

<h1 style="font-size: 48pt; transform: rotate(-15deg);">Agenda</h1>		<p>April 19, 2016 10:30 am – 12:30 pm</p> <p>MTC 101 Eight Street</p> <p>Oakland, CA 94607</p> <p>Contact: Adam Crenshaw (510) 817-5794</p> <p>Telephone Number: (712) 432-1438 Participant Access Code: 932832#</p>	
		<p>Meeting called by: Muhaned Aljabiry Facilitator: Abhijit Bagde Recorder: Jeanette Fabela</p>	
Agenda Topics			
Item	Description	Time	Presenter
1	Agenda	10:30	Abhijit Bagde
2	Ground Rules	10:35	Abhijit Bagde
3	Approval of 12/01/2015 Meeting Minutes	10:40	Abhijit Bagde
4	<p>Announcements and Updates:</p> <ol style="list-style-type: none"> 1. Staffing Update – CT/FHWA/FTA/MPOs 2. Highway Bridge Program - update <i>(list was sent on 04/04/16)</i> 3. 2016 SHOPP Projects Report 4. Caltrans FTIP Development Checklist and Guidance - Lilibeth Green <p>Checklist: http://www.dot.ca.gov/hq/transprog/federal/fedfiles/2017_workshop/v_ftipsubmt/1_chkclst_guide/attach1.pdf</p> <p>Development Guidance: http://www.dot.ca.gov/hq/transprog/federal/fedfiles/2017_workshop/v_ftipsubmt/1_chkclst_guide/attach2.pdf</p>	10:45	CT, FHWA, FTA and MPOs
5	<p>Follow-Up Items from last meeting:</p> <ol style="list-style-type: none"> 1. Forward Giles Giovinazzi's (CT Federal Liaison) email to the group 2. Use of Toll Credits for Highway Bridge Program 3. Federal Super Circular - Use of CMAQ funds for incentives to encourage use of alternative modes – Jose Luis Caceres 	10:55	Abhijit Bagde
6	<p>2017 FTIP/FSTIP Development:</p> <ol style="list-style-type: none"> 1. FSTIP Development Schedule - Muhaned Aljabiry http://www.dot.ca.gov/hq/transprog/federal/fedfiles/2017_workshop/v_ftipsubmt/1_chkclst_guide/attach3.pdf 2. Statewide MPO FTIP Development Schedule (Handout No. 1) - Muhaned Aljabiry 	11:05	Caltrans

	<p>3. CTIPS Draft FTIP Module – Dennis Jacobs User’s Guide: http://www.dot.ca.gov/hq/transprog/federal/fedfiles/res_publications/draft-ftip-users032612.pdf</p>		
7	Fixing America's Surface Transportation Act (FAST) - Update	11:20	Muhaned Aljabiry
8	Upcoming FTIP/FSTIP training at Caltrans Districts	11:35	Dennis Jacobs
9	Active Transportation Program (ATP) – Update	11:45	Teresa McWilliam - CT Local Assistance
10	CMAQ project upload in UPACS Database – Update	11:55	Dennis Jacobs
11	Proposed CTIPS Conversion - Update	12:05	Lima Huy
12	Online Programming Module	12:10	Dennis Jacobs
13	<ul style="list-style-type: none"> • Follow-Up Items • Open Forum • Future Agenda Items 	12:15	All
14	<p>Future meeting dates and locations:</p> <ul style="list-style-type: none"> • May 31, 2016 SACOG Sacramento (10:30 am – 12:30 pm) • July 12, 2016 CALTRANS Sacramento (10:30 am – 12:30 pm) 	12:25	All

California Federal Programming Group (CFPG)

Meeting Minutes: April 19, 2016

1. Agenda:

Abhijit Bagde (Caltrans Division of Programming): The agenda and handouts were sent out last week. 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 1, 2015 meeting were provided via email prior to the meeting. No comments – minutes were approved.

4. Announcements and Updates:

1. *Staffing Update*

Jack Lord (FHWA): The new Program Development Director, Tashia Clemons will be here in June and will be introduced to CFPG.

2. *Highway Bridge Program – per updated list from 04/04/16*

Abhijit Bagde: (Caltrans): Include projects from 04/04/2016 email in the current 2015 FTIP and 2017 FTIP.

3. *2016 SHOPP Projects Report*

Abhijit Bagde: SHOPP list was approved on March 18th and is already uploaded on CTIPS. Projects should be included into the 2015 FTIP as well as the 2017 FTIP.

4. *Caltrans FTIP Development Checklist and Guidance*

Lilibeth Green (Caltrans): Refer to the 2017 FTIP Development Guidance and Checklist to develop Draft 2017 FTIPs. Both the Guidance and the Checklist are posted online. If there are questions, please feel free to call your FTIP coordinator.

Abhijit Bagde: Adherence to the Guidance and Checklist is important.

5. Follow-up Items from Last Meeting

Abhijit Bagde:

1. *Forward Giles Giovinazzi's (CT Federal Liaison) email to the group*—Item Completed (Abhijit Bagde emailed the group with the email address and FAST Act information)
2. *Use of Toll Credits for Highway Bridge Program*—Item Completed. Abhijit Bagde provided the following clarification on the Highway Bridge Program's policy on use of Toll Credits, "for the use of HBP Toll Credits on the off-system projects—Toll Credits are added to the project when the application is submitted and accepted into the program. For these projects HBP provides 100% as the federal funding source. Those projects that are off-system that program 100% federal funds using the Toll Credits and everything is funded from the Highway Bridge Program. For the on-system projects, RTPA and MPO have the authority for adding other federal funds for these bridges, in lieu of the matching funds. This information comes to us from the local agency when RTPA/MPO determines that they have the funds for the bridge. For these bridges HBP only funds 88.53% and 11.47% would come from non-federal matching funds or can be used from the Toll Credits used by eligible federal funds."
3. *Federal Super Circular – Use of CMAQ funds for incentives to encourage use of alternative modes*—Item Completed.

Jose Luis Caceres (SACOG): referenced information on FHWA website identifying reimbursable purchases (using federal funds) for the use of incentives, promoting an alternative transportation program. All merchandise shall promote the use of alternative modes of transportation, rather than marketing for a single organization. Organization logos and information can accompany the overall message.

Muhaned Aljabiry: Clarified the policy applies to all federal funds, not just CMAQ. Caltrans will not issue further guidance on the Super Circular.

Jack Lord: At this time, FHWA will not issue further guidance on the Super Circular.

Abhijit Bagde: Will send CFPG group the link to FHWA guidance on reimbursable purchases.

Maria Lopez (SCAG): Volunteered to send Abhijit Bagde a link to information on the Repurposing Earmark of 2016 for distribution to the CFPG group.

6. 2017 FTIP/FSTIP Development

Muhaned Aljabiry:

1. FSTIP Development Schedule
http://www.dot.ca.gov/hq/transprog/federal/fedfiles/2017_workshop/v_ftipsubmt/1_chcklst_guide/attach3.pdf

The 2017 FTIP/FSTIP Development schedule is on Caltrans website.

Important dates to remember:

<p>September 30, 2016</p>	<p>Amendments to the 2017 FTIP after it has been out for public review can be submitted by September 30. If you cannot meet that deadline you will have to wait to incorporate your amendments until after the 2017 FSTIP is approved.</p> <p>Financial Summary due by September 30</p> <p>Final 2017 FTIP due by September 30</p> <p>Letters for conformity determination to FHWA due by September 30</p> <p>Final 2017 FTIP (including Amendments) must be loaded into CTIPS 2016 Draft FTIP Module by September 30</p>
<p>October 7, 2016</p>	<p>Post Final 2017 FTIP on MPO website</p>
<p>October 10, 2016</p>	<p>Caltrans to post Draft 2017 FSTIP for public review (all MPO websites should be working)</p>
<p>October 31, 2016</p>	<p>Caltrans to close Draft 2017 FSTIP Public Review</p>
<p>November 14, 2016</p>	<p>Caltrans to address public comments</p>
<p>November 16, 2016</p>	<p>Caltrans FSTIP Submittal for FHWA/FTA</p>
<p>December 16, 2016</p>	<p>FSTIP Federal Approval</p> <p>2017 FSTIP Available in CTIPS</p>

Kathy Urlie (SRTA): Air quality attainment areas are exempt from submitting the—Not Subject to Conformity letter to FHWA.

Wade Hobbs: Reminder to submit air quality determinations directly to FHWA.

Abhijit Bagde: Will inform MPOs when the STIP is available for transfer to the FTIPs in CTIPS. Please contact your FTIP coordinator for additional questions regarding the transfer process.

Abhijit Bagde: Use the financial summaries that are posted on Caltrans website for the development of the 2017 FTIP.

Muhaned Aljabiry: Make sure that you use the correct financial summary format that is provided on the website. If it is submitted incorrectly, it will be returned.

Adam Crenshaw (MTC): MTC has many RTP appendices; is it necessary to submit a hard copy of all of them or can we provide a link?

Abhijit Bagde: Link is fine as long as they do not contain grouped project listings. All backup listings need to be submitted.

2. Statewide MPO FTIP Development Schedule (Handout No. 1)

Muhaned Aljabiry: MPOs provided Caltrans with their 2017 FTIP development schedule.

Abhijit Bagde: Please inform Caltrans of any changes to these dates.

3. CTIPS Draft FTIP Model

Dennis Jacobs (Caltrans): Draft model is available for the 2017 FTIP and contact Caltrans if there are issues.

7. Fixing America's Surface Transportation Act (FAST) - Update

Muhaned Aljabiry: FAST Act implementation subgroups have developed Fact Sheets regarding the STP (Surface Transportation Block Grant) and CMAQ programs. At this time, there are no updates from the subgroups. Apportionment estimates to the regions reflect the recommendations included in those Fact Sheets for the 2017 FTIP development.

Abhijit Bagde: Will distribute the FAST Act implementation subgroup meeting schedule if it is available.

Jack Lord: Subgroups are on an ad hoc type meeting schedule.

Abhijit Bagde: For the Surface Transportation Block Grant Program MPOs may continue to use the STP fund source in the TIP listings and no plans to change the code in CTIPS.

8. Upcoming FTIP/FSTIP Training at Caltrans Districts

Dennis Jacobs: Caltrans to start scheduling regional trainings for a May/June timeframe. Meetings are intended to facilitate communication with Caltrans, regarding internal development procedures at the regional level. Caltrans will include District Project Managers and Local Assistance Engineers.

Muhaned Aljabiry: Meetings are intended to take 2-3 hours and will help clarify misconceptions with the FTIP. Caltrans will work with each region to plan the meeting timeframe.

9. Active Transportation Program (ATP) – Update

Teresa McWilliam (Caltrans): Cycle 2 (FY 16/17—18/19) concluded with 213 projects (89 statewide, 29 small urban and rural, 95 MPO) for \$360 million. Cycle 3 (19/20 and 20/21) call for projects began April 15, 2016 for \$240 million.

10. CMAQ Project Upload in UPACS Database – Update

Dennis Jacobs: FHWA is currently approving projects; Caltrans will be available for assistance if needed. The deadline may be extended two weeks.

11. Proposed CTIPS Conversion – Update

Lima Huy (Caltrans): CTIPS is nearly ready for conversion to the new web-based system. MPOs are advised to use the existing CTIPS for their 2015 FTIPS and 2017 Draft FTIP Modules and will convert everything automatically.

12. Online Program Module

Dennis Jacobs: Online database to be completely designed by June and should be available for use this summer.

13. Follow-up Items:

- List if earmarked projects posted on Caltrans' website to be emailed to the CFPG group;
- Send the information on the Super Circular for CMAQ to CFPG group;
- Potential FAST Act working group meeting schedule to CFPG Group;
- Due Date for UPACS Upload

14. Future meeting dates and locations:

- **May 31, 2016 SACOG Sacramento (10:30 am – 12:30 pm)**
- **July 12, 2016 CALTRANS Sacramento (10:30 am – 12:30 pm)**

