Metropolitan Transportation Commission

Administration Committee

April 9, 2025 **Agenda Item 2b-25-0397**

Metropolitan Transportation Commission (MTC) Resolution No. 4637, Revised
Fiscal Year (FY) 2024-25 Overall Work Program (OWP) Amendment No. 4

Subject:

Staff requests that Metropolitan Transportation Commission (MTC) Resolution No. 4637 Revised, be referred to the Commission for approval, authorizing an amendment to the fiscal year (FY) 2024-25 Overall Work Program (OWP). This amendment programs the final allocations of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) transportation planning funds and revises revenue and expense line items.

Background:

The OWP is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, an OWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. Metropolitan Planning Organizations (MPOs) are required to develop an OWP to govern work programs for the expenditure of FHWA, FTA, and State planning funds pursuant to Title 23 Code of Federal Regulations (CFR) 450.308(b). As the federally designated MPO for the nine-county San Francisco Bay Area region, MTC annually develops and maintains the OWP, which is the principal document governing the budget, allocation, and use of federal and state transportation planning funds.

Financial Impact:

The OWP is subject to periodic adjustments resulting from changes in activities, scope of work, transportation planning tasks and deliverables as well as revisions to revenues and expenses during the fiscal year. The proposed FY 2024-25 OWP Amendment No. 4 includes the following revisions:

- The initial FY 2024-25 FHWA Planning (PL) grant award was $9,616,677 and the revised amount is $9,539,280, resulting in an overall ($77,397) decrease.

- The initial FY 2024-25 FHWA Planning (PL) Complete Streets grant award was $246,581 and the revised amount is $244,597, resulting in an overall ($1,984) decrease.
- The initial FY 2024-25 FTA 5303 grant award was $4,965,730 and the revised amount is $4,860,889, resulting in an overall decrease of ($104,841).
- Apportionment adjustments of FHWA and FTA transportation planning funds are programmed under work elements: 1122 (Analyze Regional Data Using GIS and Planning Models), 1125 (Active Transportation Planning), 1413 (Climate Initiatives), and 1517 (Transit Sustainability Planning) for related consultant and staff costs.
- Amendment revisions do not affect the scope of work, tasks, and deliverables associated with the following Consolidated Planning Grant (CPG) funded work elements: 1122, 1125, and 1413.
- The FY 2024-25 OWP adjustment is balanced by a schedule extension in the development of Short-Range Transit Plans (SRTPs) for transit operators. This work is included in work element 1517 and programmed and carried over to FY 2025-26.
- OWP adjustments for FY 2024-25 related to revenue and expense line items of transportation planning activities, funded by federal, state, and local sources, are incorporated in the MTC FY 2024-25 Operating Budget Amendment No. 2.

Commission approval is the first step in authorizing the amendment to the FY 2024-25 OWP. Following approval by the Commission, Caltrans, the FHWA, and the FTA will review and approve the OWP Amendment.

An electronic version of the FY 2024-25 OWP can be reviewed at the following link: https://mtc.ca.gov/about-mtc/administrative-requirements/overall-work-program-owp

Issues:

None identified.

Recommendations:

Staff recommends that the Committee refer the Metropolitan Transportation Commission (MTC) Resolution No. 4637, Revised – Fiscal Year (FY) 2024-25 Overall Work Program (OWP) Amendment No. 4 to the Commission for approval.

Attachments:

- MTC Resolution No. 4637, Revised FY 2024-25 Overall Work Program (OWP) Amendment No. 4
    - Attachment A
    - Attachment B

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