



**190 Greenhorn Road
Yreka, California 96097
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Overall Work Program

Fiscal Year 2024/2025

Date of Adoption:	May 14, 2024
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Melissa Cummins, Executive Director

Table of Contents

Introduction.....	3
Background	4
Organization.....	4
Public Participation	6
Revenue Sources.....	6
Work Element 601 - Administration.....	8
Work Element 602 – Overall Work Program Development.....	10
Work Element 603 – Interagency Coordination and Public Engagement.....	12
Work Element 604.1 – Regional Transportation Systems Planning	15
Work Element 604.2 – Pavement Management System	17
Work Element 604.3 – Regional Transportation Improvement Program	18
Work Element 604.4 – Regional Transportation Plan.....	20
Work Element 605.1 – Multimodal and Public Transportation Planning	21
Work Element 605.2 – Siskiyou County Regional Active Transportation Plan	24
Work Element 606 – Siskiyou County Evacuation and Preparedness Plan.....	25
Appendix A - Summary of Expenditures for Siskiyou County	32
Appendix B - FAST Act Planning Factors	34
Appendix C - Federal Planning Emphasis Areas.....	36

Introduction

Siskiyou County lies on the northern boundary of California, bordered by Oregon to the north, Del Norte and Humboldt Counties to the west, Trinity, and Shasta Counties to the south and Modoc County to the east. The economic base of the County is a combination of agriculture, forest products, and recreation.

The region encompasses 6,287 square miles with a variety of terrains including valleys, rivers, high desert landscape, and the picturesque Mount Shasta. A significant portion of the County's area is owned by various federal agencies such as the United States Forest Service and the Bureau of Land Management. There are five national forests within Siskiyou County that collectively total approximately sixty percent of the County's land. These federally owned lands limit the amount of property tax available to the County.

Some of the land uses within the region include residential, commercial, industrial, and agricultural. One quarter of the total acreage of the County is used for agricultural purposes.

Siskiyou County ranks 45th in the state for estimated population, which as of January 2023 indicates a projected County population of 43,548. This equates to an estimated 6.93 people per square mile.

The region encompasses nine incorporated cities, five community service districts, plus numerous smaller communities such as Callahan, Cecilville, Edgewood, Gazelle, Greenview, Grenada, Hilt, Horse Creek, Klamath River, Macdoel, Seiad Valley, and Somes Bar. Many of the communities are located along a state route corridor such as State Route 3, State Route 96, State Route 97, or Interstate 5. The City of Yreka is the County seat. The region also includes two federally recognized tribes, the Karuk Tribe, and the Quartz Valley Indian Reservation. Both entities are members of the Technical Advisory Committee. In addition to the numerous local agencies the region also encompasses lands managed by federal land management agencies such as the United States Forest Service (Klamath and Shasta-Trinity) and the Bureau of Land Management.

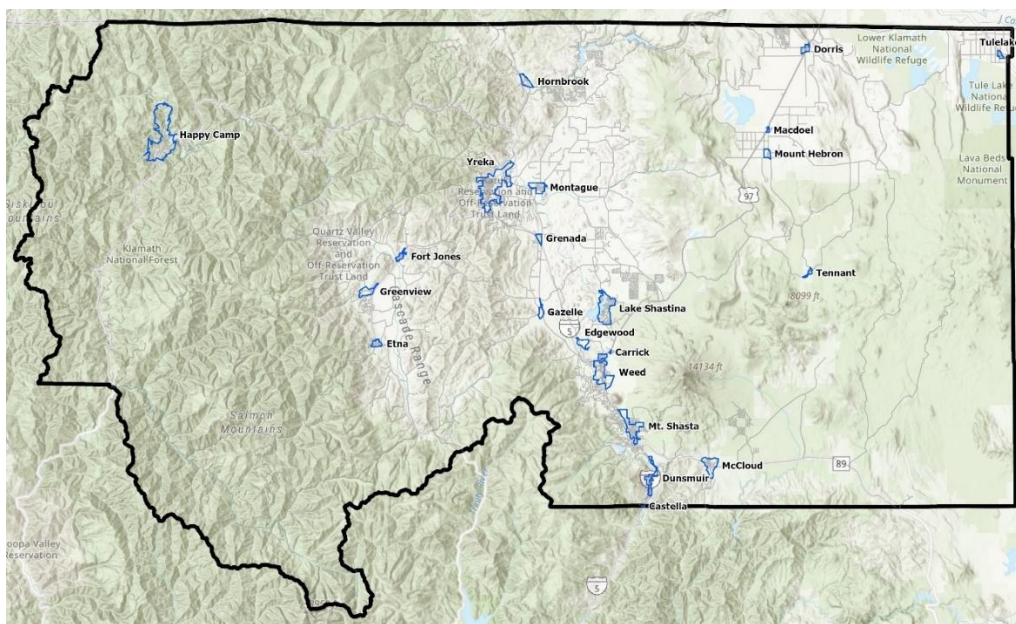


Figure 1 – County of Siskiyou Map

Coordination between the various agencies within the region and across the north state is essential to the successful delivery of projects. The SCLTC will be actively involved with projects to ensure all appropriate agencies are engaged.

SCLTC will endeavor to engage the numerous local, state, and federal agencies and coordinate transportation planning at the regional level while providing input and coordinating with agencies on smaller scale efforts.

Background

The Siskiyou County Local Transportation Commission (SCLTC) is the designated Regional Transportation Planning Agency (RTPA) for Siskiyou County. SCLTC provides support and assists with coordination on projects between our local partners and various funding programs.

The transportation planning requires involvement from a variety of stakeholders including, but not limited to, federal, state, and local agencies, tribal governments, private partners, and the public. During the year a variety of projects are at various phases of the planning process. The Overall Work Program identifies a set of priorities for Commission staff to accomplish during the fiscal year, which is July 1st to June 30th of the following calendar year.

The Overall Work Program (OWP) identifies opportunities for collaboration, coordination, public engagement and financing for various plans and programs. Each work element within the identifies the funding sources, expected activities, and outcomes. One of the core products of the OWP is the Regional Transportation Plan (RTP). The OWP and RTP should be consistent with federal and state planning goals, programs, plans, and objectives. They represent a unified approach to a multimodal regional transportation network.

The key programs linked to the OWP include the Regional Transportation Improvement Program (RTIP), State Transportation Improvement Program (STIP), Federal State Transportation Improvement Program (FSTIP), State Interregional Transportation Improvement Program (ITIP), and State Highway Operation and Protection Program (SHOPP).

Organization

The Siskiyou County Local Transportation Commission (SCLTC) was created by the Transportation Development Act (TDA) and established in 1972. The SCLTC governing board consists of three delegates appointed by the Siskiyou County Board of Supervisors and three delegates appointed by the League of Local Agencies, which represents the nine incorporated cities. Each appointing agency also has one alternate.

In 2023 the Commission created a full-time Executive Director position to manage all daily activities, projects, and coordination activities. This is currently the Commission's only staff. Commission activities are supported by dedicated transportation funding such as the local transportation funds, rural planning assistance funds (OWP), and other grant programs (as awarded). The Rural Planning Assistance (RPA) funds provide for transportation planning activities within the region and fund most of the work outlined in the OWP.

The Siskiyou County Local Transportation Commission's Technical Advisory Committee (TAC)

consists of representatives from each incorporated City, the Karuk Tribe, the Quartz Valley Indian Reservation, Siskiyou County Public Works, Caltrans District 2, and Siskiyou Transit and General Express. The TAC currently meets as needed to review topics and make recommendations to the SCLTC.

The Social Services Transportation Advisory Council (SSTAC) helps ensure broad citizen participation and assists with the annual Unmet Transit Needs Findings. The SSTAC is a “mechanism to solicit input of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.” The SSTAC will also serve as the Citizens Advisory Committee (CAC) to facilitate community and public input during regional transportation planning activities. Data gathered throughout the year will be used to identify opportunities for coordination of services and identify gaps or needs that are not currently met by existing services.

Siskiyou County Local Transportation Commission (Regional Transportation Planning Agency)					
Representatives – Board of Supervisors			Representatives – League of Local Agencies		
Commissioner	Commissioner	Commissioner	Commissioner	Commissioner	Commissioner
Michael Kobseff Supervisor District 3	Nancy Ogren Supervisor District 4	Ed Valenzuela Supervisor District 2	Bruce Deutsch Councilmember City of Dunsmuir	Paul McCoy Councilmember City of Yreka	Susan Tavalero Councilmember City of Weed
	Brandon Criss Supervisor District 1			Julia Mason Councilmember Town of Fort Jones	
		Staff			
		Executive Director Melissa Cummins			

Technical Advisory Committee	
Member Agency	Representative
Siskiyou County Public Works	Director of Public Works
Caltrans, District 2	Regional Planner Or Designee
City of Dorris	City Administrator
City of Dunsmuir	Director of Public Works
City of Etna	Director of Public Works
Town of Fort Jones	Town Administrator
City of Montague	Director of Public Works
City of Mount Shasta	Director of Public Works
City of Tulelake	Director of Public Works
City of Weed	Director of Public Works
City of Yreka	Director of Public Works
Siskiyou Transit and General Express (STAGE)	Director of Public Works
Karuk Tribe	Transportation Director
Quartz Valley Indian Reservation	Vacant

Social Services Transportation Advisory Council		
Term Expires 04/08/24	Term Expires 04/08/25	Term Expires 04/08/26
Teri Gabriel	Denise Patterson	Kelly Harris
	Misty Rickwalt	Emily Tuholski

Public Participation

The Commission encourages participation from the public in a variety of ways. Information about upcoming meetings is posted on the Commission's Facebook Page (<https://www.facebook.com/sistransportation/>). The agenda packets are posted to the Commission's page on the County website in accordance with California Government Code 54954.2. A printed copy of the agenda is posted at the Siskiyou County Transit Center for public review.

Regular meeting agenda packets are sent to any individual who requests to be added to an email notification list. These email notifications are sent to Commissioners, interested Siskiyou County staff, members of the Social Services Transportation Advisory Council (SSTAC), and members of the Technical Advisory Council (TAC).

Commission staff also coordinate with the Public Information Officer and other relevant departments at the County of Siskiyou to distribute information through their various social media platforms to increase public awareness and increase participation in various Commission activities.

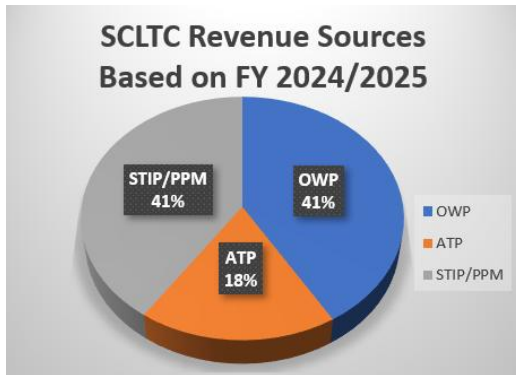
The Commission is in the process of developing a comprehensive Public Participation Plan that identifies key stakeholders and methods to regularly engage the public in the transportation planning process. Regular updates, as necessary, will be conducted to ensure ongoing active engagement from the public and stakeholders.

Revenue Sources

SCLTC's Overall Work Program for FY 2024/2025 will utilize \$ 230,000. The anticipated revenue sources are described by fund source below and amounts are included in Table 1 and Appendix A. This program is financed by a combination of State and local funding sources identified below as approved by the SCLTC:

- Rural Planning Assistance (RPA) – These funds are provided by subvention through Caltrans, Rural RPA funds are estimated to be \$6.5 million, pending adoption of the State budget. RPA funds are available for specific eligible uses on a reimbursement basis. Recipients may carry over a maximum of twenty-five percent (25%) of unexpended funds from one fiscal year to the next.
- State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM) – The Commission may use up to five percent (5%) of its Regional Improvement Program (RIP) shares for eligible PPM activities associated with the STIP requirements. SCLTC is proposing to use a portion of the 2024 STIP shares to continue a contract to provide updated pavement condition index data to local agencies; as well as to complete the next update to the Siskiyou County Regional Transportation Plan.
- Regional Surface Transportation Program (RSTP) - The SCLTC annually receives State Highway Account funds representing the County's share of the Federal Regional Surface Transportation Program.

- Active Transportation Program (ATP) – The Commission was awarded a grant through the California Transportation Commission’s Active Transportation program in October 2021. The grant was awarded for the development of a Regional Active Transportation Plan. RPA and RSTP funds are being used as the required match for the ATP grant.



- Local Transportation Funds (LTF) – The Commission utilizes LTF funds to augment the RPA and STIP funds for any non-eligible expenses throughout the fiscal year.

Table 1 – Revenue Sources for FY 2024/2025

Work Element 601 - Administration

Purpose

This task includes regular activities such as compiling and distributing monthly SCLTC meeting agendas, TAC agendas, and SSTAC agendas, preparing minutes, overseeing financial audits and reports, managing consultant contracts not specific to a certain project. The overall purpose of this task is to ensure the SCLTC is operating efficiently and within all applicable regulations and policies and performing the duties associated with a Regional Transportation Planning Agency.

Previous Work

- Prepare monthly agenda packets then draft minutes.
- All administrative work related to Commission operations (fiscal, contracts, etc.)
- Provided reports necessary to complete required TDA audits.
- Reviewed draft audits, submitted final draft to SCLTC for acceptance, submitted final drafts to State Controller's Office and Caltrans.
- Coordinated meeting dates for TAC.
- Revised policy regarding remote attendance to enhance participation from stakeholders.

Task or Activity, Work Product, and Schedule

Task 1: Prepare all agenda materials for SCLTC meetings.

Product: LTC agenda packets and meeting minutes.

Schedule: Monthly

Task 2: Preparation of various contracts for outside consultants.

Product: Finalized contracts for work of the SCLTC.

Schedule: As needed depending on direction of Commission or expiration date of current contracts.

Task 3: Training of newly appointed Local Transportation Commissioners or other direct support staff.

Product: Finalized contracts for work of the SCLTC.

Schedule: As needed when appointments change.

Task 4: Coordination with contracted Auditor for completion of required annual audits pursuant to the Transportation Development Act (TDA).

Product: Audit reports submitted to State Controller's Office.

Schedule: Provide all required financial Reports – September 2024
Participate in review with external auditor – November 2024
Review final reports – December 2024
Submission final reports to SCO and Caltrans – December 2024

Task 5: Prepare all Technical Advisory Committee (TAC) agenda materials for scheduled

meetings.

Product: TAC agenda packets and meeting minutes.
Schedule: As Needed or Quarterly

Task 6: Prepare all Social Services Transportation Advisory Council (SSTAC) agenda materials for scheduled meetings.

Product: SSTAC agenda packets and meeting minutes.
Schedule: As Needed or Quarterly

Budget - Work Element 601 - Administration					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 55,425	\$ -	\$ 5,000	\$ -	\$ 60,425
Total:					<u>\$ 60,425</u>

Amended April 29, 2025

Work Element 602 – Overall Work Program Development

Purpose

Administration and implementation of the Overall Work Program (OWP) by preparing and submitting draft and final program documents, amendments, invoices, quarterly reports, and close out reports. Effectively manage the program to ensure compliance with applicable laws, rules, and regulations. Manage the OWP budget including all oversight of all direct charges and assignment to various work elements.

Previous Work

- Monitor revenues and expenditures. Process invoices for payment.
- Prepare recommended and adopted budgets for approval by SCLTC.
- Draft OWP quarterly reports and invoices for FY 2023/2024.
- Preparation of draft and final Overall Work Program document each year (FY 2023/2024).
- Ongoing oversight of Overall Work Program.
- Prepare and submit the final report of expenditures for FY 2022/2023. (August 2023)
- Execution of OWP agreements.

Task or Activity, Work Product, and Schedule

Task 1: SCLTC staff will prepare, and SCLTC will adopt after Caltrans approval, a draft and final Overall Work Program for FY 2025/2026.

Product: Draft and Final OWP for FY 2025/2026.

Schedule: Draft – March 2025
Final – June 2025

Task 2: Develop OWP amendment to incorporate any carryover funds from FY 2024/25.

Product: Approved OWP amendment.

Schedule: September 2024

Task 3: SCLTC staff monitors the 2024/25 Overall Work Program and insures prompt action in the filing of quarterly reports / requests for reimbursements.

Product: Quarterly invoices and reports for OWP 2024/2025.

Schedule: Quarterly – by the end of the month following the end of the applicable quarter.

Task 4: Develop close-out package for FY 2023/2024.

Product: Final year-end close out package to Caltrans.

Schedule: August 2024.

Budget - Work Element 602 - OWP Development					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Total:					\$ 10,000

Work Element 603 – Interagency Coordination and Public Engagement

Purpose

The purpose of this work element is to encourage engagement from a variety of public and private stakeholders in the transportation planning process. Activities may include integrating local land use and regional transportation planning, promoting cooperation between regional, State and Federal agencies, consulting and coordinating with Caltrans and local entities on projects of mutual interest, reviewing corridor studies and providing input, coordinating with local transportation service providers to improve connections, interregional mobility, and access to basic life services.

The overall aim of this task is to ensure local agencies, tribal governments, and the public are involved in the transportation planning process for Siskiyou County and have an equitable voice in the region.

Previous Work

- Attend CTC, NSSR, RCTF, and RTPA group meetings virtually.
- Finalized contract for design of new website for Commission.
- Regularly update Facebook page with information relevant to Commission activities.
- Attended one regular city council meeting for each incorporated city in the region and one meeting of Board of Supervisors.
- Attended the League of Local Agencies meeting in February 2024.
- Updated existing page on County website with various information (RTP, SB125, OWP).
- Work on updating SCLTC's Title VI program.
- Starting a draft public participation plan.
- Attended District 2 Local Agency Public Forum meetings in Redding.

Task or Activity, Work Product, and Schedule

Task 1: SCLTC staff attend meetings (in person or via teleconference) directly related to transportation planning. This includes meetings with the California Transportation Commission (CTC), Caltrans, North State Super Region (NSSR), Rural Counties Task Force (RCTF), Regional Transportation Planning Agency (RTPA) Group, and various technical groups for updates on funding, climate change programs, legislation, and grant opportunities.

Product: Update on ongoing transportation legislation, funding, etc.

Schedule: RCTF – January, March, May, July, September, November
NSSR - As needed.

CTC – January, March, May, June, August, October, and December

RTPA Group – Typically held prior to regular CTC meetings.

Caltrans District 2 – Local Agency Public Form – Every 4 months

Task 2: Monitor local government and agency meeting agendas (City Council, Board of Supervisors, social service agencies, tribal councils); attend meetings for topics related to regional transportation and multimodal issues. Document outcomes.

Product: Documentation of potential concerns or areas where additional coordination or

- Schedule: future projects may be needed.
Monthly.
- Task 3:** Continued development of the new SCLTC website and Facebook page to increase public input, participation, and dissemination of information.
- Product: Increased engagement due to new website and ease of finding information. Also, increased accessibility for transportation plans, programs, and other information.
- Schedule: Monthly.
- Task 4:** Participate in relevant coordination training, workshops, and conferences.
- Product: Increased knowledge for the benefit of all local agencies.
- Schedule: Monthly and quarterly.
- Task 5:** Attend grant workshops and coordinate with Caltrans and CTC on funding programs to increase availability of funds to local agencies.
- Product: Knowledge of grant opportunities, processes, and requirements to secure additional funding for transportation projects within the region.
- Schedule: Monthly and quarterly.
- Task 6:** Review and revise the Public Participation Plan to ensure all opportunities for engagement and feedback are included and ensure compliance with State and Federal requirements.
- Product: Review and revise Public Participation Plan as necessary.
Present Public Participation Plan to SCLTC for adoption.
Post Public Participation Plan to SCLTC website.
- Schedule: Review and revise if necessary. (August)
Present to SCLTC for adoption if necessary. (November)
Post to SCLTC website. (December)
- Task 7:** Monitor the SCLTC's Title VI Program (non-transit) for any necessary updates. Amend, if necessary, based on the review.
- Product: Review and revise Title VI Program as necessary.
Present Title VI Program to SCLTC for adoption.
Post Title VI Program to SCLTC website.
- Schedule: Review and revise if necessary. (December)
Present to SCLTC for adoption if necessary. (February)
Post to SCLTC website. (March)

Budget Summary for Work Element 603 on next page.

Budget - Work Element 603 - Interagency Coordination and Public Engagement					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Consultant (Task 3 – Website Updates)	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
Total:					\$ 22,500

Amended November 26, 2024
Amended April 29, 2025

Work Element 604.1 – Regional Transportation Systems Planning

Purpose

The purpose of this work element is to improve the ongoing regional transportation planning process to achieve a fully coordinated transportation system that includes freight and multimodal improvements within the region, coordinating with local transportation partners and Caltrans, particularly District 2 staff, and functional units including project coordination meetings and attend project development team meetings.

Additionally, coordination with local agencies operating general aviation airports to identify needs between the airports and the transportation facilities connected to them.

Previous Work

- Attend Siskiyou County Planning Commission meetings.
- Attend Happy Camp Complete Streets Open House.
- Attend McCloud Intersection Safety Improvement Project Open House.
- Participated in Project Development Team meetings for various state highway projects.
- Monthly coordination meeting with Caltrans District 2 Office of Local Assistance.
- Participated in Project Development Team meetings for various state highway projects.

Task or Activity, Work Product, and Schedule

Task 1: Attend Caltrans' state highway project open houses on proposed projects.

Product: Public input on proposed transportation needs and concerns related to projects.
Schedule: As needed.

Task 2: Attend Project Development Team meetings for District 2 SHOPP projects to provide local agency input.

Product: Local input on proposed SHOPP projects. Documentation of meeting and concerns raised.
Schedule: As needed.

Task 3: Coordinate with local agency airport operators to identify needs between the airports and the other transportation modes for inclusion in the upcoming Regional Transportation Plan.

Product: List of airport capital improvement projects and needs for future RTP update and grant opportunities.
Schedule: September 2024

Task 4: Monitor legislation related to funding, grants, or policy changes for region's airports

Product: Identification of potential grant opportunities and policy changes that may impact local operators.
Schedule: September 2024

Task 5: Monthly coordination meeting with Caltrans District 2 Office of Local Assistance.

Product: Ongoing communication regarding local projects, funding opportunities, etc.

Schedule: Monthly

Task 6: Compilation of data needs for various CTC initiatives such as SB 1121.

Product: Data as requested by CTC staff to support the region's financial needs for maintenance of the transportation network.

Schedule: As needed

Task 7: Participate in various Zero Emissions technical groups related to the transition to alternative fuel sources.

Product: Increased knowledge and shared information for the Commission and local agencies to assist with the transition to zero emissions vehicles in the region.

Schedule: Monthly or quarterly depending on the specific working group.

Task 8: Coordination and review of Caltrans planning efforts such as corridor plans.

Product: Local input on transportation system needs within the region.

Schedule: As requested by Caltrans.

Task 9: Attend Siskiyou County Planning Commission meetings to provide feedback on proposed developments and potential impacts to existing transportation infrastructure.

Product: Engagement on transportation related projects.

Schedule: Planning Commission meets monthly.

Task 10: Coordination with Siskiyou County's GIS department to develop data sets for multimodal transportation facilities within region.

Product: Dataset for use in multimodal planning efforts.

Schedule: Quarterly

Task 11: Coordinate with region's airport operators for capital improvements data, grant funding opportunities, and multimodal connections.

Product: Capital improvement project lists

Schedule: Quarterly

Budget - Work Element 604.1 - Regional Transportation Systems Planning					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000
Total:					\$ 22,000

Amended 01/28/2025 / Amended April 29, 2025

Work Element 604.2 – Pavement Management System

Purpose

The purpose of this work element is to provide local agencies with a regional pavement management system, including software for each agency. This data allows for planning and assessing future regional transportation needs throughout the county. The ability to identify potential projects and regional priorities is possible through the assessment of which roadways are most in need of repaving and rehabilitation. The information collected is also used by local agencies as a performance measure for the Regional Transportation Improvement Program (RTIP).

Previous Work

- Purchase of annual licenses for StreetSaver for each local agency (seven total).
- Finalized Request for Proposals for subsequent contract for updates. (FY 2023/2024)
- SCLTC awarded a contract to NCE in December 2023 for 3-year term to conduct PCI updates. Initial work will be conducted in the spring of 2024.

Task or Activity, Work Product, and Schedule

Task 1: Coordinate access to StreetSaver for each local agency.

Product: Data accessible by local agencies as needed

Schedule: Annually or as needed due to staff changes.

Task 2: Purchase of software licenses for local agencies. (Consultant - MTC)

Product: Pavement Management Software “StreetSaver”

Schedule: July - Annually

Task 3: Update pavement condition data for a portion of the maintained mileage within the region. This information will provide data to be used to determine project priority for various funding sources (i.e., STIP, RSTP). (Consultant - NCE)

Product: Updated PCI data for use by local agencies, the SCLTC, and the CTC.

Schedule: Data collection will occur in the spring of each year. Analysis and reporting to local agencies will take place in the fall each year.

Budget - Work Element 604.2 - Pavement Management System					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 2,135	\$ 5,000	\$ -	\$ -	\$ 7,135
Consultant (NCE)	\$ 45,360	\$ 28,425	\$ -	\$ -	\$ 73,785
MTC/StreetSaver Licenses	\$ 26,000	\$ -	\$ -	\$ -	\$ 26,000
Total:					\$ 106,920

Amended November 26, 2024 / February 10, 2025

Work Element 604.3 – Regional Transportation Improvement Program

Purpose

The purpose of this work element is the ongoing oversight and assistance to local agencies for projects included in the Siskiyou County Local Transportation Commission's 2024 Regional Transportation Improvement Program (RTIP).

Previous Work

- Preparation of the 2024 Regional Transportation Improvement Program (RTIP).
- Meetings with each local agency and Caltrans to review existing projects, new proposed projects, and Complete Streets components in projects.
- Attend meetings with local agencies, Caltrans, and CTC staff to review extension requests.

Task or Activity, Work Product, and Schedule

Task 1: Quarterly meetings with local agencies, including tribal representatives, and Caltrans D2 - Office of Local Assistance to review upcoming programmed projects.

Product: Meeting notes and assistance to local agency staff.

Schedule: Quarterly (July/September/December/March)

Task 2: Review allocation requests, timely use of funds deadlines, etc.

Product: Approved allocation requests and completed projects within timelines established.

Schedule: Ongoing and as needed.

Task 3: Update interactive RTIP map to reflect completed projects.

Product: Updated information for public review on completed and pending projects.

Schedule: Ongoing and as needed.

Task 4: Participate in CTC, NSSR, RTPA, and RCTF meetings regarding State Transportation Improvement Program (STIP).

Product: Updated information for decision making at the local level.

Schedule: Ongoing and as needed.

Budget - Work Element 604.3 - Regional Transportation Improvement Program					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 8,500	\$ -	\$ -	\$ -	\$ 8,500
Total:					\$ 8,500

Work Element 604.4 – Regional Transportation Plan

Purpose

This element includes the next update to Siskiyou County's Regional Transportation Plan. The Regional Transportation Plan serves as the transportation planning "blueprint" for a 20-year horizon. As a result of the work the RTP will be updated, in conjunction with local, state, and federal agencies, to identify project lists for all modes, funding needs and sources, and will be consistent with the 2024 Regional Transportation Plan Guidelines adopted by the California Transportation Commission.

Previous Work

- Coordinate with Siskiyou County Community Development on transportation portions of their General Plan Update.
- Prepared and processed an amendment for the City of Yreka's Knapp Street project. (December 2023)

Task or Activity, Work Product, and Schedule

Task 1: Prepare a Request for Proposals for a consultant to perform the update to the Regional Transportation Plan.

Product: Final draft Request for Proposals.

Schedule: Begin work in July 2024 and have RFP released by August 31, 2024.

Task 2: Consultant selection and contract award.

Product: Review all responses from RFP process and select consultant.
Consultant contract approved by SCLTC.

Schedule: August 2024 with contract award tentatively at October SCLTC meeting.

Task 3: Coordinate with consultant and local agencies on information necessary to update plan.

Product: Project lists, priorities for new plan, and draft documents.

Schedule: October 2024 through June 2025.

Budget - Work Element 604.4 - Regional Transportation Plan					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 4,580	\$ 16,575	\$ -	\$ -	\$ 21,155
Consultant	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000
Total:					\$ 196,155

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Amended November 26, 2024 / February 10, 2025 / April 29, 2025

Work Element 605.1 – Multimodal and Public Transportation Planning

Purpose

Coordinate activities between Siskiyou County Local Transportation Commission, the State, Tribal Governments, and local agencies on multimodal and public transportation planning including coordination with the Social Services Transportation Advisory Council (SSTAC) on unmet transportation needs in the region. This coordination will include identification of development of regional transit needs for inclusion in the upcoming Regional Transportation Plan and future regional planning efforts.

Coordination between Siskiyou Transit and General Express (STAGE) on the coordinated plan and the regional transportation plan. Update the Coordinated Public Transit – Human Services Transportation Plan for Siskiyou County.

Planning on transit needs related to the transition to Zero Emissions. Review of the Transit Asset Management plan with STAGE.

Previous Work

- Attend meetings on Happy Camp Complete Streets project. (October 2023 through February 2024)
- Analysis of unmet needs request for the Mt Shasta Ski Park. (August 2023 through January 2024.)
- Participation in Social Services Transportation Advisory Council activities. (Spring 2024)
- Updated and submitted display ads and legal notices for unmet needs public hearing. (February 2024)
- Complete analysis of unmet needs request for Mt Shasta Ski Park with final report to Commission. (August 2023 through January 2024)

Task or Activity, Work Product, and Schedule

Task 1: Monitor activities related to non-motorized needs within region including walking, biking, transit, and other modes of active transportation for inclusion in future local or state improvement projects and information on grants that may be beneficial to related agencies.

Product: Project list for future Bicycle/Pedestrian Plans and Regional Transportation Plan. Information on grant opportunities for local agencies.

Schedule: October 2024

Task 2: Review Coordinated Public Transit – Human Services Transportation Plan to identify sections that are outdated and require updating. Begin work on draft document.

Product: Updated components for the Coordinated Public Transit – Human Services Transportation Plan.

Schedule: November 2024 through March 2025

Task 3: Consult with local agencies, tribal partners, public, and private transportation

operators to identify needs and opportunities for coordinated efforts.

Product: One day workshop facilitated by consultant.
Documentation of existing services, gaps in services, report of existing providers, needs and project ideas for future grant opportunities.

Schedule: Annual workshop and quarterly review

Task 4: Attend community meetings to discuss and identify multimodal options for region's projects.

Product: Documents of needs and project ideas for future grant opportunities.

Schedule: Monthly or quarterly

Task 5: Attend meetings, trainings, or conferences related to transit and multimodal options.

Product: Knowledge of planning, coordination, legislation, and funding options.

Schedule: Monthly, Quarterly, or Semi-Annual Events

Task 6: Review Short Range Transit Plan and work with transit operator on implementation strategies for identified recommendations.

Product: Project list for next Regional Transportation Plan

Schedule: Quarterly

Task 7: Unmet needs advertising, schedule social media posts to promote public hearing, and coordinate with County's Public Information Officer and Siskiyou Transit and General Express (STAGE) to help publicize public hearing.

Product: Final ads and legal notices for public hearing.
Public hearing held by SCLTC.

Schedule: January 2025 – Update ads and legal notices.
February 2025 – Submit to newspaper for publishing.

Task 8: Conduct public hearing and subsequent SSTAC meeting to review requests for service.

Product: Documentation of request received during public hearing.

Schedule: April 2025 – Public hearing at SCLTC regular meeting.
April to May 2025 – SSTAC meeting to review unmet needs requests.
May 2025 – SSTAC recommendation referred to SCLTC.

Task 9: Summarize findings and prepare agenda item for Commission's consideration with unmet needs findings.

Product: Agenda materials and minutes with actions of Commission.

Schedule: June 2025 – SCLTC adopts resolution with findings.

Task 10: Preparation of documentation for submission to State of California on unmet needs process.

Product: Unmet needs documentation package for State.
Schedule: July 2025

Budget - Work Element 605.1 - Multimodal and Public Transportation Planning					
Responsible Agency	RPA	PPM	Local Funds	ATP	Amount
SCLTC	\$ 27,500	\$ -	\$ -	\$ -	\$ 27,500.00
Consultant (Task 2 and 3 – CPT-HSTP)	\$ 49,384.51	\$ -	\$ -	\$ -	\$ 49,384.51
Consultant (Task 7 – Unmet Needs Advertising)	\$ 4,500	\$ -	\$ -	\$ -	\$ 4,500.00
Total:					\$ 81,384.51

Work Element 605.2 – Siskiyou County Regional Active Transportation Plan

Purpose

Continued coordination on the development of a regional active transportation plan for Siskiyou County. This task also includes continued coordination with the Technical Advisory Committee (TAC) and Social Services Transportation Advisory Council (SSTAC).

Previous Work

- Contract award to Alta Planning + Design. (November 2023)
- Biweekly project team meetings with Alta Planning. (November 2023 through present)
- Draft existing conditions report prepared by Alta Planning.
- Finalized public engagement plan.
- TAC meeting on February 28, 2024, to review the existing conditions draft report.
- Community walk audits and open house event. (April 2024)
- Attending community events to gather input from the public. (Beginning May 2024 and continuing through summer 2024.)

Task or Activity, Work Product, and Schedule

Task 1: Community and stakeholder outreach including conducting community workshops, meeting with key stakeholders, provide updates to TAC and SCLTC.

Product: Public feedback from outreach events, TAC, and SCLTC input.

Schedule: July 2024 through March 2025.

Task 2: Develop Plan Components including comprehensive and prioritized project lists, funding sources matrix, community outreach findings and needs analysis, and implementation plan.

Product: Draft regional active transportation plan.

Schedule: September 2024 through January 2025.

Task 3: Finalize final draft and obtain adoption by SCLTC.

Product: Adopted regional active transportation plan.

Schedule: February/March 2025

Budget - Work Element 605.2 - Siskiyou County Regional Active Transportation Plan					
Responsible Agency	RPA	PPM	Local Funds	*ATP	Amount
SCLTC	\$ 7,500	\$ -	\$ 3,500	\$ 2,500	\$ 13,500
Consultant	\$ -	\$ -	\$ -	\$ 107,929	\$ 107,929
<u>Amended 01/28/2025</u>					Total: \$ 121,429

*Regional Active Transportation Plan funded by a grant from the California Transportation Commission's Active Transportation Program Cycle 5.

Work Element 606 – Siskiyou County Evacuation and Preparedness Plan

Purpose

The Siskiyou County Evacuation and Preparedness Plan is intended to coordinate evacuations and other activities to standardize response protocols for potential natural disasters including wildfires, mud flows, or flooding in the future. The project will also be used to educate community members on best practices and procedures to better prepare for future events, helping to facilitate orderly evacuations when needed.

Previous Work

- None

Task or Activity, Work Product, and Schedule

Task 01: Project Administration

The Siskiyou County Local Transportation Commission (SCLTC) will conduct a kick-off meeting with Caltrans staff to identify project contacts, discuss grant procedures and expectations (including invoicing and reporting) and all other relevant project information. The project will be managed and administered pursuant to the Grant Application Guidelines, Regional Planning Handbook, and the grant contract executed with Caltrans.

SCLTC will prepare and submit complete invoice packages to Caltrans district staff based on milestone completion on a quarterly basis, but not more frequently than monthly. Quarterly reports will also be submitted providing a summary of project progress and grant/local match expenditures.

Task 01 - Deliverables
Schedule and Conduct Kick-off meeting with Caltrans – Meeting Notes
Quarterly invoices and progress reports.

Task 02: Consultant Procurement

Siskiyou County Local Transportation will procure a consultant, 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 the grantee. As part of this process, staff will further refine the Scope of Work and prepare and distribute Request for Proposals (RFP) for consultant services. A Consultant Selection Committee will be formed to review proposals received and to select a consultant to perform the work. Once selected, staff will prepare and execute a contract for services with the successful consultant.

Task 02 - Deliverables
Final draft of the Request for Proposals
Selection Committee Scoring Sheets and meeting notes.

Executed contract between SCLTC and consultant.

Task 1: Coordination with Project Partners

The consultant and Siskiyou County Local Transportation Commission staff will form a Steering Committee consisting of representatives from each of the regions nine cities as well as County officials from the Siskiyou County Office of Emergency Services (OES), Siskiyou County Sheriff's Office, and Siskiyou County Health and Human Services Agency and other key members such as STAGE, local tribal governments, Cal-Fire, US Forest Service, local emergency response agencies, and Caltrans.

The consultant will also conduct a kick-off meeting with Steering Committee members to share contact information, develop lines of communication, and to clarify the objectives of the project. Steering Committee meetings will be conducted monthly to ensure good communication on upcoming tasks and to ensure that the project remains on schedule and within budget.

Task 1 - Deliverables
List of Steering Committee Members
Kick-off meeting agenda and meeting notes.
Steering Committee meeting agendas and meeting notes.

Task 2: Data Collection/Vulnerability Assessment

The consultant will gather and review existing data pertaining to emergency response protocols in the region or those that may have been included in prior planning studies, needs assessments, community plans, the Regional Transportation Plan, or safety reviews, or other State of Federal agency emergency plans. Regional data on previous natural disasters will also be reviewed as part of the review. The consultant shall also coordinate with key agency officials to conduct information gathering interviews.

The consultant will review and summarize the region's demographic makeup and the geographic locations of potentially higher risk populations. The assessment will identify areas of the region that are most vulnerable during a fire emergency, mudslide, or other natural disaster based on (but not limited to) factors such as fire risk, limitations on ingress and egress for evacuation, and location of higher risk population segments that may require assistance during evacuations (i.e. senior, disabled, low-income, etc.).

The consultant will identify and map key transportation facilities serving the identified vulnerable areas; those most likely to be impacted in a wildfire, flood, or other emergency because of closure, congestion, reduced capacity, etc. Adaptation strategies shall be developed that mitigate or eliminate identified impacts, with a particular focus on potential social equity and economic outcomes. Mapping products shall include at a minimum: network route mapping, evacuation mapping, network of shelter sites, and wildfire priority areas. A prioritized list of 10-15 projects shall be prepared of recommended network improvement projects, including strategies for funding and implementation.

A bibliography shall be prepared including documents, studies, and/or reports reviewed with a summary of their relevance to the project. The summary will be presented to the Steering

Committee for review and comment.

Task 2 - Deliverables
List of existing plans and data review.
Vulnerability assessment memo including analysis, findings, mapping products, and prioritized list of recommended network improvement projects with funding strategies.

Task 3: Public Outreach

With input from the Steering Committee, the consultant shall develop an outreach strategy that includes efforts to reach vulnerable and underserved populations within the region as well as others likely to be impacted or concerned with outcomes of the project. Outreach strategy will include, at a minimum, both surveys (print and online) and in-person workshops. The consultant shall prepare meeting and survey materials in English and Spanish and will advertise public workshops in the community, using a variety of outreach methods consistent with the Siskiyou County Local Transportation Commission Public Participation Plan. This shall include, at a minimum, press releases in local media (newspapers/radio) as well as social media and other methods of outreach including, but not limited to online.

To truly interact and garner input from the various communities a total of thirteen twelve initial public workshops will be held. This number may seem high at first glance, but when you review the map of Siskiyou County and the disadvantaged communities throughout the region there are significant distances between them. Some of these communities, and their residents, have limited access to public transportation. This would be a barrier to engaging them in the planning process. The public workshops are proposed in Fort Jones, Etna, Greenview, Happy Camp, Dorris, Lake Shastina, McCloud, Montague, Mt Shasta, Tulelake, Weed, and Yreka.

The first round of workshops will be held early in the process (concurrent with Task 2) to inform the public of the need and objectives of the project, the timeline, and the various methods made available for public input. The second set of five regional workshops (Butte Valley, Scott Valley, Mt Shasta, Happy Camp/Hwy 96 Corridor, and Yreka) will take place when the Draft Plan is made available for public review (Task 5 below).

As part of the public workshops the Siskiyou County Office of Emergency Services (OES) will develop pre-made emergency preparedness packets for residents to utilize for important documents and final evacuation maps. The project would also include printing by OES of informational postcards, and necessary postage, that would be sent to all mailing addresses in the region to increase awareness of emergency preparedness, and alert systems.

The consultant shall coordinate with key agency officials to conduct information gathering interviews. These will be an important component of the overall plan in determining the historical roles of each during past events. Information obtained will be used to identify capabilities and capacities of individual agencies in coordinating large scale evacuations, as well as developing proper messaging strategies to help the public with emergency preparations. In addition, a presentation before the Social Services Transportation Advisory Council (SSTAC) will be given to obtain feedback from representatives of senior, disabled, and low-income agencies (public and private) regarding evacuation strategies of these target populations.

The consultant shall record all notes, comments, and or concerns submitted in written form or discussed at community workshops. This will include consultant comments or commitments that were made to address such issues.

SCLTC staff will assist with and participate in the public outreach process.

Task 3 - Deliverables
Prepare outreach strategy and surveys.
Advertising materials, news releases, surveys, etc.
Community workshop materials (sign-in sheets, notes, etc.) including records of public comments.
Emergency preparedness packets for residents.

Task 4: Evacuation and Preparedness Analysis

Consultant shall evaluate all input (within the context of the established project objectives) received from agency officials, the public, and other stakeholders. Existing organizational structures and established lines of communication between agencies involved with emergency evacuations will be used to guide the Plan's development with respect to future protocols. An evaluation of existing Memoranda of Understanding (MOUs) and/or contracts that have been used in past events will help determine whether better or more consistent coordination is needed.

Recommendations will be developed as part of the analysis.

The consultant will review existing plans and suggest improvements to emergency communication methods informing the public before, during, or after disaster events regarding evacuation, repopulation, or other necessary information. This may include online resources, the use of social media, or other communication methods to notify the public of available emergency transportation services, evacuation preparedness, access to additional services, etc. A focus will be placed on evacuation methods for vulnerable populations or those in need of assistance (seniors, disabled, school children, etc.).

An inventory of critical transportation facilities and assets will be created, with maintenance recommendations as well as alternate route options provided for each. This may include private routes which will require recommendations on how to secure future access (e.g. easements, MOUs, etc.). Where no alternate routes are available, the consultant will recommend potential new facilities for vulnerable areas, with potential funding sources to be identified for their future development.

The consultant will review existing training and/or drills used by local agencies and recommend changes or additions to current practices. The consultant will also identify possible funding sources for implementation of parts or all of the Evacuation and Preparedness Plan, including continuing the Steering Committee past the life of project completion, training and drills, improved communication between the agencies and with the public, and evacuation route maintenance or improvements.

The consultant shall prepare an administrative Draft Evacuation and Preparedness Plan, which will be presented to the Steering Committee for review and comment, prior to being posted for public review.

The consultant will present the administrative Draft at five public workshops. The workshops will be used to inform the public of the overall project findings as well as to solicit final comments that can be incorporated into a final draft.

SCLTC staff will review the analyses provided by the consultant.

Task 4 - Deliverables
Draft Evacuation and Preparedness Plan

Task 5: Draft and Final Evacuation and Preparedness Plan

The consultant shall prepare the final draft Siskiyou County Evacuation and Preparedness Plan in consideration of all Steering Committee, Social Services Transportation Advisory Council, stakeholder, and public comments, suggested corrections, and other input received on the draft version.

The consultant shall present the draft final Siskiyou County Evacuation and Preparedness Plan to the Siskiyou County Local Transportation Commission at a public hearing for comment, consideration, and final adoption. Following the public hearing and Commission adoption of the plan, the consultant shall prepare final bound copies (exact number to be determined and established in the consultant contract) as well as an electronic copy of the final product and appendices, then deliver to the Siskiyou County Local Transportation Commission and other stakeholder agencies.

SCLTC staff will review the draft and final versions of the plan.

Task 5 - Deliverables
Final Draft Evacuation and Preparedness Plan that includes a summary of next steps towards implementation, credits FHWA, FTA, and/or Caltrans on the cover or title page, submitted to Caltrans in an ADA accessible electronic copy.
Presentation of Plan to Siskiyou County Local Transportation Commission

Next Steps

Once adopted, copies of the Final Plan will be distributed to stakeholder agencies for reference and implementation. The Siskiyou County Local Transportation Commission will pursue methods and funds in which to continue future meetings and coordination between previous Steering Committee members and agencies. Likewise, funding for future public outreach will be pursued in order to keep the public informed of preparedness strategies and best practices as derived from the final product.

Budget - Work Element 606 – Siskiyou County Evacuation and Preparedness Plan			
Responsible Agency	*SHA-Climate	Local Funds	Amount
SCLTC	\$ 24,669	\$ 3,196	\$ 27,865
Consultant	\$ 225,467	\$ 29,212	\$ 254,679
Total:			\$ 282,544

*The Siskiyou County Evacuation and Preparedness Plan is funded by a grant from the California Transportation Commission's Sustainable Transportation Planning Grant Program – Climate Adaptation Planning Category.

This project is expected to begin work in FY 2024/2025 but continue into FY 2025/2026 and be completed in FY 2026/2027.

Appendix A - Summary of Expenditures for Siskiyou County

Appendix A - Summary of Expenditures for Siskiyou County

Work Element	RPA	PPM	Local Funds (RSTP/LTF)	*ATP	**SHA- Climate	Total	Total by Work Element
WE 601 - Administration							\$ 60,425.00
SCLTC Staff	\$ 55,425.00	\$ -	\$ -	\$ -	\$ -	\$ 55,425.00	
SCLTC (TDA)	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000.00	
WE 602 - OWP Development							\$ 10,000.00
SCLTC Staff	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	
WE 603 - Interagency Coordination and Public Engagement							\$ 22,500.00
SCLTC Staff	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	
Consultant	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	
WE 604.1 - Regional Transportation Systems Planning							\$ 22,000.00
SCLTC Staff	\$ 22,000.00	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00	
WE 604.2 - Pavement Management System							\$ 106,920.00
SCLTC Staff	\$ 2,135.00	\$ 5,000	\$ -	\$ -	\$ -	\$ 7,135.00	
Consultant	\$ 45,360.00	\$ 28,425	\$ -	\$ -	\$ -	\$ 73,785.00	
MTC - StreetSaver	\$ 26,000.00	\$ -	\$ -	\$ -	\$ -	\$ 26,000.00	
WE 604.3 - Regional Transportation Improvement Program							\$ 8,500.00
SCLTC Staff	\$ 8,500.00	\$ -	\$ -	\$ -	\$ -	\$ 8,500.00	
WE 604.4 - Regional Transportation Plan							\$ 196,155.00
SCLTC Staff	\$ 4,580.00	\$ 16,575	\$ -	\$ -	\$ -	\$ 21,155.00	
Consultant	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ 175,000.00	
WE 605.1 - Multimodal and Public Transportation Planning							\$ 81,384.51
SCLTC Staff	\$ 27,500.00	\$ -	\$ -	\$ -	\$ -	\$ 27,500.00	
Consultant	\$ 53,884.51	\$ -	\$ -	\$ -	\$ -	\$ 53,884.51	
WE 605.2 - Siskiyou County Regional Active Transportation Plan							\$ 121,429.00
SCLTC Staff	\$ 7,500.00	\$ -	\$ 3,500	\$ 2,500	\$ -	\$ 13,500.00	
Consultant	\$ -	\$ -	\$ -	\$ 107,929	\$ -	\$ 107,929.00	
WE 606 - Siskiyou County Evacuation and Preparedness Plan							\$ 282,544.00
SCLTC Staff	\$ -	\$ -	\$ 3,196	\$ -	\$ 24,669	\$ 27,865.00	
Consultant	\$ -	\$ -	\$ 29,212	\$ -	\$ 225,467	\$ 254,679.00	
Total	\$ 285,384.51	\$ 225,000	\$ 40,908	\$ 110,429	\$ 250,136	\$ 911,857.51	

* Regional Active Transportation Plan funded by a grant from the California Transportation Commission's Active Transportation Program Cycle 5.

**The Siskiyou County Evacuation and Preparedness Plan is funded by a grant from the California Transportation Commission's Sustainable Transportation Planning Grant Program - Climate Adaptation Planning Category.

Appendix B - FAST Act Planning Factors

Appendix B - FAST Act Planning Factors

		Work Element								
		601	602	603	604.1	604.2	604.3	604.4	605.1	605.2
	FAST Act Planning Factors FY 2024/2025									
1	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X	X	X	X	X
2	Increase the safety of the transportation system for motorized and non-motorized users.			X	X	X	X	X	X	X
3	Increase the security of the transportation system for motorized and non-motorized users.			X	X		X	X	X	X
4	Increase the accessibility and mobility of people and freight.				X	X	X	X	X	X
5	Protect and enhance the environment, promote energy conservation, improve the quality of life, promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.	X		X	X	X	X	X	X	X
6	Enhance the integration and connectivity of the transportation system, across and between modes, people, and freight.			X	X	X	X	X	X	X
7	Promote efficient system management and operation.	X	X		X	X	X	X	X	X
8	Emphasize the preservation of the existing transportation system.				X	X	X	X	X	
9	Improve resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation				X	X	X	X	X	X
10	Enhance travel and tourism				X	X	X	X	X	X

*Note: SCLTC currently does not receive federal planning funds.

Appendix C - Federal Planning Emphasis Areas

Appendix C - Federal Planning Emphasis Areas

		Work Element								
	<i>Federal Planning Emphasis FY 2024/2025</i>	601	602	603	604.1	604.2	604.3	604.4	605.1	605.2
1	Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future	X		X	X			X	X	X
2	Equity and Justice ⁴⁰ in Transportation Planning	X		X	X		X	X	X	X
3	Complete Streets	X		X	X	X	X	X	X	X
4	Public Involvement	X	X	X	X	X	X	X	X	X
5	Strategic Highway Network (STRAHNET)/U.S. Department of Defense Coordination	X		X	X	X	X	X	X	
6	Federal Land Management Agency Coordination	X		X	X	X	X	X	X	X
7	Planning and Environmental Linkages	X		X	X		X	X	X	X
8	Data in Transportation Planning	X		X	X	X	X	X	X	X

*Note: SCLTC currently does not receive federal planning funds.