, through a Joint Powers Agreement (JPA) signed by the eight local governments in the region (the seven incorporated cities and the unincorporated County). On July 20, 1972, HCAOG was designated by the State of California as the RTPA for the County of Humboldt.

California State Legislature since January 1, 1986, authorizes counties to form or designate a Service Authority for Freeway Emergencies (SAFE). In 1993, pursuant to Section 2550 of the Streets and Highway Code, the County and cities designated HCAOG as the SAFE agency in Humboldt County. SAFE responsibilities are primarily to plan, implement, and maintain an emergency call box system. There are currently 62 call boxes on Highways 101 and 299. The operation of the SAFE program is funded by a \$1.00 yearly fee on vehicle registrations in Humboldt County assessed through the Department of Motor Vehicles. Coordination and consultation with Caltrans and the California Highway Patrol (CHP) concerning the siting and installation of new call boxes is necessary for implementation. In 2014 the HCAOG Board contracted with the CHP for dispatch services and supplemental patrols on State Highways 36 and 96.

RTPA duties are also prescribed by other legislation, including the federal transportation bill, Moving Ahead for Progress in the 21st Century Act of 2012 (MAP-21), California legislation in the Global Warming Solutions Act (AB 32, 2006), California Sustainable Communities Strategy (SB 375, 2008), and the California Complete Streets Act (AB 1358, 2008).

Humboldt County's population of approximately 135,000 is served by approximately 1,800 miles of maintained highways, county and tribal roads, and city streets. The political structures of the

HCAOG Mission Statement

To develop, operate, and maintain a well-coordinated, balanced, countywide multimodal transportation system that is safe, efficient, and provides good access to all cities, communities, and recreational facilities, and into adjoining regions. A balanced multimodal transportation system includes but is not limited to highway, public transit, aviation, marine, railroads, recreation, bicycle, pedestrian, and utility systems.

region include the seven incorporated cities, the County of Humboldt, eight federally recognized Native American governments, and numerous Community Service Districts. Regional transportation planning involves coordinating and collaborating with an assortment of partners to develop a shared vision for transporting goods and people, and to create a functional, balanced, multi-modal transportation system.

Purpose of the Overall Work Program

Each year HCAOG prepares an Overall Work Program (OWP) & Budget describing all comprehensive planning activities for specific transportation planning and project activities to be accomplished between July 1 and June 30 (the State fiscal year). The OWP is prepared in accordance with the California Department of Transportation Regional Planning Handbook. The objectives and tasks are developed in accordance with the goals and policies of HCAOG's adopted 2014 Regional Transportation Plan; Variety in Rural Options Of Mobility (*VROOM*).

An OWP is a working document that is amended during the year to reflect changes in legislation, policies, priorities, funding, or staffing.

Regional transportation planning activities that are carried out by other agencies are listed in the Information Element of the OWP.

HCAOG BOARD AND COMMITTEES

The HCAOG Board of Directors is directly served by HCAOG's four standing committees and five full-time staff.

HCAOG Board and Policy Advisory Committee

The HCAOG Board of Directors is comprised of eight members: the Chairman of the Board of Supervisors and the Mayors of Humboldt's seven cities. Any such official may designate another member of his governing body as an alternate. The Board annually appoints an Executive Committee to carry out administrative and executive functions between regular monthly meetings. This three-member committee consists of the HCAOG Chair, Vice-Chair, and an additional Board member selected by the Board. The Executive Committee meets on an as-needed basis.

The Policy Advisory Committee (PAC) consists of all members of the Board in addition to a Caltrans representative and the Chair of the Humboldt Transit Authority. The PAC recommends, to the Board, formal action on all transportation-related matters.

Technical Advisory Committee

HCAOG's Technical Advisory Committee (TAC) advises the HCAOG Board on technical matters, funding allocations, and transportation programs. This eighteen-member committee consists of representatives of public works or transportation staff of each of the Joint Powers entities, Native American tribes and Rancherias, transit managers, Caltrans, and the California Highway Patrol. The TAC gives staff direction in developing the Regional Transportation Improvement Program (RTIP), Regional Transportation Plan (RTP), and the annual OWP.

Social Service Transportation Advisory Council

The Social Services Transportation Advisory Council (SSTAC) is established to advise HCAOG on the public transportation needs of the region. The SSTAC is required to have a minimum of nine members representing the transit community, including handicapped and senior transit users, social service provider representatives, low-income representatives, and representatives of the Consolidated Transportation Service Agency (CTSA). The HCAOG Board has appointed additional members to the SSTAC in accordance with Public Utilities Code 99238(b).

The SSTAC was established in compliance with Senate Bill 498 (1987) and, pursuant to Public Utilities Code 99238(c), has the following responsibilities:

1. Annually participate in identifying transit needs in the jurisdiction.
2. Annually review and recommend to the RTPA that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.
3. Advise the RTPA on any other major transit issues, including the coordination and consolidation of specialized transportation services.

A subcommittee of the SSTAC serves as HCAOG's Federal Transit Administration (FTA) Section 5310 Evaluation Committee. The subcommittee ranks applications for Section 5310 funds to buy transit vehicles and equipment.

Service Coordination Committee

The Service Coordination Committee (SCC) consists of representatives from local public and private transit operators, local colleges, and Caltrans. The SCC advises the HCAOG Board on all matters general or relevant to regional transit issues. The SCC regularly reviews transit performance and productivity issues, recommends annual transit claims to the HCAOG Board, and provides input on the annual unmet transit needs process.

REGIONAL COMMITTEES

HCAOG is a member of:

California Association of Councils of Government (CALCOG)

CALCOG works to ensure the success of its members by facilitating communication and information sharing between members, other local officials, state and federal agencies, and the public. Most members are formed as councils of governments (COGs), meaning they represent joint powers agreements of cities and counties, while others are transportation commissions created by statute.

Rural Counties Task Force (RCTF)

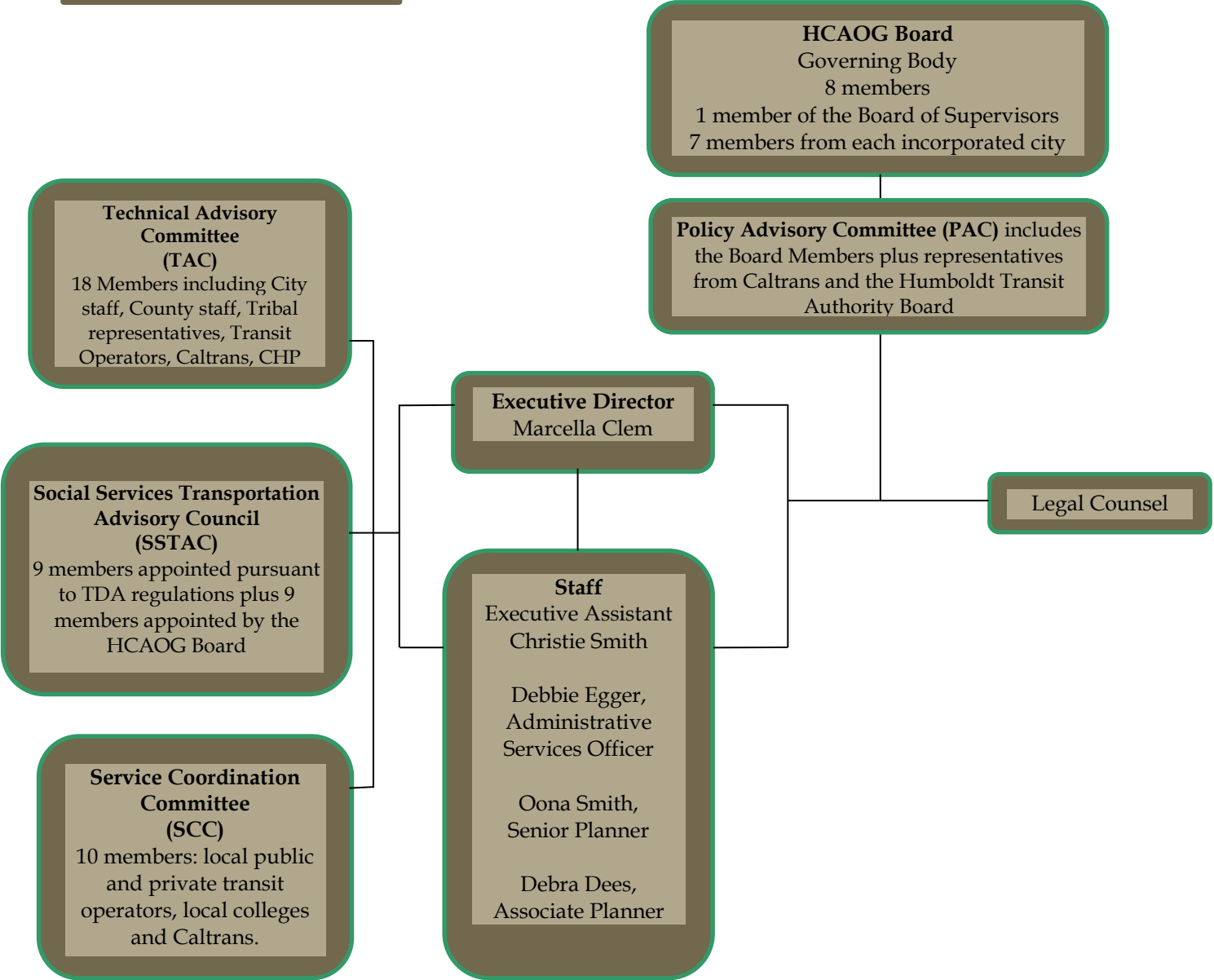
The State of California contains 26 rural counties, which generally have populations of less than 250,000 and do not have a single urbanized area greater than 50,000. Rural counties provide food, fiber, timber, and mineral products for California industry and residents, as well as recreation for urban residents and tourists. In order to provide a direct opportunity for the small counties to remain informed, have a voice, and become involved with changing statewide transportation policies and programs, a task force was formed in 1988 as a joint effort between the California Transportation Commission (CTC) and the rural counties. There are 26 rural county Regional Transportation Planning Agencies (RTPAs) or Local Transportation Commissions represented on the Rural Counties Task Force (RCTF).

The RCTF is an informal organization with no budget or staff that generally meets every other month. A member of the CTC usually acts as liaison to the RCTF, and CTC and Caltrans staff typically attend these meetings to explain and discuss changing statewide transportation issues that may be of concern to the rural counties.

North State Super Region (NSSR)

Regional transportation planning agencies from 16 counties in Northern California came together on October 20, 2010, to sign a memorandum of agreement. This agreement created an alliance between the agencies to work together and support each other on issues related to transportation and to have a unified voice representing the North State.

ORGANIZATIONAL CHART



PUBLIC PARTICIPATION PROCESS

Public participation and inter-governmental consultation is integral to the development of transportation plans, programs, and projects. An open and accessible consultation and public participation process is critical for discussing and resolving regional transportation issues.

HCAOG adopted a Public Participation Plan in July 2014. General strategies include but are not limited to:

- Provide timely public notice;
- Hold accessible public meetings and workshops;
- Produce user-friendly plans and documents;
- Develop and apply visualization techniques;
- Utilize Facebook for announcements;
- Utilize the HCAOG website for distribution of plans, documents and announcements;
- Maintain and utilize contact lists of interested parties;
- Work with local mass media to encourage public awareness;
- Conduct surveys.



HCAOG uses a number of committees, public hearings, workshops, surveys, and publications to inform, gauge, and respond to public concerns regarding regional issues. HCAOG's SSTAC will ensure that there is an adequate effort made to include the traditionally under-served and under-represented in the planning unmet transit needs process.

HCAOG staff works closely with a number of the Native American tribal governments in the region. In 2013, the HCAOG Board adopted criteria for membership on the Board. Interested parties, including a Joint Powers Agency formed by tribes have an opportunity to obtain a seat on the HCAOG Board through adherence to the adopted criteria. HCAOG endeavors to enlist tribal involvement through outreach efforts by encouraging membership and participation with HCAOG committees, projects and activities, in addition to attending meetings, workshops and activities sponsored by the Tribes. The North Coast Tribal Transportation Commission (NTTC) is a cooperative transportation improvement initiative comprised of federally recognized tribes in Northern California. The NCTTC was formed to seek federal, state, and local funding, to promote safe and efficient modes of transportation, to seek opportunities to preserve contemporary and traditional modes and routes of transportation, to raise awareness of tribal transportation issues, and to represent Humboldt County tribes' transportation issues and priority projects at federal, inter-tribal, tribal, state, and county levels.

FEDERAL PLANNING FACTORS

The U.S. Congress issues federal planning factors (Title 23 United States Code, Section 134(f)), which they revise when they reauthorize the federal transportation bill which should also be incorporated in the OWPs of Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs). The eight planning factors (for both metropolitan and statewide planning) are listed in the matrix below.

Planning Emphasis Areas (PEAs) for transportation planning are also developed at the national level (jointly by FHWA and FTA). However, while MPOs must incorporate the PEAs into their OWPs, RTPAs are not required to do so.

Federal Planning Factor HCAOG Work Element

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
a. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X	X	X	X	X	X	X	X		X		X	X	X	X	
b. Increase the safety of the transportation system for motorized and non-motorized users.	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	
c. Increase the security of the transportation system for motorized and non-motorized users.	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	
d. Increase the accessibility and mobility of people and for freight.	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	
e. 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.	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
f. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	
g. Promote efficient system management and operation.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
h. Emphasize the preservation of the existing transportation system.	X	X	X	X			X		X	X	X	X	X	X	X	X	X	X	X	

BUDGET SUMMARY REVIEW

The Draft Fiscal Year 2015-2016 Overall Work Program (OWP) & Budget requires a total of ~~\$1,186,775~~ \$1,344,806 funded from a combination of state and local funding.

Local Funding

Local Transportation Fund (LTF): A total of \$246,377 is programmed in this OWP. Of that amount \$230,000 is FY 2015-16 LTF funds and \$16,377 is carryover from FY 2014-15. ~~This Draft OWP programs \$230,000 in LTF~~

Service Authority for Freeway Emergencies (SAFE): The call box program allows for administration, management, and implementation of various studies and services including the countywide system of call boxes: A total of ~~\$190,000~~ 290,000 is programmed in this year's OWP.

Of the total draft 2015-16 OWP funds, the commitment from local funding sources totals ~~\$420,000~~ 536,377 (35.4%).

State Funding

Planning, Programming & Monitoring (PPM): In accordance with SB 45 provisions (as revised under AB 608, effective 1/1/02 up to 5% of Humboldt County's Regional Choice (SB 45) funds may be utilized for eligible PPM activities.

A total of ~~\$198,375~~ 198,375 in PPM funds are programmed in this OWP. Of that amount, \$22,000 is FY 2013-14 carryover ~~to local agencies (WE 4),~~ \$76,375 is FY 2014-15 carryover ~~60,500 to a consultant (WE 11), \$15,875 to a consultant (WE 17)~~ and \$100,000 in FY 15-16 funds.

Rural Planning Assistance (RPA): State RPA funding is ~~expected to be~~ available to rural agencies to assist with transportation planning duties. This fiscal year the ~~In addition to the~~ annual allocation ~~is of~~ \$337,000, with an additional \$41,654 in carryover funds from FY 2014-15. HCAOG also received two Excess RPA transportation planning grant awards for regional projects:

- Highway 101, Downtown, and Riverwalk Connectivity Planning Study (\$26,000) and
- Eureka Waterfront Trail to Rio Dell Trail Connection (\$20,000).

(Excess RPA funds were made available by regional agencies that did not use their RPA allocations in a timely manner.)

A total of ~~\$424,654~~ 383,000 in RPA funds are programmed in this OWP. Of that amount, \$46,000 in Excess RPA funds (WE's 14 and 16), ~~and~~ \$337,000 is HCAOG's annual allocation, and \$41,654 in carryover.

Sustainable Communities Planning Grant: The City of Fortuna was successful in the FY 2015-16 Sustainable Transportation Planning cycle for the Highway 101, Downtown, and Riverwalk Connectivity Planning Study, funded under the State Highway Account (SHA). This is in addition to the \$26,000 that HCAOG was awarded in Excess RPA grants. As a means to streamline administrative cost between the City of Fortuna and Caltrans, HCAOG has agreed to be the Lead Applicant for this project with the City of Fortuna as a Sub-Applicant. The total Amount awarded is \$185,400.

Of the total funds for fiscal year 2015-16, State funding sources total ~~\$808,429-766,775~~ (64.6%).

Budget Summary Table

	Work Element	Local Funds			State Funds			SHA Grant	Total
		SAFE	LTF	LTF Amendment	PPM	RPA	RPA Amendment		
1	Current Planning		30,000	26,377		121,000	124,950		151,327
2	Advanced Planning		200	200		16,000	16,000		16,200
3	Planning Programming		1,700	1,700	40,000	16,900	25,000		66,700
4	Project Delivery and Oversight				33,100				33,100
5	Overhead Costs		103,000	103,000					103,000
6	Grant Development		10,200	10,200		12,100	12,100		22,300
7	Public Outreach					11,300	11,300		11,300
8	Training		3,300	3,300	18,200				21,500
9	TDA Fund Management		70,900	60,900					60,900
10	Regional Transportation Plan Implementation				2,000	47,300	47,300		49,300
11	Pavement Management Program				67,000	7,500	19,004		86,004
12	HSTP Implementation				6,500				6,500
13	Unmet Transit Needs					21,200	39,300		39,300
14	Highway 101, Fortuna, Riverwalk Connectivity					26,000	26,000	185,400	211,400
15	Safe Routes to School Tool					6,900	6,900		6,900
16	Eureka Waterfront Trail to Rio Dell		6,000	6,000		20,000	20,000		26,000
17	Alternative Transportation Funding		800	30,800	31,575				62,375
18	Rural Transit Transport		3,900	3,900					3,900
19	OWP Programming					76,800	76,800		76,800
20	SAFE Program	290,000							290,000
	Total	290,000	230,000	246,377	198,375	383,000	424,654	185,400	1,344,806

Local Transportation Funds (LTF)
 Planning Programming and Monitoring (PPM)
 Service Authority for Freeway Emergencies (SAFE)
 Rural Planning Assistance (RPA)

Work Element 1 Current Planning

Purpose Statement:

Current Planning covers the extensive RTPA duties for general transportation planning duties.

Previous, ongoing and future years' work:

This is an annual work element. This work element covers routine transportation planning duties such as preparing for, attending meetings and maintaining communications and outreach activities.

Task		Product	Schedule
1	Day-to-day transportation planning duties, including monitoring state and federal legislative activities, and gathering information for Public Records Act and transportation correspondence. Develop and maintain contacts. Update the HCAOG website and social media such as Facebook.	Public records requests, transportation related correspondence, HCAOG website	HCAOG Staff-through 6/16
2	Attend meetings for transportation planning at local government and tribal meetings (City Council, Tribal Council, Board of Supervisors, North Coast Tribal Transportation Commission (NCTTC) and other Joint Power Authorities in the region.	Record of meetings	HCAOG Staff-through 6/16
3	Participate in transportation organizations and committees, such as the North State Super Region (NSSR), California Association of Councils of Governments (CALCOG), and Aspiring Counties meetings. RPA funds will not be used for attendance or expenses associated with this task.	Meeting agendas, minutes, staff reports, and meeting documents	HCAOG Staff-through 6/16
4	Prepare for, plan, and attend HCAOG Board, Executive Committee, TAC, SSTAC and SCC meetings. Includes posting meeting agendas and materials to HCAOG website.	Record of meeting records	HCAOG Staff-through 6/16
5	Allocate annual dues for membership in the Rural Counties Task Force, and CALCOG. RPA funds will not be used for these costs.	Membership to RCTF and CALCOG	HCAOG Staff-through 6/16
6	Prepare staff reports for HCAOG Board and committee meetings	Staff reports	HCAOG Staff-through 6/16

WE 1 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	State RPA	
HCAOG Staff	13,877	121,000 124,950	134,877 138,827
CALCOG/NSSR/Aspiring Counties Meetings, Committee member mileage	6,500		6,500
Membership dues	6,000		6,000
Total	\$26,377	\$121,000	\$147,377151,327

Work Element 2 Advanced Planning

Purpose Statement:

Advanced planning covers long-range transportation duties to achieve HCAOG mission goals. Promotes working relationships with federal, state, inter-regional, local and regional agencies involved in transportation, including rail, port, air quality, aviation, public transit and land use planning, as well as public health and social services.

Previous, ongoing and future years' work:

This is an annual work element. Previous and ongoing tasks include coordinating with transportation-related agencies and Caltrans to develop and maintain a functional sustainable transportation system.

Task		Product	Schedule
1	Participate in collaborative, multi-agency long-range transportation planning, including attending meetings, and researching legislation, policies, and funding for implementing multi-agency projects and programs. Outreach to local, state and federal agencies with transportation related duties and concerns.	Record of meeting	HCAOG Staff-through 6/16
2	Review agency reports, such as General Plans, EIRS, Transportation Plans, and other transportation-related studies to ensure consistency with HCAOG's long-range planning goals and objectives. Review correspondence of local clearinghouse, and federal, state and local agencies relating to transportation and planning issues.	Comment letters, and letters of concurrence	HCAOG Staff-through 6/16
3	Participate and coordinate with Caltrans District 1 including the Greater Eureka Area Technical Advisory Group and District 1 RTPA quarterly meetings.	Participation in Caltrans meetings	HCAOG Staff-through 6/16
4	Research passenger rail studies and services. Arrange a presentation on the Sonoma Marin Area Rail Transit (SMART) project. Monitor the upcoming Sacramento-Placerville Transportation Corridor Alternatives Analysis project by the El Dorado Transportation Commission and the Santa Cruz Passenger Rail study by the Santa Cruz Regional Transportation Commission.	Staff Reports, HCAOG Agenda	HCAOG Staff, Consultant-through 6/16
5	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-through 6/16

WE 2 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	RPA	
HCAOG Staff	200	14,500	14,700
Agency Meetings		500	500
Consultant		1,000	1,000
Total	\$200	16,000	\$16,200

Work Element 3 Planning and Programming State Funds

Purpose Statement:

Plan and administer state transportation planning funds and improvement programs associated with the Regional Transportation Improvement Program (RTIP) and State Transportation Improvement Program (STIP), including the Transportation Alternatives (TA) program, Regional Surface Transportation Program (RSTP), Highway Safety Improvement Program (HSIP), State Highway Operation and Protection Program (SHOPP), and review regional and state Active Transportation Projects (ATP).

Previous, ongoing and future years' work:

This is an annual work element. Ongoing tasks include project programming for the STIP, Interregional Transportation Improvement Program (ITIP) and TA program. This work element also includes annually renewing 5 *StreetSaver* licenses for the Pavement Management System.

Task		Product	Schedule
1	Attend CalRTPA, Rural Counties Task Force (RCTF), Caltrans, California Transportation Commission (CTC) and Road User Charge Pilot Program meetings and workshops.	Record of meetings	HCAOG Staff-through 6/16
2	Participate in the development of the STIP. and Active Transportation Projects (ATP) guidelines.	Record of meetings	HCAOG Staff-through 6/16
3	Draft and adopt the RTIP, which may include a call for projects, project ranking, programming and technical support to local governments in coordination with Caltrans and CTC staff.	2015 RTIP	HCAOG Staff-through 6/16
4	Attend ATP review committee meetings. Review Active Transportation Projects (ATP) regional and state applications and guidelines .	Record of meetings, ATP score sheets	HCAOG Staff-through 6/16
5	Carry out Regional Surface Transportation Program (RSTP) related duties for transportation planning and coordinate with local agencies, and tribal governments. Respond to and implement changes in the RSTP process that may arise from Federal Reauthorization and/or changes in HCAOG policies	Record of RSTP	HCAOG Staff-through 6/16
6	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports for HCAOG meetings	HCAOG Staff-through 6/16
7	Renew five <i>StreetSaver</i> licenses for the regional	Invoices	Annual Renewal
8	Renew Caliper Traffic Model license for the region.	Invoice	Annual Renewal

WE 3 Agency Responsibility and Funding

Agency	Funding Source			Total Costs
	LTF	PPM	RPA	
HCAOG Staff		40,000	8,100	40,000 48,100
Statewide Meetings	1,700		8,000	9,700
<i>StreetSaver</i> and Caliper Corporation license renewals			8,900	8,900
Total	\$1,700	\$40,000	\$16,90025,000	\$58,60066,700

Work Element 4 Project Delivery and Oversight

Purpose Statement:

One of HCAOG's key obligations as the RTPA, is oversight to ensure effective project development and delivery. This work element includes managing, reporting, and monitoring (projects) to effectively deliver projects funded with current resources and to capitalize on future resources.

Previous, ongoing and future years' work:

This is an annual work element. Ongoing tasks include member entities' activities associated with project engineering. For HCAOG it includes monitoring projects using federal, state, and local grant funds, and coordinating with local and tribal governments to develop projects that meet federal program guidelines.

	Task	Product	Schedule
1	Develop project study reports (PSRs), feasibility studies, capital improvement plans or major investment studies by local agencies in cooperation with regional agencies (PPM funds). <ul style="list-style-type: none"> City of Arcata - Roundabouts at Highway 255-101 Interchange (\$17,000). County of Humboldt - Public outreach and trail summit (\$5,000). 	PSR feasibility studies, major investment studies	Local and Tribal Governments-through 6/16
2	Monitor and review project delivery, implementation schedules, costs, and deadlines. Take necessary actions to prevent loss of funds to the region. Develop correspondence, allocation requests, time extension request, and reports.	Record of correspondence, allocation requests, time extension requests	HCAOG Staff, legal counsel-through 6/16
3	Attend Caltrans Local Assistance webinars and other Caltrans or local government or tribal meetings for PPM funded studies, ATP and STIP funded projects.	Record of meetings and webinars	HCAOG Staff-through 6/16
4	Prepare staff reports for HCAOG Board and committee meetings	Staff reports	HCAOG Staff-through 6/16

WE 4 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	PPM	
HCAOG Staff	11,100	11,100
Local and Tribal Governments	22,000	22,000
Total	\$33,100	\$33,100

Work Element 5 Overhead Costs

Purpose Statement:

Overhead costs cover the day-to-day expenses associated with HCAOG.

Previous, ongoing and future years' work:

This is an annual work element. Overhead costs include expenses associated with office lease, personnel duties, paying for Auditor-Controller accounting fees, legal counsel, and office maintenance. This work element is funded fully by local LTF funds.

Task		Product	Schedule
1	Office maintenance, lease, insurance, and legal services.	Organized functional office. Record of insurance and legal services.	HCAOG Staff-through 6/16
2	Printing, postage, publications, communication, office equipment, equipment lease.	Invoices.	HCAOG Staff-through 6/16
3	Perform personnel duties including employee performance reviews, and maintaining current Personnel Policies and Procedures. Administer and maintain employee compensation and benefits programs.	Performance reviews, personnel policies, personnel records.	HCAOG Staff-through 6/16
4	Maintain and upgrade computers as necessary, computer systems, network, website, and equipment.	Invoices for upgrades and maintenance	HCAOG Staff-through 6/16
5	Accounting and payroll services provided by the County of Humboldt	Record of payment for accounting and payroll services from auditor's office	Humboldt County-through 6/16
6	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-through 6/16

WE 5 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	LTF	
HCAOG Staff	15,500	15,500
HCAOG Overhead	69,250	69,250
Humboldt County Auditor	8,250	8,250
Legal Counsel	10,000	10,000
Total	\$103,000	\$103,000

Work Element 6 Grant Development

Purpose Statement:

Grant Development includes researching and providing technical assistance to local agencies for transportation grant opportunities and applications, as well as applying for grants with HCAOG as lead sponsor/agency.

Previous, ongoing and future years' work:

This is an annual work element. This work element includes tasks to assist members and local partners in applying for grants from various funding sources. HCAOG will assist local transit agencies with programs such as the Elderly and Disabled Specialized Transit Program (FTA 5310), Rural and Transit Intercity Bus (FTA Section 5311 & 5311(f)), and California Office of Emergency Services (Cal OES), and may attend the annual California Association for Coordinated Transportation (CalACT) workshop.

Task		Product	Schedule
1	Research and disseminate information on transit grants and transportation planning grants available to the region and assist with grant applications, including letters of support.	Informational notices. Support letters, Grant applications	HCAOG Staff-through 6/16
2	Attend workshops, meetings, review and programming of funds for FTA 5310 and 5311 Programs.	Program of Projects for the FTA 5310 and 5311 programs.	HCAOG Staff-through 6/16
3	Attend federal, state or local training, workshops on other transportation grant programs. Administer CALOES grants.	Agendas, performance/close out reports	HCAOG Staff-through 6/16
4	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-through 6/16

WE 6 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	RPA	
HCAOG Staff	10,000	10,100	20,100
Workshops and meetings	200	2,000	2,200
Total	\$10,200	\$12,100	\$22,300

Work Element 7 Public Outreach

Purpose Statement:

The Public Outreach serves to increase public awareness and understanding of HCAOG's regional transportation issues, goals, policies, and programs/plans.

Previous, ongoing and future years' work:

This is an annual work element.

Task		Product	Schedule
1	Prepare and publish public outreach materials (notices, service announcements, fliers, brochures, news releases, print and radio advertising, radio and television spots).	Record of Public notices, P.R. materials, record of media advertising	HCAOG Staff-through 6/16
2	Attend transportation-related working groups, forums, ceremonies (e.g. groundbreaking and ribbon cutting).	Attendance at events, workshops, forums, etc.	HCAOG Staff-through 6/16
3	Access Humboldt- Televised Board meetings	Invoices	Monthly
4	Prepare staff reports for HCAOG Board and committees.	Staff reports	HCAOG Staff-through 6/16

WE 7 Public Outreach

Agency	Funding Source	Total Costs
	RPA	
HCAOG Staff	8,000	8,000
Public Noticing, material printing and Announcements	2,000	1,000
Access Humboldt Broadcasting	1,300	1,300
Total	\$11,300	\$11,300

Work Element 8 Training

Purpose Statement:

The Training work element helps fund registration fees and travel costs for HCAOG board members and staff to attend transportation-related trainings and conferences for technical, planning, or management expertise.

Previous, ongoing and future years' work:

This is an annual work element.

Task		Product	Schedule
1	Attend transportation-related trainings, including planning academies, seminars, or workshops offered through Caltrans or other transportation agencies.	Agendas, training materials	HCAOG Board, HCAOG Staff-through 6/16
2	Attend administrative workshops and trainings to improve office efficiency and management.	Agendas, training materials	HCAOG Staff-through 6/16

WE 8 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	PPM	
HCAOG Board, TAC and Staff	1,300	17,000	18,300
Program costs, travel, etc.	2,000	1,200	3,200
Total	\$3,300	\$18,200	\$21,500

Work Element 9 Transportation Development Act (TDA) Fund Management

Purpose Statement:

TDA Fund Management is included to allocate and administer Local Transportation Funds (LTF) and State Transit Assistance (STA) funds to comply with federal and state laws and regulations.

Previous, ongoing and future years' work:

This is an annual work element. HCAOG reviews and approves TDA claims submitted for authorized uses.

HCAOG is also responsible to ensure that annual Fiscal and Compliance and Triennial Performance audits be prepared for all entities that claim TDA funds.

Task		Product	Schedule
1	Administer TDA Funds (LTF and STAF), including allocating and paying LTF and STA funds, administering a program of projects, processing claims and assisting claimants, and assisting with audits.	TDA funds (LTF and STAF) allocated	HCAOG Staff-through 6/16
2	Perform TDA fiscal and compliance audits; prepare financial review engagement for smaller transit agencies that do not require a fiscal and compliance audit; prepare reports and presentation to HCAOG Board.	Fiscal and Compliance and review engagement reports and presentation	Consultant-through 6/16
3	Follow up on Dial A Ride Consultant recommendations.		HCAOG Staff-through 6/16
4	Prepare staff reports for HCAOG Board and committees.	Staff reports	HCAOG Staff-through 6/16

WE 9 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	LTF	
HCAOG Staff	28,900	28,900
Fiscal and Compliance Audits	32,000	32,000
TDA Review Engagement Reports (4 transit agencies)	0	0
Total	\$60,900	\$60,900

Work Element 10 Regional Transportation Plan (RTP) Implementation

Purpose Statement:

The RTP Implementation work element covers procedural and ongoing tasks to carry out RTP policies and implement programs adopted in the RTP. This work element now includes tasks dedicated to promote multi-modal transportation emphasizing active transportation (walking, bicycling, as well as public transit). Efforts shall include educating, informing, marketing and promoting incentives for people to choose active transportation modes and reduce motorized trips. HCAOG works to ensure that local plans and programs are included in the RTP to establish eligibility for state and federal funding. Tasks associated with

Previous, ongoing and future years' work:

This is an annual work element. RTP implementation tasks are ongoing. HCAOG will next update the RTP by November 2017 and every four years thereafter. Previous work element 16 Active Transportation Program has been incorporated into this work element.

	Task	Product	Schedule
1	Implement policies and projects of the current Regional Transportation Plan.	Staff reports, policies	HCAOG Staff-through 6/16
2	Amendment to current RTP and development of 2017 RTP.	RTP amendments, staff reports, research	HCAOG Staff-through 6/16
3	Develop and distribute a Request for Proposal (RFP); select a qualified firm, finalize scope of work, execute and administer contract, manage project consultant for assistance with extracting performance measures from the regional traffic model.	Contract with Consultant.	HCAOG Staff-through 6/16
4	Analyze the traffic model to support performance measure data requirements.	Final report from Consultant	Consultant-through 6/16
5	Collaborate with agencies and organizations for public education and encouragement, including promoting Bike to Work Month and Walk to School Month (promoting active transportation), Humboldt Bay Trail Summit and other events. Disseminate active transportation educational and promotional materials (e.g. safety, education, Humboldt Bay Area Bike Map, transit connections, multi-modal travel, workshop materials, etc.).	Educational materials and events and promoting active transportation	HCAOG Staff-through 6/16
6	Promote active transportation on HCAOG website, including but not limited to the bicycle map, safety education, and relevant events.	HCAOG website with current active transportation information	HCAOG Staff-through 6/16
7	Bicycle and pedestrian counts for proposed bike projects in the Regional Bicycle Plan.	Bike counts.	HCAOG Staff-through 6/16
8	Facilitate and manage the annual monitoring of (progress in implementing) the Humboldt Regional Bicycle Plan. Coordinate and facilitate an ad hoc bicycle advisory committee for this review (per Bike Plan policy 3.2).	Bike Plan progress report	HCAOG Staff-through 6/16

9	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-through 6/16
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WE 10 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	PPM	RPA	
HCAOG Staff	2,000	35,300	37,300
Consultant		10,000	10,000
Books/Publications		2,000	2,000
Total	\$2,000	\$47,300	\$49,300

Work Element 11 Pavement Management Program

Purpose Statement:

The Pavement Management Program (PMP) provides HCAOG member entities and Native American Tribes the same, systematic method to evaluate roadway pavement conditions in the region, and prioritize their maintenance, rehabilitation, and reconstruction needs. This project will update the PMP database including overlays that are compatible with the Geographical Information System (GIS) centerline already in place for the larger entities.

Previous, ongoing and future years' work:

The PMP is updated every two to four years. HCAOG funded a regional Pavement Management Program in the FY 2009/10 and 2010/11 OWPs.

Task		Product	Schedule
1	Administer contract manage consultant and review reports.	Contract	HCAOG Staff-through 6/16
2	Evaluate pavement conditions: condition surveys/PCI calculations, M&R decision tree. Prepare budgetary analysis, draft and final reports.	PMP updates, GIS linkage	Consultant-through 4/16
3	Presentation to TAC and HCAOG Board.	Draft and final reports	Consultant-through 6/16
4	Prepare staff reports for HCAOG Board and TAC.	Staff reports	HCAOG Staff-through 6/16

WE 11 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	PPM	RPA	
HCAOG Staff		7,500	7,500
Consultant	67,000	11,504	67,000 78,504
Total	\$67,000	\$7,50026,504	\$74,50086,004

Work Element 12 Implementation of the Humboldt County Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan)

Purpose Statement:

The Coordinated Plan identifies projects that are eligible for funding from the federal Enhanced Mobility of Seniors & Individuals with Disabilities Program (FTA Section 5310). Implementing the Coordinated Plan will pursue strategies to address the transportation needs of persons of low income, persons with disabilities, and seniors.

Previous, ongoing and future years' work:

HCAOG updated the Coordinated Plan in December of 2013. This work element includes implementing identified projects in the adopted plan, and any needed amendments to incorporate a Capital Improvement/Replacement Program. HCAOG will coordinate with the SCC, SSTAC, regional partners, tribal governments, human service representatives, and other service providers.

Task		Product	Schedule
1	Coordinate professional review with Caltrans consultant, update plan as necessary.	Updated Coordinated Plan	HCAOG Staff/SCC/SSTAC–through 12/15
2	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff–through 1/16

WE 12 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	PPM	
HCAOG Staff	6,500	6,500
Total	\$6,500	\$6,500

Work Element 13 Unmet Transit Needs Process

Purpose Statement:

Unmet Transit Needs (UTN) covers the mandates required by law; ensure public transportation is community-responsive in a dynamic and changing service environment; and continually improving transit performance. The UTN process provides recommendations and data to the Regional Transportation Plan (RTP). The UTN process is also a key source for the Public Input Element (Element 10) of the RTP. It provides transit dependent and survey data supporting RTP policies to prioritize programs with the highest potential to increase transit ridership and reduce single occupancy ridership in the County. Results from the UTN process are also cited in the Tribal Transportation Element (Chapter 4).

Previous, ongoing and future years' work:

This is an annual work element. Activities in this work element include coordinate the planning process with transit agencies and the general public to address unmet transit needs.

Task		Product	Schedule
1	Review prior year transit needs assessment; collect census data and reports.	Data collected	HCAOG Staff-through 7/15
2	Coordinate with local and tribal governments, gather public information and comments.	email, letters	Consultant-through 11/15
3	Provide draft document to transit operators and SSTAC for review.	Draft UTN Report of Findings	Consultant-through 1/16
4	Prepare staff report, resolution and presentation to the HCAOG Board	Staff reports, Resolution	HCAOG Staff-through 2/16
5	Prepare staff report, resolution and presentation to the HCAOG Board	Final UTN Report of findings	HCAOG Staff-through 2/16

WE 13 Unmet Transit Needs Process

Agency	Funding Source	Total Costs
	State RPA	
HCAOG Staff	18,70036,300	18,70036,300
Newspaper Publications, public outreach, survey	2,5003,000	2,5003,000
Total	\$21,20039,300	\$21,20039,300

Work Element 14 Highway 101, Fortuna Downtown and Riverwalk Area Complete Streets and Connectivity Planning Study

Purpose Statement:

The City of Fortuna was successful in their application for a Sustainable Communities Planning Grant and was chosen as a recipient of \$185,400 for the Highway 101, Downtown, and Riverwalk Connectivity Planning Study. Upon request from Caltrans and agreement with the City of Fortuna, HCAOG has agreed to be the lead applicant for this project with the City of Fortuna as a sub-applicant in order to minimize the contracting process. The project also includes \$24,800 in local match (cash and in-kind) from the City of Fortuna, and \$26,000 in excess RPA funds awarded to HCAOG for a total project amount of \$236,200.

Previous, ongoing and future years' work:

This project is in the "Top Priority Regional Complete Street Projects" list in VROOM...Variety in Rural Regional Options of Mobility, HCAOG's current RTP. This planning effort will assist the City of Fortuna in advancing the resulting project to the next stage of implementation. This is a multi-year effort.

Task		Product	Schedule
1	Kickoff Meeting with City of Fortuna, HCAOG and Caltrans.	Agenda, meeting minutes	City of Fortuna, HCAOG Staff, Caltrans-7/15
2	Develop and distribute a Request for Proposals (RFP). Proposal ranking and selection; finalize scope of work, and administer contract, manage consultant.	RFP, staff report, Contract, invoices	City of Fortuna, HCAOG Staff-through 9/15
3	Formation of a Technical Advisory Group with Caltrans consultant and local partners. Four scheduled meetings total.	List of TAG members, Agendas, minutes	City of Fortuna, HCAOG Staff-through 10/16
4	Advertise and hold community outreach meeting to provide overview of the study, their role in the project, alternatives and next steps.	Advertisements, Flyers, Press Releases, PSA's, meeting agenda, minutes and presentation materials	City of Fortuna, HCAOG Staff, Consultant-through 9/16
5	Review Safety and Design Standards-City of Fortuna and HCAOG staff review of deliverables.	Safety and Design Standard memo	City of Fortuna, HCAOG Staff, Consultant-through 12/15
6	Review existing conditions by reviewing documents, identify Right of Way, assessing roadway, traffic conditions existing facilities and identifying environmental constraints-City of Fortuna and HCAOG staff review of deliverables.	Ownership & maintenance Overview map, Roadway and Traffic Assessment memorandum, Existing Facilities map, Environmental Constraints map	City of Fortuna, HCAOG Staff, Consultant-through 2/16
7	Develop Opportunities and Constraints analysis- City of Fortuna and HCAOG staff review of deliverables.	Opportunities and Constraints memorandum, map	City of Fortuna, HCAOG Staff, Consultant-through 4/16

8	Develop Conceptual Improvement Alternatives-City of Fortuna and HCAOG staff review of deliverables.	Conceptual design plans for alternatives, planning level cost estimates.	City of Fortuna, HCAOG Staff, Consultant-through 10/16
9	Public presentations of Concept Alternatives to the Fortuna City Council and HCAOG Board.	Meeting agenda, presentation materials, minutes.	City of Fortuna, HCAOG Staff, Consultant-through 11/16
10	Draft and Final Reports-City of Fortuna and HCAOG staff review of deliverables.	Draft and Final Reports	City of Fortuna, HCAOG Staff, Consultant-through 10/16
11	Project administration, invoice review, quarterly project status updates to Caltrans.	Project status updates.	HCAOG Staff-through 6/17
12	Identification and completion steps and studies necessary for funding eligibility.	Project Study Report for each project advanced for programming.	City of Fortuna, HCAOG Staff,-through 6/17
13	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports.	HCAOG Staff,-through 6/17

WE 14 Agency Responsibility and Funding

Agency	Funding Source			Total Costs
	Sustainable Communities Grant	RPA	Third Party In-Kind Local Match	
HCAOG Staff		13,000		13,000
Consultant	\$185,400	12,000		197,400
City of Fortuna			24,800	
Community Meeting outreach		1,000		1,000
Total	\$185,400	\$26,000	\$24,800*	\$211,400

* Not included in HCAOG Budget

Work Element 15 Regional Safe Routes to School

Purpose Statement:

The Regional Safe Routes to School Project will help coordinate SR2S efforts countywide to widely disseminate SR2S materials, tools, and concepts; to maximize resources from different agencies, districts, schools, and organizations; and to minimize duplication.

Previous, ongoing and future years' work:

The project will build on the work done in the last two fiscal years. HCAOG implemented the Regional SR2S Prioritization Tool, which created a GIS-based tool for prioritizing regional SR2S projects. In FY 2013/14, HCAOG attended the National SR2S bi-annual conference and participated in the advisory Humboldt Countywide Safe Routes to School Task Force (which formed under the initial project). HCAOG will continue participating in the task force. Future years' work may include assisting jurisdictions in preparing SR2S projects and keeping the Toolkit's database up-to-date.

Task		Product	Schedule
1	Prepare for and attend Humboldt Countywide SR2S Task Force monthly meetings and other SR2S-related meetings.	Attendance at meetings, minutes	HCAOG Staff-through 6/16
2	Disseminate and facilitate implementing the SR2S Prioritization Toolkit in conjunction with state, federal, grant, and other funding opportunities. Update Toolkit and implement recommendations of the Final SR2S Tool Report, to the extent feasible with current resources.	Toolkit database/inventory, project matrix, prioritization schedule/process	HCAOG Staff-through 6/16
3	Maintain the SR2S webpage on HCAOG's website.	Up-to-date regional Safe Routes to School webpage	HCAOG Staff-through 6/16
4	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-through 6/16

WE 15 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	RPA	
HCAOG Staff	6,900	6,900
Total	\$6,900	\$6,900

Work Element 16 Eureka Waterfront Trail to Scotia Connection

Purpose Statement:

The project objective is to provide a preliminary analysis to look at the potential of connecting the Eureka Waterfront Trail to the College of the Redwoods to the community of Scotia. This project will include interagency and public collaboration for the development of conceptual alignments for a rail with trail project or alternative Class I facility from Eureka to Scotia with the intention of serving the communities north and south to the College of the Redwoods and the greater Eureka and Eel River Valley.

Previous, ongoing and future years' work:

This project will continue work on a continuous regional trail system connecting the cities of Arcata, Eureka, Fortuna and Rio Dell and unincorporated communities south to Scotia and northeast to the City of Blue Lake.

Task		Product	Schedule
1	Kickoff Meeting with held during a regularly scheduled Technical Advisory Committee.	Agenda, meeting minutes, staff report	HCAOG Staff, TAC members - through 7/15
2	Request staff time and expertise from a member agency or develop and distribute a Request for Proposals (RFP). Proposal ranking and selection; finalize scope of work, and administer contract, manage consultant.	RFP, staff report, Contract, invoices	HCAOG Staff- through 9/15
3	Scheduling of agenda items at regularly scheduled TAC meetings or schedule directly after TAC meeting with interested TAC members to discuss progress and issues.	Agendas, minutes, staff reports	HCAOG Staff, TAC members - through 4/16
4	Creation of a Eureka to Scotia Basemap using existing aerial photos or other digital format mapping already available	GIS basemap, source references	Consultant- through 10/15
5	Review existing conditions by reviewing documents, general Right of Way issues, consistency with NCRA rail with trail guidelines and other high level constraints. Develop conceptual alignments based on TAC recommended sub-segments. Develop matrix for each sub-segment recommended by the TAC.	Updated basemap, Table matrix	Consultant- through 11/15
6	Coordinate public meeting with Regional Trail Summit or schedule a community meeting to gather feedback and ideas from the public	Advertisements, Flyers, Press Releases, PSA's, meeting agenda, minutes and presentation materials	HCAOG Staff, TAC members, Consultant - through 12/15
7	Update base map to incorporate community feedback and ideas.	Updated base map	Consultant- through 1/16
8	Draft and Final Reports	Summary report of project and next steps	Consultant- through 3/16
9	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff- through 6/16

WE 16 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	RPA	
HCAOG Staff	6,000		6,000
Consultant or local jurisdiction		20,000	20,000
Total	\$ 6,000	\$ 20,000	\$ 26,000

Work Element 17 Alternative Transportation Funding

Purpose Statement:

Pursue research and support the development of transportation funds for regional transportation needs.

Previous, ongoing and future years' work:

This is a continuation of a previous work element that focused on local transportation funds. This work element would expand the research and support for any source of potential funding or mechanisms for the regional transportation system, and assess next best steps. This work element can include public education and polling. Polling can also be a tool to educate the public about transportation funding issues.

Task		Product	Schedule
1	Research local, state, and federal potential transportation revenue strategies.	Record of research of potential revenue strategies	HCAOG Staff-through 6/16
2	Follow federal and statewide transportation funding initiatives that promote alternative funding or self-help assistance.	Record of attending or viewing Road User Charge Committee meetings	Consultant, HCAOG Staff-through 6/16
3	Facilitate a Board workshop and forum of industry experts to candidly discuss the opportunities, barriers and process of pursuing a transportation tax. Prepare education materials and presentations on transportation funding, (continued from FY 14-15 WE 17)	Workshop agenda, funding 101 Power Point, HCAOG funding options Power Point	Consultant, HCAOG Staff-through 10/15
3	Create and edit workshop summary and work plan. Follow-up on Board Approved Action Items.	Workshop summary and work plan, list of action items	Consultant, HCAOG Staff-through 12/15
4	Create and attend HCAOG Ad hoc meetings	Ad hoc agendas, list of action items	HCAOG Board and Staff-through 6/16
5	Collaborate with local agencies to raise funds for signature transportation projects such as regionally significant trail projects for the community.	Local match funding pool	HCAOG Staff-through 6/16
6	Conduct polling for local sales tax measure	Polling results	Consultant 6/16
7	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-through 6/16

WE 17 Agency Responsibility and Funding

Agency	Funding Source		Total Costs
	LTF	PPM	
HCAOG Staff	800	15,700	16,500
Consultant Workshop		15,875	15,875
Consultant Polling	30,000		
Total	\$30,800	\$31,575	\$62,375

Work Element 18 Rural Transit Transport *Continued*

Purpose Statement:

The goal of this project is to create a new revenue source for Humboldt’s most remote rural transit routes. The idea is to develop a transit management plan for a pilot project to offer local, small businesses transit service to transport their small-scale products to communities in southern and eastern Humboldt County, which would reduce the number of individual-vehicle freight trips in Humboldt, thereby cutting vehicle emissions. The new source of farebox revenue will help preserve and hopefully expand the existing rural transit routes.

Previous, ongoing and future years’ work:

Task		Product	Schedule
1	Project Management – Coordinate with stakeholders and facilitate Social Services Transportation Advisory Commission (SSTAC) and Service Coordination Committee (SCC) participation. Continue consulting with transit providers and riders, local businesses, and economic development staff.	Meeting agendas and meeting records	HCAOG Staff–through 6/16
2	Continue with pilot project, based on conclusions from the Feasibility Study. Perform cost/revenue analysis.	“Next Steps” project plan.	HCAOG Staff–through 6/16
3	Funding & Grant Applications – Research and solicit funding resources (including in-kind) to fund start-up capital, operating costs, and outreach/marketing program. Apply for grants.	Funding requests, grant applications.	HCAOG Staff, SCC–through 6/16
4	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff–through 6/16

WE 18 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	LTF	
HCAOG Staff	3,900	3,900
Total	\$3,900	\$3,900

Work Element 19 Overall Work Program Development

Purpose Statement:

Overall Work Program (OWP) Development covers the development and management of the OWP.

Previous, ongoing and future years' work:

This is an annual work element. This work element covers OWP monitoring, budget development, and preparing quarterly progress reports.

Task		Product	Schedule
1	Research for and prepare current and future years OWP and budget. Manage the work program. Monitor the OWP budget, prepare and process amendments, coordinate with local agency staff. Research and prepare for implementing an Indirect Cost Allocation Plan.	Draft and final OWP, Amendments, resolutions, associated forms	HCAOG Staff-through 6/16
2	Process claims/invoices. Prepare financial statements and reports for the HCAOG Board and auditors. Review timesheets for preparation and processing quarterly financial reports for Caltrans.	Quarterly reports, budget, claims and financial statements	HCAOG Staff-through 6/16
3	Complete daily timesheets.	Timesheets	HCAOG Staff-through 6/16
4	Prepare staff reports for HCAOG Board and committee meetings.	Staff reports	HCAOG Staff-through 6/16

WE 19 Agency Responsibility and Funding

Agency	Funding Source	Total Cost
	RPA	
HCAOG Staff	76,800	76,800
Total	\$76,800	\$76,800

Work Element 20 Service Authority for Freeway Emergencies (SAFE) Program

Purpose Statement:

As the SAFE coordinator for Humboldt County, HCAOG is responsible for operation and maintenance of a countywide system of freeway and rural highway call boxes. The call box network helps travelers-in-need contact the California Highway Patrol (CHP) for roadway emergencies. There are currently 66 call boxes on Highways 101 and 299. This emergency program is funded by a \$1.00 yearly fee on vehicle registrations in Humboldt County, assessed through the Department of Motor Vehicles.

Previous, ongoing and future years' work:

This is an annual work element. Previous and ongoing work includes maintaining the Call Box maintenance contract. This fiscal year, HCAOG will explore expansion of the Call Box Program to rural arterials and Highways 36, 96, and 169.

	Task	Product	Schedule
1	Oversee project, manage consultant.	Contract, scope of work	HCAOG Staff-through 6/16
2	Attend CAL SAFE meetings, monitor legislation, and coordinate with statewide call box efforts.	Agenda, meeting materials	HCAOG Staff-through 6/16
3	Conduct call box inventory update.	Updated Inventory data	Consultant-through 6/16
4	Final Report and implementation of expansion and removal recommendations, approved by the HCAOG Board.	Final Report and record of Board direction	Consultant-through 6/16
5	Update HCAOG's current SAFE Implementation Plan.	Updated SAFE Plan	HCAOG Staff-through 6/16
6	Call Box Program Operations & Maintenance.	Quarterly and annual usage reports	Contractor-Ongoing
7	Prepare staff reports.	Staff reports	

WE 20 Agency Responsibility and Funding

Agency	Funding Source	Total Costs
	SAFE Account	
HCAOG Staff	18,700	18,700
Consultant - Inventory, expansion study, implementation plan and final report	103,300	103,300
Consultant - Maintenance Contract	68,000	68,000
CHP Extended Patrol Service on Hwy 96-36	100,000	100,000
Total	\$290,000	\$290,000

Information Element

Purpose:

The Information Element lists transportation planning activities that are being done by other agencies in the Humboldt region.

The Humboldt County Association of Governments is aware of the following transportation planning activities being performed in the region, during FY 2015/16:

Action/Agency	Product(s)/Project	Due Date
Agency: Caltrans Update and development of the California Interregional Blueprint (CIB)	Integrating Statewide Modal Plans and Programs California Interregional Blueprint	Finalized Dec 2015
Agency: Caltrans District 1 Fund Source: FHWA Public Lands Highway Discretionary Program	Widen Portion of California State Route 36	FY 18-19
Agency: Caltrans Integrating statewide modal plans and programs	California Transportation Plan (CTP) 2040	December 2015
Agency: Caltrans Transportation Concept Report (TCR) Updates	U.S. Highway 101 State Route 255	November 2015
Agency: Caltrans Transportation Concept Report (TCR) Updates	U.S. Highway 101 State Routes 36, 200	June 2015
Agency: County of Humboldt Master Plan	Samoa Town Master Plan	Ongoing
Agency: County of Humboldt General Plan	Humboldt County General Plan	Ongoing
Agencies: City of Fortuna and Caltrans District 1 Develop a Master Plan for a multi-use trail system along Strong's Creek Fund Source: Community Based Transportation Planning (CBTP)	City of Fortuna, John Campbell Memorial Greenway and Strong's Creek Trail Master Plan	FY 2013/14
Agency: Caltrans DOTP Broadway Feasibility Study	Engineered Feasibility Study (EFS) Micro-simulation for Broadway on U.S. 101	Ongoing
Agency: Caltrans DOTP Greater Eureka Area Modeling Group	Traffic Modeling Products for the Greater Eureka Area	Ongoing
Agency: Caltrans, FHWA Program Caltrans/Multi-Agency	Climate Change Vulnerability Assessment Pilot	January 2015
Agency: Caltrans Highway 255	Engineered Feasibility Study (EFS)	Ongoing
Agency: Yurok Tribe Fund source: Federal Grant - FHWA	Yurok Tribe Scenic Byways	
Agency: Trinidad Rancheria Project Initiation Document (PID)	Cher-Ae Heights/Trinidad Rancheria Interchange	Ongoing
Agencies: Caltrans and City of Eureka	Adaptive Signal Control Technology	Pending

Partnership between Caltrans and City of Eureka Fund source: State Planning and Research (SPR) Grant		Award
Agency: Caltrans	Transportation Concept Report (TCR) Updates	June 2016
Agency: Caltrans	2015 Update to ITSP	June 2015

Appendix A - List of Acronyms

A&MRTS	Arcata and Mad River Transit System	PSR	Project Study Report
CALCOG	California Association of Councils of Governments	RCTF	Rural County Task Force
Caltrans	California Department of Transportation	RFP	Request for Proposal
CPG	Consolidated Planning Grant	RIP	Regional Improvement Program
CTC	California Transportation Commission	RPA	Rural Planning Assistance
DOT	Department of Transportation	RSTP	Regional Surface Transportation Program
ETS	Eureka Transit Service	RTIP	Regional Transportation Improvement Program
FHWA	Federal Highway Administration	RTP	Regional Transportation Plan
FTA	Federal Transit Administration	RTPA	Regional Transportation Planning Agency
FY	Fiscal Year	RTS	Redwood Transit System
HCAOG	Humboldt County Association of Governments	SAFE	Service Authority for Freeway Emergencies
HSU	Humboldt State University	SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act: A legacy for Users
HSIP	Highway Safety Improvement Program	SB	Senate Bill
HTA	Humboldt Transit Authority	SCC	Service Coordination Committee
HVTC	Hoopa Valley Tribal Council	SHA	State Highway Account
ITS	Intelligent Transportation System	SHOPP	State Highway Operation and Protection Program
LTF	Local Transportation Fund	SPR	State Planning and Research
MAP-21	Moving Ahead for Progress in the 21 st Century Act	SR	State Route
MFTA	Master Fund Transfer Agreement	SRPA	State Regional Planning Assistance
MOU	Memorandum of Understanding	SSTAC	Social Service Transportation Advisory Council
NCRA	North Coast Railroad Authority	STA	State Transit Assistance
ORIP	Office of Regional Interagency Planning	STAF	State Transit Assistance Fund
OWP	Overall Work Program	STIP	State Transportation Improvement Program
PAC	Policy Advisory Committee	TA or TAP	Transportation Alternatives Program
PMS	Pavement Management System	TAC	Technical Advisory Committee
PPM	Project, Planning, and Monitoring	TDA	Transportation Development Act
PSA	Public Service Announcement	TEA	Transportation Enhancement Activity
		TSM	Transportation Systems Management

Table 1
Fiscal Year 2015-16 Budget

Expenditures	Formal Amendment #2	Administrative Amendment #1	Final	Prior Year	Difference
	FY 2015-16	FY 2015-16	FY 2015-16	FY 2014-15	
Salary	365,127	365,127	369,369	354,344	10,782.72
Insurance/Retirement/Medicare	142,943	142,943	135,439	120,314	22,628.54
Direct Costs (Table 2)	748,787	707,133	594,017	547,150	201,637.00
Overhead Costs (Table 3)	87,950	87,950	87,950	125,245	(37,295.00)
Total	\$ 1,344,806	\$ 1,303,152	\$ 1,186,775	\$ 1,147,053	197,753.26
Revenues	Amendment #2	Administrative Amendment #1	Final	Prior Year	Difference
	FY 2015-16	FY 2015-16	FY 2015-16	FY 2014-15	
LTF Administration	246,377	246,377	230,000	238,801	7,576.18
Rural Planning Assistance (RPA)	424,654	383,000	383,000	354,905	69,749.00
STIP Planning Funds (PPM)	198,375	198,375	198,375	268,947	(70,572.00)
Sustainable Communities Grant	185,400	185,400	185,400	-	185,400.00
SAFE	290,000	290,000	190,000	284,400	5,600.00
Total	\$ 1,344,806	\$ 1,303,152	\$ 1,186,775	\$ 1,147,053	197,753.18
LTF = Local Transportation Fund					
PPM = Planning, Programming & Monitoring					
RPA = State Rural Planning Assistance					

Table 3
Overhead Costs

		Budgeted	
FY 2015-16	Final	Prior Year	Actuals
	FY 2015-16	FY 2014-15	FY 2013-14
County Auditor	8,250	8,250	8,250
Lease/Utilities	37,000	36,988	36,988
Office equipment	2,000	2,000	419
Insurance	1,500	1,500	831
Phones/Internet	3,000	3,000	2,044
Equipment Rental	6,500	7,500	6,268
Records Storage	1,000	1,300	880
Publications/Legal Notices	2,000	4,000	-
Supplies	2,500	5,000	1,767
Printing/Reproduction	5,000	3,475	4,772
Computer Maintenance	1,500	2,000	3,018
Computer Upgrades	2,000	2,000	495
Postage	4,000	3,000	3,662
Legal Counsel	10,000	10,000	6,038
Janitorial/Security	1,200		1,148
Accounting/Quickbooks	500		
Total WE 5	87,950	90,013	76,580

Table 4
Summary Table

	<i>Draft Amendment #2 FY 2015-16</i>									Burden Rate Costs	Direct Costs	WE 5 LTF Overhead Expenses	Total Costs
	LTF	Amended LTF	PPM	RPA	Amended RPA	SHA Grant	SAFE	Total					
1 Current Planning	30,000	26,377			121,000			124,950		151,327	141,915	15,908	157,823
2 Advanced Planning	200	200			16,000			16,000		16,200	14,867	1,500	16,367
3 Planning Programming	1,700	1,700	40,000		16,900			25,000		66,700	46,293	21,200	67,493
4 Project Delivery and Oversight			33,100							33,100	9,457	25,000	34,457
5 Overhead Costs	103,000	103,000								103,000	16,335	-	104,285
6 Grant Development	10,200	10,200			12,100			12,100		22,300	22,061	2,200	24,261
7 Public Outreach					11,300			11,300		11,300	6,088	3,300	9,388
8 Training	3,300	3,300	18,200							21,500	13,481	3,200	16,681
9 TDA Fund Management	70,900	60,900								60,900	25,722	42,000	67,722
10 Regional Transportation Plan Implementation					2,000			47,300		49,300	33,066	12,000	45,066
11 Pavement Management Program					67,000			7,500		74,500	5,011	80,000	85,011
12 HSTP Implementation			6,500							6,500	6,761	-	6,761
13 Unmet Transit Needs					21,200			39,300		39,300	36,774	3,000	39,774
14 Highway 101, Fortuna, Riverwalk Connectivity					26,000			26,000	185,400	211,400	12,368	198,400	210,768
15 Safe Routes to School Tool					6,900			6,900		6,900	6,296	-	6,296
16 Eureka Waterfront Trail to Rio Dell	6,000	6,000			20,000			20,000		26,000	4,844	20,000	24,844
17 Alternative Transportation Funding	800	30,800	31,575							62,375	11,607	50,800	62,407
18 Rural Transit Transport	3,900	3,900								3,900	764	-	764
19 OWP Programming					76,800			76,800		76,800	74,639	-	74,639
20 SAFE Program									290,000	290,000	19,721	270,279	290,000
Total	230,000	246,377	198,375	383,000	424,654	185,400	290,000	1,344,806		508,069	748,787	87,950	1,344,806
FY 13-14 Carryover			22,000										
FY 2014-15 Carryover		16,377	76,375		41,654								
OWP Budget	230,000	230,000	100,000	383,000	383,000	185,400	290,000	1,188,400					
Total	230,000	246,377	198,375	383,000	424,654	185,400	290,000	1,344,806					