



Adopt SACOG Policy for the Administering Transportation Development Act (TDA) Funds

Consent

Prepared by: Caroline Payne

Attachments: Yes

Approved by: James Corless

Referring Committee: Policy & Innovation

1. Issue:

Adopt the proposed policy administering Transportation Development Act (TDA) Funds.

2. Recommendation:

The Policy and Innovation Committee recommends that the Board of Directors: (1) adopt SACOG's policy for the Administration and Oversight of TDA Funds; and (2) to authorize the Executive Director to modify/update the policy and procedures within the delegated authority as needed to reflect administrative updates or changes in TDA statutes, regulations, or law.

3. Background/Analysis:

SACOG, as the Regional Transportation Planning Agency (RTPA) for the counties of Sacramento, Sutter, Yolo, and Yuba, is responsible for the allocation and administration of the Transportation Development Act (TDA) funds. After the most recently completed Triennial Performance Audit in 2022, the audit reviewers recommended that SACOG adopt written Policy and Procedures on the administration and oversight of TDA fund. While SACOG has policies and procedures governing funding and has defensible practices to provide for appropriate processes and controls approved by the Board, staff is documenting a policy for administering the TDA funds as recommended by the audit reviewers.

4. Discussion/Analysis:

The Policy establishes requirements, maintains effective internal controls, and provides reasonable assurance that SACOG complies with TDA Statutes and California Code of Regulations in administering the TDA funds as follows:

(A) Annual findings of apportionment process for:

1. Local Transportation Fund (LTF)
2. State Transit Assistance Fund (STA)
3. State of Good Repair (SGR)

(B) Claims and payments process.

(C) Requirement for conducting annual Unmet Transit Needs

(D) Reporting, annual audit, and record retention requirements.

(F) Fund balance policy

5. Fiscal Impact/Grant Information:

Staff time to administer and oversee TDA funds is accounted for in the Overall Work Plan.