



**HCAOG**  
Regional Transportation  
Planning Agency

611 I Street, Suite B  
Eureka, CA 95501  
707.444.8208  
Fax: 707.444.8319  
www.hcaog.net

*Members:*

*City of Arcata  
City of Blue Lake  
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April 10, 2024

Tatiana Ahlstrand  
Senior Transportation Planner  
Caltrans District 1  
PO Box 3700  
Eureka, CA 95502-3700  
Via email: tatiana.ahlstrand@dot.ca.gov

Dear Tatiana:

Thank you for the review and comments of the Humboldt County Association of Governments Draft Overall Work Program (OWP) for Fiscal Year (FY) 2024-25.

This letter provides the response requested in your letter. Your comments are below with HCAOG responses italicized.

**Specific Comments**

Work Element 23 Local Match Contingency is identified in tables *Budget Revenue Summary, Budget Summary by Work Element and Funding Source, and Direct Costs*, but appears to be missing from other OWP sections. Please revise the OWP to include Work Element 23 in the Table of Contents, Introduction discussion, relevant tables, and to the Work Element section, as applicable.

**Response:** *WE 23 was listed as a budget line item only to highlight funds that were being set aside that local agencies could request to help be more competitive in grant applications. The funds are intended to be used for completing tasks such as project study reports, feasibility studies, conceptual project designs. Rather than generating a new work element narrative we have included these funds as part of the direct expenses for WE 5: Project Delivery and Oversight. This WE already included Task 1 Develop project study reports (PSRs), feasibility studies, capital improvement plans or major investment studies. WE 23 has been removed from the budget summary.*

**Introduction**

Please include and identify in the Final OWP the RTPA boundaries as part of the significant regional characteristics, geography, and demographics of the region (23 CFR 450.312).

**Response:** *Additional text has been added to the first paragraph of the introduction section and Figure 1 has been added with a map that shows Humboldt County in proximity to adjacent counties.*

Please include in the Final OWP where the Transportation Improvement Program work is identified in a specific Work Element (23 CFR 450.326).

**Response:** *This has been included in the Transportation Needs, Priorities, Goals and Issues section, in a new paragraph on page 7.*

## **Work Element Specific Comments**

### **Work Element 11 Regional Transportation Plan (RTP) Implementation Page 42**

Consider including a method(s) to monitor transportation equity goals by naming some equity objectives and indicators (trends) over time.

**Response:** *WE 16: RTP Equity and Relationship Building is where we highlight our equity efforts. WE 16 was created following the adoption of the RTP (VROOM 2022-2042) to focus on equity initiatives (including equity goals, policies, and actions) contained in VROOM and is a separate work element from the general RTP implementation of WE 11. This was done to ensure that equity initiatives remained a high priority.*

### **Work Element 17 TIRCP/HTA Grant (Transit & Intercity Rail Capitol Program) Page 55**

The funding table in Work Element 17 does not appear to match the Budget Revenue Summary amount. Please correct the TIRCP Grant (HTA) for consistency purposes.

**Response:** *This has been revised.*

### **Work Element 20 Humboldt Multimodal & Vibrant Neighborhood Planning Page 60**

In the work element, please show the progress made from the previous year's OWP and list the activities completed in the prior year's OWP.

**Response:** *The notice to proceed for this grant was issued in Quarter 3 of FY 23-24. The work that has been completed or is anticipated to be completed in the remaining months of FY 23-24 has been added to the "Previous Work Completed" section.*

Clearly identify which work tasks will be completed over multiple years and detail significant milestones to be accomplished throughout the term of this fiscal year in this work element.

**Response:** *The "Current Work Tasks Products" section in this WE identifies which tasks and milestones will be achieved in FY 24-25. Those tasks that will take multiple years or will be initiated in future years are listed in the "Future Work Task Products" section.*

Please update the products that are expected to be delivered within FY 24-25 OWP (23 CFR 450.308(c)).

**Response:** *A sentence has been added under the "Current Work Task Products" section to clarify that these are the products expected to be delivered in FY 24-25.*

Identify the Tasks and Products/Deliverables that will be accomplished in the current FY OWP from the Tasks and Products/ Deliverables that will be accomplished in future OWP(s). This can be accomplished by inserting sub-headings for "current" and "future" work in the narrative.

**Response:** *See Sub-headings for "current" and "future" work in the narrative. Sentences have been added under each subheading to clarify when tasks are to be delivered.*

In the work element funding table, please change the fund source to RMRA as identified in the grant award letter.

**Response:** *This change has been made.*

Include the required Local Match for the grant award in the work element funding table.

**Response:** *This change has been made.*

The Work Element budget table is missing the Local Match column for the grant award. Please include the local match funding source in the Work Element budget table.

**Response:** *A column for Local Match Regional Entities (STPG) has been added to Table 4: Budget Summary Table.*

Please add the local match funds to the Budget Revenue Summary (BRS) for Work Element 20.

**Response:** A section for Local Match Regional Entities (STPG – WE 20) has been added under the Local funding section in the Budget Summary Review on page 21.

**Budget Revenue Sheet: Work Element 23 Local Match Contingency**

As noted, HCAOG’s OWP is missing Work Element 23, but it is identified in the Budget Revenue Sheet (Budget Summary Table 4) and following tables:

1. Budget Summary by Work Element and Funding Source (p. 23)
2. Direct Costs (Table 2, p.73), and
3. Budget Summary Table/ BRS (p. 75)

In the above-listed summary tables, please add “STPG FY 24-25” to the Work Element 23 title to identify the grant type and award year.

Please identify where the local match is being used in the OWP. In the BRS (Budget Summary Table), please add a separate column for Work Element 23 to show the grant amount and Local Match. In the column, please identify STPG 24-25 and the RMRA fund grant source.

**Response:** As noted in the response to the Specific Comments section, the WE 23 budget line item has been eliminated to avoid any confusion. The set aside funds we are maintaining did not come from a grant. They are a mix of PPM and LTF funds. These funds are now included in the Direct Expenses for WE 5: Project Delivery and Oversight.

**Caltrans SHOPP Planning Project List Page 70.**

We suggest deleting the Caltrans SHOPP project list table (located after the Information Element), as this is not required information for the OWP. SHOPP project information and updates are regularly provided to HCAOG in monthly Milestones and quarterly reports.

**Response:** This has been deleted.

**Informal Comments**

Work Element 7 - Research, Collaboration and Transit Planning Grant Development

In the Purpose Statement, it would be good to add Tribal Governments along with the other local agencies listed in this work element.

**Response:** This change has been made.

In addition to making changes in response to comments other minor adjustments have been made throughout the document. A version with redlines that show all changes made since the draft document has been included for your reference. Thank you for your comments on HCAOG’s FY 2024-25 OWP. If you have any questions about the changes we have made, or the responses we have provided please let me know.

Sincerely,



Beth Burks, AICP  
Executive Director

CC: Saskia Rymer-Burnett, Transportation Planner, District 1