

Tuolumne County Transportation Council

Overall Work Program for Fiscal Year 2008/09

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Introduction

Tuolumne County is located in the center of the California Mother Lode area along the western slope of the Sierra Nevada mountain range. The County is bordered on the north by Calaveras County, on the South by Mariposa County, on the west by Stanislaus County and on the east by Alpine and Mono Counties. Sonora is the only incorporated city in Tuolumne County and is also the County Seat.

The population of Tuolumne County is presently over 52,000. The State Department of Finance projects the population of Tuolumne County will be over 97,000 by the year 2020.

Regional Transportation Planning Processes Overview

Regional planning in California is a dynamic process. It involves the interaction of Federal, State, Tribal, regional and local agencies and the consideration of multiple plans and programs. The organizational arrangement for a cooperative planning process is formalized in a Memorandum of Understanding between Caltrans and the regional transportation planning agency. The designated regional transportation planning agency for Tuolumne County is the Tuolumne County Transportation Council (formerly the Tuolumne County and Cities Area Planning Council).

The Tuolumne County Transportation Council (TCTC) is responsible for developing a plan that reflects the needs, concerns and actions of all the agencies (including Tribal Governments) involved in the region. The purpose of the planning process is to identify and develop transportation improvements that meet the region's mobility needs, contribute to the economic health of a region and preserve the environmental quality of the region.

In February 2005, the TCTC adopted Public Involvement Procedures, which are attached hereto as Exhibit H. These procedures were developed as part of the recent update to the Regional Transportation Plan. This document identifies the policies and procedures used by the TCTC in their day to day activities, monthly meetings as well as the more extensive process used for work projects such as updates to the RTP.

The intent of the Transportation Division Work Program is to:

- Promote an effective integrated multimodal regional transportation planning process among the system's many stakeholders;
- Establish implementation plans to further the goals, objectives, policies and future actions established in the Regional Transportation Plan and local General Plans;
- Coordinate the efficient expenditure of limited staff time and public funding, as well as identify projects that are beyond the scope of available resources;
- Provide a management plan with useful information to assess past activities and insight for future planning efforts; and
- Assure accountability for the use of public funds.

SAFETEA-LU Planning Factors

Federal Planning Factors are issued by Congress and emphasize planning factors from a national perspective. The Federal Planning Factors are revised with the reauthorization of the Federal Transportation Act. The current Act is named the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). With the passage of SAFETEA-LU, the Federal

Planning Factors were expanded to eight (safety and security were split into separate planning factors). Exhibit I, of this OWP, provides a matrix identifying the areas of the OWP that address these Planning Factors. The eight Federal Planning Factors are:

- 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.

Organization and Management

The Transportation Division of the Tuolumne County Department of Public Works maintains the following full time staff positions: Deputy Director, Transportation Program Coordinator, 2 Transportation Planners, GIS Technician, Department Support Technician, Student Intern and an Engineering Technician. Staff support for the TCTC is provided by the Transportation Division. In addition, the Director of Public Works serves as the Executive Director to the TCTC.

Comparison of past Work Programs with the 2008/09 version illustrates that new programs and responsibilities are a continuing trend away from the historical decision making roles of Federal, State and local agencies. This trend was reinforced by the STIP reform legislation, Senate Bill 45, 1998 (SB45). Regional transportation planning agencies are increasingly being required to coordinate the planning, funding and implementation of nearly all programs reliant upon Federal and State funding, as well as creating new local funding sources. Furthermore, the County Department of Public Works relies upon the Transportation Division to perform much of the project development work required by SB45.

An important aspect of the 2008/09 Work Program is the contracting out of specialized services. The programs identified for contracting out are the Columbia Circulation Master Plan, Update to the Regional Traffic Impact Mitigation Fee Program, Update to the Transit Development Plan, Transportation Development Act (TDA) required Reports and Financial Audits and development of major transportation improvement projects.

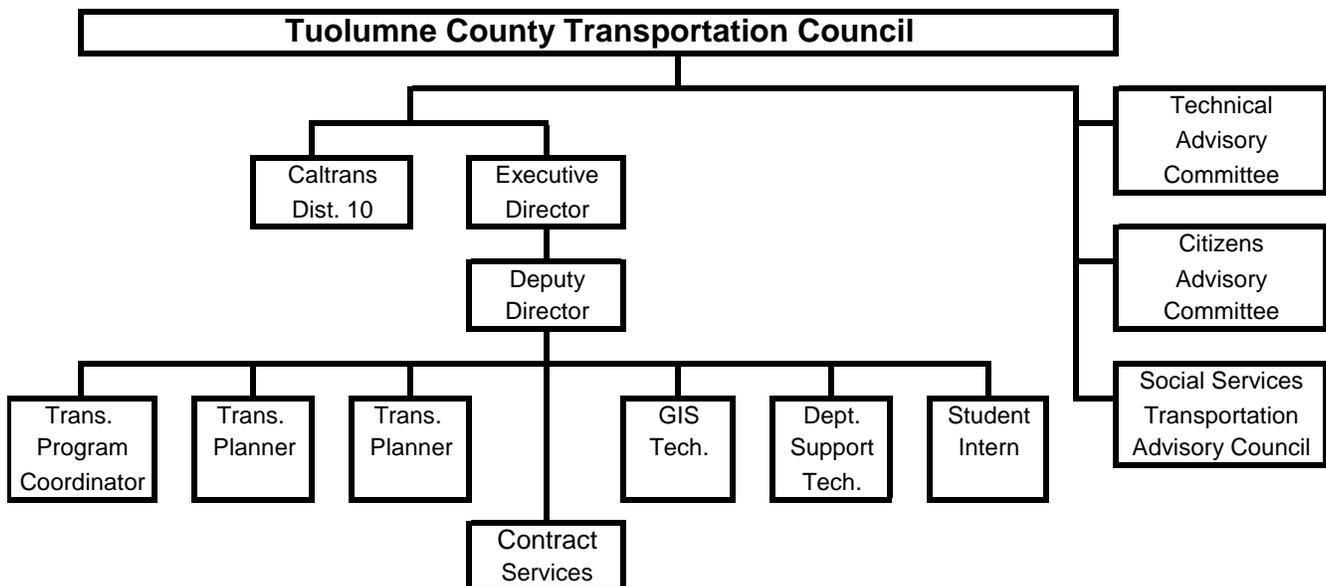
Tuolumne County Transportation Council (TCTC) The TCTC is comprised of two members from the County Board of Supervisors, two members of the Sonora City Council and one Citizen At-Large member voted in by a majority of the County Board and City Council members. The Board of Supervisors and Sonora City Council appoint alternates from their respective bodies to attend and vote at meetings at which regular members are unable to attend. The TCTC typically meets on the fourth Wednesday of each month.

Technical Advisory Committee (TAC) The TAC is the clearinghouse and technical review body for all items that are to go before the TCTC. Membership of the TAC consists of the TCTC Deputy Director, County Public Works Director, County Community Development Director, County Airports Manager, County Administrator, City Administrator, City Community Development Director, City Engineer, Caltrans District 10 – Transportation Planner, California Highway Patrol (CHP) Commander for Tuolumne County and a representative appointed by the Tribal Council of the area Native American community. Other City, County and Caltrans staff members do attend and participate in TAC meetings. The TAC typically meets on the second Wednesday of each month.

Citizens Advisory Committee (CAC) The CAC is intended to be an advisory committee to the TCTC on all matters relating to the regional transportation system. While TCTC staff services are available to the CAC, it is an independent committee that provides input directly to the TCTC. Membership of the CAC consists of eight total members with staggered four-year terms. The Sonora City Council appoints two members and the Tuolumne County Board of Supervisors appoints six members. Each Board member, with the exception of the District Four Supervisor, appoints one person from their respective district. The District Four Supervisor appoints two individuals, one from the Groveland area and one from the East Sonora area. The CAC typically meets concurrently with the TAC on the second Wednesday of each month.

Social Services Transportation Advisory Council (SSTAC) The SSTAC is intended to be an advisory committee to the TCTC on matters pertaining to the transit needs of transit dependent and traditionally under-represented and under-served populations such as the elderly, disabled, low income and minority communities (i.e., Black, Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islanders). The SSTAC's input is considered in and made an integral part of the TCTC's annual "Unmet Transit Needs" hearing and findings process. While TCTC staff services are available to the SSTAC, it is an independent committee that provides input directly to the TCTC. The composition of the SSTAC, the terms of SSTAC appointments and precise responsibilities of the SSTAC are found in and controlled by Section 99238 of the Public Utilities Code (PUC). The SSTAC meets on an as needed basis, generally in the months prior to and during the annual unmet transit needs process.

TCTC Organizational Chart



Planning, Programming and Project Development

The historical regional transportation planning duties of the Transportation Division are established in the TCTC Organizational and Procedures Manual. These duties are: A) Administration of Transportation Development Act Funds and the annual Unmet Transit Needs process; B) Administration of various Federal and State transportation grants and funding programs; C) Development and preparation of the Regional Transportation Plan and updates; D) Planning, programming and monitoring projects in the Regional Transportation Improvement Program, and processing amendments as appropriate; E) Preparation of annual Overall Work Programs; F) Preparation of the Transit Development Plan and updates; G) Coordination of Social Service Transportation; H) Participation in the development of the State Transportation Improvement Program; and I) Review of proposed legislation.

State Transportation Improvement Program Reform

Senate Bill 45 (SB45) became effective January 1, 1998. S.B. 45 succeeded the 1989 Transportation Blueprint legislation and made fundamental changes in the funding, programming and planning of transportation improvements in California.

Under SB45, the STIP consists of two broad programs, the Regional Program funded from 75% of new STIP funding and the Interregional Program funded from 25% of new STIP funding. The 75% Regional Program is further subdivided by formula into County Shares. County Shares are available solely for projects nominated by regions in their Regional Transportation Improvement Programs (RTIPs). The Caltrans Interregional Transportation Improvement Program (ITIP) will nominate only projects for the Interregional Program. Under restricted circumstances, an RTIP may also recommend a project for funding from the interregional share.

Caltrans continues to be responsible for the operation, maintenance and rehabilitation of the State Highway System. Caltrans is also responsible for programming improvement projects funded through the Interregional Improvement Program. However, for projects funded with Regional Improvement Program funds, Caltrans can only promote and recommend highway improvement projects to the TCTC for inclusion in the RTIP.

SB45 was enacted with the following objectives:

- Preserve the basic planning and programming process, avoiding legislative budgeting of projects, while changing the STIP from a project delivery document to a resource management document.
- Transfer transportation decision making responsibility to those who are closest to the problems.
- Eliminate artificial constraints and barriers to programming.
- Preserve geographic equity through a measure of “return to source”, while recognizing that California is one state with statewide concerns.
- Place State highway, local road and transit projects on equal footing for access to support costs.
- Recognize the Caltrans role as owner-operator of the State Highway System, while removing Caltrans from lead responsibility for resolving urban congestion problems created largely by local decisions.
- Provide incentives for regional accountability for the timely use of funds.
- Retain the California Transportation Commission role as guardian of State capital dollars, with responsibility for determining how best to manage those dollars in a wise and cost-effective manner.

State Transportation Improvement Program (STIP)/Regional Transportation Improvement Program (RTIP) Programming

The 2008 STIP Fund Estimate included \$2.628 million in new programming capacity for the Tuolumne County Region. The TCTC's main priority this STIP cycle was to continue the East Sonora Bypass (ESB) Project and, therefore, programmed the majority of the funding to complete Stage II. The TCTC approved the 2008 RTIP on January 23, 2007, programming a total of \$2.294 million of the available funds to the ESB Stage II future need for the relinquishment phase. The remaining \$334,000 was programmed as reserves for future Transportation Enhancement (TE) projects, which is consistent with the TE programming target identified in the STIP Fund Estimate.

More detail on the current RTIP may be found in Work Element No. 11, and the current 2008 RTIP is included as Exhibit J of this OWP.

Work Program Summary

The Work Program is divided into the following elements for clear identification of planned products and tasks to be accomplished:

- Work Element 1:** Agency Administration
- Work Element 2:** Transportation Development Act Administration
- Work Element 3:** Funding Programs Administration
- Work Element 4:** Intergovernmental Coordination
- Work Element 5:** Transportation Planning
- Work Element 6:** Air Quality Conformity
- Work Element 7:** Aviation Transportation
- Work Element 8:** Non-Motorized Transportation
- Work Element 9:** Rail Transportation
- Work Element 10:** Regional Transportation Plan
- Work Element 11:** Regional Transportation Improvement Program
- Work Element 12:** Traffic Engineering
- Work Element 13:** Local Streets and Roads Projects
- Work Element 14:** State Highway Projects
- Work Element 15:** Public Transit Projects

In response to Federal and State planning priorities, the regional priorities identified in the Regional Transportation Plan and the General Plan, as well as TCTC, County and City priorities, this Work Program includes the following work tasks:

Work Product	Required Work Items	Carryover Projects
1.	Agency Administration	
1.1.	Conduct/Attend meetings	X
1.2.	Marketing and Public Outreach Activities	X
1.3.	Manage OWP/Budget, prepare amendments (<i>current year</i>)	X
1.4.	Develop Quarterly OWP Progress Reports	X
1.5.	Develop Next Year's OWP and Budget	X
1.6.	Coordinate, consult and collaborate with the local Tribal Governments	X
2.	Transportation Development Act Administration	
2.1.	Perform Unmet Transit Needs Process	X
2.2.	Manage LTF& STAF Programs	X
2.3.	Conduct TDA Financial & Compliance Audits	X
2.4.	Develop/Submit Financial Transactions Reports	X
2.5.	Develop/Maintain Internal Financial Status Reports	X
2.6.	Facilitate/Monitor SSTAC	X
2.7.	Administer Bicycle/Pedestrian Project LTF Reserves	X
3.	Funding Programs Administration	
3.1.	Rural Planning Assistance Program	X
3.2.	Regional Surface Transportation Exchange Program	X
3.3.	STIP Planning, Programming & Monitoring Program	X
3.4.	Regional Transportation Enhancement Program	X
3.5.	FTA Section 5310 Capital Grant	X
3.6.	FTA Section 5311 Operating Assistance Grant	X
3.7.	FTA Section 5311 (f) Intercity Bus Grant	X
3.8.	Congestion Mitigation & Air Quality (CMAQ) Program	X
4.	Intergovernmental Coordination	
4.1.	Assist Agencies with Projects & Programs	X
4.2.	Review SAFETEA-LU & New FTA Program Guidance	X
4.3.	Coordinate, Consult & Collaborate with local Tribal Governments	X
5.	Transportation Planning (<i>discretionary</i>)	
6.	Air Quality Conformity	X
7.	Aviation Transportation Program	X
8.	Non-Motorized Transportation (<i>discretionary</i>)	
9.	Rail Transportation (<i>discretionary</i>)	
10.	Regional Transportation Plan	
10.1.	Develop Regional Blueprint Plan	X
11.	Regional Transportation Improvement Program	
11.1.	Monitor Programmed Projects	X
11.2.	RTIP/STIP Amendments	X
11.3.	Assist Agencies with Programming Projects	X
12.	Traffic Engineering (<i>discretionary</i>)	
13.	Local Streets and Roads Projects	
13.1.	Coordinate, Consult & Collaborate with local Tribal Governments	X
14.	State Highway Projects	
14.1.	Coordinate, Consult & Collaborate with local Tribal Governments	X
15.	Public Transit Projects	
15.1.	Consult/Meet with Traditionally Under-Represented & Under-Served	X

Priority No.	Work Product No.	Discretionary Work Items <i>(in priority order)</i>	Carryover Projects
1A	4.4.	Legislative Program	X
1B	4.5.	Rural Counties Task Force & RTPA Coordination	X
1C	4.6.	Participate In Development of SHOPP Projects	X
1D	12.1.	GIS Projects/Mapping/Maintain Traffic Data System	X
1E	14.2.	East Sonora Bypass Stage II	X
1F	14.3.	East Sonora Bypass Stage III	X
1G	14.4.	Priest Grade Improvement Projects	X
1H	13.2.	North/South Connector Project	X
1I	13.3.	J-59 (La Grange Road) Study	X
1J	13.4.	Mono Way Widening Project	X
1K	9.1.	Sierra Railroad Crossing Improvements	X
1L	12.2.	Traffic Model Updates	X
1M	8.1.	Mono Way Bike Lane Project	X
1N	5.1.	Development Review	X
1O	4.7.	Participate In Development of ITIP Projects	X
1P	5.2.	Foothill Commuter Services Project	X
2A	13.5.	Flashing Beacon at Jamestown Elementary School	X
2B	3.9.	Office of Traffic Safety Grant applications	X
2C	13.6.	State Route 49/108 Corridor Funding Application – State/Local Partnership	X
2D	8.2.	Develop PSR for Sugar Pine Railroad Trail – Phase 2	X
2E	5.3.	Circulation Master Plan – Columbia	X
2F	15.2.	Develop Transit Facility	X
2G	15.3.	Design Bus Shelters & Turnouts at various locations	X
2H	13.7.	Traffic Signal Timing Optimization	X
3A	13.8.	Sonora Elementary School Circulation Improvements	X
3B	13.9.	Precise Plan – Tuolumne Rd, Mono Way to No Tuolumne Rd	X
3C	14.5.	Precise Plan – SR108, Mono Way Interchange west to 4 lanes	X
3D	13.10.	Update Regional Traffic Impact Fee Program	X
3E	9.2.	Create Joint Powers Authority to Acquire Sierra Railroad	X
3F	15.4.	Inter-County Shelter Selection Project	X
3G	15.5.	Update to Transit Development Plan	
3H	14.6.	Coordinate Project Initiation Document to study State Route 49 west bypass to Sonora	
	14.7.	Update Functional Classification System	

**WORK ELEMENT 1:
AGENCY ADMINISTRATION**

Purpose: To provide management and administration to all work elements in the Overall Work Program, to conduct day to day operations of the TCTC and administer the Public Transportation System Contract.

Background: The Tuolumne County Transportation Council (TCTC) is a public agency responsible for the administration, planning and programming of a variety of transportation funds. The Tuolumne County Board of Supervisors is responsible for the Public Transportation System Contract. These activities require ongoing organization, management, administration and budgeting. The Transportation Division, within the County Department of Public Works, provides the staff to administer both TCTC and Public Transportation System work activities.

Work Program:

- 1.1. Conduct and/or attend regular monthly TCTC, TAC and CAC meetings, and special meetings as required.
- 1.2. Perform marketing and public outreach activities, including responding to media inquiries. (For more detail on the TCTC public participation process, see Exhibit H.)
- 1.3. Manage and prepare amendments, as appropriate, to this year's Overall Work Program and Budget.
- 1.4. Develop/submit to Caltrans and TCTC quarterly reports on the progress of the OWP.
- 1.5. Develop next year's TCTC Work Program and Budget.
- 1.6. Coordinate, consult and collaborate with the two local Tribal Governments.

Products:

- Meeting agendas and staff reports
- List of warrants
- Press releases, public service announcements and public notices
- Amendments to the OWP and Budget
- Quarterly reports on the progress of the OWP
- Draft and Final OWP and Budget for next year
- Financial Reports and Project Status Reports on projects funded by the TCTC
- Fact sheets, program and project summaries, and other printed material
- Document Tribal government-to-government relations.

Budget/Funding Sources:

Revenue:		Expenditures:	
RPA	113,109	TCTC	113,109

WORK ELEMENT 2: TRANSPORTATION DEVELOPMENT ACT ADMINISTRATION

Purpose: To effectively administer all aspects of the Transportation Development Act (TDA).

Background: As the Regional Transportation Planning Agency (RTPA), the most basic responsibility of the Tuolumne County Transportation Council is to administer TDA funds and related programs. These funds operate public transit, maintain local streets and roads and construct bicycle and pedestrian paths. Under the TDA, the TCTC is also responsible for carrying out the annual unmet transit needs process and conducting annual fiscal audits, triennial performance audits, transit planning and transit coordination.

Work Program:

- 2.1 Perform Unmet Transit Needs Process.
 - Schedule the unmet transit needs public hearing and publish notice of the hearing at least 30 days in advance in the local newspaper.
 - Solicit public comments on unmet transit needs that may exist.
 - Review/analyze comments regarding potential unmet transit needs, and make transit needs and reasonableness to meet determinations.
 - Evaluate current existing services and their effectiveness in meeting transit needs and demand.
 - Prepare/adopt/submit transit needs findings report and resolution.
- 2.2 Manage Local Transportation Funds (LTF) and State Transit Assistance Funds (STAF) Programs.
 - Prepare final estimate of STAF apportionments. (August)
 - Prepare/accept STAF claims and prepare/adopt resolutions allocating funds.
 - Prepare preliminary estimate of LTF apportionments for following year. (February)
 - Prepare/accept LTF claims and prepare/adopt resolutions allocating funds.
 - Develop/maintain Internal Financial Status Reports on LTF & STAF activities.
 - Assist claimants with the preparation of project lists, annual claims and local program administration.
 - Prepare/submit allocation instructions and monitor fund distributions.
- 2.3 Provide for financial and compliance audits of the TCTC and each TDA funds allocation recipient by an independent auditing firm.
- 2.4 Develop/submit Financial Transactions Reports of the TCTC, Transit Operator-General Services and Transit Operator-Specialized Services.
- 2.5 Develop/maintain financial status reports of TDA funding.
- 2.6 Facilitate and monitor the activities of the Social Services Transportation Advisory Council (SSTAC).
- 2.7 Administer the LTF Bicycle/Pedestrian Reserves Fund, including receiving claims, processing allocations and preparing financial reports.

Products:

- Unmet Transit Needs Findings Report and Resolution, including analysis of testimony and unmet transit needs determinations pursuant to adopted criteria, and recommendations for LTF allocations for the next fiscal year.
- TDA claims.
- Local Transportation Fund allocations.
- State Transit Assistance Fund allocations.
- Financial and Compliance Audits of the TCTC and all TDA claimants.
- Financial Transactions Reports for the TCTC, Transit Operator-General Services and Transit Operator-Specialized Services.

- Financial Status Reports of TDA Funds Activities.
- SSTAC meeting agendas and minutes.
- Claims and Allocating Resolutions for Bicycle/Pedestrian Projects.

Budget/Funding Sources:

Revenue:		Expenditures:	
LTF	54,039	TCTC	20,039
		Goods & Services	34,000
Total:	54,039	Total:	54,039

**WORK ELEMENT 3:
FUNDING PROGRAMS ADMINISTRATION**

Purpose: To maximize Federal, State and local funding available to local jurisdictions, and to provide for the efficient administration of transportation funds, programs and projects.

Background: The Tuolumne County Transportation Council develops, programs and administers transportation projects that are funded with Federal, State and local funds. Staff also coordinates with Caltrans, Tribal Governments and local jurisdictions to develop needed projects to meet specific program guidelines.

Timely use of funds requirements, implemented under AB 1012 and the State Transportation Improvement Program (STIP) Guidelines adopted by the California Transportation Commission, cover Federal and State funded projects. As a result, the TCTC must closely monitor the progress of all programmed projects to ensure compliance with timely use of funds policies. If necessary, TCTC Staff will work with project sponsors to reprogram funds to ensure no funding is lost to the region.

Work Program:

- 3.1. Regional Planning Assistance (RPA) Program;
- 3.2. Regional Surface Transportation Program (RSTP);
- 3.3. Planning, Programming and Monitoring (PPM) Program;
- 3.4. Regional Transportation Enhancement (TE) Program;
- 3.5. Federal Section 5310 Capital Grant (paratransit vehicle purchases);
- 3.6. Federal Section 5311 Operating Assistance Grant (financial assistance for transit operations);
- 3.7. Federal Section 5311(f) Intercity Bus Grant (support applications); and
- 3.8. Congestion Mitigation and Air Quality Program (CMAQ).
- 3.9. Office of Traffic Safety Grant (OTS).
 - Prepare and submit applications.
 - Program funds, as appropriate.
 - Execute and administer agreements.
 - Prepare/submit required financial/progress reports.
 - Develop/maintain project status reports.
 - Prepare/submit invoices to receive funds.
 - Monitor projects for compliance with timely use of funds policies, reprogram funds if necessary.
 - Coordinate with Caltrans on Federal and State program opportunities and requirements.

Products:

- Funding Applications
- FTA Section 5310 project priority list (April)
- FTA Section 5311 Program of Projects (December)
- Executed Agreements, program documentation
- Invoices
- Financial and Project status reports, as appropriate
- Document Tribal government-to-government relations.

Budget/Funding Sources:

Revenue:		Expenditures:	
PPM	13,348	TCTC	34,172
RPA	8,859		
RSTP	5,130		
Transit LTF	6,835		
Total:	34,172	Total:	34,172

WORK ELEMENT 4: INTERGOVERNMENTAL COORDINATION

Purpose: To coordinate with outside agencies (including Tribal Governments) and jurisdictions on matters pertinent to transportation planning, programming, funding and public transportation.

Background: The Tuolumne County Transportation Council maintains a cooperative working relationship with Caltrans, the California Transportation Commission, the National Forest Service, the National Park Service, the California State Park System, the California State Railroad Museum, the local Tribal Governments, surrounding counties and other regional transportation planning agencies, as well as maintaining effective contacts with area representatives of elected officials. The TCTC also maintains active memberships in transportation advocacy organizations such as Californians for Better Transportation, California Association for Coordinated Transportation (CalACT), the Rural Counties Task Force (RCTF) and the California Council of Governments (CALCOG). This participation is important not only to keep staff and jurisdictions updated on Federal and State regional transportation programs, but to also represent the interests of local jurisdictions in Federal, State and regional policy and funding decisions.

Work Program:

- 4.1. Assist agencies with projects and program requirements.
- 4.2. Review SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users) and new Federal Transit Administration (FTA) program guidance to consider how to meet the new planning requirements and take advantage of new funding programs.
- 4.3. Coordinate, consult and collaborate with the two local Tribal Governments.
- 4.4. Review and monitor new and proposed legislation to analyze effect on transportation planning and transit programs.
 - Monitor and analyze pertinent legislation.
 - Communicate agency positions on pertinent legislation.
 - Meet with local legislators and their staff to discuss agency issues.
 - Coordinate with and advise jurisdictions on potential changes in State or Federal procedures.
- 4.5. Participate in Rural Counties Task Force, and attend meetings, workshops or other activities of neighboring counties, RTPAs or other related groups for RTPA coordination as appropriate.
 - Participate in California Transportation Commission (CTC) meetings and workshops.
 - Participate in Statewide Regional Transportation Planning Agency meetings.
 - Participate in Statewide California Council of Governments (CALCOG) meetings.
 - Participate in ad hoc and standing Caltrans policy and technical advisory committees.
 - Attend governmental forums and Caltrans meetings and workshops.
 - Attend governmental and professional conferences and training sessions.
 - Attend Board of Supervisors and City Council meetings.
 - Hold technical workshops for jurisdictions.
- 4.6. Participate in the development of the State Highway and Operation Protection Program (SHOPP).
- 4.7. Participate in the development of the Interregional Transportation Improvement Program (ITIP) and State/Local Partnership Projects.

Products:

- Staff reports to TCTC and local jurisdictions on pertinent topics.
- Correspondence, communications and coordination with other governmental agencies.
- Information packages on local transportation projects.
- Legislative analysis and reports.
- Letters and/or resolutions supporting or opposing legislation.
- Document Tribal government-to-government relations.

Budget/Funding Sources:

Revenue:		Expenditures:	
PPM	21,666	TCTC	58,299
RPA	36,633		
Total:	58,299	Total:	58,299

**WORK ELEMENT 5:
TRANSPORTATION PLANNING**

Purpose: To identify and develop transportation improvements that meet the region’s mobility needs, contribute to the economic health of a region and preserve the environmental quality of the region.

**Work Product 5.1
Traffic Studies and Development Review**

The Regional Transportation Plan has identified the following purposes:

- Identify and document the region’s mobility needs and issues in terms of the transportation system, land use, financial needs, air quality and environmental considerations including wetlands, endangered species, cultural resources; and
- Inform the public, Federal, State, Tribal and local agencies, and local elected officials who make land use and other project decisions, of the transportation planning process and related socio-economic, air quality and environmental concerns.

Within the direction of these statements, TCTC staff has assisted in the preparation of traffic studies related to land use development and capital projects. Due to the unique knowledge of TCTC staff, and GIS databases, the TCTC’s staff has absorbed significant increases in responsibility related to the preparation of traffic studies. This Work Product recognizes this expanded role of staff as follows.

Previous Work:

- Provide traffic modeling services
- Review and comment on traffic studies

Products:

- Provide comprehensive management of traffic study preparation
- Coordinate multi-agency reviews
- Coordinate project mitigation
- Coordinate responses to comments
- Facilitate project approvals
- Document Tribal government-to-government relations

Tasks/Methodology:

1. Coordinate traffic study scopes of work
2. Coordinate consultant contract scopes of work
3. Conduct traffic modeling as needed
4. Provide traffic data such as accident histories, transit, trail and traffic counts.
5. Respond to consultant inquiries
6. Coordinate distribution of studies for review and comment
7. Coordinate responses to comments
8. Coordinate project mitigation
9. Attend meetings and public hearings
10. Facilitate final approval of traffic studies and related environmental documents
11. Coordinate, consult and collaborate with the two local Tribal Governments.

Budget/Funding Sources:

Revenue:		Expenditures:	
Other Agencies	18,257	TCTC	18,257

Work Product 5.2
Foothill Commuter Services Project

Purpose: This work element manages and monitors the Foothill Rideshare program for Amador, Calaveras, and Tuolumne Counties. Increased interest and participation in this program is beginning to reduce the number of single-occupant vehicle (SOV) trips on tri-county roads and highways. Continuing this program is critical for tri-county commuters to access, explore, and utilize transportation alternatives. Reducing SOV trips reduces the use of natural resources, improves traffic flows, and reduces traffic congestion and the resultant impact to air quality. The managing and monitoring this program includes improving rideshares, improving the Web site presentation, marketing this program to the general public and employees through outreach events and advertising, and working with local transit services to improve ridership and service.

Previous Work

- Held quarterly Steering Committee meetings: Sept, Dec 2007; Mar, June 2008 to assess program.
- Designed and printed marketing material for distribution to each RTPA.
- Distributed marketing materials (brochures and flyers) and ran newspaper and other ads.
- Public outreach presentations and rideshare registration.
- Updated and modified the Foothill Rideshare Web site as necessary.
- Monitored rideshare participation.
- Worked toward establishing Park and Ride parking spaces throughout the tri-county areas.
- Explored Transportation Reimbursement Program in each county.
- Explored Google Transit options and implementation.
- Explored combining Sac 511 and San Joaquin COG ridesharing databases.

Products

- Public outreach
- Steering Committee quarterly meetings: Sept, December 2007; March, June 2008
- Newspaper and other ads
- Web site updates
- Park and Ride locations

Task/Methodology

- Conduct and assist in employer presentations and public outreach events such as local health resources and environment-oriented fairs, media interviews, and overall marketing activities.
- Evaluate/assess program with quarterly meetings (Sept, Dec 2008; March, June 2009).
- Manage marketing material design/printing and supply each county with printed material.
- Establish and monitor Park and Ride locations.
- Manage Foothill Rideshare Website (July 2008 – June 2009) by overhauling, updating and modifying Web site as necessary and monitoring rideshare participation

Funding Sources/Responsible Agencies

Responsible Agency	ACTC	CCOG	TCTC	TOTAL
ACTC/Consultant	\$21,000	\$21,000	\$21,000	\$63,000

08-09 Foothill Rideshare Budget / Cost breakdown

Web site and database maintenance	\$14,000
Advertising, marketing, printing	\$12,000
Project Consultant - 11 hours/week	<u>\$37,000</u>
	\$63,000 (\$21,000/County)

TCTC Portion - Budget/Funding Sources:

Revenue:		Expenditures:	
LTF	4,644	TCTC	4,644
CMAQ	21,000	Goods & Services	21,000
Total:	25,644	Total:	25,644

Work Product 5.3**Development of Community Circulation Master Plan – Columbia**

The development of community circulation master plans is an important contribution to the overall regional transportation planning process. The results of these master plans should improve mobility and lead to the planning, programming and implementation of transportation improvement projects. Unfortunately, the TCTC has not been successful in applying for grants for this purpose. Therefore, the TCTC supports the development of these plans by programming funding through the OWP. The goal is to develop one community circulation master plan each year.

This work product will complete the first plan, which began in April 2006, which will identify existing and projected deficiencies in the transportation infrastructure, and identify solutions to address those deficiencies in the community of Columbia.

Products:

- Increased input from community members (including traditionally under-represented and under-served populations such as the elderly, disabled, low income and minorities; (i.e., Black, Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islanders) regarding transportation problems in their respective areas.
- Coordination with various governmental agencies and community groups.
- Circulation master plans for various communities.
- Document outreach efforts to traditionally under-represented and under-served populations.

Budget/Funding Sources:

Revenue:		Expenditures:	
PPM	4,221	TCTC	17,364
RPA	18,611	Goods & Services	65,660
RSTP	44,192		
Columbia College	4,000		
Columbia Airport	4,000		
State Park	4,000		
Blue Mountain Minerals	4,000		
Total:	83,024	Total:	83,024

Total for Work Element 5:

Revenue:		Expenditures:	
PPM	4,221	TCTC	40,265
RPA	18,611	Goods & Services	86,660
RSTP	44,192		
CMAQ	21,000		
LTF – Public Transit	4,644		
Other Agencies	34,257		
Total:	126,925	Total:	126,925

**WORK ELEMENT 6:
AIR QUALITY CONFORMITY**

Purpose: Comply with the Clean Air Act requirements for non-attainment areas.

Background: Tuolumne County is located in the southern section of the Mountain Counties Air Basin, which contains Plumas, Sierra, Nevada, Placer, El Dorado, Amador, Calaveras, and Mariposa Counties. In June 2004, the Southern Mountain Counties Non-Attainment area was formed comprising of Tuolumne and Mariposa Counties including Yosemite National Park. The area is non-attainment for the national 8-Hour Ozone standard. The TCTC participates in interagency consultation with local, State and Federal agencies for transportation conformity determination to be incorporated into the State's Implementation Plan (SIP) as required by the Federal Clean Air Act, and provides regional travel data needed for conformity analysis.

Work Program:

- Participate in the process of creating transportation conformity procedures for the non-attainment area.
- Once the transportation conformity procedures are complete, work with governmental agencies including the Tuolumne County Air Pollution Control district to create a State Implementation Plan (SIP) for the Southern Mountain Counties Non-Attainment Area.
- Ensure that all capacity increasing transportation projects that go out to bid from June 2005 and afterward meet air quality conformity.

Products:

- Correspondence and communications to and from other governmental agencies.
- Reports on the status of Tuolumne County's non-attainment for air quality designation.
- Continue to work and finalize air quality conformity procedures with other governmental agencies concerning the Southern Mountain Counties Non-Attainment Area.
- Continue to work in cooperation with other governmental agencies in development of a (SIP).

Budget/Funding Sources:

Revenue:		Expenditures:	
RPA	10,244	TCTC	10,244

**WORK ELEMENT 7:
AVIATION TRANSPORTATION PROGRAM**

Purpose: To promote planned development of aviation facilities in order to meet the general aviation and emergency medical transportation needs within Tuolumne County.

Background: The general aviation needs in Tuolumne County are met by two County owned and operated airports: Columbia Airport, located near the town of Columbia; and Pine Mountain Lake Airport, located near the town of Groveland. The Airport Masterplan is coordinated and implemented by the County Airports Department. However, to receive Federal and State funding, airport projects must be programmed in the Regional Transportation Plan (RTP) and, for certain funding programs, in the Regional Transportation Improvement Program (RTIP).

Work Program:

- Attend meetings and coordinate, as necessary, the development and update of aviation programs.
- Prepare and adopt RTP or RTIP amendments as appropriate.
- Prepare and submit STIP amendments to Caltrans and California Transportation Commission as appropriate.

Products:

- Updated aviation program
- RTP, RTIP and STIP amendments

Budget/Funding Sources:

Revenue:		Expenditures:	
RPA	1,526	TCTC	1,526

**WORK ELEMENT 8:
NON-MOTORIZED TRANSPORTATION PROGRAM**

Purpose: To facilitate funding of non-motorized projects in Tuolumne County.

Background: The primary forms of non-motorized transportation used in Tuolumne County are by bicycle, walking or horseback. All planned projects that are eligible for Federal or State funding are planned in the Regional Transportation Plan and programmed for implementation in the Regional Transportation Improvement Program.

The number of existing bicycle, pedestrian and equestrian facilities in Tuolumne County is limited. This limited provision of non-motorized facilities is due, in part, to funding, but is due also to natural limitations within Tuolumne County. Highly variable topography means steep grades must be overcome by users of non-motorized facilities, while winter snows can limit the benefit of facilities at elevations above 3,000 feet. In response to these constraints, the Non-motorized Element of the Regional Transportation Plan (RTP) establishes a policy that non-motorized transportation facilities in the County, in order to be effective and to assist in reducing motorized traffic, shall target short distances connecting schools, work centers, large subdivisions, shopping and life enrichment facilities, including swimming pools, libraries and senior centers.

The County of Tuolumne and City of Sonora are directly responsible for constructing projects, while the TCTC facilitates the funding of projects.

Work Program:

- 8.1. Mono Way Bike Lane Project *(Caltrans administered project, funding carried over from previous year's OWP)*
- 8.2. Develop project study report (PSR) for the Sugar Pine Railroad Trail – Phase 2 Project

Products:

- Construction of Mono Way Bike Lane
- PSR for Sugar Pine Railroad Trail – Phase 2

Budget/Funding Sources:

Revenue:		Expenditures:	
PPM	5,799	TCTC	5,799
RSTP Exchange	205,421	Goods & Services	361,160
Regional TEA <i>(allocated)</i>	155,739		
Total:	366,959	Total:	366,959

**WORK ELEMENT 9:
RAIL TRANSPORTATION**

Purpose: To support the economic vitality and continued integration of Sierra Railroad into the multimodal system in Tuolumne County.

Background: Tuolumne County is currently served by the Sierra Railroad, which operates between Oakdale, in Stanislaus County, and Standard, in Tuolumne County. Connections are made with the Burlington Northern Santa Fe (BNSF) Railroad in Oakdale. The Railroad includes 49 miles of track from Standard to Oakdale. The Sierra Railroad has been in operation since 1897.

The TCTC assisted the Sierra Railroad Company in successfully receiving \$850,100 in Transit Capital Improvement (TCI) Program funding, which contributed to the completion in 1998 of a \$1,700,000 track improvement project in Tuolumne and Stanislaus Counties. In addition, the TCTC allocated \$242,000 to the Sierra Railroad Company for the completion, in the year 2000, of the Roadway Approach Safety Program (RASP) project, which improved public safety in and around the approaches to twenty-two at-grade railroad crossings within an eight-mile section between Jamestown and Standard. Due to public support of the railroad in Tuolumne County, the TCTC will continue to support improvements to Sierra Railroad.

Located along the Sierra Railroad in Jamestown is the Railtown 1897 State Historic Park, which includes a functional roundhouse, several steam engines and an inventory of vintage passenger and freight cars. Through funding received through the Federal Transportation Enhancement (TE) Program, the California State Railroad Museum has recently completed a structural repair and fire protection project on the historic buildings at the Railtown 1897 State Historic Park.

Work Program:

- 9.1. Sierra Railroad Crossing Improvements
 - Coordinate with State and local jurisdictions on funding opportunities and grant programs to preserve the rail corridor and improve railroad crossings and tracks within Tuolumne County.
- 9.2. Create a multi-agency Joint Powers Authority to acquire Sierra Railroad.

Products:

- Funding applications for improvements to railroad crossings and tracks.
- Meetings with stakeholders.

Budget/Funding Sources:

Revenue:		Expenditures:	
RPA	3,946	TCTC	11,958
RSTP Exchange	133,011	Goods & Services	125,000
Total:	136,958	Total:	136,958

WORK ELEMENT 10: REGIONAL TRANSPORTATION PLAN

Purpose: To employ regional strategies for transportation, land use and economic growth by considering the effects of the built environment on infrastructure, the natural environment as well as history and culture of communities to maintain and enhance the quality of life for residents of Tuolumne County and to make more efficient land use decisions in conjunction with existing infrastructure.

Background:

Development patterns in California over the last 30 years have challenged community leaders with the task of preserving resources and quality of life as a whole. Suburban sprawl causes people to depend on automobiles, is expensive for local government to serve and has a significant effect on the environment. Vehicle emissions create air pollution and increase greenhouse gases in our atmosphere. Storm water runoff from asphalt affects rivers and streams. Acres of farms, woodlands and open space are potentially converted to development. Housing opportunities often do not accommodate housing needs. The needs of businesses and industry are not always addressed by infrastructure investments.

In response, the California Department of Transportation and legislators are beginning to implement and propose new approaches to transportation planning, aimed at coordinating land use and transportation; increasing the availability of quality transit service; improving road networks; and ensuring connectivity between pedestrian, bike, transit, and road facilities. Regional and locally adopted plans are now expected to couple a multi-modal approach to transportation with supportive development patterns to create a variety of transportation and housing options for the resident. Regional blueprints currently being prepared by Metropolitan Planning Organizations (MPO's) and Regional Transportation Planning Agencies (RTPA's) funded by Caltrans can be used to provide direction for preferred land use alternatives to help reduce the amount of vehicle miles traveled, conserve resources and more efficiently utilize public infrastructure.

The Tuolumne County Board of Supervisors has identified developing a regional blueprint among the top strategic goals for the current year. The proposed blueprint framework and committee formation has designated the Tuolumne County Transportation Council to be the lead agency to administering the blueprint effort.

Work Program:

10.1 Develop Regional Blueprint Plan

Previous Products: Year One – Fiscal Year 2007/08

- Participate in Caltrans sponsored Blueprint Learning Network conferences and attend various blueprint related meetings.
- Cooperatively work with U.C. Davis staff and the Tri-County (Calaveras, Amador and Alpine) blueprint efforts to allow for future creation of a regional and interagency model involving all four Counties.
- Develop a collaborative organizational structure that includes a broad range of public and private stakeholders including elected officials, civic organizations, business, labor, environment and community leaders, neighborhood groups and the general public.
- Develop a clearly stated purpose and need including overall project objectives, justification and benefits to the region.
- Create individual community and countywide planning and public outreach processes. Develop a strategy for communities to develop a guiding vision, goals, objectives and performance measures.
- Identify key infrastructure and resource factors that attract or impede economic objectives and influence growth patterns.

- Obtain training for Geographic Information System (GIS) technical staff in use of GIS models used for creating and analyzing blueprint planning scenarios, and begin integrating models with existing GIS applications.
- Inventory GIS layers and Modeling data, identify data improvements and develop strategies to enhance information data bases for use in land use and traffic models.
- Develop demographic data.
- Define and identify the study area to be encompassed by Blueprint planning efforts.
- Conduct a Tuolumne County Blueprint Planning Workshop.
- Document and work with Tribal governments to create a government-to-government relationship throughout the cycle of the Blueprint program.
- Conduct up to four (4) stakeholder and interagency meetings.
- Begin to develop implementation and growth alternative performance measures to assess Blueprint scenario effectiveness and seek community input on growth strategies (*including traditionally under-represented and under-served populations such as the elderly, disabled, low income, and minorities; i.e., Black, Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander*).
- Develop Blueprint Media Campaigns, including but not limited to radio advertising, newspaper publications, mass mailings, public meeting forums and surveys.
- Create a Tuolumne County Regional Blueprint web page.

Proposed Products: Year Two – Fiscal Year 2008/09

- Continued update of existing and newly acquired GIS layers into the Tuolumne County database. Priority shall be given to GIS data that is consistent with the Tri-County model and those prioritized by the Tuolumne County Blueprint Policy, Technical and Stakeholder Committees.
- Develop the Tuolumne County “Recent Trends” baseline growth model scenario.
- Continue to submit quarterly progress reports on blueprint achievements and efforts.
- Develop preliminary “Recent Trends” baseline UPlan model run.
- Conduct up to 8 stakeholder and interagency meetings.
- Develop community visions and goals.
- Continue to develop and conduct Blueprint Media Campaigns.
- Model the “Recent Trends” growth scenario to communities, committees and traditionally under-represented / under-served groups and lead discussion on the implications of the results.
- Draft performance measures for TCTC Blueprint program.
- Document Tribal government-to-government relations.
- Approve a final “Recent Trend” growth scenario.
- Work with the Tri-County (Calaveras, Amador and Alpine) blueprint effort to integrate the adopted “Recent Trend” growth scenario with the Tri-County regional growth model.
- Identify and set priorities for transit oriented development, infill opportunity areas, mixed use zones and business parks along transportation corridors and other critical growth opportunity areas.
- Develop two or three discrete, well-articulated and comprehensive alternative future scenarios for the region.
- Conduct up to 8 stakeholder and interagency meetings.
- Document Tribal government-to-government relations.
- Amend growth scenarios pursuant to public outreach activities and identify a preferred growth alternative.

Proposed Products: Year Three - Fiscal Year 2009/10

- Finalize performance measures for TCTC Blueprint program.
- Identify Tuolumne County fiscal year 2008/09 Blueprint Planning effort follow up actions.
- Determine and approve a future Blueprint Preferred Growth Scenario.

- Integrate “Recent Trend” and approved future Blueprint Preferred Growth Scenario with the Tuolumne County Traffic Circulation Model, TransCAD.
- Integrate the approved future Blueprint Preferred Growth Scenario with the Tri-County regional growth model.
- Work with State, City and County planning staff, surrounding County's Council of Governments (COGs), planning commissions, Blueprint commissions, legislative bodies, Tribal governments, local agencies and under-represented groups to correctly interpret the UPlan outputs and resultant policies and programs to be considered in General Plans and other policy documents.
- Provide advocacy efforts of the approved future Blueprint Preferred Growth Scenario to local agencies as a decision making tool for policy documents and planning processes.

Proposed Products: Year Four - Fiscal Year 2010/11

- Use of the future Blueprint Preferred Growth Scenario as a planning tool to amend City and County General Plans, Regional Transportation Plans (RTPs), Regional Transportation Improvement Programs (RTIPs), Community Plans, Bike and Pedestrian Plans, Housing Allocation Plans, Tuolumne County Transit Schedules, Infill Studies and the Land Use planning process.

Budget/Funding Sources:

Revenue:		Expenditures:	
Federal – SP&R Blueprint	55,000	TCTC	19,230
RPA	13,750	Goods & Services	49,520
Total	68,750	Total	68,750

**WORK ELEMENT 11:
REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

Purpose: To program funding available through the State Transportation Improvement Program (STIP), including the Regional Transportation Improvement Program (RTIP) and Interregional Transportation Improvement Program (ITIP), and to implement and monitor the projects currently programmed in these documents.

Background: As the designated Regional Transportation Planning Agency (RTPA), the Tuolumne County Transportation Council is responsible for developing and amending the RTIP. This responsibility has become more and more complex in recent years, under SB 45 and AB 1012, which both increase flexibility in project selection and impose “use it or lose it” timely use of funds requirements.

The most critical responsibility for the TCTC is to determine how to program the RTIP funds allocated to the Tuolumne County Region, known as Regional Improvement Program (RIP) funds. The TCTC also advocates for the allocation of Caltrans’ ITIP funds for shared priorities on the State Highways, such as the East Sonora Bypass Project. Once these selections are made, staff then works to ensure that all project requests in the RTIP and ITIP are included in the STIP.

Equally important, the TCTC closely monitors projects programmed in the existing STIP to make sure they are implemented in accordance with timely use of funds rules. Under SB 45, counties can update their RTIPs annually, if necessitated by project delays or changing priorities, and request amendments as needed to reflect current circumstances. In conjunction with an engineering advisor, staff will continuously monitor the progress of RTIP and ITIP funded projects and the availability of funding, and work with jurisdictions and Caltrans to ensure projects are on time and within budget. If necessary, the TCTC will work with project sponsors to reprogram funds to comply with timely use of funds policies.

The 2008 RTIP is included in this OWP document as Exhibit J.

Work Program:

- 11.1. Monitor programmed projects.
 - Work with jurisdictions (including Tribal Governments) and Caltrans to monitor RTIP project status to ensure projects are properly scoped, on schedule and within budget.
 - Participate in the Project Development Team (PDT) meetings with project sponsors, Caltrans and other appropriate team members.
- 11.2. Prepare/submit RTIP/STIP Amendments.
 - Work with CTC staff to process STIP amendments, as appropriate.
- 11.3. Assist agencies in programming eligible projects.
 - Assist agencies in developing Project Study Reports (PSRs).

Products:

- Project status and financial reports
- RTIP/STIP amendments
- Public outreach materials
- Transportation facility improvements
- Document Tribal government-to-government relations.

Budget/Funding Sources:

Revenue:		Expenditures:	
PPM	26,633	TCTC	21,633
		Goods & Services	5,000
Total:	26,633	Total:	26,633

WORK ELEMENT 12: TRAFFIC ENGINEERING

Purpose: To plan for and maintain a safe, effective road and street system for the orderly, safe and convenient movement of people and goods. To identify key safety projects and prioritize improvements to maximize the benefit of public funding expenditures. To identify and capture Federal, State, local and private revenues available for traffic engineering activities and, more specifically, for safety projects. To develop and maintain a Traffic Monitoring System by developing and maintaining traffic safety and traffic count databases. To utilize the existing Geographic Information System (GIS) to implement a comprehensive transportation system management program. Provide a training program to continually improve and update Traffic Engineering staff to enhance job skills.

Background: As the Regional Transportation Planning Agency, one of the goals of the TCTC is to provide an adequate transportation system for the County. TCTC staff has recognized the importance of maintaining and updating the Traffic Circulation Model. Recalculating land use figures and traffic zones to reflect known and potential growth within the County will provide more accurate traffic forecasting results and an improved approach to feasible funding programs. A GIS based system for the Traffic Circulation Model is an ideal alternative to accomplish current and future land use needs within the County so that data may be continually updated and a wider range of planning options can be explored.

The model is a very valuable tool that should be kept fine-tuned so it will continue to be available to provide service to the County and its staff. The model will be useful for future updates of the Regional Transportation Plan, the General Plan and for evaluating major land use and highway network proposals.

The State Office of Traffic Safety recommends and supports the development of GIS based system management tools. Listed below are some of the very important GIS based system management programs that expanded staff resources will facilitate:

- Maintain the accident record management system to improve roadway safety and reduce County liability. Maintaining an up to date accident database facilitates the prioritization of safety reviews so that the Transportation Division can fully understand collisions in County areas and, ultimately, take measures to prevent them. This information will be shared with law enforcement, the City of Sonora and Caltrans when appropriate.
- Maintain the post mile and Global Positioning System (GPS) based inventory of County public roads and develop right of way/easement limits and infrastructure including signage, guardrails, striping and culverts. A GIS based inventory will improve emergency maintenance response times and allow for better system management.
- Develop a map of known Environmentally Sensitive Areas (ESA) within the County road right of way to expedite project delivery and avoid degradation of such areas by work crews. The ability to be sensitive to the concerns of Tuolumne County residents and groups to preserve the County's aesthetic beauty, as well as biological and cultural resources, will be enhanced by this database. Furthermore, avoidance of ESAs enhances relationships with regulatory agencies.
- Documentation and recordation of maintenance work related to ditching, drainage improvements, sign retro-reflectivity analysis, sign replacement, shoulder backing, striping, lighting and pavement repairs will enhance the County's ability to defend itself against claims.
- Conversion of the existing Pavement Management System (PMS) to a GIS based platform. Illustrating PMS data on the GIS based mapping greatly enhances the Board's and public's understanding of pavement deterioration, investment options and system preservation efforts.

- Develop a GIS database platform for Traffic Mitigation Impact Fee project cost estimates. Project data would include aerial views and available property information providing estimates for comparison to actual project costs. This effort will reduce the need for costly consultant work and provide a more cohesive plan to track projects costs to engineering and transportation staff.
- Obtain and utilize a GeoXT mobile GPS unit for use by transportation and engineering staff. Data inventory will include right of way/easement limits and infrastructure including signage, guardrails, striping and culverts, sign reflectivity and a variety of data pertinent to the GIS transportation management system.

Work Program:

- 12.1. GIS Projects/Mapping/Maintain Traffic Data System
- 12.2. Traffic Model updates

Products:

Maintained Roads:

- Correct and assign mile posts (measures) to remaining 20%
- Correction in database of items going through the functional classification process
- Create annotation layers for different map scales (for quick map labeling)
- Update mile posts of road changes

General Roads:

- Correct local roads and assign mile posts (measures)
- Integrate newly found roads (from emergency response efforts)
- Update mile posts (measures) for Layers (speed zones, guardrails, log files, etc.)
- Create annotation layers for different map scales (for quick map labeling)

Accident Data:

- Date Entry: reports and mile posts
- Analysis/Mapping
- Update/Enter Mile posts for accidents – on corrected roads

Visual Basic Programming:

- Work on “Map” portion of Intersection Analysis program

GIS Education:

- Train Intern
- Follow-up/Support Public Works Department GIS efforts

Other:

- Blue print/Identify and acquire GIS layers needed
- Signage: new effort on maintained roads, GPS/Tracking, etc.
- Web-based maps show project information and traffic data

Budget/Funding Sources:

Revenue:		Expenditures:	
PPM	20,344	TCTC	121,807
RPA	31,838		
RSTP	64,625		
Other Agencies	5,000		
Total	121,807	Total	121,807

WORK ELEMENT 13: LOCAL STREETS AND ROADS PROJECTS

Purpose: To provide an adequate transportation system for the County.

Background: The basic streets and highways network in Tuolumne County is comprised of a combination of approximately 139 miles of State highways, over 600 miles of County maintained roads and 26 miles of City maintained streets. Beyond this basic system, there also exists several hundred additional miles of Federal (Bureau of Land Management, Yosemite National Park and Forest Service) and privately owned roads. When these roads are grouped by category (i.e., rural arterial, rural minor arterial, rural collector, major collector, minor collector, rural local road and scenic highways), they form the functional system of roadways in Tuolumne County.

Local streets and roads projects are planned and then prioritized by the TCTC in the Regional Transportation Plan. Priority projects are then programmed by the TCTC, as funding becomes available, in the Regional Transportation Improvement Program.

Work Program:

- 13.1. Coordinate, consult and collaborate with the two local Tribal Governments.
- 13.2. North/South Connector Project
- 13.3. J-59 (La Grange Road) Study.
 - Correspondence and communications to and from other regional and state level governmental agencies.
 - Execute cooperative agreement between participating agencies.
 - Refine the public participation process.
- 13.4. Mono Way Widening Project
 - Develop a Project Study Report for widening Mono Way between the Timberhills Shopping Center and Fir Drive.
- 13.5. Construct a Flashing Beacon at Jamestown Elementary School crosswalk (safety warrants have been met)
- 13.6. State Route 49/108 Corridor State/Local Partnership Funding Application
- 13.7. Traffic Signal Timing Optimization (*carryover CMAQ project from previous year*)
 - Evaluate various traffic signals and make changes to improve traffic flow.
 - The signals at Tuolumne Road and the Junction Shopping Center, and Fir Drive at Mono Way will be evaluated first.
- 13.8. Work with Sonora Elementary School to design and fund circulation improvements along their frontage on Greenley Road
- 13.9. Develop Precise Plan for Tuolumne Road from Mono Way to North Tuolumne Road
- 13.10. Update Regional Traffic Impact Fee Program
 - Determine new/revised fees.
 - Update Ordinance

Products:

- J-59 (La Grange Road) Study
- Mono Way Widening Project Study Report
- Safety improvements at elementary schools
- Funding Applications/Allocations for projects
- Improved traffic flow due to improved functioning of signals at various locations
- Precise Plan
- Updated Regional Traffic Fee Program
- Document Tribal government-to-government relations.

Budget/Funding Sources:

Revenue:		Expenditures:	
PPM	6,268	TCTC	59,441
RPA	3,310	Goods & Services	100,000
RSTP	132,064		
Traffic Impact Fees	17,799		
Total	159,441	Total	159,441

WORK ELEMENT 14: STATE HIGHWAY PROJECTS

Purpose: To participate in planning, programming and monitoring State Highway projects within Tuolumne County.

Background: Pursuant to Senate Bill 45 and the TCTC/Caltrans Memorandum of Understanding, the TCTC is responsible to program and monitor State Highway projects in Tuolumne County. The TCTC/Caltrans MOU documents the understanding of each party as to their responsibilities for the delivery of projects on the State Highway System within Tuolumne County. Some key components of the MOU are as follows:

- The MOU establishes State/Regional partnership goals and objectives.
- TCTC is responsible for programming projects in RTIP and monitoring project status in the STIP.
- TCTC identifies a program manager which participates in project development plans, reviews project delivery schedules, monitors expenditures, reviews Caltrans' performance and facilitates timely local agency decisions.
- Caltrans is responsible for procuring resources to perform engineering, environmental studies, design, right-of-way acquisition and construction administration.
- Caltrans appoints a project manager to coordinate efforts of the project team in executing the project management plan, monitor and report project performance, progress and cost, lead efforts to resolve problems and facilitate timely decisions from the appropriate Caltrans authority.
- Affirms project standards.
- Identifies project costs to be programmed into the RTIP.
- Establishes a process to change project scope, cost or schedule.
- Establishes a conflict resolution process.

Under the umbrella of the MOU and/or cooperative agreement, every project will have a project management plan developed and approved by both Caltrans and the TCTC. The project management plan will be an effective monitoring tool of the TCTC, as the programming agency, to review project progress, performance and financial expenditures.

With the construction of the East Sonora Bypass Stage I project completed (July 2004), the only remaining State Highway project currently programmed in the RTIP and STIP is the PS&E (plans, specifications and estimates) and Right of Way for the Bypass Stage II project.

Work Program:

- 14.1. Coordinate, consult and collaborate with two local Tribal Governments.
 - 14.2. East Sonora Bypass Stage II; right of way, construction
 - 14.3. East Sonora Bypass Stage III; right of way protection
 - 14.4. Priest Grade Improvement Projects
 - 14.5. Precise Plan – SR 108, Mono Interchange to west of Jamestown (@ 4 lanes)
 - 14.6. Coordinate Project Initiation Document (PID) to study a State Route 49 western bypass of Sonora
 - 14.7. Update of the Functional Classification System
- Work closely with Caltrans Project Managers to facilitate RTIP/STIP/SHOPP project delivery.
 - Perform as the local project advocate.
 - Participate in the development of the project management plan for each project.
 - Participate on the Caltrans RTIP/STIP project team.
 - Receive and review periodic reports on project delivery status.
 - Monitor the expenditures of RTIP support and capital funds for comparison against programmed funding.

- Be involved in key project decisions that are consistent with or cause change to the project quality, scope, support and capital costs, and schedule.
- Work cooperatively with the Caltrans Regional Division Chief of Program/Project Management regarding program management issues.
- Provide feedback to the Caltrans Regional Division Chief of Program/Project Management on the performance of Caltrans Project Managers and project teams to assist in continuous improvement efforts. Provide input on Project Manager assignments.
- Provide timely response on decisions where authority has been delegated to the TCTC.
- Update the functional classification system to homogenize all County documents, departments and databases.

Products:

- Document Tribal government-to-government relations.
- Quarterly Project Status Reports.
- Project Development Team (PDT) meeting agendas and minutes.
- Press releases, outreach materials.
- Precise Plan on segment of State Route 108.
- PID for SR49 bypass of Sonora.
- RTP and GIS database functional classification revisions.

Budget/Funding Sources:

Revenue:		Expenditures:	
PPM	36,720	TCTC	48,855
RPA	18,726	Goods & Services	265,000
RSTP	250,000		
Traffic Mitigation Fees	8,409		
Total	313,855	Total	313,855

WORK ELEMENT 15: PUBLIC TRANSIT PROJECTS

Purpose: To provide a safe, high quality and efficient public transportation system that meets the reasonable needs of the transit dependent citizens of Tuolumne County. Youths, elderly, persons with disabilities, disadvantaged minorities (i.e., Black, Hispanic, Asian American, American Indian/Alaskan Native and Pacific Islanders) and the economically disadvantaged shall be given special attention

Background: Generally, the transportation needs of transit dependent persons are met primarily through social service transportation providers and the County's public transit system.

The Tuolumne County Public Transportation System was established under a Section 147 grant in December 1976. The County operated the system until November 1985, at which time the County began contracting out the management and operation of Tuolumne County Transit based upon competitive proposals received.

Tuolumne County Transit is funded primarily by the California Transportation Development Act (TDA), Federal Transit Administration Section 5311 funds, farebox and charter revenue. The System provides fixed route/flex route services, demand response (dial-a-ride) services for the general public (priority given to seniors and disabled persons) and transportation services for the Adult Day Health Care Program.

The Contractor employs all the drivers, dispatchers, mechanics and other staff necessary for the operation and management of Tuolumne County Transit. The Contractor provides in-house training to staff on a regular basis, including; CPR, First Aid, Empathy Training, Defensive Driving and Road Training. The Contractor is responsible for making sure all certifications and requirements are met in a timely manner.

Due to financial constraints, it has been difficult to actively pursue the development of a County-owned, permanent Transit Terminal/ Maintenance Facility that is adequate to maintain and operate Tuolumne County Transit as well as securely store the County owned transit buses. The Transit Contractor is currently required to provide their own transit facility, including administration and dispatch offices and a maintenance shop, which adds to the cost of hiring a private transit company to operate Tuolumne County Transit Services.

With the passing of the new Federal Transportation Act (SAFETEA-LU), an increased emphasis in funding public transit projects is recognized. This Work Product will facilitate the initial stages of the development of a permanent, County-owned transit facility, which will include a space needs assessment, identifying the appropriate location and preliminary cost estimates.

Work Program:

- 15.1. Consultant and meet with the traditionally under-represented and under-served populations such as the elderly, disabled, low income and minorities (i.e., Black, Hispanic, Asian American, American Indian/Alaskan Native and Pacific Islanders) and community leaders.
- 15.2. Develop Transit Facility
 - Identify need and location
 - Develop preliminary cost estimates
- 15.3. Design Bus stop shelters and turnouts at various locations throughout the County
- 15.4. Inter-County Shelter Selection Project – Identify optimum location for permanent bus shelter at Columbia College to support inter-county transit and educational achievement, and design bus shelter with appropriate passenger amenities to encourage transportation alternatives.
- 15.5. Update to the Transit Development Plan (TDP).

Products:

- Document outreach efforts and meetings with the traditionally under-represented and under-served populations and community leaders.
- Project Development Team (PDT) meetings
- Space needs and location assessments
- Preliminary cost estimates
- Bus stop shelters and turnouts
- Bus stop shelter location and design with appropriate amenities at Columbia College
- Update to TDP

Budget/Funding Sources:

Revenue:		Expenditures:	
RPA	14,449	TCTC	59,292
RSTP	43,724	Goods & Services	154,426
LTF - TCTC	1,524		
LTF – Public Transit	8,114		
STAF	24,908		
State Planning Grant	121,000		
Total	213,718	Total	213,718

Exhibit A of OWP
Transportation Division Fiscal Year 2008/09 Work Program
Schedule by Work Product

	Begin Date	End Date	2008						2009					
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Work Element 1: Agency Administration														
1.1. Conduct/Attend Meetings	Jul-08	Jun-09												
1.2. Marketing & Public Outreach Activities	Jul-08	Jun-09												
1.3. Manage Current OWP, prepare amend.	Jul-08	Jun-09												
1.4. Quarterly OWP Progress Reports	Jul-08	Jun-09												
1.5. Develop Next Year's OWP & Budget	Jul-08	May-09												
1.6. Coordinate with Tribal Governments	Jul-08	Jun-09												
Work Element 2: TDA Administration														
2.1. Unmet Transit Needs Process	Jul-08	Apr-09												
2.2. Manage LTF & STAF Programs	Jul-08	Jun-09												
2.3. TDA Financial & Compliance Audits	Jul-08	Dec-08												
2.4. Financial Transactions Reports	Aug-08	Nov-08												
2.5. Internal Financial Status Reports	Jul-08	Jun-09												
2.6. Facilitate/Monitor SSTAC	Jul-08	Jun-09												
2.7. Administer Bic/Ped LTF Reserves	Jul-08	Jun-09												
Work Element 3: Funding Programs Administration														
3.1. RPA Program	Jul-08	Jun-09												
3.2. RSTP Exchange Program	Jul-08	Jun-09												
3.3. STIP PPM Program	Jul-08	Jun-09												
3.4. Regional TE Program	Jul-08	Jun-09												
3.5. FTA Section 5310 Capital Grant	Jul-08	Jun-09												
3.6. FTA Section 5311 Operating Assist.	Nov-08	Jun-09												

Exhibit A of OWP
Transportation Division Fiscal Year 2008/09 Work Program
Schedule by Work Product

	Begin Date	End Date	2008						2009							
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June		
3.7. FTA Section 5311(f) Intercity Bus			<i>If applications are submitted, OWP will be amended to accommodate req'd schedule.</i>													
3.8. CMAQ Program	Jul-08	Jun-09														
3.9. OTS Grant Applications	Jul-08	Jun-09														
Work Element 4: Intergovernmental Coordination																
4.1. Assist agencies w/ Projects & Prog	Jul-08	Jun-09														
4.2. Review SAFETEA-LU & FTA Guidance	Jul-08	Jun-09														
4.3. Coordinate with Tribal Governments	Jul-08	Jun-09														
4.4. Legislative Program	Jul-08	Jun-09														
4.5. Rural Counties Task Force/RTPA Coord	Jul-08	Jun-09														
4.6. Participate in SHOPP Development	Jul-08	Jun-09														
4.7. Participate in ITIP Development	Jul-08	Jun-09														
Work Element 5: Transportation Planning																
5.1. Development Review	Jul-08	Jun-09														
5.2. Foothill Commuter Services Project	Jul-08	Jun-09														
5.3. Circulation Master Plan - Columbia	Jul-08	Jun-09														
Work Element 6: Air Quality Conformance																
Work Element 7: Aviation Transportation Program																
Work Element 8: Non-Motorized Transportation Program																
8.1. Mono Way Bike Lane Project	Jul-08	Jun-09														
8.2. PSR for Sugar Pine RR Trail - Phase 2	Jul-08	Jun-09														
Work Element 9: Rail Transportation																
9.1. Sierra Railroad Crossing Improvements	Jul-08	Jun-09														
9.2. Create JPA to Acquire Sierra RR	Jul-08	Jun-09														

Exhibit A of OWP
Transportation Division Fiscal Year 2008/09 Work Program
Schedule by Work Product

	Begin Date	End Date	2008						2009					
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Work Element 10: Regional Transportation Plan														
10.1. Develop Regional Blueprint	Jul-08	Jun-09												
Work Element 11: Regional Transportation Improvement Program														
11.1. Monitor Programmed Projects	Jul-08	Jun-09												
11.2. RTIP/STIP Amendments	Jul-08	Jun-09												
11.3. Assist Agencies w/Prog Projects	Jul-08	Jun-09												
Work Element 12: Traffic Engineering														
12.1. GIS Projects/Mapping/Traffic Data Sys	Jul-08	Jun-09												
12.2. Traffic Model Updates	Jul-08	Jun-09												
Work Element 13: Local Streets & Roads Projects														
13.1. Coordinate with Tribal Governments	Jul-08	Jun-09												
13.2. North/South Connector	Jul-08	Jun-09												
13.3. J-59 (La Grange Rd) Study	Jul-08	Jun-09												
13.4. Mono Way Widening Project	Jul-08	Jun-09												
13.5. Flashing Beacon at Jmtwn Elementary	Jul-08	Jun-09												
13.6. SR 49/108 State/Local Partnership Appl	Jul-08	Jun-09												
13.7. Traffic Signal Timing Optimization	Jul-08	Jun-09												
13.8. Sra Elem School Circulation Improv	Jul-08	Jun-09												
13.9. Precise Plan - Tuol Rd, Mono-No Tuol Rd	Jul-08	Jun-09												
13.10. Update Reg. Traffic Impact Fee Prog.	Jul-08	Jun-09												

Exhibit A of OWP
Transportation Division Fiscal Year 2008/09 Work Program
Schedule by Work Product

	Begin Date	End Date	2008						2009					
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Work Element 14: State Highway Projects														
14.1. Coordinate with Tribal Governments	Jul-08	Jun-09												
14.2. E Sonora Bypass Stage II	Jul-08	Jun-09												
14.3. E Sonora Bypass Stage III	Jul-08	Jun-09												
14.4. Priest Grade Improvement Projects	Jul-08	Jun-09												
14.5. Precise Plan - SR108, Stockton Rd w	Jul-08	Jun-09												
14.6. PID study western bypass to Sonora	Jul-08	Jun-09												
14.7. Update Functional Classification System	Jul-08	Jun-09												
Work Element 15: Public Transit Projects														
15.1. Consult w/under-served/represented	Jul-08	Jun-09												
15.2. Develop Transit Facility	Jul-08	Jun-09												
15.3. Design Bus Stop shelters & turnouts	Jul-08	Jun-09												
15.4. Inter-County Shelter Site Selection	Jul-08	Apr-09												
15.5. Update Transit Development Plan	Jul-08	Jun-09												

Exhibit B-1
Transportation County Transportation Council Overall Work Program
Required Work Products
Fiscal Year 2009 Budget Summary by Required Work Element & Source

Work Element	Available Funds:	PPM	RPA	SHA Reserves (RSTP/TE)	TIMF	Local Transportation Funds			SP&R - Blueprint	Other Agency Revenue	Totals
						TCTC	Bic/Ped Reserves	Public Transit			
		\$ 135,000	\$ 275,000	\$ 1,212,283	\$ -	\$ 54,039	\$ 3,299	\$ 6,835	\$ 55,000	\$ -	\$ 1,741,456
1	Agency Administration	-	113,109	-	-	-	-	-	-	-	\$ 113,109
2	Transportation Development Act Administration	-	-	-	-	54,039	-	-	-	-	\$ 54,039
3	Funding Programs Administration	13,348	8,859	3,431	-	-	-	6,835	-	-	\$ 32,472
4	Intergovernmental Coordination	14,409	6,258	-	-	-	-	-	-	-	\$ 20,667
5	Transportation Planning (discretionary)	-	-	-	-	-	-	-	-	-	\$ -
6	Air Quality Conformance	-	10,244	-	-	-	-	-	-	-	\$ 10,244
7	Aviation Transportation	-	1,526	-	-	-	-	-	-	-	\$ 1,526
8	Non-Motorized Transportation (discretionary)	-	-	-	-	-	-	-	-	-	\$ -
9	Rail Transportation (discretionary)	-	-	-	-	-	-	-	-	-	\$ -
10	Regional Transportation Plan	-	13,750	-	-	-	-	-	55,000	-	\$ 68,750
11	Regional Transportation Improvement Program	26,633	-	-	-	-	-	-	-	-	\$ 26,633
12	Traffic Engineering (discretionary)	-	-	-	-	-	-	-	-	-	\$ -
13	Local Streets and Roads Projects (discretionary)	-	3,310	-	-	-	-	-	-	-	\$ 3,310
14	State Highway Projects (discretionary)	-	1,354	-	-	-	-	-	-	-	\$ 1,354
15	Public Transit Projects	-	1,279	-	-	-	-	-	-	-	\$ 1,279
Grand Totals		\$ 54,390	\$ 159,689	\$ 3,431	\$ -	\$ 54,039	\$ -	\$ 6,835	\$ 55,000	\$ -	\$ 333,383
Funds Remaining		\$ 80,610	\$ 115,311	\$ 1,208,852	\$ -	\$ -	\$ 3,299	\$ -	\$ -	\$ -	\$ 1,408,073

Exhibit B-1
Transportation County Transportation Council Overall Work Program
Required Work Products
Fiscal Year 2009 Budget Detail by Work Element & Source

Work Element	Available Funds:	PPM	RPA	SHA Reserves (RSTP/TE)	TIMF	Local Transportation Funds			SP&R - Blueprint	Other Agency Revenue	Totals
						TCTC	Bic/Ped Reserves	Public Transit			
		\$ 135,000	\$ 275,000	\$ 1,212,283	\$ -	\$ 54,039	\$ 3,299	\$ 6,835	\$ 55,000	\$ -	\$ 1,741,456
1.	Agency Administration	-	113,109	-	-	-	-	-	-	-	\$ 113,109
1.1.	Conduct/Attend Meetings		40,383			-					40,383
1.2.	Marketing & Public Outreach Activities		49,225			-					49,225
1.3.	Manage OWP/Budget, prepare amendments		7,411			-					7,411
1.4.	Dev. Quarterly OWP Progress Reports		2,609			-					2,609
1.5.	Develop Next Year's OWP & Budget		11,002			-					11,002
1.6.	Coord/Consult/Collaborate with Tribal gov		2,478			-					2,478
2.	Transportation Development Act Admin.	-	-	-	-	54,039	-	-	-	-	\$ 54,039
2.1.	Perform Unmet Transit Needs Process					5,257					5,257
2.2.	Manage LTF & STAF Programs					4,493					4,493
2.3.	Conduct TDA Financial & Compliance Audits					34,502					34,502
2.4.	Dev/Submit Financial Transactions Reports					3,287					3,287
2.5.	Dev/Maintain Internal Financial Status Reports					2,079					2,079
2.6.	Facilitate/Monitor SSTAC					2,556					2,556
2.7.	Administer Bic/Ped Projects LTF Reserves					1,864					1,864
3.	Funding Programs Administration	13,348	8,859	3,431	-	-	-	6,835	-	-	\$ 32,472
3.1.	Rural Planning Assistance Program (RPA)		2,954			-					2,954
3.2.	Reg. Surface Transportation Exchange Prog. (RSTP)			3,431							3,431
3.3.	STIP Planning, Programming & Monitoring Prog. (PPM)	2,301									2,301
3.4.	Regional Transportation Enhancement Prog. (TE)	6,102									6,102
3.5.	FTA Section 5310 Capital Grant							3,858			3,858
3.6.	FTA Section 5311 Operating Assistance Grant							2,976			2,976
3.7.	FTA Section 5311(f) Intercity Bus	<i>If applications are submitted, OWP will be amended to add req'd work cost.</i>									-
3.8.	Congestion Mitigation & Air Quality Program (CMAQ)	4,945	5,905								10,850

Exhibit B-1
Transportation County Transportation Council Overall Work Program

Required Work Products

Fiscal Year 2009 Budget Detail by Work Element & Source

Work Element	Available Funds:	PPM	RPA	SHA Reserves (RSTP/TE)	TIMF	Local Transportation Funds			SP&R - Blueprint	Other Agency Revenue	Totals
						TCTC	Bic/Ped Reserves	Public Transit			
		\$ 135,000	\$ 275,000	\$ 1,212,283	\$ -	\$ 54,039	\$ 3,299	\$ 6,835	\$ 55,000	\$ -	\$ 1,741,456
4.	Intergovernmental Coordination	14,409	6,258	-	-	-	-	-	-	-	\$ 20,667
4.1.	Assist Agencies Projects & Programs	14,409									14,409
4.2.	Review SAFETEA-LU and new FTA Guidance		2,116			-					2,116
4.3.	Coordinate, Consult & Collaborate with Tribal Government on projects and programs		4,143			-					4,143
5.	Transportation Planning (discretionary)										\$ -
6.	Air Quality Conformance		10,244			-					\$ 10,244
7.	Aviation Transportation Program		1,526			-					\$ 1,526
8.	Non-Motorized Transportation (discretionary)	-	-	-	-	-	-	-	-	-	\$ -
9.	Rail Transportation (discretionary)										\$ -
10.	Regional Transportation Plan	-	13,750	-	-	-	-	-	55,000	-	\$ 68,750
10.1.	Develop Regional Blueprint Plan		13,750						55,000		68,750
11.	Regional Transportation Improvement Program	26,633	-	-	-	-	-	-	-	-	\$ 26,633
11.1.	Monitor Programmed Projects	10,197									10,197
11.2.	Prepare RTIP/STIP Amendments	4,985									4,985
11.3.	Assist Agencies with Programming Projects	11,451									11,451
12.	Traffic Engineering (discretionary)										\$ -
13.	Local Streets & Roads Projects (discretionary)	-	3,310	-	-	-	-	-	-	-	\$ 3,310
13.1.	Coordinate, Consult & Collaborate with Tribal Govern.		3,310			-					\$ 3,310
14.	State Highway Projects (discretionary)	-	1,354	-	-	-	-	-	-	-	\$ 1,354
14.1.	Coordinate, Consult & Collaborate with Tribal Govern.		1,354			-					\$ 1,354
15.	Public Transit Projects	-	1,279	-	-	-	-	-	-	-	\$ 1,279
15.1.	Consult/Meet with the Traditionally Under-Represented & Under-Served Population		1,279			-					1,279
Funding Totals for Required Work Products		\$ 54,390	\$ 159,689	\$ 3,431	\$ -	\$ 54,039	\$ -	\$ 6,835	\$ 55,000	\$ -	\$ 333,383
Funds Remaining		\$ 80,610	\$ 115,311	\$ 1,208,852	\$ -	\$ -	\$ 3,299	\$ -	\$ -	\$ -	\$ 1,408,073

Acronyms:

PPM	Planning, Programming and Monitoring
RPA	Rural Planning Assistance
SHA	State Highway Account
RSTP	Regional Surface Transportation Program Exchange Funds
TE	Transportation Enhancement Exchange Funds
TIMF	Traffic Impact Mitigation Fees
CMAQ	Congestion Mitigation and Air Quality
TCTC	Tuolumne County Transportation Council
STAF	State Transit Assistance Funds
SP&R	State Planning and Research

Exhibit B-2
Transportation County Transportation Council Overall Work Program
Discretionary Work Items
Fiscal Year 2009 Budget Summary

Work Elem. No.	Available Funds:	PPM	RPA	SHA Reserves (RSTP/TE)	TIMF	CMAQ	Local Transportation Funds			STAF (Transit only)	Transit Tech Png Grants	Other Agency Revenue	Totals
							TCTC	Bic/Ped Reserves	Public Transit				
		\$ 80,610	\$ 115,311	\$ 1,208,852	\$ 26,208	\$ 21,000	\$ 1,524	\$ 3,299	\$ 12,759	\$ 24,908	\$ 121,000	\$ 194,996	\$ 1,810,468
1	Agency Administration	-	-	-	-	-	-	-	-	-	-	-	\$ -
2	Transportation Development Act Administration	-	-	-	-	-	-	-	-	-	-	-	\$ -
3	Funding Programs Administration	-	-	1,699	-	-	-	-	-	-	-	-	\$ 1,699
4	Intergovernmental Coordination	7,258	30,374	-	-	-	-	-	-	-	-	-	\$ 37,632
5	Transportation Planning	4,221	18,611	44,192	-	21,000	-	-	4,644	-	-	34,257	\$ 126,925
6	Air Quality Conformance	-	-	-	-	-	-	-	-	-	-	-	\$ -
7	Aviation Transportation	-	-	-	-	-	-	-	-	-	-	-	\$ -
8	Non-Motorized Transportation	5,799	-	205,421	-	-	-	-	-	-	-	155,739	\$ 366,959
9	Rail Transportation	-	3,946	133,011	-	-	-	-	-	-	-	-	\$ 136,958
10	Regional Transportation Plan	-	-	-	-	-	-	-	-	-	-	-	\$ -
11	Regional Transportation Improvement Program	-	-	-	-	-	-	-	-	-	-	-	\$ -
12	Traffic Engineering	20,344	31,838	64,625	-	-	-	-	-	-	-	5,000	\$ 121,807
13	Local Streets and Roads Projects	6,268	-	132,064	17,799	-	-	-	-	-	-	-	\$ 156,131
14	State Highway Projects	36,720	17,372	250,000	8,409	-	-	-	-	-	-	-	\$ 312,501
15	Public Transit Projects	-	13,170	43,724	-	-	1,524	-	8,114	24,908	121,000	-	\$ 212,439
Grand Totals		\$ 80,610	\$ 115,311	\$ 874,736	\$ 26,208	\$ 21,000	\$ 1,524	\$ -	\$ 12,759	\$ 24,908	\$ 121,000	\$ 194,996	\$ 1,473,053
Funds Remaining		\$ 0	\$ 0	\$ 334,116	\$ -	\$ -	\$ -	\$ 3,299	\$ -	\$ -	\$ -	\$ -	\$ 337,415

RSTP minus previous allocations/carryover: \$ 546,595

RSTP minus Mono Way Bike Lane (not through Fund 6463): \$ 341,174 = amount to be transferred to TCTC Line Item Budget (Fund 6463)

Exhibit B-2
Transportation County Transportation Council Overall Work Program
Discretionary Work Products
Fiscal Year 2009 Budget Detail by Work Element & Source

Work Elem. No.	Priority Number	Available Funds (after Required Work Items):	PPM	RPA	SHA Reserves (RSTP/TE)	TIMF	CMAQ	Local Transportation Funds			STAF (Transit only)	Transit Tech Plng Grants	Other Agency Revenue	Totals
								TCTC	Bic/Ped Reserves	Public Transit				
			\$ 80,610	\$ 115,311	\$ 1,208,852	\$ 26,208	\$ 21,000	\$ 1,524	\$ 3,299	\$ 12,759	\$ 24,908	\$ 121,000	\$ 194,996	\$ 1,810,468
3.		Funding Programs Administration	-	-	1,699	-	-	-	-	-	-	-	-	1,699
3.9.	2B	Office of Traffic Safety Grant Applications (OTS)	-	-	1,699	-	-	-	-	-	-	-	-	1,699
4.		Intergovernmental Coordination	7,258	30,374	-	-	-	-	-	-	-	-	-	37,632
4.4.	1A	Legislative Program	-	3,757	-	-	-	-	-	-	-	-	-	3,757
4.5.	1B	Rural Counties Task Force & RTPA Coordination	-	23,016	-	-	-	-	-	-	-	-	-	23,016
4.6.	1C	Participate in Development of SHOPP Projects	-	3,601	-	-	-	-	-	-	-	-	-	3,601
4.7.	1O	Participate in Development of ITIP & State/Local Partnership	7,258	-	-	-	-	-	-	-	-	-	-	7,258
5.		Transportation Planning	4,221	18,611	44,192	-	21,000	-	-	4,644	-	-	34,257	126,925
5.1.	1N	Development Review	-	-	-	-	-	-	-	-	-	-	18,257	18,257
5.2.	1P	Foothill Commuter Services Project	-	-	-	-	21,000	-	-	4,644	-	-	-	25,644
5.3.	2E	Circulation Master Plan - Columbia	4,221	18,611	44,192	-	-	-	-	-	-	-	16,000	83,024
8.		Non-Motorized Transportation	5,799	-	205,421	-	-	-	-	-	-	-	155,739	366,959
8.1.	1M	Mono Way Bike Lane Project	3,483	-	205,421	-	-	-	-	-	-	-	155,739	364,643
8.2.	2D	Develop PSR for Sugar Pine Railroad Trail - Phase 2	2,317	-	-	-	-	-	-	-	-	-	-	2,317
9.		Rail Transportation	-	3,946	133,011	-	-	-	-	-	-	-	-	136,958
9.1.	1K	Sierra Railroad Crossing Improvements	-	-	133,011	-	-	-	-	-	-	-	-	133,011
9.2.	3E	Create JPA to Acquire Sierra Railroad	-	3,946	-	-	-	-	-	-	-	-	-	3,946

Exhibit B-2
Transportation County Transportation Council Overall Work Program
Discretionary Work Products
Fiscal Year 2009 Budget Detail by Work Element & Source

Work Elem. No.	Priority Number	Available Funds (after Required Work Items):	PPM	RPA	SHA Reserves (RSTP/TE)	TIMF	CMAQ	Local Transportation Funds			STAF (Transit only)	Transit Tech Plng Grants	Other Agency Revenue	Totals
								TCTC	Bic/Ped Reserves	Public Transit				
			\$ 80,610	\$ 115,311	\$ 1,208,852	\$ 26,208	\$ 21,000	\$ 1,524	\$ 3,299	\$ 12,759	\$ 24,908	\$ 121,000	\$ 194,996	\$ 1,810,468
10.		Regional Transportation Plan	-	-	-	-	-	-	-	-	-	-	-	-
12.		Traffic Engineering	20,344	31,838	64,625	-	-	-	-	-	-	-	5,000	121,807
12.1.	1D	GIS Projects/Mapping/Maintain Traffic Data System	20,344	31,838	46,702	-	-	-	-	-	-	-	5,000	103,884
12.2.	1L	Traffic Model Updates	-	-	17,923	-	-	-	-	-	-	-	-	17,923
13.		Local Streets and Roads Projects	6,268	-	132,064	17,799	-	-	-	-	-	-	-	156,131
13.2.	1H	North/South Connector	-	-	-	5,075	-	-	-	-	-	-	-	5,075
13.3.	1I	J-59 (La Grange Road) Study	-	-	6,403	-	-	-	-	-	-	-	-	6,403
13.4.	1J	Mono Way Widening Project	-	-	-	2,869	-	-	-	-	-	-	-	2,869
13.5.	2A	Flashing Beacon at Jamestown Elem School (staff support)	-	-	1,078	-	-	-	-	-	-	-	-	1,078
13.6.	2C	SR 49/108 Corridor State/Local Partnership Funding Application	6,268	-	-	-	-	-	-	-	-	-	-	6,268
13.7.	2H	Traffic Signal Timing Optimization	-	-	3,816	-	-	-	-	-	-	-	-	3,816
13.8.	3A	Sonora Elementary School Circulation Improvements	-	-	2,212	-	-	-	-	-	-	-	-	2,212
13.9.	3B	Precise Plan - Tuolumne Rd, Mono Way to No Tuol Rd	-	-	-	9,854	-	-	-	-	-	-	-	9,854
13.10.	3D	Update Regional Traffic Impact Fee Program	-	-	118,554	-	-	-	-	-	-	-	-	118,554
14.		State Highway Projects	36,720	17,372	250,000	8,409	-	-	-	-	-	-	-	312,501
14.2.	1E	E Sonora Bypass Stage II	23,552	-	250,000	-	-	-	-	-	-	-	-	273,552
14.3.	1F	E Sonora Bypass Stage III	12,632	-	-	-	-	-	-	-	-	-	-	12,632

Exhibit B-2
Transportation County Transportation Council Overall Work Program
Discretionary Work Products
Fiscal Year 2009 Budget Detail by Work Element & Source

Work Elem. No.	Priority Number	Available Funds (after Required Work Items):	PPM	RPA	SHA Reserves (RSTP/TE)	TIMF	CMAQ	Local Transportation Funds			STAF (Transit only)	Transit Tech Plng Grants	Other Agency Revenue	Totals
								TCTC	Bic/Ped Reserves	Public Transit				
			\$ 80,610	\$ 115,311	\$ 1,208,852	\$ 26,208	\$ 21,000	\$ 1,524	\$ 3,299	\$ 12,759	\$ 24,908	\$ 121,000	\$ 194,996	\$ 1,810,468
14.4.	1G	Priest Grade Improvement Projects	536	-	-	-	-	-	-	-	-	-	-	536
14.5.	3C	Precise Plan - SR 108, Stockton Rd west to 4 Lanes	-	-	-	8,409	-	-	-	-	-	-	-	8,409
14.6.	3H	Project Initiation Doc, study western bypass to Sonora	-	11,528	-	-	-	-	-	-	-	-	-	11,528
14.7.		Update Functional Classification System	-	5,844	-	-	-	-	-	-	-	-	-	5,844
15.		Public Transit Projects	-	13,170	43,724	-	-	1,524	-	8,114	24,908	121,000	-	212,439
15.2.	2F	Develop Transit Facility	-	-	-	-	-	-	-	-	24,908	-	-	24,908
15.3.	2G	Design Bus Stop Shelters & Turnouts (various locations)	-	-	43,724	-	-	-	-	-	-	-	-	43,724
15.4.	3F	Inter-County Shelter Site Selection, Columbia	-	-	-	-	-	-	-	8,114	-	39,000	-	47,114
15.5.	3G	Update Transit Dev Plan	-	13,170	-	-	-	1,524	-	-	-	82,000	-	96,693
Totals for Discretionary Work Products			\$ 80,610	\$ 115,311	\$ 874,736	\$ 26,208	\$ 21,000	\$ 1,524	\$ -	\$ 12,759	\$ 24,908	\$ 121,000	\$ 194,996	\$ 1,473,053
Funds Remaining			\$ 0	\$ 0	\$ 334,117	\$ -	\$ -	\$ -	\$ 3,299	\$ -	\$ -	\$ -	\$ -	\$ 337,416

Exhibit C

Transportation Planning Process Certification

A fully executed versions of this transportation planning process certification must be provided with each adopted, Final OWP.

Transportation Planning Process Certification

In accordance with 23 CFR 450.334 and 450.220, Caltrans and the Tuolumne County Transportation Council, Regional Transportation Planning Agency for Tuolumne County, hereby certify that the transportation planning process is addressing the major issues in the regional planning area and is being conducted in accordance with all applicable requirements of:

- I. 23 U.S.C. 134 and 135, 49 U.S.C. 5303 through 5306 and 5323(l); as amended by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users;
- II. Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) (**Note – only for Metropolitan Planning Organizations with non-attainment and/or maintenance areas within the metropolitan planning area boundary**);
- III. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
- IV. Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178 112 Stat. 107) regarding the involvement of disadvantaged business enterprises in the FHWA and FTA funded projects (FR Vol. 64 No. 21, 49 CFR part 26); and,
- V. The provision of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat 327, as amended) and the U.S. DOT implementing regulations (49 CFR 27, 37 and 38).



RTPA Authorizing Signature

Executive Director
Title

Date

6/19/08

Caltrans District Approval Signature

Title

Date

No. 383-08

**Resolution of the
Tuolumne County Transportation Council
Approving the Tuolumne County Transportation Council
Overall Work Program and Line Item Budget for Fiscal Year 2008/09**

- Whereas,** as the Regional Transportation Planning Agency for Tuolumne County, the Tuolumne County Transportation Council is required to prepare and submit to the State annual work programs; and
- Whereas,** the primary purpose of the Tuolumne County Transportation Council's annual work program is to establish proper use of various Federal and State funds on transportation programs and projects consistent with the Council's priorities; and
- Whereas,** the work programs serve as an annual program management document that identifies all regional transportation planning activities and the funding sources that have been approved to accomplish the identified activities; and
- Whereas,** the intent of the Tuolumne County Transportation Council Overall Work Program (OWP) is to promote an effective integrated multimodal regional transportation planning process among the system's many stakeholders; establish implementation plans to further the goals, objectives, policies and future actions established in the Regional Transportation Plan and the General Plan; coordinate the efficient expenditure of limited staff time and public funding, as well as identify projects that are beyond the scope of available resources; provide a management plan with useful information to assess past activities and insight for future planning efforts; and assure accountability for the use of public funds; and
- Whereas,** the OWP includes a \$205,421 allocation from TCTC Regional Surface Transportation Program (RSTP) Exchange Funds Reserves for the final local funding contribution to the Mono Way Bike Lane Project; and
- Whereas,** although the Overall Work Program document identifies revenues and expenditures, a line item budget is also required to identify specific accounts that are compatible with the County's accounting system; and
- Whereas,** the Tuolumne County Transportation Council Overall Work Program and Line Item Budget for Fiscal Year 2009 have been prepared based upon the above intentions.

Now, Therefore, Be It Resolved that the Tuolumne County Transportation Council hereby approves the Tuolumne County Transportation Council Overall Work Program for Fiscal Year 2008/09, dated June 25, 2008.

Be It Further Resolved that the Executive Director of the Tuolumne County Transportation Council is hereby authorized to sign the Regional Transportation Planning Process Certification and execute Overall Work Program Agreement No.OWP-TTUO-009.

Be It Further Resolved that the Tuolumne County Transportation Council hereby approves the Fiscal Year 2009 Line Item Budget, attached hereto as Attachment A.

Passed and Adopted by the Tuolumne County Transportation Council this 25th day of June 2008 by the following vote:

Ayes: Cooper Kessel, Ron Stearn, Dick Pland, Teri Murrison, Hank Russell

Noes: None

Absent: Peter Rei

Attest:



Cooper J. Kessel, Chair



Peter M. Rei, Executive Director

Attachment A to TCTC Resolution 390-08
 Exhibit E of OWP

OVERALL WORK PROGRAM AGREEMENT

- The undersigned signatory RTPA hereby commit to complete, this Fiscal Year (FY) (beginning July 1, 2008 and ending June 30, 2009), the annual Overall Work Program (OWP), a copy of which was approved on May 28, 2008 and is attached to this document as part of this OWP Agreement.
- All of the obligations, duties, terms and conditions set forth in the Master Fund Transfer Agreement (MFTA), numbered 74A0151 and executed with an effective date of January 1, 2005 between the Tuolumne County Transportation Council (RTPA) and the Department of Transportation (STATE), are incorporated herein by this reference as part of this OWP Agreement for this FY.
- This OWP Agreement obligates and encumbers only these following fund sources: State Highway Account – Rural Planning Assistance (RPA) funds, Federal Highway Administration (FHWA) State Planning and Research (SP&R) – Partnership Planning Element (FHWA – SP&R Part. Planning) and Federal Transit Administration (FTA) Section 5305 (FTA Sect. 5305) as are specifically identified in Section 4 below. RTPA agrees to comply with FHWA and FTA matching requirements for “Consolidated Planning Grant” funds obligated and encumbered against this OWP Agreement: FHWA – SP&R Part. Planning, Federal/local – 80/20; and/or FTA Sect. 5305, Federal/local – 88.53/11.47. All local match funds are to be provided from non-Federal sources. RPA and FHWA – SP&R Part. Planning funds are available only for this FY.
- Subject to the availability of funds, this FY OWP funds encumbered by STATE include, but may not exceed, the following:

<u>Funding Source</u>	<u>Funding</u>	<u>Mandatory Local Match, if applicable</u>
RPA - State Highway Account	275,000.00	0.00
FHWA SP&R Blueprint, carryover	55,000.00	13,750.00
FTA Section 5304, carryover	39,000.00	5,052.00
FTA Sect 5304, Transit Tech PIng	82,000.00	10,700.00

- Should RTPA expend funds in excess of those encumbered by STATE against this OWP Agreement, those costs shall be borne solely by RTPA.

Department of Transportation (STATE)	Name of Agency (RTPA): Tuolumne County Transportation Council												
Authorized Signature	Authorized Signature Peter M. Rei												
Printed Name of Person Signing	Printed Name of Person Signing Executive Director												
Title	Title												
Date	Date												
(For Use by Caltrans Accounting Only)	(For Use by Caltrans Accounting Only)												
The total amount of Federal funds encumbered by this document is \$: _____ Fund Title: _____	The total amount of State Funds encumbered by this document is \$: _____ Fund Title: _____												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"><u>Item</u></th> <th style="width: 80%;"><u>Chapter Statute Fiscal Year</u></th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black;">E.A./Subjob</td> <td style="border-top: 1px solid black;">Encumbrance Document Number</td> </tr> <tr> <td></td> <td style="text-align: center;">(For Accounting Use Only)</td> </tr> </tbody> </table>	<u>Item</u>	<u>Chapter Statute Fiscal Year</u>	E.A./Subjob	Encumbrance Document Number		(For Accounting Use Only)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"><u>Item</u></th> <th style="width: 80%;"><u>Chapter Statute Fiscal Year</u></th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black;">E.A./Subjob</td> <td style="border-top: 1px solid black;">Encumbrance Document Number</td> </tr> <tr> <td></td> <td style="text-align: center;">(For Accounting Use Only)</td> </tr> </tbody> </table>	<u>Item</u>	<u>Chapter Statute Fiscal Year</u>	E.A./Subjob	Encumbrance Document Number		(For Accounting Use Only)
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E.A./Subjob	Encumbrance Document Number												
	(For Accounting Use Only)												

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and expenditure purpose stated above.

Signature of Department of Transportation Accounting Officer
 Reviewed by Department Legal June 2001

Date
 P:\TRANSPORTATION\Diane's Files\TCTC\OWPs\2009 OWP\Exhibit E - OWPA 09.doc

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING**

MASTER FUND TRANSFER AGREEMENT

Recipient: Tuolumne County Transportation Council.

a Regional Transportation Planning Agency (RTPA)

Effective Date of this Agreement: January 1, 2005

Termination Date of this Agreement: December 31, 2014

**FUND SOURCES COVERED BY THIS AGREEMENT MAY INCLUDE ALL OR SOME OF THE
FOLLOWING FUND SOURCES AS IDENTIFIED IN EACH ANNUAL OVERALL WORK
PROGRAM AGREEMENT**

- ◆ State Rural Planning Assistance (RPA)
- ◆ Federal Highway Administration (FHWA) State Planning and Research--Partnership Planning
- ◆ Federal Transit Administration (FTA) State Planning and Research--Section 5313(b)
- ◆ Any other Federal or State Funds administered by and through the California Department of Transportation, Office of Regional and Interagency Planning

This Master Fund Transfer Agreement (MFTA), effective as of the date set forth above, is by and between the signatory public entity identified above, hereinafter referred to as RTPA, established under Government Code Section 29532.1 or 29535 and Title 49 CFR, Part 18, and the State of California, acting by and through its Department of Transportation, hereinafter referred to as STATE. This MFTA supercedes all previous Master Fund Transfer Agreements issued to RTPA by STATE for all these types of funds.

RECITALS

- A. These funds may include, without limitation, State RPA, the discretionary grant components of the federal Consolidated Planning Grant (CPG) and any other federal or State funds administered by and through the Department of Transportation, Office of Regional and Interagency Planning.

CPG consists of four federal funding types and sources: (i) FHWA Metropolitan Planning (PL); (ii) FTA Metropolitan Planning (Section 5303), both of which are annually allocated to MPOs; (iii) FHWA State Planning and Research-Partnership Planning and (iv) FTA State Planning and Research (Section 5313(b)), the last two of which are discretionary grants awarded through a grant application solicitation process.

- B. Pursuant to Public Utilities Code sections 99311 and 99311.1, STATE is required to pass through Federal and State funds made available for transportation planning and other purposes to entities qualified to act as recipients of these funds in accordance with the intent of law and policy.
- C. STATE is also required to encumber Federal and State funds made available for planning purposes to entities qualified to act as recipients of these Federal and State funds in accordance with the intent of law and policy.
- D. STATE agrees to notify RTPA annually in writing of the anticipated level of State and Federal Planning funding that may be available to RTPA for each subsequent year's approved Overall Work Program, hereinafter referred to as the OWP.
- E. STATE has prepared this MFTA, which together with the annual OWP, and annual Overall Work Program Agreement, (hereinafter referred to as the annual OWPA), sets forth the entire terms and conditions under which these funds are to be expended by RTPA for the fiscal year period of that OWP and annual OWPA.

ARTICLE 1 - PROGRAM ADMINISTRATION

Section 1. Overall Work Program and Overall Work Program Agreement

- A. RTPA agrees to develop and submit an annual draft OWP by each March 1, for approval by STATE. This submittal shall describe the next Fiscal Year transportation planning program (Fiscal Year refers to the State Fiscal Year of July 1 to June 30).
- B. Each annual OWPA will expressly adopt and incorporate the terms and conditions of this MFTA by reference.
- C. RTPA shall be responsible for the complete performance of the work contained in each OWP. All work shall be accomplished in accordance with applicable provisions of State and Federal law.
- D. RTPAs will include a signed Transportation Planning Process Certification, conforming to the format and contents as provided in APPENDIX A in each annual OWP.
- E. The annual OWPA is the approved OWP encumbrance document. Disbursement of funds by STATE will occur only after the execution of this MFTA; approval of the annual OWP by STATE; and execution of the annual OWPA. Funds will not be encumbered or reimbursed by STATE to RTPA until that annual OWPA has been executed and the State Budget for that fiscal year has been passed.
- F. No funds of any nature are allocated or encumbered in this MFTA unless included in an adopted and approved OWP by means of an approved and fully executed annual OWPA.
- G. RTPA agrees to satisfactorily complete all work element tasks, projects, and products as described in each approved annual OWP financed with State or Federal funds and encumbered by STATE via the annual OWPA.

- H. STATE agrees to pass through available funds and to reimburse allowable costs incurred in executing the tasks, projects, and products incorporated in the annually approved OWP funded from State and Federal sources and encumbered by STATE.
- I. Only work performed during the term of, and consistent with, the work elements in the OWP may be reimbursed. Reimbursements are based upon the fiscal year, July 1 - June 30. All work performed subsequent to the end of each fiscal year (June 30) can only be reimbursed in the following fiscal year and is subject to the approved OWP and annual OWPA for that corresponding fiscal year.
- RTPA may incur costs against its approved annual OWP and may submit requests for reimbursement with the understanding that STATE is unable to approve any payments for reimbursement until such time as the funds are included in that Fiscal Year's Annual State Budget which is passed by the Legislature and is signed by the Governor.
- J. RTPA shall use non-federal funds to finance the local share of eligible costs to ensure compliance with all applicable matching requirements for federal funds described in this MFTA and actually encumbered against the annual OWPA. Credit for local match will be allowed only for work performed during the approved term of each annual OWPA.
- K. RTPA further agrees to ensure that amendments to a previously approved OWP and annual OWPA are adopted by the RTPA Board and approved by STATE, prior to initiating any work identified in those amendments. Changes requiring amendments generally include adding, deleting, or revising a work element; adding funds to, deleting funds from, and/or moving funds between work elements; or revising a scope of work. If a work element or project will not be completed as approved, RTPA will report this in its Quarterly Progress Report and amend the OWP/annual OWPA accordingly. OWP and annual OWPA amendments must be submitted to STATE and be fully executed no later than April 1 each year.
- L. RTPA acknowledges and agrees that RTPA is the sole control and manager of the work proposed in the OWP and is solely responsible for complying with the funding and use restrictions established by State and Federal law and this MFTA.
- M. RTPA shall be free to copyright material developed under work items identified in the OWP, provided that STATE and FHWA/FTA, as applicable, reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and authorize others to use, that work for government purpose.

Section 2. Quarterly Progress Reports

- A. RTPA shall submit Quarterly Progress Reports to STATE, no later than thirty (30) calendar days after the close of each quarter, describing progress toward completion of tasks, projects, and products, conformance with project schedules, and reporting all costs incurred for the work elements contained in the OWP. Progress reports should include all work elements for transportation planning tasks, projects, and products, funded wholly or in part by any of the fund sources listed on Page 1 of this MFTA. Quarterly Progress Reports submitted to STATE will identify all projects by work element

number and title and shall contain, at a minimum, the information requested in the example format provided in APPENDIX B to this MFTA.

- B. STATE reserves the right to deem incomplete any Quarterly Progress Report that does not sufficiently document the above-required information and may withhold payment of Requests for Reimbursement submitted pending the submission of required documentation.

ARTICLE II - ALLOWABLE COSTS AND REIMBURSEMENT

Section 1. Requests For Reimbursement

- A. Requests for Reimbursement must conform to either subpart 1 or subpart 2 hereinbelow for the entire OWP fiscal year:

1. RTPA shall prepare and submit to STATE, not more frequently than once a month, but at least quarterly, two signed Requests for Reimbursements of actual allowable costs incurred by RTPA consistent with work elements described in the OWP [conforming to the format provided in APPENDIX C (two each) and/or APPENDIX D (two each)] and including all required information, as applicable, provided for in example APPENDIX D2 to this MFTA for the reimbursement of actual allowable costs incurred and paid by RTPA consistent with work elements described in the OWP. The amount billed per each work element is not to exceed the total amount authorized for that work element in the OWP. Reimbursements under this MFTA will be allowed if based upon actual costs expended and supported by RTPA's accounting system. RTPA must not only have incurred the allowable project cost on or after the effective date of the annual OWPA and on or before its termination date, but must also have paid those expenses.

2. RTPA shall prepare and submit to STATE, not more frequently than once a month, but at least quarterly, two signed Requests for Reimbursements of actual allowable costs incurred by RTPA consistent with work elements described in the OWP (conforming to the format provided in APPENDIX D) and including all required information, as applicable, provided in example APPENDIX D2 to this MFTA. The amount billed per each work element is not to exceed the total amount authorized for that work element in the OWP. Reimbursements under this MFTA will be allowed if based upon actual costs incurred and supported by RTPA's accounting system. Allowable incurred costs that are eligible for reimbursement by STATE are only those that are treated by RTPA's accounting system in accordance with Generally Accepted Accounting Principles as accrued due to such costs having been billed to RTPA and recognized by RTPA as valid, undisputed, due and payable.

By submitting accrued but unpaid costs for reimbursement, RTPA agrees that within ten (10) days of receipt of STATE's reimbursement, the full amount of all cost items submitted as reimbursable accrued costs shall be paid to each billing entity. Any reimbursed accrued cost not paid within this ten (10) day grace period shall accrue interest payable to STATE at the then present interest rate established by the State Treasurer's Pooled Money Investment Account. Interest accrued must be timely remitted to STATE. Reimbursed accrued costs not paid to the billing entities by RTPA within forty-five (45) days of RTPA's receipt of STATE's

reimbursement will thereafter be deemed unallowable. All unallowable costs must be immediately remitted to STATE.

If RTPA is found, through audit or other means, not to have paid a billing entity its invoiced sums then owed within the (10) day grace period, RTPA must immediately revert to the reimbursement process described in subpart 1 above.

- B. STATE agrees to make reimbursements to RTPA as promptly as STATE fiscal procedures will permit, but not more often than monthly, upon the receipt of two original signed Requests for Reimbursements (conforming to the format provided in APPENDIX D) that include all required information, as applicable, (provided in example APPENDIX D2) of actual allowable costs incurred for the period of time covered by that Request for Reimbursement.
- C. Advance payments are not allowed for State and/or Federal funds administered under this MFTA.

Section 2. Travel and Per Diem Reimbursement

Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates are not commercially available to RTPA, or its contractors, its subcontractors, and/or its subrecipients, at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process.

Section 3. Final Request for Reimbursement and OWP Closeout Documentation

- A. RTPA shall submit an OWP/annual OWPA closeout documentation package to STATE no later than sixty (60) days after June 30th of each fiscal year. The closeout package shall conform to the format provided in APPENDIX E.
- B. The closeout package must be attached to a transmittal letter, typed on RTPA's letterhead. If these documents are not received within sixty (60) days after the June 30 date for that closing of the annual OWPA, STATE may withhold future apportionments and/or allocations to RTPA. STATE's election not to withhold future apportionments and/or allocations immediately after the end of one fiscal year shall not limit STATE's ability to initiate subsequent withholdings.

Section 4. Funding Contingencies

All obligations of STATE under the terms of the MFTA and each annual OWPA are subject to the availability of Federal and State funds and the annual passage of the applicable State Budget Act. The authorization and obligation of these funds by outside entities may be terminated, limited or otherwise adversely affected by factors which may include, but are not limited to, changes in State or Federal law regarding the encumbrance and reimbursement of the funds provided by each annual OWPA and this MFTA.

ARTICLE III - AUDITS AND REPORTS

Section 1. Cost Principles

- A. RTPA agrees to comply with Federal procedures in accordance with Office of Management and Budget Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- B. RTPA agrees, and shall require all of its contractors, subcontractors, and subrecipients to agree, to the following: (a) the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., (subrecipients shall refer to the Office of Management and Budget Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments) shall be used to determine the allowability of individual project cost items, and (b) these parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- C. Costs for which RTPA receives reimbursement payment or credit that is determined by a subsequent audit or other review by either STATE or Federal authorities to be unallowable under Office of Management and Budget Circular A-87; 48 CFR, Chapter 1, Part 31; or 49 CFR, Part 18, are to be repaid to STATE by RTPA within thirty (30) days of RTPA receiving notice of audit findings. Should RTPA fail to reimburse moneys due STATE within thirty (30) days of demand, or within such other period as may be agreed between both parties hereto, STATE is authorized to intercept and withhold future payments due RTPA from any source, including, but not limited to, the State Treasurer and the State Controller.
- D. RTPA agrees to furnish documentation to STATE to support this requirement that all of its agreements with contractors, subcontractors, and subrecipients do contain provisions requiring adherence to this section in its entirety.

Section 2. Indirect Cost Agreement and Cost Allocation Plan

- A. If RTPA seeks reimbursement for indirect costs, indirect cost agreements and cost allocation plans are to be provided to STATE annually prior to the beginning of each fiscal year for review and approval prior to RTPA seeking any reimbursement of indirect costs.
- B. RTPA agrees and shall require that all of its agreements with subrecipients contain provisions requiring adherence to this section in its entirety.

Section 3. Record Retention/Audits

- A. RTPA shall maintain, and shall require its subrecipients, contractors and its subcontractors to maintain all source documents, books and records connected with their performance of OWP work initiated under this MFTA and each applicable annual OWPA for a minimum of three (3) years from the date of final payment to RTPA, or until audit resolution is achieved for each annual OWPA, whichever is later, and shall make all such supporting information available for inspection and audit by

representatives of STATE, the Bureau of State Audits, or the Federal Government upon request. Copies will be made and furnished by RTPA upon request at no cost to STATE.

- B. RTPA shall establish and maintain, and shall require that its subrecipients, contractors and subcontractors shall establish and maintain, an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Requests for Reimbursement which segregate and accumulate the costs of work elements by line item and produce Quarterly Reports which clearly identify reimbursable costs and other expenditures by OWP work elements.
- C. RTPA's pre-award requirements for dealing with third party contractors/consultants and local agencies must be consistent with STATE Local Program Policy (LPP 00-05) or any successor thereto.
- D. RTPA agrees to include all costs associated with this MFTA, OWP and annual OWPA, and any amendments thereto; to be examined in the annual audit and in the schedule of activities to be examined under RTPA's single audit prepared in compliance with Office of Management and Budget Circular A-133. RTPA is responsible for assuring that the Single Auditor has reviewed the requirements of this MFTA, the OWP and the OWPA. Copies of said audits shall be submitted to STATE.
- E. When conducting an audit of the costs claimed under the provisions of each annual OWPA and this MFTA, STATE will rely to the maximum extent possible on any prior audit of RTPA pursuant to the provisions of State and Federal law. In the absence of such an audit, work of other auditors will be relied upon to the extent that work is acceptable to STATE when planning and conducting additional audits.
- F. RTPA agrees to furnish documentation to STATE supporting this requirement that all of its agreements with contractors, subcontractors, and subrecipients do contain applicable provisions requiring adherence to this section in its entirety.
- G. Neither the pendency of a dispute nor its consideration by STATE will excuse RTPA from full and timely performance in accordance with the terms of this MFTA, the OWP, and the annual OWPA.

ARTICLE IV - GENERAL PROVISIONS

Section 1. Federal Certifications and Assurances

- A. If RTPA receives RPA funds or RPA and CPG funds, RTPA shall comply, as applicable, with the FHWA and FTA "Transportation Planning Process Certification" requirements in accordance with 23 CFR 450.334 and the Transportation Equity Act for the 21st Century and its successors thereto. This Certification is provided annually by FHWA and FTA and is published in STATE's annual *RTPA OWP Guidance*. It may include but is not limited to:
 - 1. 23 U.S.C. 134 and 135, 49 U.S.C. Section 5303 and 5323(1), and 23 CFR part 450.220;
 - 2. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d));

3. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
 4. Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178 112 Stat. 107), and any successor thereto, regarding the involvement of disadvantaged business enterprises in FHWA and FTA funded projects (Sec. 105(f), Pub. L. 97 - 424, 96 Stat. 2100, 49 CFR part 26); and
 5. The Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the United States Department of Transportation (US DOT) implementing regulations (49 CFR 27, 37, and 38).
- B. RTPAs awarded FTA funds shall comply with and provide the signed "Certifications and Assurances for FTA Assistance", including "Certifications and Assurances Required of Each Applicant" and the "Lobbying Certification" in compliance with 49 U.S.C. Chapter 53, published annually in the *Federal Register*.

The 2003 FTA Certifications includes the following areas under "Assurances Required of Each Applicant:"

1. Authority of Applicant and Its Representatives
 2. Standard Assurances
 3. Debarment, Suspension, and Other Responsibility Matters for Primary Covered Transactions
 4. Drug-Free Workplace Agreement
 5. Intergovernmental Review Assurance
 6. Nondiscrimination Assurance
 7. DBE Assurance
 8. Nondiscrimination on the Basis of Disability
 9. Procurement Compliance Certification
 10. Certifications and Assurances Required by the U.S. Office of Management & Budget
- C. Copies of these annual Federal Certifications and Assurances shall be included by RTPA in each final OWP.
- D. RTPA shall comply, and shall require its contractors, subcontractors, and subrecipients to comply with these Certifications.

- E. RTPA agrees to furnish documentation to STATE to support this requirement that all of its agreements with contractors, subrecipients and subcontractors, do contain provisions requiring adherence to this section in its entirety.

Section 2. Disadvantaged Business Enterprise (DBE) Requirements

- A. As mandated by 49 CFR Part 26, RTPA shall require that its contractors, subcontractors, and subrecipients do not, discriminate on the basis of race, color, national origin, or sex in the award, administration and performance of any State or FHWA/FTA fund-assisted contract or in the administration of RTPA's DBE program.
- B. RTPA's DBE program, as required by 49 CFR Part 26 and as approved by STATE, is incorporated by reference in this MFTA. Implementation of this program is a legal obligation and failure of RTPA to carry out its terms shall be treated as a violation of this MFTA. Upon notification to the recipient of its failure to carry out its approved program, the US DOT may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 et seq 49 CFR Part 26.13(a).

Section 3. Non-Discrimination Clause

- A. In the performance of work undertaken pursuant to this MFTA, RTPA shall not, and shall affirmatively require that its contractors shall not, unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, and denial of pregnancy disability leave.
- B. RTPA shall ensure, and shall require that its contractors and all subcontractors and/or subrecipients shall ensure, that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. RTPA shall comply, and ensure that its contractors and subcontractors and/or subrecipients shall comply, with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this MFTA by reference and made a part hereof as if set forth in full.
- C. Each of RTPA's contractors, subcontractors, and/or subrecipients shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other labor agreement. RTPA shall include the non-discrimination and compliance provisions hereof in all contracts and subcontracts to perform work under this MFTA.
- D. RTPA shall comply with the nondiscrimination program requirements of Title VI of the Civil Rights Act of 1964. Accordingly, 49 CFR Part 21, and 23 CFR Part 200 are made applicable to this MFTA by this reference. Wherever the term "Contractor" appears therein, it shall mean RTPA.

- E. RTPA shall permit, and shall require that its contractors, subcontractors, and subrecipients will permit, access to all records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission or any other agency of the State of California designated by STATE to investigate compliance with this Section 3.

Section 4. Federal Lobbying Activities Certification

- A. RTPA certifies, to the best of its knowledge and belief, that no State or Federal funds have been paid or will be paid by, or on behalf of, RTPA to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding of any State or Federal contract, the making of any State or Federal grant, the making of any State or Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any State or Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than State or Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a State or Federal contract, grant, loan, or cooperative agreement, RTPA shall complete and submit Standard Form-LL, "Disclosure Form to Report Lobbying", in accordance with those form instructions.
- C. This certification is a material representation of fact upon which reliance was placed when this MFTA and each annual OWPA was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- D. RTPA also agrees by signing this MFTA that RTPA shall require that the language of this certification be included in all contracts and subcontracts funded wholly or in part by any fund sources listed on page 1 of this MFTA and which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Section 5. Contract Award

In accordance with Title 49, CFR, Part 18, Section 18.37 and state law and procedures, all RTPA, contractor, subcontractor and subrecipient contracts containing Federal and State planning funds are required to be competitively bid and awarded consistent with LPP-005 or successors thereto.

Section 6. Contract Amendment

No amendments to the terms of this MFTA, any OWP or any annual OWPA shall be valid unless made in writing and signed by the individuals legally authorized to contractually bind the parties hereto. Each party agrees that it has had or will have the opportunity to seek review by and approval from its legal

counsel of the original documents and any proposed alteration or variation. No oral understanding or agreement not incorporated herein shall be binding on any of the parties thereto. For the purposes of this MFTA, the Chief of the Office of Regional and Interagency Planning, Division of Transportation Planning, shall be the contract administrator for STATE.

Section 7. Dispute Resolution

The remedy for the resolution of any claims brought by RTPA against STATE under this MFTA the applicable OWP and/or the annual OWPA shall be by non-binding arbitration. Unless otherwise agreed by STATE and RTPA, the arbitration shall be conducted by a single arbitrator selected by the parties from the certified list created by the Public Works Contract Arbitration Committee per Public Contract Code section 10240.

ARTICLE V – MUTUAL AGREEMENT

GENERAL PROVISIONS

STATE and RTPA mutually agree:

Section 1. Parties of Agreement

This MFTA, the OWP, the OWPA and any related agreements are solely between the named parties thereto and no express or implied benefit to entities or individuals not a party thereto is intended or to be inferred. There are no third-party beneficiaries to or of this MFTA or any OWP, or OWPA or any other agreement pertaining hereto.

Section 2. Hold Harmless and Indemnification Clause

- A. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by RTPA under or in connection with any work, authority or jurisdiction delegated to RTPA under this MFTA and each annual OWPA. It is understood and agreed that, pursuant to Government Code section 895.4, RTPA shall fully defend, indemnify and save harmless STATE and its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury as defined in Government Code section 810.8 occurring by reason of anything done or omitted to be done by RTPA under or in connection with any work, authority or jurisdiction delegated to RTPA under this MFTA and each annual OWPA.
- B. Neither RTPA nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by STATE under or in connection with any work, authority or jurisdiction delegated to STATE under this MFTA. It is understood and agreed that, pursuant to Government Code section 895.4, STATE shall fully defend, indemnify and save harmless RTPA, its officers and employees from all claims, suits, or actions of every name, kind and description brought for or on account of injury as defined in Government Code section 810.8 occurring by reason of anything done or omitted to be done by STATE under or in connection with any work, authority or jurisdiction delegated to STATE under this MFTA.

Section 3. Termination

- A. In the event that RTPA fails to complete a Work Element as described in the OWP or fails to comply with applicable Federal and State laws and regulations, STATE reserves the right to terminate all funding for that OWP, or a portion thereof, upon thirty (30) days prior written notice to RTPA. The Notice of Termination will specify the reason and effective date for the termination. During the period before the termination date becomes effective, RTPA and STATE shall meet to try and resolve any dispute. No such termination shall become effective if, within the thirty (30) day period after receipt of the Notice of Termination, RTPA either cures the default, or if that default is not reasonably susceptible to cure within said thirty (30) day period, STATE approves a RTPA plan and RTPA thereafter diligently completes the cure in a manner and timeline acceptable to STATE.
- B. This MFTA shall remain in full force and effect until superseded or terminated by either party upon thirty (30) days prior written notice.

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

By: [Signature]
Contract Officer

Date: 12/23/04

Tuolumne County Transportation Council

By: [Signature]
Executive Director

Date: 11/29/04

Tuolumne County Transportation Council

APPROVED AS TO LEGAL FORM:

By: [Signature]
Attorney
COUNTY COUNSEL
COUNTY TUOLUMNE

Date: [Signature]
PAUL GRIEBEL Date

RTPA APPENDICES

APPENDIX A – Transportation Planning Process Certification (Required form)

APPENDIX B - Quarterly Progress Report (Sample format containing minimum required content)

APPENDIX C – RPA Request for Reimbursement (Required form)

APPENDIX D – CPG Request for Reimbursement (Required form)

APPENDIX D2 – Request for Reimbursement by Fund Source (Sample format containing minimum required content)

As per California Department of Transportation Regional Planning Handbook - October 2003

D2 - RPA Example format not required but may be requested by District of RTPA if there is need for additional supporting information (ORIP recommends that this information be requested by District for any RTPA with an approved Indirect Cost Negotiation Agreement and Cost Allocation Plan (ICAP) charging indirect costs)

D2 - FTA 5313(b) example format of required information must be submitted with APPENDIX D CPG Request for Reimbursements Form

D2 - FHWA SP&R - Partnership Planning example format of required information must be submitted with APPENDIX D - CPG Request for Reimbursements Form

D2 - Current Billing, Direct Labor, Fringe Benefits, and Indirect Costs - Required for any RTPA with an approved Indirect Cost Negotiation Agreement and Cost Allocation Plan (ICAP) charging indirect costs

APPENDIX D3 – Glossary of Terminology (Information sheet)

APPENDIX E - Closeout Documentation (Required form)

APPENDIX F – Board Resolutions (No sample provided)

APPENDIX A

Transportation Planning Process Certification

A fully executed version of this transportation planning process certification (or any update of this form as provided in the annual RTPA OWP Guidance) must be provided with each adopted, Final OWP.

Transportation Planning Process Certification

In accordance with 23 CFR 450.334 and 450.220, and the Transportation Equity Act for the 21st Century, Caltrans and the _____ Regional Transportation Planning Agency for _____ County hereby certifies that the transportation planning process is addressing the major issues in the regional planning area and is being conducted in accordance with all applicable requirements of:

- I. 23 U.S.C. 134 and 135;
II. Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) (Note - only for non-attainment and/or maintenance areas)
III. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
IV. Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178 112 Stat. 107) regarding the involvement of disadvantaged business enterprises in the FHWA and FTA funded projects (FR Vol. 64 No. 21. 49 CFR part 26); and,
V. The provision of the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat 327, as amended) and the U.S. DOT implementing regulations (49 CFR 27, 37 and 38).

RTPA Authority Signature

Caltrans District Director Signature

Title

Title

Date

Date

APPENDIX B

RTPA

QUARTERLY PROGRESS REPORT
(Sample Format Only)

WE #	Title	RPA Budget	RPA Expended this quarter	S313 (b)		S313 (b)		S313 (b)		AM \$ WE Budget	AM \$ WE spent this quarter
				5013 (b) Budget	Expended this quarter	Local Match this quarter Cash	3rd Party In-kind	Local Match this quarter Cash	3rd Party In-kind		
	Statistical Information										
	Tasks/Products Accomplished										
	Work Element Issues										
	Issue Resolution										
	Tasks/Products Planned Next Quarter										
	Amendment(s) Necessary										
	Products completed										
WE #	Title										
	Statistical Information										
	Tasks/Products Accomplished										
	Work Element Issues										
	Issue Resolution										
	Tasks/Products Planned Next Quarter										
	Amendment(s) Necessary										
	Products completed										
WE #	Title										
	Statistical Information										
	Tasks/Products Accomplished										
	Work Element Issues										
	Issue Resolution										
	Tasks/Products Planned Next Quarter										
	Amendment(s) Necessary										
	Products completed										
TOTAL											

APPENDIX C

RTPA
Address
City, State

RURAL PLANNING ASSISTANCE (State Highway Account Only)
REQUEST FOR REIMBURSEMENT Fiscal Year 2003/04

Agency Invoice No. _____
Internal Revenue Service No. _____

The _____ fill in agency name _____, a Regional Transportation Planning Agency, requests reimbursement in the amount of _____. For the period beginning date _____ and through and inclusive of _____ date _____.

I certify that I am a duly authorized representative of _____ fill in agency name _____, and the request for reimbursement is consistent with the terms of the Master Fund Transfer Agreement dated _____ fill in date _____ entered into between _____ fill in agency name _____ and the STATE. The reimbursement request is for work completed in accordance with the 2003-04 approved Overall Work Program. I certify that all STATE matching requirements have been met.

2003-04 RPA OWPA Authorized \$ _____
Invoices Year to Date \$ _____
Current Invoice \$ _____
Balance \$ _____

Name (Please print)

Signature

Date

(Department of Transportation Use Only)

EA 984150

Subjob _____

I certify that I am duly authorized by the Department of Transportation to approve payment to _____ fill in agency name _____ in the amount of _____. _____ Fill in agency name has an approved Overall Work Program and the request for reimbursement is consistent with the Master Fund Transfer Agreement between the STATE and _____ fill in agency name _____. This authorization to pay acknowledges receipt of services billed.

Name (Please print)

Signature

Date

Phone Number _____

**APPENDIX D
RTPA
Address
City, State, Zip**

FTA SECTION 5313(b) AND SPR PARTNERSHIP PLANNING ONLY

REQUEST FOR REIMBURSEMENT
INVOICE NUMBER _____, Fiscal Year 2003-2004

The RTPA Name, a Regional Transportation Planning Agency, requests reimbursement in the amount of \$ _____ for the period beginning _____ through and inclusive of _____. I certify that I am a duly authorized representative of RTPA Name and the request for reimbursement is consistent with the terms of the Master Fund Transfer Agreement, dated _____, entered into between RTPA Name and the State of California, Department of Transportation. The reimbursement request is for work completed in accordance with the **2003-04** approved Overall Work Program. I certify that state and federal matching requirements have been met.

2003-04 FTA 5313(b) OWPA Authorized	_____
2003-04 FHWA SPR OWPA Authorized	_____
Total Invoices Year-to-Date	_____
*Current Invoice	_____
Balance	\$ _____

From Invoice Breakdown. This portion must be completed by local agency to receive reimbursement.

Funds _____	Local Match (11.47%) for Sec. 5313(b)	\$ _____	Local Funds and/or In-Kind Service
Funds _____	Local Match (20%) for SPR	\$ _____	_____

SPR use ONLY

Name (please print)

Signature

Date

Department of Transportation Use Only

I am duly authorized by the Department of Transportation to approve payment to RTPA Name in the amount of \$ _____. RTPA Name has an approved Overall Work Program and the request for reimbursement is consistent with the Master Fund Transfer Agreement between the State of California, Department of Transportation and RTPA Name. The Department of Transportation to pay acknowledges receipt of services billed.

DT Use Only

Name (please print)

Signature

Date

Source Dist 74 Source Unit 162 Chg. Dist EA Subjob FA 6 ObjCode 049

FY RPI ___ N Encumbrance Document #

Source Dist 74 Source Unit 162 Chg. Dist EA Subjob FA 6 ObjCode 049

FY RPI ___ N Encumbrance Document #

APPENDIX D3

Glossary of Terminology

Approved Indirect Cost Rate

An indirect cost rate is supported in an approved indirect cost allocation plan for a specific fiscal year of a MPO or RTPA. If the MPO/RTPA has been assigned a cognizant Federal agency by Office of Management and Budget (OMB), The MPO/RTPA must submit its indirect cost rate proposal and central service cost allocation plan to its cognizant Federal agency for approval. If the assigned cognizant Federal agency is FHWA or if there is no assigned cognizant Federal agency, or if the MPO/RTPA has not been required by the cognizant Federal agency to submit its indirect cost rate proposal and central service cost allocation plan, the MPO/RTPA will submit its proposals to Caltrans Audits and Investigation. Per OMB Circular A-87 and Local Programs Procedures Manual (LPP) 00-05, an approved indirect cost allocation plan is required prior to the RTPA/MPO seeking indirect cost reimbursement.

Indirect Costs Applied

The RTPA/MPO's approved indirect cost rate is applied or multiplied to the actual direct labor plus fringe benefits cost.

Direct Labor

Any labor cost that can be identified specifically with a particular final cost objective, i.e., a work element that is not designed for capturing administrative costs.

Fringe Benefits

Employer contributions to social security, life insurance, health, pension, and miscellaneous other employee benefits.

Total Billed

Total amount of the current billing. This should include the total of direct labor, fringe benefits, indirect costs applied and other costs incurred that are not listed separately, such as costs incurred by the MPO/RTPA's consultants/subcontractors, vendors, and costs incurred by the MPO/RTPA's subrecipients, etc.

APPENDIX E

**RTPA
Address
City, State**

**Certification of Expenditure by Fund Source
Fiscal Year 2003/04**

I certify that I am a duly authorized representative of the **RTPA** and the following statement of expenditure of funds is consistent with the terms of the Master Fund Transfer Agreement, numbered _____, dated _____, entered into between the **RTPA** and the State.

I have attached a copy of the Statement of Expenditures by fund source and work element. Matching funds are identified. The expenditures shown are for work completed in accordance with the Fiscal Year 2003/04 approved Overall Work Program. I certify that all state and federal matching requirements have been met.

FTA Section 5313(b)	\$	_____
SPR – Partnership Planning	\$	_____
Total Consolidated Grant		_____

I understand that this represents a final statement of expenditure for the 2003/04 fiscal year and no future requests for reimbursement will be processed by the State for payment.

Name (Please print)

Signature

Title (Please print)

Date

APPENDIX F

BOARD RESOLUTIONS

Each Regional Transportation Planning Agency (RTPA) must include a copy of the Governing Board resolution, order, motion or ordinance approving the Master Fund Transfer Agreement (MFTA). Each RTPA must also include a copy of the Governing Board resolution, order, motion or ordinance authorizing the signator to sign contracts on behalf on the RTPA.

Exhibit G

Tuolumne County Transportation Council 2008-2009 Overall Work Program (OWP) Informational Element							
Activity	State Route		Product	Performed By	Status of Product	Draft to Tuolumne	Expected Date of Completion
System Planning			Transportation Concept Report (TCR)	Caltrans System Planning Dist 10			Ongoing
System Planning			Transportation Concept Report (TCR)	Caltrans System Planning Dist 10			Ongoing
System Planning	Varies		Feasibility Studies	Caltrans System Planning Dist 10			Ongoing
System Planning	All		District System Management Plan (DSMP)	Caltrans System Planning Dist 10			Ongoing
System Planning	All		Air Quality Conformity Efforts	Caltrans System Planning Dist 10			Ongoing
System Planning	All		RTP Support *	Caltrans System Planning Dist 10			Ongoing
System Planning	All		Transportation System Development Program (TSDP)	Caltrans System Planning Dist 10			Ongoing

Exhibit H

Tuolumne County Transportation Council (TCTC) Public Involvement Procedures

Adopted by the TCTC February 23, 2005

Introduction

The Tuolumne County Transportation Council (TCTC) serves as the Regional Transportation Planning Agency (RTPA) and is responsible for deciding transportation policies and adopting transportation plans and programs to carry out these policies. The Regional Transportation Planning Guidelines (December 1999) require that each RTPA have a transportation planning process that includes a public involvement program. The public involvement program is intended to provide reasonable opportunity for citizens, private and public transit and freight operators, tribal governments and other interested parties to participate early in the RTP development process. The Public Involvement Procedures document contains the TCTCs' policies and implementation measures to strengthen public participation in the Tuolumne County 2004/05 RTP update.

Relevant Regulations and Statutes

The public involvement procedures for the Tuolumne County 2004/05 RTP stem from the following regulations and/or statutes:

- *ISTEA/TEA 21* – Public involvement in the transportation planning process took on an increased emphasis when Congress passed the Federal Intermodal Surface Transportation Act of 1991 (ISTEA). Federal regulations to implement ISTEA called for a proactive public involvement process. The process must respond not only to the requirements of ISTEA, but also those of related Federal acts, such as the Clean Air Act and the Americans with Disabilities Act.

The Transportation Equity Act for the 21st Century (TEA-21) succeeded ISTEA after September 30, 1997. TEA-21 is the Federal legislation that authorizes a balance of Federal highway, highway safety, transit and other surface transportation program. TEA-21 builds on the initiatives established in ISTEA including the necessity for enhanced Public Involvement Procedures.

- *The Brown Act (Government Code Sections 54950-54962)* – The Brown Act governs the meetings and actions of governing boards of local public agencies and their created bodies. Requirements of the Brown Act also apply to any committee or other subsidiary body created by a governing board, whether permanent or temporary, whether decision-making or advisory.

The Brown Act sets minimum standards for open meetings and public access to them, location of meetings, posting notice, agenda distribution and public input. The public agency may adopt reasonable regulations ensuring the public's right to address the agency, including regulations to limit the total amount of time allocated for public testimony. The TCTC and its standing committees all adhere to Brown Act requirements including proper notice, access and the ability to address the TCTC and its committees.

- *Americans with Disabilities Act* – The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities, in the development and improvement of transportation services. All events held for programs or projects with

Federal aid that are open to the general public must be made accessible to everyone, including the disabled.

The TCTC is in compliance with the ADA by having accessible formats, public meetings and public hearings. The TCTC also consults with individuals from the disabled community and by including representatives from or for the disabled and transportation disadvantaged on its standing committees.

- *Title VI and Environmental Justice (EJ)* – Title VI requires each Federal agency to ensure that no person is excluded from participation, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub recipients and contractors whether those programs and activities are Federally funded or not.

On February 11, 1994, the President of the United States signed Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. The Executive Order requires that each Federal agency administer and implement its programs, policies and activities that affect human health or the environment so as to identify and avoid “disproportionately high and adverse” effects on minority and low-income populations.

In April 1997, the U.S. Department of Transportation (DOT) issued the DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations. The Order generally describes the process for incorporating environmental justice principles into all DOT existing programs, policies and activities.

In December 1998, the Federal Highway Administration (FHWA) issued FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations that requires the FHWA to implement the principles of the DOT Order 5610.2 and E.O. 12898 by incorporating environmental justice principles in all FHWA programs, policies and activities.

The FHWA and the Federal Transit Administration (FTA) issued a memorandum Implementing Title VI Requirements in Metropolitan and Statewide Planning on October 7, 1999. The memorandum provides clarification for field offices on how to ensure that environmental justice is considered during current and future planning certification reviews. The Federal Highway Administration considers three fundamental environmental justice principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

As the RTPA serving Tuolumne County, the TCTC implements and integrates the principles of environmental justice into its transportation planning process. The TCTC uses census information, special studies and public input to determine whether a particular population of people is receiving an inordinate number of government funded projects that negatively impact their neighborhoods and/or communities. Outreach activities included in the TCTC's Public Involvement Procedures include provisions for additional public notification such as radio, display ads and workshops.

Native Americans are also protected under Title VI and Environmental Justice laws and outreach efforts to the Tribes are an integral part of the RTP update and public involvement process. Indian Tribal Governments must be consulted with and their interests considered during the development of RTPs and RTIPs. The Tuolumne Me-Wuk Tribe is the only recognized tribal government in Tuolumne County and it has two separate governing bodies as shown below. A representative from the Tuolumne Me-Wuk Tribal Council is a member of the Tuolumne County Technical Advisory Committee and will be assisting the TCTC in promoting environmental justice to maintain and improve the 2004/05 RTP planning process.

Tuolumne Tribal Governments/Governing Bodies		
Chicken Ranch Rancheria	P.O. Box 1159 Jamestown, CA 93258	(209) 984-4806 FAX: (209) 984-5606
Tuolumne Rancheria	P.O. Box 699 Tuolumne, CA 95379	(209) 928-3475 FAX: (209) 928-1677
Source: Federal Government		

Public Participation Requirements - General Principles

The public participation program and process for Tuolumne County is proactive and does provide for timely public notice, full public access to key decisions, and continuing involvement of the public in developing the RTP. The following are the key program requirements and criteria included in the TCTC public involvement procedures.

- **Timely Information:** Information about RTP issues and the update process will be provided to citizens, affected public agencies, private providers of transportation, interested parties and segments of the community affected by the RTP through public announcements, meeting agendas, and newsletters. The information will be provided in a timely manner so that the public can participate in the decision process.
- **Public Access:** The public will be afforded reasonable public access to technical and policy information used in the development of the RTP. Reasonable is defined as “during normal business hours” and/or during regular meetings of the TCTC standing committees.
- **Public Notice:** Adequate public notice of public involvement activities and time for public review and comment at key decision points will be provided, including, but not limited to, approval of RTP policies and objectives, transportation project lists and air quality conformity. Note: Because Tuolumne County is classified as a non-attainment area for ozone, the comment period shall be at least 30 days.
- **Consideration of Public Input:** Demonstrate explicit consideration and response to public input received during the planning and program development process by documenting

public comments and suggestions, and by maintaining a database of public input on the RTP website.

- *Participation by Underserved Groups:* Make a special effort to target RTP outreach activities to low-income and minority households, and tribal governments through mailings and public service announcements. Maintain a contact list of individuals and groups that serve these underserved groups.
- *Open Meetings:* All TCTC meetings are open to the public, and agendas are mailed to interested parties and are posted. All TCTC Board meetings and advisory committee meetings include opportunities for public participation on agenda and non-agenda items.
- *Public Hearings:* Held as required for such activities as the adoption of the RTP, and/or supporting documents, and the Unmet Transit Needs process.

TCTC Standing Committees

The following describes each of the TCTC's current standing committees. Separate "ad-hoc" committees may be established for activities, such as the RTP process, to accomplish specific purposes. All TCTC meetings and all TCTC standing committee and/or "ad-hoc" committee meetings are open to the public.

Technical Advisory Committee (TAC)

The Technical Advisory Committee (TAC) is advisory to the TCTC on all matters relating to regional transportation planning including the development of the RTP, RTIP and the Overall Work Program (OWP). The TAC consists of the following membership:

- TCTC Deputy Director
- City Administrator – City of Sonora
- Assistant County Administrator – Tuolumne County
- Director of Public Works – Tuolumne County
- Community Development Director – Tuolumne County
- Community Development Director – City of Sonora
- City Engineer – City of Sonora
- County Airports Director – Tuolumne County
- Commander of California Highway Patrol
- Representative of Native American community
- Representative from Caltrans District 10

Citizens Advisory Committee (CAC)

The Citizens Advisory Committee (CAC) will be available to review recent staff work, recommend actions to the TCTC and provide staff with input on transportation planning issues. Members will play important roles in disseminating information to the general public and bringing forth ideas and considerations of the general public to the RTP planning process. Committee members will be encouraged to join staff in visiting local service clubs and organizations to make presentations on current issues and/or receive input on planning projects recommended for the RTP and RTIP. The CAC consists of eight members total with staggered four year terms.

- City of Sonora – 2 members
- Tuolumne County Board of Supervisors - 6 members appointed by Board members

Representatives from three newspapers (Union Democrat, Modesto Bee, Stockton Record) often attend CAC meetings.

Social Services Transportation Advisory Council (SSTAC)

The SSTAC is an advisory committee to the TCTC on matters pertaining to the transportation needs of transit dependent and transportation disadvantaged persons. The SSTAC input shall be considered in and made an integral part of the TCTC's annual "unmet transit needs" hearing and findings process. The composition of the SSTAC, the terms of SSTAC appointments, and specific responsibilities of the SSTAC are found in the Public Utilities Code. The SSTAC consists of the following representation:

- Potential Transit User 60 years of age or older
- Potential Transit User with a Disability
- Social Service Provider for Seniors (2 Reps)
- Social Service Provider for the Disabled (2 Reps)
- Social Service Provider for Persons of Limited Means
- Local Consolidated Transportation Service Agency (2 Reps)
- Ex-Officio member – TCTC Deputy Director
- Ex-Officio member - Caltrans District 10 - Planner

Planning Commission Meeting Information

The dates and times for the various planning commission meetings in Tuolumne County are listed below. The public is invited to attend any and all planning commission meetings. When the planning commission agenda includes an RTP issue or decision, the public will be afforded the opportunity to provide their input consistent with commission rules and time limits established by the Planning Commission Chair.

Columbia Area Planning Commission

2nd Thursday of the month at 7:00pm

Location:

Columbia Airport, Lorick Hanger
1000 Technology Drive, Columbia

Jamestown Area Planning Commission

4th Wednesday of the month at 7:00pm

Location:

Jamestown Community Hall
18250 Main Street, Jamestown

Southern Tuolumne County Planning Commission

2nd Wednesday of the month at 7:00pm

Location:

Groveland Community Hall
18720 Main Street, Groveland
OR
Lake Don Pedro Hacienda
5182 Fuentes de Flores, La Grange

Tuolumne County Planning Commission

1st & 3rd Wednesday of the month at 7:00pm

Location:

Tuolumne County Administration Center, Board Room, 4th Floor
2 South Green Street, Sonora

Twain Harte Design Review/Planning Advisory Committee

2nd Monday of the month at 7:00pm

Location:

Twain Harte Community Services District Office
22933 Twain Harte Drive, Twain Harte

Tuolumne City Design Review/Planning Advisory Committee

3rd Thursday of the month on an as-needed basis at 7:30pm

Location:

Memorial Hall
18663 Carter Street, Tuolumne

Airport Land Use Commission

3rd Thursday of the month

Location:

Airport Directors Office
10723 Airport Road, Columbia

Historic Preservation Review Commission

2nd Thursday of the month at 4:00pm

Location:

Tuolumne County Community Development Department Conference Room
48 West Yaney Street, 4th Floor, Sonora

Board of Supervisors Planning Committee

1st Thursday of the month at 1:30pm

Location:

Tuolumne County Administration Center, Board Room, 4th Floor
2 South Green Street, Sonora

TCTC Public Involvement Policies and Implementation Program

The following policies and procedures will guide the Tuolumne County 2004/05 Regional Transportation Plan Update process.

Policies:

1. The TCTC is a “public service” agency, which supports an “open door” policy with respect to public involvement and access. The TCTC office is open for public visitation during normal business hours and normal business days. Citizens are encouraged to visit the TCTC offices and ask questions, make suggestions, or express concerns regarding the RTP, programs and projects. All citizens will be treated in a courteous and professional manner by TCTC staff.
2. The TCTC supports an “open file” policy wherein all public documents in the TCTC office are subject to public review except those that are deemed confidential as they relate to employee or personnel matters and/or flagged by TCTC’s legal council as “not for public review”. All TCTC public documents that are requested for public review shall be viewed in the presence of a TCTC staff member. No original TCTC documents or files should leave the TCTC office. TCTC may recover actual costs for providing copies of file documents per public request. Loaner copies of TCTC publications or library documents may be charged the cost to produce the publication or document that is requested.
3. No person shall be denied participation in TCTC meetings and activities unless specific instruction to the contrary is provided by TCTC legal counsel.
4. All TCTC meetings will be held in ADA compliant facilities.
5. Any member of the public may request an item on the TCTC agenda for consideration. Such items should be presented to the TCTC Executive Director no later than one month prior to the respective TCTC meeting date. The TCTC generally meets on the 4th Wednesday of each month.
6. At the beginning of every TCTC meeting, an agenda item shall include “public comment”. The purpose of the “public comment” agenda item is to allow any member of the public to address the TCTC on any subject. The time allotted may be limited to 5 minutes or less at the discretion of the TCTC Chair. Because no TCTC decisions can be made on any item not specified on the agenda, public matters not on the agenda that require a decision may be put on the agenda for decision at a future TCTC meeting.
7. When posting notices for public meetings, two notices will be posted in the County Administration Building. Agendas will also be mailed to the Union Democrat, the Modesto Bee and the Stockton Record newspapers. In addition, meeting notices are posted on www.mymotherlode.com and the Tuolumne County Website, www.tuolumnecounty.ca.gov.
8. Any “public hearing” scheduled by the TCTC will require public notice regardless of whether it is a regular TCTC meeting time and place or not. All notices of public meetings or hearings will include the following:
 - Date, time, and place of public meeting/hearing
 - General description of the matter to be considered
 - Offer of public transportation service to those who cannot otherwise attend (citizens will be requested to provide Tuolumne County Transit with 24 hours notice if public transportation service is needed).

9. TCTC staff will maintain a mailing list of interested persons who desire to be kept informed about progress on the RTP and its related documents. TCTC staff will provide progress reports and other relevant documents to persons on the mailing list to keep them informed about the project(s) of concern.
10. The TCTC will form special (ad hoc) RTP project “oversight committees” as needed for the development of the RTP Update and for the development of all special plans, projects or programs necessary to complement or implement the RTP Update. All oversight committees will be open to the public. In cases where public concerns or public controversy may exist, the Chair of the oversight committee may appoint member(s) of the public representing the public’s concerns. The oversight committee should conclude with findings and recommendations that will be presented before the TCTC, the County, the City or other body of government for consideration. The findings and/or recommendations will be available for public review and comment before any final decision is made.
11. When feasible, radio advertising, direct mail, flyers and newsletters will be used to encourage involvement of the under-served and transit dependant citizens in the development of RTP projects and RTP workshops.
12. The TCTC will provide news releases or communicate with reporters working for local newspapers, radio stations or television in the effort to provide public information and insight about TCTC plans, programs or projects.

Public Involvement Implementation Measures:

- Website - The TCTC will maintain a website during the 2004/05 RTP Update process. The website will contain meeting agendas, announcements, selected planning documents, related links to other informational or helpful websites, contact information and other information intended to make public outreach and involvement easy and accessible.
- Disposition - Public written comments and/or oral comments that are received on the draft 2004/05 RTP and its various elements through the public involvement process, and that are deemed to be significant by the TCTC, will be summarized as to their content and disposition in the Final RTP.
- Local Cable Access Television – Some local cable systems provide an excellent communication avenue for announcing RTP related events. Where feasible, the TCTC will investigate the usefulness of this avenue for disseminating information to the public, especially on large projects.
- Public Workshops – It is vital that the public has the opportunity to participate early in the planning stages for development of the RTP. Their input will be used as a review of proposed RTP projects and programs, and to suggest new projects and/or programs that have not been discussed before. The best venue to receive public input will be at each of the planning commission meetings that are held monthly throughout the County. Staff will schedule an agenda item during April and May that allows them to provide background information on the RTP process including a review of County transportation issues, proposed solutions and financial constraints. Where applicable, staff and members of the public will engage in interactive “break-out” sessions to solicit public input into the planning process. At the very least, a question and answer period will follow the presentation by County staff. Normal procedures for notifying the public about the time and location of planning commission meetings will be followed.

The public input results (comments and/or suggestions) from each planning commission meeting will be summarized by the consultant and presented to the TCTC at one of their regularly scheduled meetings in June or July. The presentation will provide an overview of the RTP update process, identify important transportation issues and suggested solutions, and summarize anticipated RTP revenues and funding shortfalls. The public input will be used by the TCTC for consideration and possible inclusion into the RTP.

- Public Hearings – Public hearings will be held prior to the adoption of the RTP and other documents which require a public hearing. Public hearings will be held prior to a decision point as a formal means to gather citizen comments and positions from all interested parties for public record and input into the decision making process. TCTC hearings are required for the adoption of major plans, programming of money and for the annual Unmet Transit Needs analysis. Specific RTP decision points include:
 - Approval of RTP transportation project lists
 - Approval of Draft RTP Document
 - Draft Environmental Impact Report (DEIR)
 - Approval of Final RTP Document

Notices for public hearings will be published in a general circulation newspaper. The TCTC will accept written comments from the public during the period between the notice and hearing date. These comments will be considered part of the public record.

- Other Relevant Public Involvement Measures – The TCTC will continue to comply with all State and Federal requirements regarding public participation, including those not explicitly provided for in this document. The TCTC will periodically review the public involvement procedures and implementation measures relative to their effectiveness in assuring that the process provides full and open access to all citizens of Tuolumne County. When needed, the public involvement procedures will be updated or revised.

Exhibit I

SAFETEA-LU Planning Factors															
Work Element No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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					
3) Increase the security of the transportation system for motorized and non-motorized users.								X		X					
4) Increase the accessibility and mobility of people and for freight.								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	
6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.					X		X	X	X	X					X
7) Promote efficient system management and operation.	X	X								X			X		X
8) Emphasize the preservation of the existing transportation system.								X	X	X			X	X	X

**FEDERAL FISCAL YEAR 2008 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**

(Signature page alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: County of Tuolumne

The Applicant agrees to comply with applicable provisions of Categories 01 – 24. _____
OR

The Applicant agrees to comply with the applicable provisions of the following Categories it has selected:

<u>Category</u>	<u>Description</u>	
1.	Assurances Required for Each Applicant.	X
2.	Lobbying.	X
3.	Procurement Compliance.	X
4.	Protections for Private Providers of Public Transportation.	X
5.	Public Hearing.	X
6.	Acquisition of Rolling Stock for Use in Revenue Service.	X
7.	Acquisition of Capital Assets by Lease.	X
8.	Bus Testing.	X
9.	Charter Service Agreement.	X
10.	School Transportation Agreement.	X
11.	Demand Responsive Service.	X
12.	Alcohol Misuse and Prohibited Drug Use.	X
13.	Interest and Other Financing Costs.	X
14.	Intelligent Transportation Systems.	X
15.	Urbanized Area Formula Program.	
16.	Clean Fuels Grant Program.	X
17.	Elderly Individuals & Individuals with Disabilities Formula Program & Pilot Program.	X
18.	Nonurbanized Area Formula Program for States.	X
19.	Job Access and Reverse Commute Program.	X
20.	New Freedom Program.	X
21.	Alternative Transportation in Parks and Public Lands Program.	X
22.	Tribal Transit Program	
23.	Infrastructure Finance Projects.	X
24.	Deposits of Federal Financial Assistance to a State Infrastructure Banks.	X

FEDERAL FISCAL YEAR 2008 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for FTA assistance and all FTA Grantees with an active capital or formula project)

AFFIRMATION OF APPLICANT

Name of Applicant: County of Tuolumne

Name and Relationship of Authorized Representative: Peter M. Rei, Director of Public Works

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes, regulations, executive orders, and directives, and with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2008.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances in this document, should apply, as provided, to each project for which the Applicant seeks now, or may later, seek FTA assistance during Federal Fiscal Year 2008.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31 apply to any certification, assurance or submission made to FTA. The criminal fraud provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature _____ Date: _____

Name _____

Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature _____ Date: _____

Name _____

Attorney for Applicant

Each Applicant for FTA financial assistance and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

Exhibit L

**California Department of Transportation
Debarment and Suspension Certification for Fiscal Year 2008/09**

- 1) The Applicant certifies, to the best of its knowledge and belief, that it and its contractors, subcontractors and subrecipients:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
 - d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state or local) terminated for cause or default.

- 2) The Applicant also certifies that, if Applicant later becomes aware of any information contradicting the statements of paragraph (1) above, it will promptly provide that information to the State.

- 3) If the Applicant is unable to certify to all statements in paragraphs (1) and (2) of this certification, through those means available to Applicant, including the General Services Administration's ***Excluded Parties List System (EPLS)***, Applicant shall indicate so in its applications, or in the transmittal letter or message accompanying its annual certifications and assurances, and will provide a written explanation to the State.

Exhibit L

**California Department of Transportation
Debarment and Suspension Certification for Fiscal Year 2008/09**

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature _____ Date _____

Printed Name Peter M. Rei Title Executive Director

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has the authority under state and local law to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, these certifications and assurances have been legally made and constitute legal and binding obligations of the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances or of the performance of the described project.

AFFIRMATION OF APPLICANT'S ATTORNEY

For County of Tuolumne (Name of Applicant)

Signature _____ Date _____

Printed Name of Applicant's Attorney _____