

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF MASS TRANSPORTATION
Rural Transit and Procurement Branch**

**FEDERAL TRANSIT ADMINISTRATION (FTA)
SECTION 5311 REGIONAL PROGRAM OF PROJECTS (POP)
FEDERAL FISCAL YEAR 2009**



All POP's are due to the District Transit Representative (DTR) by DECEMBER 31, 2008.

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 2009
Section 5311 Program of Projects (POP)

(A) Available Funding:

	Carryover: (+)	_____
<i>Estimated</i>	Apportionment [FFY 2008]: (+)	_____
(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:**

- 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: Complete Part III

		<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: _____

Federal Statewide Transportation Improvement Program (FSTIP) – 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 and 5311(f) projects are included in the Department of Transportation’s (Department) Federal Statewide Transportation Federal Improvement Program (FSTIP), which is jointly approved by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

A copy of the federally approved FSTIP 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 FSTIP 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

Project Description					STIP Information – MPOs Only			
	SUBRECIPIENT	FY	TIME PERIOD	NET PROJECT COST	FEDERAL SHARE	Document No (or) Amendment No	Document Year (or) Amended Year	FHWA/FTA Federally Approved TIP (date)
1.								
2.								
3.								
4.								
Operating Assistance – TOTAL:								

PART II. Regional Apportionment – Capital

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

Project Description					STIP Information – MPOs Only			
	SUBRECIPIENT	PROJECT DESCRIPTION	ESTIMATED COMPLETION DATE	NET PROJECT COST	FEDERAL SHARE	Document No (or) Amendment No	Document Year (or) Amended Year	FHWA/FTA Federally Approved TIP (date)
1.								
2.								
3.								
4.								
Capital – TOTAL:								

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.
- May apply for two years, but each year must be listed separately.
- 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.
- 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 the State prior to bid release.

FEDERAL FISCAL YEAR (FFY) 2009 regional apportionment (except Capital) project applications must be submitted to the DTR by no later than: June 30, 2010. If an application is not received by June 30, 2010, programmed funds will not be available for reprogramming by the region or county.

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

- 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
- HQs RTP Liaison will initiate flexible fund transfers.

PART III. 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; procurement type (i.e. State contract, local procurement).

FEDERAL FISCAL YEAR (FFY) 2009: 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 December 31, 2008.** Part II of the application (Regional Certifications and Assurances) must be complete (i.e. signature, specific project programming information).