

# California Federal Programming Group (CFPG)

July 15, 2003

		<b>July 15, 2003</b> 10:30 – 12:30  SCAG 818 West Seventh Street 12 <sup>th</sup> Floor Los Angeles, CA (213)236-1800	
<b>Meeting called by:</b> Kris Balaji <b>Facilitator:</b> Muhaned Aljabiry <b>Recorder/Time Keeper:</b> Muhaned Aljabiry			
<b>Agenda topics</b>			
Item	Description	Time	Presentor
1	Topics/Agenda/Introductions	10:30	M. Aljabiry
2	Ground Rules	10:40	M. Aljabiry
3	Announcements	10:45	All
4	Approval of the 06/03/03 CFPG meeting minutes.	10:50	All
5	Follow-Up Items from last meeting: 1. Calendar of proposed future CFPG meetings 2. Check list for conformity statements in board resolutions 3. MPO nomination of a moderator	10:55	CT – 7/15/03 FHWA 7/15/03 MPOs 7/15/03
6	Annual listing Taskforce Progress Report	11:00	R. Ayala
7	Transfer of R/W support and Const support phases of the STIP to the FTIP	11:30	J. Stramaglia
8	<ul style="list-style-type: none"> <li>• Relation between STIP and FTIP documents</li> <li>• Discussion of Administrative amendments with the State</li> <li>• Capital funds to be shown under construction phase</li> <li>• TMPO's FTIP and FTIP amendment process</li> <li>• TCM info in CTIPS for all amendments</li> </ul>	11:20	M. Aljabiry
9	Project Grouping “Lump Sums” and Minor Changes “Administrative Amendments”- Task Force Progress report.	11:40	K. Balaji
	Open Forum & Next meeting date and location	12:30	All

		Name	Agency	Email	Telephone
1	N	Abhijit Bagde	CT-HQ	<a href="mailto:abhijit_bagde@dot.ca.gov">abhijit_bagde@dot.ca.gov</a>	(916)654-3638
2	T	Bob Lowrie	CT-D 11	<a href="mailto:Bob.lowrie@dot.ca.gov">Bob.lowrie@dot.ca.gov</a>	(619)688-6784
3	N	Bob Stone	MCTC	<a href="mailto:bobmctc@psnw.com">bobmctc@psnw.com</a>	(559)675-0721
4	T1	Bob Swensen	CT-HQ	<a href="mailto:Bob.swensen@dot.ca.gov">Bob.swensen@dot.ca.gov</a>	(916)654-4366
5	N	Cathy Gomes	CT-HQ	<a href="mailto:Cathy.Gomes@dot.ca.gov">Cathy.Gomes@dot.ca.gov</a>	(916)654-3271
6	T	Chan Kuoch	CT-D7	<a href="mailto:Chan.Kuoch@dot.ca.gov">Chan.Kuoch@dot.ca.gov</a>	(213)897-2781
7	T	Consuelo Medina	CT-D10	<a href="mailto:Consuelo.Medina@dot.ca.gov">Consuelo.Medina@dot.ca.gov</a>	(209)948-3975
8	N	Cornelius N Harris Jr.	STANCOG	<a href="mailto:charris@stancog.org">charris@stancog.org</a>	(209)558-4864
9	N	Dan Little	Shasta	<a href="mailto:dlittle@co.shasta.ca.us">dlittle@co.shasta.ca.us</a>	(530)245-6819
10	N	Denix Anbiah	CT-HQ	<a href="mailto:Denix.anbiah@fhwa.dot.gov">Denix.anbiah@fhwa.dot.gov</a>	(916)498-5034
11	T2	Diane Grindall	SJCOG	<a href="mailto:Dgrindall@sjcog.org">Dgrindall@sjcog.org</a>	(209)468-3913
12	N	Don Doutt	CT-D 2	<a href="mailto:Don.Doutt@dot.ca.gov">Don.Doutt@dot.ca.gov</a>	(530)225-3574
13	N	Donna Turchie	FTA	<a href="mailto:Donna.Turchie@fta.dot.gov">Donna.Turchie@fta.dot.gov</a>	(415)744-2737
14	T1	Doug Nguyen	CT-HQ	<a href="mailto:Dung.Nguyen@dot.ca.gov">Dung.Nguyen@dot.ca.gov</a>	(916)654-4843
15	N	Hymie Luden	FTA	<a href="mailto:Hymie.luden@fta.dot.gov">Hymie.luden@fta.dot.gov</a>	(415)744-2732
16	T	Ivan Garcia	BCAG	<a href="mailto:igarcia@bcag.org">igarcia@bcag.org</a>	(530)879-2468
17	T4	Jason Crow	SACOG	<a href="mailto:Jcrow@sacog.org">Jcrow@sacog.org</a>	(916)733-3219
18	N	Jean Mazur	FHWA	<a href="mailto:Jean.mazur@fhwa.dot.gov">Jean.mazur@fhwa.dot.gov</a>	(916)498-5732
19	N	Jerome Wiggins	FTA	<a href="mailto:Jerome.wiggins@fta.dot.gov">Jerome.wiggins@fta.dot.gov</a>	(415)744-2819
20	P	John Asuncion	SBCAG	<a href="mailto:jasuncion@sbcag.org">jasuncion@sbcag.org</a>	(805)961-8915
21	T	Joseph Stramaglia	KCOG	<a href="mailto:jstramaglia@kerncog.org">jstramaglia@kerncog.org</a>	(661)861-2191
22	P	Ken Lobeck	RCTC	<a href="mailto:KLobeck@rctc.org">KLobeck@rctc.org</a>	(909) 787-7141
23	P	Kris Balaji	CT-HQ	<a href="mailto:kris_balaji@dot.ca.gov">kris_balaji@dot.ca.gov</a>	(916)654-2983
24	T	Laura Fields	CT-D1	<a href="mailto:lfields@dot.ca.gov">lfields@dot.ca.gov</a>	(707)445-6358
25	T5	Laurie Barton	STANCOG	<a href="mailto:Lbarton@stancog.org">Lbarton@stancog.org</a>	(209)558-4836
26	T	Leigh Levine	FHWA	<a href="mailto:Leigh.levine@fhwa.dot.gov">Leigh.levine@fhwa.dot.gov</a>	(916)498-5034
27	N	Lisa Poe	SANBAG	<a href="mailto:LPoe@sanbag.ca.gov">LPoe@sanbag.ca.gov</a>	(909) 884-8276 ext.156
28	N	Lorraine Lerman	FTA	<a href="mailto:lorraine.lerman@fta.dot.gov">lorraine.lerman@fta.dot.gov</a>	(415)744-2735
29	T	Mac Cavalli	CT-D6	<a href="mailto:Mcavalli@dot.ca.gov">Mcavalli@dot.ca.gov</a>	(559)445-5285
30	T	Marc Reynolds	TRPA	<a href="mailto:mreynolds@trpa.org">mreynolds@trpa.org</a>	(775)588-4547 ext. 302
31	N	Mayela Sosa	FHWA	<a href="mailto:Mayela.Sosa@igate.fhwa.dot.gov">Mayela.Sosa@igate.fhwa.dot.gov</a>	(916)498-5022
32	P	Muhaned Aljabiry	CT-HQ	<a href="mailto:Muhaned_aljabiry@dot.ca.gov">Muhaned_aljabiry@dot.ca.gov</a>	(916)654-3521
33	N	Nancy Wickersham	CT-D5	<a href="mailto:Nancy_Wickersham@dot.ca.gov">Nancy_Wickersham@dot.ca.gov</a>	(805)549-3074
34	N	Pal Sandhu	CT-HQ	<a href="mailto:Pal.sandhu@dot.ca.gov">Pal.sandhu@dot.ca.gov</a>	(916)653-2016
35	N	Patricia Taylor-Maley	MCTC	<a href="mailto:triciamctc@psnw.com">triciamctc@psnw.com</a>	(559) 675-0721
36	P	Paul Fagan	CT-D8	<a href="mailto:Paul.Fagan@dot.ca.gov">Paul.Fagan@dot.ca.gov</a>	(909)388-7016
37	N	Paul Page	FTA	<a href="mailto:paul.page@fta.dot.gov">paul.page@fta.dot.gov</a>	(415)744-2734
38	N	Raquel Carabajal	KCOG	<a href="mailto:rcarabajal@kerncog.org">rcarabajal@kerncog.org</a>	(661)861-2191
39	N	Ray Sukys	FTA	<a href="mailto:Ray.sukys@fta.dot.gov">Ray.sukys@fta.dot.gov</a>	(415)744-2802
40	P	Raymond Odunlami	MTC	<a href="mailto:rodunlami@mtc.ca.gov">rodunlami@mtc.ca.gov</a>	(510)464-7717
41	T	Rick Ballantyne	COFCG	<a href="mailto:rickb@fresnocog.org">rickb@fresnocog.org</a>	(559)233-4148
42	P	Rosemary Ayala	SCAG	<a href="mailto:AYALA@scag.ca.gov">AYALA@scag.ca.gov</a>	(213)236-1927
43	N	Ross McKeown	MTC	<a href="mailto:rmckeown@mtc.ca.gov">rmckeown@mtc.ca.gov</a>	(510)464-7842
44	N	Sarah Chesebro	CT-D5	<a href="mailto:Sarah_chesebro@dot.ca.gov">Sarah_chesebro@dot.ca.gov</a>	(805)549-3640
45	T2	Scott Butler	SJCOG	<a href="mailto:Sbutler@sjcog.org">Sbutler@sjcog.org</a>	(209)468-3913
46	T3	Scott Sauer	CT-D3	<a href="mailto:Scott.sauer@dot.ca.gov">Scott.sauer@dot.ca.gov</a>	(916)274-0612
47	T1	Shannon Mlcoch	CT-HQ	<a href="mailto:Shannon_mlcoch@dot.ca.gov">Shannon_mlcoch@dot.ca.gov</a>	(916)653-6750
48	P	Shirley Medina	RCTC	<a href="mailto:SMEDINA@rctc.org">SMEDINA@rctc.org</a>	
49	P	Sookyung Kim	SANDAG	<a href="mailto:ski@sandag.cog.ca.us">ski@sandag.cog.ca.us</a>	(619)595-5350
50	T4	Steve Guhin	SACOG	<a href="mailto:Sguhin@sacog.org">Sguhin@sacog.org</a>	(916)733-3247
51	T	Sue Hall	SLOCOG	<a href="mailto:Shall@slocog.org">Shall@slocog.org</a>	(805)781-4255
52	P	Sue Hays	CT-D8	<a href="mailto:Sue_Hays@dot.ca.gov">Sue_Hays@dot.ca.gov</a>	(909)383-7589

53	N	Sue Kiser	FHWA	<a href="mailto:Sue.Kiser@fhwa.ca.gov">Sue.Kiser@fhwa.ca.gov</a>	(916)498-5009
54	T3	Susan Wilson	CT-D3	<a href="mailto:susan.wilson@dot.ca.gov">susan.wilson@dot.ca.gov</a>	(916)274-0639
55	N	Tammie Baumgarten	CT-D 11	<a href="mailto:Tammie.Baumgarten@dot.ca.gov">Tammie.Baumgarten@dot.ca.gov</a>	(619)688-3152
56	T	Ted M. Matley	FTA	<a href="mailto:Ted.Matley@fta.dot.gov">Ted.Matley@fta.dot.gov</a>	(415)744-2735
57	T	Ted Smalley	TCAG	<a href="mailto:TSmalley@co.tulare.ca.us">TSmalley@co.tulare.ca.us</a>	(559)733-6653 ext. 4888
58	T	Terri Lewis	MCAG	<a href="mailto:terri@mcag.cog.ca.us">terri@mcag.cog.ca.us</a>	(209)723-3153 ext. 307
59	T	Todd Muck	AMBAG	<a href="mailto:tmuck@ambag.org">tmuck@ambag.org</a>	(831)883-3750
60	T5	Vince Angelino	STANCOG	<a href="mailto:Vangelino@stancog.org">Vangelino@stancog.org</a>	(209)558-4867
61	T	Wade Hobbs	FHWA	<a href="mailto:wade.hobbs@fhwa.dot.gov">wade.hobbs@fhwa.dot.gov</a>	(916)498-5027
62					

P= In person=10  
T= By telephone=27  
N= Not attending

**CALIFORNIA FEDERAL PROGRAMMING GROUP (CFPG)**  
**MEETING MINUTES – July 15, 2003**

The CFPG meeting was held at the Southern California Association of Governments (SCAG)'s Office in Los Angeles from 10:30 am – 12:45pm. There were 37 participants.

**1. Topics/Agenda/Introductions:**

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

**2. Ground Rules:**

Rosemary Ayala went over the following 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.
- 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".

**3. Announcements:**

No announcements.

**4. Approval of the June 03, 2003 CFPG Meeting Minutes**

Minutes were approved as presented earlier.

**5. Follow-up items from the last meeting:**

1. Checklist for language regarding conformity statements in resolution  
Item was not completed by FHWA and will be moved as a follow up item for next meeting.
2. MPO nomination for moderator  
MPO/RTPA representation at any Caltrans/FHWA discussion is vital. However, one moderator would not be able to convey the interests of all regions and each area has different priorities and issues. MPO/RTPAs request that whenever Caltrans/FHWA feel the need to meet, contact all the individuals on the CFPG mailing list. Those that can make the meeting(s) will attend and notify others of what occurred.
3. Calendar of proposed future CFPG meetings.  
Muhaned Aljabiry went over the proposed meeting dates for the rest of calendar year 2003.

August 26, 2003    MTC ( Oakland)  
October 7, 2003    SBCAG ( Santa Barbara )  
November 18, 2003    FTA ( San Francisco)

## **6. Annual Listing Taskforce Progress Report**

Rosemary Ayala spoke of the taskforce meeting held on July 8, 2003. At that meeting it was decided that Caltrans Local Assistance would enter CTIPS ID's in FADS if they are provided by the local agencies when submitting E76. This will enable obligation data to be extracted from CTIPS, FADS and FMIS. MPOs will, if they don't already do, have all their projects in their TIPs posted on their web sites. This web listing should have CTIPS ID's. This way the implementing local agencies will have access to the CTIPS ID's. The FHWA will send a letter to MPOs and MPOs will send letters to their commissions/local agencies requesting CTIPS and MPO ID's on E76's.

Following discussion took place at the CFPG meeting:

There is still the issue of accessing FTA's database. As the State is not involved in the obligation process for FTA funded transit projects, MPOs still need to resolve the issue of obtaining obligation data from FTA's database. Ted Matley will talk to Ray Sukys and get back to Rosemary regarding setting up a meeting with FTA to see how to obtain FTA's obligated project data

Rosemary talked about the possibility of MPOs seeking a change of legislation to make the Feds responsible for providing such data. Wade Hobbs said this will not be a good idea since FHWA and FTA will come back to the MPOs and require them to provide such info and there will be a risk in pursuing legislation. Rosemary Ayala suggested doing away with the requirement. Steve Guhin said that SACOG always needs good obligation data whether this annual report was a requirement or not. He also said that MPOs are being constantly asked for obligation data.

For the long term, the MPOs should be able to generate these data independently. Therefore, there was a discussion in the Taskforce meeting of updating CTIPS to accommodate such reporting with a push of a button. This will require additional funds, which the State does not have due to budgetary issues. Therefore, it was recommended that the MPO's seek discretionary funds to be utilized for updating CTIPS. Raymond Odunlami said that Caltrans might have some grants that it could utilize for this purpose. Kris Balaji said that he is not aware of such a thing especially with the current budget situation. He added that if anyone knows of any such grants to let him know and he will pursue it. Rosemary Ayala asked if someone from Caltrans could present the proposal at the CalCOG meeting. Kris said Wade concurred that it will be better if it comes from the MPOs not the State especially that there is no project to sell yet. It was agreed that until we have a defined scope of work for a specific project that addresses these issues, we would not be seeking funding.

## **7. Transfer of R/W and Construction Support phases of the STIP to the FTIP**

Joe Stramaglia said that MPOs should seek consensus to have support costs included in the proper phases in the FTIP rather than under PE. He asked for clarification from Caltrans staff as to why support costs for construction and rights-of-way were incorporated into the preliminary engineering phase of the STIP. Mr. Stramaglia expressed concern about planning and programming consistency; if Caltrans expected MPO's to convert STIP projects over to their FTIP counterparts, the dollars should be reflected in a simple, consistent manner. He also expressed concern that cost estimates using RIP County Shares are commingled with Caltrans state only resources for STIP projects. Kris Balaji said that this is all taken care of at the CTC allocation time and that should not be a concern.

Kris Balaji said Caltrans would do more research and will discuss this issue further at the next CFPG meeting. Racquel Carbajal said that KCOG has always been including support cost in the same phase as capital cost. Wade Hobbs said that authorization for construction from FHWA is done at the same time as construction engineering. The Districts and the MPOs were asked to submit feedback and any comments or concerns on this issue to Muhaned Aljabiry. Specifically, comments should focus on advantages & disadvantages of a) Adding the support cost with the capital, and b) Showing under PE, the support cost associated with the RW and CON capital components under the same FY as the capital.

## **8. Following issues were discussed by Muhaned Aljabiry**

- **Relation between STIP and FTIP documents:**  
MPOs can process an FTIP amendment to a STIP project in their FTIP concurrently with the CTC approval process. MPOs must be aware that the State will not approve changes to the project prior to CTC approval. For consistency, the State encourages MPOs to use the transfer process in CTIPS to reflect the changes from STIP to FTIP.
- **Discussion of Administrative amendments with the State:**  
The State urges MPOs to discuss with the State, changes to projects that may not be explicitly defined as an administrative change under the current guidelines, before forwarding the amendment to the State for processing as administrative amendment.
- **Capital funds to be shown under construction phase:**  
If a project has a capital phase, which can not be defined as a Construction or R/W phase, the funds should be programmed under the construction phase. For example, if the project scope include purchase of buses, the capital funds shall be programmed under construction phase and not PS&E phase. All non-R/W capital activities should be shown under the construction capital
- **TMPO's FTIP and FTIP amendment process:**  
Currently state is working with FHWA to develop the guidelines for FTIP and FTIP amendments for TMPO since it is split between the states of CA and NV. FHWA has indicated that FTIP document for an MPO can not be split along state boundaries and needs to be approved by both the states as one document. Paul Fagan requested FHWA information on how to handle projects in District 08 that may be spanning CA and NV. FHWA will provide procedures (see follow-up item #1 below).
- **TCM info in CTIPS for all amendments.**  
MPOs are reminded to make sure to enter TCM information in CTIPS for all amendments.

## **9. Project Grouping “Lump Sums” and Minor Changes “Administrative Amendments” – Task Force Progress Report:**

Kris Balaji went over the draft guidelines and said that these guidelines will be made available at the end of July to the MPOs and the Conformity Working Group (CWG) for comments. Comments will be due by and discussed at the next CFPG meeting.

**Follow up items:**

<b><u>Item</u></b>	<b><u>By</u></b>	<b><u>Due Date</u></b>
1. Multi State MPO FTIP/FSTIP adoption and amendment procedures. Provide the outline of procedures developed to document FTIP/FSTIP adoption and Amendments for one of the multi-state MPO in California.	FHWA	8/26/03
2. Construction and ROW support in the TIP/STIP. Does FHWA/State funding authorization for the construction of a project include the authorization for Construction support (i.e. Construction engineering)? FHWA needs to confirm its statements at the July 15 meeting.	FHWA/State	8/26/03
3. Feedback on where the support costs should be programmed	CT-Districts	8/26/03
4. Grouped Projects and Minor Change draft guidelines – Group Discussion item	All	8/26/03
5. Conformity documentation guidance for TIP/STIP amendments -	FHWA	8/26/03
6. Financial Planning, task force progress report	State	8/26/03

Muhaned Aljabiry asked all participants to send in their agenda items and any information that they may want to share with the rest of the group.

Next Meeting will be held on August 26, 2003 at MTC in Oakland. MTC will arrange for the telephone conferencing.