

Caltrans Division of Mass Transportation
ARRA 1511 Certification Instructions for Urbanized Area
Transit Projects

Background:

- The State of California is responsible for certifying the transit infrastructure investments and submitting the project lists under the American Recovery and Reinvestment Act (ARRA). Correspondingly, MPO's and RTPA's must certify the ARRA projects to the State.
- This will be collected from the MPO's and RTPA's in the form of a certification signed by the MPO's and RTPA's Chairperson or Chief Executive for each project or group of projects.
- Upon receipt of the MPO/RTPA certification, the state will complete the official ARRA Section 1511 certification for all projects on behalf of the MPO's/RTPA's and submit this to Recovery.gov.
- Do not include Non-Urban (Rural) Transit projects under Section 5311. Certification for non-urban transit projects is being handled separately through the 5311 Grant Application process.

General Information:

- Carefully follow all instructions
- Complete the certification for your MPO/RTPA (template attached).
- The Chairperson or the Chief Executive of the MPO/RTPA must sign the certification.
- Caltrans must approve any changes to the language in the template certification prior to acceptance.
- List of project(s) covered by the certification must be included in the attached MS Excel Spreadsheet.
- Many organizations have not completed programming projects against the ARRA funds. The certification list of projects may be amended as needed.
- Each amendment must include a 1511 certification and the project data on the MS Excel Spreadsheet.

When to Submit:

- If your organization(s) projects are ready to be submitted to the Federal Transit Administration (FTA), please submit your certification(s) immediately to Caltrans. If your organization(s) do not have projects ready, submit this certification to Caltrans as soon as project information is available.
- Agencies should continue to submit their grant applications directly to FTA while simultaneously submitting this certification information to Caltrans.

Where to Submit:

- Submit electronically to Caltrans at the following email address to:
CALTRANS.Recovery@dot.ca.gov.
- In the e-mail subject line, write "ARRA TRANSIT."
- Do not submit highway and transit funds in the same email.

What to Submit:

Submit the following:

- 1511 Certification signed by Chair or Chief Executive of MPO/RTPA.
- MS Excel Spreadsheet with the list of "ARRA TRANSIT" funded project information.
- A contact person for each MPO/RTPA's with name, address, phone number and email address.

Spreadsheet Coding Instructions:

Please use the 1511 Certification Transit Projects Excel template as provided; do not make any changes to format or headings. Any incorrect format or information will need to be returned for correction.

Please work with your respective transit agencies to complete each cell with information requested. Be brief and concise for the descriptions as there are limitations in field length for the federal data systems.

Under the spreadsheet headings:

- **MPO/RTPA Name:** Enter the Name of the Planning Agency responsible for Certifying Projects
- **Contact Name:** The MPO/RTPA contact for preparing the 1511 certification and spreadsheet
- **Report Date:** Enter the effective date for these projects under the 1511 Certification
- **FIPs:** Enter the County code where the project is located. **See the second tab of the spreadsheet.**
- **Congressional District:** Enter the congressional district number where the project is located.
- **Urbanized Area and County:** Indicate the urbanized area **name** for the 5307 and/or 5309 Apportionment. **See third and fourth tab in spreadsheet.**
- **Implementing Agency:** List the FTA Grant Recipient who will receive the ARRA funds (Grantee or Subrecipient).
- **Project Title or Type of Project:** Consistent with FSTIP description and FTA Grant Application in TEAM (e.g. Replacement Vehicle, Preventive Maintenance, Transit Bus Shelter, etc.)
- **Project Description:** Consistent with project scope in FSTIP and FTA Grant Application in TEAM. (If vehicles and/or preventive maintenance: enter number of vehicles, size, and fuel type)
- **TIP ID No.:** Enter TIP Amendment Identification Number.
- **ARRA Transit Formula Funds:** Enter the amount of ARRA 5307 and/or 5309 funds to be requested. List separately. Report to the nearest whole dollar amount.
- **ARRA FHWA Flex Funds:** Enter the amount of FHWA Flex funds transferred to FTA. Report to the nearest whole dollar amount. In the next column enter the source of the Flex Funds (CMAQ, RSTP, etc.).
- **Additional Comments:** Enter any comments or helpful information (e.g., Date grant submitted to FTA)

When complete, please change the tab name to the abbreviated title of your organization and submit to CALTRANS.Recovery@dot.ca.gov

Caltrans DMT Contact:

Kimberly Gayle, Office Chief, Federal Transit Grants Programs at: (916) 654-8074