



2015/2016 OVERALL WORK PROGRAM  
DEL NORTE LOCAL TRANSPORTATION COMMISSION

*Adopted April 9, 2015*

**RESOLUTION 2015 10**

**DEL NORTE LOCAL TRANSPORTATION COMMISSION  
RESOLUTION ADOPTING THE 2015/2016 OVERALL WORK PROGRAM**

WHEREAS, the Del Norte Local Transportation Commission, as the Del Norte Regional Transportation Planning Agency, has the responsibility of developing, approving and managing an Overall Work Program annually; and

WHEREAS, the Del Norte Local Transportation Commission, through its planning process including its regional transportation plan, has identified the region's significant transportation needs; and

WHEREAS, as part of the management of its annual Overall Work Program the Del Norte Local Transportation Commission has identified projects for the 2015/2016 year;


NOW, THEREFORE, BE IT RESOLVED that the Del Norte Local Transportation Commission does hereby adopt its 2015/2016 Overall Work Program according to the attached summary and funding charts.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission at a regular meeting hereof held on the ninth day of April 2015, by the following polled vote:

AYES: *Enea, Finigan, Howard, Holley, Murray, Sullivan*  
NOES: *—*  
ABSTAIN: *—*  
ABSENT: *Hemmingsen*

  
\_\_\_\_\_  
Kathryn Murray, Chair  
Del Norte Local Transportation Commission

ATTEST:

  
\_\_\_\_\_  
Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission

# **2015/2016 Overall Work Program Del Norte Local Transportation Commission**

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## INTRODUCTION

### **Area Profile**

Del Norte County is California's northern-most county on the Pacific coast. We host the Redwood State and National Parks, Wild and Scenic Rivers and we have some of the highest indicators of poverty, low literacy and poor health. We self-label as the Nature Park for the State of California because nearly 80% of our land is publicly owned, and we host approximately 100 Threatened and Endangered Species and 1,000 State Species of Special Concern all living in sensitive habitat. The 1,000 square mile county is bordered by Oregon to the north, Siskiyou County to the east, Humboldt County to the south, and the Pacific Ocean to the west. Crescent City, the county seat, lies 370 miles north of San Francisco, California and 330 miles south of Portland, Oregon.

Land Ownership is an important consideration to the area profile because it shows the amount and percentage of land owned by the public and private sectors. It is a summation of land area by county parcel. Publicly owned lands are categorized by public landowner and are not subject to property tax, and private lands are not categorized. The information is used to show to what extent nonlocal governmental organizations are in control of local land use and it shows how much land is not subject to property tax. This is important whenever state or federal governments threaten to eliminate or modify funding agreements that pay counties with large portions of government land in lieu of property tax collections. How is Del Norte County doing? Only 22.4 percent of parcel land in Del Norte County is privately held and subject to property tax, leaving nearly 78 percent of the county in public ownership. A vast majority of this land (69.3%) is federal, including lands in Six Rivers National Forest.

The temperature of Del Norte County is mild along the coast but much of the climate is a rainforest. The average annual rainfall is 75 inches – double the rainfall of Portland, Oregon (37.5") and more than triple that of San Francisco (22.8"). In Crescent City, temperatures range from 40-55 degrees in January and from 53-66 degrees in July.

The major transportation facilities in the region are Jack McNamara Field Airport, U.S. Highways 101 and 199, State Routes 197 and 169 and the Crescent City harbor. The harbor was severely damaged in the 2011 tsunami and is in the final stages of reconstruction. Scheduled commuter air service is provided south from Jack McNamara Field Airport in Crescent City to Eureka, Sacramento and San Francisco by SkyWest Airlines, though this is likely to change in this program year.

For many residents in Del Norte County, commuting to work is a ten to nineteen minute drive in a personal vehicle. As of the 2009-2011 American Community Survey, 5,418 residents in the county, which is 63.5 percent of total employed residents, commuted to their place of employment in under 14 minutes. A significant number of county residents had much shorter than average commutes when compared to California which has 24.7 percent commuting under 14 minutes. The data demonstrates that commuting to work in Del Norte County takes much less time than the statewide average.

Knowing how long people take to get to work and what means of transportation they used are part of the story to understand the structure of commuting in Del Norte County, how to utilize it in business marketing, and how to make commuting more efficient and environmentally friendly.

The population of Del Norte County has experienced a slow increase and has added only over 1,000 people in the past decade. In the past decade, the natural increase for Del Norte County has fluctuated with most additions to population made in 2010 due to a much higher number of births than deaths and the least in 2004 when there were almost as many deaths as births. The net migration was highest in 2004 and the lowest in 2012. The past four years have been the most significant because Del Norte County has experienced a negative net migration that has increased with each subsequent year. Since Del Norte shares a border with Oregon, it is easy to assume that Del Norte loses its inhabitants to its neighboring state. In fact, this is true. Curry County and Jackson County, both in Oregon, are the first and third counties, respectively, that Del Norte citizens choose to migrate to. The second county is Humboldt County, a neighboring county south of Del Norte. Although not as many Oregon citizens move to Del Norte as vice versa, Curry county inhabitants are the second largest group of citizens that choose to move to Del Norte. The first and third are residents of Humboldt County and, interestingly, Los Angeles County, most likely because Humboldt State University draws a significant student population from Los Angeles.

The beauty of the land and the abundant wildlife provide the basis for a strong tourism sector of the local economy. Hunting, fishing, hiking, kayaking, surfing and swimming are important recreational activities along the rugged coastline, within the redwood forests and along the Smith and Klamath Rivers of Del Norte County.

Blueprint modeling and universally accepted growth principles inform our policy and guide our growth. The Wild Rivers Regional Blueprint Plan (Blueprint) and adopted regional growth principles are the cumulative efforts of several years of community conversations, a regional vision statement and data based modeling that demonstrates our current land use designations are likely to lead to our intended outcomes.

Del Norte is an emergency-prone county. We have tsunamis, earthquakes, floods, rockslides, wildfires, and in the past five years, we've had all of these events. We are separated from our neighboring California counties by geography. We cannot drive to Siskiyou County to the east without traveling through Josephine County, Oregon and vast forestlands separate us from Humboldt County to the south. However, we have much in common with our northern neighbor, Curry County, Oregon, just 15 miles up US Highway 101. We share forests and forest fires, fault lines and earthquakes, and coastlines and tsunamis, and storms and storm damage. We share a single north-south route, U.S. Highway 101, and a single eastern route, U.S. Highway 199. In addition to the Border Coast Regional Airport, Ward Field and Andy McBeth Airport cater to general aviation and are potential facilities for service as emergency staging areas.

Del Norte Regional Transportation Planning Agency's Overall Work Program is prepared annually to identify and transportation planning tasks. These tasks are to be fulfilled in accordance with the policies and goals of Del Norte Regional Transportation Plan and follow the principles of the Wild Rivers Regional Blueprint Plan. The primary goal of these plans and thus the OWP is to promote a coordinated and balanced regional transportation system considering all modes of transportation and sources of funding

### ***Significant Transportation Issues***

Among the significant regional transportation issues in Del Norte County are the following:

- Operational and safety improvements to the region's U.S. and State highway systems 199 and 197. Of particular concern is the need to bring Highways 197 and 199 to the 32-year-old standards of the Surface Transportation Assistance Act (STAA) of 1982;
- Reliability issues on US Highway 101, with a focus on Last Chance Grade, which has a long history of lane failure due to common heavy rainfall, landslide activity, and beach erosion from the Pacific Ocean. Caltrans District 1 is currently working on a Engineered Feasibility Study and an Economic Analysis of a full closure at the urging of the DNLTC and many businesses, agencies and citizens;
- Operational and safety issues on US Highway 101 at the gateways to the urban area of Crescent City are significant and must be corrected per the Complete Streets directive signed in 2008;
- Lack of sufficient revenues for ongoing local streets and roads maintenance coupled with the need to plan proactively for the rehabilitation and development of local streets and roads system;
- Health and safety of school children in school zones;
- Development on Tribal lands and encouragement for active Tribal participation in the transportation planning process;
- Continued operation of cost-effective public transportation systems;
- Continued efforts to develop alternative transportation modes to facilitate decreases in vehicle trips and vehicle miles traveled;
- Proactive transportation planning across modes, including measuring system performance to support MAP-21.

These significant issues are addressed in Del Norte Local Transportation Commission's 2015/2016 OWP by placing emphasis on specific work elements including:

- Coordination and consultation with Native American Tribes and Rancherias;
- Coordinating with Caltrans regarding State Highway planning and programming, including Last Chance Grade and the Gateway areas on US Highway 101;
- Proactive planning to protect our unique environment from the impacts of transportation infrastructure, including the completion of a Climate Change and Stormwater Management Plan;
- Planning and monitoring projects on the State highway system that are funded through the State Transportation Improvement Fund and High Priority Program with a focus on safe STAA access on the Highway 197/199 corridor;
- Planning and programming for the local streets and roads system with a focus on establishing baseline data for MAP-21 performance measures;
- Updating the Regional Transportation Plan to meet MAP 21 requirements;
- Monitoring the current work program, and preparing the 2016/2017 Overall Work Program;
- Maintaining multi-modal planning and the Active Transportation Plan per MAP-21 requirements;
- Implementing a Safe Routes to Schools program and programming SRTS projects;
- Administering the legal requirements of the Transportation Development Act;
- Administering the Service Authority for Freeway Emergencies System (SAFE).

### *Overall Work Program Funding*

Del Norte Local Transportation Commission has funded the Del Norte County Regional Transportation Planning Agency Fiscal Year 2015/2016 Overall Work Program with funds and services from a variety of sources, including: Active Transportation Program, Transportation Development Act; Safe Authority for Freeway Emergencies; Rural Planning Assistance, DMV Registration Revenue, and State Transportation Improvement Program. Funding charts in this document's appendices detail the sources and amounts of expected revenue and proposed expenditures.

### ***Consultation with Native American Tribes and Rancherias***

Del Norte Local Transportation Commission maintains relationships with Elk Valley Rancheria, Smith River Rancheria, Resighini Rancheria and the Yurok Tribe by proactively contacting local Tribal leaders on issues of concern and providing formal notice and opportunities for input regarding transportation planning activities and projects. The Smith River Rancheria and the Elk Valley Rancheria are actively participating, and the Yurok Tribe has a voting member on the Technical Advisory Committee to the Del Norte Local Transportation Commission.

Successful coordination between local Tribes and Rancherias and Redwood Coast Transit Authority regarding transit service to the Smith River and Klamath areas has led to expanded services into these regions. Coordination with Smith River Rancheria regarding its vision for safe pedestrian crossing of US Highway 101 in Smith River is ongoing and the Smith River Rancheria was awarded a TIGER grant for this area.

## **ORGANIZATION AND MANAGEMENT**

DNLTC is composed of six members. The Crescent City Council appoints three and County of Del Norte Board of Supervisors appoints three. The current membership includes two County Supervisors, one county-appointed public member and three City Council Members. With the addition of the Caltrans Deputy District Director for Planning, DNLTC becomes the Policy Advisory Committee.

The Technical Advisory Committee currently consists of nine members as follows: one member – transportation planner – from the Yurok Tribe, two county members – the Deputy Director of the Community Development Department, and a representative from the Planning Division of the Community Development Department, two city members - the Planning Director and the Public Works Director; a representative from the California Highway Patrol; a representative from Redwood Coast Transit Authority, a representative from the Harbor District, and a representative from Caltrans Regional Planning.

Del Norte Local Transportation Commission has established a Social Services Transportation Advisory Council for Del Norte County, in conformance with SB 498. The Council solicits the input of transit dependent and transportation disadvantaged persons, including seniors, handicapped, and persons of limited means. The Council also has the responsibility to advise the regional transportation planning agency on any other major transit issues. The Social Services Transportation Advisory Council is composed of nine members appointed in conformance with Transportation Development Act Statute 99238.

Staff for Del Norte Local Transportation Commission expedites and facilitates the operations of the organization, especially regional transportation planning efforts, the administration of Transportation Development Act funds, and the administration of the Service Authority for Freeway Emergencies (SAFE). Staff is responsible for coordinating the development and execution of the Overall Work Program.

## FEDERAL PLANNING FACTORS

The federal planning factors in MAP-21 Section 134(h) should also be incorporated in the MPOs/RTPAs OWP. Federal Planning Factors are issued by Congress and emphasize planning factors from a national perspective. The eight planning factors are included in the chart below.

MAP-21 Planning Factors	Work Elements									
	A	B	C	D	E	F	G	H	I	J
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X		X			
2. Increase the safety of the transportation system for motorized and non-motorized users.	X	X	X	X	X	X	X	X	X	
3. Increase the security of the transportation system for motorized and non-motorized users.	X	X		X	X	X	X			
4. Increase the accessibility and mobility of people and for freight.	X	X	X	X	X		X	X		
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.	X	X	X	X	X		X	X	X	
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.	X	X	X	X	X		X			
7. Promote efficient system management and operation.	X	X	X	X	X	X	X		X	
8. Emphasize the preservation of the existing transportation system.	X	X	X	X	X	X	X	X	X	

## PUBLIC PARTICIPATION, OUTREACH & INTERAGENCY COORDINATION

The cooperative arrangement between the State of California and Del Norte Local Transportation Commission (DNLTC) is formalized by a Memorandum of Understanding. (Appendix C). In order to assure citizen participation in the planning and decision making process and specifically to encourage participation by minority, low-income and community based groups, Del Norte Local Transportation Commission makes efforts to ensure widespread public noticing of its activities. It holds noticed public hearings whenever significant decisions are considered. It encourages the local newspaper and the local radio stations to monitor Del Norte Local Transportation Commission meetings on a continuous basis, and it maintains a website ([www.dnltc.org](http://www.dnltc.org)). Del Norte Local Transportation Commission also partners with other local agencies and community based organizations whenever possible. Furthermore, people and organizations known to be interested in specific issues are informed of meetings dealing with those issues.



## **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

The Del Norte Local Transportation Commission (DNLTC) fully complies with Title VI of the Civil Rights Act of 1964. DNLTC's website, [www.DNLTC.org](http://www.DNLTC.org), may be translated into multiple languages. Publications and other public documents may be made available in alternative languages and formats, if requested. DNLTC public meetings are always held in ADA-accessible facilities and in transit accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a meeting. Requests made within seven days will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DNLTC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DNLTC's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DNLTC's Title VI program, or to obtain a Title VI Complaint Form, please call (707) 465-3878 or email [Tamera@DNLTC.org](mailto:Tamera@DNLTC.org).

## WORK ELEMENT A Long Range Planning Coordination

Final

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount (\$)	RPA	STIP/PPM	RSTP	Other
DNLTC Staff Services	\$ 23,000.00	\$ 23,000.00	-	\$ -	\$ -
Consultant	\$ 4,900.00	\$ 4,900.00	\$ -	\$ 29,975.00	\$ -
<b>TOTAL</b>	<b>\$ 57,875.00</b>	<b>\$ 27,900.00</b>	<b>\$ -</b>	<b>\$ 29,975.00</b>	<b>\$ -</b>

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

### Objective

To collaborate with various agencies such as local, regional, state agencies and Tribal governments to discuss and coordinate issues related to transportation planning. Carry forward the DNLTC regional transportation planning process that is cooperative, comprehensive, multimodal and promotes a shared regional vision. Provide information to the region to help inform decision-making that impacts transportation-related decisions.

### Discussion

This work element provides the resources for DNLTC staff and Commission members to participate in the efforts and activities to develop plans and programs that represent the transportation needs of the region.

### Previous Accomplishments

- Provided Project Initiation Documents for the gateway of the greater urban area on US Highway 101
- Participated in the US Highway 197/199 Project Delivery Team
- Commented on STIP and SHOPP projects for Caltrans and California Transportation Commission
- Participated in Last Chance Grade Feasibility Study
- Participate on workgroup and comment on Climate Change Adaption Plan
- Participate and comment on Statewide Needs Assessment
- Participate in and coordinate regional baseline data collection
- Participate in transportation emergency preparedness
- Support the Demographic and Economic Profile for Del Norte County

### Product 1: Regional Transportation Plan Development

Task/Activity		Product	Schedule
1	Assess regional priorities and participate in the system planning process on an ongoing basis as initiated by Caltrans. Comment on Caltrans policies, procedures and mandates under development.	Meeting notes, agendas, reports, comment letters	As needed
2	Prepare for and attend Regional Transportation Planning Agency executive director meetings as requested by Caltrans District 1 to comment on issues of significance to the District 1 region and to coordinate with colleagues in District 1 and District 1 staff.	Meeting notes, agendas, and comment letters	Quarterly or as scheduled by Caltrans management
3	Participate on federal MAP-21 implementation and reauthorization that supports rural transportation and meets the need of the DNLTC Regional Transportation Plan by whatever method of participation becomes available such as Proposed Rulemaking (NPRM), state and national meetings, webinars and conference calls.	Meeting notes, agendas, and comment letters	As needed and relevant to the Del Norte region
4	Coordinate and consult with Tribal governments as requested, including but not limited to Tribal long range planning. This work supports common goals including the Smith River Rancheria for the US Highway 101 corridor, the Elk Valley Rancheria on US Highway 101 trail crossing and Humboldt Road/Sandmine round about, and the Yurok Tribe on their Klamath area pedestrian safety plan and other projects that develop.	Meeting notes, agendas, and comment letters	As needed
5	Engage and coordinate the goods movement industry (Lily bulb growers, dairy/cheese, solid waste management, wood products, etc.) in regional transportation planning. Track efforts to improve goods movement on the interregional US Highway 101 and 199 corridors and State Route 299. Support policies, programs and actions that provide goods movement throughout the Northcoast region.	Meeting notes, agendas, and comment letters	As needed

- |   |   |   |   |
|---|---|---|---|
| 6 | Participate in transportation safety and security planning activities to support the RTP, including attending local and regional meetings as requested by the Del Norte Office of Emergency Services.   | Meeting notes                               | As needed                                 |
| 7 | Support California Highway Patrol and the California Office of Traffic Safety in the implementation of a public safety awareness campaign and consider new safety data and outcomes for priority setting in long-range planning. While this is a one-year CHP grant, the strategies to reverse the trend of fatalities and injuries is also addressed in long range planning. | Meeting notes, agendas, and comment letters | As scheduled by California Highway Patrol |
| 8 | Support Border Coast Regional Airport Authority activities that increase transportation options with a focus on access to the airport including multi-modal access. Attend Boarder Coast Regional Airport Authority meetings as topics of relevance arise.  | Meeting notes, agendas, and comment letters | As needed                                 |
| 9 | Post transportation articles and documents to the website that inform the public regarding planning activities that support the Regional Transportation Plan.   | Up-to-date website                          | Monthly or as needed                      |

Product 1 Estimate	Amount (\$)	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 20,000	\$ 20,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>

#### Product 2: Last Chance Grade Planning

Advocate for long term solutions to the instability of Last Chance Grade on US Highway 101, including reviewing and commenting on Caltrans documents, disseminating community information and collaborating with US Congressman Huffman to engage the community in the planning process. Products include comments on the Caltrans District 1 work effort and contract administration to support the partnership with the Congressman. This is support work and community collaboration and will inform the Regional Transportation Plan through the prioritization process. US Highway 101 is the obligation of the California Department of Transportation. DNLTC fully supports this work.

- |   |  |  |                 |
|---|--|--|-----------------|
| 1 | Public information available on website.   |  | July - June     |
| 2 | Advocate for long term solutions to the instability of Last Chance Grade on US Highway 101, including reviewing and commenting on Caltrans Project Initiation Documents and disseminating community information upon request by Caltrans. This work supports Caltrans' efforts and informs the Regional Transportation Plan. | Meeting notes, agendas, reports, comment letters | As needed       |
| 3 | Contract administration for partnership with US Congressman Huffman to advance community engagement.   | Contract, agendas, meeting notes                 | July - November |

Product 2 Estimate	Amount (\$)	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 2,000	\$ 2,000	\$-	\$-
Consultant	\$ 29,975	\$ -	\$-	\$ 29,975
<b>Total</b>	<b>\$ 31,975</b>	<b>\$ 2,000</b>	<b>\$-</b>	<b>\$ 29,975</b>

#### Product 3: 2016 Databook

- |   |   |                   |                  |
|---|---|-------------------|------------------|
| 1 | Contract management for 2016 Databook.  | Executed contract | July - October   |
| 2 | Review and comment of draft 2016 Databook   | Comments on draft | November-January |
| 2 | Develop the 2016 Databook, including chapter development, document review and final approve, and post to website. | 2016 Databook     | March            |

Product 2 Estimate	Amount (\$)	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 1,000	\$ 1,000	\$ -	\$ -
Consultant	\$ 4,900	\$ 4,900	\$ -	\$ -
<b>Total</b>	<b>\$ 5,900</b>	<b>\$ 5,900</b>	<b>\$ -</b>	<b>\$ -</b>

**WORK ELEMENT B**
**Overall Work Program Development**
**Final**

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount (\$)	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 12,000.00	\$ 12,000.00	-		
Consultant	\$ 40,000.00	\$ 40,000.00	\$ -		
<b>TOTAL</b>	<b>\$ 52,000.00</b>	<b>\$ 52,000.00</b>	<b>-</b>		

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Objective**

To provide administration of the Overall Work Program, to conduct day-to-day operations of DNLTC, provide support to the Commission and its committees, develop and adopt a budget, goals, policies and objectives for the regional transportation planning process.

**Discussion**

The Overall Work Program describes proposed transportation planning activities for a fiscal year and is a contracting mechanism. The OWP is a public document that identifies the DNLTC's planning activities and products, who is performing the work, when the activity and products will be completed, and the funding source for the work.

**Previous Accomplishments**

- Developed an Overall Work Program and budget on an annual basis
- Prepared and submitted required reporting, including summaries of work performed and corresponding budget expenditures on a monthly, quarterly or annual basis as required
- Consulted and coordinated with state partners and regional agencies regarding the content of the Overall Work Program
- Developed and maintained a cost accounting system for fiscal management.

**Product 1: Overall Work Program**

Task/Activity	Products	Schedule
1 Compile daily and monthly reports as necessary to provide quarterly progress reports and year-end packages for the current year Overall Work Program.	Meeting notes, quarterly progress reports, year-end packages, requests for reimbursement, correspondence and documentation.	Daily
2 With the assistance of an accounting firm, maintain an accounting system that directly reflects all consultant services in a timely manner and meets reporting requirements, including time tracking systems and contract oversight.	Quarterly requests for reimbursement.	Monthly
3 Amend current year Overall Work Program as necessary.	Overall Work Program amendments	As needed
4 Develop and submit draft Overall Work Program for 2016-17 and present to DNLTC for adoption prior to June 30, 2016.	2016-17 Overall Work Program	Annually

Product B2 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 12,000	\$ 12,000	\$ -	\$ -
Consultant	\$ 40,000	\$ 40,000	\$ -	\$ -
<b>Total</b>	<b>\$ 52,000</b>	<b>\$ 52,000</b>		

## WORK ELEMENT C Public Participation and Information Dissemination

Final

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 30,300.00	\$ 22,000.00	8,300.00	\$ -	\$ -
Consultant	\$ 15,500.00	\$ 13,000.00	\$ 2,500.00	\$ -	\$ -
Travel Reimbursement (staff/commission)	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -
<b>TOTAL</b>	<b>55,800.00</b>	<b>\$ 35,000.00</b>	<b>20,800.00</b>	<b>\$ -</b>	<b>\$ -</b>

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

### Objective

To create and strengthen partnerships to facilitate and conduct regional planning activities, and to provide information to partner agencies and the general public on transportation issues and planning activities within our region.

### Discussion

Del Norte Local Transportation Commission provides an overall coordination role in planning and programming funds for transportation projects and operations. As the regional transportation planning agency (RTPA), it is responsible for actively seeking participation of all relevant agencies and stakeholders in the planning process. This element coordinates regional priorities among diverse stakeholders. Public participation and public meetings are mandatory work for all regional transportation planning agencies in California.

### Previous Accomplishments

- Participated in statewide and regional meetings including Rural Counties Task Force, North State Super Region, California Regional Transportation Planning Agency and California Transportation Commission
- Participated in the Elk Valley Rancheria, Smith River Rancheria and the Yurok Tribe transportation planning partnerships to advance joint regional priorities.
- Provided agendas and minutes to DNLTC and its Technical Advisory Committee monthly or as needed and posted agendas in compliance with the Brown Act.
- Developed and maintained DNLTC's website as a tool for providing access to transportation planning documents and information.
- Development of rural counties performance measures guidance
- Development of rural counties transportation needs assessment

### Product 1: Informed Local Transportation Commission

Task/Activity	Products	Schedule
1 Sponsor or attend various meetings to advance agency policies and programs such as Caltrans District 1 meetings, California Transportation Commission meetings (as necessary), Redwood Coast Transit Authority (as necessary), and CalACT (annually).	Agendas, minutes, notes	As needed
2 Monitor and respond to key state and federal legislative and policy changes. Prepare informational updates and action items for presentation to the public and Del Norte Local Transportation Commission and its committees. Note: DNLTC does not fund any lobbying activities.	Agendas, minutes, notes	Monthly or as needed
3 Receive board direction on transportation policies, strategies, programs and actions to enhance the regional transportation planning process.	Minutes	Monthly or as needed

- 4 Post transportation articles and documents to the website that inform the public regarding regional planning meetings and activities. Up-to-date website As needed

Product C1 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 22,000	\$ 22,000	\$ -	\$ -	\$ -
Consultant	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -
Total	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -

## Product 2: Partnerships and Planning Agreements

Task/Activity	Products	Schedule
1 The North State Super Region, an alliance of 16 RTPAs, supports and promotes transportation policies and programs in north state counties. DNLTC contributes information and participates in the evaluation of state and federal policies that impact the NSSR area, such as the implementation of MAP-21 and interregional transportation projects that impact the NSSR economy.	Agendas, minutes, notes and letters	Fall and Spring, and as needed
2 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. DNLTC is one of 26 rural county Local Transportation Commissions represented on the Rural Counties Task Force (RCTF). DNLTC representative attends these meetings to discuss and influence changing statewide transportation issues of concern to the rural counties and comments on RCTF projects including the RCTF Administrative Support Guidebook.	Agendas, minutes, notes and letters	January, March, May, July, September, November
3 Pursue staff-to-staff coordination of multi-agency programs or agreements among city, county, harbor, Tribes, transit agency and Tribes, and other jurisdictions.	Partnership programs and agreements	As needed
4 Post transportation articles and documents to the website that inform the public regarding the partnerships and planning agreements and meet the obligations of Title VI.	Up-to-date website	As needed

Product C2 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 8,300	\$ -	\$ 8,300	\$ -	\$ -
Consultant   Dues	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -
Travel Reimbursement	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -
Total	\$ 20,800	\$ -	\$ 20,800	\$ -	\$ -

*Note: All accounting and reporting is at the product level and all consultant costs are limited by contract; DNLTC does not fund or participate in any lobbying activities.*

## WORK ELEMENT D Transportation Improvement Program (TIP) development

Final

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 12,000.00	\$ -	12,000.00	\$ -	
Consultant	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 12,000.00</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>	<b>\$ -</b>	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

### Objective

To identify and develop candidate projects for the region's transportation programming needs for federal, state and local transportation improvement programs consistent with the regional transportation plan for future allocations. To maintain forward progress for all projects in the RTIP through construction. To support the regional priority for Safe STAA access on the 197/199 corridor in a manner that explains to the community what is happening to the bridge replacement and curve realignment of an 90 year old bridge, and to protect the investment of regional dollars on a long-term priority project as a steward of public funding.

### Discussion

Financial planning and programming state highway and local projects is a complex process involving multiple inter-related federal, state, regional, and local agencies as well as innumerable documents and funding programs. The process is further complicated by the necessity to maintain priorities while reporting requirements are shifting. Without a map and a strategy for developing fundable projects, regions risk missing funding opportunities. The priorities for DNLTC have been clear and the current focus is on delivering the top priority project: Safe STAA Access on US Highway 197/199 corridor which is currently being obstructed in Federal Court by Friends of Del Norte and others. Del Norte Local Transportation Commission is committed to the delivery of all the Safe STAA projects, and on the bridge replacement and curve realignment that has a regional funding investment of \$19.4 million. Developing and maintaining Transportation Improvement Programs (TIPs) is mandatory work for all regional transportation planning agencies in California.

### Previous Accomplishments

- Develop, adopt and monitor the Regional Transportation Improvement Program (RTIP) every two years.
- Develop and provide public information to local, regional, state and federal stakeholders for existing projects in the STIP, including Middle Fork Smith River Bridge replacement and curve realignment on US Highway 199.

### Product 1: Develop and Maintain TIP

The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP and Interregional Transportation Improvement Program (ITIP is established by Caltrans) programming generally occurs every two years and is controlled by a complex set of guidelines and requirements. This work is necessary for programming new and maintaining existing STIP funding. Products include staff reports to DNLTC that track progress on projects funded by DNLTC.

Task/Activity	Product	Schedule
1 Agency reporting for projects in transportation improvement programs.	Reports	As needed
2 Monitor the Project Charter with Caltrans District 1 for the Middle Fork Smith River Bridge replacement and curve realignment.	Up-to-date project charter	As needed

- |   |  |         |             |
|---|--|---------|-------------|
| 3 | Monitor progress for Fred Haight Drive, a DNLTC State Transportation Improvement Program funded project. | Reports | Bi-annually |
| 4 | Develop and submit 2016 Regional Transportation Improvement Program (RTIP).                              | RTIP    | Annually    |

Product B1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 12,000	\$ -	\$ 12,000	\$ -
Consultant	\$-	\$ -	\$ -	\$ -
Total	\$ 12,000	\$ -	\$ 12,000	\$ -



## WORK ELEMENT E Transportation Development Act Administration and Fiscal Management

### Final

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 27,000.00	\$ -	-	\$ 27,000.00	
Consultant/Auditor	\$ 55,000.00	\$ -	\$ -	\$ 55,000.00	
<b>TOTAL</b>	<b>\$ 82,000.00</b>	<b>-</b>	<b>-</b>	<b>82,000.00</b>	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

### Previous Accomplishments

- Record retention
- State Controller Report
- TDA annual fiscal audits and triennial performance audits
- Unmet needs process
- Social Service Transportation Advisory Counsel support

### Objective

Administer TDA funds in compliance with laws and regulations.

### Discussion

Public participation is a key component of TDA. Public meetings are held to discuss transportation needs and hear concerns. DNLTC is required to establish a Social Service Transportation Advisory Council (SSTAC), comprised of the transit-dependent, including disabled, elderly and low-income representatives. SSTAC members work with local agencies in developing transit unmet needs criteria, which are used in making project approval decisions. To ensure program compliance, fiscal and performance audits are conducted. Fiscal audits are conducted annually, and include transit operator's expense-to-revenue ratio, known as farebox recovery. Performance audits are conducted every three years and include performance measures that verify the efficiency and effectiveness of planning agencies and transit operators. Fiscal and performance audits are mandatory work for all regional transportation planning agencies in California.

### Product 1: Office Operations

Recurring office activities such as maintenance of records, data transcription and legal counsel. Provide staff support in compliance with Transportation Development Act (TDA) statutes and regulations, most often on a daily basis. Office operations are necessary to meet the requirements of the TDA. Products include a well-maintained filing system and contracts reviewed and signed by counsel.

Task/Activity	Products		Schedule	
1 Prepare state and federal documents as required by the Transportation Development Act. This activity is on-going throughout the fiscal year.	Document production and submission		As needed	
2 Maintain records and archival of correspondence and documents as required by the Del Norte Local Transportation Commission document retention policy.	Document retention and filing system		Daily	
3 Professional services contracts for Attorney services, to advise and assist DNLTC as necessary and for contract review.	Approved contracts		As needed	
E1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Service	\$ 13,000	\$ -	\$ -	\$ 13,000
Consultant	\$ 7,000	\$ -	\$ -	\$ 7,000
Total	\$ 20,000	\$ -	\$ -	\$ 20,000

**Product 2: Fiscal Management**

TDA 2014/15 fiscal audits, annual state controller report, TDA findings and allocations. This work is mandatory per the Transportation Development Act. Products include State Controllers Report, audited financial statements for DNLTC and Redwood Coast Transit Authority and a performance audit covering three years ending in June 2015.

<b>Task/Activity</b>	<b>Products</b>	<b>Schedule</b>
1 Apportion TDA funds, approve claims, allocate funds, prepare and submit State Controllers Report, including services of the Auditors Office.	TDA resolutions; State Controllers report	July-June
2 Conduct TDA fiscal audits, including services of independent auditor, and certified public accountant.	Fiscal Audit	August-Decemb
3 Conduct TDA performance audits, including contracting services of independent auditor for Redwood Coast Transit Authority and Del Norte Local Transportation Commission.	Compliance Audit	August-Decemb

D1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Service	\$ 11,000	\$ -	\$ -	\$ 11,000
Auditors Office	\$ 5,000			\$ 5,000
Consultant	\$ 43,000	\$ -	\$ -	\$ 43,000
Total	\$ 59,000	\$ -	\$ -	\$ 59,000

**Product 3: Social Services Transportation Advisory Council support**

Coordinate the annual unmet transit needs process by providing staff support to SSTAC. DNLTC is responsible for administering the annual unmet transit needs process concurrent with transit planning activities covered under Work Element D. This task is accomplished with the assistance of the Social Services Transportation Advisory Council and is a mandatory activity per the Transportation Development Act. Products include Unmet Needs report and certification, agendas, minutes, and website postings.

<b>Task/Activity</b>	<b>Products</b>	<b>Schedule</b>
1 Prepare SSTAC meeting agendas, public notices, attend meetings, prepare meeting notes, post information to website.	Agendas, notices minutes, notes, website	As needed
2 Administrative tasks necessary to accomplish the Unmet Needs Process.	Unmet needs certification to State	Annually

D1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Service	\$ 3,000	\$ -	\$ -	\$ 3,000
Consultant	\$ -	\$ -	\$ -	
Total	\$ 3,000	\$ -	\$ -	\$ 3,000

**WORK ELEMENT F SAFE: Service Authority for Freeway Emergencies**

Final

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00
Consultant	\$ 15,400.00	\$ -	\$ -	\$ -	\$ 15,400.00
<b>TOTAL</b>	<b>\$ 21,400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,400.00</b>

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Previous Accomplishments**

The City of Crescent City and County of Del Norte adopted resolutions establishing a Service Authority for Freeway Emergencies (SAFE) and designating Del Norte Local Transportation Commission as the SAFE in Del Norte County, California. The SAFE has established and maintained a system of 26 Call Boxes, provided accessibility upgrades to the system, converted files to electronic records, and implemented a records retention policy.

**Objective**

To operate and maintain a motorist aid call box system as a safety enhancement for the traveling public and to enable the Del Norte region to generate revenue for the purpose of purchasing, installing, operating and maintaining its emergency motorist aid call box system.

**Discussion**

In the rural and remote region of Del Norte County, cell services are inconsistent. Utilizing special towers and solar technology, the call box system provides a safety net for the traveling public. Per capita, the system has a high rate of use and is sustained with SAFE funding.

**Product 1: Call Box System Maintenance and Reporting**

Provide an operational and efficient Call Box System by analyzing current conditions, reporting on necessary improvements and developing a plan for future maintenance and system improvements. Create and update SAFE system page at [www.DNLTC.org](http://www.DNLTC.org). This work is necessary for the basic functioning of the regional call box system. Products include a functional call box system and system annual report.

Task/Activity	Products	Schedule
1 System Operation: Contract with California Highway Patrol for call center services and cellular phone company for call line service.	Contract	As needed
2 System Administration: Maintain records and archival of correspondence and documents monthly. Provide a system wide annual report.	Annual report	Annually
3 System Maintenance: Contract with call box supplier and repair company providing systems in California to ensure system is monitored and maintained. Perform site inspections as needed throughout the system to ensure compliance with laws.	Contract; operating call boxes	As needed

F1 Estimate	Amount	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
Operation & Maintenance	\$ 15,400	\$ -	\$ -	\$ -	\$ 15,400
Total	\$ 21,400				

## WORK ELEMENT G 2016 Regional Transportation Plan Update

### Final

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount (\$)	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ 9,500.00	\$ 9,500.00	\$ -	\$ -	
Consultant	\$ 86,575.00	\$ 86,575.00	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 96,075.00</b>	<b>\$ 96,075.00</b>	<b>\$ -</b>	<b>\$ -</b>	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract. (Note that \$5,425 is expected to be added from RPA carryover after reconciliation for a total consultant cost of \$92,000.)

### Objective

To complete efforts to update the 2011 Regional Transportation Plan (RTP), monitor and track progress towards RTP goals, policies, and actions identified in the 2011 RTP, and to accomplish a comprehensive update of the RTP based on the agency's five-year planning cycle (2016) through continuous, annual work that contributes to the goals and that informs the policy of the RTP. Update the RTP Program Environmental Impact Report.

### Discussion

The Regional Transportation Plan is the long-range planning document that DNLTC uses to describe the existing system, discuss current trends, and express their intentions and needs for the transportation system within the region. The RTP establishes the region's transportation goals, objectives and policies. It is the reference document for transportation related improvements in the region. The RTP contains a discussion of regional transportation issues, problems and possible solutions accompanied by respective goals, objectives and policies.

### Previous Accomplishments

- 2011 Regional Transportation Plan
- 2013 Public Participation Plan
- 2014 Coordinated Human Services Transportation Plan
- 2014 Short Range Transit Plan
- 2014 Active Transportation Plan
- 2014 Rural Counties Pavement Needs Assessment
- 2015 Climate Change and Stormwater Management Plan
- Draft and post request for proposals and administer the consultant selection process for the Regional Transportation Plan

### Product 1: Regional Transportation Plan Update

1	Review 2011 Regional Transportation Plan and identify areas of needed update, including an evaluation of baseline data.	Data	July - September
3	Conduct public outreach per the scope of work agreed upon by DNLTC and the selected consultant and following the Public Participation Plan.	Meeting announcements, notes	August - May
4	Review and update the Public Participation Plan.	Chapter update	August - May
5	Update the Existing Conditions and Modal Discussion section, including Native American Tribes, roadway transportation system descriptions, transit services, active transportation facilities, aviation, goods movement, Crescent City harbor, operations and management, teletransportation and air quality.	Chapter update	September - May

- |    |   |                                    |                 |
|----|---|------------------------------------|-----------------|
| 6  | Update the policy element, including regional transportation needs and issues, local and regional needs and issues, goals, policies and objectives.   | Policy Element update              | September - May |
| 7  | Update the Action Element including plan assumptions, safety, security, emergency preparedness, system improvements, environmental mitigation and strategies to reduce emissions.   | Action Element update              | September - May |
| 8  | Update the financial element, including roadway improvement funding, transit improvement funding, aviation, projected revenues and financial strategies.  | Financial Element update           | September - May |
| 9  | Update Top Priority Project chapter to provide a focused list of financially constrained regional transportation capital improvement projects which are viewed by DNLTC and the community as the highest priority for the region. A top priority list provides DNLTC and staff with direction for moving projects efficiently through funding, environmental, design and construction phases. | Priority Project chapter update    | March - May     |
| 10 | Adopt 2016 Regional Transportation Plan.  | Regional Transportation Plan: 2016 | May-June        |

Product 1 Estimate	Amount (\$)	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 9,500	\$ 9,500	\$ -	\$ -
Consultant	\$ 86,575	\$ 86,575	\$ -	\$ -
<b>Total</b>	<b>\$ 96,075</b>	<b>\$ 96,075</b>	<b>\$ -</b>	<b>\$ -</b>

## WORK ELEMENT H Safe Routes to Schools

### Final

Expenditures		Revenue by Fund Source	
Staff Allocations and Funding Requirements			
	Amount (\$)	California Endowment	ATP SRTS NI*
DNLTC Staff Services	\$ 8,000.00	\$ 8,000.00	\$ -
SRTS School Program	\$ 60,000	\$ -	\$ 60,000
<b>TOTAL</b>	<b>\$ 68,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 60,000.00</b>

*Note: All accounting and reporting is at the product level and all consultant and program costs are limited by contract. The SRTS program is not on a July to June fiscal year. The work is documented here solely to acknowledge the program and program funding.*

### Previous Accomplishments

The Safe Routes to Schools program was initiated with funding from The California Endowment (TCE). DNLTC accepted program funding to implement a Safe Routes to Schools program utilizing the program models and tools on the national SRTS website and following the national initiative. DNLTC applied for and received Active Transportation Program funding to continue the Safe Routes to Schools program with an entirely new set of eligible and ineligible funding sources.

### Objective

Deliver program to help increase the health and well-being of school children. Meet administration and reporting obligations to the State and deliver program to Bess Maxwell and Joe Hamilton schools. Provide oversight for State funded Active Transportation Program Safe Routes to Schools program, which has in extensive and fully different set of reporting requirements, eligible fund activities and administrative burden. Develop a program sustainability plan.

### Product 1

Task/Activity	Products		
1 Program administration including contract and funds management and program reporting in collaboration with program manager.	Mandatory reports		
2 Program delivery to Joe Hamilton and Bess Maxwell Schools	Program, data, data analysis		
3 Research program continuation funding to ensure sustainability.	Report		

	Amount	California Endowment	ATP SRTS NI*
H1 Estimate			
DNLTC Staff Services	\$ 8,000	\$ 8,000	\$ -
SRTS School Program	\$ 60,000	\$ -	\$ 60,000
Total	\$ 68,000	\$ 8,000	\$ 60,000

*\*Active Transportation Program (ATP), Safe Routes to Schools Non Infrastructure (SRTS NI) funding.*

**WORK ELEMENT I Climate Change and Stormwater Management Plan****Final***This work continues from 2014-15*

<b>Expenditures</b>		<b>Revenue by Fund Source</b>			
<b>Staff Allocations and Funding Requirements</b>					
	<b>Amount (\$)</b>	<b>RPA</b>	<b>STIP/PPM</b>	<b>TDA</b>	
DNLTC Staff	\$ 2,925	\$ 2,925	\$ -	\$ -	
Consultant	\$ 16,100	\$ 16,100	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 19,025</b>	<b>\$ 19,025</b>	<b>\$ -</b>	<b>\$ -</b>	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**Objective**

To increase system reliability and mobility by reducing the impacts of flooding on transportation infrastructure and transit services. To help the region to better understand ways in which flooding can be controlled and can encourage the implementation of projects that will reduce the degree of flooding.

**Discussion**

The City of Crescent City and the County of Del Norte have records documenting storm damage and emergency projects on many Major and Minor Collectors. The State provides several resources for assisting RTPAs in developing evaluations on climate change that are regionally focused. Excessive rainwater is the most frequent cause for road closures in the region, and projections indicate the frequency will be in increase in more intense storms. In combination with Sea Level Rise, the threats to the transportation infrastructure, which is already at risk, will increase by 17% by year 2100. The County has Intensity, Duration and Frequency (IDF) curves that are informative but outdated. (Note that this work was initiated in 2014-15.)

**Previous Accomplishments**

*Completed 2014-15*

*Module 1: Set Mission, Goals and Objectives*

*Module 2a: Assemble Asset Inventory and Screen Criticality*

*Completed 2014-15 Module 2b: Apply Climate Information*

*Completed 2014-15 Module 2c: Update Intensity, Duration and Frequency curves*

*Module 3: Conduct Vulnerability and Risk Assessment*

*Module 4: Develop Adaptation Strategies*

*Module 5: Monitor and Evaluate Plan*

<b>Task/Activity</b>		<b>Products</b>	<b>Schedule</b>
1	Draft, review submit and adopt Climate Change & Stormwater Management Plan	Final Plan	July - October
2	Contract administration	Contract management; closeout	Monthly

Product 1 Estimate	<b>Amount</b>	<b>RPA</b>	<b>STIP/PPM</b>	<b>TDA</b>
DNLTC Staff Service	\$ 2,925	\$ 2,925	\$ -	\$ -
Products & Services	\$ 16,100	\$ 16,100	\$ -	\$ -
<b>Total</b>	<b>\$ 19,025</b>	<b>\$ 19,025</b>	<b>\$ -</b>	<b>\$ -</b>

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

**WORK ELEMENT J: Caltrans Information Element****Final**

AGENCY	ACTIVITY/FUNDING SOURCE	PRODUCT	DUE DATE
Caltrans	Integrating statewide modal plans and programs	California Transportation Plan 2040	Dec-15
Caltrans	The identification and prioritization of interregional transportation projects	Interregional Transportation Strategic Plan	Jul-15
Caltrans	Engineered Feasibility Study (EFS)	Last Chance Grade Feasibility Study	Jul-15
Caltrans	Project Study Report – Project Development Support (PSR-PDS)	Crescent City Non-Motorized Improvement Project (Between the Gateways)	Jun-15
Caltrans	Long-range planning document	U.S. Highway 101 Transportation Concept Report	Jun-16
Caltrans	Long-range planning document	US Highway 199 Transportation Concept Report	Dec-15

*Please note: A requirement of the RTPA Information Element (23 CFR 450.314) is to show, at a minimum, a description of the activity, the product(s) and a due date for each item listed.*



## Appendix A

Del Norte Local Transportation Commission 2015/16 OVERALL WORK PROGRAM Available Revenue by Source Draft: Febraury 12, 2015				
Revenue Source	Allocation/Grant	Carryover	Total Available	Available funds by Fund Source
Rural Planning Assistance (RPA)	\$ 230,000	\$ -	\$ 230,000	52.23%
Transportation Development Act (TDA)	\$ 82,000		\$ 82,000	18.62%
Programming, Planning and Monitoring (PPM)	\$ 34,000	\$ -	\$ 34,000	7.72%
Regional Surface Transportation Program (RSTP)	\$ 29,975	\$ -	\$ 29,975	6.81%
Service Authority for Freeway Emergencies (SAFE)	\$ 21,400		\$ 21,400	4.86%
Special: Public Health Institute / California Endowment	\$ 8,000		\$ 8,000	1.82%
Active Transportation Program	\$ 35,000		\$ 35,000	7.95%
<b>Total Resources:</b>	<b>\$ 440,375</b>	<b>\$ -</b>	<b>\$ 440,375</b>	<b>100.00%</b>
<b>Less Total Expenses Budgeted in FY 2014/15</b>			<b>\$ 434,200</b>	
<b>Difference between Revenues and Expenses</b>			<b>\$ 6,175</b>	

Del Norte Local Transportation Commission  
Expenditure Detail  
2015 - 2016 Overall Work Program

Work Element	Description	Funding Sources	DNLTC	Consultant/ Other
A	Long Range Planning Coordination	RPA	\$ 23,000	\$ 4,900
		PPM	\$ -	\$ -
		TDA	\$ -	\$ 29,975
		Other/RSTP	\$ -	\$ -
<b>Total A</b>	<b>\$57,875</b>		<b>\$23,000</b>	<b>\$34,875</b>
B	Overall Work Program Development	RPA	\$ 12,000	\$ 40,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
<b>Total B</b>	<b>\$52,000</b>		<b>\$ 12,000</b>	<b>\$ 40,000</b>
C	Public Participation and Information Dissemination	RPA	\$ 22,000	\$ 13,000
		PPM	\$ 8,300	\$ 12,500
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
<b>Total C</b>	<b>\$55,800</b>		<b>\$ 30,300</b>	<b>\$ 25,500</b>
D	Transportation Improvement Program (TIP) development	RPA	\$ -	\$ -
		PPM	\$ 12,000	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
<b>Total D</b>	<b>\$12,000</b>		<b>\$ 12,000</b>	<b>\$ -</b>
E	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 27,000	\$ 55,000
		Other	\$ -	\$ -
<b>Total E</b>	<b>\$82,000</b>		<b>\$ 27,000</b>	<b>\$ 55,000</b>
F	SAFE: Service Authority for Freeway Emergencies	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		SAFE	\$ 6,000	\$ 15,400
<b>Total F</b>	<b>\$21,400</b>		<b>\$ 6,000</b>	<b>\$ 15,400</b>
G	2016 Regional Transportation Plan Update	RPA	\$ 9,500	\$ 86,575
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other: SAFE	\$ -	\$ -
<b>Total G</b>	<b>\$96,075</b>		<b>\$ 9,500</b>	<b>\$ 86,575</b>
H	Safe Routes to Schools	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other: ATP / Cal Endow	\$ 8,000	\$ 60,000
<b>Total H</b>	<b>\$68,000</b>		<b>\$ 8,000</b>	<b>\$ 60,000</b>
I	Climate Change and Stormwater Management Plan	RPA	\$ 2,925	\$ 16,100
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other: RSTP	\$ -	\$ -
<b>Total I</b>	<b>\$19,025</b>		<b>\$ 2,925</b>	<b>\$ 16,100</b>
<b>Total</b>			<b>\$ 130,725</b>	<b>\$ 333,450</b>

**Del Norte Local Transportation Commission**  
**2015/16 Overall Work Program Revenue Summary**

Final

Work Element	Description	RPA	TDA	STIP PPM	SAFE/ATP/ TCE	Work Element Total
<b>A</b>	<b>Long Range Planning Coordination</b>					
Product 1	Regional Transportation Plan Development	\$ 20,000.00	\$ -	\$ -	\$ -	
Product 2	2016 Databook	\$ 5,900.00	\$ -			
	<b>Total Work Element A</b>	<b>\$ 27,900.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,900.00</b>
<b>B</b>	<b>Overall Work Program Development</b>					
Product 1	Overall Work Program	\$ 52,000.00	\$ -	\$ -	\$ -	
	<b>Total Work Element B</b>	<b>\$ 52,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,000.00</b>
<b>C</b>	<b>Information Dissemination</b>					
Product 1	Informed Local Transportation Commission	\$ 35,000.00	\$ -	\$ -	\$ -	
Product 2	Partnerships and Planning Agreements	\$ -	\$ -	\$ 20,800.00	\$ -	
	<b>Total Work Element C</b>	<b>\$ 35,000.00</b>	<b>\$ -</b>	<b>\$ 20,800.00</b>	<b>\$ -</b>	<b>\$ 55,800.00</b>
<b>D</b>	<b>Transportation Improvement Program (TIP) development</b>					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 12,000.00	\$ -	
Product 2	Still in development: Project Representation	\$ -	\$ -	\$ -	\$ -	
	<b>Total Work Element D</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>
<b>E</b>	<b>Transportation Development Act Administration and Fiscal Management</b>					
Product 1	Office Operations	\$ -	\$ 20,000.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 59,000.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 3,000.00	\$ -	\$ -	
	<b>Total Work Element F</b>	<b>\$ -</b>	<b>\$ 82,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,000.00</b>
<b>F</b>	<b>SAFE: Service Authority for Freeway Emergencies</b>					
Product 1	Call Box System Maintenance & Reporting	\$ -	\$ -	\$ -	\$ 21,400.00	
	<b>Total Work Element G</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,400.00</b>	<b>\$ 21,400.00</b>
<b>G</b>	<b>2016 Regional Transportation Plan Update</b>					
Product 1	Regional Transportation Plan Update	\$ 96,075.00	\$ -	\$ -	\$ -	
	<b>Total Work Element E</b>	<b>\$ 96,075.00</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 96,075.00</b>
<b>H</b>	<b>Safe Routes to Schools</b>					
Product 1	Safe Routes to Schools	\$ -	\$ -	\$ -	\$ 68,000.00	
	<b>Total Work Element H</b>				<b>\$ 68,000.00</b>	<b>\$ 68,000.00</b>
<b>I</b>	<b>Climate Change and Stormwater Management Plan</b>					
Product 1	Climate Change and Stormwater Management	\$ 19,025.00				\$ 19,025.00
	<b>Total Work Element I</b>	<b>\$ 19,025.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,025.00</b>
<b>TOTAL LABOR AND EXPENSES</b>		<b>\$ 230,000.00</b>	<b>\$ 82,000.00</b>	<b>\$ 32,800.00</b>	<b>\$ 89,400.00</b>	<b>\$ 434,200.00</b>

## Appendix B Work Schedule

Final

### Work Element

		J	A	S	O	N	D	J	F	M	A	M	J
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#### A Long Range Planning Coordination

Product	1												
Product	2												
Product	3												

#### B Overall Work Program Development

Product	1												
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#### C Public Participation and Information Dissemination

Product	1												
Product	2												

#### D Transportation Improvement Program (TIP) development

Product	1												
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#### E Transportation Development Act Administration and Fiscal Management

Product	1												
Product	2												
Product	3												

#### F SAFE: Service Authority for Freeway Emergencies

Product	1												
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#### G 2016 Regional Transportation Plan Update

Product	1												
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#### H Safe Routes to Schools



Product	1												
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#### I Climate Change and Stormwater Management Plan

Product	1												
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#### J 0

Product	1												
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KEY  Anticipated major milestones.  
 Anticipated project maintenance work.

## Appendix C

### **Memorandum of Understanding**

#### **Comprehensive Transportation Planning for RTPAs that receive Rural Planning Assistance Funding**

This Memorandum of Understanding (MOU), effective May 30, 2012, is entered into by the State of California acting through its Department of Transportation, herein referred to as Caltrans, and **Del Norte Local Transportation Commission**, herein referred to as DNLTC, established as the Regional Transportation Planning Agency (RTPA) for Del Norte County, pursuant to Section 29532 of the California Government Code, and establishes a general transportation planning and programming process codifying the responsibilities of DNLTC and Caltrans.

### **Chapter 1: Recitals**

#### **1.1 Basis for Organization**

DNLTC is a local transportation commission created pursuant to Title 3, Division 3, Chapter 2 of the State of California Government Code, Section 29535.

#### **1.2 Ability to Contract and Receive Grants**

DNLTC is empowered to make and enter into contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its statutory purposes and functions.

#### **1.3 Planning Area Boundaries**

For purposes of meeting the requirements of Government Code 65080 et seq., the boundaries of the RTPA include the county of Del Norte.

### **Chapter 2: Planning**

#### **2.1 Provision for the Planning and Programming Process**

DNLTC is recognized as the agency responsible for comprehensive regional transportation planning, pursuant to State law, for the county and incorporated cities included in the RTPA planning area. This responsibility includes, on a regional basis: providing a forum for regional transportation issues, developing and adopting goals and objectives, performing intermodal corridor and sub-area studies, providing policy guidance, allocating State and Federal transportation funds in accordance with applicable regulations and laws, assuring prioritization of proposed transportation improvements to be funded with State and Federal funds as required by applicable regulations, complying with the California Environmental Quality Act (CEQA), and coordinating the Regional Transportation Plan (RTP) with other plans and programs as appropriate. The parties above hereby express their joint intent to mutually carry out the above described transportation planning process for this RTPA planning area in a manner which will assure full compliance with the laws referenced in this MOU, the RTP Guidelines, the Caltrans Regional Planning Handbook, and the planning constraints of the United States Department of Transportation, where applicable.

## **2.2 State Requirement for a Transportation Plan**

In accordance with the schedule and rules specified in California Government Code Sections 65080 et seq. and the California Transportation Commission (CTC) Regional Transportation Plan (RTP) Guidelines, DNLTC shall prepare, adopt, and submit a RTP.

## **2.3 Overall Work Program**

DNLTC will prepare, adopt, and submit to Caltrans an annual Overall Work Program (OWP) in accordance with the Caltrans Regional Planning Handbook. The purpose of the OWP is to serve as a work plan to guide and manage the work of DNLTC, identify transportation planning activities and products occurring in the region and to act as the basis for the DNLTC budget for Rural Planning Assistance and, if applicable, other State and Federal planning funds. The Overall Work Program Agreement (OWPA) will serve as the general agreement by which State and Federal planning funds will be transferred to DNLTC. The draft OWP and any amendments thereto will be subject to review and approval by the funding agencies. The OWP will also include all regional transportation planning and research activities conducted in the region, regardless of funding source.

## **2.4 Statewide Transportation Planning**

In accordance with CA Government Code 65070 et al and 23 Code of Federal Regulations 450 Subpart B, Caltrans is responsible for the development of the multi-modal California Transportation Plan (CTP), which must explain how Caltrans plans to address statewide mobility needs over at least a twenty year period. Caltrans will provide for a coordinated process to prepare the CTP that includes the mutual sharing of plans, data, and data analysis tools and results. DNLTC will engage in CTP development to help guide the direction of the State's long-range transportation planning process and help identify the best use of funds intended for interregional travel needs.

# **Chapter 3: Programming**

## **3.1 Regional Transportation Improvement Plan (RTIP)**

DNLTC shall prepare, adopt and submit a five-year Regional Transportation Improvement Program to the CTC on or before December 15 of each odd-numbered year, updated every two years, pursuant to Sections 65080 and 65080.5 of the California Government Code and in accordance with the State Transportation Improvement Program (STIP) guidelines prepared by the CTC.

## **3.2 Federal Statewide Transportation Improvement Program (FSTIP) Development**

Caltrans shall develop the FSTIP in accordance with the requirements of 23 CFR 450.200 et al for all areas of the State. The FSTIP shall cover a period of no less than four years and be updated at least every four years, or more frequently if Caltrans elects a more frequent update cycle.

### **3.3 Caltrans Role in Providing a Five-Year Funding Estimate**

In compliance with CA Government Code Section 14524, Caltrans will, by July 15 of odd-numbered years, submit an estimate of all federal and state funds reasonably expected to be available during the following five fiscal years. The estimate shall specify the amount that may be programmed in each county for regional improvement programs and shall identify any statutory restriction on the use of particular funds.

### **3.4 Review of State Highway Operations and Protection Program (SHOPP)**

Under California Government Code 14526.5, Caltrans is required to prepare a SHOPP, for the expenditure of transportation funds for major capital improvements relative to maintenance, safety, and rehabilitation of state highways and bridges that do not add a new traffic lane to the system. The program covers a four-year horizon, starting with projects beginning July 1 of the year following the year in which the SHOPP is submitted. The SHOPP must be submitted to the CTC no later than January 31 of even numbered years, and is adopted separately from the State Transportation Improvement Program (STIP). Prior to submitting the program, Caltrans shall make a draft of its proposed SHOPP available to DNLTC for review and comment and shall include the comments in its submittal to the commission.

## **Chapter 4: Partnership/Coordination**

### **4.1 State Role and Responsibilities**

Caltrans has a continuing duty of planning transportation systems of statewide significance, identifying potential transportation issues and concerns of overriding State interest, and recognizing conflicts in regional transportation improvement programs. In carrying out its duties, Caltrans will work in partnership with DNLTC relative to activities within its transportation planning area and include DNLTC in its dealings with cities, counties, public transit operators, rail operators, and airports. DNLTC and Caltrans will mutually carry out the transportation planning process for this transportation planning area in a manner that will assure full compliance with the laws referenced herein and assure cooperation between all participants.

### **4.2 Public Participation**

The RTPA planning process will be conducted in an open manner so members of the public, civic groups, interest groups, non-federally recognized Native American tribes, businesses and industries, and other agencies can fully participate. Public participation procedures shall be documented, periodically revised, and their effectiveness regularly evaluated. DNLTC should take appropriate actions to ensure public participation through such formal means as:

(a) Posting of public hearing agendas, (b) appointment of eligible citizen members, where appropriate and allowed, to serve as committee members, (c) innovative outreach efforts targeting particularly the traditionally underserved public (i.e. minorities, senior citizens, and low income citizens), and (d) creation of standing advisory committees. Those committees not composed entirely of citizen members shall post public hearing agendas



in accordance with the Brown Act (California Government Code section 54950), when applicable, and all committees shall operate according to their adopted bylaws.

#### **4.3 Cooperation and Coordination**

As necessary, the planning process employed by DNLTC will provide for the cooperation of, and coordination with county and city government, public transit and paratransit operators, public airport operators, local public works and planning departments, air pollution control district, passenger and freight rail operators, seaports, neighboring RTPAs, State and Federal agencies, as appropriate, and Caltrans. DNLTC will coordinate with Caltrans' District, DNLTC's Air Pollution Control District, and other affected agencies within the same air basin to develop consistency in travel demand modeling, transportation air emission modeling, and other interregional issues related to the development of plans. DNLTC will provide for this coordination and cooperation by maintaining Policy and Technical Advisory Committees.

The Del Norte Local Transportation Commission is composed of six members, three appointed by the Del Norte County Board of Supervisors and three appointed by the City Council of Crescent City. With the addition of the Caltrans District Director (or his/her alternate), the Del Norte Local Transportation Commission becomes the Policy Advisory Committee. The Policy Advisory Committee advises the Del Norte Local Transportation Commission on all policy matters related to regional transportation planning.

The Del Norte Technical Advisory Committee is governed by Technical Advisory Committee Bylaws, which are approved by the Del Norte Local Transportation Commission. The Technical Advisory Committee advises the Del Norte Local Transportation Commission (and the Policy Advisory Committee) on all technical aspects of regional transportation planning.

The Social Services Transportation Advisory Council is an advisory body to the Del Norte Local Transportation Commission. The Social Services Transportation Advisory Council was established in 1988 pursuant to Senate Bill 498 and Transportation Development Act requirements. Membership is appointed by the Del Norte Local Transportation Commission to represent the elderly, the handicapped and persons of limited means as detailed in Public Utilities Code Sections 99238 and 99238.5. Responsibilities of the Social Services Transportation Advisory Council are to identify transportation needs, recommend action by the Del Norte Local Transportation Commission, and advise the Del Norte Local Transportation Commission on other major transit issues.

#### **4.4 Consultation with Native American Tribal Governments**

In accordance with State and Federal policies, DNLTC will consult with all federally recognized Native American tribal governments within or contiguous to DNLTC boundaries in the development of State and Federal transportation plans, programs, and projects, and related studies and environmental assessments.



#### **4.5 Air Quality**

DNLTC will participate in interagency consultation under the Federal Clean Air Act (42 USC 7506(c)) and U.S. EPA's Transportation Conformity regulations (40 CFR 93) when required by the Caltrans' District for consideration of a regionally significant project in an isolated rural nonattainment or maintenance area (40 CFR 93.109(n)).

#### **4.6 Caltrans and RTPA roles in Coordination of System Planning**

Caltrans utilizes Transportation System and Freight Planning documents as a source for nominating capital and operational projects for inclusion and funding in the RTPA produced RTP and RTIP. In conducting its Transportation System and Freight Planning Program, Caltrans will coordinate its studies with those being conducted by DNLTC, and in the development and priority of System and Freight Planning products, DNLTC will provide substantive response and input, where appropriate.

#### **4.7 Public Transportation Provider's Role in OWP**

DNLTC will provide publicly owned transportation service providers with timely notice of plans, programs and studies and the full opportunity to participate in and comment on OWP development and implementation.

#### **4.8 Public Transportation Provider's Role in RTP and TIP**

DNLTC will give public transportation service providers the opportunity to propose priority order for projects to be listed in a fiscally constrained TIP and to actively participate in the development of the RTP.

### **Chapter 5: Environmental Protection and Streamlining Coordination**

#### **5.1 Environmental Protection and Streamlining**

DNLTC will be an equal partner with Caltrans to promote environmental stewardship in planning and programming projects for California's transportation systems. DNLTC and Caltrans will work to streamline the environmental review process to expedite the development of transportation projects. DNLTC and Caltrans agree to comply with all applicable environmental laws, regulations, and policies and cooperatively address any informational needs associated with such statutes. DNLTC will consult with Federal and State resource agencies to seek their input, coordinate environmental protection issues with its constituents and any other entities for which it has assumed planning and programming responsibilities, and resolve any disputes using the processes defined in the most current federal regulations. Caltrans will assist DNLTC in developing its plans and programs by making available existing resources to DNLTC, participating in appropriate planning activities and, wherever possible, improving the available environmental data.

## **Chapter 6: Certification Process**

### **6.1 Certification Process**

For purposes of certification, DNLTC will establish a process that includes the following:

- (a) Fully executed copies of the State Transportation Planning Process Certification and, if receiving federal planning funding, FHWA and FTA Certifications and Assurances and debarment and suspension as part of the final adopted and approved OWP.
- (b) DNLTC will provide Caltrans with documentation (e.g. quarterly reports, public notices, finished work element products, etc.) to support DNLTCs planning process.

## **Chapter 7: General Provisions**

### **7.1 Review**

This MOU has been reviewed and endorsed by both parties to assure its continued effectiveness. Any proposed amendments shall be submitted in writing for the consideration of both parties.

### **7.2 Amendment**

This MOU constitutes an expression of desire and means of accomplishing the general requirements for a comprehensive transportation planning process for DNLTC. It may be modified, altered, revised, or expanded as deemed appropriate to that end by written agreement of both parties.

### **7.3 Rescission of Prior Agreements**

This MOU supersedes any existing MOU designed to serve as a statement of the transportation planning relationship between Caltrans and DNLTC.

### **7.4 Monitoring**

DNLTC and Caltrans jointly agree to meet periodically to address and review issues of consistency with this MOU. Meetings will be held as often as is agreed. Other issues and activities of mutual interest or concern may also be addressed. During the term of this MOU, DNLTC and Caltrans agree to notify the other of events that have a significant impact upon the MOU.

### **7.5 Termination**

Either party may terminate this understanding upon written notice provided at least ninety days prior to the effective date of termination and specifying that effective date.

IN WITNESS WHEREOF the parties hereto have caused this Memorandum of Understanding to be executed by their respective officers duly authorized.

Danien Lighter 4.12.2012  
Executive Director, DNLTTC      DATE

J.P. Allen 5/30/12  
Chief, Caltrans      DATE  
Division of Transportation Planning

## Appendix D

### COMMON ACRONYMS

BTA – Bicycle Transportation Account	PTA – Public Transportation Account
CalACT – California Association for Coordinated Transportation	PUC – Public Utilities Commission / Public Utilities Code
CALCOG – California Association of Councils of Governments	RCT – Redwood Coast Transit
Caltrans – California Department of Transportation	RCTA – Redwood Coast Transit Authority
CSAC – California State Association of Counties	PSR – Project Study Report
CTC – California Transportation Commission	RIP – Regional Improvement Program
CTSA – Consolidated Transportation Service Agency	RPA – Rural Planning Assistance
DNLTC – Del Norte Local Transportation Commission	RSTP – Regional Surface Transportation Program
DOT – California Department of Transportation, a.k.a. Caltrans	RTIP – Regional Transportation Improvement Program
DTR – District Transit Representatives	RTP – Regional Transportation Plan
FAA – Federal Aviation Administration	RTPA – Regional Transportation Planning Agency
FAS – Federal Aid System	SAFETEA-LU – Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users
FHWA – Federal Highway Administration	SB – Senate Bill
FTA – Federal Transit Administration	SHA – State Highway Account
FTIP – Federal Transportation Improvement Program	SHOPP – State Highway Operation and Protection Program
FY – Fiscal Year	SR – State Route
IIP – Interregional Improvement Program	SSTAC – Social Services Transportation Advisory Council
IRP – Inter-Regional Partnership	STA – State Transit Assistance
IRRS – Inter-Regional Roadway System	STIP – State Transportation Improvement Program
ISTEA – Inter-modal Surface Transportation Efficiency Act of 1991	STP – Surface Transportation Program
ITIP – Interregional Transportation Improvement Program	TAC – Technical Advisory Committee
JARC – Job Access and Reverse Commute Program	TDA – Transportation Development Act of 1971
JPA – Joint Powers Agreement	TDP – Transit Development Plan
LTF – Local Transportation Fund	TE – Transportation Enhancement Program (formerly TEA)
MAP-21 -- Moving Ahead for Progress in the 21st Century	TEA – Transportation Enhancement Activities
MOU – Memorandum of Understanding	TEA-21 – Transportation Equity Act for the 21st Century (1998 – formerly ISTEA)
MPO – Metropolitan Planning Organization	TSM – Transportation System Management
MTC – Metropolitan Transportation Commission	USDOT – United States Department of Transportation
NEPA – National Environmental Policy Act	VMT – Vehicle Miles Traveled
OWP – Overall Work Program	WE – Work Element
PPM – Planning, Programming & Monitoring Program	YTD – Year to Date