



FY 2025-26

Regional Transportation Planning Agency Overall Work Program Guidance

December 2024

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Introduction – The Overall Work Program Guidance

The Overall Work Program (OWP) Guidance is an annual supplement to the Regional Planning Handbook. It provides essential federal and state updates, priorities, and procedural recommendations to support Regional Transportation Planning Agencies (RTPAs) in developing their OWPs.

The document outlines key regulatory frameworks, funding opportunities, and planning priorities that shape the region's transportation planning process. It is designed to facilitate coordination between RTPAs and Caltrans, to ensure each OWP reflects the latest policies, funding allocations, and programmatic updates.

Key Highlights for FY 2025-26

- With the update to the 2025 Master Fund Transfer Agreement (MFTA), the **Quarter 4** progress reports are now due 60 days after the close of the quarter, as opposed to 30 days after the close of the quarter to align with the year-end closeout process.
- The RTPA Request for Reimbursement and support documentation have been updated for RTPAs to be able to track carryover funds by FY. The RFR support documentation now also includes a form for RPA Discretionary Grants.
- The MPO/RTPA OWP and Grant Amendment Guidelines have been updated to streamline the grant amendment process by consolidating changes within an OWP amendment, eliminating the use of the Change in Grant Agreement Terms (CAT) form.

Rural Planning Assistance (RPA) Estimates for FY 2025-26

These are estimated allocations only. Final allocation amounts will be provided once final official notices are released after the passage of the State budget. RPA funds are provided on a reimbursement basis. For more information on the RPA formula funds, please see the Regional Planning Handbook.

Rural Planning Assistance Final Allocations FY 2025-26

26 Rural Regional Transportation Planning Agencies	Total Formula Allocation Per Agency
Alpine County Local Transportation Commission	\$125,500
Amador County Transportation Commission	\$230,000
Calaveras Council of Governments	\$230,000
Colusa County Transportation Commission	\$158,000
Council of San Benito County Governments	\$294,000
Del Norte Local Transportation Commission	\$230,000
El Dorado County Transportation Commission	\$337,000
Glenn County Transportation Commission	\$230,000
Humboldt County Association of Governments	\$337,000
Inyo County Local Transportation Commission	\$230,000
Lake County/City Area Planning Council	\$294,000
Lassen County Transportation Commission	\$230,000
Mariposa County Local Transportation Commission	\$158,000
Mendocino Council of Governments	\$294,000
Modoc County Transportation Commission	\$158,000
Mono County Local Transportation Commission	\$230,000
Nevada County Transportation Commission	\$294,000
Placer County Transportation Planning Agency	\$422,000
Plumas County Transportation Commission	\$158,000
Santa Cruz County Regional Transportation Comm.	\$337,000
Sierra County Local Transportation Commission	\$125,500
Siskiyou County Local Transportation Commission	\$230,000
Tehama County Transportation Commission	\$294,000
Transportation Agency for Monterey County	\$422,000
Trinity County Transportation Commission	\$158,000
Tuolumne County Transportation Council	\$294,000
TOTAL	\$6,500,000

Caltrans Planning Priorities

For FY 2025-26, Caltrans has identified key planning priorities that we encourage RTPAs to integrate and consider in developing their OWPs. These focus areas reflect statewide objectives aimed at fostering sustainable, equitable, and resilient transportation systems. Incorporating these priorities will ensure that regional planning priorities align with state goals.

FEDERAL PLANNING FACTORS

The ten Federal Planning Factors, as identified in Title 23 of the United States Code, section 134(h), are intended to guide Metropolitan Planning Organizations (MPOs) and State Departments of Transportation (DOTs) in developing their transportation planning processes and long-range transportation plans. These factors are designed to ensure that transportation planning addresses a broad range of national goals and priorities.

While RTPAs are not required to incorporate the federal Planning Factors into their OWPs, Caltrans strongly encourages their inclusion and consideration in the transportation planning process. RTPAs play a critical role in supporting the State's efforts to meet federal requirements and achieve national transportation goals. By aligning the OWP with these factors, RTPAs can help enhance the effective of the transportation system while contributing to broader state and federal priorities.

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 nonmotorized users;
3. Increase the security of the transportation system for motorized and nonmotorized 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, housing, and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Guidance on how to incorporate the Federal Planning Factors into the OWP can be found in Section 2.07 of the 2017 Regional Planning Handbook.

AIR QUALITY

RTPAs in nonattainment and maintenance areas for one or more of the National Ambient Air Quality Standards (NAAQS) should include in their OWP development activities that will support transportation conformity requirements outlined in the Federal Clean Air Act. This includes activities that support regional and project-level conformity processes and interagency consultation. RTPAs should include any activities that are planned for the implementation of EPA's revised Particulate Matter 2.5 standard.

OWP Focus Areas

In 2022, FHWA conducted an Overall Work Program, program review to evaluate Caltrans' procedures and processes related to the administration of the OWPs, as Caltrans is responsible for monitoring the overall process for compliance with federal and state requirements. In this report, FHWA made several observations that have changed Caltrans' internal review process. The following items are Caltrans' focus areas when reviewing the RTPA's draft and final OWPs:

Tasks and Products

OWP work elements must identify the link between each task and the associated product. These products must be submitted to Caltrans during the year-end closeout process.

Planning Priorities

OWPs must include the RTPA's specific planning priorities. The RTPA should put the OWP into the larger context of what should be accomplished to address the surface transportation issues within the region.

Responsible Party

RTPAs must identify in sufficient detail an indication of who (e.g., State, RTPA, public transit operator, local government, or consultant) will complete the activities and products in the OWP work elements, including all work that is to be completed through a third-party contract. OWPs must identify the responsible party in a consistent manner.

Eligibility

Work element descriptions must clearly demonstrate a nexus to the regional transportation planning process and must contain information about the work element's association to the transportation planning program and products.

Quarterly Progress and Expenditure Reports

All OWP Quarterly Progress and Expenditure Reports must include:

- A brief narrative describing work progress, progress in adhering to schedules, and schedule changes;
- A list of tasks and products completed during the quarter;
- A percent comparison of actual performance with the established goals of the work elements and progress in meeting schedules;
- A status of expenditures by work element, funding source, and type, including a comparison of budgeted amounts and actual costs incurred.
- Other pertinent supporting information, such as major products, challenges, etc.

Amendments

If an RTPA is making changes to work elements within the OWP, an amendment must be submitted and approved *prior* to seeking reimbursement. This applies only to reimbursement for work that is directly being changed in the amendment.

Final Products

All OWP final deliverables identified by the RTPA in the OWP must be submitted at the end of the fiscal year.

CALTRANS' COMMENTS ON THE DRAFT OWPS

RTPAs are expected to thoroughly address all comments and recommendations provided by Caltrans on their draft OWPs. It is essential that RTPAs address all comments and recommendations provided during the review process to avoid delays in OWP approval. Repeated or unresolved comments may result in Conditional Approval of the Final OWPs.

Caltrans requires the RTPAs utilize the Caltrans Draft OWP comment letter to respond to each of the comments and recommendations and demonstrate that the RTPA acknowledges the feedback and is incorporating them into the Final OWP.

OWP AMENDMENTS

The OWP Amendment Transmittal Memo has been updated to reflect new policies related to the STPG. See the STPG Grant Amendment section (page 8) for more information. As a result, the Change in Grant Agreement Terms (CAT) form will no longer be utilized for grant amendments. All grant amendments, moving forward, will be reviewed and processed as OWP amendments using the OWP Amendment Transmittal Memo.

Information about administrative and formal amendments to the OWP can be found in the Regional Planning Handbook.

OWP Fiscal Guidance

CARRYOVER POLICY

Effective July 1, 2022, RTPAs may seek reimbursement for non-expired carryover funds (FY 2023-24 and FY 2024-25). The carryover policy applies to RPA, SB1 Competitive, and SHA funds.

To participate, agencies must agree to:

- Fully program all reconciled carryover funds via an OWP/OWPA amendment within 90 days of receiving their fully signed reconciliation letter.
- Have identified in the OWP for FY 2025-26 anticipated carryover amounts by fund source.
- Clearly identify carryover funds in the Budget Revenue Summary (BRS).
- Consistent with the BRS, clearly identify on the RFR support document form work elements budgeted with carryover funds and the fiscal year the funds are tied to.
- By August 31, of each year, submit to the Caltrans District Liaison a reconciliation/close out package.

RURAL PLANNING ASSISTANCE (RPA) INVOICING GUIDANCE

Per the MFTA, RTPAs are required to submit Invoices/ RFRs consistent with the funding information identified in the OWP, including the work element funding table and BRS.

RTPAs are required to identify the FY for RPA funded work elements:

- RPA and STPG funds must clearly distinguish *current* versus *carryover* funds.
- The RFR form and the RFR support documentation have been updated for RTPAs to be able to track carryover funds.

- The RFR support documentation also now includes a form for the RPA Discretionary Grants for RTPAs to be able to track these expenditures separate from the RPA formula funding.

Please reach out to your respective Caltrans District Liaison for the most current RFR form and support documentation spreadsheets.

Reminders

- RTPAs are encouraged to spend down carryover funds first to reduce expenditure tracking.
- RTPAs with inactive projects longer than 9 months will need to provide a justification as required.

Sustainable Transportation Planning Grants

FY 2025 -26 SUSTAINABLE TRANSPORTATION PLANNING GRANTS SCHEDULE

- **October 24, 2024** – Release FY 2025-26 Grant Application Guide and Call for Applications
- **October-November 2024** – Conduct District and Statewide application workshops
- **January 22, 2025** – Grant application deadline
- **Spring 2025*** – Application evaluation and management approval of grant recommendations
- **Summer 2025*** – Grant Award announcements
- **Fall 2025*** – Grant recipients begin project activities (Notice to Proceed letters will be sent out)
- **June 2028*** – Grant projects are completed, and grant funds expire

*Specific dates will be updated on the [Sustainable Transportation Planning Grants](#)¹¹ website.

GRANT AMENDMENTS

The MPO/RTPA OWP and Grant Amendment Guidelines have been updated to include recent changes to Caltrans' administration of grant OWP amendments. The updated OWP and Grant Amendment Guidelines introduces several changes aimed at simplifying processes and reducing administrative burdens for MPOs and RTPAs. These updates focus on streamlining amendments, aligning work elements with grant objectives, and improving flexibility in managing schedules, tasks, and budgets.

One key change is that once a grant is programmed into the OWP (i.e., the MPO/RTPA has received the Notice to Proceed), further updates to its Scope of Work (SOW) and Cost and

¹¹ [Sustainable Transportation Planning Grants](#)

Schedule no longer require a separate grant amendment, rather they will be handled directly through OWP amendments. To facilitate this change, the grant work elements in the OWP, must align with the SOW and Cost and Schedule from the original grant application, ensuring consistency in objectives, tasks, deliverables, and budgeting.

The CAT form has been phased out and the MPO/RTPA will instead utilize the [OWP Amendment Transmittal Memo](#)¹² to consolidate grant amendment documentation.

Minor changes, such as delays under five months, can be incorporated into future OWP amendments or reported in the Quarterly Progress and Expenditure Reports (QPR), while major delays or changes to tasks may require immediate amendments (please work with your respective Caltrans District Liaison for determination). Additionally, while grants are budgeted by task in the Cost and Schedule grant application form, in practice, the grants in the OWP are managed at the work element level. Therefore, any minor task budget changes will not require an administrative amendment as in previous years. Only significant budget shifts (over 20%) will require formal approval by Caltrans (submitted via the OWP Amendment Transmittal Memo) to ensure alignment with the original project intent.

Indirect Cost Allocation Plans (ICAP), Audits, Contracting & Procurement

INDIRECT COST ALLOCATION PLAN

CIAO has developed a new, streamlined process to determine ICAP eligibility. RTPAs must submit a *Submission Intake form* to CIAO, who will review and confirm. Within 5 business days, CIAO will instruct the RTPA where to go for their ICAP approval.

Visit the [CIAO website](#)¹³ for resources such as a video on the ICAP application process application submittal status reports, and prior year rates. For any further questions or concerns, please contact Audits@dot.ca.gov.

CONTRACTS, AUDITS AND PROCUREMENT

- The top Audit Finding is disallowed Travel. As a recipient of federal and/or state planning funds, RTPAs must adhere to the state travel per diem policies.
- Effective October 1, 2024, the State is adopting the federal meal and incidental expense rate. For information on the updated increases to the short-term meal and lodging expense reimbursement rates, as well as information on allowances and travel reimbursements that will help guide your agency visit the [Cal HR Human Resources Manual](#)¹⁴.

¹² [MPO/RTPA OWP Amendment Transmittal Memo](#)

¹³ [CIAO Website](#)

¹⁴ [Human Resource Manual – Cal HR](#)

- Consultant procurement must be done in an open and competitive manner, unless it meets specific requirements for a non-competitive, or sole source bid. RTPAs must adhere to the open and competitive process.
- A non-A&E PIF/Sole Source checklist was developed and sent to the Districts and Planning agencies to help guide agencies through an eligible sole source procurement. It will also be added to the next update to the Local Assistance Procedures Manual (LAPM).

General Updates

MASTER FUND TRANSFER AGREEMENT UPDATE

Caltrans has finalized the 2025 MFTA update in coordination with the 18 MPOs and 26 RTPAs. All MFTAs will be executed by the MPOs/RTPAs and the Division of Procurement and Contracts (DPAC) no later than December 31, 2024.

Some of the key changes to the MFTA are as follows:

- The 2025 MFTA now includes all State-funded sources administered by the Office of Regional and Community Planning (ORCP), such as the SHA, RPA, and RMRA funds.
- Added language in the MFTA, to state that the RTPA is encouraged to program their full annual RPA allocation no later than May 1 of each FY to avoid forfeiture.
- Added clarifying language to clearly communicate the requirements of 23 CFR 420.117, which requires RTPAs to identify the responsible parties for each work element/activity.
- Added clarifying language to the Quarterly Progress and Expenditure Report requirements per 23 CFR 420.117.
- Quarterly Progress and Expenditure Reports for quarters 1-3 are due to Caltrans 30 days after the close of the quarter. The fourth quarter progress report is due to Caltrans no later than 60 days after the close of the quarter.
- Each Request for Reimbursement (RFR) must meet the minimum required or contracted local match by work element, as applicable.
- Per the State Administrative Manual and the California Code of Regulations, the records retention requirement has changed from three (3) to five (5) years.

TRANSIT PLANNING

Directors Policy on Public Transit

Public transit provides vital accessibility to millions of Californians each day, central to powering our state's society and economy. Transit is particularly important to populations of underserved communities due to the access to economic opportunity it provides, its importance to people with disabilities, and its affordability compared to car ownership. This policy is being developed to facilitate faster, more coordinated, and more efficient transit services. Caltrans expects the policy to include projects that provide transit priority facilities

and improved transit stops on the State Highway System, state transit planning, management of transit data and adoption of new transit technologies. The Directors Policy will align with other state policies and initiatives including the Caltrans Strategic Plan, Caltrans Director's Policy on Complete Streets, California Air Resources Board Scoping Plan and Climate Action Plan for Transportation Infrastructure. Caltrans will work closely with local partners, such as transit agencies and regional transportation planning agencies, to develop and implement the policy. Caltrans looks forward to working with transit leaders, transit riders, policymakers, and advocates for a more holistic transportation system to develop this policy.

District Transit Plans

Statewide, there is a greater emphasis to improve the quality of transit service to meet state climate, health, equity, and environmental goals. This includes the California Climate Action Plan for Transportation Infrastructure (CAPTI), Executive Order N-19-9, and Director's Policy (DP) 37 (Complete Streets). To realize these state and regional transit priorities, Caltrans must work to develop infrastructure improvements on the STN, facilitate improvements to encourage more transit use, and develop district-level strategies to leverage existing programs to support transit. The District Transit Plans (Plans) will identify areas of need, prioritize improvements, and identify strategies to implement needed programmatic and capital improvements on the STN to improve transit service and improve access to and integration between transit modes. This effort will identify potential project opportunities for the highest priority needs statewide. The effort will provide a transit modal plan for 11 Districts as a reference for treatments in prioritizing and nominating improvements to include in the District System Management Plan, Comprehensive Multimodal Corridor Plans, the State Highway System Management Plan, the State Highway Operation and Protection Program (SHOPP), and regionally specific (per District) Regional Transportation Plans (RTP's).

Statewide Transit Plan

The Statewide Transit Plan is a strategic plan for delivering a coordinated, statewide seamless public transportation system. The Transit Plan provides a strategic framework for the state's vision for public transportation as a critical element of the state's multimodal transportation network. Development of the Statewide Transit Plan will advance the goals and policies articulated in the California Transportation Plan. The plan will provide a unified vision for improving public transportation infrastructure and promoting a safe, equitable and integrated transit system for California. The Statewide Transit Plan will help invigorate our urban, regional, and rural communities, provide more equitable multimodal access for all California public transportation system users, and support statewide goals to reduce greenhouse gas emissions. Regional plans will be developed in line with the Transit Plan as they realize improved transit-oriented developments, regional transit service, develop transit networks, and set land use recommendations that leverage enhanced connectivity.

FREIGHT PLANNING

- RTPAs are encouraged to include in their OWP development activities that will support freight. RTPAs should include in their OWPs freight planning activities that are a part of RTP development. Caltrans has developed the California Freight Mobility Plan (CFMP) to help RTPAs with freight planning. RTPAs should ensure that findings and

recommendations in their RTPs are consistent with the CFMP. For more information please visit: [California Freight Mobility Plan 2023 | Caltrans](#).

- RTP Freight Planning activities that should be included in the OWP:
 - A discussion of the role of goods movement within the region (the types and the magnitudes of goods moved through the region and their economic importance)
 - An inventory of all major highway and roadway routes consistent with the National Highway Freight Network, including critical urban and rural freight corridors
 - An inventory of seaport facilities, air cargo facilities, freight rail lines, and major warehouses and freight transfer facilities within the region
 - An analysis of the efficiency of the overall freight transportation system capacity, including existing land side freight transportation infrastructure (e.g., bottlenecks, gaps, etc.) and identification of expansion or improvement needs at seaport and airport facilities that handle cargo and issues regarding land side access to these facilities.
 - Specific projections, by mode, of future freight demand
 - Identification of freight-related highway and roadway improvement needs, for example operational improvements, truck parking, zero emission/near zero emission vehicle infrastructure, and others.
 - Identification of expansion or improvement needs for freight rail lines within the region.
 - Identification of intermodal connection issues between different modes (e.g., freight, rail, and seaport facilities), as applicable
 - Identification of any existing and planned inland trade ports and any connectivity network issues for those ports, if applicable
 - Identification of U.S.A./Mexico border crossing issues, if applicable
 - Discussion of ITS and advanced technology opportunities for goods movement, with the aim of maximizing operational efficiencies and minimizing emissions
 - Identification of opportunities or innovations that improve freight efficiency and support the State's freight system efficiency target as established in the California Sustainable Freight Action Plan
 - Identification of opportunities or innovations that reduce GHG emissions and criteria air pollutant emissions associated with freight.

INVESTMENT PLANNING

The Caltrans Office of Strategic Investment Planning (OSIP) recommends approved state nominations and partnerships for state and federal discretionary grant programs, including SB1 (Solutions for Congested Corridor, Trade Corridor Enhancement Program) and [Infrastructure Investment and Jobs Act \(IIJA\)](#)¹⁵ programs. OSIP encourages RTPAs to:

- Clearly identify in the OWP all partnership efforts with Caltrans, whether for corridor plan development and/or when seeking discretionary grant program applications.

¹⁵ [Infrastructure Investment and Jobs Act \(IIJA\) Programs](#)

- Please include coordination activities with Caltrans District Investment Planners to discuss project funding portfolios and schedules.

CTP IMPLEMENTATION

Caltrans works with stakeholders to report on CTP implementation progress. Implementation of the CTP remains an ongoing fluid process. Caltrans has worked with stakeholders to develop both an annual progress report and a real-time dashboard that both monitor and identify statewide progress towards the implementation of the CTP. The dashboard can be found on the [CTP Implementation Portal](#)¹⁶.

CTP 2055

Caltrans' Office of Statewide Planning (OSP) in the Division of Transportation Planning are currently developing the next California Transportation Plan (CTP), which is expected to produce a draft for public review by March/April 2025.

The California Transportation Plan (CTP) provides a common framework for guiding transportation decisions and investments by all levels of government and the private sector. The current CTP was published in 2021 and federal and State laws and statutes require to prepare a new plan every five years. It is Caltrans role to facilitate, develop, and prepare the CTP by working with stakeholders and the public.

OSP does not expect significant changes to the vision and goals used in the last approved CTP but will revisit the recommendations since most of them from the last CTP have been satisfied. OSP is working closely with a multi-agency, multi-discipline Policy Advisory Committee to get input from a cross section of groups and people as we develop the CTP. We will hold public workshops across the state once the draft plan is released for public review.

Feel free to reach out to Mike Jones or the OSP team if you have any questions or comments. The CTP group in Caltrans is happy to meet with any agency or group to provide updates and receive feedback.

Next Steps

- Individual OWP Meetings with limited RTPAs
 - January & February
- Draft OWPs due to Caltrans February 28, 2025
- Final OWPs due to Caltrans May 30, 2025

¹⁶ [CTP Implementation Portal](#)

Appendix A – Contacts for Statewide Efforts

The next section has a list of Caltrans point of contacts for statewide efforts that should be considered in the development of the MPO's FY 2025-26 OWP. Consider the activities below in which the MPO would coordinate with Caltrans (District or HQ) such as: Statewide plans, workgroups, projects, etc., and ensure the OWP adequately captures those activities. MPOs and Districts should work together to identify what those efforts may be.

HQ Office of Regional and Community Planning (ORCP) Contacts

ORCP Office Chief: Erin Thompson, Erin.Thompson@dot.ca.gov

Regional Coordination Branch Chief: Brenda Caruso, Brenda.H.Caruso@dot.ca.gov

Federal & Fiscal Mgmt. Oversight Branch Chief: Araceli Zuniga, Araceli.Zuniga@dot.ca.gov

Grant Management Branch Chief: Kevin Mariant, Kevin.Mariant@dot.ca.gov

For additional questions, please reach out to your respective Caltrans District Regional Planning Liaison and Senior.

Air Quality

Contacts: Erika.Espinosa.Araiza@dot.ca.gov, Erika.Vaca@dot.ca.gov, and Karishma.Becha@dot.ca.gov

Broadband

Caltrans has developed a dedicated website to host information on the Caltrans Broadband program.

Website link: <https://dot.ca.gov/programs/design/wired-broadband>

For questions, please see list of contacts by district: <https://dot.ca.gov/programs/design/wired-broadband/poc>

California Transportation Plan (CTP) 2050

Caltrans HQ contacts:

Scott Sauer - scott.sauer@dot.ca.gov

Mike Jones – Mike.Jones@dot.ca.gov

Carbon Reduction Program

Website: [Carbon Reduction Program | Caltrans](#)

Climate Change

Caltrans HQ point of contact: Julia Biggar – Julia.Biggar@dot.ca.gov

Caltrans System Investment Strategy

CSIS Contact: Meenaxi Raval, CSIS Program

Email: csis@dot.ca.gov

Data Analytics and Decision Support System

Caltrans HQ point of contact: Samer Batarseh – Samar.Batarseh@dot.ca.gov

Interregional Transportation Strategic Plan (ITSP)

Caltrans HQ point of contact: Ruchita Acharya – Ruchita.Acharya@dot.ca.gov

National Electric Vehicle Infrastructure (NEVI) Program

Caltrans HQ point of contact: Jimmy O'Dea – Jimmy.Odea@dot.ca.gov

SB 743

Submit questions to: sb743.implementation@dot.ca.gov

Website: [Rethinking How We Build So Californians Can Drive Less | Caltrans](#)

Zero Emission Vehicle (ZEV) Resources

Submit questions to: zev@dot.ca.gov

Appendix B – OWP Review Checklist

Review Checklist

FY 2025-26 Draft Overall Work Program (OWP)

OWP Fiscal Year (FY)			
Agency Name			
District/HQ Reviewer Name		Date Reviewed	

Instructions

District Liaison Draft OWP Review/Circulation Process

District Liaisons are the initial and primary OWP reviewers. This review is completed using both a conceptual and technical approach. The conceptual review focuses on the OWP in its entirety to determine whether the activities accomplish the transportation planning goals for the region. The technical evaluation focuses on the feasibility of planning activities identified in the Work Elements. District Liaisons need to ensure the OWP:

1. Addresses district concerns and system planning documents
2. Considers regional mobility issues and requirements
3. Identifies appropriate stakeholders
4. Shows progress made from the previous year's OWP
5. Includes all regional transportation planning contracts and grants listed

District Liaisons Circulate the Draft OWP for Review

Once the district receives the draft OWP, prepare a transmittal memo and route the draft OWP to HQ, FHWA/FTA, and any other units within the district/HQ as appropriate. The memo must include the date comments are due to the district, taking into consideration the time the district needs to compile comments and meet the MPO/RTPA deadline to respond.

Headquarters Liaison Draft OWP Review

Headquarters Liaisons utilize the same approach as the District Liaisons, but from a statewide perspective. The conceptual evaluation focuses on the OWP in its entirety to determine whether the activities accomplish the transportation planning goals outlined in State and federal legislation. The technical evaluation focuses on eligibility and funding compliance. HQ Liaisons ensure the OWP:

1. Includes the required products and activities (Regional Transportation Plans, Transportation Improvement Programs, performance-based planning and programming, air quality conformity, etc.)
2. Activities are eligible for the appropriate transportation planning funding sources
4. Complies with applicable State and federal requirements

1. The Introduction/Prospectus	
X	The Introduction/Prospectus must include or identify the following:
	Table of Contents
	Purpose of the OWP (FTA Circular 8100.1D - Appendix A)
	MPO/RTPA's Planning Priorities, Goals, and Issues Facing the Region (23 CFR 420.308(c)). The OWP needs to reflect the larger context of what should be accomplished to address the surface transportation issues within the MPO/RTPA boundaries.
	MPO/RTPA organizational structure and interagency agreements (23 CFR 450.310)
	MPO/RTPA decision-making steps
	A discussion of government-to-government consultation with Native American Tribal Governments. Identify the Tribal Governments in the Region.
	A discussion of consultation and coordination with Federal Land Management Agencies
	MPO/RTPA boundaries (23 CFR 450.312), significant regional characteristics, geography, and demographics.
	An overview of public participation and involvement.
	A discussion of the Certification Review findings, recommendations, and/or corrective actions (MPO/TMA only)
	<p>Table, matrix, or other diagram showing which Work Elements accomplish the Planning Factors, Planning Emphasis Areas (PEAs), and the California Transportation Plan 14 recommendations:</p> <p>10 Planning Factors</p> <ol style="list-style-type: none"> 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 accessibility and mobility of people and freight 5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns 6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight 7. Promote efficient system management and operation 8. Emphasize the preservation of the existing transportation system 9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation 10. Enhance travel and tourism

	<p>The Federal and California Planning Emphasis Areas (PEAs) (optional for RTPAs)</p> <ol style="list-style-type: none"> 1. Tackling the Climate Crisis – Transitioning to a Clean Energy, Resilient Future 2. Equity and Justice 40 in Transportation Planning 3. Complete Streets 4. Public Involvement 5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination 6. Federal Land Management Agency (FLMA) Coordination 7. Planning and Environmental Linkages (PEL) 8. Data in Transportation Planning
<p>2. Work Elements (each section identifies if it is a requirement for MPOs, RTPAs, or both)</p>	
<p>Core Planning Requirements/ Essential OWP Activities - Does the OWP contain the following:</p>	
	<p>Overall Work Program Development Work Element (MPO/RTPA)</p> <ol style="list-style-type: none"> 1. Only the development of the OWP document, as it pertains to planning and the Consolidated Planning Grants (CPG) Work Elements should be included. The administrative and financial activities should be in the indirect cost pool including invoice development and submittal. MPOs cannot only use Federal funds for this task. 2. Is the amount of funding going to this Work Element realistic?
	<p>Regional Transportation Plan Work Element (MPO/RTPA) (23 CFR 450.324)</p>
	<p>Transportation Improvement Program (MPO/RTPA) (23 CFR 450.326)</p>
	<p>All Major Transportation Planning Efforts (MPO/RTPA) (23 CFR 450.318)</p> <ol style="list-style-type: none"> 1. MPOs must identify all multimodal, systems-level corridor or subarea planning studies, regardless of source of funding or entity undertaking the work.
	<p>Congestion Management Process (MPO only) (23 CFR 450.322). Required for Transportation Management Areas (TMA).</p>
	<p>Performance Based Planning and Programming Work Element (MPO only)</p>
	<p>Consultation with Indian Tribal Governments and Federal Land Management Agencies (MPO/RTPA)</p> <ol style="list-style-type: none"> 1. MPOs are required to develop a documented procedure that outlines the roles and responsibilities, and key decision points for consulting with Indian Tribal Governments and Federal Land Management Agencies (23 CFR 450.316(e)).
	<p>Public and Stakeholder Participation (MPO/RTPA) (23 CFR 450.316)</p>
	<p>Air Quality Planning Activities (MPO only) (23 CFR 420.111(e)) Required for TMAs.</p>
	<p>Verify if the MPO/RTPA addressed all comments from the prior FY OWPs</p>
	<p>A discussion on all multimodal comprehensive planning activities that considers regional mobility issues and requirements, as well as planning studies related to: highways, transit, bicycle/pedestrian, railway, port and harbor (MPO/RTPA, if applicable) (FTA Circular 8100.1D, II-4)</p>
	<p>A Work Element that identifies district activities and responds to district concerns and system planning documents (MPO/RTPA)</p>

	A placeholder Work Element in the Draft OWP for each discretionary planning grant application that is pending notification of award/non-award (MPO/RTPA)
	An information Work Element which lists the transportation planning activities being done by other transportation planning entities in the region (MPO only)
	General - Each Work Element must include (all the following apply to both MPOs & RTPAs):
	Work Element Title and Number
	Description and Objectives (FTA Circular 8100.1D - Appendix A). Each Work Element must demonstrate a nexus to the regional transportation planning process and must contain information about the Work Element's association to the Federal-aid or State transportation planning program (must have a transportation planning connection).
	Previous Work (FTA Circular 8100.1D - Appendix A). This section must: <ol style="list-style-type: none"> 1. Identify the progress made and list activities completed by the MPO/RTPA in carrying out the prior year's OWP 2. Clearly identify any incomplete activities from previous FYs as carryover activities
	Major Activities and Tasks in sufficient detail to determine eligibility (23 CFR 450.308(c)). Refer to Appendix A of the 2017 Regional Planning Handbook for a list of eligible and ineligible activities. Ineligible activities need to be in a separate non-CPG Work Element.
	Schedule for Completion (23 CFR 450.308(c)). Work Elements/work tasks which will be completed over multiple years should have a schedule that details and identifies significant milestones to be accomplished throughout the term of the OWP.
	Tangible/Resulting Products (23 CFR 450.308(c)). These are products that are expected to be delivered within the OWP FY. Resulting products must be clearly linked with the tasks/activities identified in the Work Element.
	Responsible Parties for completing each task/activity (23 CFR 450.308(c)). Examples: Agency staff, State, Public Transportation Operator, Local Government, or Consultant.
	Estimated Costs and Funding Sources Table (23 CFR 420.111, 23 CFR 450.308(c)). The estimated costs should consider the proposed funding by activity/task. <ol style="list-style-type: none"> 1. The funding sources table should be a summary of: <ul style="list-style-type: none"> • Federal/State share by type of fund • Matching rate by type of fund (Local Cash Match, Toll Credits) • State and/or local matching share; and • other State or local funds 2. The funding sources table must identify the amount of funding going towards agency staff and their consultant(s). 3. The MPO/RTPA must also identify their estimated carryover by fund source and fiscal year.
	Verify funding amounts in the Work Element table to ensure they are calculated correctly, meet the match requirements, and are consistent with the Budget Revenue Summary. (See Section 4. Budget Revenue Summary of this document)

3. Caltrans Transportation Planning Grants (Refer to the MPO/RTPA Guidance for grants to ensure OWP's are complete and satisfy all requirements)

	Transportation Planning Grants must: (Sustainable Transportation Planning Grants - Sustainable Communities Competitive, Strategic Partnerships, Strategic Partnerships Transit; Adaptation Planning Grants; FHWA SPR Special Studies; State Highway Account/RPA Discretionary)
	Include a Work Element title that is consistent with the project title identified in the Grant Application cover sheet
	Include a task narrative description, tangible deliverables, and schedule consistent with the scope of work and timeline that was submitted with the Grant Application
	Separate Tasks and Products/Deliverables that will be accomplished in the current FY OWP from the Tasks and Products/Deliverables that will be accomplished in future OWP(s). This can be accomplished by inserting sub-headings for "current" and "future/ongoing" work in the narrative
	Clearly state in the Work Element that the activity is being funded with a Caltrans Transportation Planning Grant and specify the appropriate grant type (i.e., Sustainable Communities Competitive, Strategic Partnerships, RPA Discretionary, etc.)
	Include a Work Element funding table that identifies the appropriate funding source (e.g., "SB 1 Sustainable Communities" or "RMRA")
	Sustainable Communities Formula Work Elements (MPO Only) should:
	Identify separate Work Elements from the previous FY of SB 1 Sustainable Communities Formula grant funds
	Include a description of SB 1 Sustainable Communities Formula, including how the activities align with the Sustainable Communities Grant Objectives
	Include a task narrative description, deliverables, and schedule with the same level of detail as required for the Sustainable Communities Competitive Grants Scope of Work and Cost and Schedule
	The Work Element must clearly state the activity is being funded with SB 1 Sustainable Communities Formula and identify the FY of funding
	Include a Work Element funding table that identifies the funds as either "SB 1 Sustainable Communities" or "RMRA"

4. Budget Revenue Summary

	The District Liaison/HQ Liaison should ensure the following:
	Verify the MPO programmed FHWA PL and FTA 5303 estimates within the agency's high and low range allocations.
	Verify the MPO/RTPA programmed current FY Caltrans Transportation Planning Grant awards and amount is consistent with grant award letter(s).
	Verify the MPO identified Toll Credits correctly (when applicable)
	Verify the RTPA has programmed the full RPA estimate amount (RPA funds do not require a local match)
	The District Liaison/HQ Liaison should ensure the following:
	Ensure each Work Element with CPG funds has identified the correct local/in-kind match amount including toll credits (23 CFR 450.308(c)). Use the CPG Local Match Calculator to verify contractually agreed upon local match amounts for Work Elements and new FY awarded Caltrans Transportation Planning Grant.
	Ensure each Work Element number, title, and funding table amounts are consistent with the Budget Revenue Summary.
	Ensure there are separate and distinct columns for the following fund sources: FHWA PL, FTA 5303, FTA 5304, FHWA SPR, RPA, SHA, SB 1, Local Match, and Toll Credit Match (23 CFR 420.111)
	For MPOs: Ensure the Budget Revenue Summary identifies carryover for FHWA PL and FTA 5303 by FY. To avoid losing funds, it is important for agencies to program, monitor, and spend the oldest carryover funds first.
	For RTPAs: Ensure the Budget Revenue Summary identifies carryover for RPA. To avoid losing funds, it is important for agencies to program, monitor, and spend the oldest carryover funds first.
	Review the prior year's OWP Budget Revenue Summary to see if funding amounts have changed for each Work Element containing CPG or RPA and determine if these changes are reasonable. Analyze Work Element deliverables to ensure increase/decrease is justified.

5. Additional Comments

[include any additional comments in this section]