

LASSEN COUNTY TRANSPORTATION COMMISSION



FISCAL YEAR 2025/26 DRAFT OVERALL WORK PROGRAM

For the
Continuous Regional Transportation
Planning Process

Approved by the LCTC
May 12, 2025

Amendment #1
August 11, 2025

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OVERALL WORK PROGRAM 2025/2026 FISCAL YEAR

INTRODUCTION

Lassen County lies in northeastern California situated at the north end of the Sierra Nevada Range. It is bounded by the State of Nevada to the east and by the Counties of Modoc, Shasta, Sierra and Plumas to the north, west and south, respectively. It is the eighth largest of California's 58 counties with its lower valleys generally above 4,000 feet and mountains rise to heights of 8,200 feet. The population of Lassen County in 2024 was estimated to be 28,340 down from 32,730 in the 2020 census and from its highest level of 34,895 in the 2010 census.

Lassen County is 4,690 square miles in total area. The Federal government owns more than half of Lassen County's landmass, including Lassen National Forest to the west, the Sierra Army Depot to the east, and large range and timber tracts that are administered by the Bureau of Land Management. A lesser portion of the county's land resources is State-owned. A small section of Lassen National Volcanic Park lies in the western region of the County.

The City of Susanville is the County Seat and the only incorporated city in Lassen County. Unincorporated community centers include Westwood, Clear Creek, Bieber, Johnstonville, Janesville, Standish, Litchfield, Herlong, Doyle, Milford, Leavitt Lake, Little Valley, Ravendale, Termo and Madeline.

Major highways within the County are U.S. 395 and State Routes (SR) 36, 44, and 139. In addition, State Routes 70, 147, and 299 extend across parts of the County.

ORGANIZATION

The purpose of the FY 2025/2026 Overall Work Program (OWP) for the Regional Transportation Planning Agency (RTPA), the Lassen County Transportation Commission (LCTC), is to advance short- and long-range transportation plans and projects, and to prioritize transportation planning projects when using State and Federal transportation funds. This OWP responds to Federal, State and local mandates, establishes regional goals, objectives, assesses regional transportation needs, and defines work with other agencies, organizations, and individuals on transportation planning issues.

LCTC was formed in 1971 to allocate funds created by Senate Bill 325 (1972). It is made up of three members of the Susanville City Council and three members of the Lassen County Board of Supervisors. Assembly Bill 69 gave the LCTC responsibility for adopting the Regional Transportation Plan (RTP) and AB 402 of 1977 defined elements required in the RTP. AB 620 gave the LCTC responsibility for disbursing State Transit Assistance (STA) Funds. SB 45, effective January 1, 1998, gave the LCTC the responsibility to prioritize projects eligible for State Transportation Improvement Program (STIP) funds. Over the years, the role and responsibilities of the LCTC have grown.

The LCTC coordinates its activities with the County of Lassen, City of Susanville, Susanville Indian

Rancheria, and Caltrans, as well as with other State and Federal government entities including the United States Forest Service (USFS) and the Bureau of Land Management (BLM). The USFS and BLM are consulted on a variety of transportation related issues including bike and ped trails development and management, integration of forest road systems with county and state facilities, and development of emergency evacuation facilities. As needed, the LCTC coordinates specific projects with Lassen Community College, the Historic Uptown Susanville Association, Sierra Army Depot, Lassen County Chamber of Commerce, and other organizations that are important stakeholders in the region.

In addition, citizens are encouraged to provide input to identify and solve transportation problems of community concern. Regular public meetings and/or hearings are conducted on an on-going basis. LCTC follows the public participation guidelines, as outlined by the Caltrans Public Participation Plan. LCTC has adopted a Public Outreach Plan, which incorporates collaborative public participation efforts including Native American communities, organizations, groups, and individuals by soliciting input through various policy, technical, and public forums. LCTC conducts public hearings regarding the development and adoption of the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the annual unmet transit needs hearing (pursuant to TDA Statute). Additional public hearings and workshops are held for individual planning projects. The community participation effort has been enhanced by non-traditional outreach methods, expansion of the agency website, virtual and online interface platforms, and social media in an effort to provide citizens with greater access to agency documents and activities.

The LCTC has a Social Service Transportation Advisory Council (SSTAC), which advises the LCTC on the annual unmet needs process. The appointments to the SSTAC occur as required by the Transportation Development Act.

Historically, the same members of the LCTC also comprise the Lassen Transit Service Agency (LTSA). The LTSA is responsible for overseeing the operation of the Lassen Rural Bus (LRB) public transit system.

The following organization chart outlines the members of the LCTC, LTSA, support staff and advisory committee (page 5).

Core Planning Functions

Federal planning agencies are reminded that their OWP must identify the Core Planning Functions and what work will be done during the program year to advance those functions.

The Core Functions typically include:

- Overall Work Program
- Public Participation and Education
- Regional Transportation Plan
- Federal Transportation Improvement Program
- Congestion Management Process (required for TMAs)
- Annual Listing of Projects

The Moving Ahead for Progress in the 21st Century (MAP-21) legislation provided regional transportation planning program funding for the integration of transportation planning processes (i.e. rail, airports, seaports, intermodal facilities, public highways and transit, bicycle and pedestrian, etc.) into a unified transportation planning process, culminating in the preparation of a multimodal transportation plan for the region. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) request that all Regional Transportation Planning Agencies (RTPA) review the OWP development process to ensure all activities and products mandated by the metropolitan transportation planning regulations in 23 CFR 450 are a priority for FHWA and FTA combined planning grant funding available to the region. The RTPA OWP work elements and subsequent work tasks must be developed in sufficient detail (i.e. activity description, products, schedule, cost, etc.) to clearly explain the purpose and results of the work to be accomplished, including how they support the Federal transportation planning process (see 23 CFR 420.111 for documentation requirements for FHWA Planning funds).

The Fixing America's Surface Transportation Act (FAST Act) identified the following planning principals that were also considered in developing this OWP.

- 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, 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 storm water impacts on surface transportation; and
- 10) Enhance travel and tourism.

Map-21/FAST Act Planning Factors										
	Work Elements									
	100	601*	602	603	604	605	606	607	608	707
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency		X	X	X		X		X	X	
Increase the safety of the transportation system for motorized and non-motorized users		X	X			X			X	X
Increase the security of the transportation system for motorized and non-motorized users		X	X						X	
Increase accessibility and mobility of people and freight		X						X	X	X
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns		X		X		X	X	X	X	X
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight		X		X				X		
Promote efficient system management and operation	X	X			X	X	X	X	X	
Emphasize the preservation of the existing transportation system		X	X			X	X			X
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts on surface transportation			X				X	X		
Enhance travel and tourism		X	X	X		X		X	X	X

Again, LCTC recognizes that although not mandated for non-Federal transportation planning agencies, and to an extent exceed our resources, these core functions are best practices we will strive to achieve.

*Work Element 601 is split into three sub-work elements. Each of these work elements promotes similar Fast Act Planning Factors

Performance Management

Since MAP-21 was passed in 2012, Caltrans and most of California's RTPA's have developed performance measures that inform their Regional Transportation Plans (RTPs) and Federal Transportation Improvement Programs (FTIPs). The objective of the performance- and outcome-based program is for States, MPO's and RTPA's to invest resources in projects that collectively will make progress toward the achievement of the national goals. MAP-21 requires the DOT, in consultation with States, RTPA's, and other stakeholders, to establish performance measures in the areas listed below.

- Safety - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- Infrastructure Condition - To maintain the highway infrastructure asset system in a state of good repair.
- Congestion Reduction - To achieve a significant reduction in congestion on the National Highway System.
- System Reliability - To improve the efficiency of the surface transportation system.
- Freight Movement and Economic Vitality - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- Environmental Sustainability - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- Reduced Project Delivery Delays - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

State of Good Repair

RTPA's are required to evaluate their transportation system to assess the capital investment needed to maintain a State of Good Repair for the region's transportation facilities and equipment. RTPA's shall coordinate with the transit providers in their region to incorporate the Transit Asset Management Plans (TAM's) prepared by the transit providers into the RTP. Analysis of State of Good Repair needs and investments shall be part of any RTP update and must be included in the Overall Work Program task for developing the Regional Transportation Plan. RTPA's are expected to regularly coordinate with transit operators to evaluate current information on the state of transit assets; to understand the transit operators transit asset management plans; and to ensure that the transit operators are continually providing transit asset information to support the RTPA planning process.

OVERALL WORK PROGRAM (OWP)

The OWP is the primary management tool for the LCTC identifying the activities and a schedule of work for regional transportation planning in Lassen County.

In general, the OWP consists of three types of activities: State-mandated regional transportation planning programs undertaken concurrently throughout the State by the designated Regional Transportation Planning Agencies, discretionary transportation planning programs that are specific to the Lassen County region and are oriented to solving problems unique to this planning region, and

administration to support mandated and discretionary transportation planning programs.

LCTC is responsible for on-going administration and regional transportation planning for Lassen County. Transportation goals and objectives are considered during the planning and programming processes. Each federal reauthorization specifies planning factors to guide continuing, cooperative and comprehensive transportation planning as on-going activities rather than a single completed action. Typically, federal agencies encourage planning organizations to focus work activities on broad planning objectives as relevant to their respective regions and local communities. State and local interests align with those objectives by providing common ground for shared approaches. It is noted that LCTC receives State Regional Planning Assistance funds (no federal funds) and uses the federal planning factors to develop planning goals consistent with our rural needs.

The LCTC will amend the 2025/2026 work elements as necessary. The primary work efforts are targeted toward transportation systems management and transit system improvements. Major concerns of the LCTC are reflected in the elements and levels of funding in the OWP. The elements identify the overall degree of effort that will be expended to accomplish specific activities with the funds available.

LCTC participates in area task force meetings and is a member of the North State Super Region, the Rural Counties Task Force, and the Regional Transportation Planning Agency working group. The chief regional transportation concerns are to preserve, rehabilitate and improve safety on existing transportation facilities, and to coordinate project sequences and transportation services to maximize efficiency and effectiveness of all available funding.

The LCTC 2025/2026 OWP takes into consideration the Goals and Recommendations of the California Transportation Plan 2050, which are as follows.

1. Provide a safe and secure transportation system
2. Achieve statewide GHG emissions reduction targets and increase resilience to climate change
3. Eliminate transportation burdens for low-income communities, communities of color, people with disabilities, and other disadvantaged groups
4. Improve multimodal mobility and access to destinations for all users
5. Enable vibrant, healthy communities
6. Support a vibrant, resilient economy
7. Enhance environmental health and reduce negative transportation impacts
8. Maintain a high-quality, resilient transportation system

FY 2025/26 LCTC ORGANIZATIONAL CHART

Social Services Transportation Advisory Council

Potential Users 60 Years of Age or Older

Potential Users Who are Disabled

Social Service Provider for Seniors
Caleb Schortz, GM Lassen Rural Bus

Charlotte Roberts, Patient Advocate

Social Service Provider for Disabled
Michael Harding Transportation
Planner, FNRC

Local Social Service Provider for Seniors
Deborah Van Brunt

, Lassen SeniorServices

Social Service Provider for Persons of
Limited Means
Barbara Longo, Social Services

Russ Burriel, Susanville Indian
Rancheria

Jasleen Mutti, Lassen Transit
Services Agency

Lassen County Transportation Commission (LCTC)

Aaron Albaugh (County Supervisor), **Tom Neely** (County Supervisor),
Jason Ingram (County Supervisor), **Russ Brown** (City Council), **Mendy
Schuster** (City Council), **Dawn Miller** (City Council)

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Technical Advisory Committee

Caltrans
Skip Clark
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Michael Oguro
Kimi Taguchi
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City of Susanville
Dan Newton
Bob Godman

County of Lassen
Peter Heimbigner
Cynthia Raischein

Susanville Indian Rancheria
Russ Burriel
Josephine Carman
Arian Hart

Lassen Transit Service Agency
Cynthia Raischein

Fiscal Year 2025/2026 Working Budget

WORK ELEMENT NUMBER													
Work Element Name	100	601			602	603	604	605	606	607	608	707	Total
	Administration & Coordination	Regional Transportation Planning			Regional Transportation Programming	Community Engagement & Outreach	Transportation Development Act	SB 125	Lassen GIS Plan	EV Charging Plan	Bizz Johnson	Wildlife O/C	
		A. General Planning	B. Active Transportation Planing	C. Transit Planning									
Expenditures													
Professional Services - Consultant Executive Secretary and Staff	\$ 15,000.00	\$ 171,000.00	\$ 10,000.00	\$ 29,000.00	\$ 69,000.00	\$ 46,000.00	\$ 60,000.00	\$ 10,000.00	\$ 3,294.53	\$ 4,800.00	\$ 3,250.00	\$ 88,000.00	\$ 509,344.53
Prof Svcs -- Sustainable Communities Grant Staff Reserves										\$ 4,800.00	\$ 3,250.00		\$ 8,050.00
Prof Svcs -- Staff Reserves													
Prof Svcs - Legal Consult	\$ 10,000.00												\$ 10,000.00
Prof Svcs - Indep Audits							\$ 50,000.00						\$ 50,000.00
Prof Svcs - GIS Consultant									\$ 11,331.75				\$ 11,331.75
Prof Svcs - Wildlife Consultant												\$ 1,700,000.00	\$ 1,700,000.00
Prof Svcs - Bizz Johnson Consult											\$ 123,500.00		\$ 123,500.00
Prof Svcs - EV Charging Consultant										\$ 183,400.00			\$ 183,400.00
Prof Svcs - Scenic Byway		\$ 25,000.00											\$ 25,000.00
Memberships		\$ 4,000.00											\$ 4,000.00
Insurance	\$ 5,000.00												\$ 5,000.00
Training / Conferences	\$ 900.00				\$ 1,500.00								\$ 2,400.00
Total Expenditures	\$ 30,900.00	\$ 200,000.00	\$ 10,000.00	\$ 29,000.00	\$ 70,500.00	\$ 46,000.00	\$ 110,000.00	\$ 10,000.00	\$ 14,626.28	\$ 193,000.00	\$ 130,000.00	\$ 1,788,000.00	\$ 2,632,026.28
Revenues													
Rural Planning Assistance (FY 25/26 RPA)		\$ 160,000.00	\$ 10,000.00	\$ 29,000.00	\$ 70,500.00	\$ 46,000.00							\$ 315,500.00
Local Transportation Fund (LTF)	\$ 30,900.00						\$ 110,000.00						\$ 140,900.00
PPM Funds		\$ 40,000.00											\$ 40,000.00
RMRA Sustainable Communities Grant: Bizz Johnson Trail											\$ 115,089.00		\$ 115,089.00
RMRA Sustainable Communities Grant Match (LTF): Bizz Johnson Trail											\$ 14,911.00		\$ 14,911.00
RMRA Sustainable Communities Tech Grant: EV Charging Plan										\$ 170,863.00			\$ 170,863.00
RMRA Sustainable Communities Tech Grant (LTF): EV Charging Plan Match										\$ 22,137.00			\$ 22,137.00
FY 23-24 FTA 5304 Grant									\$ 12,948.40				\$ 12,948.40
GIS Local Match - from Lassen Co									\$ 1,677.88				\$ 1,677.88
SB 125								\$ 10,000.00					\$ 10,000.00
Wildlife Crossing												\$ 1,788,000.00	\$ 1,788,000.00
Total Revenues	\$ 30,900.00	\$ 200,000.00	\$ 10,000.00	\$ 29,000.00	\$ 70,500.00	\$ 46,000.00	\$ 110,000.00	\$ 10,000.00	\$ 14,626.28	\$ 193,000.00	\$ 130,000.00	\$ 1,788,000.00	\$ 2,632,026.28

* Local Transportation Fund (LTF FY 24/25 LTF Carryover) \$29,950.91 used for grant match

WORK ELEMENTS

Fiscal Year 2025/26 Work Elements are shown on the following pages.

Work Element 100 Administration and Implementation of the Overall Work Program

The purpose of this work element is to prepare and provide oversight to an annual work program and corresponding budget in accordance with state and federal requirements. The Overall Work Program describes the transportation planning activities that the LCTC will perform during the ensuing fiscal year as integral elements of regional transportation planning and programs. The budget is an estimate of the expenditures necessary to support the work program and the funding sources assigned to each element. The work program is a requirement of state and federal statutes and regulations in order for the work elements to be eligible for state and federal transportation planning funds. The document is assembled in coordination with Caltrans.

Purposes

1. To provide for efficient and effective administration and implementation of programs, projects and funds.
2. To provide clerical and administrative support to the LCTC and its advisory groups.
3. To manage day-to-day operations and ensure compliance with applicable laws, rules and regulations.
4. To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and Federal requirements.
5. To coordinate regional transportation planning through consultation and collaboration with the City of Susanville, the Susanville Indian Rancheria, and other agencies.

Tasks

1. Prepare OWP, amendments, invoices, and reports for 2025/2026.
2. Prepare LCTC agendas, legal notices (including publication costs) and staff reports.
3. Draft correspondence, resolutions and reports to communicate LCTC policies and positions.
4. Attend transportation planning workshops, meetings, conferences, and trainings focused on the development or implementation of the OWP and its work elements.
5. Prepare annual budget and monitor approved budget; prepare financial and management reports for the LCTC.
6. Select Commission staff and administrative support for continued LCTC operations.

Previous Work Activities - FY 2024/25

1. Prepared agendas for LCTC Commission meetings (8/24, 11/24, 1/25, 2/25 Special Meeting, 3/25, 5/25, 6/25)
2. Fiscal Year 2023/24 Year end close-out (10/24)
3. Fiscal Year 2024/25 Overall Work Program Quarterly Reports (7/24, 10/24, 1/25, 4/25)
4. Fiscal Year 2024/25 Overall Work Program Amendment (11/24)
5. Fiscal Year 2025/26 Overall Work Program (2/25, 5/25)
6. Executed staffing services agreements for Commission staff and administrative support through June 30, 2028 (1/25)

Products (Target due date are in parentheses)

1. Agendas, minutes, and notices to Transportation Commission. (Regularly/As required)
2. 25/26 OWP Quarterly invoices, reports and related documents. (10-25, 1-26, 4-26, 7-26)
3. Amendments to the FY 2025/26 OWP (Mid-year review, as needed)
4. Draft Overall Work Program, FY 26/27. (March 1, 2026)
5. Final Overall Work Program, FY 26/27. (June 31, 2026)
6. Independent audits (December 31, 2025)
7. Fiscal Audits for RTPA and Transit Operator to State Controller (December 31, 2025)

WORK ELEMENT BUDGET			
Revenues		Expenditures	
Local Transportation Fund	\$30,900	LCTC Staff	\$15,000
Rural Planning Assistance*		Professional Services – Legal	\$10,000
Planning Programming Monitoring	\$1,600	Insurance	\$5,000
		Training/Conferences	\$500
		Lassen County Overhead	\$2,000
Total: \$32,500		Total:	\$32,500

*Caltrans would also like to note that LCTC is welcome to use RPA funds to supplement WE 100 since the development of the OWP is a core planning function for which RPA funds should be used. LCTC will contemplate doing this in future OWP's.

Work Element 601 Regional Transportation Planning - Overview

Purpose

To implement the RTP adopted in 2023 directed at achieving a coordinated and balanced regional transportation system, including but not limited to, non-motorized transportation, public transportation, highway, goods movement and services, incorporating, as appropriate, the transportation plans of the county, special districts, private organization, Native American tribal governments, state and federal agencies. The RTP is the core document that outlines the County's transportation planning goals and the projects that will meet these goals.

Discussion

The RTP represents a 20-year planning horizon and is prepared in compliance with state and federal regulations governing regional transportation planning. Regional trends such as population growth, demographics, housing characteristics, and all modes of transportation are discussed and considered as part of the RTP. It must be updated every 5 (five) years and contains a discussion of regional transportation issues, problems, and possible solutions accompanied by respective goals, objectives, and policies.

Development and update of the RTP is a process that builds on the previous document and takes into consideration recent efforts and completed projects. Important to the LCTC RTP is the public vetting process. Through a combination of community meetings, direct outreach and on-line surveys, LCTC will review transportation issues, the current project list and discuss new projects currently proposed with the public and stakeholders such as Tribal entities, natural resource agencies and adjacent RTPAs. The draft list of priority projects from the outreach process will be introduced to the LCTC in an open public workshop to discuss and make recommendations for the draft RTP.

The maintenance of the RTP requires periodic assessment of the status of proposed transportation projects in the region, as well as continuous monitoring of statewide, and sometime federal, transportation initiatives. In addition, supporting documents, such as the Transit Development Plan, and the Active Transportation Plan, should be revised and incorporated into the RTP to provide for conformity in regional transportation planning.

Previous Work

The LCTC supports the maintenance of data, such as Pavement Management Systems, traffic counts, transit data, and other programs to assist in the development of performance measures and the next RTP.

During FY 24/25 completed updates to critical regional documents. These include:

- Lassen County 2024 Regional Transportation Improvement Program (WE 602)

All of these planning documents are incorporated by reference into the 2023 RTP update. And will help guide planning efforts in the region over the next fiscal year.

Monitoring and Updating the RTP

Recognizing the work accomplished in FY 25/26 to the Regional Transportation Plan and associated planning documents and anticipating follow-up activities related to the above referenced planning efforts, and with the RTP having been updated, this OWP and Budget will have three sub-elements within WE 601. They include:

- 601A General/Regional Planning
- 601B Active Transportation Planning
- 601C Transit Planning

Work Element 601A Regional/General Transportation Planning

The RTP is the core document that outlines the County's transportation planning goals and the projects that will meet these goals.

The LCTC adopted the Regional Transportation plan in 2023 along with a Negative Declaration. For FY 25/26 will continue the updating and maintenance of the RTP and its foundational documents.

In addition, LCTC staff will continue its on-going regional transportation planning efforts on behalf of its member agencies, working with both state and federal transportation entities. In addition, activities associated with the US 395 Coalition (formerly in Work Element 703) will be included in this work element go forward. This would include:

- Organizing, supporting and attending monthly Coalition meetings
- Working with Coalition stakeholders to identify and advance projects (road, safety, mobility) for the corridor.
- Coordinating/integrating Coalition efforts with regional transportation priorities (wildlife crossings, transit, economic, etc.)

In addition, LCTC will work with its regional partners to identify and fund projects with both regional and local significance. These activities will include:

- Specific projects
- Planning and engineering needs to develop a fundable projects
- Procure funding from both state and federal sources

Purposes

1. To determine policies, safety needs, deficiencies and improvement programs for streets, roads and highways in the region, coordinating with local partners and Caltrans.
2. To assure the coordination of all modes of transportation within the planning process of Lassen County is accomplished.
3. To perform regional planning activities necessary to ensure safety and security in the transportation planning process.

Tasks

1. Engage various stakeholders (LCTC, City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, and the public) in public meetings specifically focused on identifying and aligning on-going mobility/transportation needs of the community with the direction of the RTP, and the implementation of current regional and local transportation/mobility projects/initiatives.
2. Monitor and amend the RTP to reflect changing regional mobility needs, impacts of Senate Bill 1 on transportation funding, implementation of the US 395 coalition building effort, and other regional developments.
3. Coordinate with Caltrans on information meetings that discuss impacts of State Route Development/System Management Plans (i.e., Susanville Relief Route, US 395)
4. Participate, review, and comment on Transportation Concept Reports (TCRs), submitted by Caltrans (RPA).

5. Coordinate meetings, programs, and activities between County, City, Tribal Governments, and State and Federal agencies to achieve comprehensive planning (RPA).
6. Participate in, and pay annual membership to, the Rural Counties Task Force (RCTF). Provide input on RCTF initiatives as they relate to rural transportation issues, and report back to the Commission and Technical Advisory Committee (TAC) on on-going discussions and outcomes. **Note: Though at times the RCTF discusses lobbying on certain issues. Staff participation in these organizations does not include lobbying or political advocacy.**
7. Participate in, and pay annual membership to, the North State Super Region (NSSR). Provide input on NSSR initiatives as they relate to rural transportation issues, and report back to the Commission and TAC on on-going discussions and outcomes. **Note: Though at times the RCTF discusses lobbying on certain issues. Staff participation in these organizations does not include lobbying or political advocacy.**
8. Identify and enroll in training and conferences for staff or Commissioners providing general or in-depth information on regional transportation planning, traffic mitigation, traffic safety, transit or multi-modal transportation.
9. Update capital improvement needs and monitor roadway rehabilitation needs to preserve existing infrastructure and facilities.
10. Conduct a comprehensive, cooperative and ongoing regional planning process.
11. Conduct corridor studies – General.
12. Develop joint work program with transit operator.
13. Develop partnerships with local agencies to facilitate coordination of planning efforts.
14. Ensure that the projects developed are compatible with statewide and interregional transportation.
15. Assist local jurisdictions with research and preparation of transportation related grant applications which further the goals of the Lassen RTP.
16. Continue work with the US 395 Coalition as described in work element narrative.
17. Continue to engage the executive committee of the Volcanic Legacy Scenic Byway All American Road in an effort to provide an assessment of the corridor to record its status (related to the numerous fires that have happened). The assessment will include an evaluation of the impacts of wildfires, vegetation growth, etc. on the assets of the Byway such as directional signage and informational/interpretive signage that can impact the user experience. For FY 25/26 the LCTC will contract with a suitable individual(s) to do additional assessment of the route, and develop an action plan to restore the user experience as described in the 2018 Corridor Management Plan.

Previous Work Activities - FY 2024/25

1. Participated in Caltrans and Caltrans District 2 meetings (regularly)
2. Participated in California Transportation Commission meetings and workshops (bi-monthly)
3. Participated in statewide Regional Transportation Planning Agency meetings (bi-monthly)
4. Attended Lassen County Board of Supervisors meetings as a partner agency for agenda items relevant to LCTC
5. Participated in RCTF Meetings (bi-monthly/as scheduled)
6. Participated in Lassen Transit Services Agency Meetings (Prior to all LCTC meetings)
7. Participated in NSSR Meetings and working group meetings (bi-monthly/as scheduled)
8. Conducted mobility workshop with local, state and tribal stakeholders (4/25)
9. Conducted a visual assessment (by contractor) of the Volcanic Scenic Byway All American Road.

Products (Target due dates are in parentheses)

1. Report on participation, including advocacy for LCTC positions, in periodic/monthly Rural Counties Task Force meetings as scheduled by the chair of the RCTF. (Monthly, or as scheduled)
2. Supporting and attending monthly meetings associated with the US 395 Coalition (as needed)
3. Coordinating potential projects resulting from US 395 Coalition advocacy with regional transportation priorities.
4. Develop mobility projects of regional and local significance for funding (6-26)
5. Report on participation, including advocacy for LCTC positions, in periodic North State Super Region meetings as scheduled by the chair of the NSSR. (Quarterly, or as scheduled)
6. Properly monitored, current, and effective Regional Transportation Plan. (Quarterly reviews and updates 9-25, 12-25, 3-26, 6-26 or as needed)
7. Updated inventory catalog for trails in County as new trails are added. (2-26, as needed)

WORK ELEMENT BUDGET			
Revenues		Expenditures	
Rural Planning Assistance*	\$150,000	LCTC Staff	\$171,000
Planning Programming Monitoring	\$40,000	Professional Services – Scenic Byway	\$25,000
		Memberships – NSSR – RCTF	\$4,000
Total: \$200,000		Total: \$200,000	

Work Element 601B Regional Transportation Planning – Active Transportation Planning

Active transportation is a growing area of interest. California passed legislation creating the Active Transportation Program (ATP) through Senate Bill 99 to increase use of active modes of transportation, such as bicycling and walking trips, improve safety and mobility for non-motorized users; in turn, reducing greenhouse gases and enhancing public health.

Purposes

1. Review Goals and Policies set forth in the Regional Transportation Plan (RTP), including long-range (20 year) transportation projects and make sure that revised ATP projects, and any additions or deletions to the list are accurately identified in the RTP.
2. Engage various stakeholders (LCTC, City of Susanville, Lassen County, Susanville Indian Rancheria, Caltrans, transit providers, and the public) in public engagements specifically focused on identifying and aligning on-going mobility/transportation needs of the community as they relate to active transportation planning with the direction of the RTP, and the implementation of current regional and local transportation/mobility projects/initiatives.
3. To coordinate among public, private, Tribal and social service transportation providers to improve connectivity, enhance passenger safety, operating efficiency and regional mobility as it relates to stakeholders who employ ATP transportation options.
4. To assist all stakeholders in pedestrian and bicycle planning studies, grant application preparation, leading to the planning or construction of new ATP facilities or maintaining existing facilities.

Tasks

1. Meet periodically with county trail coordinator, city and federal staff responsible for trail and multi-modal transportation to discuss and plan trail development in Lassen County. Engage regional trail and non-motorized transportation advocates to help shape trails, bike/ped and other non-motorized transportation in the region. Provide for one annual update to the county Trail Maintenance Plan as required.
2. Amend the RTP to update the trails and bikeways component as identified in the ATP.
3. Implement recommendations and prioritize projects identified in the Active Transportation Plan.
4. Provide support to local jurisdictions for preparation of Active Transportation Program Grant Applications.

Previous Work Activities - FY 2024/25

1. Engaged ATP advocacy community and assisted in the development of a Caltrans Planning Grant to develop a portion of the Bizz Johnson Trail (1/25)
2. Amended Active Transportation Plan (5/25)

Products (Target due dates are in parentheses)

1. Engage stakeholders (for example, city, county, multi-modal advocates) on the implementation of the ATP in coordination with City and County staff and other relevant groups. Assist with Active Transportation Program grants. (Quarterly, As needed)
2. Updated inventory catalog for trails in County as new trails are added. (2-26)

WORK ELEMENT BUDGET			
Revenues		Expenditures	
Rural Planning Assistance*	\$10,000	LCTC Staff	\$10,000
Total: \$10,000		Total: \$10,000	

Work Element 601C Regional Transportation Planning – Transit Planning (RTP)

Purposes

1. To assure the coordination of all modes of transportation within the planning process of Lassen County is accomplished.
2. Improve mobility and access using available mass transportation resources.
3. To coordinate among public, private, Tribal and social service transportation providers to improve connectivity, enhance passenger safety, operating efficiency and regional mobility.
4. To provide an efficient transit system responsive to the needs of County residents.
5. To coordinate the activities and initiatives resulting from the implementation of the 2023 Senate Bill 125 the formula-based Transit and Intercity Rail Capital Program & Zero Emission Transit Capital Program (WE 605).

Tasks

1. Monitor and coordinate the operations of the Lassen Rural Bus (LRB) public transit system to ensure goals are consistent with the RTP.
2. Provide the transit operator with planning related assistance as needed.

Previous Work Activities - FY 2024/25

1. Held unmet needs meetings with SSTAC (1/25, 4/25)
2. Assisted transit staff with FTA 5311 grant applications for bus purchases (4/25)

Products (Target due dates are in parentheses)

1. Periodic updates to the LCTC on transit planning and coordination (12-25 6-26)

WORK ELEMENT BUDGET			
Revenues		Expenditures	
Rural Planning Assistance*	\$29,000	LCTC Staff	\$29,000
Total: \$29,000		Total: \$29,000	

Work Element 602 Programming

Purpose

Recurring tasks and activities including monitoring and implementation of provisions of the Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP) and the RTP. In addition, FY 25/26 will include the preparation of the 2026 RTIP for inclusion in the 2026 STIP.

Objective

To identify and develop projects for the region's transportation programming needs that are consistent with the Regional Transportation Plan for future allocations.

Discussion

Financial planning and programming the RTIP and STIP for local road construction and multi-modal transportation projects involves coordination with state, federal, local agencies and local tribal representatives. This process also includes developing and preparing various project study reports, allocation requests, amendments, and monitoring implementation. One such coordination effort involves the FHWA Central Federal Lands (CFL) division, as well as the USFS and BLM.

Activities

1. Prepare the 2026 RTIP, consistent with the 2023 RTP and 2024 RTIP, including amendments to ensure that projects are delivered in a timely manner.
2. Planning and Programming the Regional Transportation Improvement Program.
3. Planning and Programming the Low Carbon Transit Operations Program (LCTOP).
4. Planning and Programming LCTC-proposed STIP projects, including Planning, Programming, and Monitoring (PPM).
5. Prepare appropriate paperwork to request and receive PPM funds from the CTC.
6. Planning and Programming Proposition 1B Funds.

Previous Work

LCTC prepared the 2024 RTIP and programmed and monitored State and Federal funds including Regional Surface Transportation Program exchange, LCTOP, and Proposition 1B funds. In addition, LCTC staff assisted both City and County staff to respond to requests from Caltrans and the CTC for information about specific projects, or to request funding changes as required.

Tasks

1. Support the development of Project Study Reports, STIP Amendments, and monitor timely use of funds.
2. Plan, program and monitor the RTIP consistent with RTP.
3. Conduct interagency and public outreach during the development of the RTIP.
4. Provide information to local partners about STIP estimates and programming policies; prepare

- and solicit input on RTIPs
5. Participate during CTC, Caltrans HQ and D2, RCTF, and RTPA group meetings /workshops regarding RTIP / STIP implementation
 6. Coordinate with CTC staff to process STIP amendments and assess funding options; support agency projects and address project issues.
 7. Prepare STIP amendments and allocation requests. (As needed)
 8. Coordinate, consult, and collaborate with the Susanville Indian Rancheria. (On-going, as needed)

Previous Work Activities - FY 2024/25

1. Implemented 2024 Regional Transportation Plan (as needed)
2. Prepared requests and invoices to receive FY 24/25 PPM funds

Products (Target due dates are in parentheses)

1. RTIP/STIP amendments, allocation requests, time extensions (As needed)
2. Confirm consistency between the RTP and regional projects programmed with various State and Federal Funds (On-going)
3. Review the draft and final Fund Estimate (June/July/Aug 2025)
4. With agencies establish funding targets for the region; review programming documents for consistency with STIP Guidelines (Aug/Sept 2025)
5. Develop and submit the Lassen County Draft 2026 RTIP. (Sept/Oct 2025)
6. Final 2026 RTIP adoption. (Dec 2025)
7. Respond to CTC/Caltrans comments (Jan/Feb/March 2026)

WORK ELEMENT BUDGET			
Revenues		Expenditures	
Rural Planning Assistance*	\$70,500	LCTC Staff	\$69,000
		Training/Conferences	\$1,500
Total: \$70,500		Total: \$70,500	

Work Element 603 Community Engagement, Outreach and Interagency Coordination

Purpose

To support LCTC's project delivery, planning, and consensus-building programs by providing information on transportation and related issues and by seeking input on these issues from interested parties.

On December 11, 2024 the LCTC reviewed and re-adopted their Title VI & Public Participation Plan. The PPP states in part:

LCTC strives to promote inclusive public participation in all of its efforts. The agency believes firmly that consistent communication with Lassen County residents, businesses, and visitors is key to the success of LCTC's planning and project development efforts. To that end, LCTC has developed three goals for public participation:

1. Increase awareness of transportation projects in Lassen County and the public's involvement in planning and implementation.
2. Foster greater partnerships with local public agencies, social service organizations, and other community groups throughout Lassen County.
3. Engage minority, low-income, and limited-English-proficiency populations to improve communication with traditionally underserved groups.

It described the Commissions reliance on traditional outreach measures but did include a desire to utilize modern electronic means of communication, as well as social media, and other web-based platforms. It also described providing the public with Commission planning documents as well as up to date information, and opportunities to engage the public, through its web platform.

With the loosening/lifting of COVID-19 restrictions this OWP will reflect a more traditional perspective on stakeholder engagement. However lessons learned during COVID-19, and the use of digital methods of communications (Zoom and other social media) greatly expanded the reach and efficiency of providing outreach and will be implemented by staff in FY 25/26 and beyond. The structure of this Work Element, LCTC staff will adapt our stated goals for outreach, communications, and interagency coordination to the circumstances as they exist during this next FY.

The LCTC, has conducted community meetings, issued informational (media) releases, created a website to be compliant with amendments to the Brown Act effective January 1, 2019, and undertaken other outreach activities as required to capture public input on the RTIP and regional transportation issues as they relate to LCTC activities. These efforts are provided:

1. To encourage involvement and feedback during the continuous regional planning process, and to ensure compliance with State and federal requirements; and
2. To coordinate regional transportation planning through consultation and collaboration in these ways:
 - a. Integrate local land use and regional transportation planning.
 - b. Promote cooperation among regional, State and Federal agencies to enhance

- transportation planning; consult and coordinate with Caltrans, neighboring jurisdictions, and agencies to undertake transportation planning studies (e.g. corridor studies, project study reports, special studies, coordinated research, etc.).
 - c. Coordinate and consult with regional goods movement and freight providers.
 - d. Coordinate and consult with regional bicycle groups and promote walk-able communities.
 - e. Review local agency goods movement and freight planning policies.
 - f. Work with partners to enhance movements of people, goods, services and information.
 - g. Coordinate local transportation services with regional and interregional providers to improve connections, interregional mobility and access to basic life activities.
 - h. Consult with and consider interests of community, Native Americans (individuals), in general and the Susanville Indian Rancheria (sovereign nation) in particular, and any and all under-represented groups.
3. Support the outreach and engagement efforts of the LCTC related to the Annual Transit Unmet Needs Process.

Tasks

1. Administer public notification in accordance with the Brown Act.
2. Proactively solicit input from the public, local government, Tribes, advisory groups and organizations as they may assist the LCTC administer the RTP.
3. Monitor local government and agency meeting agenda, such as City Council, County Board of Supervisors, social service agencies, Tribal Councils; attend meetings for topics related to regional transportation and multimodal issues.
4. Regularly consult and coordinate and communicate with Tribal councils, disadvantaged and ethnic communities, and organizations to maintain good working relationships.
5. Conduct outreach to community bicycle groups to promote and foster partnerships. Work with public health departments to support walk-able communities as it relates to developing workable non-motorized mobility plans.
6. Participate in local economic development meetings to help integrate transportation and community goals for land use, economic vitality, social welfare and environmental preservation.
7. Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, programs and action to plan the regional transportation infrastructure.
8. Provide information and documents about regional transportation issues to interested parties and organizations.
9. Draft newspaper articles, fact sheets, press releases, display ads and other informational materials related to project planning, workshops, program development, preparation of RTIP
10. Join and participate in regional coordinating entities like the North State Super Region (NSSR), and other appropriate transportation planning groups and associations as needed.
11. Government-to-Government Outreach to include the Susanville Indian Rancheria, City of Susanville, etc. (Through monthly TAC meetings and specific focused meetings)
12. Community Meetings. (9-25, 1-26, 5-26, and/or as needed)
13. Prepare press releases, public service announcements, public notices, and public meeting/hearing flyers. (As needed)
14. Maintain website. (Monthly to advertise LCTC meetings, workshops, and other community engagement)

15. Provide regular updates to local media and social media on transportation issues, developments in specific projects, and as required to engage stakeholders.
16. Update the 2023 Public Participation Plan to respond to current circumstances. (As needed)

Previous Work Activities - FY 2024/25

1. Organized and attended LCTC Technical Advisory Committee (8/24, 10/24, 1/25, 2/25, 3/25, 5/25, 6/25)
2. Developed outreach materials for LCTC projects and planning efforts (on-going)
3. Developed public notices for the adoption of the 2023 Regional Transportation Plan and the Transit Unmet Needs process (11/24, 4/25)
4. Updated website (monthly)
5. Revised Title VI and Public Participation Plan (1/26)

Products (Target due dates are in parentheses)

1. Inter-agency outreach, to include the Susanville Indian Rancheria, City of Susanville, etc. (Through the TAC 8-25, 10-25, 11-25, 12-25 1-26, 3-26, 5-26, 6-26 and ad hoc meetings)
2. Materials for public hearings, workshops and meetings, including surveys and fact sheets for community meetings. (9-25, 1-26, 5-26, and/or as needed)
3. Press/Media Releases, public service announcements, public notices, and public meeting/hearing flyers. (As needed)
4. Community and focused meetings to support the Transit Unmet Needs process, and the Transit Development Plan and a Coordinated Public Transit Human Services Transportation Plan (as needed but completed in 6-26)
5. Maintain website.
6. Update Public Participation Plan as required.
7. Social media information items – (8-25, 10-25, 12-25, 2-26, 4-26, 6-26)

WORK ELEMENT BUDGET			
Revenues		Expenditures	
Rural Planning Assistance	\$46,000	LCTC Staff	\$46,000
Total: \$46,000		Total: \$46,000	

Work Element 604 Transportation Development Act

Purpose

To effectively administer the provisions of the Transportation Development Act (TDA), including receiving, reviewing, and approving claims for Local Transportation Funds and State Transit Assistance Funds for Lassen County.

To provide staff support to the Social Services Transportation Advisory Council (SSTAC).

Previous Work

Each year LCTC is responsible for administering TDA funds. These funds operate public transit, construct bicycle and pedestrian facilities, and may be used for streets and roads purposes only after all unmet transit needs that are reasonable to meet have been addressed. Under TDA statute, LCTC is responsible for preparing preliminary and final estimates of Local Transportation and State Transit Assistance Fund apportionments, conducting fiscal and performance audits, and transit coordination. LCTC has appointed members to a Social Services Transportation Advisory Council (SSTAC) in accordance with Transportation Development Act Statute 99238.

Tasks

1. Provide for the management of the Local Transportation Fund (LTF) and the State Transit Assistance (STA) Fund. (On-going)
2. Ensure that fiscal and compliance audits are performed in accordance with law and assist in the resolution of audit findings. (December 31, 2025)
3. Conduct the Unmet Transit Needs process, if warranted, or conduct in-lieu Citizen Participation Process Public Hearing. (Spring, 2026)
4. Prepare the Unmet Transit Needs Analysis and Findings, if warranted. (Spring 2026)
5. Prepare draft and final apportionments for FY 2024/2025 Transportation Development Act Funds. (February and June 2026)
6. Assist claimants with preparation of claims and local program administration. (On-going)
7. Provide instructions to the Lassen County Auditor for allocations to the jurisdictions. (June 2026)
8. Provide staff support to the LCTC SSTAC. (On-going)
9. Participate in meetings/workshops such as: Lassen County Transportation Commission; Social Services Technical Advisory Council; Caltrans, Regional Transportation Planning Agency working group, California Transportation Commission, CalACT (planning related activities), and the Rural Transit Assistance Program.

Previous Work Activities - FY 2024/25

1. Prepared Preliminary and final LTF and STA apportionments for FY 2024/25 (3/25, 6/25)
2. Prepared unmet transit needs report for LCTC (5/25)
3. Prepared allocation instructions for Lassen County Auditor and provided claim notification to the jurisdictions (6/25)

Products (Target due dates are in parentheses)

1. Preliminary and Final LTF and STA apportionments for Fiscal Year 2025/2026. (February and June 2026)
2. Unmet Transit Needs Analysis and Findings, if warranted, or conduct in-lieu Citizen Participation Process Public Hearing. (April-May 2026)
3. Allocation instructions to the County Auditor for LTF and STA funds. (June 2026)
4. Claim notifications to jurisdictions. (June 2026)
5. SSTAC agendas and minutes and related staff support. (Spring 2026)
6. Prepare Triennial Performance Audits (June 2026)

WORK ELEMENT BUDGET			
Revenues		Expenditures	
Local Transportation Fund	\$100,000	LCTC Staff	\$60,000
		Profession Service – Independent Auditor	\$50,000
Total: \$110,000		Total: \$110,000	

Work Element 605 TIRCP and ZETCP Administration

Purpose

To effectively administer the provisions of the Budget Act of 2023 SB 125 formula-based Transit and Intercity Rail Capital Program (TIRCP) & Zero Emission Transit Capital Program (ZETCP), including submitting funding allocation packages, distributing funding to public agencies eligible to receive TIRCP capital funding, post online a monthly summary of transit operator ridership data, submit an annual report to CalSTA, ensure that monies are expended consistent with State law, and submit a one-time, long-term financial plan by June 30, 2026.

Discussion

The TIRCP was created by Senate Bill (SB 1) to fund improvements to modernize California's public transportation system. AB 102 and SB 125 amended the Budget Act of 2023 to appropriate \$4 billion of General Fund to the TIRCP over Fiscal Year 2023/24 and 2024/25 as well as \$910 million of Greenhouse Gas Reduction Fund (GGRF) and \$190 million of Public Transportation Account (PTA) funding to establish the ZETCP to help public transit operators transition to zero-emission bus fleets and meet the California Air Resources Board's requirements for all public transit agencies to transition to a 100% zero-emission fleet by 2040.

Previous Work Activities

1. On-line monthly summary of ridership (5-25)
2. Submit updated FY 2024/25 allocation request (as needed)
3. Provide allocation instructions to Lassen County Auditor (as needed)
4. Provided for the management of the TIRCP and ZETCP funds (as needed)

Tasks

1. Provide for the management of the TIRCP and ZETCP Fund. (On-going)
2. Post on-line monthly summary of ridership data (monthly 7-25 to 6-26)
3. Submit FY 25/26 allocation request (as needed)
4. Provide instruction for FY 25/26 allocations (as needed)
5. Submit FY 25/26 SB 125 allocation package (12-25)
6. Provide instructions to Lassen County Auditor for FY 25/26 allocations to the jurisdiction (12-25)
7. Submit Annual Report to CalSTA (12-25)
8. Provide instructions for revised allocations (LCTC) (as needed)

Products (Target due dates are in parentheses)

1. Summary of monthly ridership data (monthly 7-25 to 6-26)
2. Tracking the receipt and utilization of TIRCP and ZETCP funds (monthly 7-25 to 6-26)
3. Updated FY 25/26 allocation requests (as needed)
4. Allocation instructions to the Lassen County Auditor for TIRCP and ZETCP funds (as needed)

5. Revised allocation instructions (as needed)
6. Allocation package submitted to CalSTA (12-25)
7. Annual Report to CalSTA (12-25)

WORK ELEMENT BUDGET			
Revenues		Expenditures	
SB 125	\$10,000	LCTC Staff	\$10,000
Total: \$10,000		Total: \$10,000	

Work Element 606 Lassen GIS Plan

Introduction

The Lassen County Transportation Commission (LCTC) is the Regional Transportation Planning Agency for Lassen County that includes representatives from the City of Susanville, Lassen County, as well participation from the Susanville Indian Rancheria. As a rural, underserved community, Lassen County lacks the staffing capacity and funds to progress our GIS capabilities and therefore, the region lacks the tools to gather and represent data that showcase our current planning and transportation needs and areas of opportunity. A collaborative GIS Plan, which includes the County, City, and Susanville Indian Rancheria, would identify where the GIS database updates are needed and provide a framework for the implementation of a public facing web portal which would allow the public to access important planning and transportation information. Furthermore, with more accurate records, the region can more easily plan for and implement multi-modal transportation projects listed in the Lassen County Active Transportation Plan, the Caltrans District 2 Active Transportation Plan, and Assembly Bill No. 1150, which may reduce vehicle miles traveled and therefore, greenhouse gas emissions.

Much of the limited GIS data available through the County's desktop and online GIS applications has not been updated in quite some time. This makes for an inaccurate database and causes inefficiencies within departments. The County, City, Susanville Indian Rancheria, and other employers have a similar struggle in recruiting talent which leaves often less staffing capacity to achieve the goals of our community. Fortunately, the County put out an RFP for GIS services and is now under contract with a consulting firm to help improve our data and data sharing capabilities. The first task will be the preparation of a GIS Strategic Plan which includes a Needs Assessment. Other tasks include implementing a public web portal, addressing tool, parcel layer updates and corrections, zoning and designation layer updates, roads layer updates, data mining/integration, GIS training, and creating new GIS layers.

The GIS Strategic Plan will identify the most efficient and effective way for updating and coordinating GIS databases throughout the region. With accurate GIS databases, the region can identify the locations of greatest need for multi-modal improvements, safety improvements, flooding risk and wildfire evacuation routes in a manner that is equitable to all residents of this disadvantaged community.

Project Stakeholders

The LCTC will be the lead agency for this project. Stakeholders will include but not be limited to:

1. Lassen County
2. City of Susanville
3. Susanville Indian Rancheria
4. Lassen Transit Service Agency
5. University of California Cooperative Extension
6. Modoc County
7. Shasta County
8. Plumas County
9. Sierra County
10. Bureau of Land Management

11. US Forest Service
12. Caltrans
13. Electric Utility companies
14. Fire Protection Districts within Lassen County
15. Natural Resource Conservation Service
16. Lassen Land and Trails Trust
17. Lassen County Citizens

Overall Project Objectives

- Assessment of current GIS conditions
- Identify geospatial needs, priorities, and constraints of the County, City, and Susanville Indian Rancheria, the Lassen Transit Service Agency
- Stakeholder outreach with relevant agency departments and external partners
- Identifying data sharing opportunities
- Identify a strategy for improving business processes using geo-spatial technology while maximizing the benefit and value of GIS technology
- Make certain data more accessible to the general public
- Provide current, up-to-date data to stakeholders and general public
- Increase collaboration efforts with external organizations

GIS Project Update – May 31, 2025

As outlined below, the main grant requirements and most significant project objectives have been achieved. Some tasks were aligned with Lassen County’s ongoing GIS update and adjusted to fit their timeline. Collaborative GIS efforts, strong data governance, and effective data sharing remain essential to improving transportation, emergency response, and economic planning in Lassen County. A strategy and implementation plan are now in place to help LCTC and its partners strengthen regional data practices, modernize infrastructure management, and support inclusive, sustainable transportation systems. Overall, the grant’s goals—including engagement with the City of Susanville and Susanville Indian Rancheria—have been met.

The long-term success of this project relies heavily on the integrity and availability of GIS data. A core objective of the grant was to organize existing GIS data maintained by Lassen County, which directly influenced the success of all other project components. However, portions of the data were found to be so corrupted that they were unusable, and the cost to recreate them exceeded available resources.

In May 2025, the GIS consultant informed LCTC that approximately \$15,000 in unspent grant funds remained on their contract. They proposed using this balance to support additional GIS data cleanup, which would directly contribute to the county’s broader GIS initiative and address remaining project needs. This work is scheduled to be completed by the end of December 2025.

Previous Work

As of May 31, 2025 the following tasks have been delivered, or substantially delivered, by the consultant:

Task 1 - GIS Strategic Plan: Assessment of Current Conditions

100% Complete

1.1 Stakeholder Interviews

100% Complete

1.2 GIS Needs Assessment & Report

100% Complete

1.3 GIS for Multi-Modal Transportation Needs Alignment Review and Document

100% Complete

1.4 GIS for Regional Initiatives Needs Assessment and Document

100% Complete

Task 2 - GIS Strategic Plan: Actualization of Findings

100% Complete (based on funding reallocations)

2.1 Solutions, Data Accessibility, and Data Sharing Report

100% Complete

2.2 Business Strategy and Value Proposition Recommendations

100% Complete

Task 2/3 - Public Web Portal & GIS Addressing Tool

100% Complete (GIS Addressing Tool)

80% Complete (Public Web Portal)

Task 4 - Parcel Layer Updates and Corrections

5% Complete

- Parcel layer updates are on hold mostly due to funding and complexity but the recent parcels from the last seven years are updated.

Task 5 - Update Zoning and General Plan Designation Layer

50% Complete

- Began alignment of zoning data in preparation for applications
- Zoning layer update is in QA/QC and is nearing completion
- Discussion of work on the General Plan will begin after the zoning layer is complete

Task 8 - GIS Training, Education and Knowledge Transfer

5% Complete

- GIS Steering Committee has been established for Lassen County and has their first meeting 5/29/25

Tasks that were not completed due to lack of data to create applications, emphasis was placed on updating & cleaning data

Task 2.3 Implementation of ArcGIS Hub

2.4 Implementation of Transparency and Engagement Applications

- 2.5 Training and SOP Manual for Updating Each Application
- 6 Update Transportation Layers
- 7 Data Mining and Data Integration
- 9 Create New GIS Layers

Scope of Work

Task 01: Project Administration

Lassen County Transportation Commission will hold a kick-off meeting with Caltrans to review grant procedures, project expectations, invoicing, quarterly reporting, and all other relevant project information and objectives.

Responsible Party: Agency Staff

Task Deliverables – Ongoing

- Kick-off meeting with Caltrans
- Meeting Notes
- Quarterly progress reports
- Invoices

Task 02: Consultant Procurement

Responsible Party: Agency Staff

Lassen County completed the process for the selection of a consultant using the proper competitive procurement procedures. If the grant gets awarded, the contract will be expanded and amended to increase the scope of work to include the City of Susanville and the Susanville Indian Rancheria.

Task Deliverables – January 2024

- Expand, amend and execute contract with selected Consultant
- Fully executed contract with Consultant, copy of current contract and request of proposal

Task 1: GIS 5-year Strategic Plan

The GIS Strategic Plan will define the technical and business objectives of a GIS Program which will provide a guide to assess whether individual tactical initiatives are consistent with the overall strategy of what Lassen County (including the Lassen Transit Service Agency), the City of Susanville, and the Susanville Indian Rancheria are trying to accomplish with geospatial technology. This effort will articulate not only where the participating organizations are going and the actions needed to make progress, but also how we will know if it is successful. The plan will be used to communicate goals, actions needed to achieve those goals and all of the other critical elements developed during the planning exercise.

A GIS Needs Assessment will focus on data gathering and listening to the needs and ideas of all stakeholders through public engagement and stakeholder consultation. A series of tailored questionnaires and interviews will be administered and presented to all stakeholders in the form of a

kick-off presentation and technology seminar. A Needs Assessment will be provided that will document and discuss the key implementation issues and departmental needs (e.g. updates to certain GIS layers, public web portals to display certain information, data organization, etc.). The briefing will include a draft and final executive-level summary to all stakeholders that will include a one-hour presentation and an opportunity for discussion and feedback.

An alternative system-level design will be developed that will meet, to a greater or lesser extent, all the needs, constraints, and priorities of the Lassen County Transportation Commission, Lassen County, the City of Susanville, and the Susanville Indian Rancheria in terms of performance, effectiveness, sustainability, and economics. A high-level return on investment analysis will include a strategy for improving the involved agencies' business processes using geo-spatial technology while maximizing the benefit and value of GIS technology. The business plan will note the return to be gained from achieving the goals and objectives of the plan.

A draft and final GIS Strategic Plan will be provided based on the above-mentioned items and will include a list of actions to be taken by the involved agencies organized into a matrix of priority outcomes.

Responsible Party: Consultant

Task Deliverables – February 2024

- Kick-Off Presentation and Technology Seminar
- GIS Interview Findings and Summary Matrix
- Strengths, Weaknesses, Opportunities, and Threats Analysis and Findings
- GIS Needs Assessment Findings, Draft Report and Presentation to Senior Executive County Team
- GIS Needs Assessment Findings, Final Report and Presentation to all Stakeholders
- Alternative System Design Report: County and Regional GIS Initiative
- System Design Presentation

Task 2: Public Web Portal

This task will include the plan, design, build, and implementation of a GIS public web portal application that will meet all the requirements of the agencies involved, including but not limited to, providing access to data published in ArcGIS Online, zoning, land use designation information, and any other information that is determined through the Needs Assessment that would be beneficial for the community and would reduce vehicle miles traveled by not having to drive to various agencies for information that they currently cannot look up.

A public-facing web portal based on updated data would significantly benefit the County and specifically the transportation system by helping decision-makers visualize critical needs for Lassen County (e.g. location of bus stops, where road and/or sidewalk improvements are needed, trail connectivity, etc.); communicating data effectively between departments and with the public; enhancing reporting capabilities, making it easier to identify patterns and trends based on locations within Lassen County; and allowing County employees to work more efficiently by sharing information with the public in real time.

Responsible Party: Consultant

Task Deliverables – March 2024

- GIS Public Web Portal

Task 3: Addressing Tool

Task 3 will include the planning, design, and creation of a GIS tool for all internal addressing responsibilities. The County Surveyor is responsible for assigning addresses in Lassen County, including lands owned by the Susanville Indian Rancheria and the City Planner is responsible for assigning addresses in the City of Susanville, including lands owned by the Susanville Indian Rancheria within City limits. A GIS application is envisioned where addresses can be assigned and maintained internally. Furthermore, addresses could be available on the public web portal so citizens can look up the closest bus stop, what their snow load is, what the zoning/land-use designation is, etc. for a specific address. This tool will contribute to relationship tables that via a request of a query, can quickly show distance to bus stops and multi-modal pathways from the address.

Responsible Party: Consultant

Task Deliverables – March 2024

- GIS application for assigning and maintaining addresses

Task 4: Parcel Layer Updates and Corrections

Task 4 includes parcel layer updates, corrections, and maintenance of parcel layers. The parcel layer geodatabase was created several years ago (20 years ago for the County) and has not been updated in several years during which time numerous lot line adjustments and land divisions have been approved and finalized. Furthermore, the accuracy of the parcel lines displayed in the geodatabase is not as accurate as it should be, when compared to available georeferenced aerial imagery such as National Agriculture Imagery Program. The geodatabase will be updated, working from current Assessor's maps and/or recorded maps (Parcel Maps, Subdivision Maps, Records of Survey, etc), to reflect the most up-to-date Assessor's parcel information and to work with the County and the City to correct the accuracy of the parcel line data. This will lead to better transportation and land-use planning because the upgraded parcels can be tagged relative to the General Plan and the transportation guidelines for our county enabling us to plan for the future with intention aligned with state compliance and our Lassen County community's vision and the Lassen County Transportation Commission's Regional Transportation Plan.

Responsible Party: Consultant

Task Deliverables – Ongoing

- Parcel Layer Updates and Corrections

Task 5: Update Zoning and General Plan Designation Layer

This task will include the update and the corrections to the zoning and general plan designation layer. There have been several rezones (approximately 3 per year for the County and multiple for the City) per year that will need to be added to the geodatabase. There will be some quality assurance to ensure that data was input correctly. Zoning is expected to match the applicable zoning ordinance for each parcel. Zoning boundaries are established through legal descriptions (including metes and bounds), by drawings shown in the applicable ordinance (based on Assessor Parcel Maps or other map sources) or by a combination of both. By updating zoning and the General Plan designation layer, we enable more access for outside businesses and people looking to relocate to Lassen County. As we update, we can sync our efforts to coincide with the Lassen County Transportation Commission's Regional Transportation Plan and link the data from our addressing tool to maximize ease and access.

Responsible Party: Consultant

Task Deliverables – April 2024

- Zoning and General Plan Designation Layer Updates

Task 6: Update Transportation Layers

Task 6 will include an update and corrections to the roads, transit and multi-modal transportation layers. Updates could include differentiating between maintained versus non-maintained roads and asphalt versus gravel/dirt roads, road conditions, transit routes and stops, adding pedestrian and bicycle facilities to road layers, trail system layers, and emergency evacuation routes.

Responsible Party: Consultant

Task Deliverables – **December 2024**

- Updated Transportation Layers

Task 7: Data Mining and Data Integration

Task 7 will include data mining and data integration. It is expected that there will be multiple sources including the California Energy Commission GIS Data Hub, United States Forest Service Region 5 Geospatial Portal, Bureau of Land Management Geospatial Business Platform, US Census Mapping files, California State Geoportal, and Esri's Living Atlas. This task will also include the GIS connections between different programs being used in various departments including but not limited to SMARTGov, Megabyte, Parcel Quest, and Google Earth. During the process of working on this grant application and collaborating with our partners, a few simple efficiencies were identified, such as, providing a consistent workflow between the Susanville Indian Rancheria, the City of Susanville, and Lassen County and an opportunity to streamline the advancement of multi-modal transportation, development, and affordable housing as well as, sustainable economic development endeavors.

Responsible Party: Consultant

Task Deliverables – December 2024

- Data Mining and Data Integration

Task 8: GIS Training

Task 8 will include training, education, and knowledge transfer of staff on how to use available GIS data and layers. This will include but will not be limited to the use of ArcGIS online, ArcGIS Pro, and Field Maps.

Responsible Party: Consultant

Task Deliverables – June 2025

- GIS Training, Education and Knowledge Transfer

Task 9: Create New GIS Layers

Task 9 will include the creation of new specific GIS data layers determined by the Needs Assessment or through direction from the County, the City of Susanville, the Susanville Indian Rancheria, or the Lassen Transit Service Agency. The new GIS layers could highlight future multimodal transportation corridors assisting in planning and community engagement via web access.

Responsible Party: Consultant

Task Deliverables – June 2025

- GIS Data Layer Creation

WORK ELEMENT BUDGET			
Revenues		Expenditures	
FY 23/24 FTA 5304 Grant	\$17,430	Consultant Contract	\$14,773
Lassen County In-kind Match	\$2,259	LCTC Staff	\$4,915
Total: \$19,689		Total:	\$19,689

Work Element 607 Lassen County Electric Vehicle Charging Master Plan

Introduction

Lassen County is a major tourist destination for outdoor recreation and a thoroughfare for regional

tourism. The plan will place emphasis on encouraging multimodal transportation by encouraging drivers to charge EVs at trailheads, parks, and campgrounds. The Plan will encourage a mode shift to electric transportation by planning for a cohesive EV charging network that mitigates range anxiety among EV drivers in the region. Providing public infrastructure to charge alternative electric transportation devices as well as EVs provides a lower-cost means for residents to access electric transportation technology.

The Lassen County Transportation Commission (LCTC) received a Caltrans Sustainable Transportation Planning Grant Sustainable Communities Technical sub-category to develop an Electric Vehicle Charging Master Plan. The Plan will outline a path forward to install effective and equitable EV charging infrastructure throughout Lassen County by gathering data, evaluating the physical and financial feasibility of expanding the charging network within the county, and conducting a site analysis for EV charging locations.

The Lassen County Electric Vehicle Charging Master Plan will support a wide variety of local, state, and federal planning efforts, including Towards an Active California, Climate Action Plan for Transportation Infrastructure (CAPTI), the Caltrans Strategic Plan, Caltrans Mission and Objectives, Lassen County Housing Element, Lassen County Regional Transportation Plan, Lassen County Comprehensive Economic Development Strategy, State Planning Priorities, Title VI and Environmental Justice, CTP 2050, and AB 32. As the Regional Transportation Planning Agency (RTPA), LCTC recognizes it has an important role to play in helping meet California's ambitious greenhouse gas (GHG) emissions reduction targets and supporting the spread of Zero-Emission Vehicles (ZEVs) on California roadways.

Project Stakeholders

- Susanville Indian Rancheria
- Lassen Municipal Utility District
- Lassen County Health and Social Services
- Lassen County Public Works Department
- Lassen County Office of Emergency Services
- Lassen County Housing and Grants Department
- Lassen County Planning and Building Services Department
- Lassen Transit Service Agency
- Lassen Chamber of Commerce
- Westwood Chamber of Commerce
- U.S. Bureau of Land Management
- U.S. Forest Service
- Lassen Historical Society
- Lassen Land and Trails Trust
- City of Susanville
- Plumas County
- Sierra County
- Shasta County
- Modoc County
- Lassen County private landowners

Overall Project Objectives

- Develop a plan for expanding and strengthening the public EV charging infrastructure network in Lassen County.
- Provide a means to encourage economic investment in rural under-resourced communities and support vibrant local economies.
- Encourage multimodal transportation by placing an emphasis on EV charging facilities in outdoor public spaces.
- Enhance local understanding of EV technology through outreach and education efforts, encouraging EV adoption in rural areas.
- Reduce GHG emissions and reliance upon fossil fuels.

SCOPE OF WORK

Summary of Project Tasks

Task 1: Project Administration

Lassen County Transportation Commission (LCTC) will hold a kick-off meeting with Caltrans to review grant procedures, project expectations, invoicing, reporting, and all other relevant project information and objectives.

Responsible Party – Agency Staff

Task Deliverables

- Kick-off meeting with Caltrans – Meeting Notes
- Signed grant contract between Caltrans and LCTC
- Quarterly progress reports & invoices
- Final report and invoice

Task 2: Consultant Procurement

LCTC will procure a consultant to complete the project. LCTC will circulate a Request for Proposal (RFP) and go through the selection process, using proper competitive procurement procedures as defined by state and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee.

LCTC will hold a kick-off meeting with the selected Consultant and Team to discuss the project schedule and sign a contract. LCTC will meet with the Consultant Team monthly to discuss progress.

Responsible Party – Agency Staff

Task Deliverables

- Request for Proposal/Qualifications
- Executed contract between LCTC and Consultant
- Amendments to the consultant contract – if applicable
- Monthly meeting minutes – or as needed

Task 3: Stakeholder Coordination

LCTC will use county, local, and online resources to identify Lassen County stakeholders, including community organizations, tribal entities, local government, and businesses.

Responsible Party – Agency Staff with Consultant

Task Deliverables

- Develop and maintain stakeholder database, invite to meet individually and participate in online survey.
- Provide a summary of input received from stakeholders.

Task 4: Stakeholder Advisory Committee

LCTC will select a group of Lassen County stakeholders who represent a variety of interest groups to serve on a Stakeholder Advisory Committee for the project.

Responsible Party – Agency Staff with Consultant

Task Deliverables

- Form a Stakeholder Advisory Committee (SAC) that will provide technical expertise and guidance.
- The SAC/Consultant Team will meet at kick-off meeting, approximately halfway through the project, and to discuss Draft Final Report.
- Meeting Minutes.

Task 5: Public Outreach

Prepare a community engagement plan that will include:

- An online survey.
- Conducting two workshops.
- An interactive mapping tool using GIS, where community members can identify their preferred or high priority options for charging facility locations (may be included as part of online survey).
- Once siting analysis has been completed, property owners of recommended EV charging facility sites will be consulted to discuss the possibility of constructing EV charging.
- Presentation of Plan to Councils, Commissions, and Boards.

Responsible Party – Consultant

Task Deliverables

- Community Survey questions (both in English and Spanish), link, and QR code.
- Workshop dates, locations, and sign in sheets.
- Link to interactive GIS map tool.
- Presentation Materials for in-person and virtual workshops.
- Summary of survey and outreach findings

Task 5: Public Outreach

Evaluate existing conditions including:

- Review of RTP, General Plans, and zoning/permitting regulations with respect to EV charging stations.
- Review of the State of California Governor's Office of Planning and Research Zero-Emission Vehicles in California: Community Readiness Guidebook.
- Review completed or in-progress studies being conducted by Caltrans regarding EV infrastructure along the US 395 corridor.
- Analysis of the most recent demographic and economic statistics.
- Location of existing public EV charging infrastructure.
- Analysis of most recently available traffic patterns and volumes, including through traffic.
- Key destinations of interest, such as public parks and public parking lots.
- Description of types of EV charging units and associated electricity requirements.

Responsible Party -- Consultant

Task Deliverables

Evaluate existing conditions including:

- Summary of Existing Conditions.
- Figures of traffic data, use data, and demographic and economic data.

Task 7: Feasibility and Siting Analysis

- Conduct an initial feasibility analysis to identify sites for potential EV charging facility locations within Lassen County. Potential sites will be ranked based on a variety of factors that may include land ownership, cost, existing site characteristics, size, location, and necessary upgrades.
- Conduct feasibility assessment that evaluates electric grid network needs, permitting requirements and identifies responsible entities for each potential site.
- Compile a table and map listing/showing proposed charging locations, landowner, number and type of EV chargers recommended, key destinations nearby, grid feasibility, and other important benefits and disadvantages of each site.

Responsible Party – Consultant

Task Deliverables

- Table of potential siting locations
- GIS graphic of proposed siting locations

Task 8: Infrastructure Analysis

The Consultant Team will work closely with Lassen Municipal Utility District, Lassen County's sole

electricity provider to assess the ability of the electric grid to tolerate project implementation. This analysis will consider the following:

- Current capacity of the electric grid for additional EV chargers, including specific numbers and types.
- Future potential capacity of the electric grid, considering any proposed upgrades/capital improvements to grid.
- Peak demand and off-peak demand for current and future grid capacity to handle EV chargers.

Responsible Parties – Consultants

Task Deliverables

- Summary and Findings of Infrastructure Analysis.

Task 9: Economic Analysis

The Consultant Team will conduct an economic analysis, weighing both the financial benefits and costs of overall project implementation. This analysis will at a high level:

- Evaluate the financial investment required for project implementation, analyzing cost of installation at each potential site, including estimated cost of charging units, site improvements (additional parking, signage, ADA accessibility etc.), and electric grid upgrades required.
- Evaluate economic benefits of implementation and the economic cost of not implementing the plan.
- Analyze the most recent population and economic forecasts available from the Department of Finance, Department of Energy, and Department of Transportation to quantify future EV demand.
- Discuss potential revenue gained through EV charging fees.
- Discuss on-going maintenance costs for EV charging locations.
- Evaluate potential grant funding sources available for project implementation.

Responsible Parties – Consultant

Task Deliverables

- Summary and Findings of Economic Analysis
- Cost Benefit Analysis of Plan Implementation
- List of funding sources for Plan Implementation

Task 10: Draft and Final Plan

The Consultant Team will combine all of the findings of the public and stakeholder outreach and various analyses into the EV Charging Master Plan draft document. After review and comment by LCTC, and stakeholders. The Consultant Team will present the draft to LCTC, the SAC, stakeholders, and the public. The Consultant Team will incorporate any comments into the Final Plan.

Implementation Plan

As part of the final Lassen County Electric Vehicle Charging Master Plan, the Consultant Team will prepare an implementation plan that consists of the following:

- Timeline for implementation.
- Timelines for grant funding opportunities.

- Summary of permitting process for installation.
- Summary of additional electrical engineering analysis required.
- An outreach/education plan for post-installation.
- Steps to coordination with landowners where high-priority EV charging stations have been identified on private property.

This plan will serve as a cohesive guide to the LCTC in implementing infrastructure in accordance with the adopted Lassen County Electric Vehicle Charging Master Plan.

Responsible Party – Consultant

Task Deliverables

- Draft Plan
- Public Review – list of comments
- Final Plan that includes Implementation Plan, credits FHWA, FTA, and/or Caltrans on the cover or title page, submitted to Caltrans in an ADA accessible electronic copy.

Task 11: Board Review/Approval

The Consultant Team will present the Final Plan to the Board of Supervisors for approval.

Responsible Party – Consultant and Agency

Task Deliverables

- PDF of the final Electric Vehicle Charging Master Plan
- Presentation material for Board presentation
- Board meeting minutes

Project Schedule

Task #	Task Title	FY 2025/26												FY 2026/27												FY 2027/28												
		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	
1	Project Administration (no more than 5% of total grant funds)																																					
2	Consultant Procurement																																					
3	Stakeholder Coordination																																					
4	Stakeholder Advisory Committee																																					
5	Public Outreach																																					
6	Existing Conditions																																					
7	Feasibility and Siting Analysis																																					
8	Infrastructure Analysis																																					
9	Economic Analysis																																					
10	Draft and Final Plan																																					
11	Board Review/Approval																																					

WORK ELEMENT BUDGET			
Revenues		Expenditures	
FY 23/24 FTA 5304 Grant	\$170,863	Consultant Contract	\$183,400
Lassen County In-kind Match	\$22,137	LCTC Staff	\$9,600
Total:		Total:	
\$193,000		\$193,000	

Work Element 608 Bizz Johnson Rail Trail Extension Feasibility Study

Introduction

Lassen County is a major tourist destination for outdoor recreation and a thoroughfare for regional tourism. Increasingly bicyclists and hikers come to Lassen County to enjoy the Bizz Johnson Trail, as well as access to the Pacific Crest Trail and other outdoor activities.

The Bizz Johnson Rail Trail Extension Feasibility Study (Study) will explore the feasibility of extending the Bizz Johnson National Recreation Trail (Bizz) another 2.0 miles on an abandoned railroad grade between Richmond Road in Susanville and State Route (SR) 36. Once developed, the trail extension will connect the Bizz Johnson Trailhead off Richmond Road with the 3.5-mile existing Skyline Path, a paved Class I trail between SR 36 and Numa Road in Susanville.

The proposed Bizz Extension follows the former railroad grade of the Fernley and Lassen Branch Line. The 135-mile Branch Line was constructed by Southern Pacific Transportation Company in 1913-1914 to haul lumber and other products from the Red River sawmill in Westwood to link with Southern Pacific's main line in Fernley, Nevada. Railroad operations ceased in 1956. Today, 25.4 miles of the abandoned Branch Line between the Historic Susanville Railroad Depot and Westwood is now the Bizz Johnson National Recreation Trail.

This evaluation will build on previous planning efforts identified the need for interconnected bicycle and pedestrian facilities in Lassen County, including the Bizz extension. Regional trail plans call for conversion of the entire 23-mile abandoned railroad that extends from the Historic Susanville Railroad Depot, crosses the Honey Lake Valley, and joins with the existing 86-mile Modoc Line Rail Trail in Wendel, California.

The Study will analyze existing conditions along the 2-mile extension, and gather information through a variety of public engagement activities with key stakeholders, local officials, and interested citizens. A Bizz Extension Advisory Committee will be formed to steer planning activities and vet elements of the Study.

Project Stakeholders

- Bizz Extension Advisory Committee.
- Lassen County Transportation Commission
- Lassen Transit Service Agency
- Union Pacific Railroad Company (UPRR)
- California Department of Transportation
- County of Lassen
- City of Susanville
- Bureau of Land Management
- Susanville Indian Rancheria
- Lassen County Health and Human Services
- Lassen Land and Trails Trust
- Susanville School District
- Banner Lassen Medical Center
- Private business owners

Overall Project Objectives

- Support California's greenhouse gas targets to reduce vehicle miles traveled and carbon emissions for cleaner air.
- Support public health goals to boost physical activity levels, reduce obesity, and improve quality of life for Susanville and Lassen County residents.
- Provide convenient multimodal access to 2 schools, a college, hospital, clinic, and other community centers, located north of Main Street.
- Improve safety for active transportation users by creating a separated Class I path.
- Engage the community and stakeholders in the planning and design of active transportation infrastructure.
- Advance a priority project identified in several local transportation planning documents that were finalized after robust public engagement.

SCOPE OF WORK

Summary of Project Tasks

Task 01: Project Administration

LCTC will hold a kick-off meeting with Caltrans to review grant procedures, project expectations including invoicing, quarterly reporting, and all other relevant project information and objectives. During the kick-off meeting, LCTC and Caltrans will discuss staff participation expectations and strategies to keep the project on-time and within schedule. LCTC will discuss potential stakeholders and refine project scope during this meeting.

LCTC will be responsible for submitting Quarterly Invoices and Reports to Caltrans District 2 staff as outlined in the kick-off meeting. Quarterly Invoice Packages will include a project management summary reporting project progress and grant/local match expenditures.

Responsible Party – Agency Staff

Task Deliverables

- Grant project administration meetings with Caltrans.
- Copies of meeting notes.
- Copies of quarterly invoices and progress reports.

Task 02: Consultant Procurement

LCTC will prepare and issue a Request for Proposals from qualified consulting firms to prepare the Feasibility Study. The RFP process for consultant selection will be consistent with state and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and LCTC.

All contracts and sub-applicant agreements will be managed by the LCTC throughout the process. LCTC will follow the procurement guidelines established in the Caltrans procurement procedures manual. LCTC will rank proposals received and select the highest-ranking consultant to complete the scope of work for this project under LCTC guidance. LCTC will develop and execute the consultant contract with selected consultant and provide a copy to Caltrans.

Responsible Party – Agency Staff

Task Deliverables

- Consultant Request for Proposal/Qualifications.
- Consultant evaluation form.
- Contract between consultant and grantee.
- Amendments to the consultant contract as applicable.

Task 1: Existing Conditions

The consultant will collect and review all existing plans, maps, GIS data, and other resources necessary for documenting baseline conditions. Items to collect and review include the Lassen County Regional Transportation Plan 2023-2043, Commission and the 2022 Lassen County Active Transportation Plan, City of Susanville and Lassen County General Plans, and other City, County and regional planning documents. The Consultant will review any plans for future housing developments within the vicinity of the proposed project and discuss the impact of new housing on the active transportation network, including the project. Remaining data needs will be determined at the conclusion of the existing documents review.

The consultant will compile and analyze existing information for the project such as demographics, employment, income, housing, health, population trends, land use, proposed new developments, connectivity to public places, and regional characteristics. Data will be collected from the most current census data, the American Community Survey, local transportation and economic development plans, and any other relevant and helpful sources.

The consultant will conduct an audit of the transportation network near the proposed extension to identify multimodal infrastructure, infrastructure gaps, and safety hazards. The consultant will identify barriers to connectivity from neighborhood homes to the trail and recommend solutions to facilitate equitable, multimodal transportation within an under-resource community.

The consultant will use socio-demographic and economic data and vehicle/pedestrian/bicyclist counts (if available) to inform an origin-destinations map for the under-resourced community near the extension. The consultant will identify local destinations, residential areas, and common routes within and to/from the neighborhood, and develop maps and graphics summarizing this information.

Public engagement efforts will be used to understand where residents would be accessing the trail, what barriers exist to future usage, how the community will be utilizing the trail and specific needs for the trail. This will be used to inform trail design and connectivity in the future.

Responsible Party – Consultant

Task Deliverables

- List of UPRR records.
- List of Lassen County railroad documents and maps.
- List of easement records from Lassen Municipal Utility District and other holders.
- List of other data records.
- Data Report with tables, graphs, graphics, maps.
- user needs assessment.
- mapping, graphics, and GIS data.
- Socio-demographic analyses results summary.
- Neighborhood infrastructure audit results summary.

Task 2: Public Participation Plan

The consultant will prepare a Public Participation Plan to facilitate public outreach. The consultant team will develop a comprehensive stakeholder list based on traditional stakeholder groups, trail organizations, individuals, adjacent landowners, and local agencies recommended by the Bizz Extension Advisory Committee. The consultant team and LCTC will coordinate with Caltrans District 2, Lassen County Public Health and Public Works Departments, Lassen County Superintendent of Schools, Susanville Indian Rancheria, Susanville Police and Public Works Departments, Lassen County Sheriff's Office, Lassen Senior Services, Lassen Municipal Utility District, California Highway Patrol, city residents, and other relevant stakeholders. The consultant team will hold regular meetings with the identified stakeholders to keep them apprised of the plan progress. These meetings will be used as brainstorming sessions on project alternatives, outreach methodology, funding strategies, and implementation strategies. Key stakeholders with subject matter expertise will be invited to serve on the Bizz Extension Advisory Committee to provide their insight and recommendations throughout the planning process and to vet Study elements as the draft Feasibility Study is developed.

The consultant team in cooperation with LCTC will hold at least two community workshops and one design charette to solicit feedback on current conditions, the transportation audit, the draft Feasibility Study, priority projects, and conceptual designs. Meeting and workshop activities will include idea brainstorming, discussion of potential projects and project elements, and review of draft conceptual design alternatives. Digital meetings may be held through a platform such as Zoom. In-person conversations with adjacent landowners are anticipated. Other outreach methods with a focus on engaging under-resourced communities include site visits, social media posts, news releases, tabling at community events, and announcements on the radio, trail kiosks, and places where lower income community members seek services, etc. Outreach materials will be translated and translation will be available at workshops to increase accessibility for non-English speakers.

The consultant will develop interactive activities that promote discussion from the community. Graphics of bicycle/pedestrian project types and project elements will be presented to solicit feedback. The consultant will develop and provide all outreach and meeting materials, including advertisement, news releases, community surveys, meeting agendas, and meeting minutes.

Responsible Party – Consultant

Task Deliverables

- Formation of the Bizz Extension Advisory Committee – Provide list of members
- Meeting agenda and minutes.
- Public Participation Plan
- List of community meetings and workshops.
- Meeting agendas, minutes and follow-up on public comments/recommendations
- Rail maps and other presentation materials.
- Survey Results and Analysis.
- Stakeholder database.
- Link to project website.

Task 3: Project Components

Based on the existing conditions analysis, community outreach campaign, and feedback from stakeholders, the consultant will develop a comprehensive list of project components to inform design and implementation in a way that meets the identified needs and interests of the community. Project components may include type of trail surface favored by stakeholders/community, allowed usage requested, trail amenities desired, trailhead amenities requested, and commonsense connection/access points. Consultant will collaborate with Caltrans, District 2, for agency requirements for safe bike/ped crossing of SR 36. Consultant will identify estimated project component costs to aid in efficient use of resources and cost-benefit analysis at future stages of project implementation.

Responsible Party – Consultant

Task Deliverables

- Project Component List
- List of meetings with Caltrans transportation engineers re: SR 36 highway crossing
- Meeting notes.

Task 4: Trail Conceptual Designs

The consultant team will develop conceptual designs (up to 30% design) for up to four project packages. This will be informed by the project components documented in Task 3. The conceptual designs will inform project costs estimates and help prepare the project for competitive funding sources such as the California Transportation Commission's Active Transportation Program (ATP) grant program.

Responsible Party – Consultant

Task Deliverables

- 30% conceptual designs for trail development
- Announcements for design charettes and summary of public comments.
- Presentation materials

Task 5: Draft Feasibility Study and Funding Strategy

The consultant will compile study elements drafted during Tasks 1-4 into a cohesive, comprehensive, and professional document. The consultant team will develop a draft Feasibility Study which will include but not be limited to an Introduction; Existing and Future Conditions; Data and Analysis; Public Outreach Summary and Findings; Goals, Objectives and Policies; Prioritized Infrastructure and Non-infrastructure Projects; Planning-level Conceptual Designs; and a Funding Strategy with a Project Implementation Plan to schedule future capital improvements along the 2-mile extension.

A Project Implementation Plan will be included in the Draft Feasibility Study that will identify and track potential funding sources, such as the Active Transportation Program (ATP), and other federal, state and local programs. The Implementation Plan will include a matrix showing program call dates, deadlines, minimum/maximum funding limits, and other key program requirements for various applicable grant programs. The Feasibility Study along with the Funding Strategy/Project Implementation Plan will provide the baseline information that can be efficiently adapted for competitive grant program applications in future cycles. The Study documents under-resourced communities, extensive public outreach, and planning level design concepts for prioritized projects. These components are necessary for many funding programs, including the ATP, but are costly to prepare. The final Study will also acknowledge the estimated costs for on-going trail maintenance over the long-term. Options to fund and sustain the trail will be addressed.

The consultant will present the draft Feasibility Study to the LCTC, Susanville City Council and Lassen County Board of Supervisors during one of their regularly scheduled meetings. The consultant will advertise the meetings and invite the public to participate in the draft Study review. Various methods for submitting comments about the draft Study will exist, such as through the project website or emailing the consultant team directly.

Responsible Party – Consultant

Task Deliverables

- Draft Bizz Johnson Rail Trail Extension Feasibility Study
- LCTC, City Council and Board of Supervisors meeting agendas and meeting minutes.

Task 6: Final Feasibility Study and Funding Strategy

The consultant will review all comments received on the draft Study including comments made at public presentations, community workshops, site visits, comments posted on the project website or sent via email, and any other methods of input. The consultant will track and address all comments as

needed. Consultant will summarize public input, action taken, and incorporate recommendations into the final Feasibility Study.

Consultant is responsible for final layout and printing the Study. The consultant will provide one bound hardcopy of the Study in addition to electronic versions to LCTC, the City and Lassen County if requested. Data generated and all root files, including GIS files and Excel files, will be submitted to LCTC.

Responsible Party – Consultant

Task Deliverables

- Summary list of public comments and how those comments influenced the outcome and recommendations in the final Study.
- Final Feasibility Study and Funding Strategy with a Project Implementation Plan
- Submittal of Study files and data library to the LCTC (and Caltrans as requested).

Task 7: Review and Approval

The consultant will provide to LCTC the final Feasibility Study after incorporating all revisions, comments, and additional topics identified during the development of the study. It is anticipated that the final Study can be adopted as a consent item by the LCTC, City Council, and Board of Supervisors with another presentation by the consultant.

Responsible Party – Consultant & LCTC

Task Deliverables

- Commission meeting agenda and meeting minutes with Commission's approval
- Susanville City Council and Lassen County Board of Supervisors meeting agendas and meeting minutes with their approval

Project Schedule

Task #	Task Title	FY 2025/26												FY 2026/27												FY 2027/28												
		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	
01	Project																																					
02	Consultant																																					
1	Existing Conditions																																					
2	Public																																					
3	Project																																					
4	Trail Conceptual																																					
5	Draft Feasibility																																					
6	Final Feasibility																																					
7	Review and																																					
Totals																																						

WORK ELEMENT BUDGET			
Revenues		Expenditures	
Sustainable Communities Grant	\$115,089	Consultant Contract	\$123,50000
RMRA			
Local Transportation Funds	\$14,911	LCTC Staff	\$6,500
(LTF) Match			
Total:		Total:	\$130,000

Work Element 707 US 395 Wildlife Crossing Investigation

Introduction & Overview

Migratory deer, black bears, mountain lions, badgers, gray fox, bobcats, elk, and pronghorn antelope regularly attempt to cross and are killed on the section of US 395 that runs from the CA-NV border to Susanville. Working with state, federal, tribal, and conservation partners, Wildlands Network commissioned a study, conducted by Pathways for Wildlife, to inform what enhancements are needed to allow safe passage for wildlife and reconnect the Sierra Nevada to the West to the low-lying sage brush to the East.

In May, 2023 the LCTC applied for grant funding from the Wildlife Conservation Board (WCB), a State agency, seeking funding for a wildlife crossing planning study, utilizing data collected by Pathways for Wildlife, the Road Ecology Center (UC Davis), and others to inform selection of a crossing location, environmental review by Contractor (environmental consulting), and engineering design and reporting by Contractor (engineering). The end result would be 65% design, specifications and cost estimates that enable immediate movement to a construction phase.

In August 2023, the WCB voted \$5.37 million to fund the planning and design effort. On November 1, 2023 the LCTC entered into a contract with Contractor for \$4,724,363, reserving \$645,637 to the LCTC for contract administration and oversight, and outreach and communication. The contract with Contractor runs through June 30, 2027.

The following project schedule and scope of work were taken directly from the contract between Mark Thomas (the contractor performing the work) and the LCTC. The scope of work has been edited to take up less space in the OWP (thus the smaller font), and to provide everyone, including Caltrans, a detailed enough description of the work being undertaken. The inclusion of this work element was done at the request of District staff since it was work the LCTC was engaged in. LCTC staff feels the level of detail provided is sufficient to inform all stakeholders about the particulars of the project. LCTC is satisfied that the progress of the effort is sufficient to meet the deadline stated in our contract with the WCB.

Since the initiation of the contract in October 2023 significant progress has been made. Project accomplishments include:

- **Data collection and analysis**
- **Completion of the Cooperative Agreement between the LCTC and Caltrans District 2**
- **Preliminary analysis of potential overcrossing locations in the project area**
- **Development of the draft and final overcrossing locations (six potential location have been identified)**
- **Initiation of stakeholder outreach in the project area**

- **Coordination with Caltrans District 2 on other SHOPP and safety projects planned for the corridor**

Project Schedule

Milestone Schedule	Task Start Date	Target End Date
Task 1 - Project Management		
Project Management Invoicing and Reporting	9/23/2023	6/30/2027
Task 2 - Preliminary Planning / Alternative Analysis		
Alternatives Analysis	11/1/2023	5/1/2024
Task 3 - Caltrans Project Initiation Document		
Draft PSR-PDS	4/1/2024	9/1/2024
Final PSR-PDS	9/1/2022	12/19/2024
Task 4 - Caltrans Project Approval / Environmental Document		
Draft Project Report	1/2/2025	11/15/2025
Circulate Draft Environmental Document	12/1/2025	1/15/2026
Final Environmental Document	1/15/2026	5/15/2026
Final Project Report	1/15/2026	7/1/2026
Task 5 - Design		
35% Plans and Estimate	6/1/2026	12/31/2026
Prepare 65% PS&E	1/1/2027	3/30/2027

Task/Deliverable – note the Term Consultant is used to identify the primary consultant or any sub that is under contract to perform the work described below. This description is an abridged version of the scope of services included in the contract between the LCTC and Contractor.

TASK 1. PROJECT MANAGEMENT

The Contractor will provide overall consultant team management and leadership for the scope of services described herein. The specific activities and sub-tasks associated with this task are detailed below:

Task 1.1. Project Administration / Project Coordination The contractor will prepare and submit monthly progress reports that will identify work performed on each task in the preceding month. The monthly summary will show total charges made to each task, the contract budget for each task, reallocated budget amounts, prior billing amount, current billing, total billed to date, and a total percentage billed to date.

Task 1.2. Project Management and Control The Contractor will supervise, coordinate, and monitor activities and project development for conformance with Caltrans, standards and policies and local ordinances.

Task 1.3. Meeting Preparation and Attendance

The Consultant will arrange and conduct project team coordination calls, PDT meetings, focus meetings, and field reviews for the project.

Project Development Team (PDT) Meetings (36)

Coordination Meetings (8) - Contractor anticipates attending up to eight (8) key stakeholder meetings, as directed by the LCTC. The potential stakeholders include but are not limited to the following:

- Lassen County Fish and Game Commission
- Lassen County

- Sierra Alliance
- US-395 Coalition
- Susanville Indian Rancheria
- Caltrans
- The "US-395 Connectivity Group"

Environmental Focus Meetings (6)

WCB Grant Management Meetings (4)

Task 1.4. Develop and Maintain Contractor Quality Management Plan

Contractor will prepare, implement, and maintain a Quality Management Plan (QMP) that meet Contractor' and Caltrans District 2 Quality Assurance (QA)/Quality Control (QC) Program requirements.

Task 1.5. Establish Project Objectives, Goals, and Evaluation Criteria

The Contractor Team will work with LCTC and Caltrans to establish and document the project objectives, goals, and evaluation criteria to be used in the identification and selection of alternatives. This task will be done in conjunction with the preparation of the purpose and need statement required from Task 3. The effort under this task will be done prior to the evaluation of alternatives under Task 2; however, evaluation criteria and goals may evolve slightly over the course of the alternatives analysis task.

TASK 1 DELIVERABLES:

- CPM Schedule Updates (up to 24)
- PDT Meeting Agendas and Minutes (up to 36)
- Environmental Focus Meeting Agendas and Minutes (up to 6)
- Monthly Invoices and Progress Reports (up to 45)
- Field Review Memoranda (2)
- Action Item Log Updates (Following each PDT)
- Data Request Log
- Quality Management Plan

TASK 2. PRELIMINARY PLANNING / ALTERNATIVES ANALYSIS

The Contractor will investigate and provide a minimum of two (2) and up to six (6) potential WCS locations. The alternatives will consist of, but are not limited to, wildlife overpass or underpass structures which provide focal species connectivity across US-395. The alternative analysis effort will include the following tasks:

Task 2.1. Additional Data Collection

The Contractor will gather additional data required for the alternative analysis.

Field Scouting and Potential Monitoring Sites This task includes field scouting of potential monitoring sites and setting up cameras as monitoring sites.

Written Assessment of Monitoring Sites This task includes a written assessment of monitoring sites with pictures of locations.

Camera Deployment and Checking Cameras Digital infrared ("no-glow") camera stations will be set up at the study sites, positioned at each site to detect whether wildlife is approaching the highway, culvert, or bridge crossing.

Camera Data Entry Data will be analyzed to identify the use (investigation, successful passage) and frequency of crossing by species. Data entry from the camera stations will also include the identification of individual animals, when possible, animals traveling with juveniles, and relevant ecological information, such as species interactions.

Roadkill Surveys, Data Collection, and Entry New and existing roadkill data will be collected and assembled into the Master Database. This data will be used to determine if there are roadkill hotspots where wildlife is routinely attempting to cross the highway within the study area. This data will also be used to identify travel routes where animals are approaching roads.

Weekly roadkill surveys will be conducted by Pathways for Wildlife. Wildlife-vehicle collision data will be GPS, photographed, and entered into the Master Database.

Monthly Updates and Sending Best of Data Monthly updates with the best of data, key findings, and best of data will be sent to Lassen County Transportation Commission and the Contractor.

Camera Analysis Identify the frequency of wildlife passages at monitoring locations by species. Roadkill data analysis to identify cluster locations in which wildlife are being hit on the highway.

Data and Findings Review Distribute findings to Lassen County Transportation Commission, and the Contractor for review and discussion.

Project Report and Findings Prepare and Present a Project Report & Findings.

TASK 2.1 DELIVERABLES:

- Camera survey findings, consisting of the following information:
 - Species inventory and analysis (occurrence, distribution, frequency)
 - Date, time, and temperature
 - Observations such as identification of movement patterns by individual animals (when possible), and juveniles traveling with adults.
- Roadkill survey findings, including:
 - Identification of areas with high volume/frequency of wildlife-vehicle conflict.
 - Roadkill Hot Spot Analysis
- Evaluation of the effectiveness of the culverts within the study area that are facilitating wildlife movement.
- Supporting maps, charts, tables, and photographs of the best camera and roadkill photos.

Task 2.2. Alternatives Analysis Task

2.2.1. Alternatives Site Location Analysis

Contractor will implement the following methods to determine possible alternative sites and then decide on which specific areas to focus on.

Report of Spatially Explicit Decision-Support (SEDS)

Decision-support modeling is common in institutional workflows, however spatially explicit decision-support (SEDS) has evolved into its own field, based in geographic information systems (GIS). There are a wide range of tools useful in making spatially explicit conservation decisions (Schwartz et al., 2018). The development and selection of the US-395 WCS alternatives requires:

- An understanding of the wide range of wildlife crossing needs which can be seen demonstrated in camera and roadkill data.
- Recognition of the contribution that existing structures provide for some wildlife movement.
- An understanding and accounting of existing and future constraints such as roadway geometrics, adjacent property ownership, geomorphology, geology, and future projects.

The Contractor will acquire a variety of data to support the SEDS process, including:

Wildlife Occurrence Data

Road and Right of Way

Landscape Attributes

Task 2.2.2. Highway Improvement Conceptual Plan Drawings and Analysis Task

2.2.2.1. Constructability Analysis

The Contractor will conduct a constructability analysis to determine the wildlife overpass opportunities and constraints of the six sites identified in Task 2.2.1.

Task 2.2.2.2. Conceptual Plan Drawings

The Consultant will prepare conceptual geometrics for the proposed improvements using current available base mapping (Lidar Data, GIS Parcel Maps, USGS Contours, etc.).

Task 2.2.2.3. Alternatives Analysis and Evaluation

The Contractor will analyze the six (6) potential locations to qualitatively compare safety, design exceptions (if required), environmental impacts, permit requirements, right-of-way, property impacts, and utility impacts, as well as quantitatively compare construction costs.

The Contractor will present the Alternative Analysis document to LCTC, Caltrans, and other stakeholders for review and to reach consensus on project alternatives to be carried forward.

Task 2.2.3. Preliminary Geotechnical Memo

The Contractor will review available information to understand the general soil and geologic conditions in the area. Locations with the potential for poor soil conditions will be documented in a memorandum in support of the alternatives analysis.

TASK 2.2 DELIVERABLES:

- Report of Spatially-Explicit Decision-Support (SEDS)
- Constructability Analysis Memorandum (draft and final)
- Conceptual plans for up to six locations (draft and final)
- Draft and Final Alternatives Analysis Report
- Preliminary Geotechnical Memo

TASK 3. CALTRANS PROJECT INITIATION DOCUMENT

The Contractor will develop the necessary documents to support development of a Project Initiation Document (PID) in the form of a Project Study Report-Project Development Study (PSR-PDS). The specific activities to be performed under this task include:

Task 3.1. Engineering Reports

The Team will prepare the required engineering reports in support of the PSR-PDS.

Task 3.1.1. Data Collection and Review of Existing Data and Reports

The Contractor will research and collect available existing data pertinent to design of the Project, including record information, assessor's parcel maps, right-of-way record maps, and records of survey to depict the approximate location of the existing right of way, property lines, easements, and utility facility maps. This data will be reviewed and incorporated in the PSR-PDS document.

Task 3.1.2. Caltrans Encroachment Permit

Contractor will prepare and submit an encroachment permit application to Caltrans to be used for preliminary studies at the project site. This scope assumes the permit will be issued by Caltrans at no cost.

Task 3.1.3. Site Visit and Field Review to Verify Project Features

Contractor will perform a site visit to verify data shown in available records is consistent with what is out on the project site. Major features and constraints will be verified and documented.

Task 3.1.4. Design Alternatives

The Contractor will prepare geometric drawings of four (4) build alternatives for the wildlife overcrossings selected in Task 2.

Task 3.1.5. Non-Standard Design Features

Contractor will document non-standard design features associated with each of the alternatives.

Task 3.1.6. Design Checklists

Contractor will prepare Design Information Bulletin 78 checklist as needed for the project alternatives.

Task 3.1.7. Intersection Control Evaluation

It is assumed that the project will not alter any existing roadway intersections. The Contractor will prepare a justification memo documenting that ICE is not required for the project.

Task 3.1.8. Traffic Engineering Performance Assessment

Because the project will clear span US-395 and will not affect permanent highway operations, the Traffic Engineering Performance Assessment (TEPA) will be limited to at “Streamlined TEPA” memorandum documenting existing highway traffic information such as Average Annual Daily Traffic (AADT), peak hour volumes, and safety information.

Task 3.1.9. Prepare Storm Water Data Report (PID Level)

Contractor will prepare a Storm Water Data Report (SWDR) in accordance with Caltrans standards and procedures and focus on the storm water quality elements to construct the project and implement appropriate temporary and permanent Best Management Practices (BMPs).

Task 3.1.11. Preliminary Right of Way Cost Estimates

The Consultant will prepare preliminary right of way cost estimates in support of the PID phase.

Task 3.1.12. Prepare PID Level Cost Estimate

Contractor will prepare an order-of magnitude capital cost estimate for each alternative to be used for planning purposes only.

Task 3.2. Preliminary Environmental Analysis Report

The Consultant will prepare a Preliminary Environmental Analysis Report (PEAR) based on the most recent Caltrans template for inclusion in the PSR-PDS. This will include:

- Develop a project Purpose and Need with agencies and key stakeholders, including Caltrans, and LCTC.
- Identify baseline environmental constraints and issues (biology, cultural resources, hazardous materials, etc.) that may affect the design, cost, schedule, and delivery of different alternatives.
- Determine the appropriate level of environmental review and CEQA/NEPA documentation.

Preparation of the PEAR will include the following activities:

- Land Use
- Farmlands/Timberlands
- Community
- Visual/Aesthetics
- Cultural Resources
- Hydrology and Floodplain
- Water Quality and Stormwater Runoff
- Geology, Soils, Seismic and Topography
- Paleontology
- Hazardous Waste/Materials
- Air Quality
- Noise and Vibration
- Energy and Climate Change
- Biological Environment
- Cumulative Impacts
- Context Sensitive Solutions

Task 3.3. Prepare Draft and Final PSR-PDS

The Contractor will prepare a Project Study Report-Project Development Support (PSR-PDS) document to serve as the Project initiation Document (PID) for the project.

Design Scoping Index: Contractor will prepare a draft Design Scoping Index based on the available information for submittal to Caltrans to be part of the project file

Transportation Planning Scoping Information Sheet: Contractor will prepare a draft Transportation Planning Scoping Information Sheet based on the available information for submittal to Caltrans to be attached to the PSR-PDS.

Survey Needs Questionnaire: Contractor will prepare a draft Survey Needs Questionnaire based on the available information for submittal to Caltrans to be part of the project file.

Division of Engineering Services Scoping Checklist: Contractor will prepare a draft Scoping Checklist based on the available information for submittal to Caltrans to be part of the project file.

TASK 3 DELIVERABLES

- Design Checklists (DIB78)
- Justification Memo that Intersection Control Evaluation is not required.
- “Streamlined” Traffic Engineering Performance Assessment
- Preliminary Environmental Analysis Report
- Storm Water Data Report (PID Level)
- Preliminary right-of-way requirements and utility matrices
- PID level cost estimate
- Draft and Final PSR-PDS including supporting documentation.
- Response to comment matrix for each round of submittal comments on the PSR-PDS (up to 2 total)
- All deliverables to be submitted in .pdf and Word format unless specifically stated otherwise.

TASK 4. PROJECT APPROVAL/ENVIRONMENTAL DOCUMENT

The Project Report (“PR”) will be prepared in accordance with Caltrans guidelines. Caltrans will validate all PA/ED related documents and the approval requirements based upon the information approved in the PSR-PDS under Task 3. The PR activities and deliverables will consist of, but are not limited to, the following:

Task 4.1. Data Collection and Base Mapping

The Team will gather data and prepare base mapping required for the PA/ED phase. This includes as-builts, record right of way data, planimetric topographic surveys, utility mapping, updated traffic data, or other required data not collected during the PID phase.

Task 4.1.1. Data Collection, Mapping, and Aerial Photogrammetry

The Contractor will gather and review additional available existing information and reports relevant to the project site, history, and planning context from the LCTC, Caltrans, and local agencies.

Task 4.1.2. Existing Utility Mapping

The Contractor will contact utility providers in the area to request updated information regarding their facilities.

TASK 4.1 DELIVERABLES:

- Topographic Base Mapping
- Existing Utility Mapping

Task 4.2. Preliminary Engineering

The Team will develop the feasible project alternatives and prepare the required preliminary engineering technical reports. The project assumes up to four (4) alternative crossing locations will be carried forward from the PID phase.

Task 4.2.1. Traffic Studies

This scope assumes no traffic studies will be necessary or required. Existing traffic data will be gathered from existing sources and discussion included in the Project Report.

Task 4.2.2. Preliminary Design

Task 4.2.2.1. Geometric Drawings (GeDs)

The Contractor will prepare Geometric Layout drawings of the four project site alternatives for the purpose of establishing the project footprint.

Task 4.2.2.2. Design Standard Decision Document (DSDD)

Contractor will identify the proposed geometric features that do not meet the Caltrans design standards described in the latest Highway Design Manual (HDM).

Task 4.2.2.3. Landscape and Drainage Design

Preliminary landscape plans for integration into the structure will be prepared.

Task 4.2.3. Right of Way/Utilities

The Right of Way/Utilities studies at this stage will include preliminary utility coordination and conflict analysis, and preparation of Right of Way Data Sheets.

Task 4.2.3.1. Utility Coordination & Conflict Analysis

The Contractor will complete a review of the potential utility conflicts for each alternative.

Task 4.2.3.2. Right of Way Data Sheet

Based on the preferred alternative, the Consultant will prepare a Right of Way Data Sheets in conformance with Chapter 4 of the Caltrans Manual, for inclusion within the Draft and Project Report.

Task 4.2.4. Advanced Planning Study

The Contractor will prepare Advanced Planning Studies (APS) for the four (4) crossing location alternatives.

Task 4.2.5. Develop Aesthetic Guidelines

The Contractor in collaboration with Rana will develop aesthetic guidelines to provide overall themes for application on structural elements. The guidelines will provide recommendations for features such as: bridge railings, barriers, pilasters, slope paving, wall treatments, and fencing.

Task 4.2.6. Stormwater Data Report

Based on the proposed project features, Contractor will prepare a Storm Water Data Report (SWDR) for the project. The SWDR will focus on the storm water quality issues to construct the project and implementation of appropriate temporary and permanent Best Management Practices.

Task 4.2.7. Preliminary Geotechnical Design Report (PGDR)

The Consultant will prepare a Preliminary Geotechnical Design Report (DPGR) in accordance with Caltrans' Geotechnical Design Reports guidelines to provide preliminary recommendations.

Task 4.2.8. Transportation Management Plan (TMP) Data Sheet

Contractor will prepare a TMP Checklist for the four overcrossing alternatives to document strategies and costs for traffic management during construction.

Task 4.2.9. Value Analysis Study

The Consultant will assist with preparing and distributing a Value Analysis (VA) study for the Project. The VA study to comply with NHS VA mandate and follow the Caltrans VA methodology as outlined in the Chapter 19, "Value Analysis" of the Project Development Procedures Manual (PDPM) and detailed in the latest Caltrans VA Team Guide and Report Guide.

TASK 4.2 DELIVERABLES:

- Geometric Drawings (GeDs) (4 Build Alternatives)
- DIB 78 Checklist
- Design Standard Decision Document (if required)
- Landscape and Drainage Design Memo
- Right of Way Data Sheet (4 Build Alternatives)
- Preliminary Utility Conflict Mapping
- Advanced Planning Studies (4 Build Alternatives)
- Storm Water Data Report
- Preliminary Geotechnical Design Report
- TMP Data Sheet
- VA Study Report

Task 4.3. Environmental Technical Reports

The Project will be environmentally approved under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

The following technical studies are anticipated:

- Air Quality and Greenhouse Gas Assessment
- Natural Environment Study

- Cultural Resources Assessment
- Archaeological Survey Report (ASR)
- Historic Property Survey Report (HPSR)
- Phase I Initial Site Assessment

TASK 4.3 DELIVERABLES:

- Draft Air Quality, Greenhouse Gas, and Construction Health Risk Report (electronic submittal)
- Final Air Quality, Greenhouse Gas, and Construction Health Risk Report (electronic submittal)
- Draft NES report (electronic submittal)
- Final NES report (electronic submittal)
- Draft APE Map, ASR and HPSR (electronic submittal)
- Final APE Map, ASR and HPSR (electronic submittal)
- Draft Visual Impact Assessment (electronic submittal)
- Final Visual Impact Assessment (electronic submittal)
- Draft ISA (electronic submittal)
- Final ISA (electronic submittal)

Task 4.4. Initial Study/Mitigated Negative Declaration

Task 4.4.1. Environmental Document

Draft Initial Study/Mitigated Negative Declaration: The Consultant will prepare a CEQA initial study (IS) that incorporates the results of the technical analyses and other assessments of topics reflecting Appendix G of the State CEQA Guidelines.

Project Description: The Team will prepare an MND that presents an appropriately detailed Project description, regional and local Project location maps, site plans and drawings of the proposed Project, a discussion of the Project's environmental setting, and brief analysis of potential environmental impacts.

Task 4.4.2. Open House / Community Meeting

While the anticipated level of environmental documentation does not require formal public hearings or any public meetings, best professional practices are to hold community engagement events prior to the circulation of the Draft Environmental Document (DED) to solicit input from the community and stakeholders on the development of the project alternatives, and to hold a virtual public meeting during the DED public circulation period.

TASK 4.4 DELIVERABLES:

- Draft IS/MND (electronic submittal)
- Final IS/MND (electronic submittal) Assumptions
- Meeting Materials for Public Open House (6 pieces)
- Public Meeting Flyer (1 piece)
- Post Public Meeting Report

Task 4.5. NEPA Categorical Exclusion

Categorical Exclusion – The Consultant will prepare a Categorical Exclusion (CatEx), assuming concurrence on this level of NEPA document will be received from Caltrans. It is anticipated that an elevated environmental document (e.g., NEPA Environmental Assessment) will not be required and any potential changes as the Project advances and to the following areas will be minimal and require qualitative/limited quantitative updates only:

- Project design
- Environmental setting
- Environmental circumstances
- Technical Analysis

- Environmental impacts of the Project
- Avoidance, minimization and/or mitigation measures
- Environmental commitments

TASK 4.5 DELIVERABLES:

- Draft CatEx and Continuation Sheets (electronic submittal)
- Final CatEx and Continuation Sheets (electronic submittal) Assumptions

Task 4.6. Prepare Draft Project Report and Project Report

Contractor will prepare documentation to achieve Project Approval from Caltrans.

Task 4.6.1. Draft Project Report

The Contractor will prepare and submit the Draft Project Report (DPR) for review and comment. Attachments included in the Draft PSR-PR or PR include:

- Location Map
- Geometric Drawings
- 11-page Cost Estimate
- Right of Way Data Sheet
- TMP Checklist and Request for TMP
- Storm Water Data Report
- Risk Management Plan and Risk Register
- Draft Environmental Document (Title page only)
- Cooperative agreement (provided by the agency)

Task 4.6.2. Project Report

After circulation of the Draft Environmental Document and the selection of a preferred alternative (2 build locations), the DPR will be revised and updated to a Project Report (PR).

Task 4.6.3. Cost Estimates

The Contractor and our team will prepare estimates to accompany the DPR alternatives and the PR preferred alternative.

TASK 4.6 DELIVERABLES:

- DPR (3 submittals)
- PR (3 submittals)
- 11-pg estimates
- Geometric Drawings
- Right of Way Data Sheet
- TMP Checklist and Request for TMP
- Storm Water Data Report
- Risk Management Plan and Risk Register

TASK 5. DESIGN

The two preferred project locations will be designed to a 65% level to enable the identification of right of way needs and to facilitate submission of resource agency permits as soon as the CEQA and NEPA documents are approved.

Task 5.1. Design Level Base Mapping

The Team will prepare design level topographic survey, right of way, and utility mapping. The updated mapping will be used to prepare the 35% and 65% plans. It will include the following:

- Topographic Base Mapping
- Existing Right of Way “Record Right of Way drawing”
- Verified Utility Base Mapping

TASK 5.1 DELIVERABLES

- Topographic Base Mapping (1”=50’ Scale) (ACAD Civil 3D)
- Existing Right of Way Delineation (Record Right of Way Drawing) (ACAD Civil 3D)
- Utility Base Mapping (ACAD Civil 3D); Pothole Report (PDF, if required)

Task 5.2. 35% Plans and Estimate

Plans and estimates for two project alternative sites will be developed. 35% plans will identify project features and dimensions, but will not include detailed calculations, design details, or specifications.

Task 5.2.1. 35% Civil Plans and Estimate

The Contractor will prepare 35% level engineering drawings for each of the two alternative project sites.

Task 5.2.2. 35% Noise and Light Mitigation Barrier Plans

For each alternative site, the Consultant will design and model the effectiveness of barriers in reducing traffic noise and glare within the wildlife approach zone and on the structure surface.

Task 5.2.3. 35% Planting Plans

The Consultant will develop 35% level plant and inert material palettes for the proposed improvements at the two overcrossing sites.

TASK 5.2 DELIVERABLES

- 35% Civil Plans and Estimate
- 35% Noise and Light Barrier Plans
- 35% Planting Plans

Task 5.3. Design Level Engineering Technical Reports

In support of the development of the 35% PS&E, the following technical reports will be prepared.

- Structure Type Selection Report
- Preliminary Foundation Reports
- Preliminary Foundation Report (PFR) (35%/Type Selection
- Draft Geotechnical Design Report
- Draft Foundation Report
- Lane Closure Report
- Traffic Management Plan
- Draft Drainage Report
- Draft Storm Water Data Report (PS&E Phase)

TASK 5.3 DELIVERABLES

- Structure Type Selection Report
- Lane Closure Draft and Final Report (PDF)
- Transportation Management Plan Draft and Final (PDF)
- Aesthetic Guidelines (PDF)

- Draft Stormwater Data Report (PDF)
- Draft Roadway Drainage Report (PDF)
- Draft Geotechnical Design Report
- Preliminary Foundation Reports

Task 5.4. Prepare 65% Plans, Specifications, and Estimates

Task 5.4.1. 65% Civil PS&E

The Contractor team will prepare 65% PS&E for two WCS locations. Plans will be prepared per the Caltrans Plan Preparation Manual.

Task 5.4.2. 65% Landscape PS&E

The Consultant will prepare 65% level landscape PS&E.

Task 5.4.3. 65% Structure PS&E

Contractor will prepare structural calculations and structure plans for the selected overcrossing and walls, including noise/glare barriers for EACH site. At the 65% submittal, Contractor will submit a complete, unchecked set of structure plans to Caltrans for review.

TASK 5.4 DELIVERABLES

- 65% Plans (11x17 PDF)
- 65% Engineers Estimate (MS Excel, PDF)
- 65% Draft Technical Specifications (MS Word)

WORK ELEMENT BUDGET			
Revenues		Expenditures	
Wildlife Conservation Board Grant	\$1,788,000	LCTC Staff	\$88,000
		Outside Consultant – Mark Thomas	\$1,700,000
Total: \$1,788,000		Total: \$1,788,000	

ATTACHMENTS

- A. Fiscal Year 2025/2026 California Department of Transportation Debarment and Suspension Certification
- B. FTA Fiscal Year 2025/2026 Certifications and Assurances
- C. FY 2025/2026 FHWA and FTA State and Metropolitan Transportation Planning Process Self Certification
- D. LCTC Resolution Adopting FY 25/26 OWP and Budget

Attachment A

Fiscal Year 2025/2026 California Department of Transportation Debarment and Suspension Certification

**Fiscal Year 2025/2026 California Department of Transportation
Debarment and Suspension Certification**

As required by U.S. DOT regulations on governmentwide Debarment and Suspension

(Nonprocurement), 49 CFR 29.100:

- 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, and 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.

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DEBARMENT AND SUSPENSION CERTIFICATION
FISCAL YEAR 2025/2026**

SIGNATURE PAGE

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 _____

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 _____ (Name of Applicant)

Signature  Date _____

Printed Name of Applicant's Attorney _____

Attachment B

FTA Fiscal Year 2025/26 Certifications and Assurances

Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.

Text in italic is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
 - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
 - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
 - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

1.6. American Rescue Plan Act Funding.

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).

This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.

This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C.

§ 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2023, Pub. L. 117-328, div. E, tit. VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT

Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.

4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or 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.

4.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

5.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

5.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it is in compliance with 49 CFR Part 625.

CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

7.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

7.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.

If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 18. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
 - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost

- Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
- (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
- (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
 - (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
 - (2) Category 06 (Transit Asset Management Plan),
 - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
 - (4) Category 09 (Formula Grants for Rural Areas),
 - (5) Category 15 (Alcohol and Controlled Substances Testing), and
 - (6) Category 17 (Demand Responsive Service).

CATEGORY 21. EMERGENCY RELIEF PROGRAM.

An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

**FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES FOR FTA
ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Lassen County Transportation Commission _ The Applicant certifies
to the applicable provisions of all categories: (*check here*) X.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs
- 13 State of Good Repair Grants
- 14 Infrastructure Finance Programs
- 15 Alcohol and Controlled Substances Testing
- 16 Rail Safety Training and Oversight
- 17 Demand Responsive Service
- 18 Interest and Financing Costs
- 19 Cybersecurity Certification for Rail Rolling Stock and Operations
- 20 Tribal Transit Programs
- 21 Emergency Relief Program

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: Lassen County Transportation Commission

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted 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 provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 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 accurate.

Signature  Date: May 12, 2025

Name John Clerici 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, local, or tribal government law, as applicable, 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 it.

I further affirm 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 its FTA assisted Award.

Signature  Date: 5/13/2025

Name DeeAnne Gillick Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

Attachment C

FY 2025/2026 FHWA and FTA State and Metropolitan Transportation Planning Process Self Certification

FY 2025/2026 FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification

In accordance with 23 CFR part 450, the California Department of Transportation and _____, Regional Transportation Planning Agency, hereby certify that the transportation planning process is being carried out in accordance with all applicable requirements including:

- 1) 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
- 2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- 3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- 5) Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- 6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- 8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- 9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- 10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.



RTPA Authorizing Signature

Title

Date

Caltrans District Approval Signature

Title

Date

Attachment D

LCTC Resolution Adopting FY 25/26 OWP and Budget

LASSEN COUNTY TRANSPORTATION COMMISSION
Resolution 25-10
Amendment #1 (Formal) to the Fiscal Year 2025/26 Overall Work Program and Budget

WHEREAS, the Lassen County Transportation Commission (LCTC) is the designated regional transportation planning agency for the Lassen County region, and an eligible recipient for transportation planning funds administered by the California Department of Transportation (Caltrans); and,

WHEREAS, the LCTC previously adopted a Fiscal Year 2025/26 Overall Work Program (OWP) on June 23, 2025; and,

WHEREAS, on occasion it is necessary to amend the OWP to address changes in project scope for work elements within the OWP and budget; and,

WHEREAS, Work Element 606 Lassen GIS Plan was carried over from the FY 2024/25 OWP and the remaining grant funds (approx. \$15,000) will be allocated in the FY 2025/25 OWP; and,

WHEREAS, Work Element 607 Lassen County Electric Vehicle Charging Master Plan was added after the LCTC successfully applied for Sustainable Transportation Planning Grant for \$170,863 from Caltrans; and,

WHEREAS, Work Element 608 Bizz Johnson Rail Trail Extension Feasibility Study was also added after the LCTC successfully applied for Sustainable Transportation Planning Grant for \$115,089 from Caltrans; and,

WHEREAS, other budget and schedule adjustments within the OWP are necessary to efficiently apply LCTC resources to the tasks within the OWP.

NOW, THEREFORE, BE IT RESOLVED by the Lassen County Transportation Commission hereby adopts Amendment #1 to the Fiscal Year 2025/26 Overall Work Program and Budget.

The foregoing resolution was passed and adopted at the August 11, 2025 meeting of the Lassen County Transportation Commission by the following vote:

AYES: Brown, Ingram, Miller, Neely, Schuster

NOES: Albaugh

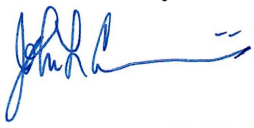
ABSTAINED:

ABSENT:



Aaron Albaugh
Chair, Lassen County Transportation Commission

The foregoing instrument is a correct copy of the original on file in the office of the Executive Secretary of the Lassen County Transportation Commission.



August 11, 2025

John Clerici, Executive Secretary