



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

**FEDERAL TRANSIT ADMINISTRATION (FTA)
SECTION 5311 REGIONAL PROGRAM OF PROJECTS (POP)**

FEDERAL FISCAL YEAR 2015



All Section 5311 Applications and POP are due to Caltrans District Transit Representatives (DTR) by May 8th, 2015. However, if there are issues meeting the deadlines, please notify your DTR as soon as possible.

All Congestion Mitigation and Air Quality (CMAQ) Applications and POP are due to Caltrans District Transit Representatives (DTR) by April 30, 2015.

County/Region:
Original Submission Date:

District:
Revision Submission Date:

FEDERAL FISCAL YEAR 2015
Section 5311 Program of Projects (POP)

Regular 5311 JARC 5311 CMAQ

(A) Available Funding:

Carryover: (+) _____
Estimated Apportionment [FFY 2015]: (+) _____
(A) TOTAL FUNDS AVAILABLE: = _____

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

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

(C) Balance

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

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

- Please Note -
 - funds must be programmed in subsequent year
 - final approval to be determined by the Department
- 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 Rail & Mass Transportation will receive a conformation once the transfer is completed.

Federal Share
(D) Part III. Flex Fund - Total: _____

FUNDING SUMMARY

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

Contact Person/Title: _____
Phone Number: _____

Date: _____

Statewide Transportation Improvement Program (STIP) –

All federal funds to be used for transit projects must be included in a federally approved STIP. A Transportation Planning Agency (TPA) must ensure that Section 5311 projects are included in the Department of Transportation’s (Department) Statewide Transportation Federal Improvement Program (FSTIP), which is jointly approved by the Federal Highway Administration (FHWA) and FTA.

A copy of the federally approved STIP Page must be attached for all projects to be programmed through the Section 5311 program. The project description and associated dollar amounts must be consistent with the federally approved STIP information.

Metropolitan Planning Organizations (MPOs) are responsible for programming projects within their jurisdiction. Upon receiving the POPs from the Districts, Rural Transit & Procurement staff will submit **Non-MPO / Rural Transportation** organizations projects directly to the Department’s Division of Transportation Programming for inclusion into the FSTIP.

For further guidance see the Department’s Division of Transportation Programming website:

<http://www.dot.ca.gov/hq/transprog/fedpgm.htm>

PART I. Regional Apportionment - Operating Assistance

For all Operating 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 #
Operating Assistance Funds Total							

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 (Vehicles, Construction, Preventive Maintenance and Planning)

- **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 DRMT prior to bid release.

PART III. Section 5311 FLEXIBLE FUNDS (i.e. CMAQ, STP, or Federalized STIP*1 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 Rail & Mass Transportation (DRMT) will receive a confirmation once the transfer is completed.
- 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.
- Effective in FY 2015 grant cycle, the FTA will require all applicants for CMAQ projects to assess and quantify each project's expected emission reduction benefits prior to project selection and submission of the project application to the FTA.

Please see our website: <http://www.dot.ca.gov/hq/MassTrans/5311.html> for additional information on this new requirement.

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 2015: All Flexible (CMAQ) CAPITAL 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 30, 2015.

Part II of the application (Regional Certifications and Assurances) must be complete (i.e. signature, specific project programming information).