

# CFPG Meeting Minutes

February 18, 2003

	<p><b>California Federal Programming Group (CFPG)</b></p> <p>February 18, 2003 10:00 – 3:00</p> <p>SANDAG Office 401 B Street, 7<sup>th</sup> floor San Diego, CA</p>
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	<p><b>Meeting called by:</b> Kris Balaji</p> <p><b>Facilitator :</b> Muhaned Aljabiry</p> <p><b>Recorder/Time Keeper:</b>Abhijit bagde</p>
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	<h2>Agenda topics</h2>
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Item	Description	Presentor
1	Topics/Agenda/Introductions	Muhaned Aljabiry
2	Approval of the items from the 12/03/2002 CFPG meeting Announcements	All
3	<p>Follow-Up Items from last meeting:</p> <ol style="list-style-type: none"> <li>1. Post Bob Swensen’s annual listing for projects on the website</li> <li>2. Discussion on potential revisions to administrative amendment guidelines to:               <ul style="list-style-type: none"> <li>• Add funds to previously obligated components</li> <li>• Move funds between components</li> </ul> </li> <li>3. TIP listing requirement in the CFR’s (handout)</li> <li>4. Template for project description on FTIP website</li> <li>5. Check box in CTIPS for project approvals for information only</li> <li>6. Should PE be split into PA&amp;ED and PS&amp;E or not?</li> <li>7. What can be done in CTIPS for multiple lead agency on a single project when uploaded from STIP</li> </ol>	<p>CT - Done CT/FHWA/FTA- Done (see item 4 below)</p> <p>FHWA- 2/18/03 CT- 2/18/03 CT- 2/18/03 FHWA-2/18/03 CT- 2/18/03</p>
4	Lump sums and administrative amendments- Task force to recommend guidelines	Kris Balaji/ Sue Kiser
5	Change in Federal approval delegation for admin amendments.	Wade Hobbs
6	FHWA approval- All CC’s will be mailed electronically	Wade Hobbs
7	Annual Listing of Projects Task Force Report	Rosemary Ayala
8	CMAQ Emission reduction data proposal (handouts)	Ivan Garcia
9	Role of CT HQ	Raymond Odunlami
10	Transfer of projects from STIP to FTIP	Abhijit Bagde
11	How to delete projects in CTIPS	Abhijit Bagde

12	Programming of GARVEE projects (handouts)	Abhijit Bagde
13	Relying on previous conformity analysis to demonstrate conformity (handouts)	Abhijit Bagde
14	Administrative amendments submittals via e-mail	Abhijit Bagde
15	Specifying no. of vehicles being replaced in Amendments of transit project .	Jerome Wiggins
16	Proper use of check box in CTIPS for admin amendments. What is considered administrative for MPO might not be for State & FHWA	Muhaned Aljabiry
17	Prior year funds in FSTIP	Muhaned Aljabiry
18	Status of MOU's between MPO's and the State and Planning Agreement between MPO's and Transit Operators	Jerome Wiggins
19	Ways to identify major ITS projects in FTIPs	Sue Kiser
20		
	Recommendations for next meeting	Muhaned Aljabiry
	Open Forum/ Next Meeting Date	All
	Adjourn/Close	

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## CFPG Meeting Attendees List

February 18, 2003

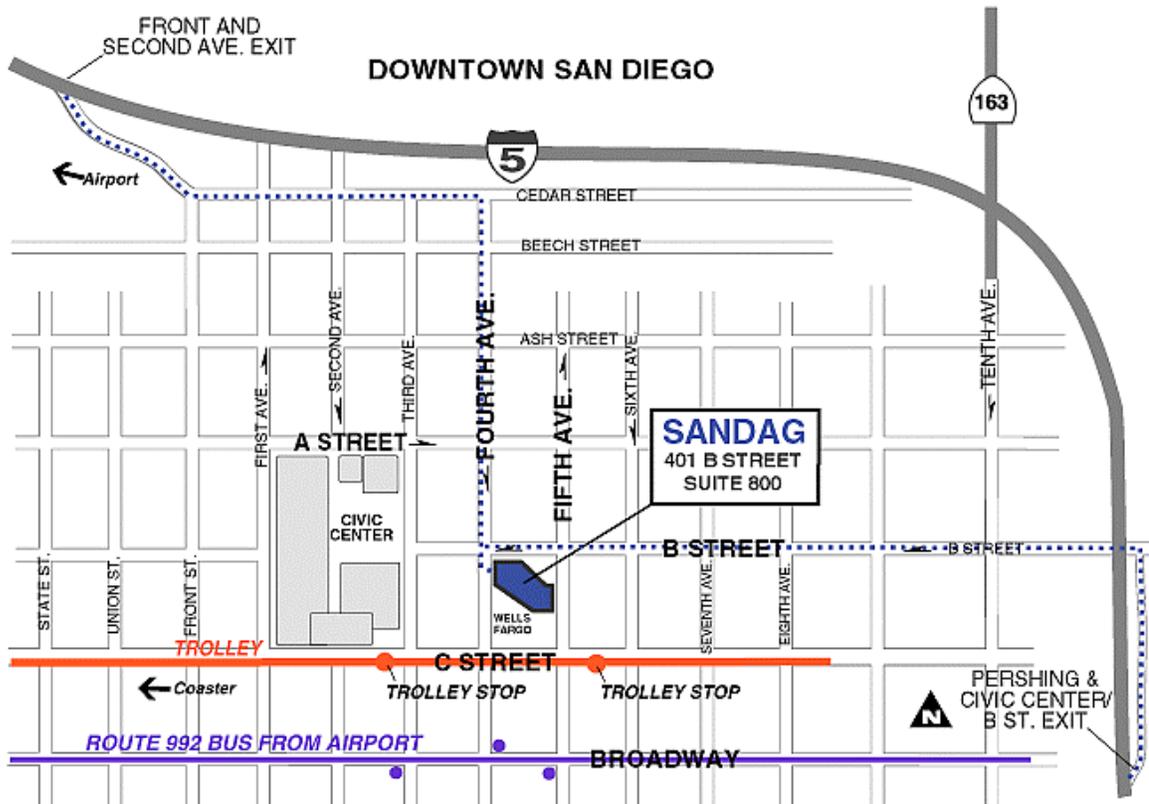
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L= Attend in person (13)

T= Attend by phone (15)

N= Not attending (12)

## Directions to SANDAG



[Driving \(Mapquest\)](#)

[Transit Route 992 from Airport](#)



# BUTTE COUNTY ASSOCIATION OF GOVERNMENTS

965 FIR STREET, CHICO, CALIFORNIA 95928-6301 ♦ (530) 879-2468 ♦ FAX: (530) 879-2444 ♦ WWW.BCAG.ORG

## MEMORANDUM

DATE: February 11, 2003

TO: CFPG Group

FROM: Iván García, BCAG Programming Manager

**SUBJECT: CTIPS – Request to Accommodate CMAQ AB1012 Reporting**

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The purpose of this memorandum is to present the CFPG Group with another reporting requirement for MPOs and Caltrans which I believe can be easily accommodated using CTIPS. I would like to field the state and see if there is consensus to gain support to request Caltrans CTIPS Coordinator to add to the CTIPS functionality, the ability to input air quality emissions data as relevant to CMAQ projects for AB 1012 reporting.

**BACKGROUND** Caltrans is required to obtain emissions reporting from the MPOs for CMAQ projects. Emission reporting is typically conducted in December/January, AFTER the project/component is obligated. Since the project is required to be programmed into CTIPS by the MPO, it would be helpful to add a screen to include the necessary emissions reduction data as required for CMAQ projects.

**DISCUSSION** As projects/phases are authorized/obligated and their E-76 is issued, Caltrans can generate their report easily. MPOs will benefit from this since we as the MPO can enter the emissions reduction data once – at the time of programming. This will also have other benefits in that Caltrans and FHWA/FTA folks can review the emissions reduction data to verify project eligibility.

As the respective MPO logs onto CTIPS, the new Air Quality screen/tab will filter your respective region's emissions requirement. For example, being from Butte County, once I tab over to the new screen, CTIPS already has filtered out my non attainment designations from the rest of the state. I'm certain Rosemary wouldn't want to be mistaken for a moderate non attainment area!

I would suspect Harlan would need a verified table identifying each county and region's non attainment classification and what their respective requirements are, meaning what air quality test the region is required to demonstrate. I would be glad to work with Caltrans and FHWA on a draft CTIPS Air Quality screen/ template for the CFPG group to review and comment.

On a separate note, I think this request will go hand in hand with having CTIPS identify obligation reporting data as well.

**REQUESTED ACTION** I strongly encourage statewide and other MPO support for this. I am open for suggestions and hope we can all work towards a common goal – less paperwork.

Sorry I cannot attend the SANDAG CFPG, but will access via teleconference. If you have any questions, anyone can reach me directly at [igarcia@bcag.org](mailto:igarcia@bcag.org) or by phone at 530-879-2468.

September 17, 1999

To: All FTIP Project Selection Procedures and Guidelines Recipients

From: **DEPARTMENT OF TRANSPORTATION**  
Federal Transportation Management Programming  
MS-82

Subject: FTIP Project Selection Procedures and Guidelines

This memo is intended to clarify some confusion surrounding the implementation of the Project Selection Procedure Guidelines (attached). These guidelines were drafted by Caltrans Transportation Programming and FHWA in cooperation with MPO staff representatives and are intended to outline the range of opportunity described within TEA-21 for project level FTIP approval delegation from the State and Federal agencies to the MPO.

In effect the guidelines describe the outer boundary of approval delegation to the MPO. It is at the discretion of the MPO to adopt the guidelines or a subset therein. The department is encouraging all MPO's to adopt the procedures in full. Once adopted, MPO accelerated State and Federal FTIP approval processing can proceed.

It is important to note that the FTIP Approval procedures do not discuss or affect in any way the internal MPO FTIP approval process. Some MPO's have internally delegated some minor project adjustments to the staff level while other MPO's take all FTIP adjustments (minor and major) to their respective boards.

As Caltrans and local agencies forward proposed adjustments to the FTIP, the MPO will make the responsible determination as the applicability of use of the accelerated approval procedures. All FTIP project programming modifications meeting the criteria outlined within the guidelines can be state and federally approved by the MPO's with adopted procedures in effect. Upon MPO approval of the Project change, via the MPO board or staff delegation, that project is officially state and federally, approved. The State and Federal agencies will periodically audit the MPO delegated approvals to ensure proper compliance and reserve the right to overrule a specific delegated project approval if appropriate.

As projects are administratively adjusted, the information must be forwarded to the applicable Federal agency and to Caltrans, both headquarters and district. For simplicity, we suggest appending all accumulated administratively approved FTIP project changes as an attachment to the next formal FTIP Amendment in progress with the assigned FTIP Amendment number. If it is unlikely that a formal FTIP Amendment will be processed within any quarter, forward all accumulated administratively approved changes to Caltrans and appropriate Federal agencies and assign the next available FTIP Amendment number to that batch.

For the accelerated approval process to successfully work it is important that accelerated project adjustment information is fully communicated within a timely fashion. Caltrans is responsible for managing, and adjusting, the FSTIP Financial Plan based on all formal and administratively approved FTIP changes. If you have any questions, contact the appropriate Caltrans HQ FTIP Coordinator.

Attachments

**FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT AND  
PROJECT SELECTION PROCEDURES FOR METROPOLITAN PLANNING  
ORGANIZATIONS**

*The purposes of these procedures are to streamline the development and management of Federal Transportation Improvement Programs (FTIP's) statewide. These procedures were developed cooperatively between Metropolitan Planning Organization (MPO) representatives, Caltrans and the Federal Highway Administration (FHWA) and will serve as a template for each of California's MPO's adopted FTIP project selection procedures. These procedures are developed consistent with the flexibility provided within Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and reinforced by the Transportation Equity Act for the 21<sup>st</sup> Century (TEA 21).*

**FTIP Development**

**I. Lump Sum Designations**

*Lump sum designations are essentially fund reservations that include all projects, which fall under a given category. In developing FTIP's, within the MPO region, line item listings or lump sum categories of projects should be developed wherever possible for modest/similar projects. Lump sum eligible categories can be developed by MPO's through mutual regional consensus with its stakeholders. Caltrans has a number of project categories that are eligible for lump sum listings. See attachment "A" for potential categories that could be used by the MPO as lump sum designations in the development of its FTIP.*

**FTIP Management**

**I. Project Priorities for the FTIP**

*Project priorities in the FTIP should be by fiscal year. Projects in the earliest fiscal year are priority one, projects in the next fiscal year are priority two, and so on. The MPO and its stakeholders shall work to implement the projects in the FTIP by this priority. MPO's can advance additional projects (if they do not interfere with the timely implementation of Transportation Control Measures, (TCM's), as financial resources and air-quality conformity will reasonably allow.*

*Projects in the first year of the FTIP are an agreed to list of projects. If any stakeholder in the region wishes to proceed with a project in the second or third year, then more advanced procedures are necessary.*

**II. Project Advancement and Selection**

*To advance projects shown in the FTIP, the MPO could use the following procedures:*

*1. The MPO will determine if sufficient financial capacity exists in the FTIP to advance the project into an earlier year. If sufficient financial capacity is not available, then the MPO would give the stakeholder the opportunity to identify a project listed in the FTIP within its jurisdiction that could be delayed to allow the other project to advance. (TCM's would not be allowed to be delayed)*

*2. The MPO will determine if the stakeholder's request to advance a project in the FTIP would interfere with the expeditious implementation TCM's listed in State Implementation Plan (SIP) for air quality. If so, the advancement would not be allowed. In addition, if it required*

*additional air-quality analysis and a new finding of air-quality, a formal FTIP amendment will be required.*

### *III. Amending the FTIP*

*In managing the FTIP, MPO's will be asked during the course of the year to make several modifications to the cost, scope, and time of construction for various projects. All changes that can be done without the need for federal and state approval should retain the name adjustment, although it would still have a sequential amendment number.*

*When new projects fall under the lump sum listings, the MPO could use the following procedures to adjust project listings without the need for federal and state action.*

*1. Stakeholder shall notify the MPO in writing when adding a new project or making minor changes to the scope of a project. For new projects, project description, estimated cost, proposed funding source and date of opening for public use should be included.*

*2. MPO will determine if the request will interfere with the expeditious implementation of TCM's listed in the SIP for air quality. If so, it would not be placed into the lump sum category list. In addition would this be a capacity increasing project that is not appropriate for the lump sum category listing. If so, it would require a formal FTIP amendment.*

*3. MPO should prepare a quarterly informational report to its Board and the federal and state agencies to identify any projects that have been added to the agree-upon list.*

### **MPO Level FTIP Adjustments**

*MPO's can administratively amend their FTIP for change the description, funding, and schedule information for projects individually shown in the FTIP, based on the following criteria:*

#### *Criteria for Administrative Amendments*

- Does not adversely affect air quality.*
- Does not adversely affect the timely implementation of TCM's.*
- Does not adversely impact financial constraint. If proposed costs were revised, the funds must be budgeted and available, per proposal.*
- Does not result in major scope changes. These proposals can have minor scope changes. Major scope changes typically have the ability to invalidate the financial plan or require a new conformity determination.*

*The MPO could use the following procedures:*

*1. Stakeholders shall notify the MPO in writing of the need to adjust a project individually listed in the FTIP. This should include changes in project description, estimated cost, funding sources, project advertising date, or anticipated date that the project will be open to the public.*

*2. The MPO will determine if the stakeholders request to adjust a project in the FTIP. (See "Project Advancement and Selection", number 2)*

*3. The MPO can administratively adjust the FTIP to make project changes. (See "Criteria for Administrative Amendments")*

*4. MPO will prepare a quarterly informational report to its Board and the federal and state agencies to identify any projects that have been adjusted in the FTIP.*

### ***MPO Board Level Adjustments***

*These types of adjustments would still not require federal and state approval. The adjustment process for this type of action could follow closely to the procedures described for the MPO Level Adjustments. The difference in these procedures would be that the MPO policy board could set more basic parameters (i.e., cost, certain funding source changes, etc.) that it would like the power to reserve that decision on.*

### ***FTIP Amendment***

#### *Criteria for Formal Amendments*

- *Adds new projects to current FTIP*
- *Adversely affects air quality conformity.*
- *Adversely affects the timely implementation of TCM's.*
- *Adversely impacts financial constraint.*
- *Results in major scope changes*

*If a proposed change by a stakeholder does not fit the criteria for adjustment by the MPO, it will need to be approved by state and federal agencies. At this point the MPO would have to prepare a formal FTIP amendment with the appropriate level of air quality conformity analysis and submit this for federal and state approval. There is some discretion in how the MPO chooses to perform this function. FTIP amendments sent to state and federal agencies could be taken to the MPO Policy Board for its review and approval or the Board could delegate this responsibility to its staff to expedite the changes being received by state and federal agencies.*

*It is important to reiterate the need to inform federal and state agencies of changes to the program made through this process. Although there are no approval actions in these cases, it is important that as project authorizations, NEPA documents preparation, etc. can move forward. Also, the Federal Agencies will review these adjustment procedures at the time of the MPO's Planning Certification Review.*

## ATTACHMENT "A"

**POTENTIAL FTIP DEVELOPMENT LUMP SUM CATEGORIES**

*SHOPP Reservation (Projects that are Air Quality Exempt Tables 2 & 3)*  
*Transportation System Management (TSM)*  
*Toll Bridge Retrofit*  
*Seismic Retrofit*  
*Minor Safety and Hazard Projects*  
*Pavement Rehabilitation (Cap M Work only)*  
*Emergency Relief/Repair*  
*Freeway Service patrol*  
*Preliminary Engineering*  
*Railroad Crossing Projects (non-capacity increasing)*  
*Transportation Enhancement Activities (TEA)*  
*Bridge Replacement and Retrofit*  
*Highway Hazard Elimination*  
*Shoulder Improvements (by fund source)*  
*Traffic Control Devices (by fund source)*  
*Adding Medians (by fund source)*  
*Truck Climbing Lanes outside the urbanized area (by fund source)*  
*Lighting Improvements (by fund source)*  
*Widening narrow pavements with no additional travel lanes (by fund source)*  
*Reconstructing bridges with no additional travel lanes (by fund source)*  
*Bicycle and Pedestrian Facilities (by fund source)*  
*Interchange Channelization (by fund source)*  
*Interchange Reconfiguration (by fund source)*

***NOTE: All projects in lump sums should be exempt from air quality conformity determination. These projects are listed in 40 CFR Part 93.126 and 127. Any projects that are not in the tables of this regulation would not be eligible for lump sum listing.***

## EPA Air Codes

- 1.00 PROGRAM ADMINISTRATION
- 1.01 Planning/Programming/Hardship ROW
- 2.00 SAFETY PROGRAMS
- 2.01 Railroad/Highway Crossing
- 2.02 Pavement Marking
- 2.03 Hazard Elimination
- 2.04 Safer Off-System Roads
- 2.05 Emergency Relief
- 3.00 OTHER SAFETY PROJECTS, INCLUDING
- 3.01 Road Widening (< 1 travel lane)
- 3.02 Bridge Widening (< 1 travel lane)
- 3.03 Bridge Reconstruction (1 > travel lane)
- 3.04 Shoulder Improvements
- 3.05 Realignment & Sight Distance
- 3.06 Traffic Control Devices
- 3.07 RR/Highway Crossing Warning Devices
- 3.08 Intersection Channelization
- 3.09 Adding Medians
- 3.10 Fencing and Soundwalls
- 3.11 Guardrails, Median Barriers, Crash Cushions
- 3.12 Skid Treatment
- 3.14 Lighting Improvements
- 3.15 Truck Climbing Lanes
- 3.16 Truck Inspection Stations
- 3.17 Safety Roadside Rest Areas
- 3.18 Safety Improvement Program
- 4.00 AIR QUALITY
- 4.01 Ridesharing Programs/Bicycle Programs
- 4.02 Other Adopted Transportation Control Measures
- 4.03 Transit Operating
- 4.04 Transit Capital
- 4.05 Transit Other (Specify)
- 5.00 LANDSCAPING
- 5.01 Acquisition of Scenic Easements; Plantings, etc.
- 6.00 CAPACITY ENHANCEMENT
- 6.01 Adding Travel Lane (Specify)
- 6.02 New Facility (Specify)
- 6.03 Other: (Specify)

## Administrative Amendments

Administrative amendments must be consistent with the requirements in 23 CFR 450.

Following is the criteria for the administrative amendments:

- Changes in project description that do not change scope or conflict with environmental document.
- Minor changes to project cost, schedule and limits as shown below:

### Project cost:

- Maximum change in cost = 20% of the total project cost but not more than \$2 million.
- Shifting funds between project phases within triennial element.

### Project Schedule:

- Changes in schedule within the current FTIP triennial cycle are allowed. Moving a project from “beyond years or outside the current triennial element” to “current FTIP cycle” or vice versa requires a formal amendment.

### Project Limits:

- ½ mile for project length less than 5 miles.
  - 10% of the length for project length greater than 5 miles, not to exceed a total of 2 miles beyond project limits.
  - Consistent with limits in project environmental document.
- Changes in funding sources including federal funds.
  - Fiscal year changes to projects within the triennial element.
  - Moving funds within the current triennial element is allowed. Moving funds from outside the triennial element (“beyond years”) requires a formal amendment.
  - No addition or deletion of projects.
  - No changes to lump sum or line item amounts or descriptions.
  - Does not affect air quality.
  - Does not affect the timely implementation of the TCM’s.
  - Does not impact financial constraint.
  - Caltrans will acknowledge receipt of administrative amendments and transmit copies to FHWA and FTA.
  - Notification to Caltrans, FHWA and FTA is required before federal authorization for funding can be approved. Approval from Caltrans, FHWA, and FTA is not required.

## Lump Sums/Line Items\*

Lump sum items are essentially fund reservations that include all projects, grouped under a specified work function, work type and or geographic area. In developing FTIP' s, within the MPO region, line item listings or lump sum categories of projects should be developed wherever possible for modest/similar projects. Lump sum eligible categories can be developed by MPO' s through mutual regional consensus with its stakeholders. Caltrans has recommended a number of project categories that are eligible for lump sum listings. The list below shows potential categories that could be used by the MPO as lump sum designations in the development of its FTIP.

### Lump Sums for project types defined by Air Quality Exempt Tables 2 & 3 (40 CFR Part 93)

- Railroad Crossing Projects (non-capacity increasing)
- Transportation Enhancement Activities (TEA)
- Highway Hazard Elimination
- Shoulder Improvements
- Traffic Control Devices
- Adding Medians
- Truck Climbing Lanes outside the urbanized area
- Lighting Improvements
- Widening narrow pavements with no additional travel lanes
- Reconstructing bridges with no additional travel lanes
- Bicycle and Pedestrian Facilities
- Intersection Channelization
- Interchange Reconfiguration

### Lump Sums as defined by the interagency consultation process between the MPOs and the implementing agencies, for example:

- Emergency Repair beyond the Federal ER program
- SHOPP Reservation (Projects that are Air Quality Exempt)
- Transportation System Management (TSM)
- Toll Bridge Retrofit
- Seismic Retrofit
- Minor Safety and Hazard Projects
- Pavement Rehabilitation
- Freeway Service patrol
- Bridge Replacement and Retrofit

**NOTE: All projects in lump sums should be exempt from air quality conformity determination. These projects are listed in 40 CFR Part 93.126 and 127.**

\*Categorically exempt projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area (23 CFR 450.216(b) and 450.324(l)).

## **Excerpts from DRAFT GARVEE Guidelines related to Federal Programming**

Metropolitan Planning Organizations (MPOs) may start the federal programming process for their GARVEE-financed project(s) prior to Commission approval of the GARVEE financing. However, the MPOs are cautioned that the FHWA and/or the Federal Transit Administration may not approve inclusion of the project(s) in the FSTIP until after Commission approval of the GARVEE financing and programming of the project(s) in the appropriate state document. In contrast to the STIP/SHOPP programming which is based on the annual amount of debt service over the term of the bond repayment, the FSTIP will reflect the total amount of funds needed to be authorized for the construction of the project in the federal fiscal year wherein the authorization would be sought, as well as the annual debt service payments. The debt service payments must be programmed separately in the FTIP, with the project description clearly identifying that the programming is for the debt service payment. The description must also identify the GARVEE-financed capital improvement for which the debt service is being programmed. Until bond repayment is complete, the MPOs shall address the apportionments set aside for the debt service in their Financial Plan.

Report Designer - ftip\_project\_print.frx - Page 1 - CTIPS (California Transportation Improvement Program System)

File Edit Reports FTIP Management Account Holders Database Resources Help

100%

### Rural Non-MPO - Federal Transportation Improvement Program (Dollars in Thousands) State Highway System

DIST: 02 COUNTY: Trinity County	TITLE DESCRIPTION: Route 299 Widening- from 2 to 4 lanes (Route 299 widening from 2 to 4 lanes between P.M. 11 and P.M. 18. GARVEE bond financing for the construction phase.)	MPO Agy: / / State Agy: / / Federal Agy: / /
ROUTE: 299 PM: 11.9 / 18.0		
PPND: KP: 17.7 / 29.0		
EA: MPO ID: GRV-PROJE		
CTIPS ID: 230-0000-0059		EPATABLE II or III EXEMPT CATEGORY:
IMPLEMENTING AGENCY: Caltrans	PRJ MGR:	
	PHONE:	

PROJECT VERSION HISTORY (Printed Version is Shaded)

Version	Status	Official Date	Updated By	Change Reason	Amend No.	Dollars in Thousands - Total For Project					
						Prog Con	Prog RW				PE
1	Active	02/13/2003		MPOAGDE Amendment- New Project	99	82,500	14,660				1,600

		PRIOR	02/03	03/04	04/05	05/06	06/07	07/08	BEYOND	TOTAL
• Fund Source 1 of 3	PE		1,500							1,500
• Fund Type: National Hwy System	RW		5,000							5,000
• Funding Agency: Caltrans	CON									
	TOTAL		6,500							6,500
• Fund Source 2 of 3	PE		180							180
• Fund Type: State Cash	RW		3,660							3,660
• Funding Agency: Caltrans	CON									
	TOTAL		3,840							3,840
• Fund Source 3 of 3	PE									
• Fund Type: National Hwy System (GARVEE)	RW									
• Funding Agency: Calif. Department of Parks and Recreation	CON			82,500						82,500
	TOTAL			82,500						82,500
<b>Project Total</b>										
	PE		1,680							1,680
	RW		14,660							14,660
	CON			82,500						82,500
	TOTAL		16,340	82,500						98,840

Comments:  
\*\*\*\*\*Version 1 - (07/19/03)\*\*\*\*\*  
Please see MPO ID GRV-DS for the debt service payments

Project\_list\_child (q:\ctips\temp\mpobagde\project\_list\_child.dbf) Record: EOF/3 Exclusive NUM

Includes matching funds (state/local) for GARVEE financing for the capital phase(s).

The total project cost excluding GARVEE financing charges should be shown.

Reference to the Debt Service Payment Project

GARVEE Bond Financing: Shows the total amount of funds needed to be authorized for the capital component(s) of the project in fiscal year wherein authorization would be sought. The debt service payments should be programmed separately in the FTIP. (Note: This amount needs to be 100% federal, per GARVEE guidelines)

# PROJECT DETAILS SHOWING TOTAL PROJECT COST

Report Designer - rpt\_project\_print.frx - Page 1 - CTIPS (California Transportation Improvement Program System)

File Edit Reports FTIP Management Account Holders Database Resources Help

100%

**Rural Non-MPO - Federal Transportation Improvement Program**  
**(Dollars in Thousands)**  
**State Highway System**

DIST: 02 COUNTY: Trinity County TITLE (DESCRIPTION): GARVEE Debt Service (For the Route 299 widening project @ 2M P.M. 11 to P.M. 18)) MPO Ayr: //  
ROUTE: 299 PK: State Ayr: //  
PPNO: KP: Federal Ayr: //  
EA: MPO ID: GRV - DS  
CTIPS ID: 230-0000-0050  
IMPLEMENTING AGENCY: Caltrans PRJ MOR: EPATABLE II or III EXEMPT CATEGORY:  
PHONE:

**PROJECT VERSION HISTORY (Printed Version is Shaded)**

Version	Status	Official Date	Updated By	Change Reason	Amend No.	Dollars in Thousands - Total For Project								
						Prog Con	Prog RW	PE						
1	Active	10/13/2005	MPOBAGDE	Amendment - New Project	99	30,000								
<ul style="list-style-type: none"> <li>Fund Source 1 of 1 PE</li> <li>Fund Type: NHS (GARVEE DEBT SERVICE PAYMENTS) RW</li> <li>Funding Agency: N/A CDN</li> </ul>														
						PRIOR	0205	0304	0405	0506	0607	0708	BEYOND	TOTAL
								15,000	15,000	15,000	15,000	15,000	30,000	90,000
						TOTAL		15,000	15,000	15,000	15,000	15,000	30,000	90,000

Do not use:  
Reason 1 - (2) (2003) reason  
Rfr to MPO R/G RW - PROJ for project details.

Project\_list\_child (q:\ctips\temp\mopobagde\project\_list\_child.dbf) Record: EOF/1 Exclusive NUM

New fund type has been added in CTIPS for Debt Service Payments

Project description to identify the GARVEE financed capital improvement for which the debt service is being programmed

Provide reference to the project for which GARVEE financing is sought.

Programming of Debt Service payments. Until bond repayment is complete, MPO shall address the apportionments set aside for the debt service in their Financial Plan.

**Project Details for Debt Service payments**

	<b>MOU</b>	<b>PLANNING AGREEMENT</b>
Santa Barbara	YES	YES
San Luis Obispo	NO	Draft Only
Merced	YES	YES
Modesto	NO	NO
Honolulu	NO	NO
Monterey	NO	YES
Madera	NO	NO
Fresno	NO	NO
Tulare	NO	NO
Kings	NO	NO
Kern	NO	NO
Stockton	NO	YES
Yuma		
Tucson		
Flagstaff		
San Diego	NO	YES
Sacramento	NO	NO
Tahoe	NO	NO
Redding	NO	YES
Chico	NO	NO
Reno		
Las Vegas		
San Francisco	NO	NO
Los Angeles	NO	YES

## **Relying On RTP Conformity Analysis to Demonstrate FTIP Conformity**

If the proposed amendment adds a new project or projects to the FTIP from the conforming Regional Transportation Plan (RTP), the FTIP amendment can rely on the previous conformity analysis to demonstrate conformity, provided the proposed FTIP listing is consistent with the RTP listing. In such cases, the MPO Board Resolution, or the Cover Letter for the FTIP/FSTIP approval, should include the following:

**"The project(s) included in the FTIP by this amendment has/have been demonstrated to satisfy the requirements of 40 CFR 93.118 and 93.119 without a new regional emissions analysis in accordance with the provisions of 40 CFR 93.122(e)(2)(ii). Accordingly, the Project(s) has/have been included in the regional emissions analysis of the Regional Transportation Plan (RTP) with design concept and scope adequately detailed to determine its/their contribution to the transportation plan's regional emissions at the time of the transportation plan's conformity determination, and that the design concept, scope, and implementation schedule of the project(s) is/are not significantly different from that described in the transportation plan. In addition, the funding of the project(s) will not delay the implementation of projects in the metropolitan transportation plan or FTIP."**

**SELECTED FEDERAL STATUTES AND REGULATIONS  
PERTAINING TO THE LISTING AND PUBLICATION  
OF  
TRANSPORTATION PROJECTS INCLUDED IN  
METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAMS**

**Federal Regulations Concerning the Listing of Implemented Major Projects in the FTIP:**

The Statewide and Metropolitan Planning Regulations promulgated by the U.S. DOT in 1993 (58040 FR Vol. 58, No. 207, October 28, 1993) established several new project “listing” requirements for certain projects included in a federally mandated transportation improvement program (TIP) in metropolitan planning areas (MPO areas). At the time the U.S. DOT planning regulations were promulgated neither the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), nor earlier surface transportation program authorizing legislation, had established any statutory requirements for publishing “lists” of programmed projects included in the federally mandated transportation improvement programs.

The metropolitan programming regulations, promulgated by U.S. DOT in 1993, codified the following project “listing” requirements in Section 450.324(n) of Subpart C of Part 450, in Subchapter E of Chapter 1 of title 23 of the Code of Federal Regulations (23 CFR):

*§450.324 Transportation improvement program: General.*

*(a) ...*

*(n) As a management tool for monitoring progress in implementing the transportation plan, the [F]TIP shall:*

*(1) ...*

*(2) List major projects from the previous TIP that were implemented and identify any significant delays in the planned implementation of major projects;*

*(3) ...*

*(4) In nonattainment and maintenance areas, include a list of all projects found to conform in a previous TIP and are now part of the base case for the purpose of air quality conformity analyses. Projects shall be included in this list until construction or acquisition has been fully authorized, except when a three-year period has elapsed subsequent to the NEPA approval without any major action taking place to advance the project.*

**Federal Statutes Concerning the Annual Publication of a List of Obligated Federal Projects:**

In 1998, the U.S. Congress enacted the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) and established, in Section 1203(h) of the authorizing legislation, the explicit statutory requirement for the annual publication of a list of projects in metropolitan planning areas for which Federal funds had been obligated. As codified in section 134(h)(7)(B) of title 23 U.S.C., TEA-21 mandates that:

***“An annual listing of projects for which Federal funds have been obligated in the preceding year shall be published or otherwise made available by the metropolitan planning organization for public review. The listing shall be consistent with the categories identified in the transportation improvement program.”***

As of February 2003, the U.S. DOT has not issued new planning and programming regulations that reflect the TEA-21 requirement regarding the annual publication of a list of obligated federal-aid projects. On February 2, 2001, FHWA and FTA issued a memorandum that identified the new statutory planning requirements that were enacted subsequent to the 1993 final rule on statewide and metropolitan planning and programming and highlighted the need to ensure basic compliance with the new requirements.

The U.S. DOT planning and programming regulations include a provision concerning the sharing of information as projects are implemented. Pursuant to 23 CFR 450.216(a):

***“All title 23 and Federal Transit Act fund recipients will share information as projects in the FSTIP are implemented.”***

Document No. 41524  
Prepared by: W. Hobbs  
Date: 2/10/2003

# CFPG Meeting Minutes

February 18, 2003

		<b>California Federal Programming Group (CFPG)</b>  February 18, 2003 10:00 – 3:00  SANDAG Office 401 B Street, 7 <sup>th</sup> floor San Diego, CA	
		<b>Meeting called by:</b> Kris Balaji <b>Facilitator :</b> Muhaned Aljabiry <b>Recorder/Time Keeper:</b> Abhijit bagde	
		<b>Agenda topics</b>	
Item	Description	Presentor	
1	Topics/Agenda/Introductions	Muhaned Aljabiry	
2	Approval of the items from the 12/03/2002 CFPG meeting Announcements	All	
3	Follow-Up Items from last meeting: 1. Post Bob Swensen’s annual listing for projects on the website 2. Discussion on potential revisions to administrative amendment guidelines to: <ul style="list-style-type: none"> <li>• Add funds to previously obligated components</li> <li>• Move funds between components</li> </ul> 4. TIP listing requirement in the CFR’s (handout) 5. Template for project description on FTIP website 6. Check box in CTIPS for project approvals for information only 7. Should PE be split into PA&ED and PS&E or not? 8. What can be done in CTIPS for multiple lead agency on a single project when uploaded from STIP	CT - Done CT/FHWA/FTA- Done (see item 4 below)  FHWA- 2/18/03 CT- 2/18/03 CT- 2/18/03 FHWA-2/18/03 CT- 2/18/03	
4	Lump sums and administrative amendments- Task force to recommend guidelines	Kris Balaji/ Sue Kiser	
5	Change in Federal approval delegation for admin amendments.	Wade Hobbs	
6	FHWA approval- All CC’s will be mailed electronically	Wade Hobbs	
7	Annual Listing of Projects Task Force Report	Rosemary Ayala	
8	CMAQ Emission reduction data proposal (handouts)	Ivan Garcia	

9	Role of CT HQ	Raymond Odunlami
10	Transfer of projects from STIP to FTIP	Abhijit Bagde
11	How to delete projects in CTIPS	Abhijit Bagde
12	Programming of GARVEE projects (handouts)	Abhijit Bagde
13	Relying on previous conformity analysis to demonstrate conformity (handouts)	Abhijit Bagde
14	Administrative amendments submittals via e-mail	Abhijit Bagde
15	Specifying no. of vehicles being replaced in Amendments of transit project .	Jerome Wiggins
16	Proper use of check box in CTIPS for admin amendments. What is considered administrative for MPO might not be for State & FHWA	Muhaned Aljabiry
17	Prior year funds in FSTIP	Muhaned Aljabiry
18	Status of MOU's between MPO's and the State and Planning Agreement between MPO's and Transit Operators	Jerome Wiggins
19	Ways to identify major ITS projects in FTIPs	Sue Kiser
20		
	Recommendations for next meeting	Muhaned Aljabiry
	Open Forum/ Next Meeting Date	All
	Adjourn/Close	

:

## In Attendance

Name	Agency	Email	Telephone
Muhaned Aljabiry	CT-HQ	<a href="mailto:Muhaned_aljabiry@dot.ca.gov">Muhaned_aljabiry@dot.ca.gov</a>	(916)654-3521
Abhijit Bagde	CT-HQ	<a href="mailto:abhijit_bagde@dot.ca.gov">abhijit_bagde@dot.ca.gov</a>	(916)654-3638
Doug Nguyen	CT-HQ	<a href="mailto:Dung_Nguyen@dot.ca.gov">Dung_Nguyen@dot.ca.gov</a>	(916)654-4843
Harlan Woo	CT-HQ	<a href="mailto:harlan_woo@dot.ca.gov">harlan_woo@dot.ca.gov</a>	(916)654-4716
Sue Kiser	FHWA	<a href="mailto:Sue.Kiser@fhwa.ca.gov">Sue.Kiser@fhwa.ca.gov</a>	(916)498-5009
Wade Hobbs	FHWA	<a href="mailto:wade.hobbs@fhwa.dot.gov">wade.hobbs@fhwa.dot.gov</a>	(916)498-5027
Alex Smith	FHWA		
Sookyung Kim	SANDAG	<a href="mailto:ski@sandag.cog.ca.us">ski@sandag.cog.ca.us</a>	(619)595-5350
Raquel Carabajal	KCOG	<a href="mailto:rcarabajal@kerncog.org">rcarabajal@kerncog.org</a>	(661)861-2191
John Asuncion	SBCAG	<a href="mailto:jasuncion@sbacag.org">jasuncion@sbacag.org</a>	(805)961-8915
Raymond Odunlami	MTC	<a href="mailto:rodunlami@mtc.ca.gov">rodunlami@mtc.ca.gov</a>	(510)464-7717
Ken Lobeck	RCTC	<a href="mailto:KLobeck@rctc.org">KLobeck@rctc.org</a>	(909) 787-7141
Rosemary Ayala	SCAG	<a href="mailto:AYALA@scag.ca.gov">AYALA@scag.ca.gov</a>	(213)236-1927
Rick Ballantyne	COFCG	<a href="mailto:rickb@fresnocog.org">rickb@fresnocog.org</a>	(559)233-4148

## Telephone Participants

Kris Balaji	CT-HQ	<a href="mailto:kris_balaji@dot.ca.gov">kris_balaji@dot.ca.gov</a>	(916)654-2983
Laura Fields	CT-D1	<a href="mailto:lfields@dot.ca.gov">lfields@dot.ca.gov</a>	(707)445-6358
Susan Wilson	CT-D3	<a href="mailto:susan.wilson@dot.ca.gov">susan.wilson@dot.ca.gov</a>	(916)274-0639
Nancy Wickersham	CT-D5	<a href="mailto:Nancy_Wickersham@dot.ca.gov">Nancy_Wickersham@dot.ca.gov</a>	(805)549-3074
Sarah Chesebro	CT-D5	<a href="mailto:Sarah_chesebro">Sarah_chesebro</a>	(805)549-3640
Chan Kuoch	CT-D7	<a href="mailto:Chan_Kuoch@dot.ca.gov">Chan_Kuoch@dot.ca.gov</a>	(213)897-2781
Sue Hays	CT-D8	<a href="mailto:Sue_Hays@dot.ca.gov">Sue_Hays@dot.ca.gov</a>	(909)388-7016
Paul Fagan	CT-D8	<a href="mailto:Paul_Fagan@dot.ca.gov">Paul_Fagan@dot.ca.gov</a>	(909)388-7016
Consuelo Medina	CT-D10	<a href="mailto:Consuelo_Medina@dot.ca.gov">Consuelo_Medina@dot.ca.gov</a>	(209)948-3975
Jerome Wiggins	FTA	<a href="mailto:Jerome.wiggins@fta.dot.gov">Jerome.wiggins@fta.dot.gov</a>	(415)744-2819
Steve Guhin	SACOG	<a href="mailto:Sguhin@sacog.org">Sguhin@sacog.org</a>	(916)733-3247
Terri Lewis	MCAG	<a href="mailto:terri@mcag.cog.ca.us">terri@mcag.cog.ca.us</a>	(209)723-3153 ext. 307
Sue Hall	SLOCOG	<a href="mailto:Shall@slocog.org">Shall@slocog.org</a>	(805)781-4255
Ivan Garcia	BCAG	<a href="mailto:igarcia@bcag.org">igarcia@bcag.org</a>	(530)879-2468
Ted Smalley	TCAG	<a href="mailto:TSmalley@co.tulare.ca.us">TSmalley@co.tulare.ca.us</a>	(559)733-6653 ext. 4888

The second CFPG meeting was held at SANDAG's Office in San Diego from 10:00 am – 2:00 pm.

### **1. Agenda Items Covered:**

Meeting started with introduction of attendees and review of the agenda items.

Two items were added to the agenda.

18. Status of MOU's between MPO's and State and Planning Agreements between MPO's and Transit Operators- (Jerome Wiggins)
19. Ways to identify major ITS projects in FTIPs (Sue Kiser)

Muhaned Aljabiry went over the ground rules for the meeting.

- 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.
- 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.

### **2. Approval of the 12/03/2002 CFPG meeting minutes**

Minutes were approved unanimously as provided.

**Announcements:** Doug Nguyen introduced himself as new Office Chief for CTIPS Office.in Caltrans HQ Division of Programming.

### **3. Follow up items from previous meeting:**

1-6 were found completed.

Item No. 7 was decided to be discussed at the end along with other CTIPS items.

### **4. Lump sums and administrative amendments- Task force to recommend guidelines:**

Kris Balaji spoke about the "FTIP Project Selection Procedures and Guidelines" prepared by Caltrans and FHWA in 1999. He mentioned the flexibility provided by the existing guidelines.

Sue Kiser recommended that the guidelines be split to address Lump Sum and Administrative Amendments separately. She mentioned that there are no references in the regulations for Administrative Amendments, FHWA delegates approval authority for administrative amendments to the State, and FHWA does not have authority to hand down authority further than the State. She also mentioned that the new guidelines should distinguish between technical corrections and administrative amendments.

Steve Guhin from SACOG mentioned that a process review on "Project Selection Procedures and Guidelines" on FHWA's web site encourages the expanded use of Administrative Amendments that are acted on by the MPO only and sent to the state and federal agencies for information. Sue Kiser did not agree to delegate MPOs the approval authority for FSTIP approvals.

John Asuncion from SBCAG asked if the guidelines would be revisited after TEA3.

Kris mentioned that FHWA has agreed that the existing process for administrative amendments will continue through June 2003. (See note under item no. 16)

Ivan Garcia from BCAG recommended that the new process be implemented by October 1, 2003. Sue Kiser was receptive to this proposal.

Jerome Wiggins from FTA mentioned that the transit projects can not be combined under Lump Sum.

Rosemary Ayala from SCAG asked if "Bus Amenities" could be a lump Sum transit project. Jerome indicated that this is not sufficient, need to be broken-down further into more specific description (e.g. bus stop, bus shelter, kiosks etc).

It was decided to form a Task Force to come up with the revisions to guidelines. The Task Force will include representatives from FHWA, FTA, Caltrans and MPOs. (Rick Ballantyne suggested 2 representatives for MPOs, one from large MPO and the other from a smaller MPO).  
*(Update after the meeting: MPOs nominated Steve Guhin of SACOG and John Asuncion from SBCAG as their representatives.)*

**5. Change in Federal approval delegation for admin amendments:**

Discussed in Item No. 4

**6. FHWA approval- All Cc's will be mailed electronically:**

Wade Hobbs proposed that FSTIP approval (w/o signature) could be sent to the MPOs via e-mail. MPOs should include e-mail address in the amendment request for those who wish to receive the approval copy. Signed copies of amendment approvals will be posted on Caltrans FTIP website. *(Update after meeting: Caltrans will post electronic copy sent by FHWA (w/o signature) on the FTIP website. Original approval letter will be maintained by Caltrans. Copies will be provided to MPOs upon request).*

Steve Guhin asked if FTIP could be submitted to Caltrans electronically. Kris mentioned electronic submittal of projects through CTIPS along with pdfs of resolution etc is acceptable.

**7. Annual Listing of Projects Task Force Report:**

Task Force is headed by SCAG and includes BCAG, KCOG, SACOG, and Wade Hobbs from FHWA, Paul Page from FTA, Muhaned Aljabiry and Harlan Woo from Caltrans. Rosemary Ayala presented the Task Force report.

Discussion:

The Annual Report is a national requirement and that the six MPO task force members agreed that we would seek changes through TEA3 that would change the Annual Report requirement from the MPO's to the FHWA/FTA agencies.

In the event TEA 3 did not change the requirement then a fall back plan is needed. The FHWA/FTA/STATE and some MPO's have databases that do not "talk" to each other. The task force wanted to pursue the capabilities of FEMIS, FADS and TEAM to accommodate additional fields in order to obtain the obligation of funds information more easily.

Various data bases FADS (Caltrans), FMIS (FHWA) and TEAM (FTA) were discussed. Concern was mentioned that these databases are independent from each other. Possibility of adding an additional field of "MPO ID" to all these databases will be explored. FHWA will explore what could be extracted from FMIS. The Task Force will meet before the next CFPG meeting.

**8. CMAQ and AB1012 proposal (Handout):**

Handout titled "CTIPS- Request to Accommodate CMAQ, AB1012 Reporting" was discussed. Sue Kiser and Rick Ballantyne supported the proposal. MPOs interested in participating should send e-mail to Ivan Garcia of BCAG.

**9. Role of CT HQ:**

Raymond Odunlami from MTC expressed concerns that MPO's are losing flexibility in programming due to strict implementation of CFRs regarding annual reporting of projects, lump sums and administrative amendments. Wade Hobbs mentioned that FHWA is interested in improving the process.

Sue Kiser mentioned that annual listings of projects can be provided by FHWA and by county and not by MPO. She reiterated that lump sums are not place holders.

John Asuncion expressed that the communication can be improved to prevent any misperceptions by any agency. Rick Ballantyne concurred with Raymond but indicated that he understands that the requirements are for MPOs best interest and protection.

Kris mentioned that the State does not impose any stringent requirements but at the same time understands FHWA's need for these changes. Wade Hobbs told the group that Caltrans continuously negotiates with FHWA to bring the MPOs flexibility in the process.

#### **10. Transfer of projects from STIP to FTIP:**

Abhijit Bagde mentioned that "STIP to FTIP Transfer System" in CTIPS to be used to transfer STIP projects (including changes due to STIP amendments) to FTIP so that a link is established between STIP and FTIP programming documents. He indicated that once a project is electronically transferred from STIP side of CTIPS to FTIP side of CTIPS, any further creation of versions for these projects should be initiated through the transfer process from STIP, not directly from FTIP.

#### **11. How to delete projects in CTIPS:**

Abhijit Bagde mentioned that when a project is deleted from FTIP, the actual program dollars should not be physically removed as CTIPS will not allow saving projects with no dollars entered in them. It was also mentioned that MPOs should include comments in the "Project Definition" screen in CTIPS if the funds from the deleted projects are reprogrammed in other projects in the same amendment. It was also mentioned that reporting by the "Specific Amendment" in the "FTIP Reporting" feature in CTIPS has been modified to display the deleted projects in the report.

#### **12. Programming of GARVEE projects (Handout):**

Abhijit Bagde presented the proposed GARVEE programming guidelines related to FTIP programming. Sookyung Kim asked if the dollars are counted twice, Kris Balaji mentioned that in the standard reporting panel the dollars will not be reported twice. The debt service dollars will be the ones that will be counted on the report. It was also asked if these guidelines apply for AB3090 projects. Kris mentioned that new guidelines would be developed to accommodate AB3090 programming.

#### **13. Relying on previous conformity analysis to demonstrate conformity (Handout):**

Abhijit Bagde explained that MPOs to provide the presented language in their Board Resolution if they rely on previous conformity determination to add a new project in the FTIP as long as FTIP listing is consistent with RTP listing. Sue Kiser mentioned that MPOs should demonstrate clearly and state that new air quality conformity determination relies on previous analysis.

Raymond Odunlami asked if new conformity determination is required in these cases. Wade Hobbs mentioned that conformity determination is required, and using the presented language from the handout will provide notification to FHWA that the amendment relies on previous conformity analysis. Wade clarified that in these cases, MPOs may not perform a "conformity analysis" but they are required to make a "conformity determination" so long as non-exempt projects are proposed in the amendment.

#### **14. Administrative amendment submittals via e-mail**

Abhijit Bagde mentioned that administrative amendment could be submitted by e-mail as long as scanned copy of the cover letter signed by the MPO staff who has the delegated authority from MPO Board is attached.

#### **15. Specifying no. Of vehicles being replaced in Amendments of transit project:**

Jerome Wiggins mentioned that number of vehicles should be identified in the FTIP. Number of vehicles in the grant application must be consistent with FTIP listing. Per Jerome, changes to number of vehicles (due to cost savings/increases) need amendments (exceptions can be given on case by case basis by FTA).

**16. Proper use of check box in CTIPS for admin amendments. What is considered administrative for MPO might not be for State & FHWA:**

Muhaned Aljabiry mentioned that MPOs should check “Administrative” box in CTIPS only if the project change qualifies for administrative amendment per the guidelines by Caltrans and FHWA posted on the Caltrans’ FTIP website (*Note: Until adoption of the new guidelines by FHWA and State the guidelines on the Caltrans website will be followed*).

**17. Prior year funds in FSTIP:**

Muhaned Aljabiry explained that MPOs should not remove the prior year dollars programmed in their FTIP as it will not accurately represent the total project cost. Rosemary Ayala mentioned that SCAG does not have “Prior Year” funding reporting format. She asked if the “Total Project Cost” field is ok. Kris Balaji mentioned that this would work.

**18. Status of MOU’s between MPO’s and State and Planning Agreement between MPO’s and Transit Operators (Handout):**

Jerome Wiggins mentioned the requirement of submitting MOU between Caltrans and MPO and Planning Agreement between MPO and Transit Operator to FTA by MPOs by IPG meeting date. A handout detailing the information FTA had at that time was presented along with the meeting agenda.

**19. Ways to identify major ITS projects in FTIPs- Sue Kiser:**

Sue Kiser mentioned that ITS Engineers would like to be involved with ITS projects as they are being developed. She asked if a field could be added in CTIPS. Kris Balaji mentioned that by adding too many fields in CTIPS that are not directly tied to CFR regulations might not be advisable. Sue will discuss this at IPG meeting. Wade Hobbs asked MPOs to think how they would develop ITS project list from their FTIPs.

**20. DBUG Discussion:**

Doug Nguyen discussed DBUG meeting agenda. His discussion included DBUG/CFPG meeting format, CTIPS reporting capabilities and future needs, setting priority for regional needs in CTIPS. Doug mentioned that if DBUG has any discussion items, they would be discussed after the CFPG meeting on the same day. Abhijit Bagde mentioned that MPOs should contact Federal Programming Office for all issues related to FTIP programming. CTIPS Office should only be contacted if having difficulty in accessing CTIPS, printing reports etc.

**21. Recommendations for next meeting:**

Muhaned Aljabiry presented locations for CFPG meeting for the calendar year. Steve Guhin has agreed to host next meeting at SACOG.

*(Update: After the meeting FHWA recommended that the next meeting be held at FHWA since Annual Project Listing Task Force members are interested in FMIS.)*

**Next Meeting Recommendations:**

- April-FHWA
- May-SACOG
- July-MTC
- August-SCAG
- Oct-FTA
- Nov-SBCAG

**Next meeting will be at FHWA in Sacramento on April 14, 2003.**

**Follow up Items for next meeting:**

<b><u>Description</u></b>	<b><u>Responsible Agency</u></b>	<b><u>Due Date</u></b>
1. Nominations of MPOs for Task Force for Lump Sum and Administrative Guidelines	MPOs	Done. See Item No. 4
2. MOU between State and MPOs, Planning Agreement between MPO and Transit Operator to FTA	MPOs	IPG Meeting
3. Example of AB3090 programming	CT	Next CFPG Mtg.
4. CMAQ, AB 1012 Task Force nominations to Ivan Garcia	Interested	MPOs
5. FMIS Demonstration	FHWA	4/14/03
6. Information on FADS to the Annual Listing Task Force	Caltrans	4/14/03