



**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF MASS TRANSPORTATION
Rural Transit and Intercity Bus Branch**

**FEDERAL TRANSIT ADMINISTRATION (FTA)
SECTION 5311 REGIONAL PROGRAM OF PROJECTS (*POP)
(Regular 5311 and Job Access Reverse Commute - JARC 5311)**

FEDERAL FISCAL YEAR 2013



Operating Applications and Capital Applications are due to DTR by April 5, 2013. However, if there are issues meeting the deadlines, please notify your DTR and HQ liaison as soon as possible. In order to submit the grant request to FTA, all supporting documents must be submitted to the DMT by **April 15, 2013.**

Regional Program of Projects (POP) receives final approval from Department of Transportation's Division of Mass Transportation (DMT). The DTR will notify the subrecipient of approval of programming in this cycle.

FEDERAL FISCAL YEAR 2013
Section 5311 Program of Projects (POP)
 Regular 5311 JARC 5311

(A) Available Funding:

	Carryover: (+)	_____
<i>Estimated</i>	Apportionment [FFY 2013]: (+)	_____
(A) TOTAL FUNDS AVAILABLE:	=	_____

(B) Programming (POP): Complete Parts I and II

		<i>Federal Share</i>
Part I. Operating Assistance - Total:	(+)	_____
Part II. Capital - Total:	(+)	_____
(B) Total [Programmed]:	(=)	_____

(C) Balance

		<i>Federal Share</i>
(A) Total Funds Available:	(+)	_____
(B) Total [Programmed]:	(-)	_____
* Balance:	(=)	_____

***BALANCE – Regional Apportionment Funds ONLY:**

- o Please Note -
 - funds must be programmed in subsequent year
 - final approval to be determined by the Department
- o Request/Letter to carryover funds should include -
 - justification for programming postponement
 - purpose and project plan
 - letter of support from local Transportation Planning Agency

(D) Flexible Funds (CMAO, STP or Federalized STIP): Complete Part III (For reference only).

Request for transfer will be applied for directly through the District - Local Assistance District Engineer, and Headquarters' Division of Local Assistance. Division of Mass Transportation will receive a conformation once the transfer is completed.

		<i>Federal Share</i>
(D) Part III. Flex Fund - Total:		_____

FUNDING SUMMARY

		<i>Federal Share</i>
(B) Regional Apportioned - Total [Programmed]:	(+)	_____
(D) Flex Fund - Total:	(+)	_____
GRAND TOTAL [Programmed]:	(=)	_____

Contact Person/Title: _____ Date: _____
 Phone Number: _____

PART II. Regional Apportionment – Capital

For all Capital Projects - a complete application MUST be submitted with this POP.

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost	PROGRAM OF PROJECTS DOC YR	PROGRAMMED DATE OR AMENDMENT #
	Capital Total						

PART III. FLEX FUNDS (i.e. CMAQ, STP, or Federalized STIP*) if applicable

For Flex Fund Projects - a complete application MUST be submitted with this POP. *Federalized STIP projects must complete CTC allocation process.

Subrecipient	Project Description	Fund Type	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost	PROGRAM OF PROJECTS DOC YR	PROGRAMMED DATE OR AMENDMENT #
	Capital Total							

PART IV. Vehicle Replacement Information

State Contract Local Purchase Piggyback Other Explain: _____

Vehicle Description							
Type	Number of Passengers	Fuel Type	Length	VIN. #	In Service Date	Current/End Mileage	Disposition Date

INSTRUCTIONS

PART I – Operating Assistance

- Do not list previously approved projects (i.e. projects listed in a prior grant).
- Funding split: 44.67% Local Share and 55.33% Federal Share.
- Third Party Contract Requirement – all third party contracts must contain federal clauses required under FTA Circular 4220.1E and approved by the State prior to bid release. .
- Net project cost does not include ineligible cost (i.e. farebox, other revenues, etc.).

PART II – Capital

- **All** vehicles procured with Section 5311 program funds must be ADA accessible regardless of service type (fixed route or demand-response service).
- Capital projects must contain a **full description of project**: A PRELIMINARY ENVIRONMENTAL SURVEY (PES) is required for Capital projects other than vehicle procurement.(i.e. facility or shelter - include specifics, planning studies, preventative maintenance). The PES does not satisfy the requirements for environmental review and approval. When the agency prepares the documentation for a categorical exclusion, the Environmental Justice Analysis must be included.
- Funding split: 11.47% Local Share and 88.53% Federal Share.
- Procurement Contract Requirement – all documents used for procuring capital projects must contain federal clauses required under FTA Circular 4220.1E and approved by DMT prior to bid release.

PART III. Section 5311 FLEXIBLE FUNDS [i.e. CMAQ, STP, or Federalized STIP*] if applicable:

- Request for transfer will be applied for directly through the District - Local Assistance District Engineer, and Headquarters' Division of Local Assistance. Division of Mass Transportation (DMT) will receive a conformation once the transfer is completed. Please forward a copy of project application to HQ DMT liaison.
- Federalized STIP* projects must provide California Transportation Commission allocation date of approval. **All CTC allocation activities must be completed for a project to be included in this grant.**
- Funding split: 11.47% Local Share and 88.53% Federal Share. CMAQ may be funded up to 100% at the discretion of the Regional Planning Agency/MPO.

PART IV. Vehicle Replacement

- For each vehicle identified as replacement and/or expansion of fleet in sections II and/or III the following information is required: type (van, bus, trolley, type 1, 2, 3, 4, etc), vehicle identification number (VIN #), vehicle length (i.e. 35 ft.), passenger capacity, fuel type, in service date, current/end mileage, disposition date, and procurement type (i.e. State contract, local procurement, piggyback, etc).

FEDERAL FISCAL YEAR 2013: All CAPITAL (regional and flexible) funded projects - a complete 5311 application is required at the time a POP is submitted. **POP and application should be submitted to the DTR by April 5, 2013.** Part II of the application (Regional Certifications and Assurances) must be complete (i.e. signature, specific project programming information).