

**Division of Mass Transportation (DMT)
American Recovery & Reinvestment Act (ARRA)
FTA Section 5311 – Non-Urban Capital Assistance Program
Communication Plan**

The timeline for the obligation of ARRA 5311 funds is 180 days from the date of apportionment from the FTA. Accurate and concise information is essential to meeting this deadline. In order to effectively receive, interpret and disseminate information, DMT has developed the following communication plan. This plan will be monitored and updated weekly to ensure compliance.

Target Date(s):	ARRA 5311 Action/ Information	Other Divisions/Offices Impacted	How Information Distributed
Weekly/Immediate as Needed	Update Division Chief on ARRA 5311 Issues, Challenges, and Implementation Strategies	State Grants Office	Weekly Reports, Staff Meetings
Weekly/Immediate as Needed	Update Deputy Director & Directorate on ARRA 5311 Implementation	Earl Seaberg Ken De Crescenzo	Weekly Reports, Meetings, E-Mails
2/4/09 - 2/22/09	Call for Projects and Issue Preliminary Estimates for ARRA 5311 Apportionments to Agencies	Programming	E-Mails, DMT Website
2/5/09, 2/12/09, 2/26/09	Update Agencies on Guidelines and Instructions for Programming ARRA Funding	Programming	Meetings and Teleconferences
2/18/09	Determine internal process for transfer of flex funded projects from Local Assistance to DMT	Local Assistance	Meetings, E-Mails
2/25/09 and Ongoing	Confer with FTA on ARRA 5311 Implementation and Reporting	Programming Local Assistance	Teleconference, E-mails, FTA Website
2/11/09, 2/25/09 & 3/12/09	Update Agencies on Guidelines and Instructions for Applying for ARRA Funding	Programming Local Assistance	Teleconference (E-Mails & DMT Website Updates)
2/25/09, 3/11/09 and Ongoing Updates	Work with Accounting, Legal and Budgets to Expedite Encumbrance & Executed Agreements (Contracts)	Accounting Legal and Budgets	Meetings, E-mails
March 5, 2009 (180 Day Clock Starts)	Issue Final ARRA 5311 Apportionments to Agencies	Programming	E-mails, DMT Website
March 17-19, 2009	Present ARRA Application Process at CalACT Conf.		Presentations
April 17, 2009 Application Deadline to DMT (45 days)	Technical Assistance to Agencies to Ensure Projects are Programmed & "Ready to Go" Per FTA Guidelines	Programming Local Assistance	E-Mails, Telephone, DMT Website
May 29, 2009 Deadline to FTA & DOL (85 Days)	Resolve Issues Relating to Expediting Transfer of Flex Funds from FHWA to FTA -- Submission of ARRA Grant to FTA and Department of Labor (DOL)	Programming FTA	Meetings, E-Mails
July 1, 2009 (Estimated) Obligation of ARRA Funds by FTA (120 days)	Confirm obligation of ARRA Funds with FTA. Send Notification of Obligated Funds to Agencies	FTA	Correspondence, E-Mails