

Agenda

January 27, 2015
10:30 am – 12:30 pm

MTC
 101 Eight Street
 Oakland, CA 94607

Contact: Adam Crenshaw
 (510) 817-5794

Telephone Number: (712) 432-1438
Participant Access Code: 932832#

Meeting called by: Muhaned Aljabiry
Facilitator: Abhijit Bagde
Recorder: Janette Fabela

Agenda Topics

Item	Description	Time	Presenter
1	Agenda	10:30	Abhijit Bagde
2	Ground Rules	10:35	Abhijit Bagde
3	Approval of 12/16/2014 Meeting Minutes	10:40	Abhijit Bagde
4	Announcements and Updates: <ul style="list-style-type: none"> • Staffing Update – CT/FHWA/FTA/MPOs • CTIPS Conversion – Update – Lilibeth Green 	10:45	All
5	<p>Follow-Up Items from last meeting:</p> <ol style="list-style-type: none"> 1. Janette Fabela, STANCOG will follow up with ARB to get additional information on the benefits calculations – to be updated at the January CFPG meeting 2. Jerome Wiggins, FTA will send updated information to Abhijit Bagde on the Urbanized Area Formula Program Guidance - Item Completed (Information was sent by Abhijit on 12/16/2014, see Handout No. 1) 3. Group to send suggestions to Linda Newton, CT HBP Manager (Linda.Newton@dot.ca.gov) on how to segregate HBP projects that may have air quality conformity issues (see Item No. 7 below) 4. CT Local assistance to provide revised Transfer to FTA handout by the next CFPG meeting – Item completed (See Handout No. 2) 5. Abhijit Bagde to send the information on use of Toll Credits for ATP projects - Item Completed (Information was sent by Abhijit on 12/16/2014) 6. Abhijit Bagde to check if Local Assistance has an office bulletin on ATP transfer to FTA – Item Completed (see Item No. 9 below) 7. Linda Newton will send an E-Blast to local agencies – For capacity increasing bridge projects local agencies shall provide RTP documentation (RTP ID and/or page number) when submitting bridge application to Caltrans Division of Local Assistance - Item Completed (Information was sent by Linda on 01/08/2015) 	10:55	Abhijit Bagde

6	2015 FSTIP: <ol style="list-style-type: none"> 1. Status update – Muhaned Aljabiry 2. FSTIP Public Review for Amendments – Lima Huy 3. Use of DFTIP Module in CTIPS – Muhaned Aljabiry 	11:05	CT Programming
7	Highway Bridge Program (HBP): <ul style="list-style-type: none"> • Feedback received by HBP Manager per follow-up Item No. 5-3 	11:15	Lima Huy
8	FHWA - Update	11:25	Jack Lord
9	Active Transportation Program (ATP) – Update	11:35	Teresa McWilliam
10	<ul style="list-style-type: none"> • Follow-Up Items • Open Forum • Future Agenda Items 	11:55	All
11	Future meeting dates and locations: <ul style="list-style-type: none"> • March 10, 2015 SACOG Sacramento (10:30 am – 12:30 pm) • April 21, 2015 Caltrans Sacramento (10:30 am – 12:30 pm) • June 2, 2015 MTC Oakland (10:30 am – 12:30 pm) 	12:05	All

California Federal Programming Group (CFPG)

Minutes for: January 27, 2015

1. Agenda:

Abhijit Bagde (Caltrans Division of Programming): The agenda and handouts were sent out last Friday. No changes requested.

2. Ground Rules:

- Since there are phone participants, everyone who speaks should state his/her name and agency.
- Keep comments as brief as possible.
- Stick to the current agenda item. Additional items not in the agenda will be added to the end and will be discussed if time permits.
- Turn off cell phones and limit interruptions.
- This is a forum to hear everyone's concerns, comments and suggestions. Please make sure your voice is heard.
- Facilitator to ask before moving on to the next item if anyone on the phone has any additional comments on the item, then pause for a few seconds.
- Respond to follow-up items and meeting notices by the deadlines.
- Except for follow-up items, the minutes will include discussions that take place during the meeting only. If you do not want what you say during the meeting included in the minutes, state "off the record."
- **When not speaking, phone participants to keep their phones on mute if possible.**
- **Do not place conference call on hold. Please hang up and redial if you must take another call.**
- Meeting minutes to be distributed to the group with 10 days after the meeting.
- **Any outstanding follow-up items not addressed/completed by the third meeting (from the meeting of initiation) will be removed from the agenda.**

The items in bold were emphasized by Abhijit.

3. Minutes of the Last Meeting:

Abhijit Bagde: The final minutes of the December 16, 2014 meeting were provided via email prior to the meeting. No comments – minutes were approved.

4. Announcements and Updates:

- Staffing Update

Muhaned Aljabiry (Caltrans Division of Programming): Rachel Falsetti is acting Division Chief for Construction now, and Bruce De Terra will be acting Division Chief of Transportation Programming.

Stew Sonnenberg (FHWA): No staffing change but some reorganization: Joseph Von will be taking over all project funding duty. Scott Carson will be taking over Bakersfield, Stew Sonnenberg will be taking care of SACOG regional planning duties. This is permanent, and Jack Lord is drafting a notice to send to Caltrans and MPOs.

Scott Carson (FHWA): Wade Hobbs will be taking up Butte, Scott will be transitioning away from his involvement with SACOG.

FTA: No staffing update.

MPOs: No staffing update.

- CTIPS Conversion

Lilibeth Green: Per Rambabu Bavirisetty, the new CTIPS web base application is expected to go live on April 15th. On Wednesday January, 28 (between 2:00 pm to 2:30 pm) selected MPOs and Caltrans Staff will be performing a stress testing in order to test the performance, and reliability while multiple users are using the system. A reminder email from the CTIPS Office will be sent.

5. Follow-up Items from Last Meeting

Abhijit Bagde:

1. Jeanette Fabela (StanCOG) will follow up with Dennis Wade, Air Resources Board (ARB) to get additional information on the benefits calculations – Item Completed. Jeanette spoke to Dennis Wade at ARB last week. Dennis said that ARB is still working to clarify guidance on the use of the PM size fraction table. They are possibly looking at consolidating the factors. Dennis believes that in the next 6 weeks they should have further information. Jeanette is working with Abhijit to see if Dennis can be available at the March 10th CFPG meeting to present an update. Abhijit has sent a note to Dennis to see if he can be at the next meeting to provide some presentation.
2. Jerome Wiggins, FTA will send updated information to Abhijit Bagde on the Urbanized Area Formula Program Guidance - Item Completed (Information was sent by Abhijit on 12/16/2014, see Handout No. 1)
3. Group to send suggestions to Linda Newton, Caltrans HBP Manager (Linda.Newton@dot.ca.gov) on how to segregate HBP projects that may have air quality conformity issues –Item completed (will be discussing it at Item No.7 below)
4. Caltrans Local Assistance to provide revised Transfer to FTA handout by the next CFPG meeting – Item completed (See Handout No. 2)
5. Abhijit Bagde to send the information on use of Toll Credits for the Active Transportation Program (ATP) projects - Item Completed (Information was sent by Abhijit on 12/16/2014)
6. Abhijit Bagde to check if Local Assistance has an office bulletin on ATP transfer to FTA – Item Completed (will be discussed as part of Item No. 9 below)
7. Linda Newton will send an E-Blast to local agencies – For capacity increasing bridge projects local agencies shall provide RTP documentation (RTP ID and/or page number) when submitting bridge application to Caltrans Division of Local Assistance - Item Completed (Information was sent by Linda on 01/08/2015)

Questions about follow-up items from last meeting:

Adam Crenshaw (MTC): Regarding the FTA transfer forms, what year should be used on application for the transfer, should it be the current fiscal year? MTC had some push back when using EPSP for FTA transfers.

Jose Luis Cáceres (SACOG): Local Assistance is comfortable transferring funds from any of the 4-years of the FTIP as long as the capacity exists in the year of transfer. Funds may be programmed in any year at the time of transfer, and the year to be included on the transfer application is the year in which transfer is intended to take place. Even though SACOG might transfer projects programmed in FY 2017 in FY 2015, when transit operators submit the grant; FTA requires the project be programmed in the current fiscal year. SACOG doesn't know if they have capacity to program additional CMAQ funds in the current fiscal year, so they change the fund type to CMAQ FTA transfer to program projects in the current fiscal year for the FTA purposes.

Abhijit Bagde: In summary: First, when Local Assistance processes the transfer, EPSP can be used for the future year programmed projects as long as the capacity exists in the year of transfer. Second, when FTA approves the grant, they would like to see the project programmed in the current FTIP, either with CMAQ funds or with CMAQ FTA transfer fund type (if the transfer took place as part of the previous FTIP).

Ted Matley (FTA): One of legal requirements is at the time that FTA awards a grant they have to be able to confirm that the project is programmed in the current FTIP.

Jose Luis Cáceres: For approving grant for CMAQ funds transferred from 2013 FTIP, per FTA requirement, SACOG would be required to carry those transferred CMAQ funds in the 2015 FTIP in order to approve the grant. Those funds can be programmed with "CMAQ FTA funds Transfer" fund type, and then they don't have to be part of SACOG's annual program capacity for CMAQ for that FY.

Abhijit Bagde: If the funds were transferred to FTA as part of the 2013 FTIP, then we can program it through an administrative modification in the 2015 FTIP as long as scope and cost remain unchanged. No need to process amendment to program that project in the current FTIP per administrative modification guidelines.

Jose Luis Cáceres: You can transfer funds out of any year of the FTIP, but for the grant you need to show the transferred funds in the current year. If you transfer funds, and FTA doesn't give you a grant right away, you have 3 full years before the funds lapse. If funds lapse, a handout was provided at the last meeting on how to regain lapsed funding.

6. 2015 FSTIP:

1. Status Update – **Muhaned Aljabiry:** So far things the 2015 FSTIP is going well. One thing he wanted to discuss and bring to attention: The importance of amendments being clear, understandable and transparent to project sponsors and the public. Even though we have tools like EPSP by which projects (or phases) programmed in future years can be implemented in earlier FY if the capacity exists, the amendment still has to make sense. For example, you cannot program the construction phase in the current year and PE phase in later years, and EPSP the PE phase. An average person will have a hard time understanding how a project can be constructed and then the PE phase is done later.

Jose Luis Cáceres: There are a lot of things confusing in our FTIP, like the HBP and HSIP grouped project lists where funding for all phases is programmed under the "construction" phase. It can be confusing to the public.

Muhaned Aljabiry: Each grouped project listing for the state managed programs has a back-up list that show funding phases. We need to think about the way we do our amendment to make sure it is a benefit to our constituents.

Wade Hobbs (FHWA): Concurred with Muhaned's remarks. Any unusual type of programming or non-traditional format catches their attention, and causes them to have to determine if it is a mistake or an unusual programming practice. In such case, additional notes would be helpful. For the group project listing, the regulations were intended to simplify the programming. Different types of listings may be a little confusing to the public, but it is an opportunity for us to add some information to clarify it. All of us should keep our efforts to make sure we do not have unusual or strange TIP Amendments or TIP project listings that cause confusion to the reviewer or public.

Muhaned Aljabiry: Agreed with Wade. When you develop your FTIP and send out your amendment, it is important to create a document that is beneficial and understandable to reviewers.. Some introduction explaining how things are done, why we are doing a grouped project list will also help.

2. FSTIP Public Review for Amendments – **Lima Huy (Caltrans):** Caltrans will resume concurrent public review process for the amendments with the adopted new FSTIP. If MPO changes location on its website for posting amendments, please make sure to notify Caltrans right away. And MPO shall also regularly check that amendments are accessible from Caltrans website (http://www.dot.ca.gov/hq/transprog/federal/mpo_amend_links.htm) Upon receiving announcement from an MPO that an amendment is out for public review, Caltrans will check if it is accessible from its website. If not, Caltrans will request MPO to extend the public review, or Caltrans will post it separately for additional 14 days after receiving final amendment from MPO. So please check links for every amendment that is released for the public review.

Abhijit Bagde: Please inform Caltrans right away if website location has been changed.

3. Use of Draft FTIP Module in CTIPS – **Muhaned Aljabiry:** All of the data from the Draft FTIP Module has been moved to the live FTIP module of CTIPS. Therefore, the Draft FTIP Module shall no longer be used. When MPOs develop amendments to their 2015 FTIPs, they shall only be using live FTIP module. The CTIPS office will remove the data from the Draft FTIP Module soon.

Abhijit Bagde: Draft FTIP Module will be made available at the time of developing 2017 FTIPs.

8. **Highway Bridge Program(HBP) – Feedback received by HBP Manager per follow-up Item No. 5-3**

Lima Huy: Discussion at the December 2014 CFPG meeting involved on how to identify HBP projects that may have air quality conformity issues, and how MPOs can be notified earlier in process. The agreement was that MPOs would provide suggestions on how to improve the communication with the regions to Linda Newton, HBP Manager, Local Assistance. She could not attend this meeting.

Below is the feedback from Linda:

The Local HBP managers received comment after the December 16th meeting from two MPOs:

- HBP application should have a field for sponsor agencies to identify if project is in RTP and provide RTP ID and page number.
- Draft HBP should be sent to MPOs prior to HBP adoption, so that the MPO can work with RTPAs and verify information provided by project sponsor.
- The local agencies requesting a capacity increasing bridge project be added to the HBP to include proof from the current RTP that the project is included in the long-range planning document. Providing proof that the project is modeled and that it can easily be added to the FTIP through a formal amendment.

On Monday, December 29 the Division of Local Assistance distributed a notice to all DLA list server subscribers. The new requirement is the RTP information be submitted with the application. If the information is not submitted, the application is to be returned to the local agency without being programmed.

After the list server announcement went out, we know that one MPO had a request from a local agency about a potential capacity increasing bridge project that was not in the RTP. So the message is getting to the local agencies. The Local HBP Managers will also send a list of new capacity increasing bridge projects to the effected MPOs before we produce constrained bridge lists. The expectation being if there are any projects not in the RTP, the MPO will let the Local HBP managers know in a timely manner.

Muhaned Aljabiry: Stated that MPOs should talk to their local agencies to ensure that they understand and are aware of this requirement.

8. FHWA – Update: No update.

9. Active Transportation Program (ATP) – Update

Teresa McWilliam (Caltrans): ATP Cycle I is complete. They have 265 projects. The last 2 have been added from Dist. 11 in December. Teresa will be sending out an email shortly to districts to remind them any projects that have funds programmed in 14/15 needs to either get their allocation request or do time extensions request to move these funds. They are getting ready to start Cycle II. It will start after the March CTC meeting (March 26th) and they want applications back to them by June 1st. They are expecting comments from partners on new application by January 30th. In February, they will open a discussion about the application. Some agencies have questions about ATP projects transfer to FTA. Teresa said they don't have much experience and asked input from MPOs who has done one before.

Ahbijit Bagde: asked if Teresa can talk about the proposed update to the Local Assistance Procedure Guidance (Chapter 22) that will include information on transfer of ATP projects to FTA

Teresa McWilliam: CTC is updating the ATP guidelines, and Local Assistance presented the proposed changes at the January meeting. The revised program guidelines will be approved at the March meeting.

Abhijit Bagde: stated that should Teresa receive any guidance updates or any direction from CTC regarding ATP projects transfer to FTA earlier, he will share with the group.

Teresa McWilliam: Since ATP has different phases, the question here is can they do all the funding at once or have to do them separately and when should they have to turn in their environmental documents.

Jose Luis Cáceres: Allocation was by phase, and transfer was by phase. Local Assistance always does the allocation step first before doing the transfer step. They go to CTC first then send it for transfer. However, the ATP has 5 phases. No one should have transferred five times. If CTC is comfortable allocating multiple phases at a time, then the transfer could allocate multiple phases.

Teresa McWilliam said they will try to get that process figured out.

Muhaned Aljabiry requested information on delivery of ATP program.

Teresa McWilliam said they got over 50 allocations approved last month, they don't know how many will come in for March.

Abhijit Bagde asked who will be tracking if projects are allocated or not.

Teresa McWilliam said they will do the tracking. They are getting their database set up.

10. Follow-up Items

Abhijit Bagde:

- a. Ahbijit Bagde: FHWA to send revised planning assignments- he will share with the group.
 - b. Ahbijit Bagde and Jeanette Fabela will work with Dennis Wade from ARB to see if he can be available at next March meeting to provide some guidelines about air quality benefit calculations.
- Open Forum

Ahbijit Bagde: CFPG meeting is a forum where we would like MPOs to share their experience dealing with unique programming cases/situations. If anyone would like to provide a presentation or handouts, please contact Ahbijit.

Muhaned Aljabiry: agreed with what Ahbijit said for the open forum. We have staff changing all the time. It is a good opportunity for knowledgeable and experienced staff to share unique situations, lessons learned, and how to overcome those difficult situations. If there is anything you want from the state side about issues that concern you, Ahbijit would be happy to add it to the meeting agenda.

Michelle Merino (SANDAG): They have been getting some conflicting information on how to show toll credits. They have been told that they no longer have to show that in our project

description in the FTIP. Has there been further guidance?

Muhaned Aljabiry: For the state highway projects, if a project is 100% federal funded, that indicates that the project is using toll credits. However, with CMAQ, RSTP, or local projects, MPOs shall continue to identify the use of toll credits in the project description in the FTIP.

Ahbijit Bagde: For State Programs like HBP, HSIP MPOs may use toll credits with the use of other eligible federal funds like CMAQ and RSTP. In such cases, MPOs need to mention the use of toll credits in project description in the FTIP, and they do not need to identify the amount of toll credits. Use of toll credits will be tracked by Caltrans.

Jose Luis Cáceres: He learned that some regions have stopped identifying toll credits in description, and there is still a dropdown fund type in the database showing particular amount of toll credits being used. SACOG is preparing to pull it out of the description.

Lima Huy: There is some confusion regarding the notation of toll credit. Caltrans did require some language in the description to notate using toll credits before, but they now agree that MPOs no longer need to notate toll credits, unless it is for CMAQ and RSTP.

Ahbijit Bagde: When Jose Luis said the database has a dropdown menu, actually it is SACOG's internal database. In CTIPS, there is no fund type for toll credits.

Lindsay Mong (Fresno COG): In their database, they do have a dropdown fund type showing the toll credits.

Muhaned Aljabiry: That is Fresno COG's internal process. MPOs don't need to show amount of toll credits. MPOs just need to identify using toll credits on CMAQ or RSTP projects.

Ahbijit Bagde: If using toll credits for HSIP, HBP, CMAQ, RSTP projects or any other eligible federal fund type in lieu of local match, please mention toll credits in the project description in the FTIP.

Jose Luis Cáceres: SACOG is wrestling with the requirements for Program of Projects (POP), which is a FTA requirement for transit operators. If using 5307 funds, projects need to be published in a POP list and circulated for public review. But for regions over 200,000 populations, the transit operators can rely on MPO's Public Participation Plan (PPP) in lieu of POP public involvement procedure. FTA is now questioning whether or not SACOG can make revisions to the FTA 5307 funded projects administratively. Administrative modification does not seem to meet the FTA standard for how 5703 projects should be circulated for public review.

Muhaned Aljabiry: asked if FTA had any information about why we cannot use administrative modification process to justify this type of changes.

Ted Matley: The POP requirement is different from the FTIP requirement. It does not say that we can use the administrative amendment procedure of FTIP to satisfy the POP public involvement requirement. FTA will have to look at it really closely and get back with clear guidance.

Muhaned Aljabiry: If a project has already been included in the FTIP and it has gone through a formal process of public review, there are some minor changes on this project. Does that make difference for the POP process?

Ted Matley: That is not the standard. The standard is what POP regulation allows.

Muhaned Aljabiry: It is important for us to figure this out as soon as possible, because it changes the way we are doing things right now.

Jose Luis Cáceres: How bad things could get? It could be MPOs still are able to administratively modify the FTIP, but may need a period of public review for projects with 5307 funds. It is the public involvement that causes the issues.

Muhaned Aljabiry: We need to discuss this further with FTA to explore more with our options and what the minimum public review process is.

Jose Luis Cáceres: SACOG is redoing their privately funded FTIP database with a lot of improvements, and he would like to demonstrate it to those who might be interested in it. To do that, he would need an hour after or part of CFPG meeting.

Wade Hobbs: FHWA would be interested in it.

Ahbijit Bagde: he will work with Jose regarding this matter on March meeting.

Muhaned Aljabiry requested PowerPoint from SACOG for next March meeting.

Jose Luis Cáceres (SACOG): said he will send a link in advance.

- Future Agenda Items

Ahbijit Bagde: If anyone would like to invite outside speakers or speakers from Caltrans that could benefit programming, they will be more than happy to accommodate.

11. Future meeting dates and locations:

- March 10, 2015 SACOG Sacramento (10:30 am – 12:30 pm)
- April 21, 2015 Caltrans Sacramento (10:30 am – 12:30 pm)
- June 2, 2015 MTC Oakland (10:30 am – 12:30 pm)

**Handout No. 1 for Item No. 5-2: FTA - Updated
Urbanized Area Formula Program Guidance**

http://www.fta.dot.gov/legislation_law/12349_15209.html

**Handout No. 1 for Item No. 5-4: Flex Funds Transfer
to FTA**

FTA TRANSFERS

by NAHED ABDIN
HQ Area Engineer
D5, 9, 11

January 2015

1

FTA TRANSFER

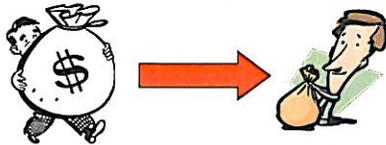
Local Assistance Procedures
Manual (LAPM)

Chapter 3.10 FTA TRANSFER

January 2015

2

FTA TRANSFER ?



FHWA

FTA

January 2015

3

FHWA / FTA comparison

- Both are federal agencies
- Both are responsible for oversight of federally funded transportation projects
- Both have funds that may be used on transit projects
- FHWA administers “highway” funds
- FTA administers “transit” funds
- FHWA and FTA have different implementation procedures

January 2015

4

WHY FTA TRANSFER ?

- Some agencies prefer FTA implementation procedures (FTA will work ONLY w/ recognized transit agencies)
- Allows “transit” projects receiving both FHWA and FTA funds to use just one set of implementation procedures
- Some transit projects eligible for FHWA funds may be better suited for administration by FTA

January 2015

5

FUNDS ELIGIBLE FOR TRANSFER

- By Division of Local Assistance (DLA):
 - RSTP, CMAQ
 - DEMO & Discretionary Programs
 - ATP
- By Division of Mass Transit (DMT):
 - RIP portion of STIP off the State Highway System

January 2015

6

FTA GRANT PROGRAMS

Grants authorized by Chapter 53 of Title 49
United States Code (USC), Sections:

- 5307 – Urban/Urbanized Area Formula Program (processed by Local Assistance)
- 5311 – Non-Urban Area Formula Program (processed by Division of Mass Transit)

January 2015

7

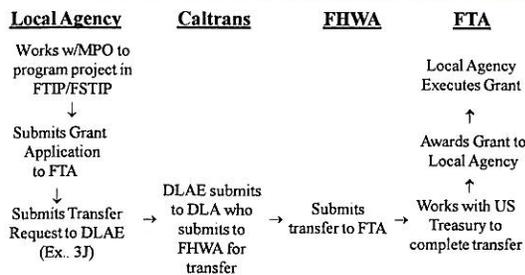
SECTION 5307 FTA GRANT

- Population Ranges:
 - > 200,000 (Urbanized), *and*
 - 50,000 to 200,000 (Urban)
- Eligible projects: Capital, Operating, & Planning
- Local agency is grant applicant
- FTA assigns grant numbers

January 2015

8

SECTION 5307 – TRANSFER PROCESS



9

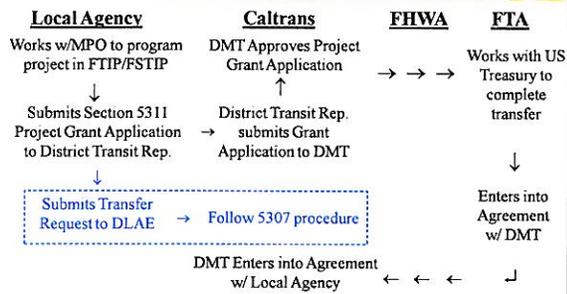
SECTION 5311 FTA GRANT

- Population < 50,000 (Non - Urban Area)
- Eligible projects: Capital, Operating & Planning
- Caltrans Division of Mass Transit is the grant applicant
 - Local Agency is sub-recipient
- One annual application
- Caltrans District Transit Rep. provides oversight of sub-recipient

January 2015

10

SECTION 5311 – TRANSFER PROCESS



January 2015

11

FTA TRANSFER LETTER (LP2000)

STATE OF CALIFORNIA - CALIFORNIA HIGHWAYS DEPARTMENT
 DIVISION OF MASS TRANSIT
 1200 G STREET, SUITE 200
 SACRAMENTO, CALIFORNIA 95833
 (916) 227-1200
 October 20, 2014
 Mr. [Name]
 [Address]
 [City, State, Zip]

Dear Mr. [Name]:
 We are pleased to have received your letter of interest in October 16, 2014 regarding the proposed project [Project Name] for all the [Project Name] in the [Project Name] area. We are pleased to have received your letter of interest in October 16, 2014 regarding the proposed project [Project Name] for all the [Project Name] in the [Project Name] area.

Project Name: [Project Name] Category: [Category] Agency: [Agency]
 State Department of Transportation Highway: [Highway] District: [District]

[Additional form fields and checkboxes]

State of California
 Division of Mass Transit

January 2015

12

THE END

**THANK
YOU**

February 2014

16
