

California Federal Programming Group (CFPG)

August 26, 2003

		August 26, 2003 10:30 – 12:30 MTC Joseph P. Bort Metro Center 101 Eighth Street Oakland, CA Main (510)464-4700 Raymond Odunlami (510)464-7717	
		Meeting called by: Kris Balaji Facilitator: Muhaned Aljabiry Recorder/Time Keeper: Abhijit Bagde	
		Agenda topics	
Item	Description	Time	Presentor
1	Topics/Agenda/Introductions	10:30	M. Aljabiry
2	Ground Rules	10:35	M. Aljabiry
3	Announcements / Approval of the 07/15/03 CFPG meeting minutes.	10:40	All
4	Follow-Up Items from last meeting: 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. 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 August 26 CFPG meeting. 3. Feedback on where the support costs should be programmed 4. Grouped Projects and Minor Change draft guidelines – Group Discussion item 5. Conformity documentation guidance for TIP/STIP amendments - 6. Financial Planning, task force progress report	10:45	FHWA -8/26/03 FHWA/CT-8/26/03 CT-Districts 8/26/03 All - 8/26/03 FHWA- 8/26/03 CT- 8/26/03
5	Annual listing Taskforce Progress Report	11:10	R. Ayala
6	Financial Constraint of the FSTIP- affect on FTIP Amendments	11:25	FHWA/CT

7	Project Grouping “Lump Sums” and Minor Changes “Administrative Amendments”- Task Force Progress report.	11:50	K. Balaji
8	Call for Projects Programming Cycle- What are other MPO's doing in response to this STIP/SAFTEA uncertainties?	12:00	J. Asuncion
9	How to handle combine/split/delete projects in CTIPS	12:10	S. Kim
10	Update of contact list on FTIP website	12:15	M. Aljabiry
11	CTIPS New Reporting System	12:20	D. Nguyen
	Open Forum & Next meeting date and location	12:25	All

		Name	Agency	Email	Telephone
1	T	Abhijit Bagde	CT-HQ	abhijit_bagde@dot.ca.gov	(916)654-3638
2	T1	Bob Lowrie	CT-D 11	Bob.lowrie@dot.ca.gov	(619)688-6784
3		Bob Stone	MCTC	bobmctc@psnw.com	(559)675-0721
4	N	Bob Swensen	CT-HQ	Bob.swensen@dot.ca.gov	(916)654-4366
5	P	Bruce Abanathie	Stancog	Babanathie@stancog.org	(209)558-7830
6	N	Cathy Gomes	CT-HQ	Cathy.Gomes@dot.ca.gov	(916)654-3271
7	T	Chan Kuoch	CT-D7	Chan.Kuoch@dot.ca.gov	(213)897-2781
8	T	Consuelo Medina	CT-D10	Consuelo.Medina@dot.ca.gov	(209)948-3975
9	P	Cornelius N Harris Jr.	STANCOG	charris@stancog.org	(209)558-4864
10	T	Dan Little	Shasta	dlittle@co.shasta.ca.us	(530)245-6819
11	T2	Diane Nguyen	SJCOG	Dnguyen@sjcog.org	(209)468-3913
12	N	Don Doutt	CT-D 2	Don.Doutt@dot.ca.gov	(530)225-3574
13		Donna Turchie	FTA	Donna.Turchie@fta.dot.gov	(415)744-2737
14	T	Gwendolyn Denny	CT-D 11	gwendolyn_denny@dot.ca.gov	(858)616-6526
15	P	Doug Nguyen	CT-HQ	Dung.Nguyen@dot.ca.gov	(916)654-4843
16	T	Gary Vettese	CT-D11	Gary.vettese@dot.ca.gov	(858)616-6523
17		Hymie Luden	FTA	Hymie.luden@fta.dot.gov	(415)744-2732
18	T	Ivan Garcia	BCAG	igarcia@bcag.org	(530)879-2468
19	P	Jason Crow	SACOG	Jcrow@sacog.org	(916)733-3219
20		Jean Mazur	FHWA	Jean.mazur@fhwa.dot.gov	(916)498-5732
21		Jerome Wiggins	FTA	Jerome.wiggins@fta.dot.gov	(415)744-2819
22	P	John Asuncion	SBCAG	jasuncion@sbcag.org	(805)961-8915
23	T	Joseph Stramaglia	KCOG	jstramaglia@kerncog.org	(661)861-2191
24	P	Ken Lobeck	RCTC	KLobeck@rctc.org	(909) 787-7141
25	P	Kris Balaji	CT-HQ	kris_balaji@dot.ca.gov	(916)654-2983
26	T	Laura Fields	CT-D1	lfields@dot.ca.gov	(707)445-6358
27		Laurie Barton	STANCOG	Lbarton@stancog.org	(209)558-4836
28	T	Leigh Levine	FHWA	Leigh.levine@fhwa.dot.gov	(916)498-5034
29	T	Lisa Poe	SANBAG	LPoe@sanbag.ca.gov	(909) 884-8276 ext.156
30		Lorraine Lerman	FTA	lorraine.lerman@fta.dot.gov	(415)744-2735
31	T	Mac Cavalli	CT-D6	Mcavalli@dot.ca.gov	(559)445-5285
32	T	Marc Reynolds	TRPA	mreynolds@trpa.org	(775)588-4547 ext. 302
33	T	Mayela Sosa	FHWA	Mayela.Sosa@igate.fhwa.dot.gov	(916)498-5022
34	P	Muhaned Aljabiry	CT-HQ	Muhaned_aljabiry@dot.ca.gov	(916)654-3521
35		Nancy Wickersham	CT-D5	Nancy_Wickersham@dot.ca.gov	(805)549-3074
36	T	Patricia Taylor-Maley	MCTC	triciamctc@psnw.com	(559) 675-0721
37	N	Paul Fagan	CT-D8	Paul_Fagan@dot.ca.gov	(909)388-7016
38		Paul Page	FTA	paul.page@fta.dot.gov	(415)744-2734
39	T	Raquel Carabajal	KCOG	rcarabajal@kerncog.org	(661)861-2191
40		Ray Sukys	FTA	Ray.sukys@fta.dot.gov	(415)744-2802
41	P	Raymond Odunlami	MTC	rodunlami@mtc.ca.gov	(510)464-7717
42	T	Rick Ballantyne	COFCG	rickb@fresnocog.org	(559)233-4148
43	P	Rosemary Ayala	SCAG	AYALA@scag.ca.gov	(213)236-1927
44	N	Ross McKeown	MTC	rmckeown@mtc.ca.gov	(510)464-7842
45	T3	Sarah Chesebro	CT-D5	Sarah_chesebro@dot.ca.gov	(805)549-3640
46	T2	Scott Butler	SJCOG	Sbutler@sjcog.org	(209)468-3913
47	T4	Scott Sauer	CT-D3	Scott.sauer@dot.ca.gov	(916)274-0612
48	T3	Sharon Fasulo	CT-D5	Sharon.Fasulo@dot.ca.gov	(805) 549-3319
49	P	Sima Memari	CT-D4	Sima_Memari@dot.ca.gov	(510)286-5762
50		Shirley Medina	RCTC	SMEDINA@rctc.org	
51	P	Sookyung Kim	SANDAG	ski@sandag.cog.ca.us	(619)595-5350
52	T	Steve Guhin	SACOG	Sguhin@sacog.org	(916)733-3247

CALIFORNIA FEDERAL PROGRAMMING GROUP (CFPG)
MEETING MINUTES – August 26, 2003

The CFPG meeting was held at the Metropolitan Transportation Commission (MTC)'s Office in Oakland from 10:30 am – 12:30 PM. There were 43 participants.

1. Topics/Agenda/Introductions:

Meeting started with self-introduction of attendees and review of the agenda items. Doug Nguyen asked to add an additional item to the agenda “ CTIPS New Reporting System”.

2. Ground Rules:

Muhaned Aljabiry 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 July 15, 2003 CFPG Meeting Minutes

Minutes were approved as presented earlier.

5. Follow-up items from the last meeting:

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.
Wade Hobbs said that the procedures are close to being released. The draft of a single agency signature approval is being circulated. A flow chart of the procedure will be provided at the next CFPG meeting.
2. Construction and R/W 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 August 26 CFPG meeting.

Wade Hobbs confirmed that the funding authorization for construction and R/W includes the authorization for construction and R/W support.

3. Feedback on where the support costs should be programmed.

Muhaned Aljabiry said that only two districts responded and both prefer to see support cost for R/W and construction included with the capital cost of these components. Also one other MPO responded by supporting the inclusion of the support cost with the capital cost of that phase. There was a concern that R/W support work starts earlier than capital work. MTC was asked if they separate support from capital to see if any change will affect their data upload in CTIPS. Raymond Odunlami said that these costs are listed on separate lines in their database and lumped in CTIPS with the capital components. Muhaned Aljabiry stated that it seemed that MPOs as well as districts have been combining support and capital cost in the same component and we should work to make that consistent. There was another concern that R/W engineering cost will not be paid for before capital cost if support and capital are combined. Kris Balaji said that R/W engineering is paid for as part of design. Doug Nguyen will find out what it takes to modify CTIPS so that data transferred from the STIP side into the FTIP side will add support cost to the capital of the same phase rather than preliminary engineering.

4. Grouped Projects and Minor Change draft guidelines – Group Discussion item

The guidelines were to be released prior to this meeting and discussed during the meeting. However, Wade Hobbs decided to hold on to releasing the draft guidelines to try to give maximum flexibility to grouped projects and minor changes. Within 6 weeks the draft will be released and would be discussed in the November CFPG meeting. After the guidelines have been reviewed by all, it will be narrowed down.

5. Conformity documentation guidance for TIP/STIP amendments -

Wade Hobbs said that Jean Mazur has been working on the requirements and guidance that will be included as part of the Grouped Projects guidelines. Therefore the schedule for this item is contingent on the schedule for Item 4 above.

6. Financial Planning Task Force progress report

Abhijit Bagde said no progress by the Financial Planning Taskforce because they have not met since the last CFPG meeting. He expects a draft to be released to the Group by the end of October and a final report in April. Wade Hobbs said that the financial plan for the program will not be restrictive but rather informative and there will be no new requirements.

6. Annual Listing Taskforce Progress Report

Rosemary Ayala said that there was no taskforce meeting since the last CFPG meeting. Caltrans Federal Resources are in the process of changing FADS to accommodate CTIP IDs and Project IDs. FTA requested their HQ to add additional fields to TEAM to enable MPOs to extract transit obligation data. Ted Mately said that all MPOs could have access to TEAM if they wish and that anyone needs an access should contact him.

7. Financial Constraint of the FSTIP- affect on FTIP Amendments

FHWA issued a letter on August 8, 2003 that requires updated financial information that demonstrates financial constraint of the FTIP on all future amendments. At the RTPA meeting a committee was formed to come up with a strategy on how to deal with this new requirement by FHWA. The committee includes MPO, RTPA and Caltrans representatives. Part of the strategy is a meeting between the state and FHWA/FTA that will take place on August 27. The committee will

come up with its recommendation by August 29, 2003. The state has approved and forwarded to FHWA all amendments received prior to the signing of the new state budget.

7.8. Call for Projects Programming Cycle- What are other MPOs doing in response to the STIP/SAFTEA uncertainties?

John Asuncion asked the MPO's what their plans are in response to STIP/SAFTEA uncertainties
SJCOG- will wait until the new numbers are out

KCOG- will also wait

SCAG- their regions are diverse, some are waiting and some are going for call for projects.

STANCOG- going for call for projects based on estimated CMAQ and RSTP.

SACOG- going for call for projects based on estimated CMAQ and RSTP.

MTC- SAFTEA broken into two cycles. First cycle contains all exempt regional projects and has been programmed. Will wait to program whatever is left as 2nd cycle after reauthorization.

BCAG- has many CMAQ projects that are over programmed

9. How to handle combine/split/delete projects in CTIPS

Sookyung Kim said currently if projects are combined in CTIPS one will drop out and the second project remains and she has to go and delete the other project manually. She asked if there is a way to have this done automatically when choosing combine projects as a reason for change. Doug Nguyen said that he would explore this and report to the group next meeting.

10. Update of contact list on FTIP website.

Muhaned Aljabiry requested from all MPOs, FHWA, FTA and Caltrans districts to look at the contact list in Caltrans FTIP website and to provide the updated information to him.

11. CTIPS New Reporting System

Doug Nguyen spoke about the new CTIPS reporting system. He mentioned that there are two consultants on board that are assisting in developing the new reporting system. A draft trial will be done in house by mid October. The new system will enable the user to save favorite customized reporting format that could be generated anytime. Doug said that he will demonstrate the new reporting system to the group.

Open Forum & next meeting date and location

Rosemary Ayala inquired on where to get unobligated funding balances for high priority and federal demonstration projects. Previously the state, Randy Steen, provided such information but since FIMS changed, this information cannot be obtained. Kris Balaji said that the state would check to see if the report can be obtained somewhere else may be Local Assistance. A question was asked whether high priority in the TEA authorization includes match funds or just Federal dollars. Wade Hobbs answered that it includes only federal dollars.

Next meeting will be held on October 8, 2003 at CALTRANS

Follow up items:

<u>Item</u>	<u>By</u>	<u>Due Date</u>
a. Implementation of changes in CTIPS to include cost in respective Capital cost.	D. Nguyen	10-08-03
b. Combined projects in CTIPS- can it be done automatically	D. Nguyen	10-08-03
c. How to obtain unobligated balances information for High Priority and Demo Funds.	M. Aljabiry	10-08-03
d. Update on Financial planning	A. Bagde/ W. Hobbs	10-08-03
e. Update of contact list on FTIP website.	All	10-0803
f. Grouped Projects and Minor Change draft guidelines	W. Hobbs	10-08-03
g. Conformity documentation guidance for TIP/STIP amendments	J. Mazur	10-08-03
h. Procedures flow chart for Multi State MPO FTIP/FSTIP adoption and amendment procedures.	W. Hobbs	10-08-03