

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF RAIL and MASS

TRANSPORTATION MS 39

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*Flex your power!  
Be energy efficient!*

February 4, 2015

To: MPOS AND RTPAS:

This is a follow up to the Call for Projects letter dated December 12, 2014. The anticipated rollout of the Section 5311 grant cycle application using the electronic grants management system has been postponed until the Fiscal Year (FY) 2016 funding cycle.

The FY 2015 Section 5311 – JARC inclusive application will utilize the fillable PDF application this funding cycle for your convenience. Please review the PDF application and guidelines to ensure accuracy in completion. The material is available on our website: <http://www.dot.ca.gov/hq/MassTrans/5311.html>.

Please note: All FY 2015 projects will require the following documents:

- A completed application
- A completed Program of Projects (POP) form
- All supporting documentation in PDF format
- Current Authorizing Resolution
- FY 2015 Annual FTA Certifications and Assurances

These documents and the application need to be emailed to your DTRs by **May 8, 2015**. All FY 2015 projects must be programmed prior to the Division's grant submittal to FTA.

Flex Funded Congestion Mitigation Air Quality (CMAQ) project applications, the POPs, and fund transfer requests must be routed through your appropriate District Local Assistance Engineer and DTR. **Due to coordination required with other agencies and Caltrans Divisions, the CMAQ applications are due to Caltrans DTR by April 30, 2015. 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.

**Important Note:** Over the last year, Caltrans has requested that agencies submit their Drug & Alcohol (D&A) policies to us for review; roughly 50% of agencies have submitted D&A policies to date. The FTA requires that any agency that receives federal funds must have an up-to-date, approved Drug & Alcohol policy, and be in compliance with their own policy. Subrecipients must certify annually that they are in compliance with the U.S.DOT and FTA regulations concerning drug and alcohol testing (CFR 49 parts 655 and 40). Mindful of this requirement, **Caltrans will be requiring that all recipients of FTA Section 5311 funds have an up-to-date and approved D&A plan prior to the execution of the FY 2015 standard agreement. Agencies must certify annually that they are in compliance with the FTA D&A requirements.** Caltrans California

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Association for Coordinated Transportation (CalACT) will be providing D&A policy reviews and technical assistance to agencies over the next year. You will receive a separate letter from the Caltrans D&A Program Manager outlining the D&A requirements and expectations.

In the meantime, for more information about the FTA Section 5311 program and other FTA programs, please navigate to the Federal Register: <http://www.gpo.gov/fdsys/pkg/FR-2012-10-16/pdf/2012-25152.pdf> or contact your appropriate DTR or DRMT Headquarters liaison as displayed in Attachment.

Sincerely,

A handwritten signature in black ink, appearing to read "James Ogbonna", with a horizontal line drawn above the first few letters.

JAMES OGBONNA  
Branch Chief  
Rural Transit and Intercity Bus

Enclosure