

AMADOR COUNTY  
TRANSPORTATION  
COMMISSION

OVERALL WORK PROGRAM

2019/20

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## INTRODUCTION

The Amador County Transportation Commission (ACTC) is established under the requirements of State Government Code Section 29535. In 1972, the ACTC was designated the Regional Transportation Planning Agency (RTPA) for the County of Amador by the Secretary of the State Business and Transportation Agency pursuant to Title 3, Division 3, Chapter 2, of the California Government Code.

As the RTPA for the Amador County Region, the ACTC is a planning, funding, and administrative agency for transportation projects and programs in Amador County. It is intended that the coordinated efforts of City, County and State representatives and their technical staff, through the ACTC, will bring about positive improvements to overall County transportation needs. The Organizational Chart of the ACTC is shown as Appendix G to this document.

State law requires that each RTPA adopt a Regional Transportation Plan (RTP) every five years. In addition, a Regional Transportation Improvement Program (RTIP) nominates priority transportation projects eligible for State funding, and is required for submittal to the California Transportation Commission (CTC) by December 15<sup>th</sup> of each odd-numbered year. The regional planning process is a continuous one in order to provide a planned transportation system that is responsive to the changing needs of Amador County and the State of California.

Local Transportation Funds (LTF) allocated to the ACTC per the Transportation Development Act (TDA) are used for TDA administration and required audits of the ACTC and fund recipients. In FY 2019/20, the ACTC's Draft Overall Work Program (OWP) anticipates \$230,000 in Rural Planning Assistance (RPA) funds will be provided by Caltrans and \$29,000 in Planning Programming and Monitoring (PPM) funds from the California Transportation Commission. In addition to LTF and RPA funds, the ACTC may use some of its Regional Surface Transportation Program funds (RSTP) to augment OWP work activities and extend support services to Caltrans and local agencies.

This 2019/20 OWP Work Program for Amador County contains the following sections:

### Regional Setting

A description of the physical characteristics of the Amador County Region, the existing transportation system, regional challenges, needs, priorities, and goals.

### Organization and Planning Approach

A description of the ACTC organizational structure, interagency arrangements, decision-making process, and progress toward meeting the goals of the RTP and RTIP.

### Federal and State Funding Priorities

Recognition of Federal and State funding priorities and how the OWP Work Elements address each.

### Public Participation

A description of the ACTC's public participation process including outreach to Native American Tribal Governments.

### Transportation Planning For Other Agencies

A description of Caltrans District 10 planning activities.

### Work Elements

A list of work elements describing their purpose, proposed products, and tasks/methodology.

### Budget Summary Chart

A budget summary detailing funding sources by expending agency and work element.

### Project Schedule Chart

A chart showing the completion schedule for each work element.

This work program may be amended at any time by the ACTC, until April 1, 2019, when the final amendment is due. Amendments require the approval of Caltrans only if they involve Regional Planning Assistance (RPA) or Planning, Programming and Monitoring (PPM) funds.

## **REGIONAL SETTING**

Amador County is located in the heart of the Mother Lode region along the western slope of the Sierra Nevada Mountain Range. The County's population has doubled from 19,314 in 1980 to 38,094 as of January 1, 2018. The table below shows Department of Finance (DOF) estimates for incorporated and unincorporated Amador County since 2011.

<b>Population</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Amador City	187	187	189	188	189	193	193	186
Ione	7,556	7,406	7,093	7,102	7,094	7,026	7,772	8,058
Jackson	4,693	4,756	4,875	4,893	4,919	4,849	4,838	4,679
Plymouth	1,012	1,018	1,032	1,032	1,015	1,010	1,009	1,002
Sutter Creek	2,535	2,547	2,588	2,589	2,589	2,577	2,582	2,479
Amador County	22,038	22,031	22,105	22,027	21,958	22,012	21,988	21,690
<b>Total</b>	<b>38,011</b>	<b>37,945</b>	<b>37,882</b>	<b>37,831</b>	<b>37,765</b>	<b>37,667</b>	<b>38,382</b>	<b>38,094</b>

Since 2011, with the exception of the City of Ione, Amador County jurisdictions have experienced declining population growth rate.

Because of its rural nature, transportation in Amador County is automobile-oriented. State highways serving the County are State Routes (SR) 16, 26, 49, 88, 104, and 124. These routes interconnect with a network of major and minor County roads and City streets that serve local communities.

Among the primary transportation challenges in Amador County is the impact recreational traffic has on winding mountain roads and narrow downtown streets on weekends and during the tourist season. Amador County provides recreational facilities to thousands of people traveling to and through the County. Widening the existing streets to accommodate more traffic is almost impossible due to the historic significance of the gold rush towns and the lack of available funding.

Amador County and its incorporated cities manage nearly 500 miles of local collector and arterial roadways. Along with private roads (337 miles), state highways (127 miles), and US Forest service roads (68 miles), Amador County's circulation system consists of over 1,000 miles of roadways that provide residents and visitors with access to world-class recreational, industrial and commercial interests. An

important challenge to decision-makers involves maintaining acceptable pavement condition ratings while saddled with limited available financial resources designated for road maintenance purposes.

## THE REGIONAL TRANSPORTATION PLAN

In addition to its role as the Local Transportation Commission (LTC) responsible for administration of TDA funding, ACTC is also the State-designated Regional Transportation Planning Agency (RTPA) for the Amador County region. The primary responsibility of an RTPA is to develop and maintain a Regional Transportation Plan (RTP). RTP Updates are required of rural regions every 5 years.

Considerable effort has gone into reformatting, upgrading, and updating Amador County's RTP over the past twenty years. At the conclusion of FY 1997/98, the ACTC adopted its 1996/97 RTP Update and Program Environmental Impact Report (EIR). This product served the Region for the next six years. Another major update to the RTP (and EIR) was completed in 2004. The most recent major update was completed in 2015.

For completion of the 2015 Update, ACTC engaged a community stakeholder working group to help refine the RTP Goals, Policies, Objectives, and Implementation Measures. The 2015 RTP was made available for public review and formally adopted in August of 2015. The 2015 RTP contains a current and detailed list of transportation project needs, issues, priorities and goals. The RTP projects and policies address all travel mode needs, including roads, transit, aviation, and non-motorized transportation.

## TRANSIT

The Amador Transit system (AT), a joint-powers entity that includes the County and the five (5) incorporated cities, provides bus service to city and county residents and visitors on a regular schedule. AT provides a fixed-route deviation service and complimentary Dial-a-Ride system throughout much of the County as well as a para-transit equipped shuttle bus in the County's core area (Jackson, Martell, and Sutter Creek).

One of ACTC's two State-mandated responsibilities is to administer TDA funds for the Amador County Region. As such, the Commission conducts the annually-required Unmet Transit Needs process from which additional TDA funds can be provided to support additional transit service(s).

Administration of TDA funding allocations and related audit requirements is accomplished through OWP Work Element 19/20-1.1. Transit planning activities, including analysis of 'reasonable to meet' criteria regarding additional transit service requests, is accomplished through OWP Work Element 19/20-3.5. During FY 18/19, through a Caltrans planning grant, and in partnership with Calaveras and Tuolumne Counties, the ACTC began the update of its Consolidated Public Transit Human Services Plan.

Through a combination of State, Federal, and local funding, ACTC completed construction of the new Sutter Hill Transit Center in 2013. A component of this transit center is a full teleconferencing capability.

## GOODS MOVEMENT

Increased truck traffic and large truck sizes are over-burdening local streets and highways as well as the circulation systems of the small cities. Many of ACTC's past and current transportation efforts have enhanced, or have intended to enhance, freight and goods movement. Most truck traffic accessing the

Amador region utilizes rural Surface Transportation Assistance Act (STAA) Terminal Access segments of the State Highway System (SHS). Current Amador County STAA routes are:

- SR 16 (Sacramento County Line to Plymouth)
- SR 49 (Plymouth to Jackson)
- SR 88 (San Joaquin County Line to Jackson)

## AVIATION

Westover Field, located near Martell, is the only public airport serving Amador County. The airport is classified as a B-1 facility by the Federal Aviation Administration (FAA). It can handle most small general aviation aircraft (under 12,500 pounds gross weight and 49-foot wingspan). It is situated at an elevation of 1,694 feet above sea level and includes a runway of 3,400 feet in length and 60 feet in width. The airport accommodates visual flight rule and instrument flight rule approach procedures.

## NON-MOTORIZED

During FY 17/18, ACTC completed its update of the Countywide Pedestrian and Bicycle Plan. Numerous stakeholder meetings and workshops were held to develop recommendations on project priorities and policies to support increased walking and cycling in Amador County for both, commuter and recreational purposes.

The Plan contains bicycle and pedestrian policy recommendations, infrastructure design examples, and project listings to help guide local jurisdiction project development efforts.

## ORGANIZATION AND PLANNING APPROACH

As depicted in Appendix G, The ACTC is comprised of three (3) Commissioners appointed by the Amador County Board of Supervisors, three (3) Commissioners appointed by the City Selection Committee, and one ex-officio member appointed by the Caltrans District 10 Director.

ACTC staffing consists of the following:

- Executive Director - responsible for general administration of Commission activities.
- Transportation Planner - responsible for developing and implementing the RTP as well as providing support to local jurisdictions to support transportation project delivery, including public outreach and interagency coordination.
- Fiscal Officer - responsible for maintaining all records which include budgets and accounting.
- Geographic Information System (GIS) Coordinator – operates and maintains the GIS based UPlan program and related programs and provides mapping, data collection, analysis, and other related services as needed. This position provides GIS assistance to the County, cities, and other local agencies as requested
- Administrative Secretary – responsible for office management and all official business.
- Transit Intern – funded through a Caltrans planning grant.

ACTC conducts its planning functions and undertakes its decision-making process through the operation of various internal and external committees. Internally, commissioners are appointed to, and

serve on, Administrative, Finance, Personnel, and Transit Performance sub-committees. Recommendations from sub-committees are presented to the ACTC Board for discussion and possible action. Other sub-committees are appointed as needed. Externally, ACTC staff administer a Technical Advisory Committee (TAC) and Social Services Transportation Advisory Committee (SSTAC) - each meeting regularly to provide advice and recommendations on planning matters to ACTC commissioners.

ACTC staff also administers the Regional Traffic Mitigation Fee (RTMF) Oversight Committee that meets no less than once per year to oversee and guide implementation of the Memorandum of Understanding (MOU) concerning collection and expenditure of regional traffic mitigation fees. The voting membership consists of one member each from the cities, one member from the County, and one member from the ACTC who shall be a representative of the County.

## **LOCAL PROJECT DELIVERY**

Past ACTC staffing has included a full-time Project Delivery Specialist to assist local jurisdictions with local project development efforts. This effort was augmented through on-call consultant contracts. The Project Delivery Specialist was instrumental in developing organized files of standardized local project delivery procedures and facilitated quarterly face-to-face meetings with Caltrans staff to resolve issues related to project delivery. This Specialist position helped resolve critical path obstacles with State and Federally-funded projects resulting in project delivery efficiencies. ACTC planning staff has continued these quarterly meetings with Caltrans staff and offers assistance (with on-call consultant support) to local jurisdictions, as needed.

## **PLANNING TOOL IMPROVEMENT**

In December, 2014 ACTC filled the IT/GIS Coordinator position through funding provided by a FY 14/15 grant awarded under the Caltrans' Partnership Planning for Sustainable Transportation grant program. The purpose of the grant was to work with other interested agencies to maintain the UPlan land use growth modeling tool. The results from UPlan analysis are fed into the ACTC travel demand model to identify impacts on the regional roadway system and provide performance measure output to help guide transportation investment decisions. Though the IT/GIS position was originally limited in scope to oversee the upgrade of the UPlan growth modeling tool, the Coordinator also provides GIS mapping and data services to local agency partners (Tree Mortality Working Group, LAFCO, Amador Water Agency, Amador County Planning) to coordinate mapping updates. The Coordinator is also developing in-house travel demand modelling capabilities utilizing the TransCAD Transportation Demand Modeling software.

During FY 19/20, the ACTC GIS specialist is expected to provide critical mapping support to the Amador/Calaveras Extreme Weather Needs Assessment project funded through a Caltrans Adaption Program planning grant.

## **FEDERAL PLANNING FACTORS**

The work elements in this program are consistent with Federal and State funding priorities to the extent they apply to rural Amador County. The list includes eight (8) planning factors originally suggested through the federal Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users

(SAFETEA-LU) along with three (3) additional planning factors added by the recent federal transportation reauthorization bill - Fixing America's Surface Transportation (FAST) Act. The list of 11 factors is provided on the following page.

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 transportation system resiliency and reliability and reduce or mitigate the stormwater impacts of surface transportation.
10. Enhance travel and tourism coordination.

## **PUBLIC INVOLVEMENT PROGRAM**

In establishing any ACTC policy document, including the RTP Update, ACTC solicits public review and input. ACTC also encourages public review during the preparation of all transportation planning studies developed in conjunction with the RTP, such as those listed in the annual OWPs. Citizens are encouraged to take an active role in all ACTC meetings. Specific public hearings required for citizen input include, but are not limited to: annual public hearing on the determination of unmet transit needs; public hearing prior to adoption of the Regional Transportation Plan Update; and public hearings prior to acceptance or adoption of other planning documents. ACTC encourages public input at all monthly ACTC meetings. The Amador County Social Services Transportation Advisory Council (SSTAC), which represents public transit providers and transit dependent groups, advises the Commission directly regarding public transit consolidation, coordination, and unmet transit needs.

In fiscal year 2006/07 the ACTC improved its public outreach and involvement process based on new encouragement and requirements from the State and federal government. The Commission prepared a draft "Public Involvement Procedures" document that was made subject to public review and adopted along with the 2004 Amador County Regional Transportation Plan Update. Copies of the ACTC's Public Involvement Procedures are available through the ACTC office, 117 Valley View Way, Sutter Creek, CA 95685, 209-267-2282, [info@actc-amador.org](mailto:info@actc-amador.org).

ACTC has continuously implemented improvements to its interagency communications and public involvement process. The ACTC has expanded its public participation through non-traditional methods to reach traditionally under-represented populations through local access television programs, announcement postings at community gathering spots (such as churches, active community centers, and Tribal Councils), articles in local newspapers, radio interviews, meetings with community service organizations, and most recently, through the ACTC website. The ACTC maintains and regularly updates its website ([actc-amador.org](http://actc-amador.org)) with relevant information on upcoming planning activities and also conducts solicitations of public input using online surveys.

All significant publications are available electronically along with staff contact information. Relevant public input sent to ACTC by email or letter is included in regular or special ACTC meetings or public hearings. All comments and responses are considered with respect to established ACTC policies and programs. ACTC responds to all public comments by telephone call, email response, minute order and/or written correspondence.

## **NATIVE AMERICAN CONSULTATION**

There are three (3) federally recognized tribal governments in Amador County: Buena Vista Rancheria, Ione Band of Miwok Indians, and Jackson Rancheria. Consultation with Native American Tribal Governments is required under State and federal regulations to be a proactive effort on the part of ACTC that goes above and beyond the Commission's public involvement program. The ACTC is required to make a concerted effort to directly contact, visit, if possible, and consult with Tribal governments.

In prior years ACTC has demonstrated conformance with these requirements with the following specific actions.

- Obtained names and addresses of Native American representatives in Amador County from Caltrans Native American coordinator/liaison.
- Invited all Native American leaders to participate in the 2000-2004 RTP Update process (Jackson Rancheria was the only tribe to send representatives).
- Directly wrote to, emailed, and telephoned the tribal government serving the Ione Band of Miwok Indians and the Buena Vista Rancheria expressing desire to consult with them regarding Amador County transportation matters.
- Cooperated with Caltrans Native American coordinators in review of 49 Bypass project by concerned Native American organizations and individuals.
- Included Native American organizations and individuals in development of conservation easement for 135 acres of open space lands being acquired as part of the 49 Bypass project.
- Included Native American organization in development of the Amador County Rural Blueprint (UPlan) project.
- Included Native American organizations in development of the 2015 RTP Update.

## **TRANSPORTATION PLANNING COORDINATION**

Caltrans OWP Guidance requires that an Information Element be included in the Overall Work Program. The Information Element is a list of other planning activities in the Region primarily consisting of Caltrans' System Planning activities. A chart summarizing Caltrans planning activities is provided in Appendix E.

Caltrans Transportation Planning Branches include System Planning, Community Planning, and Regional Planning. System Planning is the Caltrans long-range transportation planning process used to identify and prioritize future transportation improvements in cooperation with its planning partners. System planning creates documents to be used as tools by project level staff assigned to subsequent candidate projects. System Planning develops (a) Transportation Concept Reports, (b) Transportation System Development Programs, and (c) District System Management Plans.

- A) The Transportation Concept Report (TCR) is a system planning document which includes a 20 year transportation concept for how a California State Highway should operate and broadly identifies the nature and extent of improvements needed on a facility to attain that operating condition. The TCR helps Caltrans to identify long-range objectives and guides short-term decisions for highway improvements. The TCR provides general information about route

corridors including route designations, environmental conditions, right-of-way issues, transit, land-use and development issues, and present and future operating conditions and deficiencies.

The TCR is prepared by Caltrans staff in cooperation with the regional and local agencies that have jurisdiction within a corridor. The objective of the TCR is to have consensus on route or corridor concepts, improvement priorities, and planning strategies. It is for conceptual planning only and does not necessarily determine policy.

- B) The District System Management Plan (DSMP) is a long-range improvement strategic and policy planning document, which is based on anticipated funding. The DSMP presents how the district envisions the transportation system will be maintained, managed and developed over the 20 years and beyond, and is the State's counterpart to the regional transportation plan (RTP).

Caltrans Intergovernmental Review (IGR) is required by both State and Federal legislation. Caltrans has established a formal IGR process to assess the impacts of proposed plans, projects, and programs on the State transportation system and propose mitigation strategies - primarily through the review of environmental documents and supporting documentation.

Caltrans Regional Planning Unit serves as the initial point of planning contact at the District with the RTPAs, MPOs, and other planning partners. District regional planners are responsible for both technical assistance, and the circulation of transportation planning related documents within District and Headquarters, such as OWPs, RTPs, ITS, etc.

## **OVERALL WORK PROGRAM**

The OWP is a one-year Scope of Work and Budget for transportation planning activities and funding sources to be accomplished between July 1 and June 30 of the State fiscal year. It is a statement of proposed work and estimated costs that tie specific, available transportation planning funding sources, to specific transportation planning activities. The OWP is essentially a grant application for Rural Planning Assistance (RPA) funds, therefore MPOs and RTPAs are only required to include activities in the OWP funded with these funds. However, many RTPAs use the OWP as its annual business plan and budget and choose to include all of their activities and fund sources.

A key purpose of the annual OWP is to implement and improve the RTP - the core regional transportation planning product. The OWP and RTP are directly interconnected. Annual OWP activities support the RTP and development of the RTP is an OWP activity. Since RTP Updates are required every 5 years, the RTP is in a continuous state of development and implementation. Major projects in the RTP are identified in the Regional Transportation Improvement Program (RTIP) and the Federal Transportation Improvement Program (FTIP).

The other primary responsibility of the RTPA is to administer the Transportation Development Act (TDA) for the region. TDA legislation, enacted in 1971 provides transit and non-transit funding to counties.

Local concerns, together with State priorities, have determined the workscope accomplished under past OWPs and helped set the context for the Work Elements of the FY 19/20 OWP.

In the following pages, OWP Work Element (WE) #1, describes activities related to administration of the TDA process and general business of the ACTC. OWP (WE) #2, provides for Public Involvement and Special Studies necessary to monitor implementation of RTP projects and policies. And, WE #3

describes activities for development of RTP updates, including new requirements for performance measures, 'complete streets' planning, and planning provisions of Caltrans' Smart Mobility Framework.

**ACTC**

**DRAFT 2019/20 WORK PROGRAM**

## Work Element #1: PROGRAM ADMINISTRATION

### 19/20-1.1 TRANSPORTATION DEVELOPMENT ACT (TDA) ADMINISTRATION

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#### PURPOSE

The purpose of this work element is to ensure adequate staffing to fulfill the Commission's legal responsibilities under the Transportation Development Act (TDA). The purpose of this work element is also to hire audit consultants to complete audits of the ACTC and all claimants of TDA funds.

#### PREVIOUS WORK

- Distribute Local Transportation Fund (LTF) and State Transit Assistance (STA) apportionments and allocations and review subsequent expenditures
- Contract for and participate in development of annually required TDA audits
- Provide assistance to claimants in completing claims and resolving audit findings concerning use of TDA funds
- Provide assistance to Amador Transit (AT) management, as requested
- Administer ACTC and AT Triennial Performance Audits

#### PROPOSED PRODUCTS

- LTF apportionments and allocations (ACTC, Feb-June)
- Annual financial and compliance audits (Consultant, Aug-Dec)
- Legal opinions (confidential) (Consultant, as needed)

#### TASKS/METHODOLOGY

1. Perform fiduciary oversight of AT and other TDA fund claimants (ACTC, monthly)
2. Prepare LTF apportionments and allocations and review subsequent expenditures (ACTC, Feb-June)
3. Contract for and participate in development of annually required TDA audits (ACTC, July-Dec)
4. Provide assistance to claimants in completing claims and resolving audit findings concerning use of TDA funds (ACTC, Nov-June)
5. Conduct as-needed meetings with AT management (ACTC)
6. Obtain necessary legal consultation and oversight of all ACTC activities (Consultant, as needed)

#### FUNDING SOURCES/RESPONSIBLE AGENCIES

ACTC	Consultant (TDA Audits)	<b>Total</b>	19/20 LTF	18/19 LTF c/o	19/20 RSTP	<b>Total</b>
\$20,000	\$47,000	<b>\$67,000</b>	\$47,000	\$00	\$20,000	<b>\$67,000</b>

## 19/20-1.2 PLANNING/PROGRAMMING ADMINISTRATION

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### PURPOSE

The purpose of this work element is to provide administrative, financial, and legal support for the operation of the Amador County Transportation Commission and its advisory committees and consultants through activities listed below.

### PREVIOUS WORK

- Maintenance of ACTC office and equipment
- Preparation of agendas, minutes, notices, and correspondence.
- Regular and special ACTC meetings
- Development and oversight of Overall Work Program and annual budgets
- Personnel administration
- Review of legislation pertinent to the transportation planning process
- Administration and management of state and federal funds (RPA, PPM, RSTP Exchange, etc.)

### PROPOSED PRODUCTS (All products are necessary for maintenance of an effective planning program and therefore eligible for RPA and RSTP exchange funding)

- Annual Overall Work program (ACTC, Jan-June)
- Documentation of Commission and TAC meetings (minutes, agenda, notices) (ACTC, monthly)
- Monthly Executive Director’s and staff reports (ACTC, monthly)
- Reports on legislative measures (ACTC, as needed)
- Personnel reviews (confidential) (ACTC, May)
- Update Commission’s Organization and Procedures Manual (ACTC, May)
- Administration and management of state and federal funds and quarterly financial reports (ACTC, weekly)
- All related internal records (ACTC, monthly)

### TASKS/METHODOLOGY (All tasks are ongoing year-long activities. All tasks are performed by ACTC staff except for legal research/advise and accounting assistance. ACTC uses Local Transportation Funds (LTF) for indirect costs (task 1). All other tasks are necessary for maintenance of an effective planning program and therefore eligible for RPA and RSTP exchange funding)

1. Maintain the Commission’s office and equipment (ACTC, daily)
2. Prepare agendas, minutes, notices, and correspondence (ACTC, monthly and as needed)
3. Conduct regular and special ACTC meetings (ACTC, monthly and as needed)
4. Develop and oversee Overall Work Program and annual budgets (ACTC, January and June)
5. Personnel administration (ACTC, daily)
6. Track legislation pertinent to the transportation planning process (ACTC, as needed)
7. Administer and manage state and federal funds (ACTC, monthly)
8. Obtain necessary accounting consultation and oversight of ACTC funds (Consultant, as needed)

### FUNDING SOURCES/RESPONSIBLE AGENCIES

ACTC	Consultant (Accounting)	<b>Total</b>	18/19 LTF c/o	19/20 LTF	18/19 RPA c/0	19/20 RPA	19/20 RSTP	<b>Total</b>
\$270,886	\$4,000	<b>\$274,886</b>	\$0	\$220,532	\$0	\$22,000	\$32,354	<b>\$274,886</b>

## **19/20-1.3 OVERALL WORK PROGRAM DEVELOPMENT AND MONITORING**

### **PURPOSE**

The purpose of this work element is to develop the annual work program of the ACTC and monitor activities throughout the fiscal year, providing regular progress updates and adhering to Caltrans invoicing requirements.

### **PREVIOUS WORK**

- Development and oversight of Overall Work Program (OWP) and annual budgets
- OWP progress reports and invoices

### **PROPOSED PRODUCTS**

- Draft FY 2020/21 OWP (ACTC, Jan-Feb)
- Final OWP and budget (ACTC, June)
- Closeout FY 2018/19 OWP (ACTC, Sept.)
- Manage FY 2019/20 OWP (ACTC, July – June)
- Quarterly Rural Planning Administration invoices (ACTC, Sept-June)
- Annual Project Programming and Monitoring (PPM) invoicing (ACTC, June)
- Quarterly OWP Progress Reports (ACTC, Sept – June)

### **TASKS/METHODOLOGY**

1. Review current Regional Planning Handbook (ACTC, Nov)
2. Develop Draft OWP work elements and budget projections (ACTC, Nov)
3. Distribute Draft FY 2020/21 OWP to jurisdictions and Technical Advisory Committee (ACTC, Dec)
4. Submit Draft FY 2020/21 OWP for stakeholder and Caltrans staff review (ACTC, Jan)
5. Receive review comments; revise Draft OWP as appropriate (ACTC, Feb-April)
6. Submit FY 2020/21 OWP for ACTC approval (ACTC, May-June)
7. Provide quarterly progress reporting to Caltrans staff (ACTC, Sept-June)
8. Submit quarterly RPA invoicing (ACTC, Sept-June)

### **FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	TOTAL	18/19 LTF c/o	19/20 LTF	19/20 RPA	19/20 RSTP	TOTAL
\$80,000	\$0	\$80,000	\$0	\$0	\$80,000	\$0	\$80,000

## **Work Element #2 : CONSULTATION AND COORDINATION**

### **19/20-2.1 PUBLIC AND INTERAGENCY PLANNING**

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#### **PURPOSE**

The purpose of this work element is to maintain an effective public involvement and interagency coordination program.

#### **PREVIOUS WORK**

- Memorandum of Understanding (MOU) and Letters of Agreement (LOA) with Alpine, Amador, and Calaveras Counties for pooling of STIP funds to construct major state highway projects on the Interregional Route System (IRRS)
- Preparation of RTIPs every two years in coordination with Caltrans, CTC, and regional partners
- Completion and adoption of local General Plan Circulation Elements (integral components of the RTP)
- Participation in Rural Counties Task Force (RCTF) to improve planning and project delivery for all rural counties in the State
- County and City local road pavement condition analysis, funding needs reports, and application of pavement condition management software program (StreetSaver)
- Development of state/local funding partnerships for needed (non-STIP) state highway improvements (including SR 88/49 intersection in Martell, SR 88/49 intersection in Jackson, SR 49/Main Street intersection in Jackson, Sutter-Ione Road in Sutter Creek, Plymouth Roundabout, etc.)
- Improve safety of highway rail crossings.
- Assisted with Westover Field Airport Master Plan Update and participated in efforts to obtain federally funded airport improvements as requested
- Completion of transportation corridor planning efforts in support of RTP Updates (Ridge/Climax Road Corridor, Pine Grove Corridor, Jackson, Ione, Martell, etc.)
- Assisted County and cities with adoption and implementation of regional and local traffic mitigation fee programs
- Investigated viability of local option sales tax; developed expenditure and implementation plan (measure failed - November 7, 2006)
- Development, approval, and adoption of Disadvantaged Business Enterprise (DBE) programs for all cities, the County, the ACTC, and AT
- Adoption of Public Involvement Procedures
- Development of City and County Local Government Intergovernmental Review Guide
- Development of Countywide Pedestrian and Bicycle Transportation Plan
- Development of UPLAN (rural blue print) planning program for Amador, Calaveras, and Alpine Counties

#### **PROPOSED PRODUCTS**

- Updated public involvement procedures and program (ACTC, June)
- Documentation of Tribal government-to-government relations (ACTC, July and ongoing)
- Marketing/outreach materials (ACTC, July-Aug)
- Maintain Website (ACTC, as needed)

## 19/20-2.1 PUBLIC AND INTERAGENCY PLANNING

1.

### **TASKS/METHODOLOGY (ONGOING) (All tasks are ongoing year-long activities)**

1. Maintain and implement adopted public involvement procedures and program (ACTC daily)
2. Coordinate, consult, and collaborate with the three Tribal Governments – Buena Vista Rancheria of Me-Wuk Indians, the Ione Band of Miwok Indians, and the Jackson Rancheria Band of Mi-Wuk Indians (ACTC, July and ongoing)
3. Participate in RTPA Group and Rural County Task Force (RCTF) meetings (ACTC, monthly)
4. Assist with Caltrans IGR process (ACTC, as needed)
5. Coordinate with Caltrans' system planning process, including Transportation Concept Report development, etc. (ACTC, as needed)
6. Conduct outreach and other communications with Cities, County, tribal organizations and other agencies as necessary to ensure proper interagency understanding and coordination of transportation planning (ACTC, as needed)
7. Continue to monitor and maintain communications with managers of airport facility, rail facility, countywide transit agency (Amador Transit), city and county public works, highway safety (CHP, Caltrans), and other transportation related agencies to improve the regionwide intermodal transportation system (ACTC, as needed)
8. Coordinate with Caltrans efforts to update the regional Intelligent Transportation Systems (ITS) architecture developed for the Sierra Nevada Region (ACTC, June)
9. Monitor air quality requirements in coordination with Amador Air Quality Control District and other involved agencies (ACTC, as needed)
10. Monitor and assist County and cities with General Plan Updates focusing on maintenance, traffic, and circulation. (ACTC, as needed)

### **FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	<b>Total</b>	17/18 LTF c/o	19/20 RPA	19/20 RSTP	19/20 RPA	<b>Total</b>
\$47,000	\$0	<b>\$47,000</b>	\$0	\$2,000	0	\$45,000	<b>\$47,000</b>

## 19/20-2.2 LOCAL PROJECT DELIVERY SUPPORT

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### **PURPOSE**

The purpose of this work element is to provide support for local project managers to help Amador County, its cities, ACTC, and Amador Transit develop and deliver prioritized State, federal, and locally funded programs or projects, including but not limited to:

- Regional traffic mitigation fee projects (RTMF)
- Congestion Management and Air Quality projects (CMAQ)
- Federal earmark projects (SAFETEA-LU/FAST ACT)
- Highway Bridge Program (HBP)
- Highway Safety Improvement Program (HSIP)
- Alternative Transportation Program (ATP)

### **PREVIOUS WORK**

In past years ACTC has made numerous direct and indirect efforts to improve project delivery by local agencies and Caltrans in Amador County. Previous products include:

- ACTC project monitoring process
- Local Agency Manual for Processing Projects (LAMPP)
- ACTC project development and delivery management assistance program
- Quarterly Project Delivery Meeting with Caltrans Local Assistance Division

ACTC has partnered successfully with Caltrans District 10 in recent years coordinating State Highway Operations Protection Program (SHOPP) projects with local project needs.

### **PROPOSED PRODUCTS**

- Updated local project status summary spreadsheets (ACTC, quarterly)
- Updated project monitoring binders in ACTC library (ACTC, quarterly)
- Updated local assistance fact sheets (ACTC, quarterly)
- Updated checklists for successful/timely delivery of each local assistance project (ACTC, quarterly)
- Shelf-ready project list (for future funding) (ACTC, May-June)
- Minutes and action items for quarterly Caltrans Local Assistance project meetings (ACTC, quarterly)
- Matrix for application of Local Assistance Procedures Manual requirements applicable to the varying types of projects and funding sources. (ACTC, as needed)

### **TASKS/METHODOLOGY**

- 1 Provide frequent project programming updates to various local agency project managers and assist with evolving Federal and State rules for project delivery. (ACTC/Consultant, weekly)
- 2 Coordinate with local agency project managers, and Caltrans to efficiently deliver regional STIP, HBP, RTMF, HSIP, and ATP projects. (ACTC/Consultant, weekly)
- 3 Monitor federal funding apportionments and timely use of Obligational Authority (OA); prepare and submit the Annual OA Report to Caltrans. (ACTC, April)
- 4 Forecast region's usage of Federal Apportionments and OA and pursue agreements with adjacent regions to prevent permanent loss of these sources; utilize other region's resources, if available; encourage local agencies to pursue and maintain "shelf ready" projects. (ACTC/Consultant, annually and as needed)
- 5 With consultant support, assist local agencies with preliminary engineering tasks to develop future transportation projects, review engineered elements of local transportation projects or

project applications, and address related questions/concerns of the Caltrans Local Assistance Division. (Consultant, weekly or as needed)

**FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	<b>Total</b>	18/19 LTF c/o	19/20 LTF	19/20 PPM	19/20 RSTP	<b>Total</b>
\$35,000	\$15,000	<b>\$50,000</b>	\$0	\$15,000	\$20,000	\$15,000	<b>\$50,000</b>

## 19/20 2.3 AMADOR-SACRAMENTO INTERREGIONAL TRANSPORTATION PLANNING

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### **PURPOSE**

The purpose of this work element is to work with Caltrans Districts 10 and 3 as well as Sacramento area local governments and SACOG to protect interregional travel on State Route 16 between Amador County and Sacramento.

### **PREVIOUS WORK**

Sacramento local governments, SACOG, and Caltrans District 3 have conducted meetings and drafted plans concerning relinquishment of State Route 16 in Sacramento County to the cities and County of Sacramento as well as the conversion of State Route 16 in the Sacramento area from a conventional highway to a local urban arterial. Amador County, its cities, and the ACTC were not informed of or included in these planning efforts. Meetings were held with representatives from Sacramento area local governments, SACOG, and Caltrans District 3 with no satisfactory resolution.

### **PROPOSED PRODUCTS**

Achieve mutually acceptable outcome for future ownership and development of State Route 16 in Sacramento County. (ACTC/Consultant, June)

### **TASKS/METHODOLOGY**

1. Attend meetings with District 3, Sacramento area local governments, and SACOG in efforts to work toward a resolution. (ACTC/Consultant, July-June)
2. Continue work with government relations specialist, Caltrans Headquarters, the legislature, Governor's office, and California Transportation (CTC), if necessary. (ACTC/Consultant, July-June)

### **FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	<b>Total</b>	18/19 LTF c/o	19/20 RSTP	<b>Total</b>
\$5,000	\$3,000	<b>\$8,000</b>	\$0	\$8,000	<b>\$8,000</b>

## **Work Element #3 : REGIONAL TRANSPORTATION PLANNING**

### **19/20-3.1 REGIONAL TRANSPORTATION PLAN MONITORING AND DEVELOPMENT**

#### **PURPOSE**

This Work Element focuses on coordination and management of planning activities needed to monitor implement the 2015 Regional Transportation Plan (RTP) and to develop updates to plans and programs that will lead to the next RTP update. As RTP Updates are required every 4 – 5 years, the RTP is in a continuous state of adoption and/or development.

#### **PREVIOUS WORK**

On August 20, 2015 the ACTC adopted the 2015 Amador County RTP Update. The Update was the first since 2006 and benefited from extensive public input gleaned from a total of 27 RTP stakeholder outreach meetings. The RTP compiles demographic information and existing data on traffic, transit and non-motorized uses to assist in developing criteria to measure the transportation system performance. From this, policy makers can prioritize projects against available funding sources.

Out of this work, State Route (SR) 88 Pine Grove Improvements remained the highest priority project for the Amador County region. At the same time, other high priority projects listed in the RTP (Table 5) reflect concerns with increasing traffic volumes throughout the regional roadway system and continued impacts to traffic operations and safety at intersections and along all of Amador County state highways, arterials and collector roads. In addition, Amador County's shortfall of funding for maintenance of the existing street and road system remains a serious concern and was highlighted as an area for future study of roadway pavement condition and potential consideration of State Transportation Improvement Program (STIP) funding.

In addition to roadway projects, the RTP analyzed the entire multi-modal transportation system, including public transit and non-motorized uses. By reference, the Update includes local circulation elements, short- and long-range transit plans, as well as the Amador County Pedestrian and Bikeway Master Plan Update.

The RTP sets priorities for allocations of local, state, and federal funding to projects to be included in the State Transportation Improvement Program (STIP). The highest priority RTP project – SR 88 Pine Grove Improvements – has completed the Project Approval / Environmental Document (PA/ED) phase and moved into the Plans, Specifications, and Estimates (PS&E) phase.

#### **PROPOSED PRODUCTS**

- Updated Capital Improvement Program (CIP) project list
- Existing Traffic Conditions and Safety data
- RTP Performance Measure and Goals
- Evaluation tools to help guide transportation investments
- Reports regarding issues for consideration in RTP Update

#### **TASKS/METHODOLOGY**

1. Review Goals and Policies set forth in the Regional Transportation Plan (RTP), including long-range (20 year) transportation projects. (ACTC, ongoing)
2. Review and revise CIP project list as applicable (ACTC, ongoing)
3. Develop a safety and cost/benefit and/or economic impact “decision tree” that can be help prioritize proposed projects. (ACTC, Mar-June)

4. Provide training on safety prediction methodology and Caltrans' Cost/Benefit Calculator (ACTC, Nov-Dec)
5. Work with the cities and county to develop performance measure evaluation tools to assess proposed transportation investment scenarios (ACTC, Aug-Sept)
6. Monitor, amend, and report on RTP implementation, as needed (ACTC, ongoing)
- 7.
8. Provide assistance, with consultant support, to jurisdictions as Circulation Elements are updated (ACTC/Consultant, ongoing)
9. Attend CTC meetings as necessary (ACTC, ongoing)

**FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	<b>Total</b>	18/19 LTF c/o	19/20 LTF	19/20 RPA	19/20 RSTP	<b>Total</b>
\$35,000	\$40,000	<b>\$75,000</b>	\$0	\$25,000	\$35,000	\$15,000	<b>\$75,000</b>

## 19/20-3.2 GIS MAPPING, DEMOGRAPHIC DATA, AND SUPPORT

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### **PURPOSE**

The purpose of this work element is to address RTP-related Objectives and to provide GIS mapping and data services to local agencies and organizations as requested.

### **PREVIOUS WORK**

ACTC has developed GIS mapping and database management capabilities as important input to transportation planning efforts supporting Regional Blueprint Planning and Regional Transportation Plan development.

ACTC staff has provided GIS mapping support to various local agencies, including:

- LAFCO – annexation research and city boundary mapping
- Amador County – 2012-to-present parcel change updates
- Amador Water Agency – consultation regarding updates to water delivery infrastructure mapping
- Tree Mortality Core Planning Group – base mapping to prioritize and track tree removal
- Emergency response personnel - provided maps of critical resource areas related to public transportation facilities that provide critical access to these areas

During FY 17/18, staff also completed the upgrade to the UPLAN Model in coordination with Caltrans and numerous involved counties. The Model is available as a resource to planners in assessing projected land use growth patterns.

### **PROPOSED PRODUCTS**

- Final prioritized inventory of public transportation facilities that provide access to critical resource areas for emergency response, recreational, and natural resource needs.
- Updated GIS maps and related data as requested by local agencies and organizations.
- Mapping support for Amador/Calaveras Extreme Weather Needs Assessment.

### **TASKS/METHODOLOGY**

1. Meet with key participants including county, Caltrans, ACTC, US Forest Service and Bureau of Land Management staff, the Amador Fire Safe Council, relevant emergency responders, and County Supervisors, Amador Water Agency, and LAFCO to complete development of GIS-based shape file of critical public transportation facilities providing access to critical resource areas. (ACTC, ongoing)
2. Organize GIS shape files and “hyper-links” that identify the Region’s critical infrastructure, fire-prone areas, isolated communities, high-visitation recreational areas, and important natural resource economic zones. (ACTC, September-December)
3. Develop framework to prioritize facilities according to the relative importance they represent and level of access they provide. (ACTC, December-February)
4. Advise cities, County, special districts, and other organizations about ACTC’s GIS mapping and database services. (ACTC, July-June)
5. Meet with agencies/organizations who respond to discuss their requests and requirements. (ACTC, July-June)
6. Maintain GIS Database - monitor and map transportation improvements including their status, schedules, and funding sources countywide. (ACTC/Consultant, July-Aug)
7. Maintain inventory of GIS maps and local date requests. (ACTC, ongoing)

**FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant / Software	<b>Total</b>	18/19 LTF c/o	19/20 LTF	19/20 RPA	19/20 RSTP	<b>Total</b>
\$54,920	\$2,100	<b>\$57,020</b>	\$0	\$8,100	\$40,000	\$8,920	<b>\$57,020</b>

## 19/20-3.3 TRAVEL DEMAND MODEL

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### **PURPOSE**

The purpose of this work element is to provide assistance to city and county staff as needed, to help identify impacts of existing and new development on the local and regional roadway system. This work element also supports efforts to provide regular updates to regional traffic projections for use in the Regional Transportation Plan updates.

### **PREVIOUS WORK**

In previous fiscal years (95/96 through 15/16), the Commission used its traffic model to maintain and implement adopted RTP goals, policies and objectives. This work required the services of a traffic engineering consultant trained in use of the TRANSCAD model and familiar with Amador County local agencies. Over the past years, this work element has been used to oversee mitigation of traffic impacts from a number of public and private development projects in Amador County. It has also been used to provide updated information for use in the 2004 and 2015 RTP updates, to insure proper "nexus" and "proportionality" in adopted local and regional traffic mitigation fee expenditure plans, and to provide information needed by Caltrans for air quality planning. In past years, ACTC consultants have also begun to assist ACTC staff in efforts to improve the Amador County Planning and Public Works Department process for reviewing traffic impacts from new development proposals. This work also includes ongoing efforts to improve coordination among city/County planning agencies and Caltrans Planning, Intergovernmental Review, Local Assistance, and Encroachment Permit divisions.

In 2016/17 ACTC purchased a license for the TransCAD software and, during FY 17/18 conducted in-house training for ACTC staff on its use.

### **PROPOSED PRODUCTS**

- Updated and operating countywide traffic model. (ACTC/Consultant, July and as needed)
- Updated and adopted Regional Transportation Plan policies. (ACTC/Consultant, July-May)
- Updated and operating GIS database for transportation projects. (ACTC/Consultant, July-Aug)
- Updated and operating traffic mitigation monitoring program. (ACTC, July/Aug)
- Updated Traffic Impact Study Guidelines. (ACTC/Consultant, May-June)
- Travel Demand Model Users Guide (ACTC, May-June)

### **TASKS/METHODOLOGY**

1. Evaluate and monitor performance of existing consultant contract. (ACTC, July)
2. Develop in-house staff capability to utilize Amador County Traffic Model – with consultant support, ACTC staff will maintain the TransCAD traffic model including application of the model to the countywide RTP Update, the review of proposed land use development projects or transportation improvement projects, and other transportation planning efforts. (ACTC/Consultant, as needed)
3. Traffic Impact Analysis/Mitigation – ACTC staff and consultant will provide technical support to Lead Agency (cities/County), as requested, in review of development projects/proposals and recommendations concerning transportation impacts of new developments. ACTC staff will maintain a system for monitoring land use development projects, traffic impacts, and required mitigation measures. (ACTC/local agency/Consultant, as needed)
4. Update Traffic Impact Study Guidelines – ACTC staff and consultant will update Traffic Impact Study guidelines for ease of use by the public, developers, and elected officials. (ACTC/local agency/Consultant, as needed May-June)

5. ACTC Board, Public, and Agency Meetings – ACTC staff and consultant will provide public presentations and participate in meetings with ACTC, Caltrans, and other agencies, as requested. (ACTC/Consultant, as needed)
6. Other Traffic Engineering Related Duties - Consultant will assist ACTC staff with other traffic engineering related duties as necessary. (Consultant, as needed)

**FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	<b>Total</b>	LTF 19/20	PPM 19/20	19/20 RPA	19/20 RSTP	<b>Total</b>
\$17,000	\$14,000	<b>\$31,000</b>	\$2,000	\$9,000	\$5,000	\$15,000	<b>\$31,000</b>

## 19/20-3.4 PAVEMENT MANAGEMENT MONITORING & SAFETY ASSESSMENTS

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### **PURPOSE**

The purpose of this work element is to monitor the Pavement Management Program (PMP) status for County of Amador and the cities of Amador, Jackson, Plymouth, Ione, and Sutter Creek and provide annual Safety Assessments for the region.

### **PREVIOUS WORK**

In 1999, the ACTC developed PMPs for the cities and county. In 2015, the ACTC helped coordinate the development of comprehensive PMPs for the County and cities.

Each PMP systematically studied the respective roadway system and identified an overall Pavement Condition Index (PCI) for each. In addition, the PMP identified funding scenarios to maintain or improve the PCI in each jurisdiction, developing as many as four (4) budget scenarios (e.g. using existing funding levels, funding levels needed to increase the overall average PCI of the roadways over time, funding levels to maintain or decrease backlog over time, funding based on increasing all roadway segments within the jurisdiction to PCI's of 70 or above assuming unlimited budgets were available.).

In FY 17/18, ACTC initiated a multi-county effort including Calaveras and Alpine counties to study systemic safety proposals throughout the tri-county region. The objective of the study was to prepare project funding applications to the Highway Safety Improvement Program.

### **PROPOSED PRODUCTS**

- Report on current status of PMP recommendations for each Amador County jurisdiction (ACTC, June)
- Report on status of StreetSaver software program updates (ACTC, as needed)
- PMP mapping and data analysis reports (ACTC, June)

### **TASKS/METHODOLOGY**

1. Provide training guidance for city/county staff to utilize the Pavement Management software, maintain related databases, and monitor each jurisdiction's PMP over time. (ACTC Aug)
2. Provide regular presentations to ACTC regarding the progress on PMP implementation utilizing StreetSaver software (ACTC Dec-May)
3. Undertake annual safety assessment for the Amador County region utilizing SWITRS and TIMS databases along with public input (ACTC, Sept-Dec)
4. Assist with funding applications, as requested (ACTC, Mar-May)

### **FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant / Software	<b>Total</b>	19/20 LTF	19/20 RSTP	<b>Total</b>
\$10,000	\$7,500	<b>\$17,500</b>	\$12,500	\$5,000	<b>\$17,500</b>

## 19/20-3.5 TRANSIT PLANNING

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### PURPOSE

Much of this work element focuses on implementation of the Transportation Development Act (TDA) legislation enacted in 1971 providing transit and non-transit funding to counties. The TDA established two (2) local funding sources – the Local Transportation Fund (LTF) and State Transit Assistance (STA). The primary function of this work element involves staff support to the Social Services Advisory Committee (SSTAC) and analysis of testimony received at the annual Unmet Transit Needs Hearing. This work element also covers staff work involving transit plans and studies as needed.

### PREVIOUS WORK

- Staff administration of transit meetings, including preparation of minutes
- Annual oversight of Unmet Transit Needs hearing process
- Maintenance of active Social Service Transportation Advisory Council (SSTAC)
- Oversight and administration of Social Service Transportation Inventory and Action Plan Update
- Oversight and administration of Federal Transit Administration (FTA) and/or Regional Planning Administration (RPA) funded transit related studies
- Technical assistance to FTA Section 5310 applicants along with tasks associated with the programming of FTA Section 5311 funds
- Development of Short- and Long-Range Transit Development Plans
- Award of grant funding for Student Transit Intern staff position

### PROPOSED PRODUCTS

- Unmet Transit Needs and Reasonable-to-Meet resolutions and hearing documentation (ACTC, Nov-Feb)
- Unmet Transit Needs ‘Reasonable to Meet’ staff recommendations (ACTC, Jan-Feb)
- Oversight and administration of Social Service Transportation Inventory and Action Plan Update (ACTC/Consultant, June)
- Transit capital and operating fund report (ACTC/AT, June)
- Updated Consolidated Public Transit Human Services Plan (ACTC/Consultant, June)

### TASKS/METHODOLOGY

1. Conduct annual transit needs hearing (ACTC, Nov-Mar)
2. Adopt Unmet Transit Needs definition and "Reasonable to Meet" criteria (ACTC, Nov-Dec)
3. Provide ‘Reasonable to Meet’ analysis report for ACTC adoption (ACTC, Nov-Mar)
4. Provide technical assistance to FTA grant applicants and tasks associated with the programming of FTA funds (ACTC, as needed)
5. Maintain active SSTAC through regular meeting schedule (ACTC, bi-monthly)
6. Provide staff support to Consolidated Public Transit and Human Services consultant team. (ACTC, July-June)

### FUNDING SOURCES/RESPONSIBLE AGENCIES

ACTC	Consultant	Total	18/19 LTF c/o	19/20 RPA	19/20 RSTP	Total
\$25,000	\$0	<b>\$25,000</b>	\$0	\$0	\$25,000	<b>\$25,000</b>

## 19/20-3.6 PEDESTRIAN AND BICYCLE PLANNING

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### PURPOSE

The purpose of this Work Element is to monitor and update, as necessary, the project priorities and cost estimates identified in the Amador Countywide Pedestrian and Bicycle Transportation Plan.

ACTC also allocates locally available pedestrian/bicycle transportation funding to priority projects and assists local agencies with project development efforts through identification of available State and Federal funding for non-motorized transportation improvements.

### PREVIOUS WORK

In 2006, the ACTC organized an advisory committee comprised of the cities, County, Caltrans, and various stakeholders to establish the 2006 countywide bicycle and pedestrian plan.

In 2016/17, ACTC staff convened a stakeholder project advisory committee to help provide informed input on the Region's pedestrian and bicycle priorities and provide an update to the 2006 Plan. ACTC staff and committee representatives reviewed and updated the project descriptions and cost estimates identified in the currently adopted Amador County wide Pedestrian and Bicycle Transportation Plan. Existing project locations, descriptions, and cost estimates were updated to determine if any changes were warranted to the Region's currently adopted pedestrian and bicycle priorities based on factors such as safety, connectivity, ADA accessibility, cost benefit, etc. The Plan was adopted by the ACTC in early FY 17/18.

### PROPOSED PRODUCTS

- Annual Ped/Bike Plan implementation report. (ACTC, June)
- 'Call for Projects' for funding from ACTC Ped/Bike set-aside account (ACTC, as needed)
- Applications, as applicable, to the State Active Transportation Program. (ACTC, as needed)

### TASKS/METHODOLOGY

1. Present the updated Amador Countywide Pedestrian and Bicycle Transportation Plan to the cities, county, and ACTC for adoption. (ACTC, July-June)
3. Create a summary of eligible activities, competitive evaluation criteria, and programming requirements applicable to available pedestrian and bicycle funding sources, such as the ACTC Pedestrian/Bicycle Set Aside Fund, Active Transportation Program, etc. (ACTC, Aug)
4. Based on information provided through updating the Amador County Pedestrian and Bicycle Transportation Plan, identify pedestrian and bicycle projects to be proposed for state or federal competitive grant funding within 5-year and 20-year time frames and determine local requirements. (ACTC, Aug)
8. Schedule meetings with the TAC to develop a process to prioritize and allocate any pedestrian and bicycle funding available through the ACTC and present it for adoption. (ACTC, Sept)

### FUNDING SOURCES/RESPONSIBLE AGENCIES

ACTC	Consultant	<b>Total</b>	19/20 LTF	RPA 19/20	19/20 RSTP	<b>Total</b>
\$3,000	\$0	<b>\$3,000</b>	\$0	\$3,000	0	<b>\$3,000</b>

## 19/20-3.7 REGIONAL TRAFFIC MITIGATION FEE PROGRAM ADMINISTRATION

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### **PURPOSE**

The purpose of this work element is to administer the Region's Traffic Mitigation Fee (RTMF) program.

### **PREVIOUS WORK**

In January and February 2006, all five cities in Amador County and the County Board of Supervisors held public hearings and approved a Memorandum of Understanding (MOU) with the Amador County Transportation Commission to govern collection and use of regional traffic mitigation fees (RTMF). Regional Traffic Mitigation Fees are now being collected on construction of all buildings in Amador County and cities for the purpose of mitigating traffic impacts on the regional roadway system. The ACTC is assigned responsibility to administer this fee program with guidance from a project oversight committee.

In FY 16/17 this work element included update of the fee program's nexus plan and capital improvement program (CIP) reflecting project priorities of the 2015 RTP Update.

### **PROPOSED PRODUCTS**

- FY 18/19 Annual RTMF Report (ACTC, Dec)
- 

### **TASKS/METHODOLOGY**

1. Collect fees submitted by cities and County and deposit with County Auditor on account for the program. (ACTC, Quarterly)
2. Conduct annual oversight committee meeting to review revenues, expenditures and recommend program obligations. (ACTC, Sept-Oct)
3. Prepare and present Annual RTMF Report, as required by AB 1600, to cities and County. (ACTC, Dec)
- 4.

### **FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Total	RPA	19/20 RSTP	Total
\$5,000	<b>\$5,000</b>	0	\$5,000	<b>\$5,000</b>

## 19/20-3.8 TRANSPORTATION FUNDING ASSISTANCE

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### **PURPOSE**

The purpose of this work element is to program ACTC staff time to maximize State, federal, and local funds for transportation purposes and seek additional and innovative solutions to project funding shortfalls.

### **PREVIOUS WORK**

In previous years, ACTC has been successful in securing funding from a variety of State and Federal sources to address important regional and inter-regional transportation project needs. ACTC has also worked closely with Caltrans Local Assistance and local agencies to improve expertise in delivery of local projects and partner where possible. ACTC has also worked to identify potential sources of funding such as the Regional Traffic Mitigation Fee Program (adopted) and the 2006 Amador County ½-cent transportation sales tax bond measure (failed).

These efforts have proven increasingly challenging due to diminished revenue sources at the State and Federal levels. While the recent passage of SB 1 ensures a stable direct funding source for cities and counties to maintain the regional roadway network, roadway condition studies identify continued shortfalls of revenue necessary to maintain current levels of service.

### **PROPOSED PRODUCTS**

- Assistance to local agencies, as necessary, to secure funding necessary to implement RTP goals and objectives. (ACTC, ongoing and as needed)
- On-going reports to ACTC commissioners regarding the status of current and potentially-available regional transportation funding resources (ACTC, monthly)
- 

### **TASKS/METHODOLOGY**

1. ACTC staff will monitor State and Federal legislation and the development of guidelines and regulations pertaining to use of State and federal infrastructure funds pursuant to newly-enacted federal FAST Act and other sources. (ACTC, on-going and as needed)
2. Assist County and City staff in maximizing access to available funds, including grant writing, meetings, contacts, etc. (ACTC, on-going and as needed)
3. Assist County and City staff investigating potential transportation funding. (ACTC, as needed)
4. Assist in understanding federal allocations, authorizations, and Obligational Authority and maximize use of federal funds available to Amador County. (ACTC, annually and as needed)
5. Assist in timely use of State and federal funding programs pursuant to state and federal regulations. (ACTC, on-going and as needed)
6. Implement policies and programs of the federal FAST Act. (ACTC, on-going and as needed)
- 7.

### **FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	<b>Total</b>	18/19 LTF c/o	19/20 LTF	19/20 RSTP	<b>TOTAL</b>
\$15,000	\$0	<b>\$15,000</b>	\$0	0	\$15,000	<b>\$15,000</b>

## 19/20-3.9 STATE/REGIONAL TRANSPORTATION IMPROVEMENT PLAN

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### **PURPOSE**

The purpose of this work element is to ensure appropriate programming of State and Federal funds consistent with projects prioritized within the Amador County RTP. ACTC is responsible for conducting a public and transparent process in the selection of projects using State and Federal funds available to transportation projects. Bi-annually, ACTC has the responsibility to program the regional share of Regional Improvement Program (RIP) funds to selected projects and ensure the Amador County Regional Transportation Improvement Program (RTIP) is adopted into the State Transportation Improvement Program (STIP).

ACTC staff also works closely with Caltrans to ensure timely construction of Amador County's top priority STIP projects and advocates for programming of Caltrans State Highway Operations Protection Program (SHOPP) projects in coordination with needs identified in Amador County's RTP.

### **PREVIOUS WORK**

In prior years, the ACTC and its consultants worked cooperatively with Caltrans District 10 and the California Transportation Commission to fund, develop, and deliver the Highway 49 Bypass project. The effort achieved success through CTC allocation of additional discretionary funding needed to complete construction in spring 2007. From 1999 through 2007 the ACTC assisted Caltrans with delivery of the 49 Bypass and other Tri-County projects. In FY 2011/12 ACTC secured STIP funding for the region's priority project - the Pine Grove SR 88 Corridor Improvement Project.

Assistance with Caltrans delivery of local prioritized SHOPP and Minor Program projects has improved due to Caltrans recent commitment to meet and confer on opportunities to combine State and local funds to deliver mutually important projects. Cooperative agreements have been executed for the following projects:

- Left turn lane on SR 88 at Martin Lane
- SR 49/88 Sutter Street Intersection, Jackson
- SR 49/French Bar Road Intersection, Jackson
- SR 49/Main Street/Shenandoah Road Intersection, Plymouth
- Emergency Response GIS-Based Signal Preemption Systems

During FY 16/17, ACTC and County staff worked together to transition of management responsibilities to Amador County for the Plans, Specifications, and Estimates (PS&E) and Right of Way (ROW) phases for the SR 88 Pine Grove Improvements project. A Cooperative Agreement between Caltrans and Amador County was developed and funding for the PS&E and ROW project components was included in the adopted 2016 STIP. The 2018 RTIP submittal requested programming of funds toward the Right-of-Way and Construction project phases.

### **PROPOSED PRODUCTS**

- 
- Caltrans-ACTC SHOPP and Minor program meeting reports (Caltrans/ACTC, quarterly)
- Additional project Cooperative Agreements and Project Initiation Documents (Caltrans/ACTC, as needed)
- 2020 Regional Transportation Improvement Program (RTIP) (ACTC, Aug-Dec)

**TASKS/METHODOLOGY**

1. Communicate regularly with Caltrans and local agency staff to ensure progress toward timely delivery of the projects and provide reports to ACTC. (Caltrans/ACTC, quarterly and as needed)
2. Work with Caltrans on prioritization and design of SHOPP and Minor projects so they may coordinate with planned local transportation projects and RTP policies and priorities. (Caltrans/ACTC, ongoing)
3. Review Caltrans progress reports with ACTC and carry out follow-up investigations/clarifications as may be necessary. (Caltrans/ACTC, quarterly and as needed)
4. Assist in efforts to expedite timely and cost-effective completion of priority Amador County STIP and SHOPP projects. (Caltrans/ACTC, quarterly and as needed)
5. Maintain action item lists as well as project costs and schedule concerning programming and delivery status of all STIP and SHOPP projects. (Caltrans/ACTC, quarterly and as needed)
6. Provide regular progress reports for ACTC meetings concerning programming and delivery status of all STIP and SHOPP projects. (Caltrans/ACTC, quarterly and as needed)
7. Monitor development of 2018 STIP, including processing any required STIP Amendment requests. (ACTC, ongoing)
- 8.
9. In coordination with Cities and County, prepare recommendations for programming Regional Improvement Program funding in 2020 RTIP.

**FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	Total	18/19 LTF c/o	19/20 RPA	19/20 RSTP	Total
\$26,000	0	<b>\$26,000</b>	\$0	\$0	\$26,000	<b>\$26,000</b>

**PURPOSE:**

The Amador County Transportation Commission (ACTC) and Amador Transit (AT) will partner with local colleges, and employment centers to hire up to 2-3 student interns to work directly with the Transportation Planner of the ACTC and the Mobility Manager for Amador Transit over the next two (2) years. The internships will expose students to transit planning topics; and, in particular, the challenges of rural transportation planning. The interns will assist with various transportation planning activities such as data collection, research, improved community coordination in order to improve transit operations as well as transportation accessibility and mobility within Amador County and the surrounding region.

**PREVIOUS WORK:** During FY 18/19, staff recruited and hired a successful applicant to the ACTC Transit Intern program. The newly-hired Intern has become immersed in a variety of transit-related OWP work activities. The Intern has effectively performed all assigned duties while maintaining progress toward collegiate advancement.

**PROPOSED WORK:**

- Expose students to fundamentals of rural transportation and transit planning. (ACTC, July-June)
- Improve transit operations and transportation accessibility and mobility within Amador County. (ACTC, July-June)
- Provide employment opportunities to youth and students in rural areas. (ACTC, June-Aug)
- Research existing and emerging technologies that enhance innovation, sustainability, social equity, mobility and safety of transportation systems and analyze the feasibility of implementation within rural Amador County. (ACTC, July-June)
- Provide planning and community coordination support by working with the Social Services Transportation Advisory Council and other local agencies. (ACTC, July-June)
- Manage and update various transit databases. (ACTC, as needed)
- Plan transit services that meet local, state, and federal sustainability goals by encouraging GHG reductions, economic development through increased connectivity, social equity, safety, and health. (ACTC, July-June)
- Foster education of university and community college students with an interest in the field of transit planning. (ACTC, July-June)

**TASKS/METHODOLOGY:**

1. Develop internship program job descriptions and work assignments, timelines, selection criteria and requirements in coordination with Amador Transit and the Social Services Transportation Advisory Council. (ACTC, Dec-April)
2. Distribute Job Announcement in partnership with Amador College Connect and affiliated colleges and job centers. (ACTC, April-May)
3. Hire and train interns at start of each internship period. Provide an intern orientation program. (ACTC, May-June)
4. Evaluate interns at mid-way point and at the end of the internship program to provide feedback to help with professional development. (ACTC, Dec/June)
5. Submit Quarterly Reports to Caltrans District 10 staff providing a summary of project progress and expenditures. (ACTC, Sept-June)
6. Document the Amador Transit Internship Program framework, tasks and duties assigned to interns, benefits gained by interns and ACTC and AT staff, and lessons learned. ACTC, June)

**FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	<b>Total</b>	19/20 LTF	18/19	<b>Total</b>
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				SB 1 Grant c/o	
\$25,000	0	<b>\$25,000</b>	\$2,868	\$22,132	<b>\$25,000</b>

## **Work Element #4 : PLANNING GRANTS**

### 19/20-4.1 EXTREME WEATHER NEEDS ASSESSMENT (with Calaveras County)

**PURPOSE:**

The Amador County Transportation Commission (ACTC) will partner with the Calaveras Council of Governments and local agencies to better understand the potential negative impacts to infrastructure from major weather events and natural disasters. The proposed study will enlist consultant support to assemble a Team to assist affected Stakeholders in preparing a Preparedness Reviews, to be updated annually, that addresses threats and hazards anticipated from Extreme Weather events in Amador and Calaveras Counties.

**PREVIOUS WORK:** During FY 18/19, ACTC assembled a project team to develop the Project Scope of Work (SOW) and issue a Request for Qualifications for consultant services. Following interviews, the project team refined the SOW to closely align with the Federal Emergency Management Agency (FEMA) Threat and Hazard Identification Risk Assessment and Stakeholder Preparedness Review process (THIRA/SPR). The project team conducted consultant interviews and selected a qualified firm to assist with the Project.

**PROPOSED WORK:**

- Apply FEMA THIRA/SPR approach to engage stakeholders (ACTC/Consultant, July-June)
- Assist stakeholders in identifying impacts to Core Capabilities in response to Extreme Weather events. (ACTC/Consultant, Sept-Oct)
- Provide mapping assistance as needed to develop baseline conditions analysis for stakeholder assessments. ACTC/Consultant, Sept/Oct)
- Assist stakeholders in identification of TARGET Extreme Weather Event Core Capabilities. ACTC/Consultant, Oct/Nov)
- Assist stakeholders in identification of CURRENT Extreme Weather Event Core Capabilities. (ACTC/Consultant, Nov-Dec)
- Assist stakeholders in identification of GAPS in Extreme Weather Event Core Capabilities. (ACTC/Consultant, Mar-April)
- Assist stakeholders in identification of available funding sources to sustain Core Capabilities and manage gaps. (ACTC/Consultant, May-June)
- Prepare Project progress reports. (ACTC/Consultant, Monthly)

**TASKS/METHODOLOGY:**

1. Assemble Stakeholder Preparedness Team (ACTC/CCOG/Consultant, June-Aug)
2. Research physical and biological factors that contribute to and cause extreme weather events locally. (ACTC/Consultant – Aug)
3. Utilizing GIS mapping to develop inventories of key geographic characteristics for use by stakeholders to assist in identification of impact to Core Capabilities. (ACTC/Consultant, Sept-Oct)
4. Assist stakeholders in development of inventory of infrastructure improvements and upgrades needed to meet current and future Core Capabilities at vulnerable locations. (ACTC/Consultant, Nov-Dec)

5. Assist stakeholders in identification of prevention measures to address extreme weather and natural disaster vulnerabilities, such as: improved network of fire breaks, increased drainage features, culvert upgrades, and ditch treatments. (ACTC/Consultant, Jan-Feb)
6. Assist stakeholders in identification of gaps in information and communications technology that can be applied to improve evacuation planning and community preparedness. (ACTC/Consultant, Mar-April)
7. Assist stakeholders in identifying and quantifying costs associated with damage and injury prevention strategies. (ACTC/Consultant, April-May)
8. Identify potential funding sources for prevention and emergency response strategies. (ACTC/Consultant, May-June)
9. Develop a natural disaster and extreme weather economic recovery strategy. (ACTC/Consultant, May-June)
10. Assist stakeholders in identifying financial plans to address future impacts related to Extreme Weather events. (ACTC/Consultant, May-June)

**FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	<b>Total</b>	19/20 LTF	19/20 SB 1 Grant	19/20 RSTP	<b>Total</b>
\$19,494	\$150,466	<b>\$169,960</b>	\$0	\$150,466	\$19,494	<b>\$169,960</b>

## 19/20-4.2 COORDINATED PUBLIC TRANSIT HUMAN SERVICES PLAN (with Calaveras and Tuolumne counties)

### **PURPOSE:**

The Amador County Transportation Commission (ACTC), Calaveras Council of Governments (CCOG) and the Tuolumne County Transportation Council (TCTC) will partner to update the Coordinated Public Transit Human Services Transportation Plans for Amador, Calaveras, and Tuolumne counties. The final deliverables will be an inventory of available transportation services, assessment of transportation needs for transportation disadvantaged populations, list of prioritized strategies, activities, and projects to address identified service needs and gaps along with an implementation plan. The Coordinated Plans will allow for project eligibility for Federal Transit Administration grant funding.

**PREVIOUS WORK:** This an Update of a previous work activity. Tuolumne County Transportation Council staff will manage the consultant contract and coordinate work among the three (3) counties.

### **PROPOSED WORK:**

- In coordination with TCTC staff and consultant, identify and prioritize strategies that will improve the mobility of the elderly population, low-income individuals, and persons with disabilities. (TCTC, TBD)  
Develop strategies to consolidate transportation information, enhance public transit education, and provide training programs. (TCTC, TBD)  
Expand existing volunteer transportation programs and introduce new or expanded specialized transportation services. (TCTC, TBD)  
Develop recommendations that will enhance accessibility to public transit, minimize duplication of services and facilitate the most appropriate cost-effective transportation services possible with available resources. (TCTC, TBD)

### **TASKS/METHODOLOGY:**

#### **In coordination with TCTC staff and consultant,**

1. Enlist consultant support to review existing planning documents and develop inventory of available transportation services. (TCTC, TBD)
2. Convene kick-off meeting with each county Social Service Transportation Advisory Committee (SSTAC) and affected stakeholders. (TCTC, TBD)
3. Prepare demographic profile and GIS mapping assessment of disadvantaged populations in each county. (TCTC, TBD)
4. Develop survey, conduct interviews, and hold public workshops to solicit detailed information on current service gaps and needs. (TCTC, TBD)

5. Prepare Final Report with key findings, assessments of transportation needs and recommendations for transportation service improvements. (TCTC, TBD)

**FUNDING SOURCES/RESPONSIBLE AGENCIES**

ACTC	Consultant	<b>Total</b>	19/20 LTF	18/19 SB 1 Grant c/0	<b>Total</b>
\$4,340	0	<b>\$4,340</b>	\$3,340	0	<b>\$4,340</b>

**Appendix B**

**Amador County Transportation Commission  
2019/20 OWP Project Schedule**

Project	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1.1) TDA Administration												
1.2) Planning & Programming Admin												
2.1) Public & Interagency Planning												
2.2) Local Project Delivery												
2.3) Ama-Sac Inter-regional Planning												
3.1) RTP Monitoring and Development												
3.2) GIS Mapping, Demographic Data and Support												
3.3) Travel Demand Model												
3.4) Pavement Management Monitoring												
3.5) Transit Planning												
3.6) Ped/Bike Plan Update												
3.7) Regional Traffic Mitigation Program Admin												
3.8) Transportation Funding Assistance												
3.9) Regional Transportation Improvement Program												
3.10) Transportation Intern Program												
4.1) Extreme Weather Needs Assessment												
4.2) Coordinated Public Transit Human Services Plan												

## **APPENDIX F**

### **References**

#### **Guidelines:**

Overall Work Program (OWP) Guidance, Appendices, for Transportation Planning and Programming Requirements Regarding Tribal Governments. Guidance is included for the protocol for government-to-government relations with federally recognized tribes and for public outreach with the Native American population.

California Transportation Commission (CTC), California Regional Transportation Plan Guidelines; Executive Order 12898 (Environmental Justice); and Title VI of the Civil Rights Act. The CTC approved the following requirement in the RTP Guidelines: "the MPOs and RTPA should include a discussion of consultation, coordination and communication with federally recognized Tribal Governments when the community is located within the boundary of an MPO/RTPA".

#### **Regulations:**

Title 23, Code of Federal Regulations (CFR), CFR 49, Chapter 1, Part 450 Subpart C, Sections 450.104, 450.202, 450.31(i), 450.324(f)(1), and 450.330(a)

#### **Statutes:**

Title 23, United States Code (U.S.C.) Chapter 1, Sections 134(h)(3)(B), 134(i)(5), and 101(a)(23); SAFETEA-LU Section 3005, Subsection 5303(i)(2)(B), Section 6001, Subsection 134(i)(2)(B), and 6002.

**APPENDIX G**

