

FY 25-26 OWP Development and Coordination – Statewide RTPA Meeting



Agenda

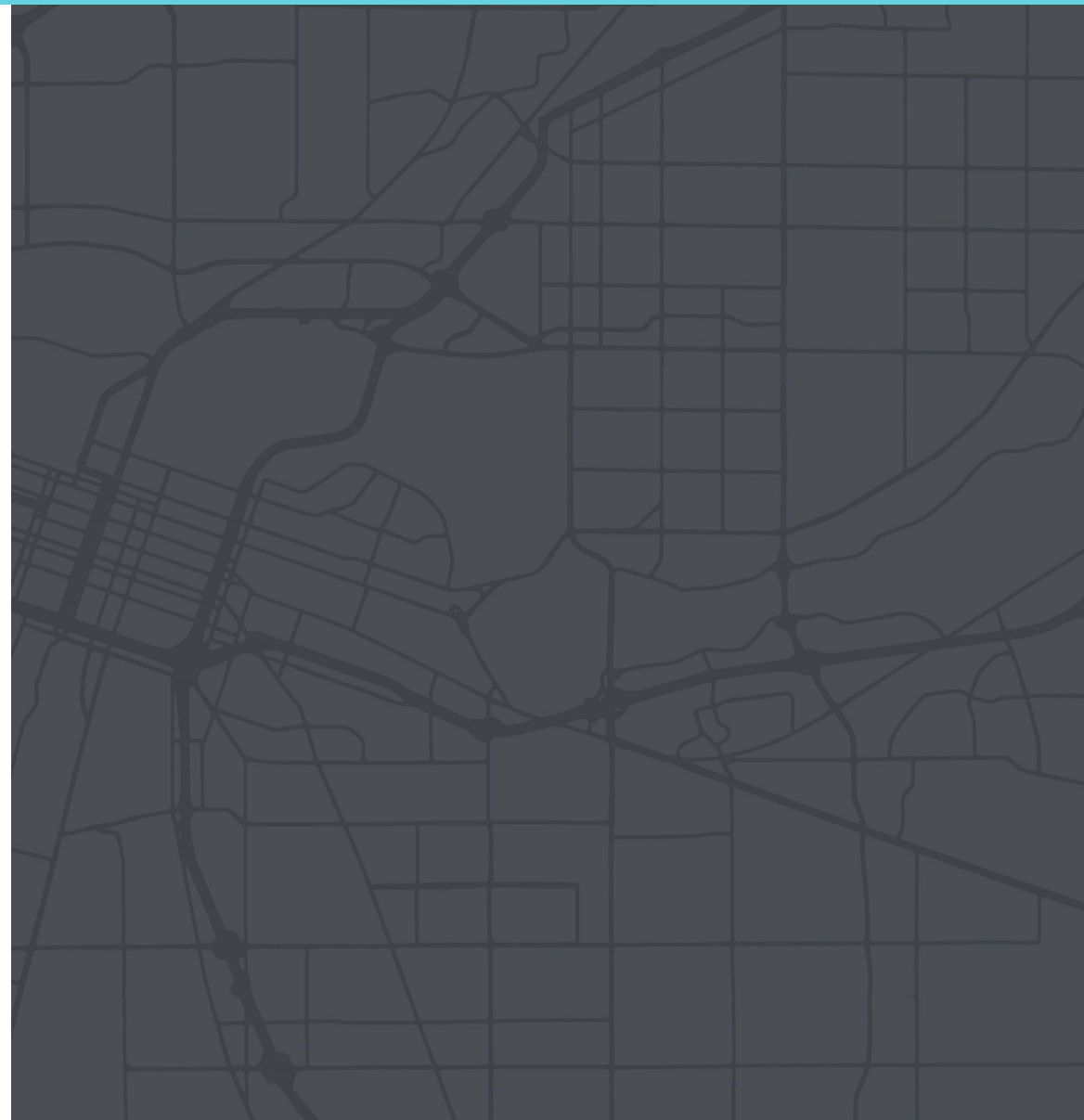
01 – Welcome

02 – OWP Development and Monitoring

03 – Caltrans Priorities and Updates

04 – Next Steps

05 – Questions





OWP Development and Monitoring

Quarterly Progress & Expenditure Reports

UPDATES TO THE QPRS

- **QPR due dates:**

- Quarters 1-3 QPRs due **30** days after the close of the quarter
- Quarter 4 QPR due **60** days after the close of the quarter

OWP and Grant Quarterly Reporting Due Dates

Quarter	Quarter Timeframe	QPR Due to Caltrans District Liaison
1	July 1 - Sept 30	Oct 30
2	Oct 1 - Dec 31	Jan 30
3	Jan 1 - March 31	April 30
4	April 1 - June 30	August 30

- **Other notable revisions/clarifications:**

- QPRs are required to have a narrative describing work progress, progress in adhering to schedules, and a list of tasks and products completed during the quarter.
- A percent comparison of actual performance with work-element goals and deliverables (this should not be a percent comparison of funding expended)
- A status of expenditures by work element, funding source, and type, in a format compatible with the work program, including a comparison of budgeted amounts and costs incurred.

Updated OWPA

- Beginning FY 25-26, we will be utilizing a revised **OWPA** form which has new rows for tracking the CPG funds that are using the CS local match waiver.
- We will share this out beginning in the new year, because it will also have the updated years for the MFTA

CFDA #	Funding Source	MIN Required Match %	CURRENT FY Allocated Programmed Amount	CARRYOVER Programmed Amount	Toll Credit Match	Local/In-Kind Match	TOTAL Estimated Expenditures
20.205	FHWA PL (Toll Credit)	11.47%					\$0.00
20.205	FHWA PL (Local/In-kind Match)	11.47%					\$0.00
20.205	FHWA PL Complete Streets	0.00%					\$0.00
20.505	FTA 5303 (Toll Credit Match)	11.47%					\$0.00
20.505	FTA 5303 (Local/In-kind Match)	11.47%					\$0.00
20.505	FTA 5304	11.47%					\$0.00
20.205	FHWA SPR	20.00%					\$0.00
	RPA	0.00%					\$0.00
	RPA Grants	0.00%					\$0.00
	SHA Grants	11.47%					\$0.00
	SB1 Formula	11.47%					\$0.00
	SB1 Competitive	11.47%					\$0.00
	SHA-Climate Adaptation	11.47%					\$0.00
	Total Programmed Amount		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

RPA Carryover/Invoicing and Support Documentation

- ORCP has updated the RTPA RFR forms and support documentation for agencies to be able to track carryover funds.
- The RFR support documentation now also includes a sheet for tracking RPA Discretionary Grants.
- RTPAs are encouraged to use old funds first.

AGENCY NAME
FY 2024-25
Overall Work Plan (OWP) INVOICE DETAILS
Rural Planning Assistance (RPA)

OWP Work Element Info		Allocation & Expenditures				
1	2	3	4	5	6	7
Work Element #	WE Title	Current RPA WE Budget	RPA Previously Invoiced (does not include current amount billed)	CURRENT FY 24/25 RPA Amount Billed	FY 23/24 CARRYOVER RPA Amount Billed	RPA Balance
						\$0.00
						\$0.00

AGENCY NAME
FY 2024-25
Overall Work Plan (OWP) INVOICE DETAILS
Rural Planning Assistance (RPA Discretionary Grants)

OWP Work Element Info		Allocation & Expenditures					Local Match Info for Current			
1	2	3	4	5	6	7	8	9	10	11
Work Element #	WE Title	Current RPA-Disc. WE Budget	RPA-Disc. Previously Invoiced (does not include current amount billed)	CURRENT FY 24/25 RPA-Disc. Amount Billed	FY 23/24 CARRYOVER RPA-Disc. Amount Billed	RPA-Disc. Balance	Cash	Source	3rd Party In-Kind	Source
						\$0.00				
						\$0.00				

Grant Amendments

- We have streamlined the grant amendments process to reduce administrative burdens.
- **The Change in Grant Agreement Terms (CAT) form will no longer be required.**
- After the grantee has programmed the grant into the OWP and has received the Notice to Proceed, **grant amendments no longer require submittal of the Scope of Work or Cost and Schedule**



MPO/RTPA Change in Grant Agreement Terms

Grants Administered through the Overall Work Program (OWP)

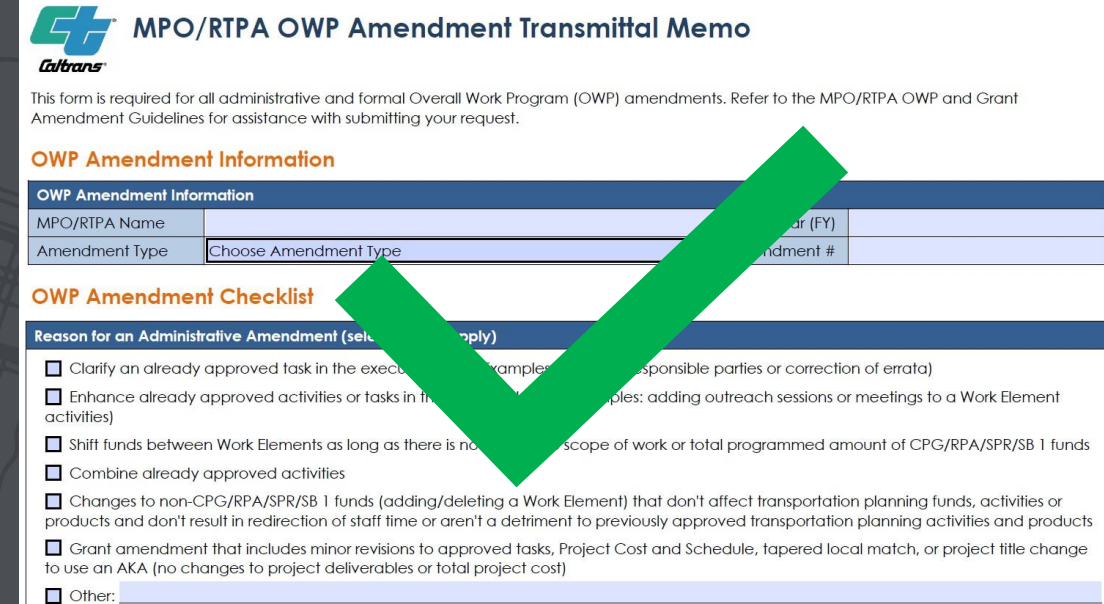
This form is required for administrative changes to any Sustainable Transportation Planning Grants that are administered through an MPO/RTPA Overall Work Program (OWP). Refer to the MPO/RTPA OWP and Grant Administration Guidelines for assistance in submitting your request.

Project Information

Project Information				
Grant Award Fiscal Year	Grant Amendment #			
Grant Category	Grant Type			
MPO/RTPA Name				
Project Title				
Original Grant Information				
Grant Award Amount	Local Match (Cash)	Local Match	Total Project Cost	Total Project Cost
Grant Expiration Date		Final Invoice Due Date		

Grant Amendments

- All grant amendments will be reviewed and processed via the **OWP Amendment Transmittal Memo**.
- Minor budget changes at the task level don't need to be reported, unless task budgets shift by +/- 20%
- Minor schedule changes – under 5 months – can be reported via the QPRs. If there are major delays, contact your Caltrans DL to determine if an OWP amendment is needed.



Caltrans MPO/RTPA OWP Amendment Transmittal Memo

This form is required for all administrative and formal Overall Work Program (OWP) amendments. Refer to the MPO/RTPA OWP and Grant Amendment Guidelines for assistance with submitting your request.

OWP Amendment Information

OWP Amendment Information	
MPO/RTPA Name	Year (FY)
Amendment Type	Amendment #

OWP Amendment Checklist

Reason for an Administrative Amendment (select all that apply)

- Clarify an already approved task in the executive summary (examples: responsible parties or correction of errata)
- Enhance already approved activities or tasks in the executive summary (examples: adding outreach sessions or meetings to a Work Element activities)
- Shift funds between Work Elements as long as there is no change in the scope of work or total programmed amount of CPG/RPA/SPR/SB 1 funds
- Combine already approved activities
- Changes to non-CPG/RPA/SPR/SB 1 funds (adding/deleting a Work Element) that don't affect transportation planning funds, activities or products and don't result in redirection of staff time or aren't a detriment to previously approved transportation planning activities and products
- Grant amendment that includes minor revisions to approved tasks, Project Cost and Schedule, tapered local match, or project title change to use an AKA (no changes to project deliverables or total project cost)
- Other:

Final Products

- Final Products are required to be submitted at the end of the Fiscal Year during the year-end closeout process, consistent with 23 CFR 420.117 and 49 CFR Part 18 of the Uniform Administrative Requirements
- RTPAs must include **tangible deliverables** in the OWP work elements that will be submitted to Caltrans

Incorporating Comments into the OWP

- This upcoming FY, we will be utilizing a standardized **comment matrix** which identifies Caltrans' comments and provides a section for the RTPA to respond to how/where in the OWP the comment was addressed
- Each RTPA is expected to incorporate and respond to all comments utilizing this new format



FY 25-26 Draft OWP Comment Matrix – Sample Agency Name (MPO/RTPA)

Comment	From	Addressed?	MPO/RTPA Notes	Caltrans Review



Caltrans Priorities and Updates



California Transportation Plan Update



General Updates

Regional Planning Handbook Update

- ORCP is continuing to work on the Regional Planning Handbook update
- We are currently reviewing the revisions as a team
- Once finalized, we will be working with the graphics team on the design and formatting
- We anticipate, the handbook update to be **finalized by the mid-January.**

Master Fund Transfer Agreement Update

- Most of the 2025 MFTAs have been fully executed
 - ❖ There are a few outstanding MFTAs that remain to be executed – if the MFTA has **NOT** been executed yet for your respective agency, please reach out to **Brenda Caruso** and **Camilo Juarez**, as soon as possible to ensure the MFTA is executed prior to December 31st.
- At this time, please also **submit an updated OWPA that includes your agency's new MFTA contract number** using the updated OWPA template which has the new MFTA contract dates (OWPA template shared by Erin Thompson on 10/31)



Next Steps

Individual OWP Development and Coordination Meetings

- ORCP will be meeting with 2-3 RTPAs in the upcoming year for the development of the FY 25-26 Overall Work Programs. We hope to continue this practice moving forward to assist RTPAs as needed for specific and tailored improvements to their region's OWP.
- ORCP is also available to meet with any additional RTPAs with questions or assistance needs for OWP development and/or regional planning training.

Important Dates and Deadlines

- Draft OWPs are due to Caltrans **February 28, 2025**
- Final OWPs are due to Caltrans **June 16, 2025**



QUESTIONS